

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, October 18, 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 Catharine Robinson at 1:30 p.m. Other members present were David Sullivan, Kathleen Kler and David Faber with Phil Johnson excused. A quorum was present.

STAFF PRESENT

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

PUBLIC COMMENT

Brenda McMillan commented on attorney fees and the benefits of negotiations.

Darrell Conder commented on cancelled Board meetings.

Burt Langsea commented on the public comment method.

NEW AGENDA ITEMS

Resolution 16-14: A Resolution of the Authority Board of the Jefferson County Public Transportation Benefit Area to Approve a Footwear Policy.

FINANCE REPORT - Sara Crouch

Please see Attachment A & B

Ms. Crouch reported on the following items:

- 2015 Financial Audit
- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, August 16, 2016
- b. Approval of Expenses, August 2016
- c. Approval of Expenses, September 2016
- d. Out-of-State travel for Kari Piecuch to attend a Transit Safety Institute Drug & Alcohol Program Training Course.

Motion: David Sullivan moved to approve the October 2016 Consent Agenda. Kathleen Kler seconded.

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

OLD BUSINESS

There was none.

NEW BUSINESS

- a. **Resolution 16-13:** Authorization for the General Manager to purchase RouteMatch Software.

Tammi Rubert explained the funds for this purchase are in our 2016 Capital budget. JTA would like to upgrade from our current system. There was a discussion explaining the research and rationale for this purchase.

This Resolution will be tabled until the November Board meeting.

- b. **Resolution 16-14:** A Resolution of the Authority Board of the Jefferson County Public Transportation Benefit Area to Approve a Footwear Policy.

Ms. Monroe explained this Policy is being introduced for health and safety reasons. Changes in wording were discussed. The final wording of Procedures will be changed from:

- Customers are prohibited from entering Transit Agency vehicles, facilities, or properties, and Operators may refuse transportation to those not wearing any type of footwear such as shoes, sandals, flip-flops, or any article of footwear that covers and protects the bottom of the foot – i.e., not socks.
- to:
- Unless good cause is shown otherwise, all persons are required to wear footwear, such as shoes, sandals, flip-flops, or any article of footwear that covers and protects the bottom of the foot – i.e., not socks when entering and using Transit Agency vehicles, facilities, or properties.

Motion: Kathleen Kler moved to approve Resolution 16-14 with changes. David Faber seconded.

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

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment C

Tammi Rubert reported on the following items:

- 4 Corners Park and Ride progress update
- Washington State Transit Association (WSTA) meeting update
- Restroom update
- Emergency Generators update
- Schedule Masters software installation
- CAC Application update

OPERATIONS AND MOBILITY REPORT – Leesa Monroe

Please see Attachment D

Leesa Monroe reported on the following items:

- Wooden Boat
- Upcoming Special Events
- Service updates
- Storm update

MAINTENANCE REPORT – Ben Arnold

Please see Attachment E

Ben Arnold reported on the following items:

- Diesel exhaust after treatment
- Gate issues update
- Capital Projects
- Winter preparations
- New items on auction site
- House Moving Project

RIDERSHIP – Leesa Monroe

Leesa Monroe stated dial-a-ride numbers are reported from Trapeze. We are working on clarifying Dial-A-Ride numbers reports. Yearly total ridership is up from last year.

Due to scheduling conflicts in November, the next Authority Board Meeting will be changed to Tuesday, November 22nd.

PUBLIC COMMENT

Brenda McMillan commented on the software purchase and the footwear policy.

Darrell Conder commented on the footwear policy. He would like to propose all retired Board members be given a lifetime pass.

Executive Session for discussion regarding litigation per RCW 42.30.110 (1) (i) with no action to be taken.

- Executive session began at 3:02 p.m.
- Executive session ended at 3:12 p.m.

ADJOURNMENT

The meeting was adjourned at 3:12 p.m. The next regular meeting will be held Tuesday, November 22, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

September 21, 2016

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: August 2016 Financial Report

The budget tracking percentage for August is 66.66%.

Sales Tax Analysis Reports –

- Sales tax for June 2016 was 13% higher than received for June 2015. Cumulatively, JTA is up 16% compared to 2015.

Revenue Report –

- East side farebox and JTOC (west side service) farebox are tracking above budget, DAR is tracking slightly below budget, and vanpool is performing below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.

Expense Report – Overall - JTA is tracking 9.10% below budget as of August 2016

- **Labor** – Fixed route and DAR overtime are over budget.
- **Benefits** – All trending at or below budget.
- **Service and User Fees** –
 - Contract Maintenance Services (IT Services) – over budget due to radio survey. We have also contracted with a local vendor to provide shadow IT services. In the event our IT Administrator is unable to perform his duties, the shadow IT service will provide someone who is familiar with our server set-up and will be able to perform all IT duties.
- **Materials and Supplies Consumed -**
 - Tools – timing issues.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs over the past months, expect it will remain over budget.
 - Shop Supplies – over budget, will continue monitoring this line item, seeing increased costs for cleaning supplies.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is on budget without the current month, and it is expected they will be significantly over budget as the year progresses.
- **Casualty and Liability Costs** – Trending below budget
- **Taxes** – Trending below budget
- **Miscellaneous**
 - Training is over budget due to timing.
- **Leases and Rentals** –
 - Transit Way & Passenger Stations – The Port-a-Potty at HPTC has had to be serviced every two weeks instead of once a month during the summer.

Capital Activity –

- Capital activity in August: TCF Architecture, Snorkel Lift, Engineering for the 63 4 Corners Park and Ride, Copier purchased



August 2016 Financial Summary

Budget Tracking Figure: 66.66%

1. Operational Expenses:	\$326,916.39
Operational Revenues:	\$19,032.48
Non-Operational Income:	\$472,534.37
Capital Expenses:	\$54,126.32
Capital Income:	\$0.00
2. Sales Tax Received 8/31/2016 for June 2016:	\$447,138.73
Sales Tax Received 8/31/2015 for June 2015:	\$394,409.20
Sales tax increased from prior year 13%	
3. Cash on Hand as of August 31, 2016*:	
Operating:	\$1,410,936.80
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$423,760.85
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$49,912.32
Bond Reserve:	\$85,250.00
EFT Fund:	\$81,387.22
Travel Fund:	\$1,352.00
Total	\$5,112,746.88**

*"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

2016

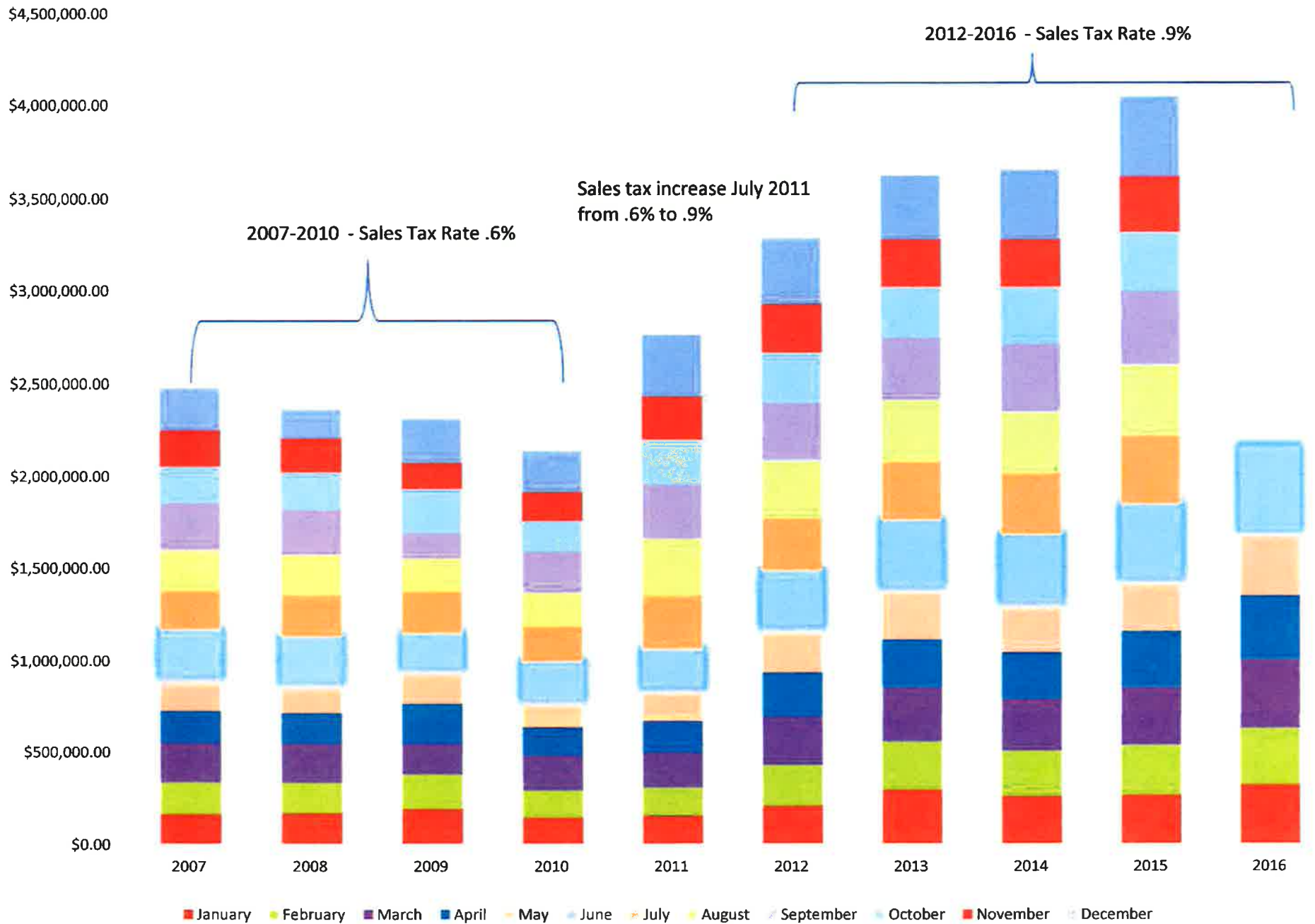
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
August	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,881,836.51	2,454,196.00	17.42%
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$2,881,836.51	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$360,229.56	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Actual to Budgeted Variance	2016 Cumulative Actual Sales Tax Received	2016 Cumulative Accrual Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
March	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
June	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,152,000.40	1,880,572.00	14.43%
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$2,152,000.40	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$358,666.73	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eight Months Ending August 31, 2016

	August	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,056,758.23	\$3,576,936.62
Operating Cash Provided/(Used) by:		
Operating Activities	(\$347,552.55)	(\$2,588,853.54)
Non-Capital Financing Activities	\$450,511.43	\$3,695,883.00
Investing Activities	\$1,853.50	\$9,049.41
Total Operating Cash Provided/(Used)	\$104,812.38	\$1,116,078.87
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$48,573.73)	\$419,981.39
Net Increase/(Decrease) Cash and Equivalent	\$56,238.65	\$1,536,060.26
CASH BALANCES - END OF PERIOD	\$5,112,996.88	\$5,112,996.88

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eight Months Ending August 31, 2016

	August	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$19,032.48	\$139,085.55	\$215,800.00	64.51%
Operating Expenses				
Labor	188,745.52	1,288,075.07	1,937,683.00	66.48%
Benefits	82,654.08	832,888.05	1,538,325.00	54.14%
Services and User Fees	6,713.55	85,806.56	198,970.00	43.13%
Materials & Supplies	32,234.57	241,056.55	555,310.00	43.41%
Utilities	3,994.47	45,829.44	89,967.00	50.94%
Casualty/Liability Costs	9,880.42	79,043.36	120,000.00	65.87%
Taxes	353.41	3,698.72	8,158.00	45.34%
Miscellaneous Expenses	1,913.57	33,010.27	72,877.00	45.30%
Leases and Rentals	426.80	9,250.70	23,928.00	38.66%
Total Operating Expenses	326,916.39	2,618,658.72	4,545,218.00	57.61%
Operating Income (Loss)	(307,883.91)	(2,479,573.17)	(4,329,618.00)	57.27%
Non-Operating Revenues				
Non-Transportation Revenue	3,175.98	597,548.02	13,800.00	4,330.06%
Taxes Levied by Transit	380,057.73	3,021,996.51	3,817,621.00	79.16%
Local Grants & Contributions	1,250.00	12,500.00	17,500.00	71.43%
State Grants & Contributions	39,539.00	317,443.57	251,579.00	126.18%
Federal Grants & Contributions	48,511.66	388,093.30	801,284.00	48.43%
Total Non-Operating Revenues	472,534.37	4,337,581.40	4,901,784.00	88.49%
Net Income (Loss) Before Transfers In/(Out)	164,650.46	1,858,008.23	572,166.00	324.73%
Net Income/(Loss)	164,650.46	1,858,008.23	572,166.00	324.73%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eight Months Ending August 31, 2016**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$13,954.66	\$98,925.65	\$142,800.00	69.28%
Fixed Route Fares - West - JTOC	351.61	3,257.49	4,500.00	72.39%
Dial-a-Ride Fares (DAR)	873.41	7,173.43	10,800.00	66.42%
Vanpools	3,852.80	29,728.98	55,000.00	54.05%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	19,032.48	139,085.55	215,600.00	64.51%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,853.50	9,049.41	3,000.00	301.65%
Gain (Loss) on Disposition of Capital Items	652.30	581,483.49		0.00%
Public Donations	30.05	30.05		0.00%
Other Nontransportation Revenues	640.13	6,985.07	10,800.00	64.68%
Taxes Levied Directly by Transit System - Sales & Use Tax	380,057.73	3,021,996.51	3,817,621.00	79.16%
Local Grants and Contributions				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP		2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	316,311.00	248,579.00	127.25%
RTAP		1,132.57	3,000.00	37.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	388,093.30	801,284.00	48.43%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	472,534.37	4,337,581.40	4,901,784.00	88.49%
TOTAL REVENUES	491,566.85	4,476,666.95	5,117,384.00	87.48%

Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2016

	August	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$63,284.45	\$412,570.62	\$634,498.00	65.02%
Operators Overtime - Fixed Route	5,640.31	59,259.43	58,406.00	101.46%
Operators Salaries & Wages - Dial-a-Ride (DAR)	13,790.29	84,686.49	145,464.00	58.22%
Operators Overtime - Dial-a-Ride (DAR)	(430.39)	7,147.75	6,970.00	102.55%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,895.77	342,727.14	520,272.00	65.87%
Other Overtime (Mntce, Dispatch, Cust Serv)	6,817.50	32,500.91	40,693.00	79.87%
Administration Salaries	55,747.59	349,182.73	531,380.00	65.71%
Benefits				
FICA	(7,766.16)	95,265.87	186,057.00	51.20%
Pension Plans (PERS)	18,777.30	158,102.84	258,449.00	61.17%
Medical Plans	38,780.56	288,624.17	565,613.00	51.03%
Dental Plans	2,987.70	23,039.95	42,235.00	54.55%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,344.20	35,272.38	71,932.00	49.04%
Holiday	53.44	46,360.26	87,360.00	53.07%
General Leave	23,787.36	161,309.12	262,825.00	61.38%
Other Paid Absence (Court Duty & Bereavement)	1,001.44	4,384.73	14,686.00	29.86%
Uniforms, Work Clothing & Tools Allowance	281.50	5,140.42	10,100.00	50.90%
Other Benefits (HRA, EAP & Wellness)	406.74	15,388.31	30,000.00	51.29%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	833.44	7,879.91	18,250.00	43.18%
Professional & Technical Services	2,936.56	40,123.22	83,530.00	48.03%
Contract Maintenance Services (IT Services)	763.00	3,950.45	5,500.00	71.83%
Security Services	466.15	1,345.55	5,000.00	26.91%
Vehicle Technical Services	114.45	12,568.76	38,750.00	32.44%
Property Maintenance Services	306.83	6,302.82	13,000.00	48.48%
Software Maintenance Fees	718.31	9,448.12	21,540.00	43.86%
Postage & Mail Meter Fees	261.98	1,971.39	3,100.00	63.59%
Drug & Alcohol Services	312.83	2,206.64	4,800.00	45.97%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	17,017.48	112,112.08	340,000.00	32.97%
Tires	1,454.11	10,370.20	35,000.00	29.63%
Lubrication	440.27	4,335.73	10,550.00	41.10%
Tools	807.33	7,050.32	10,000.00	70.50%
Vehicle Maintenance & Repair Parts	8,206.77	65,402.77	66,500.00	98.35%
Non-Vehicle Maintenance & Repair Parts	449.62	2,669.19	8,240.00	32.39%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	159.49	371.59	4,000.00	9.29%
Shop Supplies (Maintenance & Cleaning)	2,191.16	15,664.35	18,500.00	84.67%
Safety & Emergency Supplies		143.80	7,050.00	2.04%
Office Supplies	303.42	6,297.02	14,920.00	42.21%
Computer Programs & Supplies	712.36	5,193.25	7,750.00	67.01%
Printing (Photocopier, Schedules & Brochures)	492.56	11,234.89	29,450.00	38.15%
Other Materials & Supplies		211.36	2,000.00	10.57%
Utilities				
Water, Sewer & Solid Garbage	903.61	7,113.21	27,170.00	26.18%
Utilities (Electrical & Propane)		14,453.04	23,475.00	61.57%
Telephone & Internet	3,090.86	24,263.19	39,322.00	61.70%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	79,043.36	120,000.00	65.87%
Taxes				
State Taxes	353.41	2,668.01	4,408.00	60.53%
Vehicle Licensing & Registration Fees		33.00	750.00	4.40%
Other Licensing Fees & Taxes		997.71	3,000.00	33.26%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2016**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$646.62	\$6,625.45	\$16,727.00	39.61%
Travel & Meetings	1,266.95	10,916.44	29,650.00	36.82%
Fines & Penalties		14.00		0.00%
Safety Program (Rodeo & Safety Rewards)		4,038.53	6,500.00	62.13%
Training (Classes, Seminars & Materials)		10,303.65	14,900.00	69.15%
EE CDL and EE Physical Expense		1,087.00	4,800.00	22.65%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation	45.00	17,952.50	35,755.00	50.21%
Leases and Rentals				
Transit Way & Passenger Stations	426.80	1,557.28	1,800.00	86.52%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		7,652.54	13,128.00	58.29%
TOTAL OPERATING EXPENSES	<u>326,961.39</u>	<u>2,636,611.22</u>	<u>4,580,973.00</u>	<u>57.56%</u>

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

Current Account Status	Balance per Bank @ 8/31/16	\$ 1,957,558.16	\$ -
Balance per GL @ 7/31/16		\$ 2,030,257.88	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 838.18	
	Transfers - Out (Purchases)	\$ (54,128.32)	
	Transfers - Out (Operating Correction)	\$ (19,411.58)	
Balance per GL @ 8/31/16		\$ 1,957,558.16	

2016 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 485,648.00	\$ (485,648.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -		\$ -
Feb-16	TCF Architecture		\$ (4,385.90)	\$ 4,385.90
Mar-16	Correctional Industries		\$ (326.48)	\$ 326.48
Apr-16	TCF, Pease		\$ (62,881.81)	\$ 62,881.81
May-16	TCF		\$ (187.09)	\$ 187.09
Jun-16	TCF, Pease		\$ (254,513.94)	\$ 254,513.94
Jul-16	TCF		\$ (198.99)	\$ 198.99
Aug-16	TCF		\$ (1,200.31)	\$ 1,200.31
	Ending Balance			\$ (141,975.68)
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	\$ 280,000.00	\$ (280,000.00)
	SCJ Alliance	\$ (13,474.12)	\$ (3,368.53)	\$ 3,368.53
	Ending Balance			\$ (377,609.68)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 278,000.00	\$ 89,000.00	\$ (89,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment				
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	Snorkle Lift		\$ 24,841.10	\$ (24,841.10)
	Ending Balance			\$ (149,341.10)
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,	\$ 10,468.00	\$ 2,814.42	\$ 2,814.42
	Apr-16 Use tax, Monitors, Servers,	\$ 13,331.88	\$ 3,332.92	\$ 3,332.92
	May-16 Use Tax, Spare PCs, Monitors	\$ 2,789.15	\$ 692.90	\$ 692.90
	Jun-16 Use tax, Shop Laptops, Monitors	\$ 1,428.34	\$ 357.08	\$ 357.08
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			\$ (214,281.40)
JTA Capital Reserve Account Balance				\$ 1,957,558.16
JTA Appropriated Project Funds Sub-Total				\$ (1,399,155.18)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 568,402.98

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



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

October 11, 2016

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: September 2016 Financial Report

The 2015 Financial and Single Audit began August 29th and was completed September 21st. The Audit report has been posted to the website. Jefferson Transit had a clean audit with no findings or management letters.

The budget tracking percentage for September is 75%.

Sales Tax Analysis Reports –

- Sales tax for July 2016 was 8% higher than received for July 2015. Cumulatively, JTA is up 14% compared to 2015.

Revenue Report –

- East side farebox and JTOC (west side service) farebox, and DAR are tracking above budget, and vanpool is performing below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.

Expense Report – Overall - JTA is tracking 10.81% below budget as of September 2016

- **Labor** – Fixed route, DAR, and other overtime are over budget.
- **Benefits** – All trending at or below budget.
- **Service and User Fees** –
 - Contract Maintenance Services (IT Services) – over budget due to radio survey. We have also contracted with a local vendor to provide shadow IT services. In the event our IT Administrator is unable to perform his duties, the shadow IT service will provide someone who is familiar with our server set-up and will be able to perform all IT duties.
- **Materials and Supplies Consumed -**
 - Tools – timing issues.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs over the past months, expect it will remain over budget.
 - Shop Supplies – over budget, will continue monitoring this line item, seeing increased costs for this line item.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is on budget without the current month, and it is expected they will be over budget as the year progresses.
- **Casualty and Liability Costs** – Trending below budget
- **Taxes** – Trending below budget
- **Miscellaneous**
 - Training is over budget due to timing.
- **Leases and Rentals** –
 - Transit Way & Passenger Stations – The Port-a-Potty at HPTC has had to be serviced every two weeks instead of once a month during the summer.

Capital Activity –

- Capital activity in September: SCJ Alliance, Backup Server, Radio Project



September 2016 Financial Summary

Budget Tracking Figure: 75%

1. Operational Expenses:	\$291,951.19
Operational Revenues:	\$19,673.12
Non-Operational Income:	\$486,796.34
Capital Expenses:	\$17,212.74
Capital Income:	\$0.00
2. Sales Tax Received 9/30/2016 for July 2016:	\$399,443.33
Sales Tax Received 9/30/2015 for July 2015:	\$371,144.67
Sales tax increased from prior year 8%	
3. Cash on Hand as of September 30, 2016*:	
Operating:	\$1,517,969.54
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$401,378.37
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$56,368.28
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,701.02
Travel Fund:	\$1,352.00
Total	\$5,225,166.90**

**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

2016

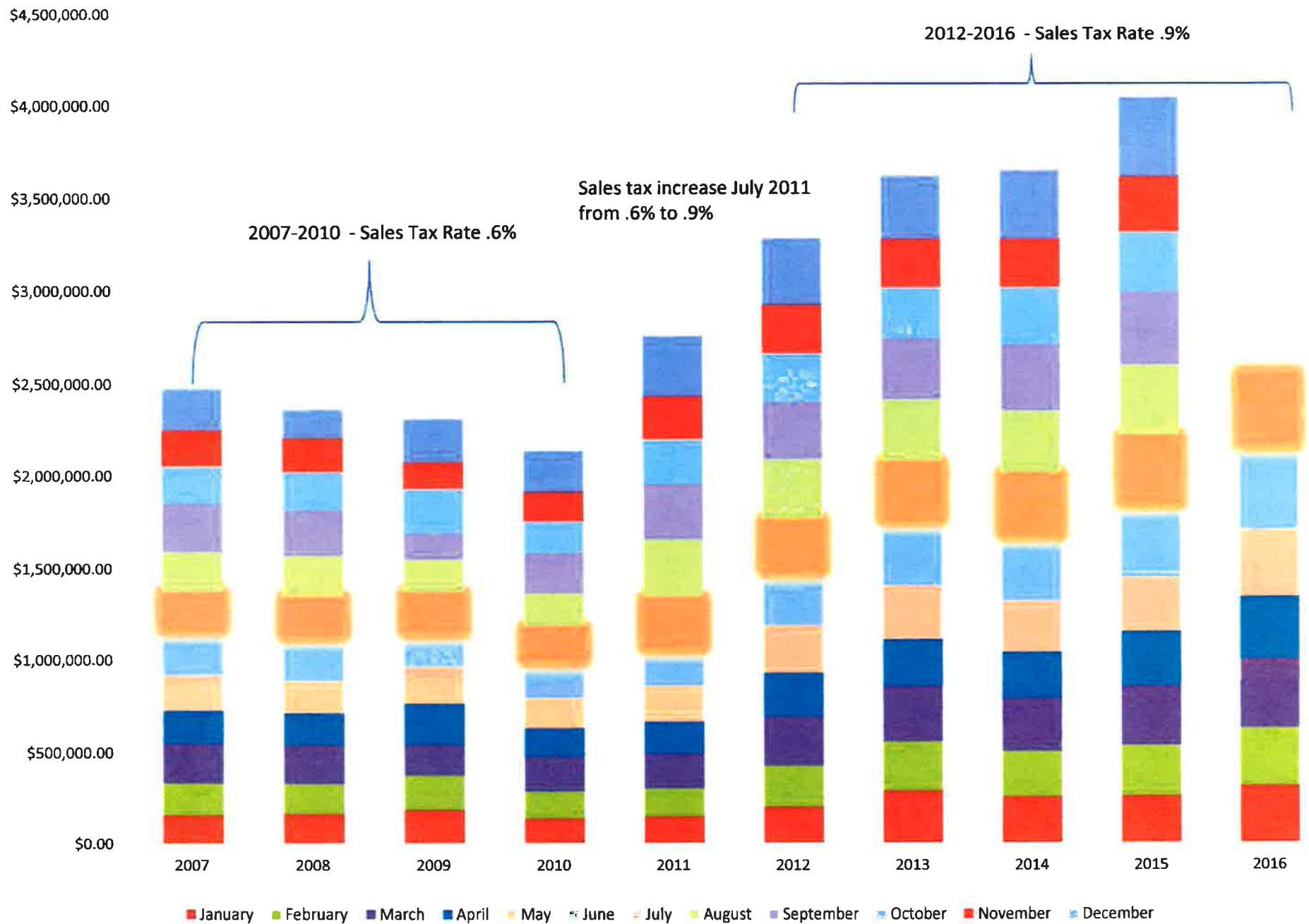
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
August	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,881,836.51	2,454,196.00	17.42%
September	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$3,281,279.84	2,832,764.00	15.83%
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$3,281,279.84	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$364,586.65	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Actual to Budgeted Variance	2016 Cumulative Actual Sales Tax Received	2016 Cumulative Accrual Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
March	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
June	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,152,000.40	1,880,572.00	14.43%
July	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$2,551,443.73	2,259,140.00	12.94%
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$2,551,443.73	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$364,491.96	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Nine Months Ending September 30, 2016

	<u>September</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,112,996.88	\$3,576,936.62
Operating Cash Provided/(Used) by:		
Operating Activities	(\$286,074.70)	(\$2,852,865.73)
Non-Capital Financing Activities	\$403,178.11	\$4,099,061.11
Investing Activities	<u>\$347.04</u>	<u>\$9,396.45</u>
Total Operating Cash Provided/(Used)	\$117,450.45	\$1,255,591.83
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>(\$3,849.43)</u>	<u>\$394,069.45</u>
Net Increase/(Decrease) Cash and Equivalent	\$113,601.02	\$1,649,661.28
CASH BALANCES - END OF PERIOD	<u><u>\$5,226,597.90</u></u>	<u><u>\$5,226,597.90</u></u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending September 30, 2016

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$19,673.12	\$158,758.67	\$215,600.00	73.64%
Operating Expenses				
Labor	120,826.86	1,408,901.93	1,937,683.00	72.71%
Benefits	107,436.00	941,654.01	1,538,325.00	61.21%
Services and User Fees	8,169.33	101,465.09	198,970.00	51.00%
Materials & Supplies	35,721.55	276,857.65	555,310.00	49.86%
Utilities	3,794.71	51,118.02	89,967.00	56.82%
Casualty/Liability Costs	9,880.42	88,923.78	120,000.00	74.10%
Taxes	378.90	4,077.62	8,158.00	49.98%
Miscellaneous Expenses	5,469.22	38,627.49	72,877.00	53.00%
Leases and Rentals	274.20	10,618.12	23,928.00	44.38%
Total Operating Expenses	291,951.19	2,922,243.71	4,545,218.00	64.29%
Operating Income (Loss)	(272,278.07)	(2,763,485.04)	(4,329,618.00)	63.83%
Non-Operating Revenues				
Non-Transportation Revenue	771.35	598,319.37	13,800.00	4,335.65%
Taxes Levied by Transit	396,724.33	3,418,720.84	3,817,621.00	89.55%
Local Grants & Contributions	1,250.00	13,750.00	17,500.00	78.57%
State Grants & Contributions	39,539.00	356,982.57	251,579.00	141.90%
Federal Grants & Contributions	48,511.66	436,604.96	801,284.00	54.49%
Total Non-Operating Revenues	486,796.34	4,824,377.74	4,901,784.00	98.42%
Net Income (Loss) Before Transfers In/(Out)	214,518.27	2,060,892.70	572,166.00	360.19%
Net Income/(Loss)	214,518.27	2,060,892.70	572,166.00	360.19%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Nine Months Ending September 30, 2016**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,854.79	\$110,780.44	\$142,800.00	77.58%
Fixed Route Fares - West - JTOC	606.42	3,863.91	4,500.00	85.86%
Dial-a-Ride Fares (DAR)	980.36	8,153.79	10,800.00	75.50%
Vanpools	3,696.64	33,425.62	55,000.00	60.77%
Extended Service	2,534.91	2,534.91	2,500.00	101.40%
 Auxiliary Transportation Revenues				
Total Operating Revenues	19,673.12	158,758.67	215,600.00	73.64%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	347.04	9,396.45	3,000.00	313.22%
Gain (Loss) on Disposition of Capital Items	220.67	581,704.16		0.00%
Public Donations		30.05		0.00%
Other Nontransportation Revenues	203.64	7,188.71	10,800.00	66.56%
Taxes Levied Directly by Transit System - Sales & Use Tax	396,724.33	3,418,720.84	3,817,621.00	89.55%
Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP		2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	355,850.00	248,579.00	143.15%
RTAP		1,132.57	3,000.00	37.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	436,604.96	801,284.00	54.49%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	486,796.34	4,824,377.74	4,901,784.00	98.42%
TOTAL REVENUES	506,469.46	4,983,136.41	5,117,384.00	97.38%

Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2016

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$46,427.48	\$458,998.10	\$634,498.00	72.34%
Operators Overtime - Fixed Route	87.12	59,346.55	58,406.00	101.61%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,662.32	93,348.81	145,464.00	64.17%
Operators Overtime - Dial-a-Ride (DAR)	416.28	7,564.03	6,970.00	108.52%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	30,066.34	372,793.48	520,272.00	71.65%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,748.09	35,249.00	40,693.00	86.62%
Administration Salaries	32,419.23	381,601.96	531,380.00	71.81%
Benefits				
FICA	23,145.35	118,411.22	186,057.00	63.64%
Pension Plans (PERS)	18,574.24	176,677.08	258,449.00	68.36%
Medical Plans	37,975.75	326,599.92	565,613.00	57.74%
Dental Plans	3,021.00	26,060.95	42,235.00	61.70%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,242.38	39,514.76	71,932.00	54.93%
Holiday	8,234.29	54,594.55	87,360.00	62.49%
General Leave	10,542.48	171,851.60	262,825.00	65.39%
Other Paid Absence (Court Duty & Bereavement)	858.79	5,243.52	14,686.00	35.70%
Uniforms, Work Clothing & Tools Allowance	105.29	5,245.71	10,100.00	51.94%
Other Benefits (HRA, EAP & Wellness)	736.43	17,454.70	30,000.00	58.18%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,368.28	9,620.19	18,250.00	52.71%
Professional & Technical Services	2,120.83	48,214.28	83,530.00	57.72%
Contract Maintenance Services (IT Services)	763.00	4,713.45	5,500.00	85.70%
Security Services		1,345.55	5,000.00	26.91%
Vehicle Technical Services	760.90	14,476.63	38,750.00	37.36%
Property Maintenance Services	1,889.82	8,192.64	13,000.00	63.02%
Software Maintenance Fees	718.31	10,166.43	21,540.00	47.20%
Postage & Mail Meter Fees	270.36	2,241.75	3,100.00	72.31%
Drug & Alcohol Services	277.83	2,484.47	4,800.00	51.76%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	20,115.63	132,227.71	340,000.00	38.89%
Tires	2,021.64	12,391.84	35,000.00	35.41%
Lubrication	1,928.54	6,264.27	10,550.00	59.38%
Tools	1,691.22	8,741.54	10,000.00	87.42%
Vehicle Maintenance & Repair Parts	6,429.74	71,832.51	66,500.00	108.02%
Non-Vehicle Maintenance & Repair Parts	513.33	3,182.52	8,240.00	38.62%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		371.59	4,000.00	9.29%
Shop Supplies (Maintenance & Cleaning)	1,568.53	17,232.88	18,500.00	93.15%
Safety & Emergency Supplies	77.49	221.29	7,050.00	3.14%
Office Supplies	425.92	6,802.49	14,920.00	45.59%
Computer Programs & Supplies	505.08	5,698.33	7,750.00	73.53%
Printing (Photocopier, Schedules & Brochures)	444.43	11,679.32	29,450.00	39.66%
Other Materials & Supplies		211.36	2,000.00	10.57%
Utilities				
Water, Sewer & Solid Garbage	1,022.33	8,135.54	27,170.00	29.94%
Utilities (Electrical & Propane)		15,932.93	23,475.00	67.87%
Telephone & Internet	2,772.38	27,049.55	39,322.00	68.79%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	88,923.78	120,000.00	74.10%
Taxes				
State Taxes	378.90	3,046.91	4,408.00	69.12%
Vehicle Licensing & Registration Fees		33.00	750.00	4.40%
Other Licensing Fees & Taxes		997.71	3,000.00	33.26%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2016**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,524.75	\$8,150.20	\$16,727.00	48.72%
Travel & Meetings	3,467.84	14,532.28	29,650.00	49.01%
Fines & Penalties		14.00		0.00%
Safety Program (Rodeo & Safety Rewards)	7.63	4,046.16	6,500.00	62.25%
Training (Classes, Seminars & Materials)	349.00	10,652.65	14,900.00	71.49%
EE CDL and EE Physical Expense	120.00	1,207.00	4,800.00	25.15%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation	300.00	18,252.50	35,755.00	51.05%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,831.48	1,800.00	101.75%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		8,745.76	13,128.00	66.62%
TOTAL OPERATING EXPENSES	<u>292,251.19</u>	<u>2,940,496.21</u>	<u>4,580,973.00</u>	<u>64.19%</u>

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

Current Account Status	Balance per Bank @ 9/30/16	\$ 1,941,180.80	\$ -
Balance per GL @ 8/31/16		\$ 1,957,558.18	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 835.38	
	Transfers - Out (Purchases)	\$ (17,212.74)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 9/30/16		\$ 1,941,180.80	

2016 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00	\$ (465,648.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -		\$ -
Feb-16	TCF Architecture		\$ (4,385.90)	\$ 4,385.90
Mar-16	Correctional Industries		\$ (328.48)	\$ 328.48
Apr-16	TCF, Pease		\$ (82,881.61)	\$ 82,881.61
May-16	TCF		\$ (187.09)	\$ 187.09
Jun-16	TCF, Pease		\$ (254,513.94)	\$ 254,513.94
Jul-16	TCF		\$ (198.99)	\$ 198.99
Aug-16	TCF		\$ (1,200.31)	\$ 1,200.31
	Ending Balance			\$ (141,975.68)
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	\$ 280,000.00	\$ (280,000.00)
	SCJ Alliance	\$ (13,474.12)	\$ (3,368.53)	\$ 3,368.53
	SCJ Alliance	\$ (7,347.03)	\$ (1,838.78)	\$ 1,838.78
	Ending Balance			\$ (375,772.92)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 278,000.00	\$ 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				
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
Snorkle Lift			\$ 24,841.10	\$ (24,841.10)
	Ending Balance			\$ (149,341.10)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
Feb-16 Laptop		\$ 888.00	\$ 173.28	\$ 173.28
Mar-16 Use tax, BU/Mail Archive Software, Laptops,		\$ 10,458.00	\$ 2,814.42	\$ 2,814.42
Apr-16 Use tax, Monitors, Servers,		\$ 13,331.68	\$ 3,332.92	\$ 3,332.92
May-16 Use Tax, Spare PCs, Monitors		\$ 2,789.15	\$ 692.90	\$ 692.90
Jun-16 Use tax, Shop Laptops, Monitors		\$ 1,428.34	\$ 357.08	\$ 357.08
Sep-16 Use Tax, Backup Server		\$ 3,258.06	\$ 814.01	\$ 814.01
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (213,447.38)
JTA Capital Reserve Account Balance				\$ 1,941,180.80
JTA Appropriated Project Funds Sub-Total				\$ (1,398,504.40)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 544,876.40

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



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report Attachment C

October 18, 2016

Jefferson Transit Authority (JTA) Park and Ride Expansion:

Project Status

- The project is currently in the permit document stage. SCJ Alliance will complete the plans for County approval and building permit issuance.
- The submittal date for the building permit is the week of October 17, 2016.
- Anticipated completion date is March 31, 2017.
- Grant completion date is June 31, 2017.

Current Work Completed

- The project has completed the 60% preliminary design document phase.
- The design team has almost completed the permit design package for submittal to the county for approval. The package for submittal includes the parking lot, bicycle barn and required disciplines to complete the building review.
- The design team has met with JTA staff to review decisions including building finishes, bicycle appurtenances, and final site plan layouts.

Work Planned

- The design team will be finishing the documents for submittal to the County permits by October 14, 2016.
- SCJ will be submitting the plans to the County for review.
- Completion of bid package specifications and preparing the project to go to bid.
- Anticipated start of construction scheduled December 2016.

Washington State Transit Association (WSTA)

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

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

www.JeffersonTransit.com

Upcoming WSTA Board and Committee meetings:

- WSTA/WSTIP Joint Leadership Training, Spokane – October 24-25
- Clerks Committee Meeting, Shelton – October 24-25 (Laura)
- Operations Committee Meeting – October 26-28 (Leesa)
- HR Committee Meeting, Olympia – November 4 (Kari)
- 4th Quarter WSTA Board Meeting, Bellingham – November 29-30 (Tammi)

Miscellaneous Items

Bathrooms – CXT, Inc. toured Haines place, and left instructions regarding what was needed to begin the restroom project. JTA is creating an RFB for a third party to dig up 10'x10' of the parking lot and lay electric and tubing. JTA should have an estimate for the combined CXT/ third party contractor quotes within two weeks.

Generator 4 Corners – JTA secured a professional Electrical Engineer to analyze a year of data to determine what size generator JTA requires at the 4 Corner Base. The lowest bidder was BCE Engineers. BCE's recommendation was for a 250kw unit to handle expected facility loads (Bus Wash Excluded) with one electric bus slow charger (60KW) and a 70% constant load factor. JTA has a valid third party professional recommendation to procure a new generator. Subsequently, IT revised the detailed Statement of Work (SoW). JTA sent RFQ's to three vendors including one from the state contract.

Generator Haines Place – No movement. The plan is to repurpose the 50KW Kohler generator currently at the 4 Corners Base which is large enough to power HPTC with power to spare. JTA will prepare a statement of work and a permitting package.

IT Update

IT continues the **Network and Server Upgrades**. JTA purchased a new Network Appliance Server (NAS) with the remaining FTA upgrade grant monies. JTA now has 30TB (Terabytes) of storage capacity which should last us for a very long time.

Radio Improvement Project (RIP). There has been some progress, but it is slow due to Canada's authorization to proceed with the second repeater location at Mount Maynard. JTA cannot estimate the costs until we get the go-ahead from Canada. JTA had made some minor upgrades to 4 vehicles radios which involved replacing their low-quality connector cables and antennas with higher quality versions. The replacement was at a minimal cost of \$100.00 per vehicle and resulted in a substantial improvement. Based on the results JTA will upgrade the balance of our fleet.

ScheduleMaster Installation/Rollout: The contract was vetted through counsel and after some negotiations the contract was signed. The initial training is complete, and IT has the software links for installation on a dedicated workstation. The installation is scheduled for later this week.

Customer Service (360) 385-4777

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63 4 Corners Road, Port Townsend, WA 98368

**September/October 2016
Operations & Mobility Report
Attachment D**

Special Events

Boardings for Wooden Boat totaled 3,430 approximately 500 less than last year. I notified PTeRider of the timing of our shuttles, and they did a good job of working their trips around our needs. Staff did a great job, and everything went very well. We have two upcoming special events; Friday, November 11th is All Staff Training Day, and we will partner again with Kiwanis to collect gifts for the Toys for Tots program. We will do stuff the bus on Saturday, December 3, tentatively from 9:00 to 3:00.

Service Updates

During the construction of the hospital, our fixed route service has been going through the hospital parking lot. It was anticipated we would be able to resume fixed route service on Sheridan Street the last week of September, but there was a construction delay. We are currently scheduled to resume service at the hospital on Sheridan on Saturday, October 22.

Signs were posted at the Kennedy Street, and Hwy 19 stops advising JTA intends to close these stops. One person made a comment. The stops were closed September 1 due to poor visibility to enter traffic.

I will be meeting with Kitsap Transit's planning staff in the next two weeks to discuss the connection times for the #7 Poulsbo at Kitsap's new North Viking Transfer Center. It is expected to open the week of December 4th.

Oct 14, 2016, Wind Storm very few issues

At 12:41 JTOC reported the power was out from Forks to Amanda Park, JTOC routes remained on time.

At 15:12 we were notified the bridge was closed to high winds, it reopened at 17:58. Our 15:20 outbound to Poulsbo was not able to cross, but the 17:15 got across and arrived on time to Poulsbo.



63 4 Corners Road, Port Townsend, WA 98368

**October, 2016
Maintenance Report
Attachment E**

Maintenance is still working on the front vehicle gate, but it is getting closer to being repaired. Although, it has been working very nicely for a few weeks.

I've been working on some capital projects. Shopping for and buying buses, a parking lot sweeper, Park and Ride lighting for Haines Place and sealing and striping the Haines Place parking lot.

We've been getting ready for winter by getting our ice melt ready, snow plow ready and winterizing buses and the buildings. We are also doing winter inspections on buses by making sure they have new wipers, good tires, and checking the coolant.

We've got a printer/copier and a lot of other items that didn't sell that I'm going put back on the auction site.

During the house moving events, maintenance coordinated on the radios with drivers and dispatch to let them know where the houses were so we could deviate routes and close off the Park and Ride when necessary.

I attended the WSTA Fall Maintenance Meeting last week, and I asked all of the Maintenance Managers if they were having exhaust after treatment issues. All 60 of them raised their hands. I asked if any of them had gone over their parts budget because of the issues, 1023 and again, all of them raised their hands.