

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, January 19, 2016, 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 Phil Johnson at 1:34 p.m. Other members present were Catharine Robinson, David Sullivan, Kathleen Kler and Lloyd Eisenman.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Maintenance Manager Ben Arnold, Mobility and Outreach Manager Leesa Monroe and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Darrell Conder commented on the Citizen's Advisory Committee Bylaws draft.

Brenda McMillan supports Burt Langsea's letter.

Burt Langsea commented on the public comment procedure and requested details related to John Koschnick's employment situation.

The Board responded by stating that this is a personnel matter which is handled by the General Manager. It is a confidential matter which cannot be discussed.

Brenda McMillan commented on the public comment procedure.

Kathleen Kler described the public comment procedure and template. The public comment period is not meant to be a dialog session. This model is used by the County and City. Catharine Robinson said this model is a standard comment period practice used in business meetings.

Scarlett Sankey commented on on-time performance by Jefferson Transit.

David Burrows commented on Sunday service and transit participation in Port Townsend festivals.

Phil Johnson responded that Jefferson Transit was one of the last transit agencies in the area to cancel Sunday service. He would also like to see more festival service.

NEW AGENDA ITEMS

Discussion on the Citizen's Advisory Committee (CAC) Bylaws.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

- a. **Approval of Minutes, December 15, 2015**
- b. **Approval of Expenses, December 2015**
- c. Approval of Out-of-State Travel for Desiree Williams
- d. Surplus Property Valued Under \$5,000
- e. **Resolution 16-01:** First Amendment to Grant Agreement GCB2069

Motion: Catharine Robinson moved to approve the December 2015 Consent Agenda with change. David Sullivan seconded.

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

OLD BUSINESS

There was none.

NEW BUSINESS

- a. **Resolution 16-02:** Designating signers for the Fiscal Accounts for Jefferson Transit.

Motion: David Sullivan moved to approve Resolution 16-02: Designating signers for the Fiscal Accounts for Jefferson Transit. Kathleen Kler seconded.
Vote: The motion carried unanimously, 4-0 by voice vote.

Discussion of CAC Bylaws. David Sullivan noted there were over twenty-eight categories for potential representatives. He asked about budgeting for staff time, advertising and training. He also stated that meaningful input would require members to be up to speed on the budget and the issues that face transit. Members would need to be committed to education, and would also be required to complete Open Public Meetings Act training.

The Board will continue to review the Bylaws for further comment.

REPORTS

GENERAL MANAGER'S REPORT

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Update
- WSTA Update
- Update on New Facility Project
- Update on Bike & Ride Project
- Miscellaneous Items

David Sullivan asked about the I.T. security options. Sara answered we have compensating controls in how our network is set up.

MAINTENANCE REPORT – Ben Arnold

Please see Attachment C

Ben Arnold reported on the following items:

- Auction Update
- Maintenance Update

RIDERSHIP

There was an overall decrease in ridership of 2.87% for 2015. The Brinnon and Fort Worden were the only two runs that had lower ridership. All other routes had increased ridership.

Other transit agency ridership is also down, and there is consensus it is due to lower fuel costs.

Kathleen Kler commented on the large ridership numbers for the Wooden Boat Festival.

PUBLIC COMMENT

Scarlett Sankey commented on the condition of the shelter at 9th and Hancock.

Ben Arnold said that he is responsible for shelter maintenance. There are weekly inspections and cleanings of every shelter. The 9th and Hancock shelter is not owned by JTA, although we do clean the shelter weekly.

Darrell Conder commented on Commissioner Sullivan's remarks on the CAC budget concerns. He would like to see a lighted changing sign at the Park & Ride for rider alerts.

Debbie Jahnke commented on the CAC Bylaws. She also asked about the Bike & Ride grant match.

Sara Crouch answered the matching funds for the Bike & Ride will come from the Capital reserves. This project was included in the 2016 budget.

Phil Johnson asked if covered bike storage was in the Bike & Ride plan. Tammi Rubert answered that it will be modeled after the Bainbridge Island bike storage with an open covered shed to hang and lock bikes.

Brenda McMillan asked about college bus passes.

Tammi Rubert explained the procedure for Peninsula College students to get a college bus pass. This pass is accepted by both Clallam Transit and JTA.

Scarlett Sankey asked about the job requirements for a new Operations Manager.

Tammi Rubert will send the Operations Manager job description to Ms. Sankey.

ELECTRIC BUS PRESENTATION

Tammi Rubert began by saying JTA is researching the possibility of purchasing two zero-emission, fully electric vehicles. The GreenPower bus is one of the vehicles JTA is hoping to purchase. Mark Quinlan will be presenting performance information to the Board today.

The funding source for the purchase of two electric vehicles would be the Surface Transportation Program Flex Fund. Staff will perform an analysis and will come back to the Board with recommendations as we look at the cost differences, maintenance requirements, longevity, and performance.

Mark Quinlan introduced himself as Executive Vice President of Sales for GreenPower Motor Company.

In other areas of the Country, transit ridership has increased due to new electric buses. The lack of noise and zero emissions is a plus for riders.

The cost of batteries has declined significantly over the past five years. GreenPower believes that trend will continue, which will favorably impact the price of a GreenPower bus.

The capabilities of the batteries used by GreenPower have improved significantly over the past few years, making the use of GreenPower buses a viable alternative to a traditional diesel bus. It is also anticipated that electric buses will save on maintenance costs.

This a trend for transit agencies across the nation. Grants are available and have a preference for zero emissions. Batteries have gotten smaller and more efficient. The infrastructure would be relatively inexpensive. Washington State had the lowest residential electricity prices in the nation and the lowest combined electricity rates.

Kathleen Kler asked how long the oldest GreenPower's electric bus had been in service. Mark Quinlan said two years. There are no electric bus companies that have had buses on the road for their full, useful life.

Kathleen Kler asked if there is a difference in insurance costs. Sara said our insurance looks at our miles and boardings, so there would be no insurance savings.

Catharine Robinson asked if there are grants available for electric buses. Sara Crouch said that with the Surface Transportation Program Flex money received from the County and City last year, JTA is converting from diesel power to electric. What that means to JTA is that our match will probably be a little higher for electric buses.

EXECUTIVE SESSION

Executive Session per RCW 42.30.110 for discussion regarding property with no action anticipated.

Executive Session began at 3:00 p.m.

Executive Session ended at 3:02 p.m.

ADJOURNMENT

The meeting was adjourned at 3:03 p.m. The next regular meeting will be held Tuesday, February 16, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board

3-2-16

Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

January 13, 2016

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: December 2015 Financial Report

Sales Tax Analysis Reports –

- Sales tax for October 2015 is 5% higher than received for October 2014. Cumulatively JTA is up 10% compared to 2014 and up 12.64% to the budgeted sales tax figures.

Revenue Report –

- Fixed Route and Vanpool revenues performed well compared to budget, JTOC and DAR are under budget for 2015.

Expense Report – Overall JTA is 9.97% under budget

- **Labor** – Fixed route overtime is over budget, JTOC illness put us over budget for the year. Administration salaries are slightly over budget, a large portion of the variance is due to the facility move and the need to have the IT Administrator working full time during the transition.
- **Benefits** – Overall under budget
- **Service and User Fees** – Overall under budget
 - Professional and Technical Services – is over budget due to a Phase 2 Environmental Study performed at the Sims Way property.
 - Contracted IT Services - are over budget due to preparing PCs that were surplus and will be sold in the near future.
- **Materials and Supplied Consumed** – Overall under budget
 - Tools line item is over budget due to purchase of an outside tool storage unit.
 - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be "expensed" from the inventory.
 - Shop supplies - over budget due to stocking for move.
 - Office Supplies – over budget due to move.
 - Computer Programs & Supplies is over budget due to required purchases for both move to HPTC and 63 4 Corners, but also for obsolete equipment/software replacement and security measures taken.
- **Casualty and Liability Costs** – Overall under budget
 - The recovery listed is a subrogation claim paid to Jefferson Transit from an incident that occurred in April 2015.
- The remaining under budget figures are likely to stay under budget.

Capital Activity –

- Capital activity in December: TCF and Olympic Electric



December 2015 Financial Summary

Budget Tracking Figure: 100.0%

1. Operational Expenses:	\$325,176.55
Operational Revenues:	\$16,530.76
Non-Operational Income:	\$499,393.51
Capital Expenses:	\$12,356.03
Capital Income:	\$0.00

2. Sales Tax Received 12/31/2015 for October 2015:	\$321,318.35
Sales Tax Received 12/31/2014 for October 2014:	\$306,363.54

****Sales tax increased from prior year 5%****

3. Cash on Hand as of December 31, 2015*:	
Operating:	\$1,634,705.83
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$579,083.49
Capital Reserve (24% Funded):	\$573,263.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$13,742.14
Bond Reserve:	\$85,250.00
EFT Fund:	\$114,021.64
Travel Fund:	\$1,470.02

Total	\$3,573,111.81**
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****Cash on Hand** differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

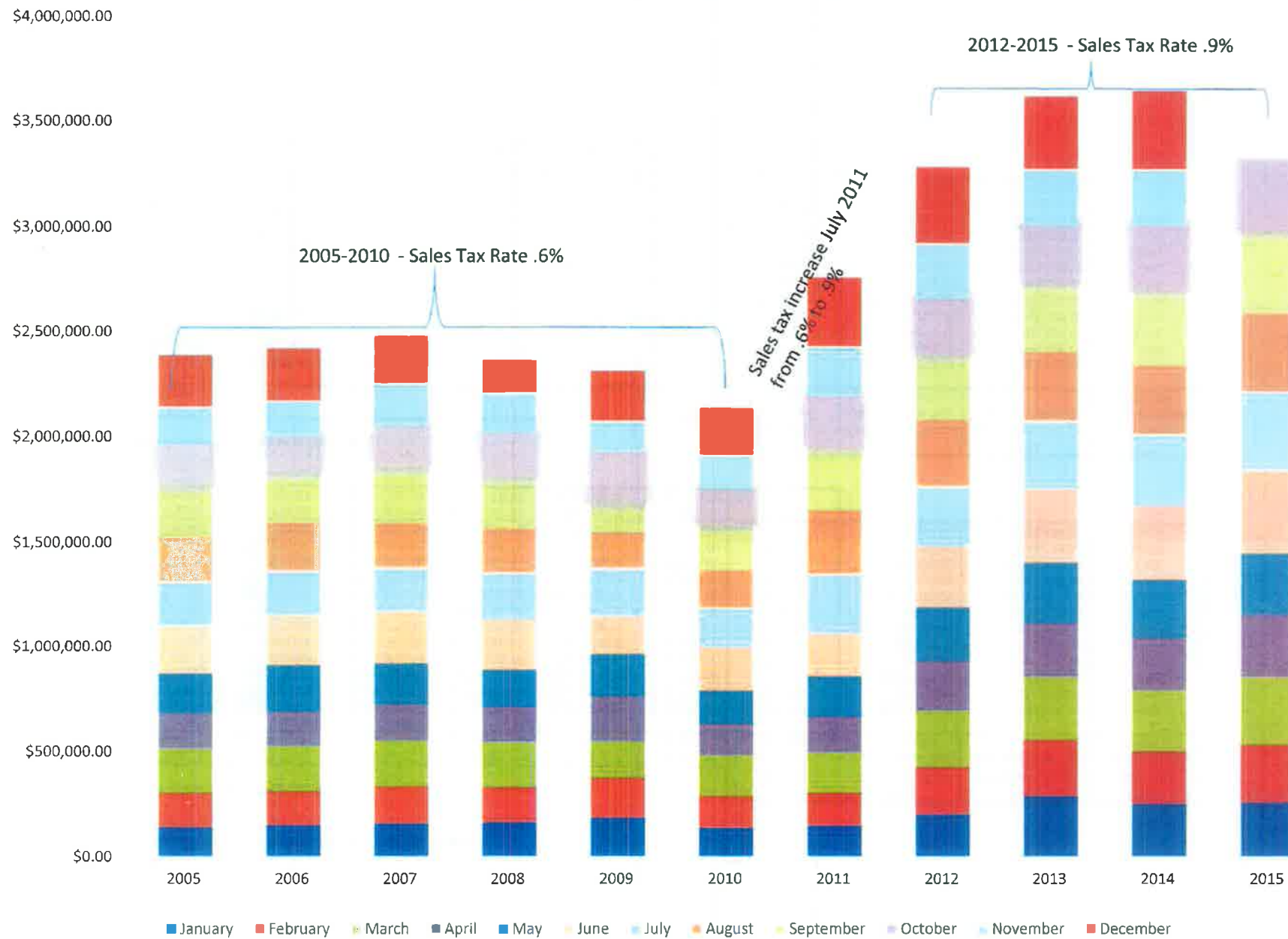
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$1,169,417.80	1,098,510.00	6.45%
May	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$1,490,072.16	1,392,994.00	6.97%
June	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,792,903.96	1,652,536.00	8.49%
July	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$2,085,263.07	1,939,496.00	7.52%
August	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$2,479,672.27	2,302,707.00	7.69%
September	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,850,816.94	2,645,346.00	7.77%
October	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$3,228,106.20	2,968,821.00	8.73%
November	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$3,627,956.45	3,278,312.00	10.67%
December	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,949,274.80	3,525,405.00	12.02%
Total		\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	10.73%			
Monthly Average		\$329,106.23	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Accrual Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$261,817.97	262,430.00	(0.23%)
February	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$533,264.79	514,400.00	3.67%
March	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$853,919.15	808,884.00	5.57%
April	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,156,750.95	1,068,426.00	8.27%
May	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$1,449,110.06	1,355,386.00	6.91%
June	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$1,843,519.26	1,718,597.00	7.27%
July	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,214,663.93	2,061,236.00	7.44%
August	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$2,591,953.19	2,384,711.00	8.69%
September	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$2,991,803.44	2,694,202.00	11.05%
October	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,313,121.79	2,941,295.00	12.64%
November	0.90%		\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$3,313,121.79	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$331,312.18	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

Jefferson Transit Authority - 2005-2015 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Twelve Months Ending December 31, 2015

	<u>December</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,386,957.97	\$3,961,628.00
Operating Cash Provided/(Used) by:		
Operating Activities	(\$362,241.98)	(\$4,046,258.46)
Non-Capital Financing Activities	\$587,945.48	\$5,084,165.42
Investing Activities	\$317.03	\$3,896.20
Total Operating Cash Provided/(Used)	\$226,020.53	\$1,041,803.16
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$36,812.50)	(\$1,427,265.16)
Net Increase/(Decrease) Cash and Equivalent	\$189,208.03	(\$385,462.00)
CASH BALANCES - END OF PERIOD	<u>\$3,576,166.00</u>	<u>\$3,576,166.00</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Twelve Months Ending December 31, 2015

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,530.76	\$205,238.70	\$209,680.00	97.88%
Operating Expenses				
Labor	153,565.85	1,839,831.80	1,884,121.00	97.65%
Benefits	117,273.42	1,280,721.59	1,423,526.00	89.97%
Services and User Fees	6,936.70	160,782.59	182,150.00	88.27%
Materials & Supplies	26,220.08	445,857.95	605,010.00	73.69%
Utilities	3,734.98	62,925.79	83,690.00	75.19%
Casualty/Liability Costs	8,761.66	97,691.06	108,480.00	90.05%
Taxes	126.16	5,719.39	8,028.00	71.24%
Miscellaneous Expenses	8,269.30	52,955.63	83,441.00	63.46%
Leases and Rentals	288.40	16,763.28	24,240.00	69.16%
Total Operating Expenses	325,176.55	3,963,249.08	4,402,686.00	90.02%
Operating Income (Loss)	(308,645.79)	(3,758,010.38)	(4,193,006.00)	89.63%
Non-Operating Revenues				
Non-Transportation Revenue	489.70	20,122.33	13,011.00	154.66%
Taxes Levied by Transit	406,177.35	3,938,788.80	3,514,918.00	112.06%
Local Grants & Contributions	1,250.00	19,000.00	17,500.00	108.57%
State Grants & Contributions	24,684.13	450,080.30	199,600.00	225.49%
Federal Grants & Contributions	66,792.33	620,254.03	814,932.00	76.11%
Total Non-Operating Revenues	499,393.51	5,069,638.62	4,581,353.00	110.66%
Net Income (Loss) Before Transfers In/(Out)	190,747.72	1,311,628.24	388,347.00	337.75%
Net Income/(Loss)	190,747.72	1,311,628.24	388,347.00	337.75%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Twelve Months Ending December 31, 2015**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,986.71	\$142,738.00	\$142,800.00	99.96%
Fixed Route Fares - West - JTOC	119.44	4,355.71	5,400.00	80.66%
Dial-a-Ride Fares (DAR)	780.70	10,218.90	13,200.00	77.42%
Vanpools	3,578.91	44,633.09	45,000.00	99.18%
Extended Service		2,513.00	2,500.00	100.52%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	780.00	780.00	100.00%
Total Operating Revenues	16,530.76	205,238.70	209,680.00	97.88%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	317.03	3,896.20	1,704.00	228.65%
Public Donations		123.70		0.00%
Other Nontransportation Revenues	172.67	16,102.43	11,307.00	142.41%
Taxes Levied Directly by Transit System - Sales & Use Tax	406,177.35	3,938,788.80	3,514,918.00	112.06%
Special Sales Tax Receipts - Miscellaneous		21,393.16	21,392.00	100.01%
 Local Grants and Contributions				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP		4,000.00	2,500.00	160.00%
 State Grants and Contributions				
Rural Mobility Competitive	20,696.67	445,488.97	193,600.00	230.11%
RTAP	3,987.46	4,591.33	6,000.00	76.52%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	66,792.33	620,254.03	814,932.00	76.11%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		791,588.46		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)		468,187.00		0.00%
Total Nonoperating Revenues	499,393.51	6,329,414.08	4,581,353.00	138.16%
TOTAL REVENUES	515,924.27	6,534,652.78	4,791,033.00	136.39%

**Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2015**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$48,432.01	\$607,224.27	\$614,707.00	98.78%
Operators Overtime - Fixed Route	6,541.20	63,629.01	53,864.00	118.13%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,638.69	118,712.29	157,420.00	75.41%
Operators Overtime - Dial-a-Ride (DAR)	751.11	6,949.26	7,269.00	95.60%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,000.65	517,154.05	530,549.00	97.48%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,056.58	39,777.16	44,322.00	89.75%
Administration Salaries	39,145.61	486,385.76	475,990.00	102.18%
Benefits				
FICA	13,688.68	156,845.78	178,869.00	87.69%
Pension Plans (PERS)	27,619.04	224,289.83	226,231.00	99.14%
Medical Plans	37,413.54	452,434.79	499,313.00	90.61%
Dental Plans	3,088.03	36,683.07	43,695.00	83.95%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,073.03	48,573.95	72,009.00	67.46%
Holiday	10,138.63	82,919.73	84,850.00	97.73%
General Leave	20,747.04	239,173.26	254,955.00	93.81%
Other Paid Absence (Court Duty & Bereavement)	(1,144.46)	10,366.72	14,686.00	70.59%
Uniforms, Work Clothing & Tools Allowance	791.91	6,843.00	13,350.00	51.26%
Other Benefits (HRA, EAP & Wellness)	857.98	22,591.46	26,500.00	85.25%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	943.00	13,327.61	18,250.00	73.03%
Professional & Technical Services	2,720.17	78,489.06	77,050.00	101.87%
Contract Maintenance Services (IT Services)	596.61	2,198.33	2,125.00	103.45%
Security Services		963.53	4,400.00	21.90%
Vehicle Technical Services	713.37	28,509.16	30,750.00	92.71%
Property Maintenance Services	193.45	10,074.54	12,500.00	80.60%
Software Maintenance Fees	1,335.25	19,471.10	23,175.00	84.02%
Postage & Mail Meter Fees	7.35	2,640.31	3,600.00	73.34%
Drug & Alcohol Services	232.50	3,277.00	4,800.00	68.27%
Other Services & User Fees	195.00	1,831.95	2,500.00	73.28%
Materials and Supplies Consumed				
Fuel	867.50	234,320.73	407,000.00	57.57%
Tires	1,822.54	24,080.18	31,500.00	76.45%
Lubrication	684.15	7,930.91	10,550.00	75.17%
Tools		11,344.10	10,000.00	113.44%
Vehicle Maintenance & Repair Parts	18,565.06	86,534.21	62,000.00	139.57%
Non-Vehicle Maintenance & Repair Parts	39.26	6,675.02	8,240.00	81.01%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	20.27	532.41	3,000.00	17.75%
Shop Supplies (Maintenance & Cleaning)	1,920.73	19,967.54	18,500.00	107.93%
Safety & Emergency Supplies	85.93	2,725.26	8,550.00	31.87%
Office Supplies	268.76	15,201.72	13,420.00	113.28%
Computer Programs & Supplies	1,160.82	9,484.83	2,750.00	344.90%
Printing (Photocopier, Schedules & Brochures)	750.19	25,284.56	26,150.00	96.69%
Other Materials & Supplies	34.87	1,776.48	2,000.00	88.82%
Utilities				
Water, Sewer & Solid Garbage	1,151.00	16,377.56	26,920.00	60.84%
Utilities (Electrical & Propane)		13,225.16	23,475.00	56.34%
Telephone & Internet	2,583.98	33,323.07	33,295.00	100.08%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	105,139.92	108,480.00	96.92%
Recoveries of Public Liability & Property Damage Settlements		(7,448.86)		0.00%
Taxes				
State Taxes		3,625.79	4,278.00	84.75%
Vehicle Licensing & Registration Fees		62.00	750.00	8.27%
Other Licensing Fees & Taxes	126.16	2,031.60	3,000.00	67.72%

**Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2015**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$925.13	\$9,674.57	\$15,591.00	62.05%
Travel & Meetings	205.00	16,575.93	29,900.00	55.44%
Fines & Penalties		35.08		0.00%
Safety Program (Rodeo & Safety Rewards)		3,780.07	6,500.00	58.15%
Training (Classes, Seminars & Materials)	7,139.17	20,469.98	26,550.00	77.10%
EE CDL and EE Physical Expense		2,420.00	4,600.00	52.61%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation		510.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations	288.40	1,724.01	1,800.00	95.78%
Service Vehicles & Equipment		3,200.24	9,000.00	35.56%
Other General Administration Facilities		11,839.03	13,440.00	88.09%
TOTAL OPERATING EXPENSES	<u>325,176.55</u>	<u>3,963,759.08</u>	<u>4,402,686.00</u>	<u>90.03%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
December 2015

Current Account Status	Balance per Bank @ 12/31/15	\$ 1,152,347.18	\$ -
Balance per GL @ 11/30/15		\$ 1,164,628.75	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 74.46	
	Transfers - Out (Purchases)	\$ (12,356.03)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 12/31/15		\$ 1,152,347.18	

2015 Capital Projects			
Facility		Grant Funding	JTA Funding JTA Appropriation
	2015 Budgeted Balance	\$ 480,000.00	\$ 120,000.00 \$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00 \$ (77,054.00)
	STP-Flex for Fuel Island	\$ 272,000.00	\$ 68,000.00 \$ (68,000.00)
	JTA Outlay	\$ -	\$ 1,795,222.00 \$ (1,795,222.00)
Monthly Payments			
Jan-15	Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13) \$ 44,614.13
Feb-15	Pease, TCF, PT, Materials Testing	\$ (476,249.84)	\$ (119,062.46) \$ 119,062.46
Mar-15	Pease, TCF, PT, Materials Testing	\$ (311,775.30)	\$ (77,943.82) \$ 77,943.82
Apr-15	Pease, TCF, PT, Materials Testing, Other	\$ (359,660.07)	\$ (153,202.07) \$ 153,202.07
May-15	Pease, TCF, PT, Materials Testing, Other	\$ (321,911.26)	\$ (421,961.04) \$ 421,961.04
Jun-15	Pease, TCF, Permitting		\$ (341,528.19) \$ 341,528.19
Jul-15	Pease, Permit, TCF, Furniture, Eco-Lift, Other		\$ (354,190.34) \$ 354,190.34
Aug-15	Pease, TCF		\$ (37,228.09) \$ 37,228.09
Sep-15	Jefferson County DCD		\$ (1,653.50) \$ 1,653.50
Oct-15	TCF, Furniture		\$ (1,853.47) \$ 1,853.47
Nov-15	PT, TCF		\$ (33,085.04) \$ 33,085.04
Dec-15	TCF, Olympic Electric		\$ (8,305.55) \$ 8,305.55
	Ending Balance		\$ (465,648.30)
Other Building and Structures		Grant Funding	JTA Funding
Transit Shelter New & Replace	2015 Beginning Balance	\$ 22,472.00	\$ 5,618.00 \$ (5,618.00)
	Solar Lighting for Shelters	\$ (3,316.80)	\$ (829.20) \$ 829.20
	New Transit Shelter	\$ (10,520.00)	\$ (2,630.00) \$ 2,630.00
Kiosks and Signage	2015 Beginning Balance	\$ 8,000.00	\$ 2,000.00 \$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2015 Beginning Balance	\$ -	\$ 35,000.00 \$ (35,000.00)
	Paint Shelter Structure		\$ (15,401.88) \$ 15,401.88
	Retainage, Paint Shelter		\$ (810.62) \$ 810.62
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00 \$ (60,000.00)
	Ending Balance		\$ (82,946.30)
Revenue Vehicles			
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00 \$ (69,000.00)
Service Vehicles			
Service Equipment			
	2015 Supplemental Budget		\$ 24,000.00 \$ (24,000.00)
	VoIP Local Host Phone System-Down Pymt		\$ (4,194.35) \$ 4,194.35
	70% Progress Payment		\$ (16,378.91) \$ 16,378.91
	Progress Payment		\$ (2,024.18) \$ 2,024.18
	Additional Radio		\$ (759.19) \$ 759.19
	Final Expenses related to phone install		\$ (246.25) \$ 246.75
	Ending Balance		\$ (396.62)
Office Furniture & Equipment			
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,090.00	\$ 11,772.00 \$ (11,772.00)
	Trapeze Upgrade 50%	\$ (5,584.20)	\$ (1,396.05) \$ 1,396.05
	License and Equipment	\$ (1,690.20)	\$ (424.80) \$ 424.80
	Projector & Attachments	\$ (6,041.26)	\$ (1,510.32) \$ 1,510.32
	Small Parts Cabinets		\$ (5,851.43) \$ 5,851.43
	Balance		\$ (2,589.40)

JTA Capital Reserve Account Balance \$ 1,152,347.18
JTA Appropriated Project Funds Sub-Total \$ (703,923.54)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 448,423.64

Total 2015 Budgeted Capital Projects \$ 4,106,945.00

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
April 2016

Current Account Status	Balance per Bank @ 4/30/16	\$ 2,005,937.45	\$ -
Balance per GL @ 3/31/16		\$ 1,123,907.32	
	Transfers - In	\$ 961,369.00	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 207.42	
	Transfers - Out (Purchases)	\$ (79,546.29)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 4/30/16		\$ 2,005,937.45	

2016 Capital Projects				Grant Funding	JTA Funding	JTA Appropriation
Facility						
	2016 Budgeted Balance			\$ -	\$ 465,648.00	\$ (465,648.00)
	Retainage still to be paid on this project, will require a budget adjustment.					\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Monthly Payments				\$ -		\$ -
	Feb-16 TCF Architecture				\$ (4,385.90)	\$ 4,385.90
	Mar-16 Correctional Industries				\$ (326.48)	\$ 326.48
	Apr-16 TCF, Pease				\$ (62,881.61)	\$ 62,881.61
						\$ -
	Ending Balance					\$ (398,054.01)
Other Building and Structures				Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance			\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
						\$ -
						\$ -
PNR Upgrades	2016 Beginning Balance			\$ -	\$ 120,000.00	\$ (120,000.00)
	Tree Removal & IT Upgrades				\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance			\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	Ending Balance					\$ (380,978.21)
Revenue Vehicles						
Cut-a-Way Vehicles	2016 Beginning Balance			\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance			\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles						
Service Equipment	2016 Supplemental Budget					
Generator, Snorkle Lift, PL Vacuum					\$ 124,500.00	\$ (124,500.00)
	Ending Balance					\$ (124,500.00)
Office Furniture & Equipment						
IT Systems/Trapeze Upgrades	2016 Beginning Balance			\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
	Feb-16 Laptop			\$ 666.00	\$ 173.28	\$ 173.28
	Mar-16 Use tax, BU/Mail Archive Software, Laptops, I			\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
	16-Apr Use tax, Monitors, Servers, PCs			\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
Hand Held Radios					\$ 1,500.00	\$ (1,500.00)
Mapping Software					\$ 1,000.00	\$ (1,000.00)
New Finance/Mnlce/Ops Software					\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan					\$ 60,000.00	\$ (60,000.00)
	Balance					\$ (215,311.38)

JTA Capital Reserve Account Balance \$ 2,005,937.45
JTA Appropriated Project Funds Sub-Total \$ (1,376,732.59)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 627,204.86

Total 2016 Budgeted Capital Projects JTA Outlay \$ 1,387,059.00

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2016**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$559.67	\$4,125.82	\$16,727.00	24.67%
Travel & Meetings	1,335.19	4,528.84	29,650.00	15.27%
Safety Program (Rodeo & Safety Rewards)	292.63	1,538.53	6,500.00	23.67%
Training (Classes, Seminars & Materials)	4,360.00	6,170.65	14,900.00	41.41%
EE CDL and EE Physical Expense	120.00	560.00	4,800.00	11.67%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation		30.00	35,755.00	0.08%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	432.60	1,800.00	24.03%
Service Vehicles & Equipment			9,000.00	0.00%
Other General Administration Facilities		3,279.66	13,128.00	24.98%
TOTAL OPERATING EXPENSES	<u>304,409.65</u>	<u>1,278,029.48</u>	<u>4,580,973.00</u>	<u>27.90%</u>

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2016**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$46,018.96	\$194,526.22	\$634,498.00	30.66%
Operators Overtime - Fixed Route	7,046.65	24,321.96	58,406.00	41.84%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,387.96	40,004.73	145,464.00	27.50%
Operators Overtime - Dial-a-Ride (DAR)	596.55	2,023.54	6,970.00	29.03%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,584.41	170,842.99	520,272.00	32.84%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,415.83	13,667.07	40,693.00	33.59%
Administration Salaries	38,347.87	156,377.00	531,380.00	29.43%
Benefits				
FICA	14,360.26	57,179.38	186,057.00	30.73%
Pension Plans (PERS)	18,157.01	73,164.30	258,449.00	28.31%
Medical Plans	35,592.45	144,865.72	565,613.00	25.61%
Dental Plans	2,818.95	11,575.02	42,235.00	27.41%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,342.53	17,426.63	71,932.00	24.23%
Holiday	816.78	31,525.22	87,360.00	36.09%
General Leave	21,420.93	77,571.22	262,825.00	29.51%
Other Paid Absence (Court Duty & Bereavement)	210.70	1,720.01	14,686.00	11.71%
Uniforms, Work Clothing & Tools Allowance	872.94	3,461.26	10,100.00	34.27%
Other Benefits (HRA, EAP & Wellness)	556.50	8,916.91	30,000.00	29.72%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,178.63	3,143.85	18,250.00	17.23%
Professional & Technical Services	2,019.40	25,380.15	83,530.00	30.38%
Contract Maintenance Services (IT Services)	504.56	1,533.95	5,500.00	27.89%
Security Services		526.90	5,000.00	10.54%
Vehicle Technical Services	1,167.38	7,271.46	38,750.00	18.77%
Property Maintenance Services	172.14	3,513.93	13,000.00	27.03%
Software Maintenance Fees	1,335.25	5,341.00	21,540.00	24.80%
Postage & Mail Meter Fees	233.44	808.21	3,100.00	26.07%
Drug & Alcohol Services	277.83	1,042.32	4,800.00	21.72%
Other Services & User Fees	9.70	9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	16,041.06	44,127.73	340,000.00	12.98%
Tires		6,814.44	35,000.00	19.47%
Lubrication	701.00	2,431.40	10,550.00	23.05%
Tools	370.07	3,892.56	10,000.00	38.93%
Vehicle Maintenance & Repair Parts	6,234.06	32,313.76	66,500.00	48.59%
Non-Vehicle Maintenance & Repair Parts	233.50	1,061.01	8,240.00	12.88%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	3.91	185.67	4,000.00	4.64%
Shop Supplies (Maintenance & Cleaning)	1,614.29	8,249.02	18,500.00	44.59%
Safety & Emergency Supplies	56.98	56.98	7,050.00	0.81%
Office Supplies	1,018.04	4,513.24	14,920.00	30.25%
Computer Programs & Supplies	971.57	2,861.44	7,750.00	36.92%
Printing (Photocopier, Schedules & Brochures)	5,914.74	7,871.23	29,450.00	26.73%
Other Materials & Supplies		103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	903.61	3,489.36	27,170.00	12.84%
Utilities (Electrical & Propane)		8,351.20	23,475.00	35.57%
Telephone & Internet	2,795.42	11,713.90	39,322.00	29.79%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	39,521.68	120,000.00	32.93%
Taxes				
State Taxes	287.52	1,294.02	4,408.00	29.36%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	745.39	3,000.00	24.85%



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report
Attachment B

January 19, 2016

Legislative Update

The 2016 Legislative Session is in full swing; there are a number of subjects that our legislators will be working on that could affect transit, such as the Wireless Device Legislation, the Public Records Bill, the Open Public Meetings Act, and the Greenhouse Gas Emissions. Our lobbyist Jennifer Ziegler will keep us informed of their progress in weekly conference calls.

A draft cutoff calendar has been released for the coming session, which is subject to change and final approval by concurrent resolution of the House and Senate at the outset of the session.

January 11, 2016 First Day of Session

February 5, 2016 Last day to read in committee reports (pass bills out of committee and read them into the record on the floor) in the house of origin, except House fiscal committees and Senate Ways & Means and Transportation committees.

February 9, 2016 Last day to read in committee reports (pass bills out of committee and read them into the record on the floor) from House fiscal committees and Senate Ways & Means and Transportation committees in house of origin.

February 17, 2016 Last day to consider (pass) bills in the house of origin (5 p.m.).

February 26, 2016 Last day to read in committee reports (pass bills out of committee and read them into the record on the floor) from opposite house, except House fiscal committees and Senate Ways & Means and Transportation committees.

February 29, 2016 Last day to read in opposite house committee reports (pass bills out of committee

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and read them into the record on the floor) from House fiscal committees and Senate Ways & Means and Transportation committees.

March 4, 2016*

Last day to consider (pass) opposite house bills (5 p.m.) (except initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, differences between the houses, and matters incident to the interim and closing of the session).

March 10, 2016

Last day allowed for regular session under state constitution.

* After the 54th day, only initiatives, alternatives to initiatives, budgets and matters necessary to implement budgets, issues that affect state revenue, messages pertaining to amendments, differences between the houses, and matters incident to the interim and closing of the session may be considered.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- January 26-27: 1st Quarter Board Meeting & Legislative Conference, Olympia
- February 19: WSTA Officer's Call

Update on New Facility Project

Schedule/Budget Status:

We are still in the closeout phase of our project. The sign is in the final stages of completion. The last step is final acceptance. The date to finalize is unknown at this time.

Jefferson Transit's Project Schedule for 63 4 Corners Park and Ride

Date	Activity
February 10, 2016	Email RFP to selected Firms on MRSC
March 3, 2016	Proposals due at 2 PM at 63 4 Corners Rd, Port Townsend, WA
March 3-17, 2016	Review and Interview selected proposals
March 18, 2016	Select A/E Firm
April 19, 2016	A/E Firm approval before Board
April 20, 2016	Notice to A/E Firm to proceed
August 1, 2016	Design to be completed
August 3, 2016	Send out RFB's. Place Construction Ad in Paper
August 18, 2016	Bids due at 2 PM at 63 4 Corners Rd, Port Townsend, WA
Sept 13-20, 2016	Start Job
Project Complete	Will consult with A/E Firm to set an end project Date. Project must be completed and all invoices received by June 1 st , 2017

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Miscellaneous Items

We have two anniversaries this month, John Maiden with 33 years of service and Linda Moerke with 25 years of service. Congratulations to the both of them.

Jefferson Transit has started to engage the community by presenting to the Port Townsend Kiwanis Club. This presentation was the first of many. Our hope is to gain insight on what the public needs, and to advocate for public transit. It was an educational experience, with excellent questions and discussion about Jefferson Transit.

Jefferson Transit received their first payment from Peninsula College. The revenue from the fall quarter passes amounts to \$1804.00. A \$1500 increase from the annual receipts received in the past.

IT continues to work to migrate to the newer Server platform. It is expected to be completed by the end of January 2016. IT has also installed improved network switches at HPTC to improve all-around performance.

WSTIP is recommending that JTA implements the WSTIP "Dirty Dozen" best practices and the more extensive SANS 20 security standards. IT has completed the 44-page self-assessment and reviewed the SANS 20 controls, all 90 pages of it. We believe many of the controls are unnecessary for our relatively small network; and more important, JTA has very little, if any, sensitive data stored on our systems. JTA's risk is extremely low compared to our larger transit members. JTA will be meeting with WSTIP's consultant tasked with overseeing member implementation to review our self-assessment and discuss how JTA will implement STIP's recommendations and take exceptions to those we believe are not necessary.

Jefferson Transit is researching the possibility of purchasing two zero emissions fully electric vehicles. The GreenPower Bus, which staff members test drove two weeks ago, is one of the vehicles Jefferson Transit is interested in purchasing. Protera and BYD are the other vendors JTA will research. Mark Quinlan will be presenting information to the Authority, including performance information and comparisons to what we currently have. The funding source for the purchase of two electric vehicles will be the STP flex funds. There are three successful builders on the Washington State Contract. Staff will perform analysis and come back to the board with recommendations. We will look at cost differences, maintenance requirements, longevity, and performance. Mark will explain the different charging options.



January 2016 Maintenance Board Report

Attachment C

Auction Update:

- The Cummins engine sold, and will go to Jasper, TX
- The four post vehicle lift sold, and will go to Lacy, WA
- The nice 40' shipping container sold, and will go to Shelton, WA
- The other 40' container sold, and will go to Snohomish, WA

There are ten days left on the auction of the big dome tent. We have only received one bid for \$3,000 from remote Alaska. There have been no bids on the other 40' container.

Maintenance Review for 2015:

- We traveled 622,731 miles in 2015
- The average MPG was 6.4, and the highest was 24.2
- Fuel cost were just under \$200,000, average fuel cost per vehicle was \$3,120
- The average repair costs were \$8,045 per vehicle, and our maintenance cost per mile was \$17 (The cost per mile of \$17 was corrected in the March 2016 minutes to \$.83 by Ben Arnold)
- We performed 508 services, and 121 oil changes
- We changed 50 tires for a cost of \$18,810