



JEFFERSON TRANSIT AUTHORITY
REMOTE REGULAR BOARD MEETING
Tuesday, June 15, 2021, 1:30 p.m.

AGENDA

COVID-19 NOTICE:

NO IN-PERSON ATTENDANCE ALLOWED (Per Governor Inslee's Amended Proclamation 20-28)

To listen to meeting live dial: **1 (877) 568 4106 (Toll Free within United States)**

1 (571) 317-3129 (Outside the United States)

Access Code: 210-818-749

Call to Order/Welcome

Public Comment

SUBMITTING COMMENTS DURING COVID-19: During social distancing for the COVID-19 pandemic, citizens can submit public comments to Jefferson Transit by email to be read aloud by staff for up to three minutes during the public comment period. Email comments to speck@jeffersontransit.com, by 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.

Justin Leighton: End of Quarter Legislative Summary

New Agenda Items

I. Finance Reports

- a. May, 2021
- b. April, 2021

II. Consent Agenda

- a. Approval of Minutes, April 20, 2021
- b. Approval of Special Meeting Minutes, May 18, 2021
- c. Approval of Expenses, April, 2021
- d. Approval of Expenses, May, 2021
- e. Out of State Travel Approval for John Bender and Desiree Williams
- f. Disposition of Surplus Property Under \$5,000
- g. Inventory Lost
- h. Return to Inventory

Public Hearing: Transit Development Plan/Transportation Improvement Plan 2021-2026

III. Unfinished Business

IV. New Business

- a. **Resolution 21-08:** Authorizing the General Manager to Sign an Agreement with TCF Architecture

V. Reports

- a. General Managers Report
- b. Fixed Route Operations Report
- c. Mobility Operations Report

Public Comment

Adjournment



63 4 Corners Road, Port Townsend, WA 98368

June 8, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: May 2021 Financial Report

Special Notes:

Jefferson Transit was informed by WSTIP that the cost for Property, Boiler/Machinery and Cyber Excess Insurance will increase by 38% - due to losses in the market (terrible fire season last year) and escalation of lumber prices – it is a bad year for the market. We do have a credit from 2020 that will lessen the blow in 2022, but 2023 may see a significant increase. This increase will be addressed during the budget sessions in November 2021.

May Financial Report

The budget tracking percentage for May 2021 is 41.7%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (March 2021 - remitted in May 2021).

For the month March 2021 sales tax was an unprecedented 43% higher than received for March 2020. Keeping in mind that March 2020 was the beginning of financial impacts of COVID (March 2020 sales tax was down 15% compared to 2019) comparing the amount to March 2019, it is still an unprecedented 21% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see where we saw increased sales tax.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for April (remitted in June 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 7.8% UNDER budget. 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.

- **Labor** – Labor is 4.7% under budget.
- **Benefits** – Benefits are 4.7% under budget
 - Holiday is over budget because we “front load” personal holidays. This is a timing issue that will report over budget until September.
- **Services and User Fees** – S/U Fees are 20.4% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 17.5% under budget

- Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting); this line item will mostly likely still come in under budget.
- Park & Ride Materials - Timing issue
- **Utilities** – 4.5% under budget (electricity not yet posted)
- **Casualty/Liability Costs** – C/L costs are 1.2% under budget
- **Taxes** – 35.1% under budget
- **Miscellaneous** – 26.8% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
 - Other Miscellaneous over budget – will monitor
- **Leases and Rentals** – 10.4% under budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.

Capital Activity –

- Capital activity in May: New Engine for Service Vehicle 01



May 2021 Financial Summary

Budget Tracking Figure: 41.7%

Operational Expenses:	\$341,297.99
Operational Revenues:	\$0.00
Non-Operational Income:	\$731,771.17
Capital Expenses:	\$7,314.27
Capital Income:	\$0.00

Sales Tax Received 5/31/2021 for March 2021: \$551,733.90

Sales Tax Received 5/31/2020 for March 2020: \$386,720.73

****Sales tax increased from prior year 43% ****

****Cumulative Sales tax increase from prior year 24%** (21% up from 2019)**

Cash on Hand as of May 31, 2021*:

Operating:	\$2,220,516.87
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,066,056.52
Dedicated (Committed) Grant Match (100% Funded):	\$5,956,445.82
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$127,895.56
Travel Fund:	\$1,500.00

Total \$12,637,811.77**

*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year

2021

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$408,363.77	\$346,768.80	\$313,966.93	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$339,637.20	\$518,325.41	\$483,289.40	\$465,328.15	\$475,452.80	\$426,000.00	26.72%	\$1,001,610.91	774,000.00	29.63%
March	0.90%	\$416,486.82	\$378,073.87	\$304,223.85	\$340,748.19	\$307,874.06	\$368,000.00	15.68%	\$1,418,097.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$386,014.66	\$336,389.71	\$321,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,304.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,770.72	\$455,211.10	\$433,601.92	\$404,565.67	\$358,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.46%
June	0.90%		\$348,715.22	\$398,669.28	\$391,612.04	\$338,021.49	\$358,000.00	0.00%	\$0.00	2,184,000.00	
July	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	2,564,000.00	
August	0.90%		\$487,387.91	\$550,089.91	\$488,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,994,000.00	
September	0.90%		\$508,467.71	\$483,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	3,394,000.00	
October	0.90%		\$618,705.02	\$501,416.48	\$491,604.90	\$438,879.75	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%		\$575,977.44	\$535,728.65	\$581,570.25	\$482,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.17	\$460,132.88	\$432,231.53	\$359,173.90	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$2,403,201.93	\$5,267,668.81	\$5,457,793.88	\$5,161,234.88	\$4,846,283.16	\$4,694,000.00	0.00%			
Monthly Average		\$400,533.65	\$438,977.47	\$459,632.31	\$436,872.48	\$387,180.53	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,023.87	\$364,223.85	\$346,748.19	\$307,974.06	\$380,000.00	15.68%	\$416,450.82	380,000.00	15.68%
February	0.90%	\$433,206.30	\$386,014.66	\$336,389.71	\$331,164.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	690,000.00	23.14%
March	0.90%	\$551,733.90	\$386,770.72	\$455,211.10	\$433,601.92	\$404,565.67	\$358,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%		\$348,715.22	\$398,669.28	\$391,612.04	\$338,021.49	\$358,000.00	0.00%	\$0.00	1,390,000.00	
May	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,790,000.00	
June	0.90%		\$487,387.91	\$550,089.91	\$488,093.29	\$465,923.53	\$450,000.00	0.00%	\$0.00	2,220,000.00	
July	0.90%		\$508,467.71	\$483,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	2,620,000.00	
August	0.90%		\$618,705.02	\$501,416.48	\$491,604.90	\$438,879.75	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%		\$575,977.44	\$535,728.65	\$581,570.25	\$482,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$461,973.71	\$435,461.40	\$408,363.77	\$346,768.80	\$374,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$355,835.17	\$460,132.88	\$432,231.53	\$359,173.90	\$400,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%							0.00%	\$0.00	4,770,000.00	
Total		\$1,401,391.02	\$5,315,880.71	\$5,521,326.70	\$5,238,794.61	\$4,668,938.57	\$4,720,000.00	0.00%			
Monthly Average		\$467,130.34	\$447,973.39	\$460,180.56	\$436,563.22	\$389,078.05	\$393,333.33				

Sales Tax by NAICS Category - March 2021	2021	2020	\$\$2021 Compared to 2020	% Difference	2019	% 2019 Compared to 2021
Agriculture, Forestry, Fishing and Hunting	\$ 860.25	608.59	\$ 251.66	141%	\$ 722.99	119%
Mining	\$ 1,059.12	614.8	\$ 444.32	172%	\$ 296.49	357%
Utilities	\$ 72.35	147.28	\$ (74.93)	49%	\$ 166.21	44%
Construction	\$ 106,992.75	\$ 86,590.35	\$ 20,401.90	124%	\$ 105,604.86	101%
Manufacturing	\$ 19,442.16	\$ 11,848.66	\$ 7,593.50	164%	\$ 18,933.47	103%
Wholesale Trade	\$ 33,243.54	26892.2	\$ 6,351.34	124%	\$ 29,196.47	114%
Retail Trade	\$ 223,235.90	\$ 155,134.52	\$ 68,101.38	144%	\$ 151,808.68	147%
Transportation and Warehousing	\$ 2,825.02	\$ 658.26	\$ 2,166.76	429%	\$ 2,245.68	126%
Information	\$ 19,471.51	14607.78	\$ 4,863.73	133%	\$ 14,149.95	138%
Finance and Insurance	\$ 2,824.15	2045.85	\$ 778.30	138%	\$ 2,523.12	112%
Real Estate Rental and Leasing	\$ 7,652.10	4947.65	\$ 2,704.45	155%	\$ 6,370.11	120%
Professional, Scientific, and Technical Services	\$ 10,964.07	8593.56	\$ 2,370.51	128%	\$ 15,959.69	69%
Management of Companies and Enterprises	\$ 2,149.75	10.56	\$ 2,139.19	20357%	\$ 1.06	202807%
Administrative and Support and Waste Management and Remediation Services	\$ 37,285.17	20560.38	\$ 16,724.79	181%	\$ 21,517.87	173%
Educational Services	\$ 1,036.24	520.43	\$ 515.81	199%	\$ 895.12	116%
Health Care and Social Assistance	\$ 3,284.69	2492.64	\$ 792.05	132%	\$ 1,443.25	228%
Arts, Entertainment, and Recreation	\$ 4,318.97	1436.55	\$ 2,882.42	301%	\$ 3,601.83	120%
Accommodation and Food Services	\$ 45,544.34	23316.08	\$ 22,228.26	195%	\$ 48,821.91	93%
Other Services (except Public Administration)	\$ 14,597.16	12959.13	\$ 1,638.03	113%	\$ 17,052.38	86%
Public Administration	\$ 2,814.35	612.92	\$ 2,201.43	459%	\$ 3,602.21	78%
Not Classified	\$ 17,633.98	\$ 15,231.67	\$ 2,402.31	116%	\$ 13,280.30	133%
Total	\$ 557,306.97	\$ 389,829.86	\$ 167,477.11	143%	\$ 458,193.85	122%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Five Months Ending Monday, May 31, 2021

STATEMENT OF CASH FLOWS	<u>May</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$12,433,501.34	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$348,918.74)	(\$2,263,808.33)
Non-Capital Financing Activities	\$551,733.90	\$3,063,736.77
Investing Activities	\$883.27	\$4,748.79
Total Operating Cash Provided/(Used)	203,698.43	804,677.23
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$282.00	(\$97,417.31)
Net Increase/(Decrease) Cash and Equivalent	\$203,980.43	\$707,259.92
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$12,637,481.77</u>	<u>\$12,637,481.77</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending Monday, May 31, 2021

STATEMENT OF INCOME/(LOSS)	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	191,396.30	955,936.06	2,581,957.00	37.02%
Benefits	111,208.03	679,657.42	1,837,819.00	36.98%
Services and User Fees	9,188.10	85,019.50	399,665.00	21.27%
Materials & Supplies	12,398.58	147,933.13	610,610.00	24.23%
Utilities	3,528.23	33,134.78	89,053.00	37.21%
Casualty/Liability Costs	12,722.33	63,611.65	157,000.00	40.52%
Taxes		302.62	4,592.00	6.59%
Miscellaneous Expenses	856.42	32,722.09	220,030.00	14.87%
Leases and Rentals		7,276.16	23,216.00	31.34%
Total Operating Expenses	341,297.99	2,005,593.41	5,923,942.00	33.86%
Operating Income (Loss)	(341,297.99)	(2,005,593.41)	(5,893,462.00)	34.03%
Non-Operating Revenues				
Non-Transportation Revenue	1,165.27	(8,611.73)	25,200.00	(34.17%)
Taxes Levied by Transit	601,733.90	2,379,201.93	4,720,000.00	50.41%
Local Grants & Contributions	1,250.00	6,250.00	18,000.00	34.72%
State Grants & Contributions	20,872.00	104,360.00	250,464.00	41.67%
Federal Grants & Contributions	106,750.00	533,750.00	1,283,160.00	41.60%
Total Non-Operating Revenues	731,771.17	3,014,950.20	6,296,824.00	47.88%
Net Income (Loss) Before Transfers In/(Out)	390,473.18	1,009,356.79	403,362.00	250.24%
Net Income/(Loss)	<u>\$390,473.18</u>	<u>\$1,009,356.79</u>	<u>\$403,362.00</u>	<u>250.24%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Five Months Ending Monday, May 31, 2021

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	883.27	4,748.79	24,000.00	19.79%
Gain (Loss) on Disposition of Capital Items	282.00	(14,229.99)	1,200.00	(1,185.83%)
Other Nontransportation Revenues		869.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	601,733.90	2,379,201.83	4,720,000.00	50.41%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	104,360.00	250,464.00	41.67%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	533,750.00	1,283,160.00	41.60%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	<u>731,771.17</u>	<u>3,014,950.20</u>	<u>6,296,824.00</u>	<u>47.88%</u>
TOTAL REVENUES	<u>\$731,771.17</u>	<u>\$3,014,950.20</u>	<u>\$6,327,304.00</u>	<u>47.65%</u>

**Jefferson Transit Authority
Operating Expenses
For the Five Months Ending Monday, May 31, 2021**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$69,607.34	\$342,288.02	\$924,387.00	37.03%
Operators Overtime - Fixed Route	2,043.00	13,916.53	68,565.00	20.30%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,852.00	46,924.97	138,512.00	33.88%
Operators Overtime - Dial-a-Ride (DAR)	85.01	522.88	8,425.00	6.21%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,979.57	250,186.29	689,366.00	36.29%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,535.71	13,068.36	33,050.00	39.54%
Administration Salaries	56,293.67	289,029.01	719,652.00	40.16%
Total Labor	191,398.30	955,938.06	2,581,967.00	37.02%
Benefits				
FICA	16,525.87	81,673.51	230,180.00	35.48%
Pension Plans (PERS)	26,582.26	146,319.67	359,572.00	40.69%
Medical Plans	38,307.95	213,957.51	570,120.00	37.53%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,711.95	26,599.63	81,823.00	32.51%
Holiday	1,052.15	58,855.23	124,022.00	47.46%
General Leave	22,449.37	128,545.04	325,843.00	39.45%
Other Paid Absence (Court Duty & Bereavement)		1,187.57	15,750.00	7.54%
Uniforms, Work Clothing & Tools Allowance		5,643.21	24,680.00	22.87%
Other Benefits (HRA, EAP & Wellness)	277.85	7,956.00	38,700.00	20.56%
Paid FML	300.63	1,655.01	4,129.00	40.08%
COVID-19 JTA/Federal Leave		7,265.04	53,000.00	13.71%
Total Benefits	111,208.03	679,657.42	1,837,819.00	36.98%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		11,849.98	26,250.00	45.14%
Professional & Technical Services	2,730.44	29,151.25	140,500.00	20.75%
Contract Maintenance Services (IT Services)	1,231.61	4,050.59	14,005.00	28.92%
Custodial Services	910.00	4,480.00	18,720.00	23.93%
Security Services		544.65	5,600.00	9.73%
Vehicle Technical Services	755.11	9,140.74	47,000.00	19.45%
Property Maintenance Services	1,283.88	7,925.87	41,901.00	18.92%
Software Maintenance Fees	1,212.72	11,665.61	81,425.00	14.33%
Postage & Mail Meter Fees		753.73	3,600.00	20.94%
Drug & Alcohol Services	205.42	1,302.10	8,000.00	16.28%
Other Services & User Fees	858.92	4,154.98	9,664.00	42.99%
Total Service and User Fees	9,188.10	65,019.50	399,685.00	21.27%
Materials and Supplies Consumed				
Fuel	5,224.16	70,656.73	335,000.00	21.09%
Tires	1,407.02	7,690.67	27,000.00	28.48%
Lubrication	461.29	4,647.32	13,050.00	35.61%
Tools	32.36	3,132.33	18,000.00	17.40%
Vehicle Maintenance & Repair Parts	4,413.02	39,583.89	81,500.00	48.57%
Non-Vehicle Maintenance & Repair Parts	203.79	3,749.15	9,740.00	38.49%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	420.71	3,296.53	5,750.00	57.33%
Shop Supplies (Maintenance & Cleaning)	225.37	7,935.58	23,000.00	34.50%
Safety & Emergency Supplies		809.22	9,800.00	8.26%
Office Supplies	10.86	3,673.06	16,920.00	21.71%
Computer Programs & Supplies		1,358.41	18,000.00	7.55%
Printing (Photocopier, Schedules & Brochures)		1,400.24	49,500.00	2.83%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	12,398.58	147,933.13	610,610.00	24.23%

**Jefferson Transit Authority
Operating Expenses
For the Five Months Ending Monday, May 31, 2021**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	183.84	5,373.99	15,100.00	35.59%
Utilities (Electrical & Propane)		10,723.86	27,800.00	38.58%
Telephone & Internet	3,344.39	17,036.93	46,153.00	36.91%
Total Utilities	3,528.23	33,134.78	89,053.00	37.21%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	63,611.65	157,000.00	40.52%
Total Casualty and Liability Costs	12,722.33	63,611.65	167,000.00	40.82%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		91.50	750.00	12.20%
Other Licensing Fees & Taxes		211.12	3,000.00	7.04%
Total Taxes		302.62	4,592.00	6.68%
Miscellaneous				
Dues & Subscriptions	856.42	9,430.20	20,406.00	46.21%
Travel & Meetings		941.04	34,000.00	2.77%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)		4,285.00	26,554.00	16.14%
EE CDL and EE Physical Expense		1,007.50	9,250.00	10.89%
COVID-19 Related Expense		16,797.79	123,420.00	13.61%
Other Miscellaneous		260.56	300.00	86.85%
Total Miscellaneous	856.42	32,722.09	220,030.00	14.87%
Leases and Rentals				
Transit Way & Passenger Stations		2,265.00	4,500.00	50.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		5,011.16	16,216.00	30.90%
Total Leases and Rentals		7,276.16	23,216.00	31.34%
TOTAL OPERATING EXPENSES	<u>\$341,297.99</u>	<u>\$2,005,593.41</u>	<u>\$5,923,842.00</u>	<u>33.86%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
May 2021

Current Account Status	Balance per Bank @ 5/31/21	\$ 8,222,502.34	\$ -
Balance per GL @ 4/30/2021		\$ 8,229,401.46	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 415.15	
	Transfers Out (Purchases)	\$ (7,314.27)	
	Transfers Out (Bond Call)	\$ -	
Balance per GL @ 5/31/21		\$ 8,222,502.34	
Balance in Capital Account	Outstanding Checks	\$ 8,222,502.34	

2021 Capital Projects

Facility		Grant Funding	JTA Funding
	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 53 4 Corners EV Feasibility		\$ 31,000.00
	Feb 2021 - Transpo Group		\$ (2,577.50)
	Eng/Des 53 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00
	March 2021		\$ (1,853.58)
	April 2021		\$ (4,830.57)
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,267.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	JTA Funded Balance		\$ 383,995.62
Other Building and Structures		Grant Funding	JTA Funding
Facilities Mntce Bldg/Training Area	2021 Beginning Budget	\$ -	\$ 800,000.00
Radio Project - Maynard Mtn Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00
Revenue Vehicles			
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (825.00)
1 JTOC 28' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	JTA Funded Balance		\$ 587,500.73
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV			
	JTA Funded Balance		\$ 45,000.00
Service Equipment	2021 Beginning Budget		\$ 30,000.00
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.78)
	JTA Funded Balance		\$ 4,315.22
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2021 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 123,405.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance	\$ 8,222,502.34
JTA Committed Project Funds Sub-Total	\$ (2,068,058.62)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 5,954,443.82



63 4 Corners Road, Port Townsend, WA 98368

May 17, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: April 2021 Financial Report

April Financial Report

The budget tracking percentage for April 2021 is 33.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (February 2021 - remitted in April 2021).

For the month February 2021 sales tax was 18% higher than received for February 2020.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for April (remitted in June 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 5.2% UNDER budget. 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.

- **Labor** – Labor is 3.7% under budget.
- **Benefits** – Benefits are 2.3% under budget
 - Holiday is over budget because we “front load” personal holidays. This is a timing issue that will report over budget until September.
- **Services and User Fees** – S/U Fees are 14.3% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 11.1% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting); this line item will mostly likely still come in under budget.
 - Non-Vehicle Mntce - Timing issue
 - Park & Ride Materials - Timing issue
 - Shop Supplies – Timing issue, will monitor
- **Utilities** – on budget
- **Casualty/Liability Costs** – C/L costs are 1% under budget
- **Taxes** – 26.7% under budget
- **Miscellaneous** – 18.8% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue

- Other Miscellaneous over budget – will monitor
- **Leases and Rentals** – 1.96% under budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.

Capital Activity –

- Capital activity in April: Comprehensive Plan, HPTC Bus Loop Design, Finance Software



April 2021 Financial Summary

Budget Tracking Figure: 33.3%

Operational Expenses:	\$426,007.68
Operational Revenues:	\$0.00
Non-Operational Income:	\$568,786.79
Capital Expenses:	\$23,112.63
Capital Income:	\$0.00
Sales Tax Received 4/30/2021 for February 2021:	\$433,206.30
Sales Tax Received 4/30/2020 for February 2020:	\$366,014.66

**Sales tax increased from prior year 18% **

Cumulative Sales tax increase from prior year 15%

Cash on Hand as of April 30, 2021*:

Operating:	\$2,025,936.10
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,073,370.79
Dedicated (Committed) Grant Match (100% Funded):	\$5,956,030.67
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$111,433.31
Travel Fund:	\$1,500.00

Total **\$12,433,667.87****

**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 2021

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bnd Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,768.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$339,837.20	\$518,325.41	\$483,289.40	\$485,326.15	\$475,452.60	\$428,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,823.97	\$364,223.85	\$348,748.19	\$307,074.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$368,814.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.77%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%		\$336,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	0.00%	\$0.00	1,814,000.00	
June	0.90%		\$346,715.22	\$398,659.28	\$391,612.04	\$339,021.49	\$350,000.00	0.00%	\$0.00	2,164,000.00	
July	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	2,584,000.00	
August	0.90%		\$487,387.91	\$550,089.91	\$492,693.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,994,000.00	
September	0.90%		\$506,467.71	\$485,580.86	\$504,473.96	\$399,053.15	\$400,000.00	0.00%	\$0.00	3,394,000.00	
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.76	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.66	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$1,851,468.03	\$5,267,656.61	\$5,457,793.66	\$5,161,234.48	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$462,867.01	\$438,971.36	\$454,818.09	\$430,102.87	\$387,188.59	\$381,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,823.97	\$364,223.85	\$346,748.19	\$307,074.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.77%	\$849,657.12	690,000.00	23.14%
March	0.90%		\$366,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	0.00%	\$0.00	1,040,000.00	
April	0.90%		\$346,715.22	\$398,659.28	\$391,612.04	\$339,021.49	\$350,000.00	0.00%	\$0.00	1,390,000.00	
May	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,790,000.00	
June	0.90%		\$487,387.91	\$550,089.91	\$492,693.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,220,000.00	
July	0.90%		\$506,467.71	\$485,580.86	\$504,473.96	\$399,053.15	\$400,000.00	0.00%	\$0.00	2,620,000.00	
August	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.76	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$365,835.47	\$480,132.66	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,768.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$559,837.20	\$518,325.41	\$483,289.40	\$485,326.16	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$849,657.12	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$424,828.56	\$442,073.38	\$460,160.68	\$436,566.22	\$389,078.05	\$393,333.33				

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Four Months Ending Friday, April 30, 2021

STATEMENT OF CASH FLOWS	April	Year to Date
Cash Balances - Beginning of Period	\$12,489,195.03	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$468,863.71)	(\$1,914,889.59)
Non-Capital Financing Activities	\$433,419.05	\$2,512,002.87
Investing Activities	\$1,007.73	\$3,865.52
Total Operating Cash Provided/(Used)	(34,436.93)	600,978.80
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$21,256.76)	(\$97,699.31)
Net Increase/(Decrease) Cash and Equivalent	(\$55,693.69)	\$503,279.49
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$12,433,501.34	\$12,433,501.34

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending Friday, April 30, 2021

STATEMENT OF INCOME/(LOSS)	April	YTD	Budget	% of Actual vs. Budget
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	213,071.34	764,539.76	2,581,957.00	29.61%
Benefits	137,110.04	568,449.39	1,837,819.00	30.93%
Services and User Fees	18,473.88	75,831.40	399,665.00	18.97%
Materials & Supplies	43,093.92	135,534.55	610,610.00	22.20%
Utilities	6,908.57	29,606.55	89,053.00	33.25%
Casualty/Liability Costs	12,722.33	50,889.32	157,000.00	32.41%
Taxes	113.00	302.62	4,592.00	6.59%
Miscellaneous Expenses	4,245.74	31,865.67	220,030.00	14.48%
Leases and Rentals	3,005.58	7,276.16	23,216.00	31.34%
Total Operating Expenses	438,744.40	1,664,295.42	5,923,942.00	28.09%
Operating Income (Loss)	(438,744.40)	(1,664,295.42)	(5,893,462.00)	28.24%
Non-Operating Revenues				
Non-Transportation Revenue	(13,291.51)	(9,777.00)	25,200.00	(38.80%)
Taxes Levied by Transit	453,206.30	1,777,468.03	4,720,000.00	37.66%
Local Grants & Contributions	1,250.00	5,000.00	18,000.00	27.78%
State Grants & Contributions	20,872.00	83,488.00	250,464.00	33.33%
Federal Grants & Contributions	106,750.00	427,000.00	1,283,160.00	33.28%
Total Non-Operating Revenues	568,786.79	2,283,179.03	6,296,824.00	36.26%
Net Income (Loss) Before Transfers In/(Out)	130,042.39	618,883.61	403,362.00	153.43%
Net Income/(Loss)	\$130,042.39	\$618,883.61	\$403,362.00	153.43%

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Four Months Ending Friday, April 30, 2021

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,007.73	3,865.52	24,000.00	16.11%
Gain (Loss) on Disposition of Capital Items	(14,511.99)	(14,511.99)	1,200.00	(1,209.33%)
Other Nontransportation Revenues	212.75	869.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	453,205.30	1,777,468.03	4,720,000.00	37.66%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	83,488.00	250,464.00	33.33%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	427,000.00	1,283,160.00	33.28%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	<u>568,786.79</u>	<u>2,283,179.03</u>	<u>6,296,824.00</u>	<u>36.26%</u>
TOTAL REVENUES	<u>\$568,786.79</u>	<u>\$2,283,179.03</u>	<u>\$6,327,304.00</u>	<u>36.08%</u>

Jefferson Transit Authority
Operating Expenses
For the Four Months Ending Friday, April 30, 2021

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$75,823.82	\$272,680.68	\$924,387.00	29.50%
Operators Overtime - Fixed Route	4,853.01	11,873.53	68,565.00	17.32%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,778.32	36,072.97	138,512.00	26.04%
Operators Overtime - Dial-a-Ride (DAR)	199.65	437.87	8,425.00	5.20%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	53,424.81	202,206.72	689,366.00	29.33%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,185.73	8,532.65	33,050.00	25.82%
Administration Salaries	64,806.00	232,735.34	719,652.00	32.34%
Total Labor	213,071.34	784,539.76	2,581,957.00	29.61%
Benefits				
FICA	16,712.21	65,147.64	230,180.00	28.30%
Pension Plans (PERS)	40,657.58	119,737.41	359,572.00	33.30%
Medical Plans	42,826.64	175,649.56	570,120.00	30.81%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,558.65	20,887.68	81,823.00	25.53%
Holiday	1,669.33	57,803.08	124,022.00	46.61%
General Leave	24,816.04	106,095.67	325,843.00	32.56%
Other Paid Absence (Court Duty & Bereavement)	379.76	1,187.57	15,750.00	7.54%
Uniforms, Work Clothing & Tools Allowance	494.29	5,643.21	24,680.00	22.87%
Other Benefits (HRA, EAP & Wellness)	1,889.31	7,678.15	38,700.00	19.84%
Paid FML	459.89	1,354.38	4,129.00	32.80%
COVID-19 JTA/Federal Leave	1,646.34	7,265.04	53,000.00	13.71%
Total Benefits	137,110.04	568,449.39	1,837,819.00	30.93%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,855.07	11,849.98	26,250.00	45.14%
Professional & Technical Services	5,208.11	26,420.81	140,500.00	18.80%
Contract Maintenance Services (IT Services)	541.13	2,818.98	14,005.00	20.13%
Custodial Services	910.00	3,570.00	18,720.00	19.07%
Security Services	155.33	544.65	5,600.00	9.73%
Vehicle Technical Services	3,940.18	8,385.63	47,000.00	17.84%
Property Maintenance Services	766.13	6,641.99	41,901.00	15.85%
Software Maintenance Fees	2,528.90	10,452.89	81,425.00	12.84%
Postage & Mail Meter Fees	499.25	753.73	3,600.00	20.94%
Drug & Alcohol Services	260.42	1,096.68	8,000.00	13.71%
Other Services & User Fees	809.36	3,296.06	9,664.00	34.11%
Total Service and User Fees	18,473.88	75,831.40	389,665.00	18.97%
Materials and Supplies Consumed				
Fuel	19,124.43	65,432.57	335,000.00	19.53%
Tires	4,741.78	6,283.65	27,000.00	23.27%
Lubrication	419.17	4,186.03	13,050.00	32.08%
Tools	950.15	3,099.97	18,000.00	17.22%
Vehicle Maintenance & Repair Parts	12,060.02	35,170.87	81,500.00	43.15%
Non-Vehicle Maintenance & Repair Parts	840.91	3,545.36	9,740.00	36.40%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	811.97	2,875.82	5,750.00	50.01%
Shop Supplies (Maintenance & Cleaning)	1,293.99	7,710.21	23,000.00	33.52%
Safety & Emergency Supplies	192.17	809.22	9,800.00	8.26%
Office Supplies	1,070.71	3,662.20	16,920.00	21.64%
Computer Programs & Supplies	1,205.82	1,358.41	18,000.00	7.55%
Printing (Photocopier, Schedules & Brochures)	382.80	1,400.24	49,500.00	2.83%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	43,093.92	135,534.55	610,610.00	22.20%

**Jefferson Transit Authority
Operating Expenses
For the Four Months Ending Friday, April 30, 2021**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,362.53	5,190.15	15,100.00	34.37%
Utilities (Electrical & Propane)	2,141.46	10,723.86	27,800.00	38.58%
Telephone & Internet	3,404.58	13,692.54	46,153.00	29.67%
Total Utilities	8,908.57	29,606.55	89,053.00	33.25%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	50,889.32	157,000.00	32.41%
Total Casualty and Liability Costs	12,722.33	50,889.32	157,000.00	32.41%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees	91.50	91.50	750.00	12.20%
Other Licensing Fees & Taxes	21.50	211.12	3,000.00	7.04%
Total Taxes	113.00	302.82	4,592.00	6.59%
Miscellaneous				
Dues & Subscriptions	1,695.78	8,573.78	20,406.00	42.02%
Travel & Meetings	96.40	941.04	34,000.00	2.77%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	2,293.00	4,285.00	26,554.00	16.14%
EE CDL and EE Physical Expense		1,007.50	9,250.00	10.89%
COVID-19 Related Expense		16,797.79	123,420.00	13.61%
Other Miscellaneous	160.56	260.56	300.00	86.85%
Total Miscellaneous	4,245.74	31,865.87	220,030.00	14.48%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	2,265.00	4,500.00	50.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	2,505.58	5,011.16	16,216.00	30.90%
Total Leases and Rentals	3,005.58	7,276.16	23,216.00	31.34%
TOTAL OPERATING EXPENSES	<u>\$438,744.40</u>	<u>\$1,684,295.42</u>	<u>\$5,923,942.00</u>	<u>28.09%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
April 2021

Current Account Status	Balance per Bank @ 4/30/21	\$ 8,229,401.46	\$ -
Balance per GL @ 3/31/2021		\$ 8,251,978.82	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 535.27	
	Transfers Out (Purchases)	\$ (23,112.83)	
	Transfers Out /Bond Call	\$ -	
Balance per GL @ 4/30/21		\$ 8,229,401.46	
	Outstanding Checks		
Balance in Capital Account		\$ 8,229,401.46	

2021 Capital Projects

Facility		Grant Funding	JTA Funding
	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 83 4 Corners EV Feasibility		\$ 31,000.00
	Feb 2021 - Transpo Group		\$ (7,572.50)
	Eng/Des 83 4 Adul Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers	\$ 150,000.00	
	March 2021		\$ (1,852.58)
	April 2021		\$ (4,830.67)
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.10)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	JTA Funded Balance		\$ 393,896.62

Other Building and Structures		Grant Funding	JTA Funding
Facilities Mtce Building/Training Area	2021 Beginning Budget	\$ -	\$ 800,000.00
Radio Project - Maynard Min Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00

Revenue Vehicles		Grant Funding	JTA Funding
1 Full-Size Buses	2021 Beginning Budget	\$ 418,301.00	\$ 65,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (825.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 594,815.00

Service Vehicle		Grant Funding	JTA Funding
Field Supervisor - SUV	2021 Beginning Budget		\$ 45,000.00
	JTA Funded Balance		\$ 45,000.00

Service Equipment		Grant Funding	JTA Funding
Tractor	2021 Beginning Budget		\$ 30,800.00
	Feb 2021 - Sherlock Equipment		\$ (25,684.78)
	JTA Funded Balance		\$ 4,315.24

Office Furniture & Equipment		Grant Funding	JTA Funding
New Finance/Mtce/Ops Software	2021 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.88)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - ReGroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 123,405.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance	\$ 8,229,401.48
JTA Committed Project Funds Sub-Total	\$ (2,073,370.79)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (76,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 5,956,030.67

Jefferson Transit Authority Board

Remote Regular Meeting Minutes

Tuesday, April 20, 2021, 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 Kate Dean at 1:31 p.m. Other members present were Vice Chair Ariel Speser, David Faber, Greg Brotherton, and Heidi Eisenhour. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Manager Miranda Nash, Facilities and Maintenance Manager John Bender, Grants and Procurement Coordinator Jayme Brooke and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

David Thielk and Cindy Jayne commented on greenhouse gas emissions and the JTA Long Range Plan. .

Ariel Speser suggested that the local 20/20 present at an Authority Board Meeting.

Discussion ensued.

FEHR & PEERS

Daniel Dye of Fehr and Peers provided a status update of the online open house and survey for the Long Range Plan (LRP).

The survey will close in a week or two with results and in-depth service discussion to be provided at the next Board Meeting.

Discussion ensued.

A Special Meeting was scheduled for May 18, 2021 at 1:30 pm. The Transportation Lab (T-Lab) of Local 20/20 will be invited.

The topics of weekend airport connection and Sunday service arose. This will be discussed in the LRP Special Meeting.

NEW AGENDA ITEMS

Strategic Planning discussion was added to the agenda.

Rescue Plan Funds Update was added to the agenda.

FINANCE REPORTS

Attachment A and B

Sara Crouch gave updates on the 2020 reserve fund transfers, major construction projects: Haines Place Transit Center (HPTC) Bus Loop and the Third Maintenance Bay, 2021 Asset Inventory, and the Finance Software Project.

Ms. Crouch reported on the following items for March 2021:

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

Another round of CARES Act Funding is available, now called CRRSA Act Funds. The funds have to be used on Operations due to Federal requirements. Using the funds on Operations will enable sales tax funding that would be otherwise used on Operations to be used on the construction projects. JTA is also open to Board suggestions.

Discussion ensued.

CONSENT AGENDA

- a. Approval of Minutes, February 16, 2021
- b. Approval of Expenses, February, 2021
- c. Approval of Expenses, March, 2021
- d. Disposition of Surplus Property Under \$5,000
- e. Disposition of Surplus over \$5,000
- f. Inventory Lost
- g. **Resolution 21-03:** 2021 Certifications and Assurances
- h. **Resolution 21-04:** ADA Policy Update
- i. **Resolution 21-05:** Animals on Transit Vehicles Policy Update

The method of disposal of lithium batteries was clarified for the Disposition of Surplus Property.

Changes in the 2021 Certifications and Assurances were explained.

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

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

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. Resolution 21-06: Reserve Fund Policy Revision

The IT Reserve Fund was passed in 2018 Reserve Fund Policy, but left off of the 2019 policy revision that removed debt related reserve funds. Sara Crouch asked that this Reserve Fund Policy with the included IT Reserve Fund. This will replace the 2019 Policy.

Motion: Greg Brotherton moved to approve Resolution 21-06, to adopt the Reserve Fund Policy Revision. Heidi Eisenhour seconded.

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

b. Resolution 21-07: Authorizing the General Manager to Sign an Agreement with JE Gibson Engineering and Consulting.

The Board previously approved the 2021 Capital Budget which included the construction of a JTA facilities maintenance building on the 111 4 Corners property. Tammi Rubert introduced Jim Gibson of JE Gibson Engineering and Consulting and asked that this resolution be passed.

Discussion Ensued

Motion: Greg Brother moved to approve Resolution 21-07, Authorizing the General Manager to Sign an Agreement with JE Gibson Engineering and Consulting, with the amended address of 111 4 Corners Road. David Faber seconded.

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

c. Strategic Planning Discussion

There was discussion on rider equity, fare free ridership, and the potential Kingston Route.

JTA will research the criteria needed to move forward in remaining fare free.

REPORTS

GENERAL MANAGER

Attachment C

Tammi Rubert reported the following items:

- Legislative Update
- JTA COVID Response

- 2021 Capital Projects
- Washington State Association of Transit (WSTA) Board and Committee Meeting Updates

FLEET & FACILITIES Attachment D

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

There was discussion on diesel versus electric trolley costs and bus bids.

Manufacturing costs and cost differentials of the diesel trolley and an electric trolley are not known at this time. John Bender will keep the Board updated.

FIXED ROUTE OPERATIONS REPORT Attachment E

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Service Updates
- Ridership

Discussion ensued.

MOBILITY OPERATIONS REPORT Attachment F

Miranda Nash reported on the following items:

- Service Planning
- Ridership
- Vanpool
- Community Outreach and Events

PUBLIC COMMENT

Debbie Jahnke commented on fare free transit, the LRP Special Meeting, and the Citizens Advisory Committee.

Cindy Jayne commented on Citizens Advisory Committee and the LRP Special Meeting.

ADJOURNMENT

The meeting was adjourned at 3:38 pm. The next regular meeting will be held Tuesday, June 15, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

SJ Peck, Clerk of the Board

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

April 9, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: March 2021 Financial Report

Special Note:

2020 Reserve Transfers

We had a very healthy reserve transfer for 2020, primarily due to COVID funding. I have included a list of 2020 Reserve transfers. We do have two "major" construction projects pending, the HPTC Bus Loop and the 63 4-Corners 3rd Maintenance Bay.

Capital Assets Clean-up

We have completed the 2021 Inventory for Capital Assets and for Small and Attractive Assets. Great job to staff member Cheryl Loran for completing the work of locating and verifying assets. Additionally, as I set up the Capital Assets module in the finance software, I have identified several assets that need to be surplussed or removed from the Capital Assets list.

March Financial Report

The budget tracking percentage for March 2021 is 25%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (January 2021 - remitted in March 2021).

For the month January 2021 sales tax was 11% higher than received for January 2020.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for March (remitted in May 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 4.7% UNDER budget. 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.

- **Labor** – Labor is 3.6% under budget.
- **Benefits** – Benefits are 1.6% under budget
 - Holiday is over budget because we "front load" personal holidays. This is a timing issue that will report over budget until September.
- **Services and User Fees** – S/U Fees are 14% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 9.6% under budget
 - Lubrication – Timing issue

- Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting); this line item will mostly likely still come in under budget.
- Non-Vehicle Mntce - Timing issue
- Park & Ride Materials - Timing issue
- Shop Supplies – Timing issue, will monitor
- **Utilities** – 3.5% under budget (electricity not yet posted)
- **Casualty/Liability Costs** – C/L costs are .7% under budget
- **Taxes** – 21% under budget
- **Miscellaneous** – 13.2% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
- **Leases and Rentals** – 8.8% under budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.

Capital Activity –

- Capital activity in March: Comprehensive Plan, EV Study, HPTC Bus Loop Design, Finance Software, Tractor Purchase

Jefferson Transit Authority

2020/2021 Reserve Transfer

2020 Reserve Transfer Available	2020 Additions \$ 3,541,997.00	Balance	Notes Based on February 2021 Reconciliation
Capital Reserve	\$ 3,373,997.00	\$ 5,955,495.40	Funded to 119% TDP Reserve Requirement (TDP Grant Funding Match \$5,021,099)
Unemployment Reserve	\$ 18,000.00	\$ 33,250.00	Funded to capacity required by law. Current Law requires increase to \$33,250
Operating Reserve	\$ -	\$ 2,032,147.00	Funded to 3 months annual operating expense budget; 2021 amount \$1,500,000; increased capacity due to COVID crises.
Vehicle Reserve	\$ 125,000.00	\$ 125,000.00	Funded to capacity allowed; \$125K/year with the goal of purchasing one bus every four years (or other vehicles if needed) - Purchased bus in 2020
IT Reserve	\$ 25,000.00	\$ 75,000.00	Funded to capacity allowed; \$25K per year.
Operating Fund Balance (Checking Account Balance)	\$ -	\$ 1,961,932.31	
2021 Capital Project (Committed Funds)	\$ -	\$ 2,096,483.42	Current Projects Balance on 3/31/2021

Construction Projects in 2022

Haines Place Transit Center (Phased approach - will be a multi-year project)
63 4 Corners - 3rd Maintenance Bay



March 2021 Financial Summary

Budget Tracking Figure: 25%

Operational Expenses:	\$412,944.55
Operational Revenues:	\$0.00
Non-Operational Income:	\$536,727.47
Capital Expenses:	\$50,302.59
Capital Income:	\$0.00

Sales Tax Received 3/31/2021 for January 2021:	\$416,450.82
Sales Tax Received 3/31/2020 for January 2020:	\$376,023.97

****Sales tax increased from prior year 11% ****

****Cumulative Sales tax decrease from prior year 11%****

Cash on Hand as of March 31, 2021*:

Operating:	\$1,961,932.31
Operating Reserve (100% Funded): (2020 Minimum Funding Required \$1,500,000)	\$2,032,147.00
Capital Committed (2021 Capital Projects):	\$2,096,483.42
Dedicated (Committed) Grant Match (100% Funded): (TDP Funding Match \$5,021,099)	\$5,955,495.40
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$216,801.01
Travel Fund:	\$1,500.00

Total **\$12,497,609.14****

*"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

2021

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$425,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%		\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	0.00%	\$0.00	1,464,000.00	
May	0.90%		\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	0.00%	\$0.00	1,814,000.00	
June	0.90%		\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	0.00%	\$0.00	2,164,000.00	
July	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	2,564,000.00	
August	0.90%		\$487,367.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,994,000.00	
September	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	3,394,000.00	
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$1,418,261.73	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$472,753.91	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%		\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	0.00%	\$0.00	690,000.00	
March	0.90%		\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	0.00%	\$0.00	1,040,000.00	
April	0.90%		\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	0.00%	\$0.00	1,390,000.00	
May	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,790,000.00	
June	0.90%		\$487,367.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,220,000.00	
July	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	2,620,000.00	
August	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$416,450.82	\$5,315,680.71	\$5,521,928.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$416,450.82	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Three Months Ending Wednesday, March 31, 2021

STATEMENT OF CASH FLOWS	<u>March</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$12,440,526.79	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$372,463.65)	(\$804,595.40)
Non-Capital Financing Activities	\$420,617.86	\$1,422,854.82
Investing Activities	\$1,080.56	\$2,857.79
Total Operating Cash Provided/(Used)	49,234.77	621,117.21
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$730.00)	(\$62,307.50)
Net Increase/(Decrease) Cash and Equivalent	\$48,504.77	\$558,809.71
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$12,489,031.56</u>	<u>\$12,489,031.56</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending Wednesday, March 31, 2021

STATEMENT OF INCOME/(LOSS)	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	205,954.66	551,582.50	2,581,957.00	21.36%
Benefits	121,867.63	429,310.70	1,837,819.00	23.36%
Services and User Fees	11,352.36	43,806.19	399,665.00	10.96%
Materials & Supplies	47,838.84	93,770.09	610,610.00	15.36%
Utilities	3,945.23	19,194.86	89,053.00	21.55%
Casualty/Liability Costs	12,722.33	38,166.99	157,000.00	24.31%
Taxes		189.62	4,592.00	4.13%
Miscellaneous Expenses	9,048.50	26,019.93	220,030.00	11.83%
Leases and Rentals	215.00	3,770.58	23,216.00	16.24%
Total Operating Expenses	412,944.55	1,205,811.46	5,923,942.00	20.35%
Operating Income (Loss)	(412,944.55)	(1,205,811.46)	(5,893,462.00)	20.46%
Non-Operating Revenues				
Non-Transportation Revenue	1,404.65	3,514.51	25,200.00	13.95%
Taxes Levied by Transit	406,450.82	1,324,261.73	4,720,000.00	28.06%
Local Grants & Contributions	1,250.00	3,750.00	18,000.00	20.83%
State Grants & Contributions	20,872.00	62,616.00	250,464.00	25.00%
Federal Grants & Contributions	106,750.00	320,250.00	1,283,160.00	24.96%
Total Non-Operating Revenues	536,727.47	1,714,392.24	6,296,824.00	27.23%
Net Income (Loss) Before Transfers In/(Out)	123,782.92	508,580.78	403,362.00	126.09%
Net Income/(Loss)	<u>\$123,782.92</u>	<u>\$508,580.78</u>	<u>\$403,362.00</u>	<u>126.09%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Three Months Ending Wednesday, March 31, 2021

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,080.56	2,857.79	24,000.00	11.91%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	324.09	656.72		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	406,480.82	1,324,281.73	4,720,000.00	28.06%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	62,616.00	250,464.00	25.00%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	320,250.00	1,283,160.00	24.96%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	<u>836,727.47</u>	<u>1,714,392.24</u>	<u>6,298,824.00</u>	<u>27.23%</u>
TOTAL REVENUES	<u>\$536,727.47</u>	<u>\$1,714,392.24</u>	<u>\$6,327,304.00</u>	<u>27.10%</u>

Jefferson Transit Authority
Operating Expenses
For the Three Months Ending Wednesday, March 31, 2021

	March	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$73,027.22	\$196,856.86	\$924,387.00	21.30%
Operators Overtime - Fixed Route	4,038.22	7,020.52	68,565.00	10.24%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,736.40	24,294.65	138,512.00	17.54%
Operators Overtime - Dial-a-Ride (DAR)	236.22	238.22	8,425.00	2.83%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	54,568.60	148,781.91	689,366.00	21.58%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,029.41	6,346.92	33,050.00	19.20%
Administration Salaries	63,318.59	168,043.42	719,652.00	23.35%
Total Labor	205,954.86	551,582.50	2,681,967.00	21.36%
Benefits				
FICA	16,644.08	48,435.43	230,180.00	21.04%
Pension Plans (PERS)	26,181.84	79,079.83	359,572.00	21.99%
Medical Plans	47,406.16	132,822.92	570,120.00	23.30%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,797.81	15,329.03	81,823.00	18.73%
Holiday	(1,110.15)	56,133.75	124,022.00	45.26%
General Leave	24,090.33	81,279.63	325,843.00	24.94%
Other Paid Absence (Court Duty & Bereavement)	225.00	807.81	15,750.00	5.13%
Uniforms, Work Clothing & Tools Allowance	979.52	5,148.92	24,680.00	20.86%
Other Benefits (HRA, EAP & Wellness)	367.08	3,760.19	38,700.00	9.72%
Paid FML	296.24	894.49	4,129.00	21.66%
COVID-19 JTA/Federal Leave	989.72	5,618.70	53,000.00	10.60%
Total Benefits	121,867.63	429,310.70	1,837,819.00	23.36%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		3,919.41	26,250.00	14.93%
Professional & Technical Services	2,089.02	14,021.16	140,500.00	9.98%
Contract Maintenance Services (IT Services)	540.64	1,681.89	14,005.00	12.01%
Custodial Services	945.00	2,660.00	18,720.00	14.21%
Security Services	234.00	389.32	5,600.00	6.95%
Vehicle Technical Services	1,258.11	4,072.12	47,000.00	8.66%
Property Maintenance Services	1,850.39	5,875.86	41,901.00	14.02%
Software Maintenance Fees	3,388.19	7,923.99	81,425.00	9.73%
Postage & Mail Meter Fees		254.48	3,600.00	7.07%
Drug & Alcohol Services	205.42	671.26	8,000.00	8.39%
Other Services & User Fees	841.59	2,336.70	9,664.00	24.18%
Total Service and User Fees	11,352.36	43,808.19	399,865.00	10.98%
Materials and Supplies Consumed				
Fuel	19,868.25	46,308.37	335,000.00	13.82%
Tires	1,208.81	1,541.87	27,000.00	5.71%
Lubrication	861.66	3,766.86	13,050.00	28.86%
Tools	68.24	2,149.82	18,000.00	11.94%
Vehicle Maintenance & Repair Parts	22,846.15	24,835.85	81,500.00	30.47%
Non-Vehicle Maintenance & Repair Parts	332.40	2,704.45	9,740.00	27.77%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	24.02	2,063.85	5,750.00	35.89%
Shop Supplies (Maintenance & Cleaning)	2,532.50	6,325.31	23,000.00	27.50%
Safety & Emergency Supplies		617.05	9,800.00	6.30%
Office Supplies	96.81	2,591.49	16,920.00	15.32%
Computer Programs & Supplies		152.59	18,000.00	0.85%
Printing (Photocopier, Schedules & Brochures)		712.58	49,500.00	1.44%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	47,838.84	93,770.09	610,810.00	16.36%

**Jefferson Transit Authority
Operating Expenses
For the Three Months Ending Wednesday, March 31, 2021**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	607.14	3,166.59	15,100.00	20.97%
Utilities (Electrical & Propane)		5,807.45	27,800.00	20.89%
Telephone & Internet	3,338.09	10,220.82	46,153.00	22.15%
Total Utilities	3,945.23	19,194.86	89,053.00	21.56%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	38,166.99	157,000.00	24.31%
Total Casualty and Liability Costs	12,722.33	38,166.99	157,000.00	24.31%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		189.62	3,000.00	6.32%
Total Taxes		189.62	4,592.00	4.13%
Miscellaneous				
Dues & Subscriptions	1,075.42	6,878.00	20,406.00	33.71%
Travel & Meetings		844.64	34,000.00	2.48%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)		392.00	26,554.00	1.48%
EE CDL and EE Physical Expense	814.00	1,007.50	9,250.00	10.89%
COVID-19 Related Expense	7,159.08	16,797.79	123,420.00	13.61%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	9,048.50	28,019.83	220,030.00	11.83%
Leases and Rentals				
Transit Way & Passenger Stations	215.00	1,265.00	4,500.00	28.11%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		2,505.58	16,216.00	15.45%
Total Leases and Rentals	215.00	3,770.58	23,216.00	16.24%
TOTAL OPERATING EXPENSES	<u>\$412,944.55</u>	<u>\$1,205,811.46</u>	<u>\$5,923,942.00</u>	<u>20.35%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
March 2021

Current Account Status	Balance per Bank @ 3/31/21	\$ 8,251,978.82	\$ -
Balance per GL @ 2/28/2021		\$ 4,777,758.84	
	Transfers - In	\$ 3,523,897.00	
	Reimbursement	\$ -	
	Investment Interest	\$ 524.77	
	Transfers Out (Purchases)	\$ (50,302.59)	
	Transfers Out /Bond Call	\$ -	
Balance per GL @ 3/31/21		\$ 8,251,978.82	
Balance in Capital Account	Outstanding Checks	\$ -	\$ 8,251,978.82

2021 Capital Projects

Facility		Grant Funding	JTA Funding
	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	Feb 2021 - Transpo Group		\$ (2,572.50)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	February 2021		\$ (8,845.33)
	JTA Funded Balance		\$ 418,324.47
Other Building and Structures		Grant Funding	JTA Funding
Facilities Mntce Building/Training Area	2021 Beginning Budget	\$ -	\$ 800,000.00
Radio Project - Maynard Mtn Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00
Revenue Vehicles			
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 85,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (825.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 594,615.00
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV			
	JTA Funded Balance		\$ 45,000.00
Service Equipment	2021 Beginning Budget		\$ 30,000.00
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2021 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2020 - Integrity Systems, LLC		\$ (13,200.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 124,188.71
Remix (Purchased Dec 2020; Cleared 2021)			\$ (10,900.00)
JTA Capital Balance		\$ 8,251,978.82	
JTA Committed Project Funds Sub-Total		\$ (2,098,483.42)	
JTA Vehicle Reserve		\$ (125,000.00)	
JTA IT Reserve		\$ (75,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 5,956,495.40	



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

March 11, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: February 2021 Financial Report

The budget tracking percentage for February 2021 is 16.67%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (December 2020 - remitted in February 2021).

For the month December 2020 sales tax was 4% higher than received for December 2019. Cumulatively, JTA has received 4% less sales tax revenue over the same time period in 2019. If JTA did not have the large refund in December 2020, sales tax would have been 1% less than 2019.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for February (remitted in April 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant. We have been informed that additional CARES Act funding may be received. We did not budget for additional CARES Act funding.

Expense Report – Cumulatively, JTA expenses are 3.4% UNDER budget. 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.

- **Labor** – Labor is 3.3% under budget.
 - Other Overtime timing issue has corrected and is no longer over budget.
- **Benefits** – Benefits are 0.04% under budget
 - Holiday is over budget because we "front load" personal holidays. This is a timing issue that will report over budget until September.
 - General Leave – again, a timing issue, did notice an uptick in GL, will continue to monitor.
 - Uniforms, Work Clothing, and Tools Allowance – timing issue has corrected.
- **Services and User Fees** – S/U Fees are 9% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 9.2% under budget
 - Lubrication, Non-Vehicle Mntce & Repair Parts and Park & Ride Materials are all timing issues and should align with budget by the end of the year.
- **Utilities** – 2.9% under budget (electricity not yet posted)
- **Casualty/Liability Costs** – C/L costs are .5% under budget
- **Taxes** – 12.5% under budget
- **Miscellaneous** – 9% under budget

- Dues and Subscriptions is a timing issue, as is Other Miscellaneous Fees.
- **Leases and Rentals** – 6.8% under budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year again, installed a unit at 4-Corners but was not budgeted.

Capital Activity –

- Capital activity in February: Trolley bus (Factory Inspection)

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$348,766.90	\$313,866.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,786.81	771,489.00	23.63%
March	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$1,329,810.78	1,147,513.00	15.89%
April	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$366,015.00	(0.00%)	\$1,695,825.44	1,513,528.00	12.04%
May	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$388,721.00	(0.00%)	\$2,082,546.16	1,900,249.00	9.59%
June	0.90%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$348,715.00	0.00%	\$2,431,261.38	2,248,964.00	8.11%
July	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$2,871,283.06	2,674,964.00	7.34%
August	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$3,358,670.97	3,100,964.00	8.31%
September	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$3,867,138.68	3,526,964.00	9.64%
October	0.90%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$4,385,843.70	3,952,964.00	10.95%
November	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$4,911,821.14	4,378,964.00	12.17%
December	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$5,267,656.61	4,726,964.00	11.44%
Total		\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,726,964.00	10.26%			
Monthly Average		\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$393,913.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Actual to Budgeted Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$376,023.97	376,024.00	(0.00%)
February	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$366,015.00	(0.00%)	\$742,038.63	742,039.00	(0.00%)
March	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$388,721.00	(0.00%)	\$1,128,759.35	1,128,760.00	(0.00%)
April	0.90%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$348,715.00	0.00%	\$1,477,474.57	1,477,475.00	(0.00%)
May	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$1,917,496.25	1,903,475.00	0.74%
June	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$2,404,884.16	2,329,475.00	3.24%
July	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$2,913,351.87	2,755,475.00	5.73%
August	0.90%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$3,432,056.89	3,181,475.00	7.88%
September	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$3,958,034.33	3,607,475.00	9.72%
October	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$4,313,869.80	3,955,475.00	9.06%
November	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.80	\$313,966.98	\$348,000.00	32.75%	\$4,775,843.51	4,303,475.00	10.98%
December	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$5,315,680.71	4,729,475.00	12.39%
Total		\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,688,936.57	\$4,568,006.47	\$4,729,475.00	11.03%			
Monthly Average		\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$394,122.92				



February 2021 Financial Summary

Budget Tracking Figure: 16.67%

Operational Expenses:	\$375,678.14
Operational Revenues:	\$0.00
Non-Operational Income:	\$573,611.23
Capital Expenses:	\$625.00
Capital Income:	\$0.00

Sales Tax Received 2/28/2021 for December 2020:	\$539,837.20
Sales Tax Received 2/29/2020 for December 2019:	\$518,325.41

**Sales tax increased from prior year 4% **

Cumulative Sales tax decrease from prior year 4%

Cash on Hand as of February, 2021*:

Operating:	\$5,590,277.48
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,146,786.01
Dedicated (Committed) Grant Match (48% Funded):	\$2,430,973.63
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$128,193.16
Travel Fund:	\$1,500.00

Total	\$12,504,877.28**
--------------	--------------------------

*"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 AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Two Months Ending Sunday, February 28, 2021

STATEMENT OF CASH FLOWS	<u>February</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$11,910,818.45	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	\$30,871.53	(\$443,681.83)
Non-Capital Financing Activities	\$539,837.20	\$1,002,236.96
Investing Activities	\$902.03	\$1,777.23
Total Operating Cash Provided/(Used)	571,610.76	560,332.36
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$41,902.42)	(\$50,027.42)
Net Increase/(Decrease) Cash and Equivalent	\$529,708.34	\$510,304.94
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$12,440,526.79</u>	<u>\$12,440,526.79</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Two Months Ending Sunday, February 28, 2021

STATEMENT OF INCOME/(LOSS)	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	176,829.74	345,627.84	2,581,957.00	13.39%
Benefits	125,955.20	305,555.35	1,837,819.00	16.63%
Services and User Fees	17,001.74	30,673.51	399,665.00	7.67%
Materials & Supplies	33,354.70	45,916.11	610,610.00	7.52%
Utilities	4,723.85	12,254.11	89,053.00	13.76%
Casualty/Liability Costs	12,722.33	25,444.66	157,000.00	16.21%
Taxes	189.62	189.62	4,592.00	4.13%
Miscellaneous Expenses	4,400.96	16,971.43	220,030.00	7.71%
Leases and Rentals	500.00	2,302.79	23,216.00	9.92%
Total Operating Expenses	375,678.14	784,935.42	5,923,942.00	13.25%
Operating Income (Loss)	(375,678.14)	(784,935.42)	(5,893,462.00)	13.32%
Non-Operating Revenues				
Non-Transportation Revenue	902.03	2,109.86	25,200.00	8.37%
Taxes Levied by Transit	443,837.20	917,810.91	4,720,000.00	19.45%
Local Grants & Contributions	1,250.00	2,500.00	18,000.00	13.89%
State Grants & Contributions	20,872.00	41,744.00	250,464.00	16.67%
Federal Grants & Contributions	106,750.00	213,500.00	1,283,160.00	16.64%
Total Non-Operating Revenues	573,611.23	1,177,664.77	6,296,824.00	18.70%
Net Income (Loss) Before Transfers In/(Out)	197,933.09	392,729.35	403,362.00	97.36%
Net Income/(Loss)	<u>\$197,933.09</u>	<u>\$392,729.35</u>	<u>\$403,362.00</u>	<u>97.36%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Two Months Ending Sunday, February 28, 2021

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	902.03	1,777.23	24,000.00	7.41%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues		332.63		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	443,837.20	917,810.91	4,720,000.00	19.45%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	41,744.00	250,464.00	16.67%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	213,500.00	1,283,160.00	16.64%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	<u>673,611.23</u>	<u>1,177,664.77</u>	<u>6,296,824.00</u>	<u>18.70%</u>
TOTAL REVENUES	<u>\$573,611.23</u>	<u>\$1,177,664.77</u>	<u>\$6,327,304.00</u>	<u>18.61%</u>

**Jefferson Transit Authority
Operating Expenses
For the Two Months Ending Sunday, February 28, 2021**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$62,845.75	\$123,829.64	\$924,387.00	13.40%
Operators Overtime - Fixed Route	1,126.16	2,982.30	68,565.00	4.35%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,274.23	14,558.25	138,512.00	10.51%
Operators Overtime - Dial-a-Ride (DAR)	2.00	2.00	8,425.00	0.02%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,763.85	94,213.31	689,366.00	13.67%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,136.88	5,317.51	33,050.00	16.09%
Administration Salaries	55,680.87	104,724.83	719,652.00	14.55%
Total Labor	178,829.74	345,827.84	2,581,967.00	13.39%
Benefits				
FICA	14,521.38	31,753.73	230,180.00	13.80%
Pension Plans (PERS)	26,195.25	52,897.99	359,572.00	14.71%
Medical Plans	43,274.48	85,416.76	570,120.00	14.98%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,890.12	9,531.22	81,823.00	11.65%
Holiday	13,324.03	57,243.90	124,022.00	46.16%
General Leave	20,623.73	57,189.30	325,843.00	17.55%
Other Paid Absence (Court Duty & Bereavement)	409.82	582.81	15,750.00	3.70%
Uniforms, Work Clothing & Tools Allowance	1,323.83	4,104.01	24,680.00	16.63%
Other Benefits (HRA, EAP & Wellness)	362.15	1,608.40	38,700.00	4.16%
Paid FML	296.25	598.25	4,129.00	14.49%
COVID-19 JTA/Federal Leave	734.16	4,628.98	53,000.00	8.73%
Total Benefits	125,985.20	306,585.35	1,837,819.00	16.63%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,141.79	3,919.41	26,250.00	14.93%
Professional & Technical Services	7,682.10	11,666.54	140,500.00	8.30%
Contract Maintenance Services (IT Services)	598.14	1,141.25	14,005.00	8.15%
Custodial Services	840.00	1,715.00	18,720.00	9.16%
Security Services		155.32	5,600.00	2.77%
Vehicle Technical Services	292.39	1,299.29	47,000.00	2.76%
Property Maintenance Services	832.47	4,025.47	41,901.00	9.61%
Software Maintenance Fees	2,646.60	4,535.80	81,425.00	5.57%
Postage & Mail Meter Fees	27.24	254.48	3,600.00	7.07%
Drug & Alcohol Services	205.42	465.84	8,000.00	5.82%
Other Services & User Fees	735.59	1,495.11	9,664.00	15.47%
Total Service and User Fees	17,001.74	30,673.51	399,665.00	7.67%
Materials and Supplies Consumed				
Fuel	13,109.98	26,440.12	335,000.00	7.89%
Tires		333.06	27,000.00	1.23%
Lubrication	2,386.17	2,905.20	13,050.00	22.26%
Tools	1,427.35	2,081.58	18,000.00	11.56%
Vehicle Maintenance & Repair Parts	7,047.38	1,989.70	81,500.00	2.44%
Non-Vehicle Maintenance & Repair Parts	2,234.73	2,372.05	9,740.00	24.35%
Vehicle Accessories		1,350.00	0.00	0.00%
Park & Ride Materials	2,039.83	2,039.83	5,750.00	35.48%
Shop Supplies (Maintenance & Cleaning)	2,719.03	3,792.81	23,000.00	16.49%
Safety & Emergency Supplies	500.05	607.81	9,800.00	6.20%
Office Supplies	1,497.45	2,488.78	16,920.00	14.71%
Computer Programs & Supplies		152.59	18,000.00	0.85%
Printing (Photocopier, Schedules & Brochures)	392.73	712.58	49,500.00	1.44%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	33,354.70	45,916.11	810,810.00	7.52%

**Jefferson Transit Authority
Operating Expenses
For the Two Months Ending Sunday, February 28, 2021**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,275.88	2,559.45	15,100.00	16.95%
Utilities (Electrical & Propane)		2,878.91	27,800.00	10.36%
Telephone & Internet	3,447.97	6,815.75	46,153.00	14.77%
Total Utilities	4,723.85	12,254.11	89,053.00	13.76%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	25,444.66	157,000.00	16.21%
Total Casualty and Liability Costs	12,722.33	25,444.66	157,000.00	16.21%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	189.62	189.62	3,000.00	6.32%
Total Taxes	189.62	189.62	4,592.00	4.13%
Miscellaneous				
Dues & Subscriptions	3,642.19	5,802.58	20,406.00	28.44%
Travel & Meetings	164.77	844.64	34,000.00	2.48%
Fines & Penalties			100.00	0.00%
Safety Program (Roadeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	392.00	392.00	26,554.00	1.48%
EE CDL and EE Physical Expense	102.00	193.50	9,250.00	2.09%
COVID-19 Related Expense		9,638.71	123,420.00	7.81%
Other Miscellaneous	100.00	100.00	300.00	33.33%
Total Miscellaneous	4,400.96	16,971.43	220,030.00	7.71%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	1,050.00	4,500.00	23.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		1,252.79	16,216.00	7.73%
Total Leases and Rentals	500.00	2,302.79	23,216.00	9.92%
TOTAL OPERATING EXPENSES	<u>\$375,678.14</u>	<u>\$784,935.42</u>	<u>\$5,923,942.00</u>	<u>13.25%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
February 2021

Current Account Status	Balance per Bank @ 2/28/21	\$ 4,777,759.64	\$ -
Balance per GL @ 1/31/2021		\$ 4,772,241.98	
	Transfers - In	\$ -	
	Reimbursement	\$ 5,827.67	
	Investment Interest	\$ 314.99	
	Transfers Out (Purchases)	\$ (625.00)	
	Transfers Out /Bond Call)	\$ -	
Balance per GL @ 2/28/21		\$ 4,777,759.64	
Balance in Capital Account	Outstanding Checks	\$ 4,777,759.64	

2021 Capital Projects

Facility		Grant Funding	JTA Funding
	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 160,000.00
	JTA Comprehensive Plan		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	JTA Funded Balance		\$ 427,742.30
Other Building and Structures		Grant Funding	JTA Funding
Facilities Mnice Building/Training Area	2021 Beginning Budget		\$ 800,000.00
Radio Project - Maynard Min Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00
Revenue Vehicles			
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 85,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 594,815.00
Service Vehicle			
Field Supervisor - SUV	2021 Beginning Budget		\$ 45,000.00
	JTA Funded Balance		\$ 45,000.00
Service Equipment			
Tractor	2021 Beginning Budget		\$ 30,000.00
	JTA Funded Balance		\$ 30,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2021 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 137,388.71
Remix (Purchased Dec 2020, Cleared 2021)			\$ (10,900.00)

JTA Capital Balance	\$ 4,777,759.64
JTA Committed Project Funds Sub-Total	\$ (2,148,786.01)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 2,430,973.83



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

General Manager's Report

April 20, 2021

Legislative Update

Lots of moving parts in Olympia, we are at day 99 of 105-day session. Session will end on April 25, 2021. April 11th was the cutoff for policy bills or non-budget related bills. After that the Legislators will be discussing all budget all the time.

On the transportation side there are two different versions of a transportation budget moving forward The House and the Senate are fairly close on these two budget proposals. The budgets include allocations for Regional Mobility and Special Needs Grants, Bike and Ped access and Maintenance, preservation and repair. The big issue at this point is surrounding new revenue. There is a great deal of discussions about a new transportation revenue package.

Last summer we were looking at an approximate 9-billion-dollar budget shortfall in the State of Washington. Now due to increase in revenue (Amazon sale, home prices sales etc.) the State operating budget seem to be in better shape. The state got an additional 3.2 billion dollars in new tax revenue in the state operating budget and the additional Federal money coming in the of Federal Coronavirus Response and Relief Appropriation (**CRRSA**) Plan Act which is anticipated to bring in an additional 4 billion to state operating. All that said, the transportation budget is not exactly in as good of shape moving forward. If not for some of the Federal money that will be used to back fill into the transportation budget, we would be looking at a potential cut in budget from the Connecting Washington package passed in 2015.

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

www.JeffersonTransit.com

The House and the Senate both put forward transportation revenue plans. With such a short period of time left to end of session it seems unlikely we will get a revenue plan, as it is tied up in Climate negotiations, Cap and Invest vs. Carbon Tax all mixed together.

The Senate Transportation Commission held a public hearing on its new "Forward Washington" plan. This plan included money from the Cap and Invest program as well as starting to set the stage for a pay by mile plan possibly in 2025 or later, starting with the electric and plug in vehicles. It would also include a 9.8 cent gas tax and other vehicle and license fees. The plan is a 17.8-billion-dollar investment plan over 16 years. (keeping in mind that the Connecting Washington plan was a 16-year plan and we are back already at the table)

The house includes much more funding for transit, than the Senate does but both include significant plus ups (WSTA term).

In most of the meetings, webinars, presentations attended, the word is cautiously optimistic. It is hard to justify tax increases with the additional federal funding received.

Ongoing Review of Safety Requirements and continued COVID Response Measures

Governor Jay Inslee issued new COVID-19 public transportation safety guidance for Washington State. Jefferson County continues to be in phase 3, and Jefferson Transit is continuing it 3ft.distancing on our vehicles.

Face Mask Required: Federal law now requires a face mask that covers both nose and mouth when awaiting, boarding, traveling on, or disembarking public transportation, as well as when entering or on the premises of a transportation hub in the United States. Failure to comply may result in denial of boarding or removal. Refusal to wear a mask is a violation of federal law; passengers could be subject to penalties under federal law. Jefferson Transit has always required masks.

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

JTA continues its strict regimen to ensure the fleet remains clean and safe for our drivers and the public.

Actions to date:

- Acquisition and installation of Ultraviolet (UV) light to facilitate ongoing vehicle disinfection.
- Authorized 80 hours of COVID leave for employees (extended to March 2021).
- Temporary elimination of fares.
- Closed customer service areas.
- Placed social distancing memos throughout facilities, vehicles, and shelters.
- Restricted dispatch area/timeclock traffic chokepoint to single occupancy.
- Installed multiple hand sanitizer dispensers throughout the facility.
- Built/installed plexiglass shields around the customer service desk.
- Cordoned off alternating seats in all fixed-route vehicles.
- Installed hand sanitizer dispensers in all fixed-route vehicles.
- Discontinued use of front passenger doors on fixed-route vehicles (except ADA riders) and run fare-free until further notice.
- Installed plexiglass driver shields for all fixed-route vehicles.
- Continue to acquire disposable masks for employee use.
- Implemented face mask requirements at all times while inside the facility and outside if the six-foot minimum distance cannot be maintained.

JTA received another round of Federal Coronavirus Response and Relief Appropriation (CRRSA) act funds in the amount of 3.4 Million. This funding will provide JTA additional transit relief funding. According to the Certs. & Assurance this funding must be used for operations (see certs & assurances 1.5)

Long Rang Plan

JTA and Fehr & Peers continue to have weekly planning meetings. It was decided to create and distribute a mailer to get the word out to the residents of Jefferson County that JTA needed their input regarding service. Fehr & Peers updated the Authority regarding the response to the flyer and the path forward.

Proposed Schedule

- Anticipated Completion of Project (Board approval) Approx. Aug/Oct 2021

ODT Coordination

As part of a Multi-Modal coordination for the ODT, JTA met with Eric Kuzma, Asst. Public Works Director with the County Public Works department. We discussed the continuation of the ODT trail from in front of JTA's Administrative building and across the new Facility Maintenance building. JTA is dedicated to working together with all agencies in our region to continue to encourage and support all forms of mobility.

Facility Maintenance Building

The Board approved the 2021 capital budget for JTA's Facilities Maintenance Building on the property at 111 4 Corners Road, adjacent to its Administration and Maintenance facility. JTA and Mr. Gibson negotiated a contract and scope of work. JTA is asking the Authority to authorize the General Manager proceed with signing a contract with Jim Gibson Engineering and Consulting. Mr. Gibson will provide Civil Engineering and Construction Management for the Development of the facility maintenance building. JTA has authority for \$800,000 for the total project. (Mr. Gibson's contract is \$60,000)

Engineer HPTC Bus Loop Plan (KPFF)

KPFF and JTA have been working together to create alternate layouts for the modified Haines Place Transit Center Bus Loop. KPFF delivered three (3) alternative layout

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

plans for the modified transit center, JTA discussed the pros and cons of each. KPFF then went back to the drawing board with the suggestions and delivered two more alternates. KPFF will present to CAC and to the Board. Dates TBD.

The budget amount approved by the Authority is \$150,000, and Nicole Gauthier is the PM for this project.

EV Feasibility Study (TranspoGroup)

This project is temporarily on hold as staff at TranspoGroup are on paternity leave. The project will resume in approximately three weeks. Last action by TranspoGroup was a meeting with Jefferson County PUD to discuss costs and required energy.

TranspoGroup will then create a final report including comparative cost analysis projections of operating and maintaining diesel-powered vs. EV.

It is important in this ever-changing world of Technology that JTA focus on zero emissions and maybe not so much on EV.

Third Maintenance Bay Project (TCF)

We are still negotiating with TCF and are drafting a new scope of services and will begin this project in the near future.

Washington State Transit Association (WSTA)

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

Upcoming WSTA Board and Committee meetings:

- Clerks Committee Meeting, Virtual – April 27, 2021 – SJ
- Washington State Conference – Vancouver – August 22-24
- 2021 State Rodeo, Vancouver – August 22-24

- 2021 Maintenance Forum, Vancouver – August 22-24

Due to COVID-19, all of the committee meetings will be virtual meetings to approximately August of 2021.

Regional Transportation Planning Organization (PRTPO)

The RTPO Executive Board meeting was on April 16, 2021. The Board had two action items, one was the amendment to the procurement policy, authorizing the chair to execute a contract on behalf of the RTPO. The other was authorizing a contract that I discussed at our last Authority meeting. RTPO have approximately \$4500 that would remain unspent unless some additional work is completed. The Board approved a contract for EV Planning Services. This should establish an inventory of completed work and resources. The project is being led by Kitsap Transit (Lead Planning Agency) The group had its first reading of the 2022-2023 Unified Planning Work Program (UPWP). The UPWP is the work plan and budget for the PRTPO. The plan describes what work PRTPO will undertake to fulfill its responsibilities and the budget to accomplish it. The budget is 274,702 for 2022-2023. The state allocated \$80,000 in a one-time supplemental funding to the PRTPO to support a required update to the 2019 Human Services Transportation Plan (HSTP) in the next biennium. The UPWP proposes \$60,000 be directed to the four transit agencies for engagement with the human services transportation community. These are the tribal transit, non-profit and for-profit services providers, and other who help meet the mobility needs of the region's most vulnerable residents. Clallam Transit, Jefferson Transit, Kitsap Transit, and Mason Transit each play central roles with these service providers and help extend coordination between transit districts. A scope will be prepared with the transit agencies and the Board as a part of developing the HSTP work program.

JTA participated in the first stakeholders' meeting for Clallam Transit's comprehensive operational analysis on March 10, 2021. The second meeting May 12, 2021 was canceled. The next meeting date TDB. It was thought-provoking to hear the requests

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

www.JeffersonTransit.com

from the public, one of the most requested trips is Hurricane Ridge. This request has some big challenges.

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

www.JeffersonTransit.com



63 4 Corners Road, Port Townsend, WA 98368

John Bender, Fleet & Facilities Manager
February 16, 2021 Board Report
Attachment D

Fleet:

- Trolley vehicle failed acceptance inspection – Rejected and returned to Arboc
- Intend to explore electric trolley options as remedial action
- Awaiting final approval of STPflex for Gillig trolley purchase as backup for electric trolley
- Plexi-door installed in vehicle 700, ready for use
- Diagnosing excessive emissions issue with old cutaway – seeking funding for replacements

Facilities:

- SOW received/reviewed for 111 site project - awaiting approval
- New facilities maint. tractor being used to improve landscaping at HPTC and 4 corners
- Working on contracting electrician to install backup A/C unit for server room
- Maint. bay expansion project – Finalizing SOW contract, anticipated to be ready by June

Staff/misc.:

- Joe Halverson submitted letter of resignation – last day Wednesday 04/21/21
- Previously interviewed tech has applied, expected to fill position
- Obsolete parts from inventory have been surplus
- Currently arranging Thermo-King field service training for technicians in May



63 Four Corners Road, Port Townsend, WA 98368

Attachment E

Nicole Gauthier
Fixed Route Operations Manager
Board Report – April 20, 2021

Operations Update

- In late February, JTA supervisors and managers attended a virtual training class titled “Reasonable Suspicion: Drug and Alcohol Determination for Supervisors.” This training was hosted by the Washington State Transit Insurance Pool (WSTIP).
- In early March Miranda Nash and Nicole Gauthier attended the Washington State Transit Association’s Operations Committee meeting. This was a virtual meeting held over two days and topics included hiring operators during a pandemic, COVID-19 response and incorporating equity and inclusion into daily operations.
- On March 18, 2021 JTA celebrated National Transit Operator Appreciation Day. It was a great opportunity to show appreciation to JTA’s hard working Operators. In April JTA took the opportunity to show appreciation to all other employees for all of their hard work.
- In March Nicole Gauthier attended a virtual training titled “Crisis Management and De-escalation Techniques.” This training was hosted by Jud Haynes who is the Health Navigator with the Port Townsend Police Department.
- JTA continues to work with KPFF on the new bus loop redesign project. JTA is still in the initial design phase but looks forward to having some concepts to present to the board.

Safety and Training Update

- Jim Springer, Field Supervisor, reported JTA had one exclusion in March. The exclusion was due to a refusal to properly wear a mask.
- JTA hired two new Operators in early March. Both employees came to JTA with a class B commercial driver's license. Both employees have now completed their training and are Extraboard drivers.
- In March JTA hired a new Operator without a class B commercial driver's license. This Operator is currently training with Gary Maxfield, Safety and Training Supervisor, and will be ready to take the CDL exam the second week in June. JTA is still accepting applications for Transit Operators.

Service Updates

- Mason Transit is scheduled to resume their service to Triton Cove on June 7, 2021. Mason Transit will be meeting JTA Monday – Friday. Mason Transit will not be making the connection on Saturday's until further notice.
- Since returning to full service JTA has not had an overcapacity issue.

Ridership

Fixed Route Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	720	359	-50.2%
March	769	413	-46.3%

JTOC Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	48	16	-66.7%
March	45	17	-62.2%

*2019 ridership data used as 2020 data influenced by COVID-19



63 Four Corners Road, Port Townsend, WA 98368

Attachment F

Miranda Nash
Mobility Operations Manager
Board Report April 2021

Service Planning:

PT- Discovery Road Project

JTA provided feedback to the City of Port Townsend on the the Discovery Road Bikeway & Sidewalks Project between the Discovery Road roundabout at Rainier Street to Salish Coast Elementary at McClellan Streets. JTA provided feedback on bus stop locations and shelter pads for the potential placement of future shelters based on ridership growth and demand. JTA will participate in a stakeholder group meeting on Wednesday, April 28th.

Kingston Pilot Service:

JTA conducted a survey in February to March 2021 for public outreach and feedback on the Kingston Pilot service. Feedback was obtained to determine the communitys level of interest in the service, primary reasons for travel and frequency of use, preferred travel times, and willingness to pay a premium rate for a one-seat ride. Feedback from the survey has been integrated into the service planning. The first public outreach presentation is projected to be conducted in May.

Ridership:

Dial-A-Ride:

Dial-A-Ride ridership in February 2021 has remained consistent with previous months, with averages of 21 riders per day. In March, we saw a slight increase in ridership with an average of 29 riders per day.

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2021 averages	% of change
February	38	21	-45%
March	46	29	-37%

2019 ridership data used as 2020 data influenced by CV19

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

www.jeffersontransit.com

Vanpool:

JTA's final vanpool has closed due to lack of ridership, with many of the group riders telecommuting. Due to COVID, social distancing requirements, and stay at home order, JTA will not be actively marketing or advertising to start new vanpool groups at this time.

House Bill -1514 Rideshare modification bill

HB 1514 reduces the minimum requirement for ride sharing from five persons including the driver to three persons including the driver, and eliminates weight and trip requirements. The bill also requires WSDOT and the Commute Trip Reduction (CTR) Board to make recommendations regarding changes to the CTR program, and broadens eligibility for tax exemptions, tax credits, and license plates associated with ride sharing and commute trip reduction. The bill passed the house but was amended at the senate before approval. The amendment would require non-public transit operated rideshare to have a minimum of five passengers, not the minimum of three persons for public transit operated rideshare. The bill is now being put before Governor Inslee.

Community Outreach and Events:

Jefferson Transit is celebrating its 40th anniversary of serving Jefferson County communities in May 2021.

Jefferson Transit Authority Board

Remote Special Meeting Minutes

Tuesday, May 18, 2021, 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 Kate Dean at 1:31 p.m. Other members present were Vice Chair Ariel Speser, Greg Brotherton, and Heidi Eisenhour with David Faber excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Manager Miranda Nash, Facilities and Maintenance Manager John Bender, Grants and Procurement Coordinator Jayme Brooke and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

There was none

NEW BUSINESS

a. Local 20/20 TLAB Presentation (Attachment A)

Cindy Jayne, David Thielk, Scott Walker, and Rebecca Kimball of Local 20/20 TLAB presented on the following:

- Recent Greenhouse Gas (GHG) Inventory re Transportation
- Shared Goals
- GHG Reduction Modeling Scenarios
- Potential Community Carbon Reduction Targets
- Other Policies to Help Support Transit
- Examples of Innovation in the Rural Setting
- Opportunities for Grants and Collaboration
- Co-benefits of an Expanded Transit System

Heidi Eisenhour arrived at 1:55 pm.

Discussion ensued about adding GHG reduction targets to the Long Range Plan (LRP), multimodal transportation, and a cost and benefits analysis of the Kington route versus doubling south county routes. Additional modeling was offered by TLAB to analyze cost and benefits.

Accessibility and barriers to outlying rural communities in Jefferson County were discussed. Policy changes can be made based on these topics. Convenience and disincentives are thought to be key factors in increasing ridership.

Comments were made about difficulties understanding the Tri-area routes and hours of operation. JTA is open to input on changes to the schedule and ways to make transit more accessible to riders.

b. Fehr & Peers Presentation (Attachment B)

Daniel Dye and Aaron Gooze of Fehr and Peers presented on the following LRP survey results:

- Online Open House Recap
- Service Standards for JTA

Discussion ensued on survey respondents and types of preferred service. Fehr and Peers can provide more detail on the geography of the survey respondents. Coverage elements and availability of service generally produced higher rankings over increased route frequency.

JTA charter rules were questioned. JTA is allowed to provide charter service after other available charter services refuses to provide service. This usually takes JTA out of the running.

A suggestion was made to add a separate Recreational Service Standard to include transportation to state parks, the Olympic Discovery Trail, and other natural areas. Non-car dependent itineraries for recreational travel to the Peninsula was also recommended. JTA will ask to be included on recreational trail flyers.

A suggestion was made to add support for other organizations in the LRP.

Non-rider survey response was questioned. About 30% of survey respondents were not bus riders. JTA sent out mailers to everyone in Jefferson County, including non-riders.

Discussion ensued about the number of bicycles on busses. Bicyclists may find bus riding challenging due to lack of space for the bikes on buses. A suggestion was made to remove bus seats and add hanging racks to allow for more bicycles. JTA has ordered bike racks to change outside capacity from two to three bikes per bus. JTA will continue to explore options to increase bicycles on buses.

A location specific schedule and real time app was suggested.

Heidi Eisenhour left at the meeting at 4:58 pm.

Discussion ensued on the LRP as an opportunity to set the vision of transit and provide wanted community services. The Citizens Advisory Committee, Climate Action Committee, and other local organizations can help promote this vision.

A copy of the TLAB presentation was requested. JTA will send the presentation to all CAC and Authority Board members.

Fehr and Peers will coordinate with JTA to figure out goals that align with funding and projected population growth.

A suggestion was made to add Mountain View Commons to the LRP Service Standards.

Nickel to gallon gas tax and a parking tax was discussed.

PUBLIC COMMENT

There was none

ADJOURNMENT

The meeting was adjourned at 3:25 pm. The next regular meeting will be held Tuesday, June 15, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

SJ Peck, Clerk of the Board

Date

Attachment A

Transit Authority Board Special Meeting Presentation

Local 20/20 Transportation Lab - May 18, 2021

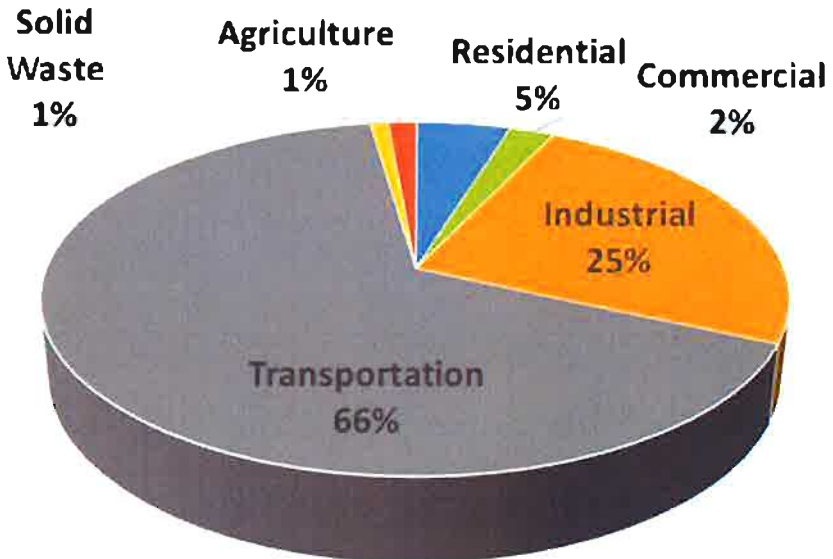


Agenda

- Recent Greenhouse Gas (GHG) Inventory re Transportation
- Shared Goals
- GHG Reduction Modeling Scenarios
- Potential Community Carbon Reduction Targets
- Other Policies to help Support Transit
- Examples of Innovation in the Rural Setting
- Opportunities for Grants and Collaboration
- Co-benefits of Expanded Transit



Jefferson County 2018 Greenhouse Gas (GHG) Inventory



2018



Jefferson County Transportation Trends from 2005 to 2018

- Vehicle Miles Traveled Increased 19%
- Miles driven per capita increased 6.3%
- Population increased 12%
- Licensed drivers increased 19%
- Registered vehicles increased 25%



Local 20/20 Mission Statement

Working together

toward local sustainability and resilience –

integrating ecology, economy and community

through action and education.



Transportation Lab Goal Statement

The goal of the Transportation Lab is

to move people in healthy and environmentally responsible transportation modes

through the creation of policies

that make walking, bicycling, and using transit or shared vehicles people's the first and easiest transportation choice.



Jefferson Transit Authority Mission Statement

To provide reliable, safe, comfortable public transportation service in Jefferson County

which is cost-effective,

reduces energy consumption, and

contributes to the cultural and economic betterment of the residents of Jefferson County.



Transit and Transportation Lab Shared Goals

From 2020-2025 Jefferson Transit Transportation Development Plan: “Jefferson Transit encourages and considers a variety of methods and ideas to promote the reduction of single occupancy (SOV) vehicle use such as:

- Carpool, Vanpool, Bus, Bicycle, or Walk
- Encourage Rideshare Online ...
- Continue to market and expand the Vanpool program
- Work with local employers to offer incentives
- Work with the Jefferson County Climate Action Committee to develop ways to reduce SOV use ...”



Modeling Scenarios - GHG Reduction

Name	Scenario details	VMT Reduction (miles)	GHG red. (metric tons)
Weekday Kingston Ferry to Port Townsend	Two round trips per day Monday-Friday; 30 passengers; assume 1.7 passengers per vehicle	300,050	82.23
Weekend Tourist Run	Running 5 round trips per weekend 35 weekends each year; 30 passengers; assume 1.7 passengers per vehicle	89,930	24.63
Festival Scenario - Bainbridge and Kingston Ferries	Thirty annual additional round trips between ferries and Port Townsend coinciding with the largest of the festivals, ie Wooden Boat, Thing, Centrum festivals	36,040	9.88



Modeling Scenarios - GHG Reduction - Idealized Commuter

Scenario details	VMT Reduction	GHG red. (metric tons)
All commuters ride transit one day per week	15,045,264	5672
All commuters ride transit three days per week	45,135,792	17,016
All commuters ride transit five days per week	75,226,320	28,360



Community Carbon Reduction Targets and the Long Range Plan

- Set in three to five year intervals
- Based on increasing transit mode share capture over time
- Developed to address both commuter and visitor/tourist mode share (different strategies)
- Based on greenhouse gas and motor vehicle travel data



An Example of Transit Carbon Reduction Targets

Year	Target VMT Reduction (miles)	Target GHG Reduction (metric tons)
2024	1,500,000	567
2028	3,000,000	1,134
2032	4,500,000	1,406
2036	6,000,000	2,269
2040	7,500,000	2,836



Community Carbon Reduction Targets and the Long Range Plan

Meeting GHG reduction targets:

- Requires collaborating with other policy makers
- Requires policy changes at the city and county level
- May require a combination of policy incentives and disincentives

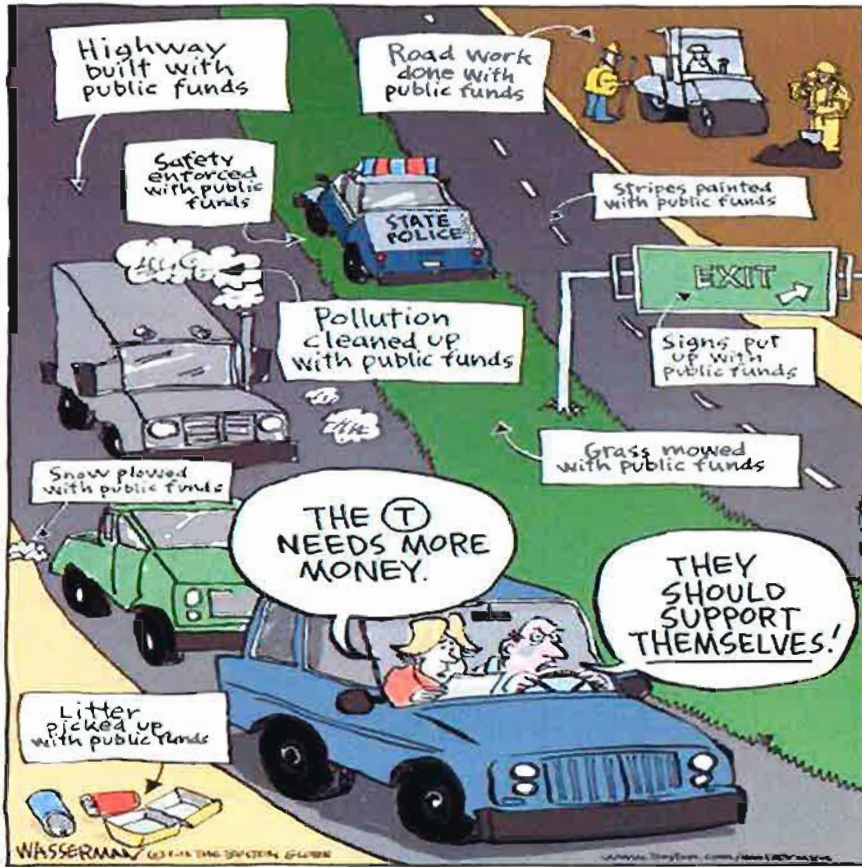


Policy is Key!

A community that addresses its GHG emissions will naturally be walkable, bikeable, and rich with public transit.

From those traits flow many of the values of a great community.





To address the 66% of our GHG emissions:

- Eliminate driving subsidies
- Invest in people walking,
- Invest in people biking,
- Invest in people using transit



Policy Examples to Make Transit the Mode of Choice

Zone for density and mixed uses.

Upgrade street standards to make transit convenient and ensure safe walking and biking access to/from transit.

Implement the WAC allowed \$0.05 local fuel tax for additional transit funding.

Reduce/eliminate ubiquitous and free motor vehicle parking.

Develop a managed/fee based parking plan for the dense commercial zone.



Downtown Port Hadlock



WALKABILITY

Parking spaces break up the urban fabric and can create hostile environments for pedestrians and cyclists.



LAND USE

More space for cars, means less space for productive uses (commercial, retail, residential).



Parking minimums also influence...



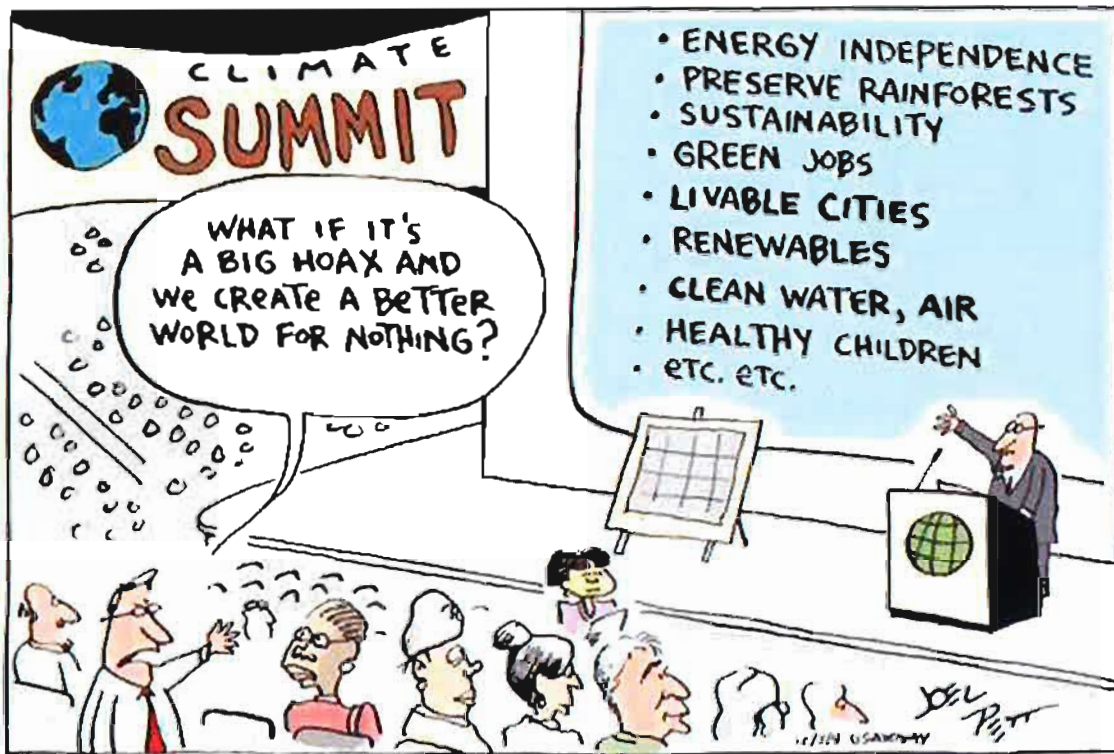
SUSTAINABILITY

Spreading out our urban form makes other forms of transit (walking, biking, public transit) less viable, while inducing demand for cars & emissions.



TAXES

Spreading out our urban form means costly new infrastructure & more road maintenance for the city and tax payers.



- ENERGY INDEPENDENCE
- PRESERVE RAINFORESTS
- SUSTAINABILITY
- GREEN JOBS
- LIVABLE CITIES
- RENEWABLES
- CLEAN WATER, AIR
- HEALTHY CHILDREN
- ETC. ETC.

WHAT IF IT'S A BIG HOAX AND WE CREATE A BETTER WORLD FOR NOTHING?



Innovation in the Rural Setting - From Innovative Rural Transit Services (2011)

“Ben Franklin Transit, in rural central Washington State, operates a vanpool program that has successfully grown to become the fourth largest in the nation...”

- Riders are charged a fixed cost plus per mile rate that covers costs
- Includes a guaranteed ride home that allows vanpool users to call Transit and get an emergency ride home if needed.
 - Could also support carpoolers, transit users, etc.
- Some employers help subsidize the vanpool costs for their employees.



Innovation in the Rural Setting

- Some rural systems have used a hotel tax to help fund transit.
- Transit in rural North Carolina worked w/ the county, local businesses and nonprofits, to write grants, purchase new buses, and launch 4 new flex routes.
 - Focused on low income and affordable housing as bus stops.
 - Saw ridership increase 70% in one year.



Opportunities for Grants and Collaboration

Leverage the Climate Action Committee (CAC) grant research team, w/ Jefferson Transit, Local 20/20, and other CAC organizations, to identify grants and consider partnership opportunities.

Discussion at 5/11 CAC included possible grant to cover an employee commute reduction program, etc.

Would Jefferson Transit be interested in such partnerships?



Increasing Transit Ridership Creates a Healthier and More Equitable Community

Health and Safety:

- Reduction in number of injuries
- Decreased pollution
- Increased physical fitness
- Improved access to medical care and shopping



Increasing Transit Ridership
Creates a Healthier and More Equitable Community

Equity:

- Improved access
- Reduced costs
- Increased opportunity to reduce individual carbon footprint



More Co-benefits of an Expanded Transit System

Economy: Increases business opportunity, productivity and household disposable income

Multi-generational Needs:

- Younger generations prefer multimodal transportation
- Older individuals want safer more convenient travel



Request

Include Greenhouse Gas Reduction Targets based on Transit Mode Share to the Long Range Plan

Advocate for Policies that make Transit more Convenient

Actively Collaborate with Local Government Agencies and other Organizations on Reducing our Community's GHG emissions



Discussion



Local 20/20 TLAB

References and Resources:

1. [Jefferson County Recent Greenhouse Gas Inventory](#)
2. National Academies of Sciences, Engineering, and Medicine 2011. Innovative Rural Transit Services. Washington, DC: The National Academies Press.
<https://doi.org/10.17226/14605>

Attachment B

Jefferson Transit Authority Long-Range Plan

Board Meeting

May 18, 2021



Agenda

1. Recap of online open house
2. Service standards for JTA

FEHR + PEERS

SCJ ALLIANCE

ECONorthwest
ECONOMY • PEOPLE • PLANNING

Online Open House Recap

Ranking of metrics (most to least important)

- 1. Access to opportunities**
(how many jobs and services can be reached via transit?)
- 2. Proximity to service**
(how many people are within walking distance of transit?)
- 3. Ridership metric**
(how many additional riders per additional hour of service)
- 4. Rider experience**
(walk time, wait time, and transit travel times reduced)

Online Open House Recap

Ranking of targeted service concepts (most to least favored)

1. Kingston Ferry connection
2. Later evening service
3. Sunday service
4. Split the Tri-Area route

Online Open House Recap

How should JTA prioritize future service? (most to least important)

1. Later evening service
2. Expand transit to areas without current service
3. New service to the Kingston Ferry
4. Sunday service
5. More frequent service in the Tri-Area
6. More frequent service in downtown Port Townsend

Online Open House Recap

Using the slider below, please indicate what level of transit service **growth** and **revenue collection** you'd support over the next twenty years to improve JTA service:

Maintain current services

Improve services to match growth & demand

Improve services faster than growth & demand

Average score:
7 out of 10

7

[Clear](#)

FEHR & PEERS



ECONorthwest
ECONOMICS • FINANCE • PLANNING

Service Standards for JTA

Service standards will help JTA staff develop and prioritize new service, as revenue and other constraints allow.

They can serve as both goals and guidelines.

Service Standards for JTA

Population Density varies across the county. More dense areas support more transit service.

Port Townsend: 1,165 people/square mile

Port Hadlock/Irondale: 520 people/square mile

Rest of Eastern Jefferson County: 50 people/square mile
(Uninhabited areas removed from calculation)

Density → frequency level standard
Does a denser area within a low-density area receive service?



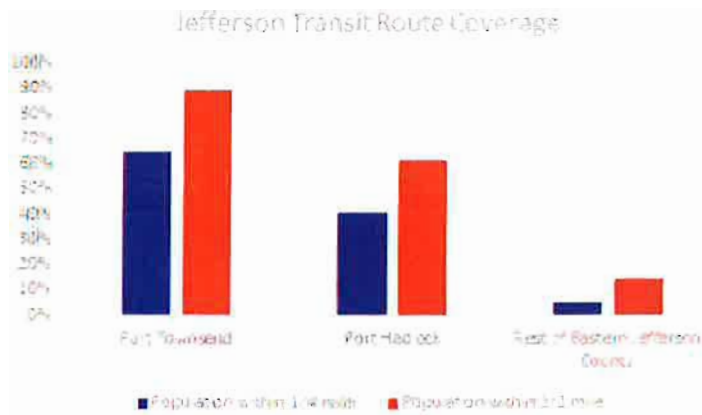
Service Standards for JTA

Frequency	Port Townsend	Port Hadlock	Rest of Eastern Jefferson County
30 min	Route 4 Upper Sims		
30 min-1hr	Route 2 Fort Worden Route 3 Castle Hill/Cook Ave Route 11A Port Townsend Shuttle Loop A Route 11B Port Townsend Shuttle Loop B		
90 min	Route 6B Tri-Area Loop B Route 7 Poulsbo/Port Ludlow	Route 6B Tri-Area Loop B Route 7 Poulsbo/Port Ludlow	Route 7 Poulsbo/Port Ludlow
2 hr	Route 1 Quilcene/Brinnon Route 6A Tri-Area Loop A	Route 1 Quilcene/Brinnon Route 6A Tri-Area Loop A	Route 1 Quilcene/Brinnon
3 hr	Route 8 Sequim		Route 8 Sequim

As density increases, routes become more frequent as resources allow

Service Standards for JTA

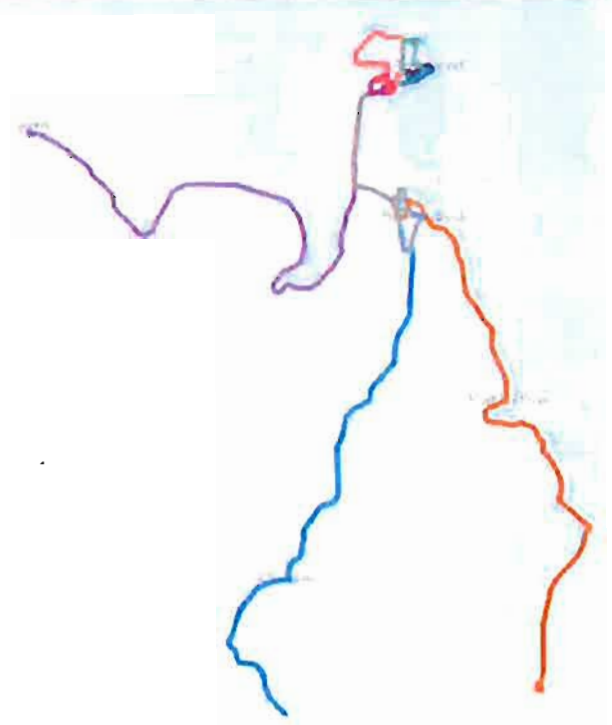
Coverage tells us how much of the population in an area is within $\frac{1}{4}$ or $\frac{1}{2}$ mile of existing transit, hard to set a goal because of rural nature of Jefferson County



FEHR & PEERS



ECONorthwest
ECONOMICS • FINANCE • PLANNING



Service Standards for JTA

- Regional Connections
 - As the hub of the Olympic Peninsula, Jefferson Transit will continue to cooperate with our neighboring transit agencies and coordinate connecting services.
- Goals
 - Timing of connections- strive to align with neighboring agencies to reduce wait times within route constraints
 - Tighten up connections where transfer location amenities are lower

Service Standards for JTA

- Connections to other modes
 - Jefferson Transit will prioritize connections to other forms of transit, multi-modal connections such as active transportation (trail connections, bike/walk paths such as the Olympic Discovery Trail, connections to walkable downtown Port Townsend, etc.) and ferry service in order to enable car free connections to recreation and tourism.
- Tourism related goals
 - Jefferson Transit will work within the rules regarding charter service to provide access to tourism destinations within the JTA service area. This could include such locations as cider farms, agritourism, and farm tours, as well as local festivals and events.

Service Standards for JTA

- Major trip generators
 - Jefferson Transit will work to increase service frequency and service span to major trip generators, such as the following:
 - Hospital
 - Port Townsend Library
 - County Library
 - Grocery stores such as Safeway/QFC
 - Goodwill
 - DSHS office
 - Water Street retail and restaurants
 - HJ Carroll Park
 - Service and housing providers like Bayside Housing
 - Community Center
 - YMCA

Service Standards for JTA

- Greenhouse Gas Emissions (GHG)
 - JTA will continue to explore alternative fuel source vehicles to improve on the greenhouse gas emissions of the current biodiesel bus fleet, improve multi-modal connections to reduce individual vehicle trips, and increase availability of electric vehicle charging at JTA park and ride lots.
 - Support community organizations that are working to reduce transportation GHG emissions in Jefferson County.

Service Standards for JTA

Discussion:

- Do these standards resonate with you?
- What is potentially missing?
- How does the CAC prioritize each of these items?
 - Density aligning with frequency
 - Greenhouse Gas Emissions (GHG)
 - Major trip generators
 - Tourism
 - Connections to other modes



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 6/15/2021

April 2021 Expenses

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

- Accounts Payable Voucher #6901511 in the amount of \$2,964.74
- Accounts Payable Vouchers #6901512-6901547 in the amount of \$126,439.80
- Accounts Payable Voucher #6901548 in the amount of \$5,451.40
- Accounts Payable Voucher #6901549 in the amount of \$96,173.00
- Accounts Payable Vouchers #6901550-6901589 in the amount of \$58,807.52
- Accounts Payable Voucher #6901590 in the amount of \$99,685.73
- Voided Accounts Payable Voucher #6901524 in the amount of \$403.89
- Capital Check #6910047 in the amount of \$730.00
- Capital Check #6910048 in the amount of \$718.98
- Capital Checks #6910049-6910051 in the amount of \$13,416.07
- 6 EFT payments in the amount of \$20,012.64

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.

Sj Peck
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 6/15/2021

May 2021 Expenses

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

- Accounts Payable Vouchers #6901591-6901625 in the amount of \$135,053.34
- Accounts Payable Voucher #6901626 in the amount of \$4,945.36
- Accounts Payable Voucher #6901627 in the amount of \$93,191.29
- Accounts Payable Vouchers #6901629-6901668 in the amount of \$39,448.62
- Accounts Payable Voucher #6901669 in the amount of \$91,730.14
- Voided Accounts Payable Voucher #6901486 in the amount of \$163.47
- Voided Accounts Payable Voucher #6901628 in the amount of \$0
- Capital Check #6910052 in the amount of \$7,314.27
- 4 EFT payments in the amount of \$1,445.53

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.

Sj Peck
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: June 15, 2021

AGENDA ITEM: Board approval for out-of-state travel for John Bender and Desiree Williams

SUBMITTED BY: John Bender TITLE: Fleet & Facilities Manager

DEPARTMENT: Maintenance

EXHIBITS/
ATTACHMENTS:

Travel Estimate

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$4,882.72

FUNDING SOURCE: Maintenance Travel Budget

REVIEWED BY: *[Signature]*

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

Fleet and Facilities Manager John Bender requests to travel to Las Vegas, Nevada to attend the annual RTA Conference to improve fleet management operations.

These are estimated costs. Plane tickets have not been purchased. Pricing is based on current rates.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve out-of-state travel for John Bender and Desiree Williams.

**Estimated Travel Expenses for John Bender and Desiree Williams to attend the RTA
Users Conference in Las Vegas, NV**

Rates based on one employee

Conference Fee		\$1,195.00	
Flight Estimation		\$250.00	
Travel to SeaTac	188.6 Round Trip x .575	\$108.45	
Parking at SeaTac		\$195.00	
Bridge Toll		\$12.00	
Hotel x 4 nights	94.11 x 4	\$376.41	Government Per Diem is \$120
Transportation from airport to hotel		\$30.00	
Meals/per diem		\$274.50	
		\$2,441.36	
		x2	
		<u>\$4,882.72</u>	

Meals			
	4-Oct	1st travel day	\$45.75
	5-Oct		\$61.00
	6-Oct		\$61.00
	7-Oct		\$61.00
	8-Oct	Last travel day	\$45.75
			\$274.50



Authority Board Agenda Summary

MEETING DATE: June 15, 2021

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

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Inventory Disposal Forms
Supporting Documents

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: 

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

The items listed on the attached Inventory Disposal Forms are unusable by JTA and will be destroyed.

RECOMMENDED
ACTION/MOTION:

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



Inventory Disposal Form

Item purchase price **UP To \$5,000**

Updated 9/18/2020

1) Requester – Fill this section in for Request

Department: 16 Employee Requesting Disposal: Cheryl Loran Date: 5/3/2021

How was Current Market Value established? N/A Attach Documentation as to how fair market value was determined.

This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards

Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards

How did you determine this? Monitors don't work

Department Supervisor Approval: _____ Date: _____

Item Description	Date of Purchase (If known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method
2 Dell 2208WFPt Monitors	4/2004	unknown	OR289D-71618 85L C54U & OR289D-71618 85L C5MU	76 & 77	None	Poor	Recycle Center

2) Finance Manager - Fill out this section for Approval

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

General Manager Approval: [Signature] Date: 6-10-21

Give to the Clerk of the Board to put in the Board Packet (informational - approval not needed)

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other Recycle Center

If sold, what was the selling price: \$ _____ Date of Sale or Disposal: 5/7/2021

Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger N/A

Public Surplus – Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR

Update Capital Asset and Depreciation Schedule

5) AR N/A

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet



Inventory Disposal Form

Item purchase price **UP To \$5,000**

Updated 9/18/2020

1) Requester – Fill this section in for Request

Department: 16 Employee Requesting Disposal: Cheryl Loran Date: 5/3/2021

How was Current Market Value established? Web search Attach Documentation as to how fair market value was determined.

This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards

Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards

How did you determine this? Monitor is 11 years old. Monitors can be purchased for around \$100

Department Supervisor Approval: *Jana Crouch* Date: 5/28/2021

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method
Dell 1901FP Monitor	unknown	unknown	CN-05Y232-71 618-41J-ACAM	38	\$50 if working	Poor	Recycle Center

2) Finance Manager - Fill out this section for Approval

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

General Manager Approval: *Shubal* Date: 6.10.21

Give to the Clerk of the Board to put in the Board Packet (informational - approval not needed)

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other Recycle Center

If sold, what was the selling price: \$ _____ Date of Sale or Disposal: 5/7/2021

Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger N/A

Public Surplus – Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR

Update Capital Asset and Depreciation Schedule

5) AR N/A

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet

Cheryl Loran

From: Mike Samodurov
Sent: Monday, May 03, 2021 1:59 PM
To: Cheryl Loran
Subject: Re: Dell 1901FP Monitor - Does it work?

Not sure. Dont' think so - dead screen.

GP should be good now.

I will be working on that tonight's list.

Mike Samodurov

JTA IT - Specialist

(360) 385-4777 x117

(360) 301-3376 mo

(360) 344-8065 ho

From: Cheryl Loran
Sent: Monday, May 3, 2021 1:40 PM
To: Mike Samodurov
Subject: Dell 1901FP Monitor - Does it work?

Mike,

Does the Dell 1901FP Work? Sure looks like this was one high priced unit in its day.

Cheryl Loran

Accounting Specialist

Jefferson Transit Authority

63 4 Corners Rd

Port Townsend, WA 98368

cloran@jeffersontransit.com

(360) 385-3020 Ext. 105

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual to whom they are addressed. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please immediately advise the sender by reply e-mail and delete the e-mail. We appreciate your cooperation.

Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor

Consider these alternative items

Sponsored



Dell E178FP Flat Panel Monitor-1280x1024 Black and Silver-E178FP

18
\$184⁹⁹



Dell P1914S Black 19-inch 1280 x 1024, 8ms (GTG) LED Backlight Height, Pivot, Swivel, Tilt

50
\$248⁹⁹

[Electronics](#) > [Computers & Accessories](#) > [Monitors](#)



Dell 1901FP - Flat Panel Display - TFT - 19" - 1280 x 1024 - 0.29 mm - DVI, VGA (HD-15) - Silver on Black

Visit the Dell Store
18 ratings
| 3 answered questions

Available from these sellers.

- Make sure this fits. by entering your model number.
- LCD FLAT PANEL TFT MONITOR DVI & VGA VIDEO INPUTS
- 19 VIEWABLE SCREEN
- DIGITAL AND ANALOG VIDEO INPUTS
- ADJUSTABLE HEIGHT, SWIVEL & TILT

[Compare with similar items](#)

Used (5) from \$52.99 + \$13.49 shipping

Select delivery location

[See All Buying Options](#)

[Add to List](#)

Share

Have one to sell?

[Sell on Amazon](#)

Sponsored

Roll over image to zoom in

Sponsored

4 stars and above

Sponsored



All Listings

Accepts Offers

Auction

Buy It Now

Best Match ▾



14 results for Dell Monitor 1901FP

Save this search.

Not finding what you're looking for?
Save Dell Monitor 1901FP to get e-mail alerts
and updates on your eBay Feed.



Feedback

Dell 1903FP 1901FP 1905FP
VGA DVI 4-Port USB

Pre-Owned

\$50.00

Buy It Now

+\$24.75 shipping



Dell UltraSharp 19" LCD Monitor 1901FP VGA DVI 4-Port USB Fast
shipping NO STAND

Pre-Owned

\$50.00

Save up to 15% when you buy more



or Best Offer
Free shipping



Sponsored

Dell 1901FP 19-Inch LCD Monitor | 1280 x 1024 Resolution | 600:1 Contrast Ratio

Pre-Owned



22 product ratings

\$74.88

Buy It Now
+\$9.95 shipping
Free returns



Sponsored

Dell 1901FP LCD Monitor - 19"

Refurbished



22 product ratings

\$69.99

Buy It Now
+\$54.97 shipping



Sponsored

Dell 1901FP 19" Active Matric UltraSharp Panel LCD Monitor Working Free Shippin

Pre-Owned

\$42.99

or Best Offer
Free shipping



Dell 1901FP 19" Active Matric UltraSharp Panel LCD Monitor Working Free Ship

Pre-Owned

\$42.99

or Best Offer
Free shipping

Feedback



Dell UltraSharp 1901FP 1905FP 1907 19" LCD Monitor VGA DVI + ** SOUND BAR **

Refurbished

\$97.99

or Best Offer
Free shipping
Free returns





Authority Board Agenda Summary

MEETING DATE: June 15, 2021

AGENDA ITEM: Inventory Lost

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Inventory Lost Form
Supporting Document

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: 

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

Asset B1028 listed on the attached Inventory Lost Form was lost. This item will not be replaced.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item for Inventory Lost.



Missing Asset Form

Item purchase price **UP To \$5,000**

Updated 9/18/2020

1) Requester – Fill this section in for Request

Department: 16 Employee Requesting Disposal: Cheryl Loran Date: 4/21/2021
 Could not be located during 2021 Inventory
 Department Supervisor Approval: _____ Date: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)			
HP EliteBook8730w	12/2/11	Unknown	CNU0050BHN	B1028			Missing

2) Finance Manager - Fill out this section for Approval

Was the item purchased with Federal funds? Yes No Unknown Is the item fully depreciated? Yes No Unknown
 General Manager Approval: [Signature] Date: 6.10.21
 Give to the Clerk of the Board to put in the Board Packet (informational - approval not needed)

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1 N/A - Lost Item

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other _____
 If sold, what was the selling price: \$ _____ Date of Sale or Disposal: _____
 Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger - N/A Last Item

Public Surplus – Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR
 Update Capital Asset and Depreciation Schedule

5) AR - N/A Last Item

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet

Mike,

Here are the 2021 inventory items you asked me to give the information to you.

- 1. These three need a disk made for them. Asset numbers are 244, 245 & 246

244	17 Office 2013 Software Sets (15 of 17)
245	17 Office 2013 Software Sets (16 of 17)
246	17 Office 2013 Software Sets (17 of 17)

Redacted for Software Security Reasons

✓
✓
✓

- 2. Monitor Missing ✓ *Form to Sara 4-21-21*

439	2/7/2018	Monitor	Dell 24"	Service Tag: J96WDD2	SN 74261-692-1YJU-AOO	3/1/2021 not in Resource room
-----	----------	---------	----------	----------------------	-----------------------	-------------------------------

Can't Find ???

- 3. WD My Passport Portable USB 3.0 Hard Drive 2TB, Black – You found one of them on 3/10/2021. You were going to see if you could find the second one. (I'll get an asset # on the one today and return to you.) ✓

- 4. Tablet Missing *Found - John Bender using 1 test RTA Petrop Software???*

484	WP	03/18/19	IT/A123	Tablet 19	Samsung Galaxy TabE 16gb Black Verizon wifi	SM-T377V (purchased from Amazon)	(for RM Testing)
-----	----	----------	---------	-----------	---	----------------------------------	------------------

I do not have I believe its in a FR vehicle

- 5. Laptop Missing *Form to Sara 4-21-21*

B1028	Laptop	Laptop JTA-ShopLaptop (off network)	HP EliteBook 8730w	CNU0050BHN
-------	--------	-------------------------------------	--------------------	------------

???

→ what is the Asset #?

Also, I've looked everywhere in my office and have no 8730w's left. You have all the ones I know of.

J



Authority Board Agenda Summary

MEETING DATE: June 15, 2021

AGENDA ITEM: Return to Inventory

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Disposed of Inventory- Back into Inventory Form
Supporting Documents

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: 

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

Asset G433 listed on the attached Inventory did not sell on the Public Surplus Auction. This item will be kept to possibly use in the new facility building.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item for Return to Inventory.



Disposed of Inventory-Back into Inventory

PLEASE RETURN COMPLETED FORM TO THE FINANCE MANAGER

Department: 41 Employee Requesting Asset Added: John Bender : Date: APR 21 2021

Supervisor Approval: _____ Date: _____ Was Federal Money used to purchase any of these Items?

General Manager Approval: [Signature] Date: 6.10.21

Yes No Unknown

Item Description	Date Disposal Approved	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Reason for Request
Air Compressor GX390 Honda	5/8/2020	1697.66	128000-2750	G433	\$750	Fair	It did not sell on Public Surplus Auction. It was decided to keep and maybe use in the new facility building that is being planned.

Finance Actions:

Inventory Spreadsheet Location: Capital Small & Attractive Relic from when EVERYTHING was barcoded, does not apply.

Inventory Spreadsheet Updated: Yes Not on Spreadsheet

Finance Manager Signature: _____ Date: _____



Inventory Disposal Form

Items Up To \$5,000 Value

Form 9
5/8/2020

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

Department: Maintenance (41)

Employee Requesting Disposal: John Bender

Supervisor Approval: John Bender

Was Federal Money Used to Purchase any of these items? Yes No Unknown

General Manager Approval: Simon Rubeck

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY DEPARTMENT HEAD
Headlamp aiming kit	Unknown	Unknown	N/A	000103	N/A	Poor	Destroyed/thrown in trash <i>5-8-20</i>
Handheld laser scanners (x2)	Unknown	Unknown	A51227571, 807340	000191, 000407	<i>cap R</i> N/A <i>R</i>	Poor	Destroyed/thrown in trash <i>5-8-20</i>
Air compressor	Unknown	Unknown	N/A	N/A 6433	\$750	Fair	To be sold in public surplus auction
				<i>per John - 4/21/2021 - are going to keep.</i>			

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

Disposal Location & Receiver Signature (or attach receipt or photos): _____ Disposal Date: 5-8-2020

Disposed by (JTA Employee): John Bender - Maintenance Manager Payment Received (if applicable): _____

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

Back up documentation for compressor.



TRANSIT DEVELOPMENT PLAN

2021-2026

Jefferson Transit Authority

63 Four Corners Road
Port Townsend, WA 98368

Table of Contents

I.	ORGANIZATION	3
II.	PHYSICAL PLANT	4
III.	SERVICE CHARACTERISTICS & FARE STRUCTURE	4
IV.	SERVICE CONNECTIONS	6
V.	ACTIVITIES & ACCOMPLISHMENTS IN 2019-2020	7
VI.	PROPOSED ACTION STRATEGIES AND GOALS 2021 - 2026	11
	1. Preservation	11
	2. Safety	13
	3. Mobility	14
	4. Environment	15
	5. Stewardship	16
	6. Economic Vitality	17
VII.	2021-2026 SERVICES, FACILITIES & EQUIPMENT	18
VIII.	CAPITAL IMPROVEMENT PROGRAM/BUDGET	22
IX.	OPERATING DATA	23
X.	OPERATING REVENUES AND EXPENDITURES, 2021 - 2026	25
	APPENDIXES	28
	Appendix A: Requested Services & Projects	
	Appendix B: Organization Chart	
	Appendix C: Route Maps and Schedules	

Section I: Organization

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

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

As of December 31, ~~2019~~2020, Jefferson Transit employed ~~47~~44.43 full-time equivalent employees, with a head count of ~~53~~49 people. Details for these statistics are shown in the table below. Due to the COVID-19 Pandemic, Jefferson Transit reduced service from March 28, 2020 to November 1, 2020. Two transit operators resigned during this time period and those positions were not back-filled until 2021.

Department	Head Count	FTE (based on 40 hour week)
Operations-Fixed-route	10	16.61
Operations-Dial-a-ride	2	2
Operations-Jefferson Transit Olympic Connection	3	2.86
Jefferson Transit Olympic Connection Supervisor	1	0.5
Dispatch, Field Supervisor & Customer Service	6	5.13
Vehicle Maintenance	6	5
Non-Vehicle Maintenance	5	4.5
Operations & Maintenance Management	4	4
General	5	4.4
General Management	2	2
Total	53	47
ATU 587 Represented Staff (from above list)	37	-
Non-Represented Staff (from above list)	16	-

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	17	14.76
Operations Dial-a-ride	1.5	1.46
Operations Jefferson Transit Olympic Connection	3.5	3.37
Jefferson Transit Olympic Connection Supervisor	1	0.5
Dispatch, Field Supervisor & Customer Service	5	4.84
Vehicle Maintenance	5	5
Non-Vehicle Maintenance	5	3.5
Operations & Maintenance Management	4	4
General	5	5
General Management	2	2
Total	49	44.43
ATU 587 Represented Staff (from above list)	35	
Non-Represented Staff (from above list)	14	

Section II: Physical Plant



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

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

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

Section III: Service Characteristics & Fare Structure

Jefferson Transit Authority operates in Jefferson County, Washington. The county encompasses just under 1,804 square miles of land area and is divided by the Olympic Mountain range. The Olympic

National Park, Olympic National Forest, and State land cover 75 percent of Jefferson County. Jefferson Transit Service Area covers 259 square miles.

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviated, and vanpool, with both regional and intercity bus connections. In ~~2019~~2020, service ran on a limited schedule with no Saturday service from March 28, 2020 until November 3, 2021 due to the COVID-19 Pandemic. Jefferson Transit's regular service includes eight fixed-routes (including deviated fixed-routes) ~~operated~~which operate Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all routes ~~operated~~ on Saturdays on a slightly reduced schedule.

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

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

ADA paratransit service, Dial-A-Ride, is provided by Jefferson Transit. Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations. Jefferson Transit travels beyond the ADA ¼ mile requirement by providing one-day per week service to Kala Point, Marrowstone Island, and Cape George.

Fare structure for Jefferson Transit at 2019 year end:

East Jefferson County

<u>Day Pass</u>	
Adult Fare	\$1.50
Reduced Fare*	\$1.00
Add Out-of-County Boarding Fare to above fare	\$1.00
Out-of-County Pass	\$2.50
<u>Monthly Passes</u>	
Full Fare	\$24
Reduced Fare	\$12
Monthly Commuter Pass	\$36
Monthly Reduced Fare Commuter Pass*	\$20
3-Month College Pass (must provide proof of enrollment)	\$50

Annual/Seasonal Passes

Annual Full.....	\$220
Annual Reduced Fare.....	\$115
Annual Full Fare Commuter.....	\$245
Annual Reduced Fare Commuter.....	\$192
Youth Summer Pass**.....	\$ 20

Dial-A-Ride

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

West Jefferson County (Jefferson Transit Olympic Connection)

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

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

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

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

In March 2020 Jefferson Transit made the decision to operate fare free due to the COVID-19 Pandemic. At 2020 year end, Jefferson Transit continued to operate fare free, at the decision was made at the start of the COVID-19 pandemic to limit contact with our between our operators and the general public and to eliminate a barrier to the public utilizing transit. At 2020 year end, Jefferson Transit continued to operate fare free.

Section IV: Service Connections



Jefferson Transit connects passengers to major hubs six days a week, Monday through Saturday. The shuttle buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupeville Washington State Ferry terminal. Jefferson Transit connects with Kitsap Transit in Poulsbo; and Clallam Transit in Sequim, and

Mason Transit at Triton Cove. Due to the COVID-19 Pandemic, Mason Transit has temporarily suspended service to Triton Cove. This connection is set to resume in June of 2021. The Jefferson Transit Olympic Connection, a 64-mile route that travels between Forks and Amanda Park, links Grays Harbor Transit with Clallam and Jefferson Transits. Through these connections, passengers can get to medical specialists in the urban areas, catch a flight at SeaTac International Airport or a bus at the Seattle Greyhound terminal. Our economy benefits from the many travelers who use transit to get to the Olympic Discovery Trail; Victoria BC; the Pacific Beaches, or any of the other many scenic locations on the Olympic Peninsula.

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

Life services are also incorporated into the routes such as the Port Townsend Food Bank, Jefferson County Courthouse, Jefferson County Library, Jefferson Healthcare, Department of Social and Health Services Port Townsend Community Service Office, local post offices, and the various grocery stores. Routes also stop at popular destinations such as Fort Worden, Jefferson County Fairgrounds, and Dosewallips State Park.

Jefferson Transit's HPTC Park & Ride in Port Townsend serves as a connection point for the Olympic Discovery Bicycle and Pedestrian Trial. Jefferson Transit's 63 Four Corners Park & Ride serves as connection point to the Dungeness Greyhound bus line. All of Jefferson Transit's fixed-route vehicles are equipped with bicycle racks.

Service Connections:

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

- Port Townsend Shuttle with connections to Washington State Ferries (WSF) bus routes
- Viking Transit Center In Poulsbo with connections to Kitsap Transit (KT), WSF and other KT bus routes
- Sequim Transfer Center with connections to Clallam Transit (CT) and other CT bus routes
- Forks Transfer Center with connection to CT and Amanda Park with connections to Grays Harbor Transit
- Service ~~to from~~ Brinnon to Port Townsend and Washington State Ferries (WSF). Connection with Mason Transit scheduled to resume June 2021 with connections to ~~Mason Transit (MT)~~ and other MT bus routes
- Halnes Place Transit Center with connections to other JTA bus routes
- 63 Four Corners Park & Ride with connections to Dungeness Line

Section V: Activities and Accomplishments in ~~2019~~2020

Improve mobility in small urban and rural areas. ~~Jefferson Transit representatives interacted with the public at several community sponsored events and public meetings. Jefferson Transit represented itself at the Jefferson County Farmers' Market, the Jefferson County Fair, the Port Townsend Rhododendron Parade, and the Port Townsend Wooden Boat Festival. Information was collected at these special events including counting the number of visitors to the booths and comments from the public regarding current service and requests for future service. Work on the JTA Long Range Plan was put on hold until October 2020. Upon resumption, JTA and Fehr & Peers compiled results from the January 2020 Open House held at the Cotton Building. Information gathered at the Open House has been used to develop service standards and strategies for the next 20 years.~~



Opportunities for in-person JTA representation were limited due to the COVID-19 Pandemic. JTA did participate in the Toys for Tots drive in December of 2020. Most major festivals and gatherings were cancelled or held virtually.

Jefferson Transit's public outreach focus continues to be providing residents of Jefferson County a ride to school, work, life services, and recreation. The "Try Transit" campaign was launched in June of 2014 and has continued through ~~2019~~2020. Artwork promoting this slogan is displayed on the back of many JTA buses.

Jefferson Transit's General Manager is currently a member of the ~~Port Townsend Sunrise Rotary, Jefferson County Climate Action Committee, the Peninsula Regional Transportation Planning Organization, and the Port Townsend Chamber of Commerce, the Economic Development Council, and the Washington State Ferry Advisory Committee.~~ The General Manager ~~and the Finance Manager also~~ sits on the Washington State Transit Association (WSTA) Board ~~and is Secretary of the Peninsula~~

Regional Transportation Planning Organization, and The Finance Manager sits on the Washington State Transit Insurance Pool Board and is Chair of the WSTA Finance Officers Leadership Committee.

The Mobility Coordinator-Operations Manager is the Secretary of the DASH board. The Fixed-Route Operations Manager and Mobility Operations Manager ~~is also are both~~ members of the Jefferson County Council for the Blind Climate Action Committee.

In ~~2019-2020~~ Jefferson Transit accomplished the following:

- ~~In November Jefferson Transit completed installation of a prefabricated two stall restroom at the Haines Place Transit Center.~~
- Maintained a second tier of paratransit service providing weekly service to ADA eligible passengers residing outside of the ADA mandated service area, e.g. Kala Point, Marrowstone Island, and Cape George.
- Updated the Bicycle Policy to include electric bicycles.
- Retained the services of KPFF to complete a redesign of the Haines Place Transit Center.
- Continued to meet EnviroStar goals by using a Biodiesel at a B5 (5%) fuel mix in the Port Townsend-based fleet.
- ~~Continued to use a Biodiesel at a B5 (5%) fuel mix in the Port Townsend-based fleet.~~
- Completed CDL training for three-five maintenance employees.
- ~~Provided outreach to the community through presence and information at community events including the Jefferson County Fair, the Port Townsend Wooden Boat Festival, Port Townsend's Rhododendron Parade, Farmers' Market, and the Toys for Tots program.~~
- Participated in an online regional ridesharing network that now covers Washington, Oregon, and part of Idaho. This service is run by WSDOT and can be found at rideshareonline.com.
- Provided 271,970,113,713 fixed-route, route-deviated and paratransit passenger trips.
- ~~JTA began Continued work with Fehr & Peers in July 2019 on a 20 year Comprehensive Long Range Plan. January 2020 saw the first public open house, held for the purpose of gathering input from the general public, and where they would like to see JTA improve their service in the future.~~
- ~~Held the first meetings of JTA's new Citizen's Advisory Committee in August and November 2019.~~
- Continued to work closely with the perform fiscal agent duties for the Peninsula Regional Transportation Planning Organization (PRTPO) and Jefferson Transit's General Manager continued to serve on the PRTPO Executive Board as Secretary.
- ~~JTA continued to print cost effective full color bus schedules on recyclable coated paper. The latest version was released May 2019.~~
- JTA continued membership with MRSC Rosters.
- Continued to support the Clallam Transit Interlocal Agreement for the West End Service.
- ~~JTA continued to recognize the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed route transit. JTA is reimbursed in accordance with Peninsula College Interlocal Agreement for the college student travel per academic quarter.~~

- ~~Provided transportation for the Wooden Boat Festival in September, boarding 4,979 passengers between Friday, Saturday, and Sunday. There has been a consecutive increase in ridership since 2013.~~
- ~~JTA held the annual All Staff Training on November 11, 2019, which included presentations on:~~
 - ~~Verbal De-escalation Training~~
 - ~~FTA Drug and Alcohol Policy Update~~
 - ~~CPR and First Aid Certification~~
- Information Technology Specialist continued steps to improve server and network reliability and to improve software security.
- JTA eContinued to contract a service provider through WSTIP to provide periodic safe driver testing for vanpool drivers.
- ~~JTA contracted with Suppression Systems, Inc., to install a dry agent fire suppression system in the JTA Server Room. Established a monitoring contract with Fire Chief LLC to monitor the dry agent suppression system in JTA's server room.~~
- ~~Two Schetky Cutaway Vans were purchased using JTA funds and put into service in December 2019. Purchased ~~Two three~~ new 30' and two new 35' Gillig heavy-duty buses ~~were~~ (delivered in February and August 2020) ~~and put into service soon thereafter.~~~~
- ~~JTA installed an outlet at its fuel island station so the Diesel Exhaust Fluid (DEF) pump could be plugged in, increasing the efficiency of the bus fueling/DEF refill process.~~
- ~~JTA continued to subscribe to RouteMatch, which provides drivers and dispatch service reliability, incident alerts, reporting processes with dashboards and tablets.~~
- ~~Continued to improve ridership through technology.~~
- ~~In June 2019 JTA worked with the Jefferson County Farmers' Market to move the growing Wednesday Farmers' Market to the Haines Place Transit Center.~~
- ~~Installed a new bus shelter at the new Salish Coast Elementary School.~~
- ~~Purchased Remix software to help streamline its planning process for new and revised routes.~~
- ~~Purchased SMARSH archiving software in anticipation of launching JTA social media via Facebook and Twitter.~~
- Jefferson Transit wWorked with its Authority Board to pass a Social Media policy, enabling JTA* to launch their first two social media accounts on Facebook and Twitter in January 2021, increasing visibility within the community and enabling Rider Alerts to be released in real time.
- A mass-notification system through Regroup was implemented, enabling the public to sign up for rider alerts and public notices by email or through a mobile application.
- JTA eCompleted installation of new flooring and a new customer service desk at its Haines Place Transit Center facility.
- JTA mMaintained its commitment to employee and passenger safety during the COVID-19 pPandemic:
 - Hiring Hired a sanitation company to fog all revenue vehicles with disinfectant spray.
 - Hiring Hired a third-party company to perform routine sterilization and cleaning in all office buildings.
 - Installing Installed Plexi-glass shields around all driver areas in its buses.
 - Installing a biometric scanner to read employee temperatures upon reporting to work.
 - Installed UV light purification systems on all revenue vehicles.

In 2019, JTA was awarded five main grants which maintain funding through 2021. The following table shows the grants JTA was awarded:

Grant Source	Grant	Grant \$	JTA's Match \$
2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,674,612	\$4,983,687
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$388,310	\$465,187
2020-2023 Surface Transportation Program (STP)	Two Heavy-Duty 30' and Two Heavy-Duty 35' Buses	\$1,567,836	\$391,959
	One Heavy-Duty Bus	\$419,301	\$65,440



Due to the 2020 COVID-19 Pandemic, the Grant Funding listed changed for operating grants. In April 2020 Jefferson Transit was awarded funding from the CARES Act to help pay for expenses/lost revenue related to the pandemic. The economic impact to Jefferson Transit's sales tax revenue is unknown at this time. Jefferson Transit closed customer service, cut 60% of on the road service, mandated back entry door boarding/alighting (except for ADA passengers), and stopped collecting fares in order to lessen potential exposure to employees and comply with Governor Inslee's Stay Home, Stay Healthy declaration. Jefferson Transit, with the support of the CARES Act, was able to avoid mass layoffs for operations and maintenance staff. Jefferson Transit will be requesting reimbursement from CARES Act grant funding rather than from Consolidated Grant funding for Quarter 2 (April-June 2020) and Quarter 3 (July-September 2020). Please see revised funding breakdown below:

Grant Source	Grant	Grant \$	JTA's Match \$
2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,674,612 \$2,340,286	\$4,983,687 \$4,935,139

2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,674,612 \$2,340,286	\$4,983,687 \$4,935,139	\$388,310 \$339,771	\$465,187 \$407,039
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$388,310 \$339,771	\$465,187 \$407,039	\$1,167,962	\$-0-
2020 CARES Act Grant	East/West Jefferson; Operating or Capital	\$1,167,962	\$-0-	\$1,567,836	\$391,959
2019-2021 Public Transportation Consolidated Grant	Transportation Program (STP)	Two Heavy-Duty 32' One Heavy-Duty Bus Two Heavy-Duty 32'	\$419,301 \$1,567,836	\$65,440 \$391,959	\$419,301 \$65,440
2020-2023 Surface Transportation Program (STP)	One Heavy-Duty Bus	\$419,301	\$65,440	\$334,186	\$6,749,873

Grant Source	Grant	Grant \$	JTA's Match \$
2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,671,612 \$2,340,206	\$4,082,687 \$4,935,139
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$388,310 \$339,771	\$465,182 \$407,039
2020 CARES Act Grant	East/West Jefferson Operating or Capital	\$1,167,962	\$-0-
2019-2021 Public Transportation Consolidated Grant	Two Heavy-Duty 30' and Two Heavy-Duty 35' Buses	\$1,567,836	\$391,959
2020-2023 Surface Transportation Program (STP)	One Heavy-Duty Bus	\$419,301	\$65,440
	Total	\$5,835,156	\$5,799,577

Section VI: Proposed Action Strategies & Goals 20210-20265

Goals, Mission and Strategies, 20210-20265

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

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

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

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

1. Preservation

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

Preserve existing transportation service levels: Jefferson Transit made no service cuts in 2019, FFA will continue to be diligent controlling costs and finding savings. Jefferson Transit made drastic service cuts (60%) in 2020 due to the COVID-19 pandemic. In November 2020, service was restored to pre-pandemic levels.

ADA Paratransit Services: In areas that have fixed-route service, ADA paratransit service provides safe, effective and efficient door-to-door (line of sight) specialized transportation service, fully compliant with ADA requirements, for people unable to utilize the fixed-route system. This service is provided within a ¾ mile boundary of the fixed-route service routes.

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

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

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

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

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

Preserve existing public transportation facilities and equipment: In 2020-2021-2025-2026 vehicles and other equipment will continue to be maintained; Jefferson Transit will continue to

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

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

2. Safety

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

Below is a chart of JTA's 2013⁴ through 2019²⁰ safety record.

Year	Preventable Accident	Non-Preventable Accident	Passenger Event	Employee Injury
2013	0	0	0	0
2014	3	3	3	1
2015	2	2	2	0
2016*	4	1	7	1
2017*	4	2	2	0
2018*	3	1	0	0
2019*	3	2	3	0

* Figures for 2016 – 2019 reflect data taken from JTA reporting software. Tracking methodology changed to include more diverse instances.

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

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

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

3. Mobility

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

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

Jefferson Transit constructed a trail at its 63 Four Corners facility that will ~~eventually~~ connect with the Larry Scott Trail to Port Townsend. This trail will ~~eventually~~ provide a link to the Olympic Discovery Trail. Jefferson Transit's portion of the Olympic Discovery Trail is projected to be complete by 2022.

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

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

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

- ~~• Engage in at least five community events for educational purposes.~~
- Collect community feedback through surveys, interviews, and focus groups. Added the ability for riders to subscribe to Rider Alert notices ~~on the website~~ through the Regroup application. Riders now also have the ability to get Rider Alerts via Jefferson Transit's Facebook and Twitter accounts.
- Revamped the schedules on the website for easier navigation and view-ability.
- Continue to use the successful Try Transit slogan.

4. Environment

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

Jefferson Transit remains committed to obtaining ~~near-zero-emissions buses vehicles.~~ Jefferson Transit has ~~retained the services of TranspoGroup to conduct an Electric Vehicle Feasibility Study.~~ The preliminary findings of this study determined that the use of electric bus technology is currently not viable for most of Jefferson Transit's routes due to the rural nature of the service area. The exception is the #11 Downtown Shuttle route. Jefferson Transit has proposed the purchase of an electric trolley-style bus for use on this route to its Authority Board; an idea which was met with great support. Jefferson Transit continues to ~~research opportunities~~ monitor evolving technology to bring this technology environmentally conscious mass-transit options to the community. In March 2020, Jefferson Transit submitted an

application for a Low-No Emissions Grant in hopes of obtaining funding for the purchase of battery electric buses. While not selected as a recipient of grant funds, Jefferson Transit is committed to continually applying for these funding opportunities as they come available.

On a smaller scale, Jefferson Transit is beginning the transition to battery electric in its grounds-keeping equipment. While seemingly miniscule, gas-powered lawn equipment emissions are not currently EPA regulated, creating more significant negative environmental impact over time. Battery electric equipment not only creates zero emissions, but has the added benefit of being relatively silent, enhancing relaxation for wildlife and humans.

Maintain Air Quality: Transportation services and facilities help maintain air quality by meeting air quality health standards. ~~Jefferson Transit will continue to search for technologies and or fuels that will reduce emissions.~~ (Jefferson Transit currently uses a B5 (5%) Biodiesel fuel in our Port Townsend-based fleet to reduce greenhouse gas improve air quality emissions.) Jefferson Transit has also implemented a policy to reduce idle time, ~~therefore, further~~ reducing emissions. All buses in Jefferson Transit's current revenue fleet meet the 2018 EPA Carbon Emissions Regulations. Exhaust after-treatment systems, used on all revenue vehicles, are shown to reduce tailpipe emissions by up to 70%. Jefferson Transit will continue to search for new technologies and or fuels that will further reduce greenhouse gas emissions.

Meet State Water Quality Standards: Jefferson Transit services and facilities help maintain water quality by meeting Washington state water quality standards. Jefferson Transit has a filtration system under the fuel island, a stormwater retention pond, and numerous swales to mitigate stormwater runoff and provide natural filtration with the use of turf grasses. Jefferson also utilizes a water reclamation system in the bus wash. This system separates oils and dirt from the water used to wash buses, then recycles the water for continued use. This system simultaneously lessens water usage and prevents harmful contaminants from leeching into the groundwater.

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

Congestion Relief: Jefferson Transit operates with minimal delay and contributes to the continual reduction in the societal, environmental, and economic costs of congestion. TranspoGroup complimented Jefferson Transit's schedule as one of the most efficient they had ever seen.

Reduce single occupancy vehicle (SOV) Use and Implement Commute Trip Reduction Methods:

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

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

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

5. Stewardship

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

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

6. Economic Vitality

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

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

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

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

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

Section VII: ~~2020~~2021-~~2025~~2026 Services, Facilities & Equipment

The proposed changes ~~2020~~2021-~~2025~~2026, identified in Section VII, are actions and strategies that reflect the state public transportation goals and policy objectives as well as Jefferson Transit's priorities. It also identifies the methods and materials needed to achieve them. Many of the projects will require funding beyond what is currently available, or will require more funding than is anticipated to be available in the near term. A list of unfunded projects and service requests, both capital and operational, is included in Appendix A.

Capital Projects – System Wide:

- Install Camera Security Systems at Jefferson Transit Multi-Modal Facility and Haines Place Transit Center.

- ~~Procure Finance/Maintenance Software, Procure Field Supervisor Fixed Route Operations Manager Vehicle~~
- Complete Electric Vehicle, Electric Vehicle Chargers and Infrastructure Study.
- Complete design for Additional Maintenance Bay at 63 Four Corners Facility.
- Complete design for Haines Place Transit Center bus loop reconfiguration.
- ~~Install new flooring and customer service desk at Haines Place Transit Center facility.~~
Complete construction of a new Facilities Maintenance building on property adjacent to 63 Four Corners.

Capital Assets – Other Building & Structures:

- Jefferson Transit has plans to implement several HPTC Park & Ride upgrades including:
 - Lighting Upgrades – replacing expensive current parking lot lights with LED's
 - Remove trees that are pulling up concrete on the sidewalk portion of the bus-turnaround to avoid hazards.
 - Complete design for Haines Place Transit Center Bus Loop and Facility
 - ~~Paint Haines Place Transit Center building and shelters/structures.~~
- Install radio repeater between Port Townsend and Sequim so dispatch and route deviated buses can better communicate on the radios.

Capital Assets – Revenue Vehicles:

- Continue to research No-Emission bus integration into ~~its~~the fleet. Based on the outcome of grant funding and solid infrastructure, future purchases of fixed-route No-Emission vehicles are being considered.
- Purchase a battery-electric trolley bus for its~~the~~ #11 Downtown Shuttle route, with a clean fuel bio-diesel trolley bus as a backup vehicle
- ~~JTA was approved to purchase two 30' and two 35' Heavy Duty transit buses in September 2019 on consolidated grant PTD 0143. Delivery is anticipated was taken in late August 2020.~~
- ~~JTA ordered a trolley for its downtown Port Townsend route in August 2019. Delivery is expected in July 2020.~~
- If Consolidated grant application approved, purchase one cut-a-way vehicle for the Jefferson Transit Olympic Connection in Forks.



Capital Assets – Service Equipment:

- Additional projects, listed in Appendix A, may be completed as funding becomes available. Conversely, some projects listed below may be postponed if anticipated revenues decrease. The accomplishments and actions completed in ~~2019-2020~~2021-2025 are listed in Section V of this document.

Services

Expansion ~~2020~~2021-2025

- Explore ways to expand bicycle-rider options for using transit.
- ~~Create-Implement~~ a commuter route to meet the Kitsap Transit Kingston Fast Ferry to Seattle.
- Contact local businesses to promote employee ridership programs.
- Continue to develop and improve the marketing plan ~~to include~~including online outreach and social media.
- Identify and market links between transit and trails for bicycle riders and pedestrians.
- ~~Annually review funding opportunities to reinstate and expand service and improvements.~~
- ~~Once completed, use the service standards developed in the Long Range Plan as a tool to guide where expansion is needed.~~
 - ~~Increase frequency of commuter routes.~~
 - ~~Restore service levels and ridership to those seen prior to COVID-19 pandemic and resulting service reduction.~~
- Planning:
 - Work with developers and local governments to add service, shelters, bus pullouts, rider-controlled light signals at stops, etc., to new commercial areas and housing developments as appropriate.
 - Explore alternate bus routes to service Upper Sims Way business district in Port Townsend.
 - ~~Continue-Finalize~~to work with Fehr & Peers on the development of a ~~Long Range Pplan~~. Incorporate input from the public via surveys, open houses, and interaction with the ~~Citizens Advisory Committee~~.

Facilities

Expansion 20201-20256

- Enhance Haines Place Transit Center configuration to increase capacity.
- Upgrade the Jefferson Transit Multi-Modal Facility and Haines Place Transit Center to operate EV Charging Infrastructure.
- Add third maintenance bay to the Jefferson Transit Multi-Modal Facility.
- ~~Add automatic bus wash to the Jefferson Transit Multi-Modal Facility.~~
- Improve 63 Four Corners Olympic Discovery Trail easement to full paved use by 2022.
- Improve bus pullout areas along state, county, and city right-of-ways.
- Add shelters, ~~i-Stops~~, and/or bicycle lockers at the following possible locations in East Jefferson County: Swansonville Road, Taylor & Washington, Umatilla & San Juan, McPherson & 14th, and at the Brinnon Store. ~~Continue to install solar lighting in shelters.~~
- Improve HPTC Park & Ride facility by upgrading the shelters to improve wind and rain coverage.
- Add other Park & Ride improvements where possible that continue to serve the needs of the community and surrounding area.
- Continue to partner with community organizations for various activities.
- Add Park & Ride areas through public/private partnerships in the following areas:
 - Dabob Road to serve the Toandos Peninsula
 - Highway 104 and Hood Canal Bridge
 - Hadlock/Chimacum area
 - Chimacum Light

- Continue to perform quality bus maintenance, fueling, and washing.
- Construct an automatic bus washing system at 63 Four Corners.

Equipment – Rolling Stock

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

~~This six-year plan supports maintaining existing service and expanding vanpool service. Due to the COVID-19 Pandemic, Jefferson Transit has no vanpool groups operating at this time. This six-year plan supports maintaining existing service and expanding vanpool service, it remains to be seen how the vanpool programs will operate post-Pandemic. It is anticipated that vanpool expansion funding will be available at 100%, some buses and coaches will be may be funded at 100%, and some or will require a 20% match from Jefferson Transit.~~

Preservation & Expansion 2020-2026 (UPDATED BY BENDER – REVIEWED BY CROUCH)

Planned Vehicle Orders	2020	2021	2022	2023	2024	2025
Replacement Large Transit Coaches	4	1	2	0	2	0
Replacement Large Transit Electric Coaches	0	1	1	1	1	1
Replacement Medium-Duty Cutaways	0	2	0	2	0	2
Replacement Dial-a-Ride Cutaways	0	0	0	2	0	2
Replacement Dial-a-Ride Vans	0	4	0	0	4	0
Replacement Vanpool Vans	2	2	2	2	2	0
Expansion Vanpool Vans	0	0	2	0	2	2
Expansion Large Transit Vehicles	2	0	2	0	0	0

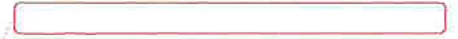
Planned Vehicle Orders	2021	2022	2023	2024	2025	2026
Replacement Large Transit Coaches	1	2	0	2	0	0
Replacement Large Transit Electric Coaches	1	1	1	1	1	0
Replacement Medium-Duty Cutaways	2	0	2	0	2	0
Replacement Dial-a-Ride Cutaways	0	0	2	0	2	0
Replacement Dial-a-Ride Vans	4	0	0	4	0	0
Replacement Vanpool Vans	2	2	2	2	0	0
Expansion Vanpool Vans	0	2	0	2	2	0
Expansion Large Transit Vehicles	0	2	0	0	0	0

Equipment – Other than Rolling Stock

Preservation & Expansion 2020-2026 (UPDATED BY GAUTHIER/NASH – REVIEWED BY CROUCH)

- Improve radio system, include West Jefferson Service

- Add vehicle location capability to radio system & fleet (automated vehicle locator (AVL))
- Upgrade web & phone system to provide ~~auto call reservations~~ automated services for Dial-A-Ride, trip planning, and other interactive features



Section VIII: Capital Improvement Program/Budget ~~(CROUCH)~~

	Actual 2019	Actual 2020	Projected 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026
Preservation								
Transit Base Preserve & Upgrade	\$36,616	\$7,936	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$120,773		\$50,000	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$19,975		\$75,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Large Transit Coaches	\$0	\$1,957,394	\$500,000	\$0	\$1,500,000	\$0	\$0	\$0
Notes	\$0		1 @ 500,000		3 @ 500,000			
Large Transit Electric Coaches	\$0			\$700,000	\$0	\$0	\$700,000	\$0
Notes				1 @ 700,000			1 @ 700,000	
Medium-Duty Cutaways	\$0	\$0	\$150,000	\$0	\$150,000	\$450,000	\$0	\$0
Notes			1 @ 150,000		1 @ 150,000	3 @ 150,000		
DAR Cutaway Vehicles	\$185,172	\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$0
Notes				2 @ 90,000			2 @ 90,000	
DAR Vans	\$0	\$0	\$0	\$0	\$180,000	\$0	\$0	\$0
Notes					4 @ 45,000			
Vanpool Vans	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Notes								
Preservation Totals	\$362,536	\$1,965,330	\$875,000	\$1,140,000	\$2,040,000	\$660,000	\$1,090,000	\$210,000
Expansion								
Passenger Amenities & Services	\$0	\$57,268	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Equipment/Service Vehicles	\$3,260	\$49,680	\$30,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Large Transit Coaches	\$0	\$486,394	\$350,000	\$0	\$0	\$300,000	\$0	\$500,000
Notes						1 @ 300,000		
Expansion Cutaways	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0
Notes						2 @ 125,000		
New Facility Design/Construction	\$16,181	\$9,717	\$1,071,000	\$0	\$0	\$0	\$0	\$0
43 & Corners EV Infrastructure	\$79,262	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0
Enhance Haines Place Park & Ride	\$0		\$150,000	\$500,000	\$4,000,000	\$500,000	\$250,000	\$250,000
HPTC EV Infrastructure	\$0	\$101,055	\$31,000	\$0	\$1,500,000	\$0	\$0	\$0
HIS Improvements	\$10,900	\$45,112	\$190,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & Stops	\$0	\$25,000	\$45,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes								
Expansion Totals	\$30,341	\$774,225	\$1,917,000	\$745,000	\$7,245,000	\$1,495,000	\$495,000	\$995,000
Total Capital Expense	\$392,877	\$2,739,555	\$2,792,000	\$1,885,000	\$9,285,000	\$2,155,000	\$1,585,000	\$1,205,000
Anticipated Capital Grant Revenues	\$0	\$1,551,309	\$539,301	\$1,508,000	\$7,428,000	\$1,774,000	\$1,268,000	\$964,000
Anticipated Capital Reserve Used	\$392,877	\$1,188,246	\$2,252,699	\$377,000	\$1,857,000	\$431,000	\$317,000	\$241,000

	Actual 2019	Budgeted 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025
Preservation							
Transit Bay Preserve & Upgrade	\$36,616	\$94,340	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$120,773		\$50,000	\$100,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$143,468	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$19,975		\$80,000	\$60,000	\$60,000	\$60,000	\$60,000
Large Transit Coaches	\$0	\$1,959,795	\$500,000	\$1,000,000	\$0	\$1,000,000	\$0
Large Transit Electric Coaches	\$0		\$700,000	\$700,000	\$700,000	\$700,000	\$700,000
Medium-Duty Cutaways	\$0	\$0	\$250,000	\$0	\$250,000	\$0	\$250,000
DAR Cutaway Vehicles	\$185,172	\$0	\$0	\$0	\$180,000	\$0	\$0
DAR Vans	\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$0
Vanpool Vans	\$0		\$0	\$60,000	\$0	\$60,000	\$71,500
Preservation Totals	\$362,536	\$2,197,603	\$1,860,000	\$2,020,000	\$1,340,000	\$2,150,000	\$1,231,500
Expansion							
Passenger Amenities & Services	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Equipment/Service Vehicles	\$3,260	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Large Transit Coaches	\$0	\$836,394	\$0	\$1,000,000	\$0	\$0	\$0
New Facility Design/Construction	\$16,181	\$575,000	\$0	\$1,600,000	\$1,500,000	\$0	\$2,000,000
634 Corners EV Infrastructure	\$79,362	\$0	\$0	\$0	\$0	\$1,500,000	\$0
Enhance Haines Place Park & Ride	\$0		\$0	\$500,000	\$1,500,000	\$75,000	\$250,000
HPTC EV Infrastructure	\$0		\$1,500,000	\$0	\$0	\$0	\$0
ITS Improvements	\$10,900	\$175,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & I-Stops	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0	\$0	\$0	\$60,000	\$0	\$60,000	\$0
Expansion Totals	\$30,341	\$1,661,394	\$1,720,000	\$3,380,000	\$3,220,000	\$1,855,000	\$2,470,000
Total Capital Expense	\$392,877	\$3,858,997	\$3,580,000	\$5,400,000	\$4,560,000	\$4,005,000	\$3,701,500
Anticipated Capital Grant Revenues	\$0	\$1,987,137	\$2,864,000	\$3,320,000	\$3,648,000	\$3,204,000	\$2,961,200
Anticipated Capital Reserve Used	\$392,877	\$1,871,860	\$716,000	\$2,080,000	\$912,000	\$801,000	\$740,300

2022-2025 Proposed Construction Projects Include third Maintenance Bay; Reconfigure HPTC; EV Infrastructure at 63 Four Corners and HPTC; Facilities Building on adjacent property
2024 Proposed Construction Project – New Wash Bay at 63 Four Corners

Section IX: Operating Data (BROOKE)

-
Fixed-Route
Revenue-Hours*
Revenue-Miles*
Passenger-Trips
Fatalities
Reportable-Injuries
Collisions
Gasoline
Biodiesel-Fuel-Consumed
Diesel-Fuel-Consumed
-
Route-Deviated
Revenue-Hours
Revenue-Miles
Passenger-Trips*
Fatalities
Reportable-Injuries
Collisions
Gasoline
Biodiesel-Fuel-Consumed
Diesel-Fuel-Consumed*



*Due to COVID pandemic, we believe it will take some time to regain ridership on Fixed-Route.

	2019	2020	2021	2022	2023	2024	2025	2026
Fixed-Route								
Revenue Hours*	17,176	10,772	17,601	19,301	19,687	20,081	20,282	20,484
Revenue Miles*	454,661	291,429	465,911	510,911	516,020	521,180	526,392	531,656
Passenger Trips*	243,643	101,073	111,180	112,292	114,538	117,974	123,873	130,066
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	81,924	44,940	83,049	86,424	88,152	89,916	90,815	91,723
Diesel Fuel Consumed	0	0	0	0	0	0	0	1
Route-Deviated								
Revenue Hours	4,652	3,413	3,754	4,130	4,956	6,442	6,764	7,103
Revenue Miles	143,435	102,856	113,142	124,456	149,347	194,151	203,859	214,051
Passenger Trips*	15,446	5,722	6,294	6,924	8,308	10,801	11,341	11,908
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	0	0	0	0	0	0	0	1
Diesel Fuel Consumed*	13,853	8,600	9,460	10,406	12,487	16,233	17,045	17,897

*Due to COVID pandemic, we believe it will take some time to regain ridership on Fixed Route.

Section IX: Operating Data – Continued

-

Dial-A-RideRevenue-Hours[#]Revenue-Miles[‡]Passenger-Trips (Plus 13%)[#]

Fatalities

Reportable-Injuries

Collisions

Gasoline[#]Biodiesel-Fuel-Consumed[#]

Diesel-Fuel-Consumed

-

Vanpools

Revenue-Hours

Total-Vehicle-Miles

Passenger-Trips

Fatalities

Reportable-Injuries

Collisions

Gasoline

Biodiesel-Fuel-Consumed

Diesel-Fuel-Consumed

[#]JTA believes DAR ridership will resume pre-COVID rates faster than fixed-route.

	2019	2020	2021	2022	2023	2024	2025	2026
Dial-A-Ride								
Revenue Hours*	6,074	3,726	6,134	6,196	6,258	6,320	6,383	6,447
Revenue Miles**	55,430	35,748	55,984	56,544	57,110	57,681	58,257	58,840
Passenger Trips*	12,881	7,043	13,010	13,140	13,271	13,404	13,538	13,673
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline*	2,468	3,573	2,492	2,517	2,542	2,568	2,593	2,619
Biodiesel fuel Consumed*	3,961	2,466	4,001	4,041	4,081	4,122	4,163	4,205
Diesel fuel Consumed	0	0	0	0	0	0	0	1
Vanpools	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van
Revenue Hours	938	555	555	555	555	555	555	555
Total Vehicle Miles	39,746	22,699	22,699	22,699	22,699	22,699	22,699	22,699
Passenger Trips	5,290	1,431	1,431	1,431	1,431	1,431	1,431	1,431
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline	2,473	1,269	1,269	1,269	1,269	1,269	1,269	1,269
Biodiesel fuel Consumed	0	0	0	0	0	0	0	0
Diesel fuel Consumed	0	0	0	0	0	0	0	0

*JTA believes DAR ridership will resume pre-COVID rates faster than fixed-route.

Section X – Operating Revenues & Expenditures, 2020-2025 ~~(CROUGH~~
~~BASED ON DATA IN EARLIER TABLES!)~~

	2019 ACTUAL	2020 P.C.O.	2021 PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.	2025 PROJ.
General Fund Beginning Balance	\$1,346,209	\$1,525,318	\$2,015,872	\$1,855,613	\$1,893,656	\$2,437,542	\$3,237,214
Sales Tax	\$5,521,927	\$4,893,638	\$5,632,365	\$5,745,013	\$5,859,913	\$5,977,111	\$6,096,653
State Operating Grant	\$464,662	\$200,595	\$283,362	\$283,362	\$283,362	\$283,362	\$283,362
Local Grants & Contributions	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500
Fares	\$156,763	\$30,524	\$159,899	\$163,097	\$166,359	\$169,686	\$173,080
Federal (5311) Operating Grant	\$1,058,083	\$2,115,970	\$1,281,001	\$1,463,401	\$1,463,401	\$1,463,401	\$1,463,401
Federal Capital Grants	\$0	\$1,987,137	\$2,864,000	\$3,320,000	\$3,648,000	\$3,204,000	\$2,961,200
Other Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Capital Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vanpool	\$22,319	\$22,860	\$50,000	\$70,000	\$80,000	\$90,000	\$90,000
Misc. Revenue	\$178,256	\$76,178	\$78,461	\$80,815	\$83,240	\$85,737	\$88,309
Sub-total	\$7,421,508	\$9,146,400	\$10,239,824	\$11,013,848	\$11,469,808	\$11,156,151	\$11,036,126
Gen Fund + Revenue Totals	\$8,767,717	\$10,671,718	\$12,255,696	\$12,869,460	\$13,363,463	\$13,593,693	\$14,273,340
Operating Expenses							
Administration	\$942,873	\$1,088,465	\$1,110,234	\$1,132,429	\$1,155,088	\$1,178,190	\$1,201,753
Haines Place PNR	\$393,981	\$462,404	\$471,652	\$481,085	\$490,707	\$500,521	\$510,531
Vehicle Maintenance	\$848,936	\$1,154,680	\$1,177,774	\$1,201,329	\$1,225,356	\$1,249,863	\$1,274,860
Facility Maintenance	\$283,738	\$412,673	\$420,826	\$429,345	\$437,932	\$446,691	\$455,624
General Operations/Vanpool	\$2,180,752	\$2,750,487	\$2,805,497	\$2,861,607	\$2,918,839	\$2,977,216	\$3,036,760
Operating Expenses Totals	\$4,650,280	\$5,858,709	\$5,986,083	\$6,105,805	\$6,217,921	\$6,352,479	\$6,479,529
Capital Projects							
Vehicles	\$185,172	\$2,956,657	\$1,630,000	\$2,700,000	\$1,130,000	\$1,880,000	\$950,000
Vanpool	\$0	\$0	\$0	\$120,000	\$0	\$120,000	\$71,500
New/Repl Serv. Vehicles	\$19,975	\$0	\$80,000	\$60,000	\$110,000	\$60,000	\$60,000
ITS Improvements	\$14,160	\$175,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Facility Improvement	\$236,720	\$575,000	\$1,500,000	\$2,100,000	\$3,000,000	\$1,575,000	\$2,250,000
Misc. Capital Projects	\$16,181	\$144,340	\$250,000	\$300,000	\$200,000	\$250,000	\$250,000
Office Furniture & Equipment	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0
New Facilities Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects Totals	\$472,208	\$3,858,997	\$3,580,000	\$5,400,000	\$4,560,000	\$4,005,000	\$3,701,500

Operating Revenues and Expenditures continued:

	2019 ACTUAL	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.	2025 PROJ.
Total Revenue (+)	\$8,767,717	\$10,671,718	\$12,255,696	\$12,869,460	\$13,363,463	\$13,593,693	\$14,273,340
Operating Expenses (-)	\$4,650,280	\$5,868,709	\$5,986,083	\$6,105,805	\$6,227,921	\$6,352,479	\$6,479,529
Capital Projects (-)	\$472,208	\$3,858,997	\$3,580,000	\$5,400,000	\$4,560,000	\$4,005,000	\$3,701,500
Debt Service (-)	\$369,298	\$0	\$0	\$0	\$0	\$0	\$0
Inc. to Cap. Res. (-)	\$1,389,924	\$750,000	\$1,500,000	\$1,500,000	\$1,000,000	\$750,000	\$750,000
Inc. to Operating Res. (-)	\$832,147	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Inc. to Unemployment Res. (-)	\$750	\$0	\$0	\$0	\$0	\$0	\$0
Xfers from Cap. Reserve (+)	\$472,208	\$1,871,860	\$716,000	\$2,080,000	\$912,000	\$801,000	\$740,300
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers from Fac. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End General Fund Bal.	\$1,525,318	\$2,015,672	\$1,855,613	\$1,835,659	\$2,437,542	\$3,237,214	\$4,032,311
Dedicated Capital Rep. Fund							
Reg. Cap. Rep. Fund	\$3,443,152	\$4,360,868	\$3,989,008	\$4,773,008	\$4,193,008	\$4,281,008	\$4,230,008
Capital Rep. Fund (+)	\$1,389,924	\$1,500,000	\$1,500,000	\$1,500,000	\$1,000,000	\$750,000	\$750,000
Capital Purchase (-)	\$472,208	\$1,871,860	\$716,000	\$2,080,000	\$912,000	\$801,000	\$740,300
Year End Cap. Rep. Fund Bal.	\$4,360,868	\$3,989,008	\$4,773,008	\$4,193,008	\$4,281,008	\$4,230,008	\$4,239,708
Dedicated Facilities Rep. Fund							
Reg. Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Fac. Rep. Fund Bal.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dedicated Oper. Res. Fund							
Beginning Oper Reserve	\$1,350,000	\$2,182,147	\$2,232,147	\$2,282,147	\$2,332,147	\$2,382,147	\$2,432,147
Annual Oper Reserve (+)	\$832,147	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Oper. Res. Fund Bal.	\$2,182,147	\$2,232,147	\$2,282,147	\$2,332,147	\$2,382,147	\$2,432,147	\$2,482,147
Available Operating Cash	\$8,068,333	\$8,237,027	\$8,910,768	\$8,418,811	\$9,100,697	\$9,899,369	\$10,754,466
Total On-Going Revenue Less							
Oper Exp for Each Yr.	\$1,536,884	\$1,240,530	\$1,339,106	\$1,536,786	\$1,541,994	\$1,547,131	\$1,542,196

Six-Year Budget

Assumption Information

Operating:

- Sales Tax Receipts for 2020¹ are anticipated to be **down** 15% compared to 2019²⁰ due to **COVID-19 pandemic**, 2021² to 2025 sales tax projections are set at a conservative 2% annual growth (using 2019 as the base year).
- The Olympic Connection service continues to be funded by grants and contributions from the partner members.
- Expenses are projected to increase 2% annually over the next six years.

Capital:

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

Appendix List

Appendix A: Requested Services & Projects

Appendix B: Organizational Chart

Appendix C: Route Maps & Schedules

Appendix A: Requested Services & Projects

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

Expansion 2021-2026

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

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

Unranked:

11. Rideshare-Actively participate in the Puget Sound Region's rideshareonline.com project and expand vanpool marketing efforts and study Flex-Car/Truck feasibility.
12. Continue to develop educational outreach to teach youth and seniors how to use the bus, perhaps partner with health awareness and improvement/education programs.
13. Review service needs of all East Jefferson County's campuses (Fort Worden, NW Maritime Center, School of Wooden Boat Building, and existing public school campuses).
14. Plan a green bike program, providing loaner bikes for use around town.
15. Miscellaneous:
 - a. Saturday garage-sale bus
 - b. Summer express service, three times daily, between Fort Worden and Haines Place Transit Center, and Fort Flagler and Haines Place Transit Center.
 - c. Sunday morning service to help people get to early church services.
 - d. Service to upper SR20 business district in Port Townsend.
 - e. Saturday evening shuttle for monthly art walks.
 - f. Partner with Local 20/20 T-Lab to encourage bus/pedestrian trips.
16. South County Services:
 - g. Service to the Brinnon Community Center.

- h. Service accessing the Toandos Peninsula (Dabob Road).
- i. Service to Coyle and other remote areas. Perhaps using a vanpool style service model.
- j. Closer connections from Brinnon to Kitsap County and Brinnon to Clallam County that do not require traveling into the Tri-Area. Perhaps have Sequim to Poulsbo along Highway 104 to connect with Brinnon Service.

17. Jefferson Transit Olympic Connection-earlier fixed-route to Lake Quinalt and for summer service to Upper Hoh Road to ranger station. Summer service to trailheads.

18. Clallam County Connection-Expand service to Sequim to make transportation to Victoria B.C. easier, perhaps seasonally and/or less frequently than every day.

19. Regional Connections:

- k. Dungeness Regional transit service between Clallam and Kitsap County.
- l. Bainbridge Island or Kingston.
- m. Sequim to Poulsbo and Silverdale (direct express) perhaps one day a week.
- n. Link up with regional effort to provide seamless transportation from Canada to southern Oregon.
- o. Streamline transportation from Port Townsend to SeaTac Airport; add an express trip once or twice a week.

20. Coordinate fixed-route service to provide connections to travelers who arrive or depart Jefferson County on ferry service, both private carriers and the ferry system.

21. Incorporate an interactive county connection master map on the website and coordinates on the brochures to help visitors and new residents better understand the county area.

Facilities

Expansion 2021-2026

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

Equipment – Rolling Stock

Preservation & Expansion 2021-2026

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

- 1. New Buses
- 2. Acquire electric vehicle for staff use (shelter checks, schedule distribution, mail runs, etc.)
- 3. Replace 4 ADA equipped vans (like Amerivans)
- 4. Replace 8 Heavy-Duty Coaches
- 5. Replace 4 Medium-Duty Cutaways.

Equipment – Other than Rolling Stock

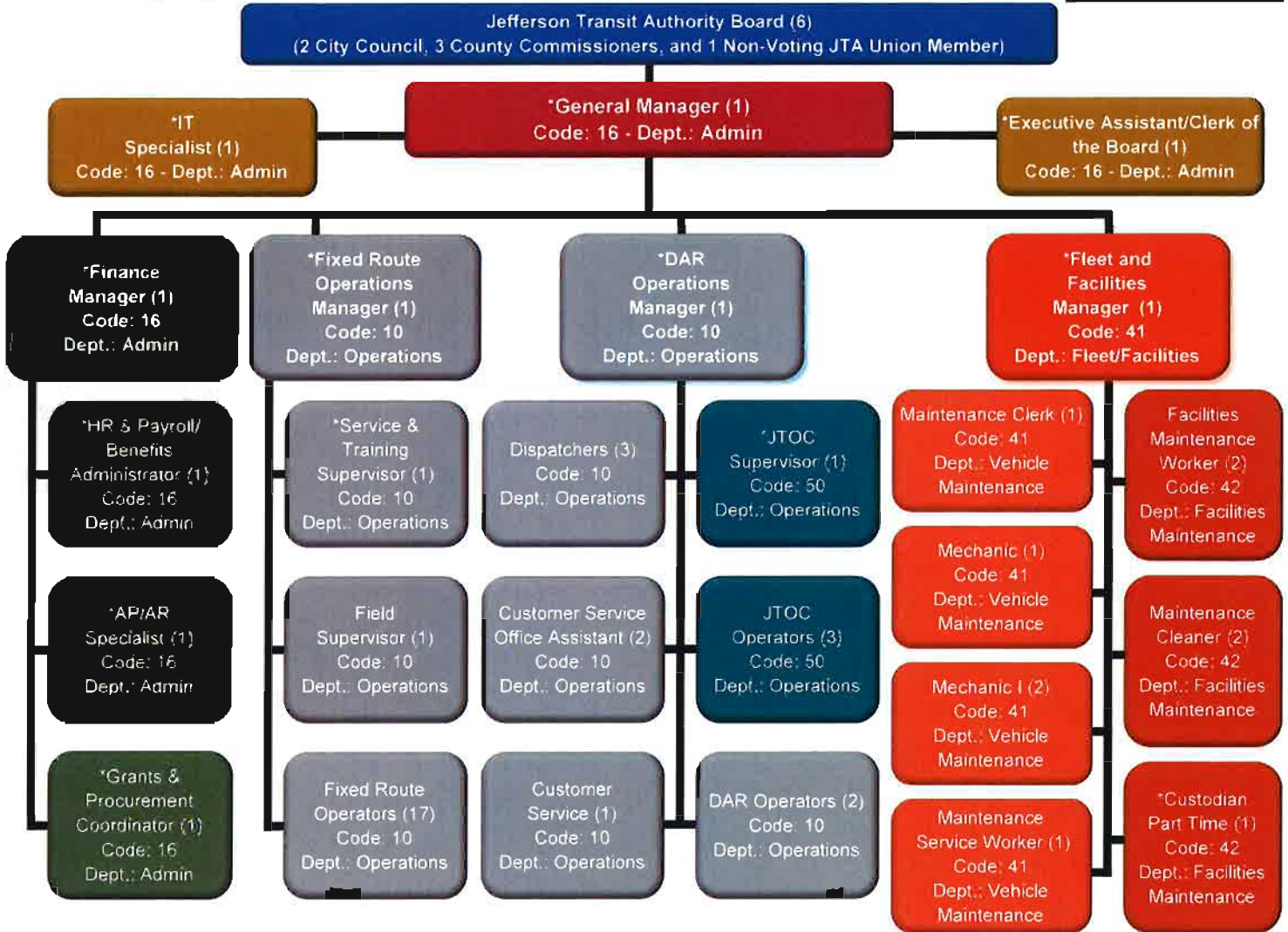
Preservation & Expansion 2021-2026

- 1. Add enunciator equipment to all vehicles (new vehicles come equipped with this)
- 2. Upgrade computer software versions
- 3. Integrate interactive bus stops

-
-
-

JTA Authority Organizational Chart 2021

***Non-Represented Staff**



#1 BRINNON WEEKDAY SERVICE PORT TOWNSEND TO BRINNON

057	192	002	143	131	028	024	088	010	062	207	
Depart Haines Pl Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Chimacum Light (S)	Center (W) & Eaglemount	Quilcene Comm Ctr	Half-Way House Restaurant	Southbound Black Point Rd Turnaround	Triton Cove	
**	**	6:10	6:16	6:18	6:24	6:31	6:46	7:01	7:08	-	AM
7:30	7:32	*7:40	7:45	7:48	7:53	7:59	8:14	8:30	8:36	8:45	
2:00	2:02	2:12	2:20	2:23	2:29	2:38	2:53	3:09	3:14	3:24	PM
5:37	5:39	5:47	5:53	5:55	5:57	6:07	6:22	6:38	6:44	-	

** See #7 for connections from Haines Place Park & Ride

*Transfer point for #8 Sequim inbound to Port Townsend, arrives 4-corners at 7:25 am

#1 BRINNON WEEKDAY SERVICE BRINNON TO PORT TOWNSEND

207	061	063	096	023	101	132	133	109	002	189	057	
Triton Cove	Northbound Black Point Rd Turnaround	Brinnon Store	Opposite Quilcene Comm Ctr	Center (E) & Eaglemount	Chimacum Light (M)	Irondale Rd. & Curtis St	Jefferson County Library	HWY 19 (Rhody Dr.) & WA-116	63 Four Corners Park & Ride	Jefferson Healthcare	Arrive Haines Pl Park & Ride	
-	7:12	7:18	7:32	7:45	7:51	7:57	8:00	8:01	8:07	8:19	8:22	AM
9:10	9:19	9:25	9:39	9:52	9:58	10:04	10:07	10:08	10:13	10:24	10:26	
3:25	3:34	3:40	3:54	4:06	4:12	4:18	4:21	4:23	4:27	4:37	4:40	PM
-	6:46	6:58	7:11	7:24	7:30	7:36	7:39	7:41	**7:44	-	-	

***Transfer to #7 Poulsbo inbound to Port Townsend at 7:44 pm

#1 BRINNON SATURDAY SERVICE PORT TOWNSEND TO BRINNON

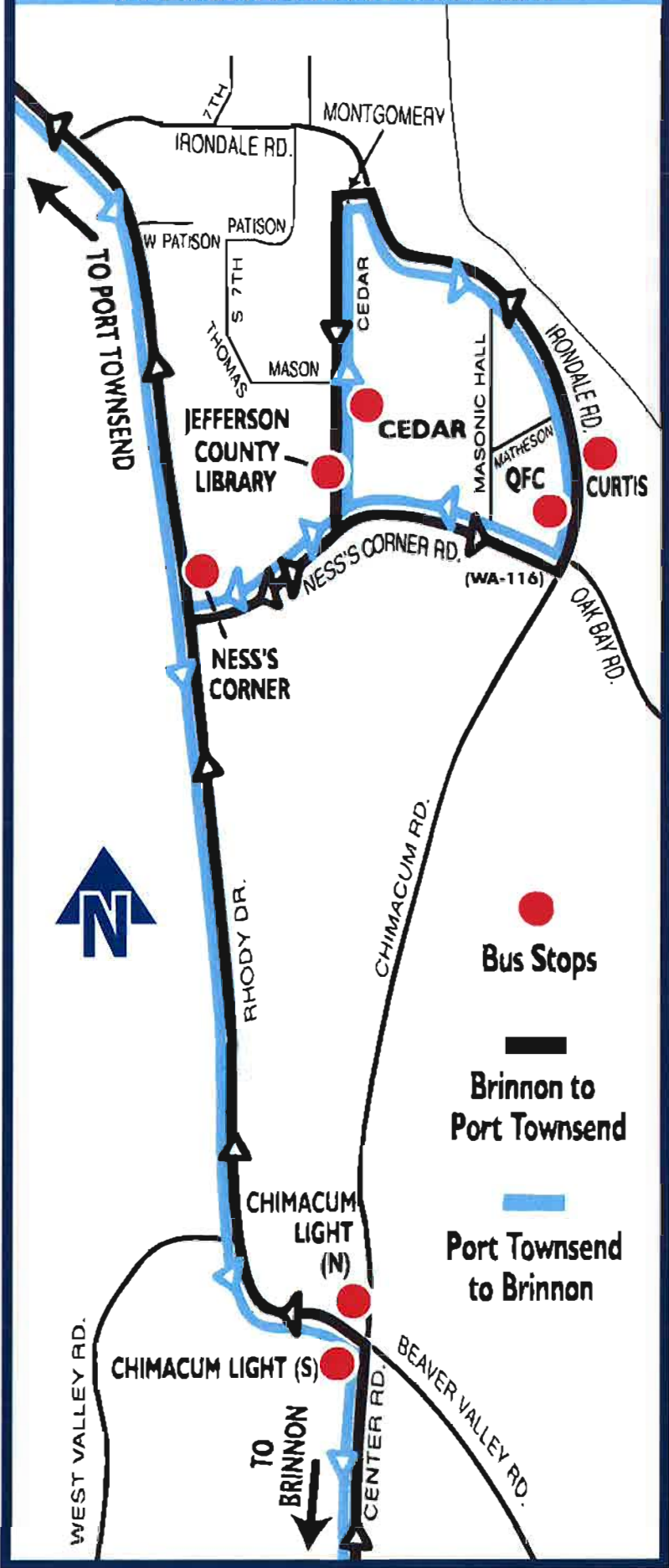
057	057	192	002	143	131	028	024	088	010	062	207	
Park & Ride to early Uptown Downtown pick up	Depart Haines Pl Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Chimacum Light (S)	Center (W) & Eaglemount	Quilcene Comm Ctr	Half-Way House Restaurant	Southbound Black Point Rd Turn Around	Triton Cove	
6:35	6:50	6:52	7:00	7:04	7:07	7:12	7:18	7:33	7:49	7:53	8:00	AM
-	5:25	5:27	5:35	5:39	5:42	5:47	5:53	6:08	6:24	6:28	6:35	PM

#1 BRINNON SATURDAY SERVICE BRINNON TO PORT TOWNSEND

207	061	063	096	023	101	132	133	109	002	189	057	
Triton Cove	Northbound Black Point Rd Turnaround	Brinnon Store	Opposite Quilcene Comm Ctr	Center (E) & Eaglemount	Chimacum Light (N)	Irondale Rd and Curtis St	Jefferson County Library	Hwy 19 (Rhody Dr) & WA-116	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Pl Park & Ride	
8:05	8:14	8:18	8:32	8:45	8:51	8:57	9:00	9:01	9:08	9:18	9:20	AM
6:40	6:49	6:53	7:07	7:20	7:26	7:32	7:35	7:38	*7:40	-	-	PM

*Transfer to #6B Tri-Area inbound to Port Townsend, Arrives Four Corners at 7:44 PM

#1 BRINNON ROUTE MAP



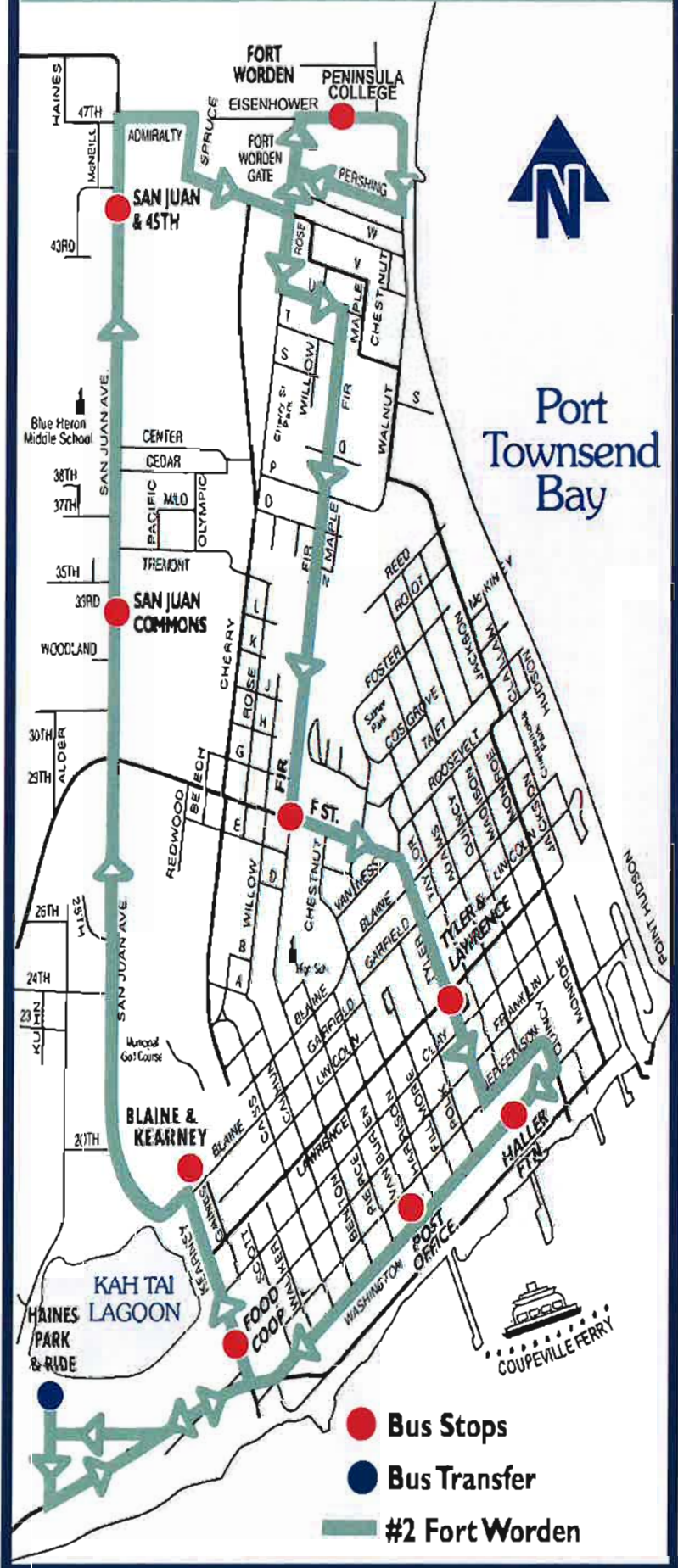
#2 FORT WORDEN WEEKDAY SERVICE

057	054	240	184	182	176	242	136	216	215	057	
Depart Haines Pl Park & Ride	Food Co-op	Blaine & Kearney	San Juan Commons	San Juan & 45th	Fort Worden/ Peninsula College	Fir & F	Tyler & Lawrence	Haller Fountain	Post Office	Arrive Haines Pl Park & Ride	
7:00	7:02	7:03	7:05	7:07	7:11	7:14	7:17	7:19	7:20	7:25	
8:00	8:02	8:03	8:05	8:07	8:11	8:14	8:17	8:19	8:20	8:25	
9:00	9:02	9:03	9:05	9:07	9:11	9:14	9:17	9:19	9:20	9:25	AM
10:00	10:02	10:03	10:05	10:07	10:11	10:14	10:17	10:19	10:20	10:25	
11:00	11:02	11:03	11:05	11:07	11:11	11:14	11:17	11:19	11:20	11:25	
12:00	12:02	12:03	12:05	12:07	12:11	12:14	12:17	12:19	12:20	12:25	
1:00	1:02	1:03	1:05	1:07	1:11	1:14	1:17	1:19	1:20	1:25	
2:00	2:02	2:03	2:05	2:07	2:11	2:14	2:17	2:19	2:20	2:25	
3:00	3:02	3:03	3:05	3:07	3:11	3:14	3:17	3:19	3:20	3:25	PM
4:00	4:02	4:03	4:05	4:07	4:11	4:14	4:17	4:19	4:20	4:25	
5:00	5:02	5:03	5:05	5:07	5:11	5:14	5:17	5:19	5:20	5:25	
6:00	6:02	6:03	6:05	6:07	6:11	6:14	6:17	6:19	6:20	6:25	

#2 FORT WORDEN SATURDAY SERVICE

057	054	240	184	182	176	242	136	216	215	057	
Depart Haines Pl Park & Ride	Food Co-op	Blaine & Kearney	San Juan Commons	San Juan & 45th	Fort Worden/ Peninsula College	Fir & F	Tyler & Lawrence	Haller Fountain	Post Office	Arrive Haines Pl Park & Ride	
9:00	9:02	9:03	9:05	9:07	9:11	9:14	9:17	9:19	9:20	9:25	
10:00	10:02	10:03	10:05	10:07	10:11	10:14	10:17	10:19	10:20	10:25	AM
11:00	11:02	11:03	11:05	11:07	11:11	11:14	11:17	11:19	11:20	11:25	
12:00	12:02	12:03	12:05	12:07	12:11	12:14	12:17	12:19	12:20	12:25	
1:00	1:02	1:03	1:05	1:07	1:11	1:14	1:17	1:19	1:20	1:25	
2:00	2:02	2:03	2:05	2:07	2:11	2:14	2:17	2:19	2:20	2:25	PM
3:00	3:02	3:03	3:05	3:07	3:11	3:14	3:17	3:19	3:20	3:25	
4:00	4:02	4:03	4:05	4:07	4:11	4:14	4:17	4:19	4:20	4:25	
5:00	5:02	5:03	5:05	5:07	5:11	5:14	5:17	5:19	5:20	5:25	
6:00	6:02	6:03	6:05	6:07	6:11	6:14	6:17	6:19	6:20	6:25	

#2 FORT WORDEN ROUTE MAP



#3 CASTLE HILL / COOK AVENUE

WEEKDAY SERVICE

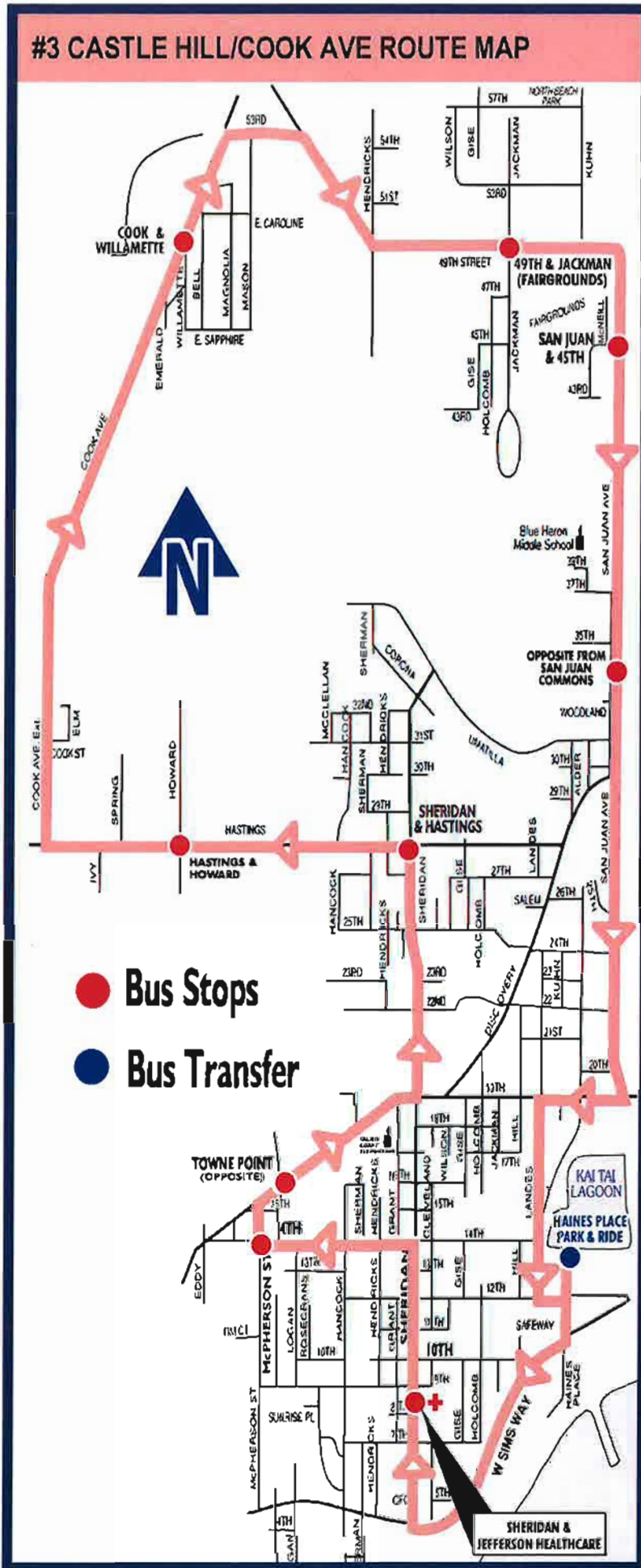
057	189	001	049	190	047	005	181	161	057	
Depart Haines Pl Park & Ride	Sheridan & Jefferson Healthcare	14th & McPherson	Opposite Towne Point	Sheridan & Hastings	Cook & Willamette	49th & Jackman (Fairgrounds)	San Juan & 45th	Opposite San Juan Commons	Arrive Haines Pl Park & Ride	
7:30	7:32	7:35	7:36	7:38	7:44	7:46	7:48	7:49	7:55	
8:30	8:32	8:35	8:36	8:38	8:44	8:46	8:48	8:49	8:55	
9:30	9:32	9:35	9:36	9:38	9:44	9:46	9:48	9:49	9:55	AM
10:30	10:32	10:35	10:36	10:38	10:44	10:46	10:48	10:49	10:55	
11:30	11:32	11:35	11:36	11:38	11:44	11:46	11:48	11:49	11:55	
12:30	12:32	12:35	12:36	12:38	12:44	12:46	12:48	12:49	12:55	
1:30	1:32	1:35	1:36	1:38	1:44	1:46	1:48	1:49	1:55	
2:30	2:32	2:35	2:36	2:38	2:44	2:46	2:48	2:49	2:55	
3:30	3:32	3:35	3:36	3:38	3:44	3:46	3:48	3:49	3:55	PM
4:30	4:32	4:35	4:36	4:38	4:44	4:46	4:48	4:49	4:55	
5:30	5:32	5:35	5:36	5:38	5:44	5:46	5:48	5:49	5:55	
6:30	6:32	6:35	6:36	6:38	6:44	6:46	6:48	6:49	6:55	

#3 CASTLE HILL / COOK AVENUE

SATURDAY SERVICE

057	189	001	049	190	047	005	181	161	057	
Depart Haines Pl Park & Ride	Sheridan & Jefferson Healthcare	14th & McPherson	Opposite Towne Point	Sheridan & Hastings	Cook & Willamette	49th & Jackman (Fairgrounds)	San Juan & 45th	Opposite San Juan Commons	Arrive Haines Pl Park & Ride	
9:30	9:32	9:35	9:36	9:38	9:44	9:46	9:48	9:49	9:55	
10:30	10:32	10:35	10:36	10:38	10:44	10:46	10:48	10:49	10:55	AM
11:30	11:32	11:35	11:36	11:38	11:44	11:46	11:48	11:49	11:55	
12:30	12:32	12:35	12:36	12:38	12:44	12:46	12:48	12:49	12:55	
1:30	1:32	1:35	1:36	1:38	1:44	1:46	1:48	1:49	1:55	
2:30	2:32	2:35	2:36	2:38	2:44	2:46	2:48	2:49	2:55	
3:30	3:32	3:35	3:36	3:38	3:44	3:46	3:48	3:49	3:55	PM
4:30	4:32	4:35	4:36	4:38	4:44	4:46	4:48	4:49	4:55	
5:30	5:32	5:35	5:36	5:38	5:44	5:46	5:48	5:49	5:55	
6:30	6:32	6:35	6:36	6:38	6:44	6:46	6:48	6:49	6:55	

#3 CASTLE HILL/COOK AVE ROUTE MAP



#4 UPPER SIMS LOOP WEEKDAY SERVICE

057	192	189	235	238	196	189	057	
Haines Place Park & Ride	Sims & Hendricks	Sheridan & Jefferson Healthcare	Discovery & Sherman	Rainier & S. Park Ave (Opposite Goodwill)	Sims & Hendricks (Opposite QFC)	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride	
8:00	8:02	8:04	8:07	8:11	8:14	8:16	8:18	
8:30	8:32	8:34	8:37	8:41	8:44	8:46	8:48	
9:00	9:02	9:04	9:07	9:11	9:14	9:16	9:18	
9:30	9:32	9:34	9:37	9:41	9:44	9:46	9:48	AM
10:00	10:02	10:04	10:07	10:11	10:14	10:16	10:18	
10:30	10:32	10:34	10:37	10:41	10:44	10:46	10:48	
11:00	11:02	11:04	11:07	11:11	11:14	11:16	11:18	
11:30	11:32	11:34	11:37	11:41	11:44	11:46	11:48	
12:00	12:02	12:04	12:07	12:11	12:14	12:16	12:18	
12:30	12:32	12:34	12:37	12:41	12:44	12:46	12:48	
1:00	1:02	1:04	1:07	1:11	1:14	1:16	1:18	
1:30	1:32	1:34	1:37	1:41	1:44	1:46	1:48	
2:00	2:02	2:04	2:07	2:11	2:14	2:16	2:18	
2:30	2:32	2:34	2:37	2:41	2:44	2:46	2:48	
3:00	3:02	3:04	3:07	3:11	3:14	3:16	3:18	PM
3:30	3:32	3:34	3:37	3:41	3:44	3:46	3:48	
4:00	4:02	4:04	4:07	4:11	4:14	4:16	4:18	
4:30	4:32	4:34	4:37	4:41	4:44	4:46	4:48	
5:00	5:02	5:04	5:07	5:11	5:14	5:16	5:18	
5:30	5:32	5:34	5:37	5:41	5:44	5:46	5:48	
6:00	6:02	6:04	6:07	6:11	6:14	6:16	6:18	

#4 UPPER SIMS LOOP SATURDAY SERVICE

057	192	189	235	238	196	189	057	
Haines Place Park & Ride	Sims & Hendricks	Sheridan & Jefferson Health- care	Discovery & Sherman	Rainier & S. Park Ave (Opposite Goodwill)	Sims & Hendricks (Opposite QFC)	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride	
9:00	9:02	9:04	9:07	9:11	9:14	9:16	9:18	
9:30	9:32	9:34	9:37	9:41	9:44	9:46	9:48	
10:00	10:02	10:04	10:07	10:11	10:14	10:16	10:18	
10:30	10:32	10:34	10:37	10:41	10:44	10:46	10:48	AM
11:00	11:02	11:04	11:07	11:11	11:14	11:16	11:18	
11:30	11:32	11:34	11:37	11:41	11:44	11:46	11:48	
12:00	12:02	12:04	12:07	12:11	12:14	12:16	12:18	
12:30	12:32	12:34	12:37	12:41	12:44	12:46	12:48	
1:00	1:02	1:04	1:07	1:11	1:14	1:16	1:18	
1:30	1:32	1:34	1:37	1:41	1:44	1:46	1:48	
2:00	2:02	2:04	2:07	2:11	2:14	2:16	2:18	
2:30	2:32	2:34	2:37	2:41	2:44	2:46	2:48	
3:00	3:02	3:04	3:07	3:11	3:14	3:16	3:18	PM
3:30	3:32	3:34	3:37	3:41	3:44	3:46	3:48	
4:00	4:02	4:04	4:07	4:11	4:14	4:16	4:18	
4:30	4:32	4:34	4:37	4:41	4:44	4:46	4:48	
5:00	5:02	5:04	5:07	5:11	5:14	5:16	5:18	
5:30	5:32	5:34	5:37	5:41	5:44	5:46	5:48	
6:00	6:02	6:04	6:07	6:11	6:14	6:16	6:18	

#4 UPPER SIMS LOOP ROUTE MAP



#6A TRI AREA LOOP

057	057	192	002	105	007	006	133
Park & Ride to early Uptown Downtown pick-up	Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Irondale @ Sign Station	7th & Maude	5th & Eugene	Jefferson County Library
6:30	6:45	6:47	6:55	6:58	7:01	7:03	7:08
-	10:00	10:02	10:10	10:13	10:16	10:18	10:23
-	1:00	1:02	1:10	1:13	1:16	1:18	1:23
-	2:00	2:02	2:10	2:13	2:16	2:18	2:23
-	4:00	4:02	4:10	4:13	4:16	4:18	4:23

#6A TRI AREA LOOP

8:45	9:00	9:02	9:10	9:13	9:16	9:18	9:23
-	4:00	4:02	4:10	4:13	4:16	4:18	4:23



#6B TRI AREA LOOP

057	192	002	107	058	041	132	239
Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Opposite Salmon Bus. Park	HJ Carroll Park	Chimaicum Chevron	Irondale Rd & Curtiss St	Port Hadlock Post Office
9:00	9:02	9:10	9:12	9:17	9:19	9:21	9:22
11:00	11:02	11:10	11:12	11:17	11:19	11:21	11:22
12:00	12:02	12:10	12:12	12:17	12:19	12:21	12:22
3:00	3:02	3:10	3:12	3:17	3:19	3:21	3:22
7:05	7:07	7:15	7:17	7:22	7:24	7:26	7:27

*Transfer to #7 @ 7:44 PM for transportation beyond Four Corners

#6B TRI AREA LOOP

11:00	11:02	11:10	11:12	11:17	11:19	11:21	11:22
1:00	1:02	1:10	1:12	1:17	1:19	1:21	1:22
7:05	7:07	7:15	7:17	7:22	7:24	7:26	7:27

WEEKDAY SERVICE

140	131	101	056	108	002	189	057	
Port Hadlock Post Office	Port Hadlock QFC	Chimacum Light (N)	HJ Carroll Park	Salmon Business Park	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride	
7:10	7:11	7:15	7:17	7:19	7:24	7:33	7:35	AM
10:25	10:26	10:30	10:32	10:34	10:39	10:48	10:52	
1:25	1:26	1:30	1:32	1:34	1:39	1:50	1:52	PM
2:25	2:26	2:30	2:32	2:34	2:39	2:48	2:52	
4:25	4:26	4:30	4:32	4:34	4:39	4:48	4:52	

SATURDAY SERVICE

9:25	9:26	9:30	9:32	9:34	9:39	9:48	9:50	AM
4:25	4:26	4:30	4:32	4:34	4:39	4:48	4:50	PM



WEEKDAY SERVICE

143	232	233	104	002	189	057	
Cedar (N of Library)	5th & Eugene	7th & Maude	HWY 19 (Rhody Dr) @ McCrorie's	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride	
9:25	9:29	9:32	9:35	9:39	9:48	9:52	AM
11:25	11:29	11:32	11:35	11:39	11:48	11:53	
12:25	12:29	12:32	12:35	12:39	12:48	12:52	PM
3:25	3:29	3:32	3:36	3:39	3:48	3:52	
7:30	7:34	7:37	7:40	*7:44	-	-	

SATURDAY SERVICE

11:25	11:29	11:32	11:35	11:39	11:48	11:50	AM
1:25	1:29	1:32	1:35	1:39	1:48	1:50	PM
7:30	7:34	7:37	7:40	7:44	7:53	7:55	

#7 POULSBO/COMMUTER WEEKDAY SERVICE PORT TOWNSEND TO POULSBO

054	057	192	002	143	131	153	166	175	098	057
Food Co-op to Early Uptown Downtown pickup	Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Oak Bay & Olympus	Port Ludlow (Breaker Lane)	Paradise Bay & Pine	Hood Canal Bridge West	Arrive N. Viking Transfer Ctr.
5:45	5:59	6:01	*6:09	6:15	6:18	6:28	6:33	6:39	6:43	6:59
-	9:15	9:17	9:26	9:33	9:37	9:47	9:52	9:58	10:02	10:18
	10:40	10:42	10:50	10:57	11:01	11:11	11:16	11:22	11:26	11:45
-	3:12	3:14	3:23	3:31	3:35	3:45	3:50	3:56	4:00	4:16
-	5:08	5:10	5:19	5:26	5:31	5:41	5:46	5:52	5:56	6:12

*Connection to #1 Brinnon and #8 Sequim at 6:12 AM

#7 POULSBO/COMMUTER WEEKDAY SERVICE POULSBO TO PORT TOWNSEND

177	191	167	163	156	132	133	002	189	057
Depart North Viking Transfer Center	Shine Tidelands	Paradise Bay & Maple	Port Ludlow (Anchor Lane)	Oak Bay & Verner	Irondale Rd & Curtis Street	Jefferson County Library	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride
7:26	7:40	7:44	7:50	7:55	8:05	8:08	8:14	8:23	8:27
10:53	11:07	11:11	11:17	11:22	11:32	11:36	11:41	11:50	11:54
12:15	12:29	12:33	12:39	12:44	12:54	12:58	1:03	1:12	1:16
5:08	5:25	5:29	5:35	5:40	5:50	5:54	*5:59	6:08	6:12
6:56	7:10	7:14	7:20	7:25	7:35	7:39	7:44	7:53	7:57

*Connection to outbound #8 Sequim at 8:02 PM

#7 POULSBO/COMMUTER SATURDAY SERVICE PORT TOWNSEND TO POULSBO

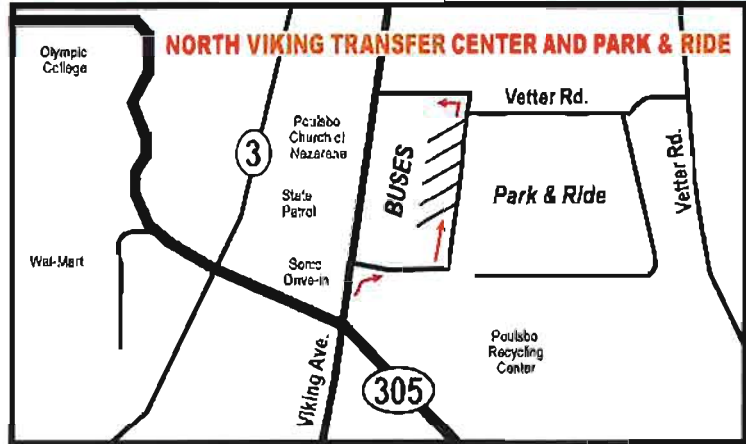
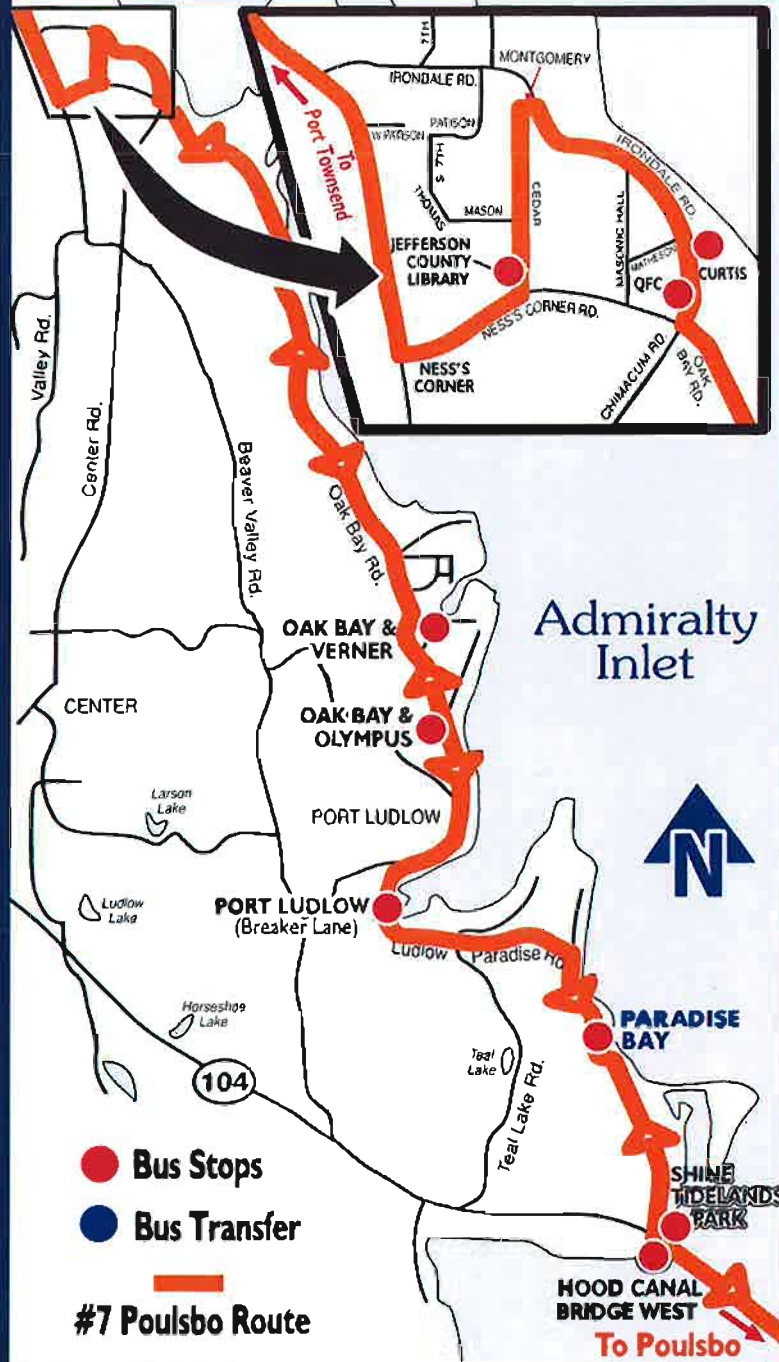
057	192	002	143	131	153	165	178	098	057
Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Oak Bay & Olympus	Port Ludlow (Breaker Lane)	Paradise Bay & Pine	Hood Canal Bridge West	Arrive N. Viking Transfer Ctr.
9:25	9:27	9:35	9:40	9:44	9:54	9:59	10:05	10:09	10:25
2:30	2:32	2:40	2:45	2:49	2:59	3:04	3:10	3:14	3:30

#7 POULSBO/COMMUTER SATURDAY SERVICE POULSBO TO PORT TOWNSEND

177	191	167	163	166	132	133	002	189	067
Depart North Viking Transfer Center	Shine Tidelands	Paradise Bay & Maple	Port Ludlow (Anchor Lane)	Oak Bay & Verner	Irondale Rd & Curtis Street	Jefferson County Library	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride
10:43	10:57	11:01	11:07	11:12	11:22	11:26	11:31	11:39	11:43
4:08	4:22	4:26	4:32	4:37	4:47	4:51	4:56	5:04	5:08

No stops in Kitsap County between Bridge Way NE & Highway 305 and Viking Road, North Viking Transfer Center.
North Viking Transfer Center is located near the intersection of Hwy 305 and Viking Ave in Poulsbo.

#7 POULSBO/COMMUTER ROUTE MAP



#8 SEQUIM WEEKDAY SERVICE

PORT TOWNSEND TO SEQUIM

057	192	002	084	069	073	186	
Depart Haines PI Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Opposite Discovery Bay Store	Gardiner Store	S'Klallam Tribal Center	Arrive Sequim Transfer Center	
**	**	6:11	6:20	6:27	6:33	6:47	AM
8:40	8:42	8:52	9:00	9:08	9:14	9:27	
11:45	11:47	11:57	12:05	12:13	12:19	12:33	
3:15	3:17	3:27	3:35	3:43	3:49	4:03	PM
5:50	5:52	*6:02	6:10	6:18	6:24	6:38	

** See #7 for connections from Haines PI Park & Ride

*Holds at Four-Corners for transfers from inbound #7 Poulsbo at 5:59pm

#8 SEQUIM WEEKDAY SERVICE

SEQUIM TO PORT TOWNSEND

186	095	094	068	002	189	057	
Departs Sequim Transfer Center	Opposite S'Klallam Tribal Center	Gardiner Cemetery Rd	Discovery Bay Store	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrives Haines PI Park & Ride	
6:52	7:03	7:08	7:15	*7:25	7:34	7:37	AM
9:40	9:50	9:56	10:03	**10:13	10:21	10:24	
12:50	1:00	1:06	1:16	**1:25	1:36	1:40	
4:20	4:32	4:38	4:46	4:57	5:06	5:09	PM
6:40	6:51	6:56	7:03	7:13	7:21	7:23	

*Connection to outbound #1 Brinnon 7:40am

** No connection to Tri Area

#8 SEQUIM SATURDAY SERVICE

PORT TOWNSEND TO SEQUIM

057	057	192	002	084	069	073	186	
Park & Ride to early Uptown Downtown Pick-up	Depart Haines PI Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Opposite Discovery Bay Store	Gardiner Store	S'Klallam Tribal Center	Arrive Sequim Transfer Center	
7:00	7:15	7:17	7:27	7:35	7:43	7:49	8:03	AM
-	5:00	5:02	5:12	5:20	5:28	5:34	5:48	PM

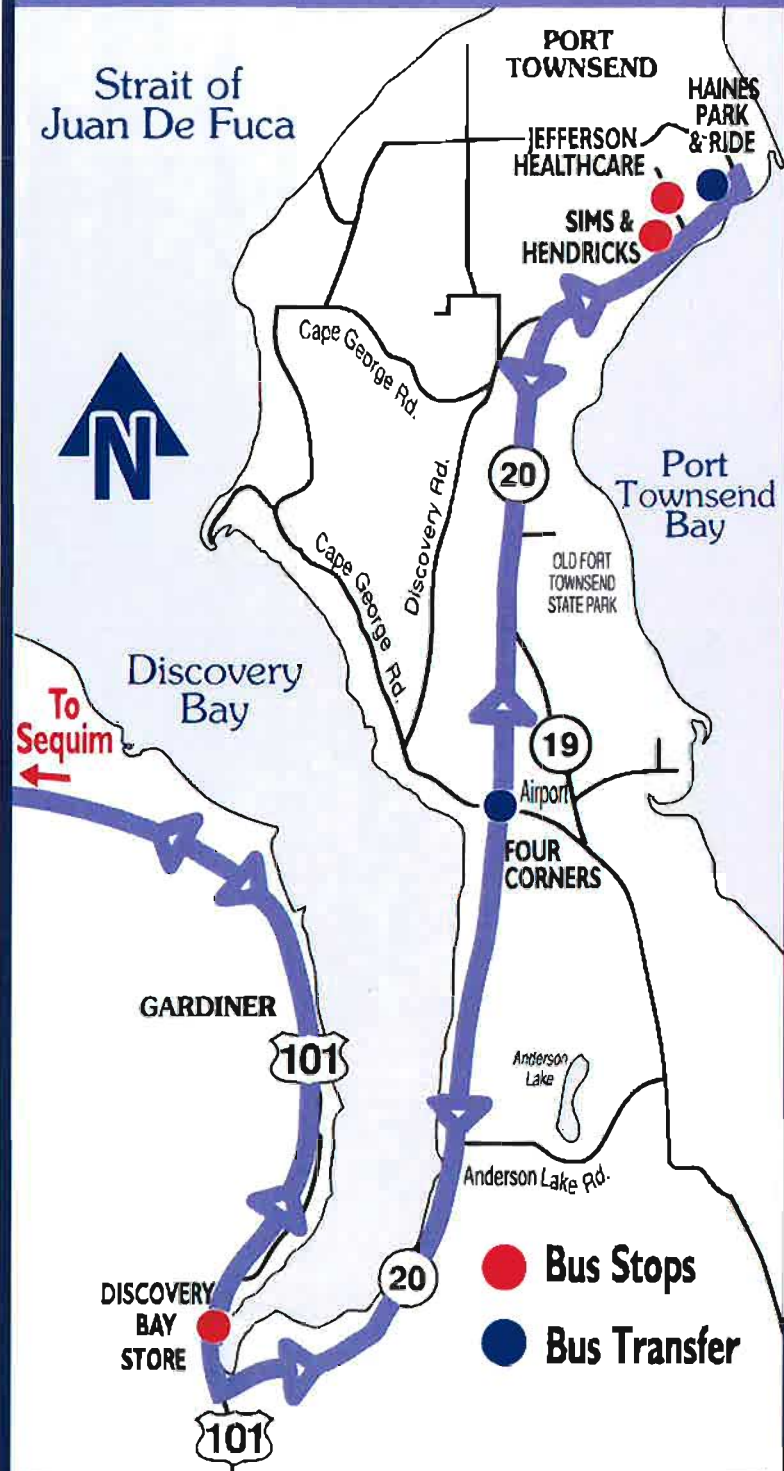
#8 SEQUIM SATURDAY SERVICE

SEQUIM TO PORT TOWNSEND

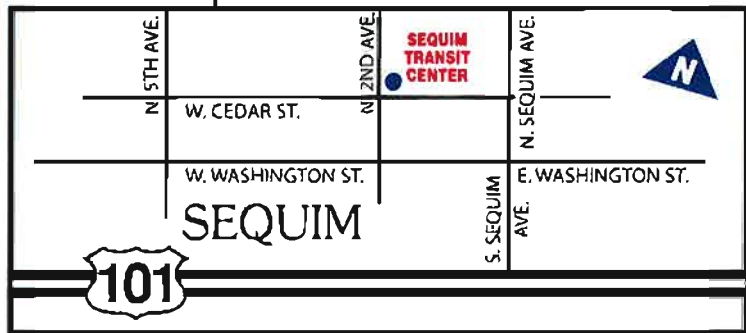
186	095	094	068	002	189	057	
Departs Sequim Transfer Center	Opposite S'Klallam Tribal Center	Gardiner Cemetery Rd	Discovery Bay Store	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrives Haines PI Park & Ride	
8:10	8:21	8:26	8:33	8:43	8:51	8:53	AM
5:53	6:04	6:09	6:16	6:26	6:34	6:36	PM

Sequim Transfer Center is located at 190 W Cedar St & 2nd Ave

#8 SEQUIM ROUTE MAP



- Bus Stops
- Bus Transfer

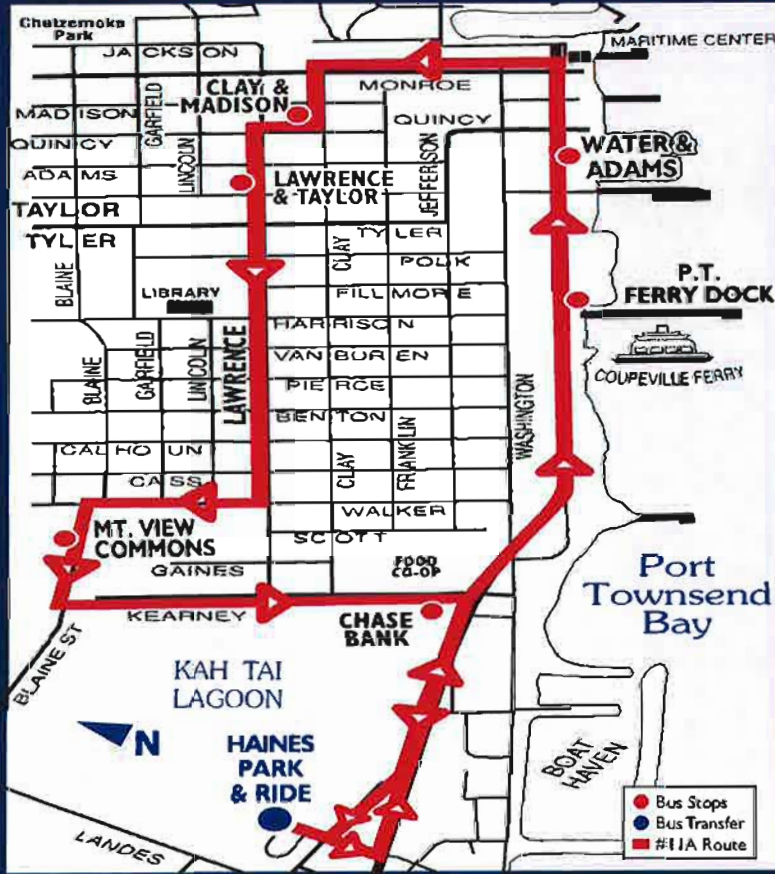


#11 SHUTTLE - LOOP A WEEKDAY SERVICE

057	178	217	046	135	009	134	057	
Depart Haines Place Park & Ride	Ferry Dock	Water & Adams	Clay & Madison	Lawrence & Taylor	Opposite Mountain View Commons	Chase Bank	Arrive Haines Place Park & Ride	
7:00	7:03	7:04	7:07	7:08	7:11	7:12	7:20	
7:40	7:43	7:44	7:47	7:48	7:51	7:52	8:00	
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:20	AM
9:00	9:03	9:04	9:07	9:08	9:11	9:12	9:20	
10:00	10:03	10:04	10:07	10:08	10:11	10:12	10:20	
11:00	11:03	11:04	11:07	11:08	11:11	11:12	11:20	
12:00	12:03	12:04	12:07	12:08	12:11	12:12	12:20	
1:00	1:03	1:04	1:07	1:08	1:11	1:12	1:20	
2:00	2:03	2:04	2:07	2:08	2:11	2:12	2:20	
3:00	3:03	3:04	3:07	3:08	3:11	3:12	3:20	PM
4:00	4:03	4:04	4:07	4:08	4:11	4:12	4:20	
5:00	5:03	5:04	5:07	5:08	5:11	5:12	5:20	
6:00	6:03	6:04	6:07	6:08	6:11	6:12	6:20	
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:20	

#11 SHUTTLE - LOOP A SATURDAY SERVICE

9:00	9:03	9:04	9:07	9:08	9:11	9:12	9:20	
10:00	10:03	10:04	10:07	10:08	10:11	10:12	10:20	AM
11:00	11:03	11:04	11:07	11:08	11:11	11:12	11:20	
12:00	12:03	12:04	12:07	12:08	12:11	12:12	12:20	
1:00	1:03	1:04	1:07	1:08	1:11	1:12	1:20	
2:00	2:03	2:04	2:07	2:08	2:11	2:12	2:20	
3:00	3:03	3:04	3:07	3:08	3:11	3:12	3:20	PM
4:00	4:03	4:04	4:07	4:08	4:11	4:12	4:20	
5:00	5:03	5:04	5:07	5:08	5:11	5:12	5:20	
6:00	6:03	6:04	6:07	6:08	6:11	6:12	6:20	
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:20	

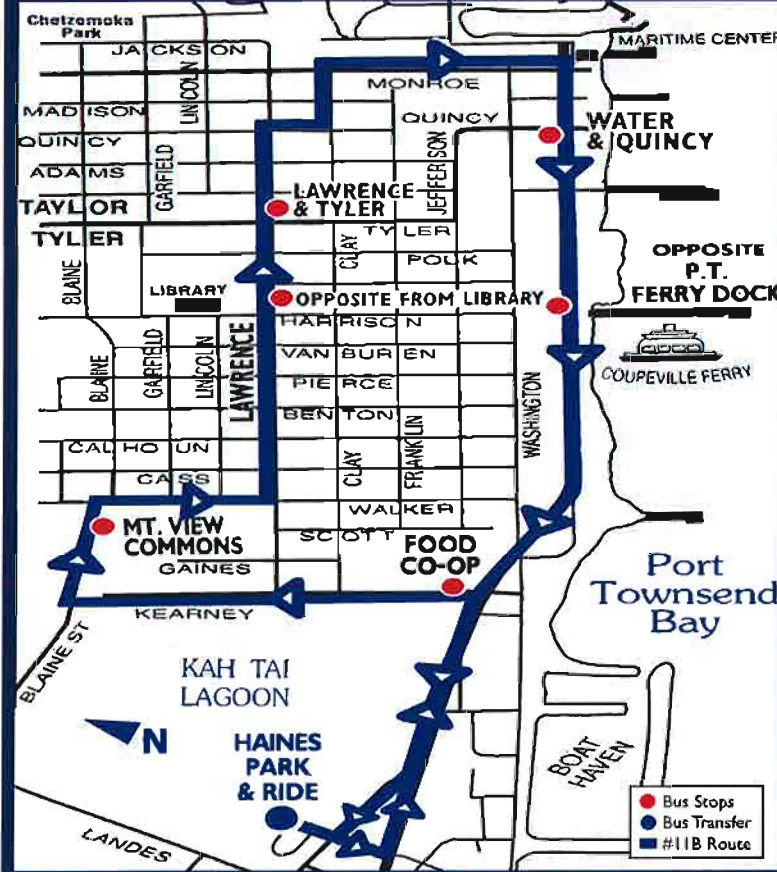


#11 SHUTTLE - LOOP B WEEKDAY SERVICE

057	054	142	160	137	218	055	057	
Depart Haines Place Park & Ride	Food Co-op	Mountain View Commons	Opposite PT Library	Lawrence & Tyler	Water & Quincy	Water & Fillmore Opposite Ferry Dock	Arrive Haines Place Park & Ride	
8:30	8:32	8:33	8:35	8:36	8:37	8:40	8:50	AM
9:30	9:32	9:33	9:35	9:36	9:37	9:40	9:50	
10:30	10:32	10:33	10:35	10:36	10:37	10:40	10:50	
11:30	11:32	11:33	11:35	11:36	11:37	11:40	11:50	
12:30	12:32	12:33	12:35	12:36	12:37	12:40	12:50	
1:30	1:32	1:33	1:35	1:36	1:37	1:40	1:50	PM
2:30	2:32	2:33	2:35	2:36	2:37	2:40	2:50	
3:30	3:32	3:33	3:35	3:36	3:37	3:40	3:50	
4:30	4:32	4:33	4:35	4:36	4:37	4:40	4:50	
5:30	5:32	5:33	5:35	5:36	5:37	5:40	5:50	
6:30	6:32	6:33	6:35	6:36	6:37	6:40	6:50	

#11 SHUTTLE - LOOP B SATURDAY SERVICE

9:30	9:32	9:33	9:35	9:36	9:37	9:40	9:50	AM
10:30	10:32	10:33	10:35	10:36	10:37	10:40	10:50	
11:30	11:32	11:33	11:35	11:36	11:37	11:40	11:50	
12:30	12:32	12:33	12:35	12:36	12:37	12:40	12:50	
1:30	1:32	1:33	1:35	1:36	1:37	1:40	1:50	
2:30	2:32	2:33	2:35	2:36	2:37	2:40	2:50	
3:30	3:32	3:33	3:35	3:36	3:37	3:40	3:50	
4:30	4:32	4:33	4:35	4:36	4:37	4:40	4:50	
5:30	5:32	5:33	5:35	5:36	5:37	5:40	5:50	
6:30	6:32	6:33	6:35	6:36	6:37	6:40	6:50	



PASSENGER CODE OF CONDUCT

For the safety and comfort of all, Jefferson Transit Authority requires our customers to:

- Ride quietly and respect the rights of other passengers
- Pay the correct cash fare or show a pass when boarding
- Remain seated while the bus is in motion
- Hold on to a hand rail while the bus is in motion if no seats are available
- Allow transit operators to drive their Vehicles safely
- Keep all beverages in spill-proof containers
- Refrain from eating on all Jefferson Transit Vehicles
- Not carry hazardous materials while riding on any Jefferson Transit Vehicle
- Keep animals, including pets and service animals, under close control or in a closed container
- Cross behind buses, and wait until after the buses leave to cross the street
- Walk with bikes and carry skateboards at any Jefferson Transit Authority properties
- Keep aisles free of all items

Violations of RCW 9.91.025 include

- Using drugs or alcohol, smoking, filtering, spitting, possessing strong body odors, playing audible music, swearing, or otherwise behaving in an unruly or harassing manner are all prohibited on all Jefferson Transit Property and vehicles
- Possession of unissued transfer or fare media or tenders an unissued transfer or fare media as proof of payment.

Jefferson Transit will exclude any passenger for not complying with Jefferson Transit Passenger Code of Conduct or the Revised Code of Washington (RCW 9.91.025) which further governs passenger conduct

LOST & FOUND, PETS, BICYCLES

LOST & FOUND

If you lose an item on a Jefferson Transit Bus, please call our office at 360-374-4104.

PETS

Service animals are welcomed and allowed. All animals must either be in container or leashed and under the owner's control. Leashed animals must remain on the floor. When connecting to other transit agencies, please check their policy.

BICYCLES

Bicycles will be transported on "space available" basis.

PLEASE NOTIFY DRIVER WHEN REMOVING A BICYCLE FROM THE CARRIER.

FARES & BUS PASSES

ONE WAY FARES

Adults.....	50¢
Disabled, Seniors, Youth.....	25¢
Children 8 & Under	Free

BUS PASSES

Daily Pass.....	75¢
<i>Travel all day on Jefferson Transit Olympic Connection</i>	
Monthly Pass - Adults.....	\$15
Monthly Pass - Disabled, Seniors, Youth	\$7
<i>1st Day of the month through the 5th day of the following month for unimpaired riders. Non-Transferable.</i>	

Punch Pass \$5 or \$10
The driver deducts the cost of each fare each time you board the bus until the purchase price of the pass has been met. Transferable.

FLAG STOPS

To request a flag stop, please call Dispatch at 1-800-371-0497 to give your location. Stand in a safe, visible spot, allowing enough space for a driver to make a safe stop. Flag down a driver by extending your arm and waving up and down. If it is dark, please use a flashlight or reflector to ensure that the driver sees you.

ROUTE DEVIATIONS


The Olympic Connection will deviate from a regular route to locations within 2/4 of a mile off Hwy 101 on request. To request a deviation, call 1-800-371-0497 between 6am and 5pm, Mon-Sat. Requests for a deviation must be received no later than 40 minutes before the desired trip departs from Forks. It is preferable for requests to be made 24 hours in advance to assure coordination with the driver. Due to time and travel constraints, deviations may be limited. When calling to request a deviation, you will be asked your name, address, destination address (when applicable), telephone number and desired pick up time. If you need to cancel your ride, please notify us as soon as possible.

CONNECTING SERVICES

The Olympic Connection connects with two other local systems. Transfers to **Grays Harbor Transit** are made at Amanda Park (Amanda Park Mercantile at Lake Quinalt) for travel to Aberdeen, Transfers to **Clallam Transit** are made at the Forks Transfer Center, for travel to Port Angeles. These services require a fare and exact change is required.

Forks Transfer Center is located at
 551 S Forks Ave & E St, Forks WA 98331


Amanda Park Transfer Center is located at
 6088 US Hwy 101 & Lake Dr N Amanda Park, WA 98528





JEFFERSON TRANSIT


OLYMPIC CONNECTION BUS SCHEDULE


Effective May 20, 2019
 Replaces Schedule Dated September 17, 2018











360-385-4777 • 800-371-0497

For deaf or hard of hearing: DFAL 711 for a relay operator
www.jeffersontransit.com
 Schedule subject to change

JEFFERSON TRANSIT OLYMPIC CONNECTION
WEEKDAY SERVICE FORKS TO AMANDA PARK

Depart Forks Transfer Center	Upper Hoh	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater	Arrive Amanda Park
7:00	7:14	7:32	7:38	7:58	8:02	8:07	8:27
11:05	11:19	11:37	11:43	12:01	12:07	12:12	12:32
2:40	2:54	3:12	3:18	3:36	3:42	3:47	4:07
6:45	6:59	7:17	7:23	7:41	8:00	-	-

AMANDA PARK TO FORKS

Depart Amanda Park	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh	Arrive Forks Transfer Center
8:48	9:08	9:13	9:30	9:41	9:47	10:05	10:19
12:53	1:13	1:18	1:36	1:46	1:52	2:10	2:24
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54
-	-	8:00	8:06	8:17	8:23	8:41	8:55

JEFFERSON TRANSIT OLYMPIC CONNECTION
SATURDAY SERVICE FORKS TO AMANDA PARK

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

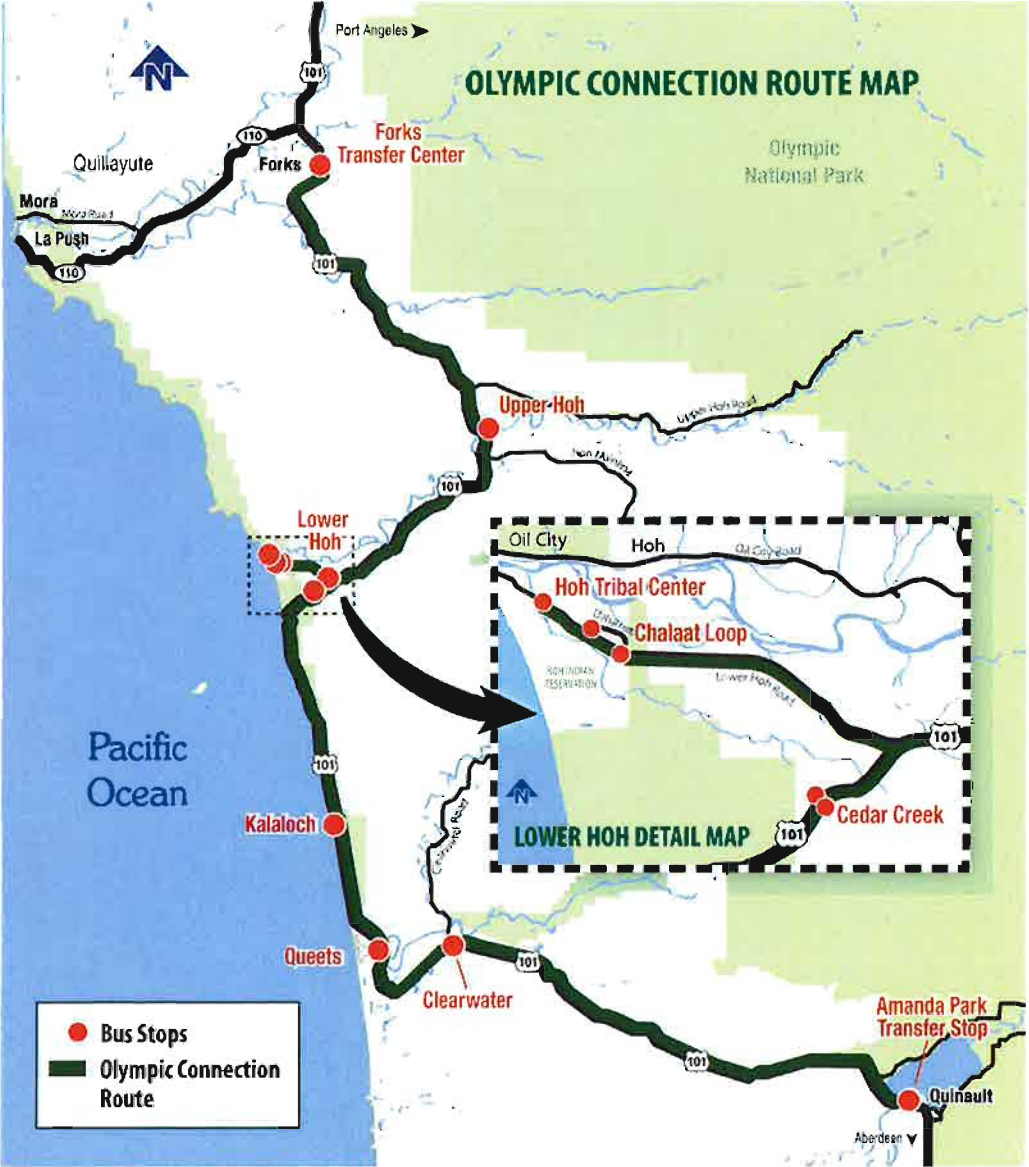
AMANDA PARK TO FORKS

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

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

= Flag Stop

SUNDAY & HOLIDAYS
Service does not operate on the following days:
Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day





Authority Board Agenda Summary

MEETING DATE: June 15, 2021

AGENDA ITEM: Resolution 21-08: Authorizing the General Manager to Sign an Agreement with TCF Architecture

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 21-08
Professional Services Agreement: 2019-22 Additional Maintenance Bay Design
Scope of Services

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$ \$208,209.00 FUNDING SOURCE: Capital Fund

REVIEWED BY: 

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

JTA has conducted an RFQ process and recommends the contract be awarded to TCF Architecture.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Resolution 21-08: Authorizing the General Manager to sign an Agreement with TCF Architecture to provide Schematic Design, Design Development, and Construction Documents to expand and add an additional maintenance bay to the building located at 63 4 Corners Port Townsend, WA

1 **Jefferson Transit Authority**
2 **Resolution No. 21-08**
3

4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation
5 Benefit Area, hereinafter called the "Authority", authorizing the General Manager to Sign an
6 Agreement with TCF Architecture to provide Schematic Design, Design Development, and
7 Construction Documents to expand and add an additional maintenance bay to the building
8 located at 63 4 Corners Port Townsend, WA
9

10 **WHEREAS**, JTA has funding available and budgeted in Fiscal Year 2021 for the
11 expansion of the Vehicle Maintenance Bay; and
12

13 **WHEREAS**, an RFQ was solicited and a selection committee evaluated the single
14 response provided by TCF Architecture. The selection committee recommends the firm of
15 TCF Architecture as a well-qualified firm for the project; and
16

17 **WHEREAS**, Jefferson Transit staff and Attorney have negotiated terms with TCF
18 Architecture. That it deems reasonable for the scope of work and recommends a contract be
19 awarded to TCF Architecture for Schematic Design, Design Development, and Construction
20 Documents.
21

22 **WHEREAS**, Jefferson Transit Authority is ready to proceed with this building project and
23 now requires authorization from the Authority for the General Manager to sign said agreement;
24

25 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board
26 does hereby authorize the General Manager to sign and execute the Agreement with TCF
27 Architecture not to exceed the amount of \$208,209.00 for the Schematic Design, Design
28 Development, and Construction Documents to expand and add an additional maintenance bay
29 to the building located at 63 4 Corners Port Townsend, WA
30

31 **CERTIFICATION**

32 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
33 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct
34 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority
Board held on this 15th day of June, 2021.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

35

36



Jefferson Transit Authority

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

PROFESSIONAL SERVICES AGREEMENT

SECTION 1 – Parties to the Agreement

It is hereby agreed by and between Jefferson Transit Authority ("JTA"), Jefferson County, Washington, AND TCF Architecture ("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 one):

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

Other: _____

SECTION 2 – Scope of Work

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 No.
1	2019-22 Additional Maintenance Bay Design	
2		
3		
4		
5		

SECTION 3 – Compensation & Payment Schedule

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 \$208,209.00 for services billed progressively throughout project
 Recurring charges of \$_____ to be paid (Circle one): Weekly Bi-Weekly Monthly Quarterly Semi-Annual Annually

See Attachment: _____ for further details.

1. All submitted invoices shall be paid by JTA **Net 30 days** unless agree otherwise by parties to this Agreement.
2. 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.
3. 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:

PROFESSIONAL SERVICES AGREEMENT

- 3.1. 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.
- 3.2. 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.
- 3.3. Billing disputes not so resolved shall be decided in accordance with the procedures of section 6.13 below.
4. The Term "Contractor" as used throughout this Agreement shall mean TCF Architecture, PLLC, and all of its Principals, Key Personnel, and sub-consultants performing Professional Services in support of this Agreement.
5. For Ongoing/Renewable type Agreements which have passed the expiration date set in SECTION 4 and services were rendered to JTA thereafter, all existing fees and rates as previously detailed and set will apply.

SECTION 4 – Term of Agreement

The term (or length) of this Agreement shall start on (date): _____ and expire on: _____.

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

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

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 caused by 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 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 and \$1,000,000 in aggregate. Covering all negligent errors, negligent 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 JTA.

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 the Certificate of Insurance.

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, except ten (10) days for premium nonpayment.

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 a reasonable, ordinary, prudent design professional currently practicing on a project of similar size, location, scope and complexity. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
2. **Delegation and Subcontracting.** 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.
3. **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.
4. **Regulations and Requirements.** This Agreement shall be subject to all federal, state, and local laws, rules, and regulations in effect at the time of its execution.
5. **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.
6. **Modifications.** Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
7. **Termination for Default.** If the Contractor defaults by failing to perform any of the material 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 for disputed Work not meeting the standard of care. 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 JTA for Work not meeting the Standard of Care.

PROFESSIONAL SERVICES AGREEMENT

8. **Termination for Public Convenience.** JTA may in writing 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. JTA shall accept all risk for incomplete work if the Contract is terminated for Public Convenience.
9. **Termination Procedure.** The following provisions apply in the event that this Agreement is terminated:
- (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
 - (b) The Contractor shall provide the JTA with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, JTA may withhold a sum from the final payment to the Contractor that the JTA determines necessary to protect itself against loss or liability.
10. **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.
11. **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.
12. **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 bylaw.
13. **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 the 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. The JTA's General Manager shall make a decision within thirty (30) calendar 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 6.14, below.

14. **Arbitration:** In the event of a dispute between the parties to this Agreement such dispute shall be decided by an arbitrator skilled in construction law and 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 reasonable 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.
15. **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 upon payment in full of all outstanding balances due. JTA's use, modification or alteration of such documents on other projects, without Contractor's involvement or written approval, is at JTA's sole risk and JTA shall indemnify and hold harmless Contractor, its officers, employees, subcontractors and employees of each of them, from and against any and all claims, damages, losses, costs and expenses, including reasonable attorneys' fees and costs, arising out of or resulting from any such use.
16. **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 materially perform obligations required of it by this Agreement, in keeping with the standard of care, the Contractor may 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 the required dispute resolution is resolved in favor of the JTA.
17. **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.
18. **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

PROFESSIONAL SERVICES AGREEMENT

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.

19. **Third Party Beneficiaries.** This Agreement is intended for the benefit of JTA and Contractor and not for the benefit of any third parties.
20. **Time is of the Essence.** In keeping with the Standard of Care, 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.
21. **Notice.** Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the 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.
22. **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.
23. **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.
24. **Mutual Waiver of Consequential Damages:** JTA and the Contractor waive incidental, indirect, punitive, special and consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all damages due to either party's termination of this Agreement, except as specifically provided elsewhere in this Agreement.
25. **Construction.** This Agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
26. **Agreement.** This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

Jefferson Transit Authority
PROFESSIONAL SERVICES AGREEMENT

IN WITNESS WHEREOF, the Contractor accepts all terms and provisions of the Agreement, with any attachments or addenda (if present) and has indicated such with their signature below by the Contractor's authorized officer or agent.

Randy Cook

Digitally signed by Randy Cook
DN: cn=Randy Cook, o=TCF Architecture,
ou=Managing Principal,
email=randy@tcfaarchitecture.com, c=US
Date: 2021.06.09 19:03:13 -0700

Contractor's Officer/Agent

Randy Cook

Printed Name

Managing Principal

6-9-21

Title

Date

TCF Architecture

Company Name (or DBA)

902 North 2nd St, Tacoma WA 98402

Legal Address

253-572-3993

Phone

Email

91 0727155

Federal ID# (or SSN)

Transit Authority Representative

Printed Name

Title

Date

SCOPE OF SERVICES

DESIGN PHASES

EXHIBIT A

PROFESSIONAL SERVICES AGREEMENT FOR

JEFFERSON TRANSIT AUTHORITY MAINTENANCE BAY EXPANSION

I. GENERAL

1. **Project Description:** Jefferson Transit Authority (JTA) Maintenance Bay Expansion, hereafter the "Project", generally includes a new, approximately 1,700 SF, one story pre engineered expansion building that is connected to the existing building, comprised of enclosed and heated space for the maintenance of vehicles as well as existing site modifications including concrete, stormwater and utility systems. (See Exhibit A(a) for drawings illustrating the approximate area of work.)
2. **Scope of Services:** The Scope of Services described below, along with the attached Exhibits, describe the professional services to be provided by THE CONSULTANT for *Schematic Design, Design Development, Construction Documents* (with the Bidding and Construction Administration scope at a later time) for the Project. (See definitions below). Should any provision herein be found in conflict with the Prime Agreement, the Prime Agreement shall prevail.

3. Definitions:

The following definitions are provided for clarity and are not intended to replace any terms that may already be defined or implied in the Prime Agreement.

- **JTA:** Jefferson Transit Authority (JTA) – also known as the "Owner".
- **Consultant:** "TCF Architecture" ("THE CONSULTANT"), located at 902 North 2nd Street, Tacoma, WA 98403. When the term CONSULTANT is used, it shall also include other sub-consulting firms contracted to the CONSULTANT as defined herein.
- **Sub consultants:** Professional service firms under contract with THE CONSULTANT.
- **Prime Agreement:** The Prime Agreement is the "Agreement for Professional Services" executed between THE CONSULTANT and JTA, and any executed amendments to the Agreement.
- **The Project:** The addition of one Maintenance Bay at the existing JTA facility including site modifications as describe at the outset of this Exhibit.

- **Owner-Provided Services:** All professional services not specifically defined within the Consultant's Scope of Work, which will be provided under separate contract to JTA, or performed by JTA's own personnel or another consultant hired by the JTA. (None included currently).
 - **Principal-in-Charge (PIC) / Project Manager (PM):** Mark Hurley, TCF Principal. Design lead, oversight and project continuum advisor.
 - **JTA Project Manager:** JTA will assign a Project Manager for the duration of the Work. The Project Manager will act on behalf of JTA to administer and coordinate the Project and provide day to day communication with THE CONSULTANT.
 - **Authority Having Jurisdiction (AHJ):** Jefferson County is the AHJ for the project.
 - **Other Definitions:** See the Professional Services Agreement.
4. **Summary of Subconsultants:** Subconsultants contracted through THE CONSULTANT shall provide specific services within each phase as described in each attached Exhibit and as authorized in the approved Fee Schedule, Exhibit A.1:
- **Structural Engineering** – AHBL Engineers, Inc. (Exhibit A.2)
 - **MEP Engineering** – BCE Engineers, Inc. (Exhibit A.3)
 - **Civil Engineering** – SCJA (Exhibit A.4)
 - **Equipment Planning** – Facility Planning Services (Exhibit A.5)
 - **Detailed Cost Estimating** – RC Cost Group, Inc. (Exhibit A.6)
 - **Envelope** – A8BAE – Provide envelope consulting as needed
 - **Geotechnical** – Landau (Exhibit A.7)
 - **Survey** – CM2 – (Exhibit A.8)
 - **Hardware Consulting** – Adams Consulting & Estimating – Provide hardware schedule and specifications
 - **Other Consultants:** Other consultants that are determined to be needed during the course of the project may be added by amendment as mutually negotiated between JTA and THE CONSULTANT.
5. **Professional Services Contracted or Provided Separately by JTA:** THE CONSULTANT shall communicate with and coordinate with other consulting firms contracted separately with JTA, and directly with JTA's own personnel engaged in project design, or other activities, as appropriate and necessary in the execution of THE CONSULTANT's services, but shall not be responsible for the performance of others not directly contracted with THE CONSULTANT.

6. **Reimbursable Expenses:** THE CONSULTANT shall invoice for approved reimbursable expenses in addition to labor costs.
 - **Printing & Mailing:** Minimal printing costs are assumed for the Project, as the majority of submittal documents (drawings and small documents) will be transferred to JTA in .pdf form via e-mail or file transfer web site. Except for the Permit Submittal drawings and reports, JTA will print documents in-house. Costs for printing and mailing by THE CONSULTANT will be invoiced to JTA at cost plus 10%.
 - **Travel:** Mileage will be charged per federal standards. Travel time will be charged at regular rates.
7. **Cost of the Work:** The Cost of the Work shall be the total cost of construction as accepted in open competitive bidding by JTA. THE CONSULTANT shall provide estimates for the Cost of the Work as described herein. Design fee's are not directly related to the MACC number and instead are estimated based on the level of work anticipated to complete the work.
 - **(MACC Budget):** The Initial Maximum Allowable Construction Cost ("MACC") budget exclusive of "soft costs" (sales tax, professional services, permit fees, construction or management reserve contingencies, furnishings, etc) has not been established. The MACC will be established in the Schematic Design Phase.
 - **Cost Estimates:** THE CONSULTANT shall provide estimates for the Cost of the Work as part of each design phase as described herein and in the Prime Agreement.
 - **Bid Alternates:** Bid Alternates are not expected as part of this project. If, at the completion of the Schematic Design Phase, JTA requests THE CONSULTANT to include Bid Alternates in the final Bid Documents, THE CONSULTANT shall review such requests to determine if the level of complexity will require additional services for documentation and shall inform JTA if additional compensation for such documentation may be warranted.

SITE INVESTIGATIONS / LAND USE REVIEW

1. **Geotechnical Report:** THE CONSULTANT shall provide geotechnical engineering services updating the existing geotech report in order to meet 2018 code standards setting forth design recommendations for activities associated with earthwork, steep slope remediation, below-slab preparation, and structural foundation systems. See Exhibit A.7.
2. **Land Use:** THE CONSULTANT will prepare SEPA and NEPA checklists as part of the permitting process. It is assumed that a Conditional Use Permit modification is not required as part of this project. All of this will be confirmed as part of the pre application submittal to the AHJ. If Conditional Use Permit modifications are required additional fee may be needed. See Exhibit A.4 Phase 3 for SEPA and NEPA scope.
3. **Surveying:** THE CONSULTANT shall provide a topographic and existing conditions survey of the area around at and around the maintenance bay expansion area using existing information as a starting point with field confirmation. See Exhibit A.8.

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION (SD - CD)

General PM and Administration Services: Provide contract management, consultant management & coordination, schedule development and on-going communication, information management, and correspondence between the TCF and JTA PM.

Deliverables:

- Executed contract with JTA.
- Consultant management

TASK 2 - SCHEMATIC DESIGN (SD)

1. **SD Phase General Scope of Services:** The Schematic Design Documents will begin to develop and confirm the site and building design (See Exhibit A(a) for location of work), identify major materials, basic structural systems, basic HVAC, plumbing and electrical systems, low voltage systems, civil systems and equipment layouts. Deliverables will be in the form of preliminary drawings or narratives for each design discipline, including reference notes to identify major systems, materials, conditions, and overall scope of the project, etc.
 - **Meetings:** (1) program confirmation meeting with JTA, to be scheduled on the same day with (1) preapplication meeting with the AHJ, if held in person. (1) design update meeting will be accommodated by conference call /video conference.
2. **Permitting Agency Coordination:** THE CONSULTANT shall attend a pre-application meeting with the Authority Having Jurisdiction (AHJ). Comments from the AHJ will be summarized and incorporated into the SD documents. It is assumed there is no need for a Conditional Use Permit.
3. **Cost Estimating:** A Schematic level cost estimate shall be prepared reflecting the scope of the Project indicated in the SD Documents. A project "Base Bid" scope and budget will be finalized, along with any possible Alternate Bid items.

Deliverables:

- Pre Application submittal package
- Written Basis of Design Narratives for each design discipline. (Provide in WORD format).
- 100% SD Documents Set (.pdf documents by transfer file).
- SD Cost Estimate and Budget Summary.

TASK 3 - DESIGN DEVELOPMENT (DD)

1. **DD Phase:** Based on JTA's approval of the Schematic Design Documents and updated Cost Estimate, the Design Development Documents shall illustrate, and describe the development of the approved Schematic Design Documents, further identifying specific materials, products, forms, size and appearance of the project by means of plans, sections, elevations, 3-dimensional images, and details. The Design Development Documents shall include pertinent manufacturer's products or systems literature describing the expected performance, quality, and character of materials, systems and products. Materials and colors of both interior and exterior materials are expected to match the existing facility so no physical samples will be provided. Other services and deliverables are further described in the various Scopes of Services proposals provided by each sub-consulting team member, hereby made a part of the Scope of Services, and attached to this Exhibit.
 - Meetings: (1) conference call/video conference to review design/floor plan layout update meeting
2. **Permitting Agency Coordination:** In preparation for Plan Review submittals and final permitting, THE CONSULTANT shall further coordinate consultations with the AHJ and provide updated research of applicable codes and site development regulation & requirements under which the Project is subject to.

Cost Estimating: An updated estimate for the Cost of the Work will be prepared reflecting the scope of the Project indicated in the DD Documents. THE CONSULTANT shall advise JTA of any further adjustments to the MACC budget, and provide recommendations as appropriate to meet JTA's Project goals.

Deliverables:

- 75% DD Coordination and Cost Estimating Set (.pdf documents by transfer file).
- 100% DD Documents Set (.pdf documents by transfer file).
- Product Cutsheets (if different from existing facility materials)
- DD report assembling pertinent technical and narrative information into one PDF file.

TASK 4 - CONSTRUCTION DOCUMENTS (CD)

1. **CD Phase:** Based upon JTA's approval of the Design Development documents' and updated cost estimate THE CONSULTANT shall proceed with preparation of drawings and specifications (specs to a 90% level), setting forth in detail the requirements for the Project for bidding, permitting, and construction. The Construction Documents shall include drawings and specifications that establish in detail the quality level of materials, products and systems required for the Project to be competitively bid, permitted, and constructed.
 - Other Services: During the CD Phase, services related to special coatings and building hardware, shall be incorporated into the CD process and final CD documents.

- **Project Manual:** THE CONSULTANT shall collaborate with JTA to develop the Project Manual, incorporating JTA's required "Front End" documents for the bidding process, General and Supplementary Conditions, prevailing wage rates, and other contractual documents required by JTA to be contained in the Project Manual. This will be brought to a 90% level, the finalized specs would be completed before bidding at a future time.

Deliverables:

- 90% CD Coordination, Cost Estimating, and Building Permit Set (.pdf documents by transfer file as well as up to (4) sets of plans and (1) copy of the reports for the permit submittal or as needed).
 - 100% CD/Bid Documents Set (.pdf documents by transfer file).
2. **Permit Coordination:** THE CONSULTANT shall coordinate the plan review and permit process including the submittal of required documents to the AHJ, and will be the primary point of contact for permitting agencies. JTA, as the Owner, shall be responsible for signing all applicable permit documents as required by the AHJ, unless THE CONSULTANT can sign on behalf of the Owner, and paying for all plan review and permitting fees.
 - **Permit Fees:** JTA shall be responsible for direct payment of all permit and plan review fees to all governing/permitting agencies.
 - **Submittal Documents:** THE CONSULTANT shall provide completed permit application(s), site and building design drawings, specifications, structural calculations, energy code compliance calculations, storm water management report and geotechnical reports as required.
 - **Comment Response:** THE CONSULTANT shall provide written responses to agency plan review comments, and revise documents as needed for permit acquisition. JTA shall provide other documents if required by the County.
 3. **Cost Estimating:** An updated estimate for the Cost of the Work shall be prepared, reflecting the scope of the Project indicated in the CD Documents and organized by Base Bid and Alternate Bid items. THE CONSULTANT shall advise JTA of any final adjustments to the MACC, and provide recommendations as appropriate to meet JTA's Project goals and budget.
 4. **Project Manual / Specifications:** A multi-volume Project Manual will be prepared containing project bidding requirements and organized in the 33 division Master Spec format. The Project Manual will include the following basic components:
 - **Division 0 – General Bidding Requirements and General Conditions:** JTA shall provide THE CONSULTANT its standard bidding requirements including, but not limited to, Instructions to Bidders, Bidder's Checklist, Form of Proposal, legal forms and documents, and General and Special or Supplemental Conditions. THE CONSULTANT and JTA will mutually work to confirm that the General Conditions are compatible with the Project conditions, editing the documents as needed and providing any Supplemental Conditions.
 - **Division 01 – General Requirements:** THE CONSULTANT shall prepare the Division 01 General Requirements sections, edited for the specific conditions of the Project and for consistency with JTA's General Conditions, subject to JTA's approval.

- Divisions 2-33 – Technical Specifications: THE CONSULTANT shall prepare technical specifications using the standard CSI format to specify materials, products and systems for the Project.
- S. **Bid Document Distribution:** This will not commence as part of this phase. Construction funding is pending.

PRELIMINARY SCHEDULE

1. Below is an approximate schedule that is anticipated for design and construction. This schedule should be updated at each phase and throughout the project as necessary.

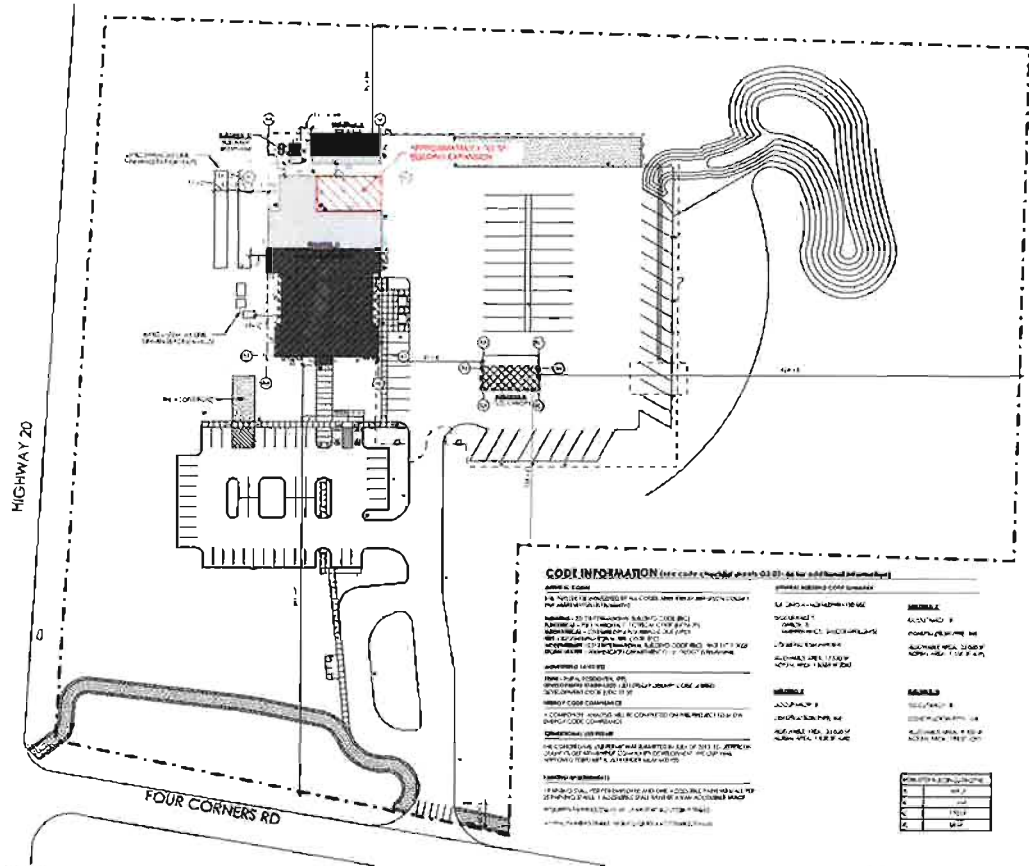
Project NTP	July 2021
Schematic Design: (Including Geotech, survey and all other consultants to get updated cost estimate)	July – August 2021 (Approx. 2 months)
Design Development:	September 2021 (Approx. 1 months)
Construction Documents:	October 2020 (Approx. 1 months)

TASK 5 - BIDDING (Not part of current scope and fee, to be added later)

TASK 6 - CONSTRUCTION ADMINISTRATION (Not part of current scope and fee, to be added later)

CODE SITE PLAN LEGEND

- EXISTING
- NEW
- EXISTING
- NEW
- ▨ EXISTING
- ▨ NEW
- ▨ EXISTING
- ▨ NEW



CODE INFORMATION (See code Chapter 03.01 for additional information)

Section 1.0
 This code is intended to provide a minimum standard for the design and construction of buildings and structures within the City of St. Paul. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code.

Section 2.0
 The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code.

Section 3.0
 The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code.

Section 4.0
 The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code.

Section 5.0
 The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code. The code is intended to be consistent with the Minnesota State Building Code and the Minnesota State Fire Code.

RECORD SET

JEFFERSON TRANSIT AUTHORITY



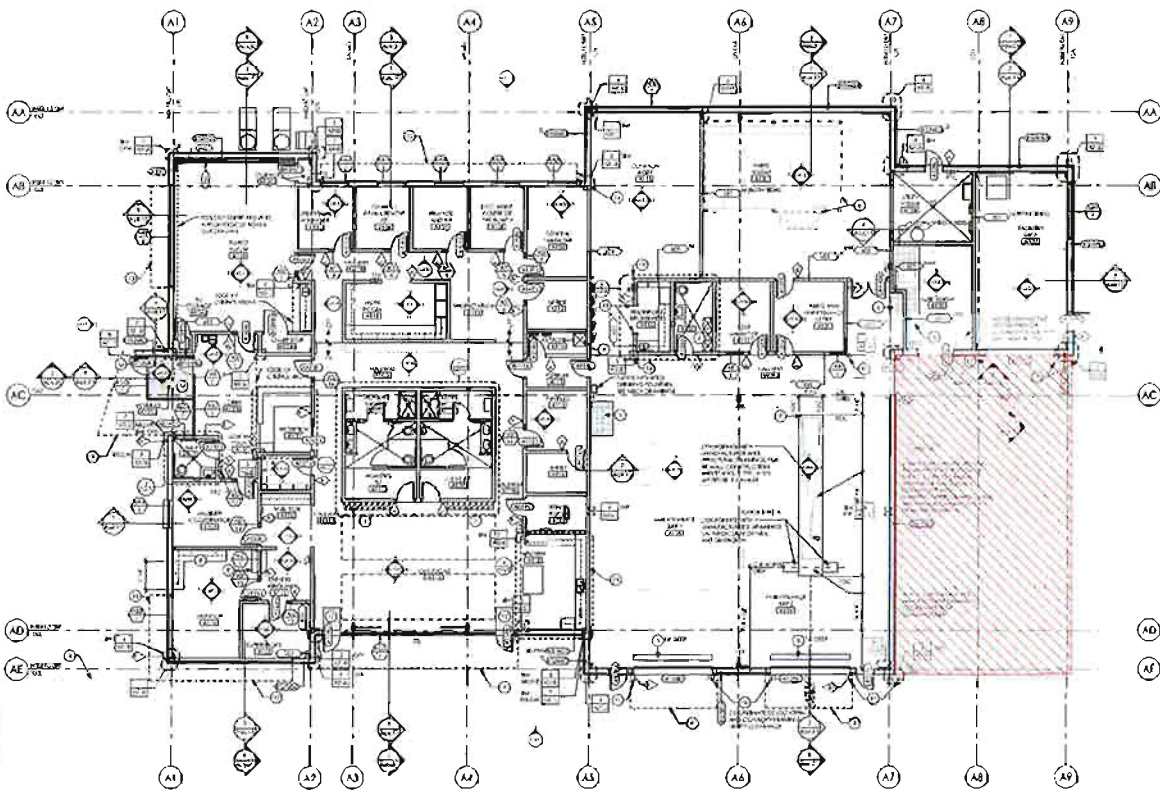
Project Name: _____
 Project No: _____
 Date: _____

CODE SITE PLAN

Scale: _____

G3.00

TCF Architecture



FLOOR PLAN GENERAL NOTES

1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

FLOOR PLAN LEGEND

1. SEE 2010 TCF ENGINEERING RECORD SET FOR ALL DIMENSIONS AND NOTES.

FLOOR PLAN SHEET NOTES

- 1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 4. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 5. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 6. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 7. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 8. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 9. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 10. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 11. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 12. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 13. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 14. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 15. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 16. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 17. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 18. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 19. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 20. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

RECORD SET

JEFFERSON COUNTY AUTHORITY

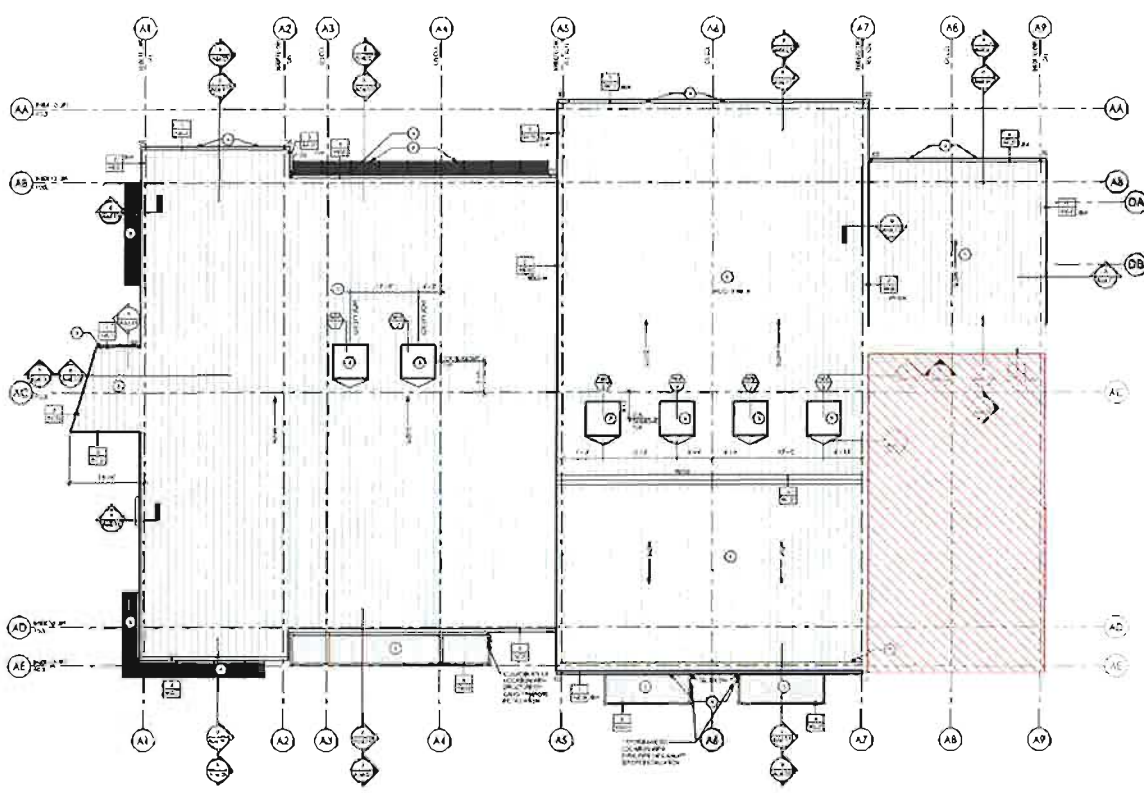
10000
 10000
 10000
 10000

1 BUILDING A FLOOR PLAN

BUILDING A FLOOR PLAN

Aa2.02

10000
 10000
 10000
 10000



ROOF PLAN KEYNOTES

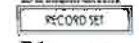
- 1. [Symbol] 2. [Symbol] 3. [Symbol] 4. [Symbol] 5. [Symbol] 6. [Symbol] 7. [Symbol] 8. [Symbol]

ROOF PLAN GENERAL NOTES

1. UNLESS OTHERWISE NOTED, ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
2. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
3. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
4. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
5. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
6. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
7. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
8. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
9. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).
10. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 INTERNATIONAL ROOFING CONTRACT DOCUMENTS, 10TH EDITION, PUBLISHED BY THE ROOFING CONTRACTORS ASSOCIATION OF AMERICA (IRCA).

ROOF PLAN LEGEND

- [Symbol] 1. [Symbol] 2. [Symbol]



JEFFERSON TRANSIT AUTHORITY



2015.000

2015.000

2015.000

2015.000



BUILDING A ROOF PLAN

1 BUILDING A ROOF PLAN

Aa3.01

2015.000

TASK NO.	PROJECT TASK DESCRIPTION (see scope letter for more detail)						TCF HOUR	Other Team Members Contracted under TCF (See Separate Proposal Letters)										TOTALS
		PIE / PM Mark Hulby	Project Architect TBD	Designer / Production TBD	Project Coordinator Teta Elwyn	Admin Support Robin Slize		A.2 A/HBL (Structural)	A.3 BCE (MEP)	A.4 SCJA (Civil)	A.5 FPE (Equipment)	A.6 R/OOG (Trimming)	ABBAE (Envelope)	A.7 Lanada (Geotech)	A.8 M7C (Survey)	ACADE (Interior)		
1 - PROJECT MANAGEMENT / ADMINISTRATION																		
1.1	Project Start Up	17			20	6	38											
1.2	Project Management	74					24											
	ESTIMATED HOURS OR FEES	36	0	0	20	6	62											
	HOURLY RATE	\$247	\$140	\$120	\$92	\$79												
	ESTIMATED FEES	\$8,892	\$0	\$0	\$1,840	\$474												
	SUBTOTALS				\$11,200											\$11,200		
2 - SCHEMATIC DESIGN																		
2.1	Drawing Development / Consultant Coordination	18		80	8		104											
2.3	Program development and conferencing	8		6			12											
2.4	Agency Coordination / Preapplication meeting prep	10		4			14											
2.5	Preapplication Meeting, SD Review meeting with City and trap	4		4			8	\$1,000	\$2,107	\$3,500	\$1,692	\$2,450	\$6,202	\$4,000				
2.7	Building Code Review Summary Draft	4					4											
2.8	Cost Budget Summary	2					2											
2.9	Site Visit (if needed)	6		6			12											
	ESTIMATED HOURS OR FEES	50	0	100	8	0	158											
	HOURLY RATE	\$247	\$140	\$120	\$92	\$79		See Consultant Letters										
	ESTIMATED FEES	\$12,350	\$0	\$12,000	\$552	\$0		\$1,000	\$2,107	\$3,500	\$1,692	\$2,450	\$0	\$6,202	\$4,000	\$0		
	SUBTOTALS			\$24,902				\$1,000	\$2,107	\$3,500	\$1,692	\$2,450	\$0	\$6,202	\$4,000	\$0		
3 - DESIGN DEVELOPMENT																		
3.1	Drawing Development / Consultant Coordination	20		100		6	126											
3.3	Building Code Review Summary Final	4		4			8											
3.4	Cost Budget Summary	2					2											
3.5	Material Outtakes		20				20											
	ESTIMATED HOURS OR FEES	26	20	104	0	6	156											
	HOURLY RATE	\$247	\$140	\$120	\$92	\$79		See Consultant Letters										
	ESTIMATED FEES	\$6,422	\$2,800	\$12,480	\$0	\$474		\$2,500	\$6,525	\$3,900	\$2,168	\$3,800	\$3,000	\$0	\$0	\$0		
	SUBTOTALS			\$22,176				\$2,500	\$6,525	\$3,900	\$2,168	\$3,800	\$3,000	\$0	\$0	\$0		
4 - CONSTRUCTION DOCUMENTS																		
4.1	Drawing Development / Consultant Coordination	30		130		10	170											
4.2	Specifications		84		32	10	126											
4.3	Permit Submittal and Responses		12	12			24											
	ESTIMATED HOURS OR FEES	30	86	142	32	10	310											
	HOURLY RATE	\$247	\$140	\$120	\$92	\$79		See Consultant Letters										
	ESTIMATED FEES	\$7,410	\$13,440	\$17,040	\$2,944	\$790		\$4,200	\$6,314	\$17,800	\$5,816	\$4,200	\$5,000	\$0	\$0	\$500		
	SUBTOTALS			\$41,824				\$4,200	\$6,314	\$17,800	\$5,816	\$4,200	\$5,000	\$0	\$0	\$500		
SUBTOTAL TASKS 1 - 4				\$99,908				\$7,700	\$14,646	\$25,200	\$2,676	\$10,150	\$8,000	\$6,202	\$4,000	\$500		
TCFA MARK UP ON CONSULTANT SERVICES 10%								\$770	\$1,465	\$2,520	\$268	\$1,015	\$800	\$620	\$400	\$50		
TCF REWR. EXPENSE BUDGET				\$1,000				\$500	\$500	\$500	\$500	\$0	\$250	\$0	\$0	\$0		
FEE CONTINGENCY (held by Owner)																\$10,000		
TCF TOTAL ESTIMATED FEES				\$100,908												\$208,209		

AUTHORIZATION FOR SERVICES



TO: Mr. Mark Hurley, AIA
TCF Architecture, PLLC
902 North Second Street
Tacoma, WA 98403

DATE: November 16, 2020
PROJECT NO.: 2200122.20
PROJECT NAME: JTA Maintenance Expansion
SUBJECT: Structural Predesign Services

TEL: (253) 572-3993

SERVICES PROVIDED:

Civil Engineering Structural Engineering Land Use Planning Landscape Architecture Land Surveying

DESCRIPTION OF WORK:

The anticipated scope of work involves structural design services associated with the proposed 1,700 square foot maintenance bay addition of the JTA maintenance facility. Our structural scope and fee is based upon preliminary information from TCF. A breakdown is as follows:

- **Task 21: Structural Engineering**
 - This task includes the structural design of foundations for a pre-engineered building structure, which will be used to expand the existing maintenance bays. Our structural foundation design will be based upon anticipated building loads / column reactions that will be determined by AHBL prior to the involvement of a pre-engineered building manufacturer.
 - Our deliverables will include stamped calculations and engineered drawings, as well as a Revit model of the building structure.
- **Task 22: Permitting / Bidding Phase Services**
 - Assist the owner during the permitting and bidding process.
 - Our permitting scope will include responding to agency review comments and provided drawing updates as required.
 - Our bidding scope will include responding to contractor questions and substitution requests.
 - We can bill our effort on a time and expense basis against the allowance indicated.
- **Task 23: Construction Administration Services**
 - Construction Administration Services have currently been excluded from our scope of work. The extent of our C/A involvement may be reviewed at a later date and incorporated into the project scope with an additional services agreement.
- **Task 90: Reimbursable Expenses**
 - Reimbursable expenses such as mileage and reprographics. This scope of work will be billed on a time and expense basis.



BILLING SUMMARY:

<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Structural Engineering	T-21	\$7,700
• Schematic Design		1,000
• Design Development		2,500
• CD Permit Drawings / Follow-Up (80%-90%)		3,000
• CD Bid Set (100%)		1,200
Permitting / Bidding Phase Services	T-22	\$800
Construction Administration Services	T-23	EXCLUDED

Client Purchase Order No: _____

Client Name: _____

Signature: _____

Date: _____

Printed Name/Title: _____

AHBL Project Mgr. Signature:  _____

Date: 11/16/20

AHBL Proj. Mgr. Printed Name: Andrew McEachem, P.E., S.E. _____

TACOMA
 2215 North 30th Street, Suite 300
 Tacoma, WA 98403-3350
 253.383.2422 TEL

SEATTLE
 1200 6th Avenue, Suite 1620
 Seattle, WA 98101-3117
 206.267.2425 TEL

SPOKANE
 827 West First Avenue, Suite 301
 Spokane, WA 99201-3912
 509.252.5019 TEL

TRI-CITIES
 9825 Sandspur Parkway, Suite A
 Pasco, WA 99301-6738
 509.380.5883 TEL

c: Accounting

ADM/

Q:\2020\2200122\20_STR\NON_CAD\2200122 - aulh02.docx



November 18, 2020

TCF Architecture
902 N. Second Street
Tacoma, WA 98403

Attn: Mark Hurley

RE: JTA Expansion Bay, MEP Fee Proposal

We are pleased that you have included BCE Engineers on the JTA Expansion Bay Project team. We look forward to working with you on this exciting and challenging project. The project, as we understand it, consists of a 1,700 sq/ft maintenance bay expansion. BCE proposes to provide professional services for mechanical, electrical, and plumbing systems as described herein.

BASIC SERVICES

Mechanical Systems

- Schematic Design, Design Development, Construction Permit/Bid Documents (plans and specifications), permitting, for HVAC, control systems, plumbing and underground utilities within five feet of the building exterior for storm drainage, waste water drainage, and domestic water. The piping invert elevation will be coordinated between BCE and the civil engineer.
- Extension of vehicle lube system.
- Extension of existing fire protection systems via notes and performance specifications.

Electrical Systems

- Schematic Design, Design Development, Construction Permit/Bid Documents (plans and specifications), permitting, for building electrical power, building lighting, fire alarm and data network communication infrastructure wiring. (See "Exclusions" for services not included).
- Extension of existing intrusion system.
- 30 demand reading for added load included

Basic Services includes electronic submittal documents for Schematic Design, Design Development, Permitting, and Bid Sets. All drawing work will be produced using Revit.

SD	\$2,107.00
DD	\$6,525.00
CD	\$6,314.00
BID	\$2,079.00
CA	\$0

Basic Services Fixed Fee: \$17,025.00

OPTIONAL SERVICES

In addition to Basic Services BCE proposes the following Optional Services and fee budgets are included:

Services	Fixed Fee
1. Conformed Set	\$1,200
2. CAD Record Set	\$3,000

EXCLUSIONS

The following tasks are excluded from BCE’s scope of services for this Project:

- Construction Administrative Services
- Mechanical/Electrical Commissioning as the Commissioning Agent
- Commissioning Support
- LEED Documentation/Submittals
- Fire Pumps
- Grease interceptors, sand sediment filtration tanks, oil water separators.
- Generator
- Value Engineering
- Conformed Set drafting
- As-Built Record Document drafting
- Construction Change Orders / Directives
- Printing (Except as required for hard copy permit submittals).
- Telephone systems, computer servers, network switches.
- A/V system design
- Evacuation assistance systems
- Seismic calculations for mechanical and electrical components
- All work associated with the research, application, and submittal for any grant monies

If any of the excluded items (above) are determined to be required, at a later time, for furtherance of the Project, scope and fees for these additional services will be addressed in a future, separate proposal by BCE.

Again, thank you for the opportunity to work on this project with you; if you have any questions please do not hesitate to call.

Sincerely,

BCE Engineers, Inc.



Chuck Heaton, PE
Principal

JTA Maintenance Bay Expansion

Estimate of Hours and Costs

BCE Engineers

11/18/2020

Task Description	Principal \$188.88	Senior Engineer \$167.95	Engineer/ Senior Designer \$127.06	Engineering Assistant \$101.76	Drafter/Cad Technician \$99.44	Spec Typist \$85.20	Task Hours	Task Cost
SD	1	3	8	0	4	0	16	\$2,107
Mechanical	0.5	1	3		2		6.5	
Fire Protection		1	2				3	
Electrical	0.5	1	3		2		6.5	
DD	2	5	18	16	14	0	55	\$6,525
Mechanical	1	2	8		6		17	
Fire Protection		1	2		2		5	
Electrical	1	2	8		6		17	
30 day metering				16			16	
CD Permit	2	5	22	0	18	6	53	\$6,314
Mechanical	1	2	10		8	3	24	
Fire Protection		1	2		2		5	
Electrical	1	2	10		8	3	24	
CD Bid Set	1	3	7	0	5	0	16	\$2,079
Mechanical	0.5	1	3		2		6.5	
Fire Protection		1	1		1		3	
Electrical	0.5	1	3		2		6.5	
Total Labor								\$17,025

SCOPE OF WORK

Jefferson Transit Authority Expansion Bay

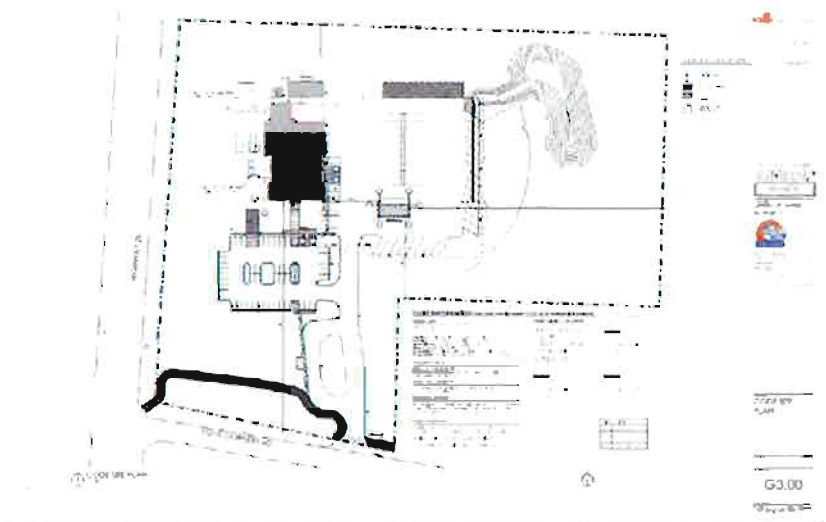
Prepared For: Mark Hurley, AIA
TCF Architecture

Prepared By: Amy M. Head, PE, Principal
Jared VerHey, PE, Project Manager
SCJ Alliance

Dated Prepared: November 19, 2020

Overview

Jefferson Transit Authority would like to expand and add an additional maintenance bay to the administration and maintenance facility located at four corners in Jefferson County per the site plan as shown. Design work will consist of modifications to existing drainage and grading on the site to accommodate the building addition. It is not assumed that modifications to the water or sewer systems will be required. The following scope does not include bidding or construction support services. A separate proposal for that work will be provided upon request.



Phase 1 – Schematic Design

This phase to provide schematic design drawings for the expansion project. The following tasks are anticipated:

- Attend up to 2 coordination meetings. It is assumed these meetings will be virtual.
- Prepare base map from survey. Survey to be provided by others in CAD format.
- Prepare schematic design review set including:
 - Grading and Drainage Plan



- Prepare design narrative.
- Prepare cost estimate for site development elements.

Phase 1 Fee: \$3,500

Phase 1 Deliverables

- SD Drawings
- Design Narrative
- Cost Estimate

Phase 1 Assumptions

- The architect will prepare the site plan and provide in CAD format.
- The SD drawings will be placed within a larger plan set. A separate cover sheet for the civil plans will not be required.
- Modifications to the existing water and sewer system will not be required. It is assumed that connections to existing water and sewer will be made within the building.
- Drainage modifications will include roof drain systems only. No modifications to the drainage infiltration and treatment systems are assumed or included.
- Meetings beyond what have been assumed will be billed on a time and materials basis.

Phase 2 – Design Development

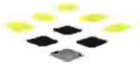
This phase to provide design development drawings for the expansion project. It is assumed that the SEPA and NEPA checklist will be prepared and submitted in this phase. The following tasks are anticipated:

- Attend up to 2 coordination meetings. It is assumed these meetings will be virtual.
- Prepare design development review set including:
 - Demolition and TESC Plan
 - Grading and Drainage Plan
- Prepare updated design narrative.
- Prepare updated cost estimate for site development elements.

Phase 2 Fee: \$3,900

Phase 2 Deliverables

- DD Drawings
- Design Narrative
- Cost Estimate



Phase 2 Assumptions

- All previous phase assumptions apply.
- The site design will not have major changes from schematic design. Major site changes may require additional fees to address.
- Meetings beyond what have been assumed will be billed on a time and materials basis.
- SEPA and NEPA updates to address agency review comments will be made during the construction document phase.

Phase 3 – Land Use Process Support

This phase is to provide support to TCF Architecture should a CUP process should be required for this project. The following tasks are anticipated:

- Attend presubmission conference. It is assumed this will be virtual.
- Provide input and support to TCF Architecture for CUP application documents.
- Prepare storm drainage report.
- Prepare SEPA and NEPA Checklists. It is assumed that the NEPA process will be a documented categorical exemption.
- Respond to Jefferson County CUP review comments.

Phase 3 Fee: \$6,800

Phase 3 Deliverables

- Storm Drainage Report
- SEPA/NEPA Checklists

Phase 3 Assumptions

- All previous phase assumptions apply.
- Architect will take the lead in the land use process.
- The design development drawings will be used for the CUP process.
- Meetings beyond what have been assumed will be billed on a time and materials basis.
- Attendance at a public hearing has not been assumed or included.
- No traffic analysis has been assumed or included.
- If NEPA process is not a DCE, additional fees may be needed.

Phase 4 – CD Permit Drawings (90%)

This phase includes the preparation of civil documents necessary to receive permits from Jefferson County. The following tasks are anticipated:

- Incorporate DD review comments and CUP conditions or approval in base drawings.



- Attend up to 2 coordination meetings. It is assumed all meetings will be virtual.
- Prepare construction plans including:
 - Demolition and Temporary Erosion & Sedimentation Control Plan
 - TESC Notes & Details
 - Site Improvement Plan
 - Site Improvement Details
 - Horizontal Control Plan
 - Grading and Drainage Plan
 - Drainage Notes & Details
- Update drainage report.
- Prepare final cost estimate.
- Prepare CSI specifications.

Phase 4 Fee: \$8,100

Phase 4 Deliverables

- 90% Civil Plans
- Stormwater Drainage Report
- Cost Estimate
- CSI Specifications

Phase 4 Assumptions

- All previous phase assumptions apply.
- The site design will not have major changes from design development/CUP design. Major site changes may require additional fees to address.
- Retaining wall design has not been assumed or included. If retaining walls are required, we will specify location and height only.
- Site lighting will be prepared by others.
- County submittal and review fees will be paid by others.
- Specifications will be in CSI format.
- Off-site design has not been assumed or included.
- Storm drain stub locations 5 feet from the building face will be provided by the client including size of line and required invert elevation.



Phase 5 – CD Bid Set (100%)

This phase includes the preparation of civil documents for use in bidding. The following tasks are anticipated:

- Attend up to 1 coordination meeting. It is assumed all meetings will be virtual.
- Incorporate County plan review comments and client comments into plan set.
- Update drainage report to address County review comments.
- Update CSI specifications.

Phase 5 Fee: \$2,900

Phase 5 Deliverables

- 100% Civil Plans
- Final Stormwater Drainage Report
- Final CSI Specifications

Phase 5 Assumptions

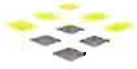
- All previous phase assumptions apply.
- Bid support services are not included. A fee for this service can be provided upon request.

Expenses

Expenses will be charged on a time and materials basis and include items such as mileage, travel costs, copies, plots, postage, etc.

Budget Summary

	<u>Proposed Fee</u>
Phase 1 – Schematic Design	\$3,500
Phase 2 – Design Development	\$3,900
Phase 3 – Land Use Process Support	\$6,800
Phase 4 – CD Permit Drawings (90%)	\$8,100
Phase 5 – CD Bid Set (100%)	\$2,900
Expenses	T+M
Total Fee	\$25,200



November 18, 2020
Page 6 of 6

These fees are based on our current knowledge of the project. If over time, the scope and overall objectives of the project change, these fees may need to be adjusted to reflect the modified circumstances. The above scope and fee will expire six months from the date of this letter. If project approval exceeds this timeframe, an updated fee will be provided upon request.

If you have any questions or comments, please call me at 360-352-1465. Thank you.

Respectfully,
SCJ Alliance

Amy M. Head, PE
Principal

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: TCF Architects
 Project: JFA Maintenance Bay Expansion
 Job #: P8441
 Estimate Name: 2020 1114 Expansion Cost Estimate.rvt

Template Version: 8/18/2020
 Contract Type: W500T

Phase & Task No.	Phase & Task Title	Principal	Project Manager	Design Engineer	Designer	Senior Planner	Project Coordinator	Total Direct Labor Hours & Cost	Total Cost
Phase 01 Phase 01. Schematic Design									
Task 1.1 Task 1.1 Schematic Design									
1	Attend up to 2 coordination meetings.	2.0	2.0					4.0	\$720.58
2	Prepare base map from survey.				4.0			4.0	\$477.67
3	Prepare Schematic Design Set								
4	Grading and Drainage Plan	4.0	2.0		8.0			14.0	\$1,343.81
5	Prepare design narrative.	0.5	2.0				1.0	3.5	\$451.64
6	Prepare cost estimate.	0.5	2.0		2.0			4.5	\$598.26
Subtotal Hours:		4.0	8.0		14.0		1.0	27.0	\$3,527.16
Total Phase Hours:		4.0	8.0		14.0		1.0	27.0	37.00
Total Phase Direct Labor:		\$315.87	\$391.23		\$525.28		\$41.04	\$1,255.38	\$3,537.16

Phase 02 Design Development									
Task 1.1 Design Development									
1	Attend up to 2 coordination meetings.	2.0	2.0					4.0	\$720.58
2	Prepare design development set.								
3	Demolition and TESC Plan	0.5	2.0		4.0			6.5	\$809.70
4	Grading and Drainage Plan	0.5	2.0		8.0			10.5	\$1,232.56
5	Prepare updated design narrative.	0.5	2.0				1.0	3.5	\$451.64
6	Prepare updated cost estimate	0.5	2.0		2.0			4.5	\$598.26
Subtotal Hours:		4.0	10.0		14.0		1.0	29.0	\$3,812.74
Total Phase Hours:		4.0	10.0		14.0		1.0	29.0	\$29.00
Total Phase Direct Labor:		\$315.87	\$189.04		\$525.24		\$41.00	\$1,354.10	\$3,842.74

Phase 03 Land Use Process Support									
Task 01 Land Use Process Support									
1	Attend presubmission conference		2.0					2.0	\$735.58
2	Provide input and support to TCF Architecture for CUP application documents	2.0	4.0					6.0	\$996.16
3	Prepare storm drainage report	1.0	2.0	6.0				9.0	\$1,113.05
4	Prepare NEPA and NEPA Checklists		1.0			25.0	2.0	28.0	\$2,807.31
5	Respond to Jefferson County CUP review comments	1.0	4.0	2.0	6.0			13.0	\$1,619.25
Subtotal Hours:		4.0	13.0	4.0	6.0	25.0	2.0	58.0	\$6,806.26
Total Phase Hours:		4.0	13.0	4.0	6.0	25.0	2.0	58.0	\$58.00
Total Phase Direct Labor:		\$315.87	\$635.75	\$281.44	\$225.12	\$901.45	\$46.00	\$2,415.62	\$6,806.26

Phase 04 CD Permit Drawings (90%)									
Task 01 CD Permit Drawings (90%)									
1	Incorporate DD and CUP review comments to base drawings.		2.0		8.0			10.0	\$1,121.31
2	Attend up to 2 coordination meetings.		2.0					2.0	\$735.58
3	Prepare construction drawings.								
4	Demolition and TESC Plans	0.5	1.0		2.0			3.5	\$460.47
5	TESC Notes and Details		0.5		2.0			2.5	\$280.33
6	Site Improvement Plans	0.5	1.0		6.0			8.5	\$1,021.13
7	Site Improvement Details		0.5		2.0			2.5	\$280.33
8	Horizontal Control Plan	0.5	1.0		4.0			6.5	\$809.70
9	Grading and Drainage Plan	0.5	4.0		6.0			10.5	\$1,296.71
10	Drainage Notes & Details		0.5		2.0			2.5	\$280.33
11	Update drainage report		0.5	2.0				2.5	\$274.19
12	Prepare final cost estimate		1.0		2.0			3.0	\$349.23
13	Prepare CSI Specifications		2.0	8.0			1.0	12.0	\$1,476.94
Subtotal Hours:		4.0	24.0	2.0	34.0		2.0	66.0	\$8,126.24
Total Phase Hours:		4.0	24.0	2.0	34.0		2.0	66.0	\$66.00
Total Phase Direct Labor:		\$315.87	\$1,173.69	\$72.86	\$1,275.68		\$46.00	\$2,484.10	\$8,126.24

Phase 05 CD Bid Set (100%)									
Task 01 CD Bid Set (100%)									
1	Attend up to 4 coordination meetings.		1.0					1.0	\$133.79
2	Incorporate County plan review comments and client comments into plan set.	1.0	4.0		8.0			13.0	\$1,619.29
3	Update drainage report to address County review comments		2.0	4.0				6.0	\$686.96

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: TCF Architects
 Template Version: 8/13/2010
 Project: ITA Maintenance Bay Expansion
 Contract Type: WSDOT
 Job #: P48A1
 File Name: 2010-1115 Capitalist Task Estimate.dwg

Phase & Task No.	Phase & Task Title	Principal	Project Manager	Design Engineer	Designer	Senior Planner	Project Coordinator	Total Direct Labor Hours @ Cost	Total Cost
4	Update CM Specifications	1.0	2.0					3.0	\$458.05
Subtotal Hours:		2.0	2.0	4.0	8.0			23.0	\$2,911.43
Total Phase Hours:		2.0	2.0	4.0	8.0			23.0	\$2,911.43
Total Phase Direct Labor:		\$157.93	\$440.14	\$145.72	\$300.16			\$1,043.95	\$1,941.43
Total Hours All Phases:		18.0	64.0	14.0	76.0	35.0	6.0	203.0	203.00
Total Direct Labor Estimate All Phases:		\$1,421.43	\$3,129.75	\$510.02	\$2,851.57	\$901.45	\$134.00	\$8,953.24	\$28,233.43
Indirect Costs:									
Subconsultant:									\$ -
Subconsultant Total:									\$ -
Subconsultant Markup:									\$ -
Copies, Printing, etc.:									\$ -
Messages:									\$ -
Management Reserve:									\$ -
Total Indirect Costs:									\$ -
Total:									\$ 28,233.43

Facility Planning Services LLC

February 17, 2020

Mark Hurley, AIA
Principal
TCF Architecture
902 N 2nd Street
Tacoma, WA 98403

Re: Service proposal to provide industrial planning services for **Jefferson Transit - Maintenance Bay Expansion** – Supporting **TCF Architecture** Schematic Design, Design Development, and Construction Document phases.

Dear Mark,

We are pleased to offer professional services in support of the **Jefferson Transit - Maintenance Bay Expansion** project. Based on our correspondence, we have developed this scope of services to support Schematic Design (SD), Design Development (DD), and Construction Document (CD) phases.

Proposed Scope of Services

The following outline provides a recap of the scope of services planned by design phase.

1. **Schematic Design** –
 - a. New maintenance bay operational requirements will be developed to a schematic design level to quantify equipment and storage requirements.
 - i. Vehicle lifts
 - ii. Lubrication services and hose reel(s)
 - iii. Vehicle exhaust system.
 - iv. Shelving, cabinets, racking, and misc. storage requirements
 - b. Participate in Design Review meetings as needed with **TCF Architecture and Jefferson Transit Authority**.
2. **Design Development**
 - a. Design for new maintenance bay operational requirements will be developed. Recommended equipment and storage requirements will be identified.
 - i. Service bay equipment including vehicle lifts, lubrication services, hose reels, vehicle exhaust systems will be quantified and sourced to identify existing to be re-used or modified vs. new systems.
 - ii. Parts shelving, cabinets, racking, and misc. storage requirements will be quantified and sourced to identify existing to be re-used vs. new storage systems.
 - iii. Equipment and storage system selections will be identified to include quantities, manufacturer, capacities, etc.
 - b. Participate in Design Review meetings as needed with **TCF Architecture and Jefferson Transit Authority**.
3. **Construction Documents** –
 - a. FPS will support **TCF Architecture** during construction document development. We understand the CD phase will include 80%-90% Permit Drawings with a review period, and 100% Bid Set Drawings.

- b. FPS to provide detailed plans and specifications for planned equipment and storage requirements.
 - i. Service bay equipment including vehicle lifts, lubrication services, hose reels, vehicle exhaust systems.
 - ii. Parts shelving, cabinets, racking, and misc. storage requirements.
- c. Participate in Project Review meetings as needed with **TCF Architecture and Jefferson Transit Authority.**

Fee Estimate and Preliminary Schedule

The Fee Estimate is based on projected hours of involvement for each project phase. Hours are allocated monthly /or quarterly to the project schedule.

No.	Activity Month/Quarter=>	Staff	2020		2021								total hours	rate/ hour	fee
			Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug			
1	Schematic Design	PM		2									2	\$238	\$476
		PE		8									8	\$152	\$1,216
2	Design Development	PM			2	2							4	\$238	\$952
		PE			4	4							8	\$152	\$1,216
3	Construction Documents	PM					2	2					4	\$238	\$952
		PE					16	16					32	\$152	\$4,864
Total Fee Estimate														\$9,676	

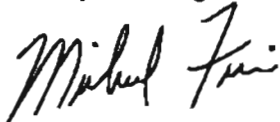
* Staff Type: PM - Project Manager; IE - Industrial Engineer; PE - Project Engineer/CAD

We invoice monthly, based on time and materials expended. The fee does not include expenses such as mileage and printing, which are billed at cost + 10% handling charge.

We are excited about this opportunity to support **Jefferson Transit** and work with **TCF Architecture** on this important project!

Sincerely,

Facility Planning Services LLC



Michael Frei
President

Proposal Accepted:

Name Title

Purchase Order / Project Reference Number: _____



Proposal

CLIENT	TCCF Architecture PLLC	DATE	November 23 rd , 2020
CLIENT CONTACT	Mark Hurley	PROJECT	Jefferson Transit Authority Bay Expansion

Dear Mark,

Please see below our proposal for providing cost consulting services for the Jefferson Transit Authority Bay Expansion. It is our understanding the projects consists of a Maintenance Bay Expansion of approximately 1,700 square feet.

Provide cost consulting services at the following design stages:

- Schematic Design
- Design Development
- Construction Documents (1 Estimate Only)

2.1 Cost Estimate

The cost estimate will be based on the measurement of quantities from drawings and provided information and priced in accordance with these drawings, specifications and descriptions of the work. All sections will be estimated in detail based upon the information available. It is our understanding that sitework portions would be completed by engineers for our overall review and incorporation into the main report.

2.2 Format

The estimates will be presented in elemental format or that determined by the project team.

2.3 Exclusions

Any design work or estimating beyond the above stated services and scope and beyond the site.

2.5 Project Staffing Assignment

- Andy Cluness (25+ Years' Experience) – Lead Estimator
- Mark Richardson (30 Years' Experience) – Senior Estimator
- Neil Watson (28 Years' Experience) – Senior MEP Estimator

3a. Basic Services Fees

Our Not To Exceed Hourly Fee for base cost estimating services are \$10,150 for the following services:

- **Schematic Design Estimate = \$2,450 (14 Hours)**
 - Report Prep / Set Up 1/2 Hour x \$175/Hr.
 - Architectural / Structural Estimating 8.5 Hours x \$175/Hr.
 - MEP Estimating 4 Hours x \$175/Hr
 - Meeting / Follow-Up. 1 Hour x \$175/Hr.

- **Design Development Estimate = \$3,500 (20 Hours)**
 - Report Prep / Set Up: 1/2 Hour x \$175/Hr.
 - Architectural / Structural Estimating: 12.5 Hours x \$175/Hr.
 - MEP Estimating: 6 Hours x \$175/Hr.
 - Meeting / Follow-Up: 1 Hour x \$175/Hr.

- **Construction Documents Estimate = \$4,200 (24 Hours)**
 - Report Prep / Set Up: 1/2 Hour x \$175/Hr.
 - Architectural / Structural Estimating: 14.5 Hours x \$175/Hr.
 - MEP Estimating: 8 Hours x \$175/Hr.
 - Meeting / Follow-Up: 1 Hour x \$175/Hr.

4. Expenses

Direct reimbursable expenditures if appropriate will be charged in accordance with the prime agreement or Our Hourly rates for miscellaneous additional services will be billed as reimbursable at \$175/Hr. Flights and Accommodations will be billed at Cost + 10%. *We are not anticipating expenses for this project.*

5. Payment

We will invoice on completion of each phase for payment net thirty (30) days. This proposal remains open for acceptance for a period of three months after which time the writer should be consulted for verification of scope and fees.

6. Project Schedule

Based on our understanding of the current schedule that if successful in our proposal we would receive the documents on the following dates for the formal submittals of our service

Documents to RC Cost Group

Per Schedule

Complete Cost Plan

Per Schedule

We look forward to the opportunity of working with you on this important project and if you have any questions regarding this proposal or the fee structure, please give us a call. Thank you.

Yours Truly,



Andrew Cluness, Managing Partner

RC Cost Group, INC.

Confirmation of Agreement:

This letter correctly sets out the scope and fees for services to be provided by RC Cost Group, Inc. for this project.

SIGNATURE OF AUTHORIZED OFFICER

TITLE OF AUTHORIZED OFFICER

DATE



April 27, 2021

TCF Architecture PLLC
902 N 2nd St.
Tacoma, WA 98403

Attn: Mr. Mark Hurley, AIA

Transmitted via email to: *mark@tcfarchitecture.com*

**Re: Revised Proposal for Geotechnical Engineering Services
Jefferson Transit Authority Maintenance and Administration Facility Expansion
Jefferson County, Washington**

Dear Mr. Hurley:

Landau Associates, Inc. (LAI) is pleased to submit this revised proposal for geotechnical engineering services in support of the Jefferson Transit Authority Maintenance and Administration Facility Expansion project, located near Port Hadlock, Washington (site).

This proposal has been prepared with information provided by TCF Architecture PLLC (TCF; project architect) and data collected during LAI's previous geotechnical study. That study was completed to support design of the existing maintenance and administration facility, and findings are summarized in a geotechnical engineering report, dated August 23, 2013.

Project Understanding

Jefferson Transit Authority (JTA; project owner) previously constructed a fleet maintenance and administration facility on an approximately 10-acre property, located at the intersection of State Highway 20 and Four Corners Road. The property is approximately ½ mile southwest of Jefferson County International Airport and 2¼ miles northwest of Port Hadlock, Washington. The existing facility includes a maintenance and administration building; fueling and wash stations; a park-n-ride bus loop and shelter; parking for visitors, employees, and park-n-ride customers; and staging and parking areas for JTA's fleet vehicles.

JTA proposes to expand its maintenance and administration building by constructing an approximately 1,700-square foot addition adjacent to the northeast corner. The proposed expansion will allow for a third maintenance bay. Building codes have changed since LAI prepared its 2013 geotechnical engineering report, and TCF has requested that LAI amend the report to be compatible with the 2018 International Building Code.

Proposed Scope of Services

LAI's proposed scope of services includes the following tasks:

- Review project-related documents, including those used to complete LAI's 2013 geotechnical study. LAI will also review civil and architectural plans for the proposed building addition.
- Review subsurface data and geotechnical design recommendations presented in LAI's 2013 geotechnical report and evaluate their applicability to the proposed building addition.
- Develop updated geotechnical design recommendations for the project, as needed.
- Prepare a technical memorandum that documents the results of the above-described tasks and includes:
 - A site plan showing the approximate locations of the previous subsurface explorations in relation to the proposed building addition.
 - A review of the design recommendations in LAI's 2013 geotechnical report and an evaluation of their applicability to the proposed addition. LAI's review will include recommendations regarding:
 - Site preparation and earthwork.
 - Foundation support and settlement.
 - Concrete slabs-on-grade.
 - Site and foundation drainage.
 - Updated site factors that can be used to complete seismic design of the building addition in accordance with the 2018 International Building Code.

LAI will prepare a draft memorandum for the design team's review and comment. Upon receipt, LAI will address the comments and issue a final memorandum, signed and sealed by the project engineer.

Assumptions

LAI made the following assumptions when preparing this scope of services and cost estimate:

- Additional subsurface explorations will not be required.
- TCF will provide LAI with a project base map, depicting the location of the proposed building addition.
- The recommendations in LAI's 2013 geotechnical report (excluding the seismic design site factors) are adequate for the proposed building addition and will not need to be amended.
- A site-specific seismic hazard analysis will not be required.
- Technical memoranda will be submitted electronically in Adobe® PDF format. The design team will return one set of consolidated comments on the draft memorandum.
- This scope does not include construction administration, monitoring, or materials testing services.

Cost Estimate

LAI proposes to provide its services for an estimated cost of \$6,202. Services will be provided on a time-and-expense basis in accordance with the terms in the attached Fee Determination Summary Sheet and General Conditions. LAI will not exceed its estimated budget without TCF's written authorization.

Authorization

To authorize LAI's services, please sign in the space provided on page four, and return a complete copy of this proposal, or authorize by your preferred method.

Closing

We appreciate the opportunity to submit this proposal and look forward to assisting you with this project. If you have questions or comments, please contact the undersigned at (425) 329-0290 or at swright@landauinc.com.

LANDAU ASSOCIATES, INC.



Steven R. Wright, PE
Principal

SZW/SMG/mcs
2021-8879

[X:\JEFFERSON TRANSIT AUTHORITY\2020-11_JEFFERSON TRANSIT FACILITY EXPANSION BAY\JTA MAINTENANCE AND ADMINISTRATION FACILITY EXPANSION PROPOSAL FOR GEOTECHNICAL SERVICES 11.18.2020 (0000)]

Attachments: Fee Determination Summary Sheet
General Conditions

AUTHORIZATION

The scope of services and contractual conditions as described in this proposal and its attachments are accepted and Landau Associates, Inc. is authorized to proceed.

By _____
Signature* Printed

For _____
Firm* Date

*Name of person with contractual authority and firm responsible for payment of Landau Associates, Inc. billing.

TCF Architecture PLLC
Jefferson Transit Authority Maintenance and Administration Facility Expansion
Jefferson County, Washington

**Table 1. Geotechnical Engineering Services
Fee Determination Summary Sheet**

Project: Jefferson Transit Authority Maintenance and Administration Facility Expansion

Subconsultant: Landau Associates, Inc.

Direct Salary Cost (DSC):

<u>Classification</u>	<u>Hours</u>	=	<u>Typical Rate (a)</u>	=	<u>Cost</u>
Principal*	6	X	\$85.57		\$513.43
Senior Associate		X	\$65.03		\$0.00
Associate		X	\$56.51		\$0.00
Senior		X	\$53.05		\$0.00
Senior Project	18	X	\$44.57		\$802.23
Project		X	\$39.77		\$0.00
Senior Staff		X	\$33.68		\$0.00
Staff		X	\$32.45		\$0.00
Project Coordinator	8	X	\$35.97		\$287.74
Data Specialist		X	\$35.97		\$0.00
CAD/GIS Technician	4	X	\$44.57		\$178.27
Senior Technician II		X	\$32.45		\$0.00
				Total Direct Salary =	\$1,781.67

Overhead Cost @ 213.84% of Direct Labor Cost (b) = \$3,809.93
 Profit (10% of Direct Labor and Overhead Costs) = \$559.16
Total Direct Labor = \$6,150.76

Reimbursables:

Travel Expenses (est. 0 miles @ \$0.575/mile IRS) \$0.00
 Reproduction Expenses/Postage \$51.24

Subconsultant Total = \$6,202.00

Prepared By: SZW

Date: 4/27/2021

(a) Rates shown reflect the typical compensation rate of employees assigned to the billing category listed. Each billing category may include multiple employees, and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment annually.
 (b) Per the Washington State Department of Transportation's analytical review of Landau Associates' financial statements for the year ended 6/30/20.
 * Excludes CEO



Professional Land Surveyors
Where Sound Practice, Innovation and Client Service Collide

2320 Mottman Road SW, Suite 106, Tumwater, WA 98512
(360) 688-1949 • www.mtn2coast.com

May 6, 2021

Amy Head
SCJ Alliance
Amy.head@scjalliance.com
m. 360.584.7692

Re: Jefferson Transit Authority, 63 4 corners Rd – Boundary and Topographic Survey

Dear Amy:

Thank you for the opportunity to provide professional surveying services.

Scope

Boundary Survey

MTN2COAST, LLC (M2C) will not be completing a Boundary Survey.

Topographic Survey

M2C will complete a topographic survey of the site as outlined in orange in attached Survey Limits Exhibit. The topographic survey will include the following:

- One-foot contours with tops, toes and breaks.
- Buildings and other structures on site.
- Other visible improvements such as curbs, mailboxes, light poles, etc.
- Hard surfaces such as concrete, pavement and gravel.
- Pavement and concrete joints for alignment and grade.
- Trees 6" and larger dbh with diameter and species measured.
- M2C will hire and coordinate a utility locator service to paint the buried conductible utilities. M2C will then field map the utilities paint marks. We will also open and measure utility structures and measure - pipe sizes, types and invert elevations.

The Survey will be completed on the Washington State Plane Coordinate System and NAVD 88 vertical datum.

Deliverables

M2C will deliver the following:

- Boundary and Topographic Survey Map in pdf form.
- ACAD electronic drawing file of the project by email.
- Easement in pdf format.

Schedule

M2C would complete the above scope of work providing deliverables a maximum of 4 weeks after receiving signed contract.



Professional Land Surveyors
Where Sound Practice, Innovation and Client Service Collide

2320 Mottman Road SW, Suite 106, Tumwater, WA 98512
(360) 688-1949 • www.mtn2coast.com

Fee

M2C fee for completing the survey shall be lump sum as follows:

Topographic Survey	\$3,400 Lump Sum
Utility Locator Service	\$ 600 Lump Sum

General Conditions

M2C's General Conditions of Contract, attached, are included as part of this Agreement for professional services. Please sign a copy of this letter and return to M2C as notice to proceed.

Please feel free to contact me at blair@mtn2coast.com or by phone at 360.239.1497 if you have any questions.

Best regards,
MTN2COAST, LLC

Seth E. Prigge, PLS
Survey Manager

Proposal and General Conditions of Contract Accepted
SCJ Alliance

Signature

Date: _____

MTN2COAST, LLC (M2C)
GENERAL CONDITIONS OF CONTRACT

1.0 Fees for Professional Services:

The following fees and cost shall apply:

- 1.1 Fees. M2C services and cost are delivered into three categories: Labor, Sub-consultants, and Reimbursable Expenses. The cost of overhead and profit are reflected in the hourly labor rates. Labor consists of all efforts by M2C to accomplish the client's project.
- 1.2 Sub-consultants. In cases where M2C retains a sub-consultant to accomplish work not included as M2C scope in this Agreement, the cost for such services shall be billed at cost plus 10%. In the cases where M2C utilizes a sub-consultant to accomplish work within its scope of work, those costs are included in this Agreement amount for professional services.
- 1.3 Reimbursable Expenses. Out of pocket cost for materials and services will be billed at actual cost plus 10%. Common items billed under this heading include printing, delivery services, special equipment rental, and subsistence expenses. Vehicle mileage is billed at a rate according to the amount established by the IRS.

2.0 Standard of Performance:

M2C services shall be performed in a manner consistent with the standard of professional care, skill, and diligence that is customary for projects of the type and complexity as the project governed by this Agreement. All work shall be performed by qualified personnel under the supervision of, or performed directly by, persons licensed to practice in the state where the project is located.

3.0 Time of Performance:

Services shall be performed and delivered to the client within the time indicated in this Agreement. Any schedule delays due to factors beyond the control of M2C shall not constitute a failure to perform.

4.0 Liability and Indemnification:

The Client agrees to limit the aggregate amount of any damages and/or costs (including attorney fees) that the Client may recover against M2C (together with its officers and employees) to the amount of compensation paid by the Client to M2C for the services pursuant to this Agreement or \$100,000, whichever is less. The types of claims to which this limitation applies include claims based in tort or contract, for negligence, professional errors or omissions, breach of contract and breach of implied warranty. M2C shall not be liable for any acts, errors, or omissions by others, including but not limited to, other Surveyors, Geotechnical/Environmental Consultants, and Wetland Consultants. Other professionals are completely and solely accountable for all field measurements, calculations, and technical statements regarding the thoroughness and accuracy of all drawings, reports and documents prepared by them and M2C may rely on any documents prepared by them and provided to M2C on behalf of Client.

5.0 Insurance Coverage:

M2C shall maintain general and professional insurance coverage for the duration of this project. A certification of insurance shall be provided to the Client upon request. The Client, on its own behalf and on behalf of its Insurer(s), waives all claims against M2C (and its officers and employees) for losses and damages to the extent that such losses and damages are covered by property insurance and/or liability insurance carried by or for the benefit of the Client.

6.0 Ownership of Documents:

All designs, drawings, specifications, notes, data, sample materials, reports and other tangible documents developed by M2C are instruments of service and as such remain the property of M2C. It is expressly agreed that all documents are only for use on the projects identified in this Agreement. M2C shall be held harmless against all loss, damage, liability, and claim resulting from the use of any documents not authorized by the Agreement. The Client agrees that all documents furnished to the Client or his agents and assigns, which are not paid for, will be returned upon demand and will not be used for any purpose.

7.0 Compensation and Payment:

Compensation will be in accordance with the scope of services, budgets and fee schedules described in this Agreement. M2C will render invoices monthly, either as a final or progress billing, and will be payable upon receipt. An account becomes past due thirty (30) days after receipt of an invoice. Interest will be charged at a rate of 1.5% per month on past-due accounts.

8.0 Waiver of Consequential Damages

The Consultant and Client waive consequential damages (such as lost profits, lost revenues, loss of use and loss of reputation) for claims, disputes or other matters in question arising out of or relating to this Agreement whether in tort, contract or breach of warranty.

9.0 Governing Law:

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Washington.

10.0 Severability:

If any provision of this Agreement is held to be unenforceable for any reason, it shall be adjusted rather than voided, if possible, in order to achieve the intent of the parties. In any event, all other provisions of this Agreement shall remain valid, binding and enforceable.

11.0 Agreement Revision:

This professional services agreement shall not be modified, amended, extended or changed in any manner except in writing and signed by persons authorized to represent the Client and M2C.

12.0 Agreement Termination:

Either party may terminate this professional services agreement upon seven (7) days written notice. Client shall be responsible for all fees and costs incurred by M2C and its subconsultants prior to termination.

2019 Ridership Total including JTOC 258,956														2.8% increase in JT fixed route service, 5.6% decrease in JTOC service	
2019	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average	
#1 Brinnon	1541	1172	1313	1541	1423	1351	1298	1419	1309	1488	1105	1099	15987	1333	
#11 Shuttle	5559	4818	5692	5898	5950	8184	8697	8809	5388	5920	5186	5212	69011	5751	
#2 Ft. Worden	1694	1383	1680	1727	1820	1968	2051	2037	1840	1820	1431	1421	20460	1704	
#3 Castle Hill	1441	1204	1540	1850	1574	1727	1723	1791	1584	1703	1431	1381	18759	1563	
#4 Upper Sims Loop	3590	3100	3571	3798	3584	3334	3343	3735	3120	3437	3350	3455	41397	3450	
#6A Tri Area	1254	1122	1341	1486	1473	1328	1284	1405	1283	1818	1280	1208	18078	1340	
#6B Tri Area	1163	989	1238	1267	1282	1284	1270	1413	1084	1174	1005	1117	14298	1191	
#7 Poulsbo	1823	1805	1898	2015	1943	1838	2057	2302	1928	2018	1748	1834	22804	1909	
#8 Sequim	1716	1374	1846	1811	1840	1837	1718	1975	1847	1881	1580	1470	18772	1648	
Wooden Boat									4879				4879		
Riders	19791	16365	19998	20993	20679	20548	21297	22886	23940	20815	18124	18007	243543	20304	
Average Per Day	781.19	720.22	785.15	807.42	795.35	821.92	818.12	847.63	997.50	770.93	755.17	720.28	798.83		
On Time Performance	94.96	95.39	93.96	90.07	86.84	87.22	87.91	90.21	88.84	89.69	91.47	89.72	87.07	90.52	
#Days in Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25.42	
Mileage	39041	35624	38319	39037	39056	36660	38990	39859	35765	40597	35050	37376	455374	37948	

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

2020 Ridership Total including JTOC 106,716														58.5% decrease in JT fixed route service, 52.6% decrease in JTOC service	
2020	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average	
#1 Brinnon	1206	1333	1004	285	230	299	307	307	280	399	448	638	8617	551	
#11 Shuttle	5230	5079	3425	1018	854	1188	1348	1478	1414	1548	2015	2350	28932	2444	
#2 Ft. Worden	1470	1498	949	302	338	351	483	358	353	380	844	754	7884	655	
#3 Castle Hill	1351	1428	887	232	347	452	532	348	372	435	849	810	7844	654	
#4 Upper Sims Loop	2372	3418	2322	878	845	923	885	911	888	957	1487	1861	18258	1521	
#6A Tri Area	1250	1370	1075	408	478	511	579	505	483	533	528	827	8447	704	
#6B Tri Area	1091	1101	851	284	288	324	309	288	259	313	562	616	6288	524	
#7 Poulsbo	1601	1880	1196	402	443	478	471	488	478	440	508	708	8030	753	
#8 Sequim	1536	1481	1029	518	556	854	865	871	813	813	841	734	9718	810	
Wooden Boat									CV18				CV18		
Riders	18187	18576	12698	4194	4179	5159	5679	5359	5151	5604	7462	8833	101001	8417	
Average Per Day	696.42	743.04	488.38	159.64	208.95	234.50	246.91	255.19	245.29	254.73	324.43	339.73	364.62		
On Time Performance	89.68	91.3	92.34	91.84	88.69	94.81	94.51	89.17	87.2	93.18	96.4	96.1	92.1	92.20	
#Days in Service	26	25	26	27	20	22	23	21	21	22	23	26	277	23	
Mileage	38539	36660	36988	15423	13992	15383	16090.8	14692	14692	15391	34160	38991	291001	44769	

2020 Notes

Week of January 13th, 2020 snow storm, ridership for the week was down approx 600 riders

1/31/2020 Bridge Closure due to winds, closure approx 7 hours, last two Poulsbo routes unable to go to Viking TC

3/30/20 began reduced service due to COVID-19

11/2/2020- Returned to full/regular Monday-Saturday service.

2021	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	492	638	870	780	725								3283	657
#11 Shuttle	2193	2040	2808	2737	2482								12338	2468
#2 Ft. Worden	753	878	815	881	881								4088	820
#3 Castle Hill	827	788	1043	1038	883								4888	938
#4 Upper Sims Loop	1608	1501	2074	1863	1788								8904	1781
#6A Tri Area	612	842	884	822	824								3784	757
#6B Tri Area	562	855	833	882	778								3878	736
#7 Poulsbo	678	708	1042	832	1001								4382	872
#8 Sequim	632	588	888	847	878								3843	769
Wooden Boat													0	
Riders	8337	8246	11156	10808	10316	0	0	0	0	0	0	0	48978	4082
Average Per Day	348.21	338.52	413.19	419.35	412.64									
On Time Performance	96.1	96.4	96.2	96.8	96.3									96.36
#Days In Service	24	23	27	26	25									25
Mileage	35050	34160	40584	38991	36661									37089

2021 Notes

2/13/21 There was a snowstorm which reduced ridership

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

Wooden Boat Festival September 6-8 2019 Ridership			
Fri 9/6	Sat 9/7	Sun 9/8	Total
1374	2872	733	4979

Wooden Boat Festival September 2020 canceled/COVID

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	1179	1183	1178	15313	1276
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25
JTOC Mileage	12520	10825	12123	12465	12402	11581	12036	12697	11379	12218	11217	11972	143435	11953
Notes: Feb - two days early closure due to snow														
Ridership 2018 compared to 2019, decrease of 5.6%														

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	1058	997	996	284	187	306	314	308	367	357	315	340	5829	486
#Days In Service	26	25	26	22	20	22	23	21	21	22	19	22	269	22
JTOC Mileage	12229	11711	12003	5854	5460	5986	7193	8638	8572	9328	8010	9288	104272	8689
Notes: Snow week of January 13th CV19- March 30th reduced service July 22- 7:00am service restored.														
Ridership 2019 compared to 2020, decrease of 62.6%														

2021	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	326	372	464	477	558								2197	439
#Days In Service	21	23	27	26	25								122	24
JTOC Mileage	9444	10894	12923	12365	11692								57318	11464

Notes:
January 19, 2021 JTOC returned to full schedule

Dial-A-Ride

2020	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Average
Client Boardings	1188	1245	769	193	203	377	512	513	464	622	437	494	8967	580
PCA Boardings	51	100	50	6	16	26	23	14	9	33	16	50	394	33
Other Boardings	4	7	8	0	0	2	0	0	0	0	0	0	21	2
Riders	1223	1352	827	199	279	405	535	527	473	555	453	544	7372	614
Trips	1113	1138	711	167	247	348	489	499	456	489	421	444	6542	545
Service Hours	853	627	481	173	202	253	319	320	294	314	298	302	4210	351
Service Mileage	6968	6956	4322	1428	1829	2497	3314	3315	2981	3192	2948	2643	40388	3366
Avg Riders per day	47	54	32	9	14	18	23	25	23	25	20	22	26.71	25.99
Trip Productivity	1.10	1.19	1.16	1.06	1.13	1.16	1.09	1.06	1.04	1.13	1.08	1.23	1.13	1.12
On Time Performance	95%	93%	92%	93%	94%	92%	92%	91%	91%	96%	98%	96%	94%	94%
#Days In Service	26	25	26	22	20	22	23	21	21	22	23	25	276	23

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

* February 9th DAR cancelled due to snow routes

2021	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	512	462	730	724	801								3229	646
PCA Boardings	30	28	48	56	51								208	42
Other Boardings	0	1	0	4	4								9	2
Riders	542	486	778	784	856	0	0	0	0	0	0	0	3446	689
Trips	482	438	682	664	746								3012	602
Service Hours	322	310	439	387	427								1895	379
Service Mileage	3168	3083	4240	3699	4986								18734	3747
Avg Riders per day	22.58	21.13	28.83	30.15	34.24								27.57	27.38
Trip Productivity	1.12	1.11	1.14	1.18	1.15								1.14	1.14
On Time Performance	94%	94%	94%	95%	94%								94%	94%
#Days In Service	24	23	27	26	25								125	25