



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, October 20, 2015 1:30 p.m.
63 Four Corners Road, Port Townsend, WA
AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. **Finance Report**
 - a. September 2015
- II. **Consent Agenda**
 - a. Approval of Minutes, September 15, 2015
 - b. Approval of Expenses, September 2015
- III. **Old Business**
 - a. **Amendment to Vanpool Pricing Policy:** Change in Effective Date
- IV. **New Business**
 - a. Presentation from Al Hatten, WSTIP Director, for Safety Star Award
 - b. **Resolution 15-18:** Authority for GM to update JTA's address on Policies and Other Necessary Documents.
 - c. **Resolution 15-19:** Disposing of Surplus Real Property located at 1615 W Sims Way
- V. **Reports**
 - a. Operations Report
 - b. Other Reports
- VI. **Ridership Report**

Public Comments

Executive Session for discussion regarding personnel and property per RCW 42.30.110

Adjournment

Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.



1615 W. Sims Way, Port Townsend, WA 98368

October 15, 2015

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

Sales Tax Analysis Reports –

- Sales tax for July 2015 is 11% higher than received for July 2014. Cumulatively JTA is up 7% compared to the budgeted sales tax figures.

Revenue Report –

- Fixed Route Revenues are at budget, JTOC, DAR and Vanpool under. The Extended Service figure is Wooden Boat Pass Sales and Farebox receipts for the Wooden Boat weekend.

Expense Report – Overall JTA is 7.14% under budget

- **Labor** – We have seen an increase in fixed route overtime over the summer months. This figure should level out over the remainder of 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. The IT Administrator position has returned to part-time status.
- **Benefits** – On Track
 - Holiday is over budget because we “front load” the two personal holidays each employee receives annually, however this figure continues to level out as the year progresses (almost there!).
- **Service and User Fees** – Overall on track
 - Professional and Technical Services – was tracking over budget now only slightly over budget, a Phase 2 Environmental Study performed at the Sims Way property will have a budgetary impact on Professional and Technical Services.
 - Vehicle Technical Services – Back in line with budget
 - Property Maintenance Services – Back in line with budget
- **Materials and Supplied Consumed**
 - 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.
 - Office Supplies – over budget, needed to purchase office equipment (mail boxes, two office chairs) due to move.
 - Computer Programs & Supplies is over budget and will remain over budget.
- **Casualty and Liability Costs**
 - The recovery listed is a subrogation claim paid to Jefferson Transit from an incident that occurred in April 2015.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

- Capital activity in September: DCD permit fee



September 2015 Financial Summary

Budget Tracking Figure: 75%

1. Operational Expenses:	\$323,163.38
Operational Revenues:	\$20,867.36
Non-Operational Income:	\$432,954.40
Capital Expenses:	\$1,653.50
Capital Income:	\$0.00
2. Sales Tax Received 9/30/2015 for July 2015:	\$371,144.67
Sales Tax Received 9/30/2014 for July 2014:	\$334,282.34
Sales tax increased from prior year 11%	
3. Cash on Hand as of September 30, 2015*:	
Operating:	\$1,256,149.50
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$623,711.24
Capital Reserve:	\$573,263.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$41,464.26
Bond Reserve:	\$85,250.00
EFT Fund:	\$120,444.25
Travel Fund:	\$1,219.41
Total	\$3,273,077.35**

*"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

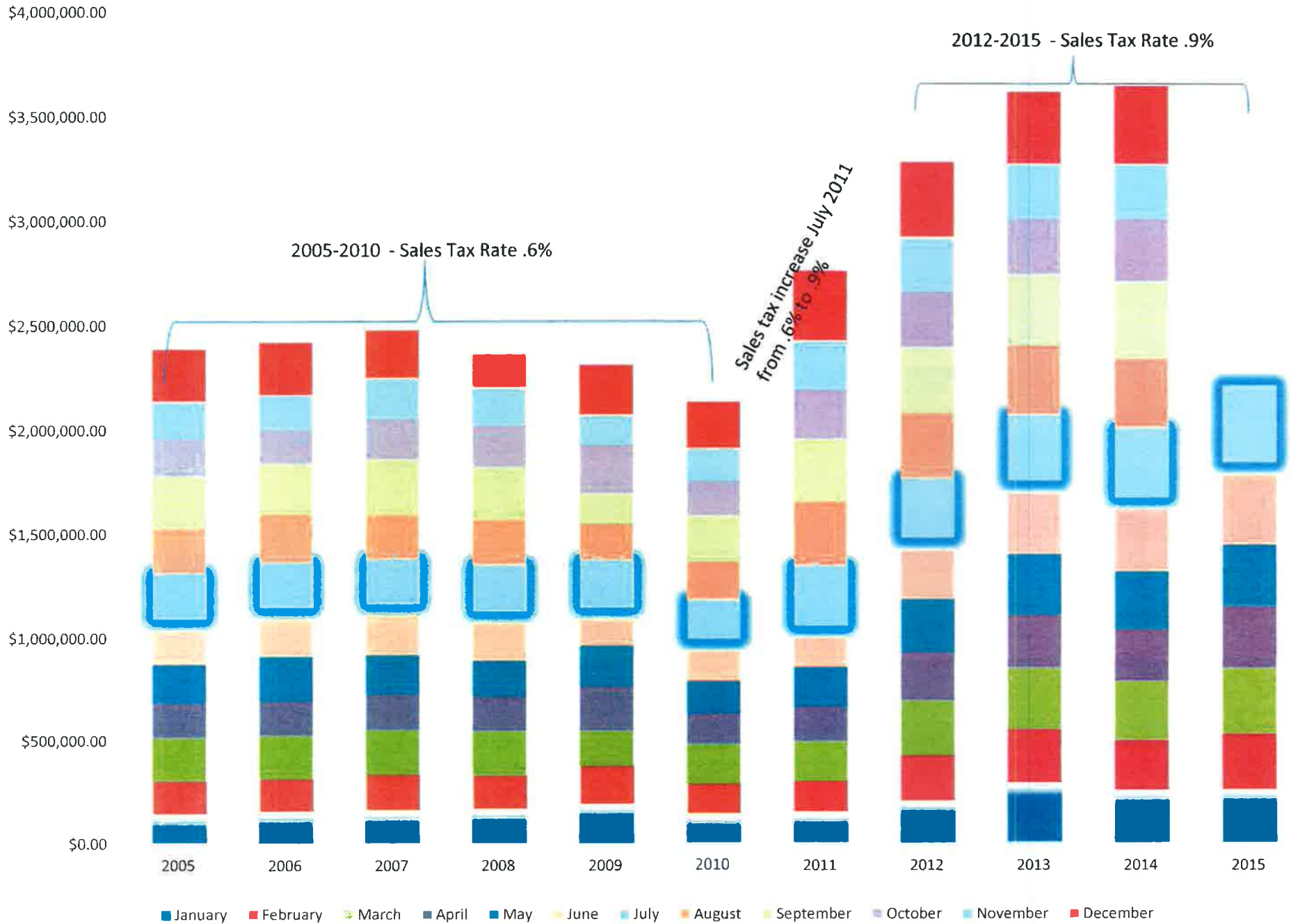
Month Received - Cash Basis (Cash Flow)

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%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,968,821.00	
November	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	3,278,312.00	
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$2,850,816.94	\$3,620,676.50	\$3,639,307.58	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$316,757.44	\$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%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,384,711.00	
September	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	2,694,202.00	
October	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	2,941,295.00	
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		\$2,214,663.93	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$316,380.56	\$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 Nine Months Ending September 30, 2015

	September	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,146,311.20	\$3,961,628.00
Operating Cash Provided/(Used) by:		
Operating Activities	(\$243,012.03)	(\$3,048,870.08)
Non-Capital Financing Activities	\$374,328.83	\$3,714,607.53
Investing Activities	\$387.57	\$3,047.72
Total Operating Cash Provided/(Used)	\$131,704.37	\$668,785.17
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$211.99)	(\$1,352,609.59)
Net Increase/(Decrease) Cash and Equivalent	\$131,492.38	(\$683,824.42)
CASH BALANCES - END OF PERIOD	\$3,277,803.58	\$3,277,803.58

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending September 30, 2015

	September	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$20,867.36	\$153,722.03	\$209,680.00	73.31%
Operating Expenses				
Labor	154,248.84	1,378,351.81	1,884,121.00	73.16%
Benefits	102,201.01	960,784.25	1,423,526.00	67.49%
Services and User Fees	5,007.22	123,335.00	182,150.00	67.71%
Materials & Supplies	51,319.04	355,342.01	605,010.00	58.73%
Utilities	4,151.10	47,051.20	83,690.00	56.22%
Casualty/Liability Costs	1,312.80	71,406.08	108,480.00	65.82%
Taxes	521.74	4,079.49	8,028.00	50.82%
Miscellaneous Expenses	4,257.43	33,966.90	83,441.00	40.71%
Leases and Rentals	144.20	13,051.02	24,240.00	53.84%
Total Operating Expenses	323,163.38	2,987,367.76	4,402,686.00	67.85%
Operating Income (Loss)	(302,296.02)	(2,833,645.73)	(4,193,006.00)	67.58%
Non-Operating Revenues				
Non-Transportation Revenue	1,071.73	18,688.72	13,011.00	143.64%
Taxes Levied by Transit	337,996.67	2,899,672.94	3,514,918.00	82.50%
Local Grants & Contributions	3,750.00	15,250.00	17,500.00	87.14%
State Grants & Contributions	21,665.00	386,597.43	199,600.00	193.69%
Federal Grants & Contributions	68,471.00	424,913.00	814,932.00	52.14%
Total Non-Operating Revenues	432,954.40	3,766,515.25	4,581,353.00	82.21%
Net Income (Loss) Before Transfers In/(Out)	130,658.38	932,869.52	388,347.00	240.22%
Net Income/(Loss)	130,658.38	932,869.52	388,347.00	240.22%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Nine Months Ending September 30, 2015

	<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	\$13,065.39	\$107,461.59	\$142,800.00	75.25%
Fixed Route Fares - West - JTOC	442.34	3,131.95	5,400.00	58.00%
Dial-a-Ride Fares (DAR)	980.93	7,740.79	13,200.00	58.64%
Vanpools	3,800.70	32,289.70	45,000.00	71.75%
Extended Service	2,513.00	2,513.00	2,500.00	100.52%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	585.00	780.00	75.00%
Total Operating Revenues	20,867.36	153,722.03	209,680.00	73.31%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	387.57	3,047.72	1,704.00	178.86%
Public Donations		123.70		0.00%
Other Nontransportation Revenues	684.16	15,517.30	11,307.00	137.24%
Taxes Levied Directly by Transit System - Sales & Use Tax	337,996.67	2,899,672.94	3,514,918.00	82.50%
Special Sales Tax Receipts - Miscellaneous		21,393.16	21,392.00	100.01%
 Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP	2,500.00	4,000.00	2,500.00	160.00%
 State Grants and Contributions				
Rural Mobility Competitive	21,665.00	386,304.00	193,600.00	199.54%
RTAP		293.43	6,000.00	4.89%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	424,913.00	814,932.00	52.14%
 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	432,954.40	5,026,290.71	4,581,353.00	109.71%
TOTAL REVENUES	453,821.76	5,180,012.74	4,791,033.00	108.12%

Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2015

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$48,976.44	\$455,877.05	\$614,707.00	74.16%
Operators Overtime - Fixed Route	6,349.91	46,804.01	53,864.00	86.89%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,486.25	87,997.41	157,420.00	55.90%
Operators Overtime - Dial-a-Ride (DAR)	1,375.75	5,616.12	7,269.00	77.26%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,813.41	381,958.99	530,549.00	71.99%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,230.26	30,731.04	44,322.00	69.34%
Administration Salaries	41,016.82	369,367.19	475,990.00	77.60%
Benefits				
FICA	13,032.13	117,339.64	178,869.00	65.60%
Pension Plans (PERS)	18,644.67	159,866.82	226,231.00	70.67%
Medical Plans	37,417.55	341,636.65	499,313.00	68.42%
Dental Plans	3,041.34	27,565.97	43,695.00	63.09%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,162.09	36,163.18	72,009.00	50.22%
Holiday	6,548.14	64,548.71	84,850.00	76.07%
General Leave	17,048.02	181,421.65	254,955.00	71.16%
Other Paid Absence (Court Duty & Bereavement)	854.57	8,643.51	14,686.00	58.86%
Uniforms, Work Clothing & Tools Allowance	688.28	5,000.72	13,350.00	37.46%
Other Benefits (HRA, EAP & Wellness)	764.22	18,597.40	26,500.00	70.18%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	955.16	11,078.92	18,250.00	60.71%
Professional & Technical Services	1,841.60	57,856.50	77,050.00	75.09%
Contract Maintenance Services (IT Services)		1,378.42	2,125.00	64.87%
Security Services	142.50	821.03	4,400.00	18.66%
Vehicle Technical Services		22,952.54	30,750.00	74.64%
Property Maintenance Services	355.21	9,054.55	12,500.00	72.44%
Software Maintenance Fees	1,335.25	14,410.85	23,175.00	62.18%
Postage & Mail Meter Fees		2,062.69	3,600.00	57.30%
Drug & Alcohol Services	232.50	2,579.50	4,800.00	53.74%
Other Services & User Fees	145.00	1,140.00	2,500.00	45.60%
Materials and Supplies Consumed				
Fuel	25,905.87	200,768.78	407,000.00	49.33%
Tires	4,361.21	18,573.08	31,500.00	58.96%
Lubrication	379.79	5,939.83	10,550.00	56.30%
Tools	4,784.98	10,250.30	10,000.00	102.50%
Vehicle Maintenance & Repair Parts	5,468.71	55,296.27	62,000.00	89.19%
Non-Vehicle Maintenance & Repair Parts	1,155.15	5,397.67	8,240.00	65.51%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	66.65	485.59	3,000.00	16.19%
Shop Supplies (Maintenance & Cleaning)	2,016.43	14,075.29	18,500.00	76.08%
Safety & Emergency Supplies	227.09	1,411.72	8,550.00	16.51%
Office Supplies	1,230.56	13,132.52	13,420.00	97.86%
Computer Programs & Supplies	(17.99)	6,833.46	2,750.00	248.49%
Printing (Photocopier, Schedules & Brochures)	5,740.59	22,851.80	26,150.00	87.39%
Other Materials & Supplies		325.70	2,000.00	16.29%
Utilities				
Water, Sewer & Solid Garbage	1,499.63	12,592.98	26,920.00	46.78%
Utilities (Electrical & Propane)		10,094.04	23,475.00	43.00%
Telephone & Internet	2,651.47	24,364.18	33,295.00	73.18%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	78,854.94	108,480.00	72.69%
Recoveries of Public Liability & Property Damage Settlements	(7,448.86)	(7,448.86)		0.00%
Taxes				
State Taxes	401.91	2,961.36	4,278.00	69.22%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	1,118.13	3,000.00	37.27%

Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2015

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$839.28	\$7,651.28	\$15,591.00	49.07%
Travel & Meetings	2,774.15	10,771.68	29,900.00	36.03%
Safety Program (Rodeo & Safety Rewards)		905.13	6,500.00	13.93%
Training (Classes, Seminars & Materials)	220.00	13,100.81	26,550.00	49.34%
EE CDL and EE Physical Expense	424.00	1,538.00	4,600.00	33.43%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation	425.00	510.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	1,291.41	1,800.00	71.75%
Service Vehicles & Equipment		3,200.24	9,000.00	35.56%
Other General Administration Facilities		8,559.37	13,440.00	63.69%
TOTAL OPERATING EXPENSES	<u>323,588.38</u>	<u>2,987,877.76</u>	<u>4,402,686.00</u>	<u>67.86%</u>

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

Current Account Status	Balance per Bank @ 9/30/15	\$ 1,196,974.93	\$ -
Balance per GL @ 8/30/15		\$ 1,234,941.44	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 72.20	
	Transfers - Out (Purchases)	\$ (38,038.71)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 9/30/15		\$ 1,196,974.93	

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			
	Nov-15			
	Dec-15			
	Ending Balance			\$ (508,892.36)
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	\$ (1,699.20)	\$ (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 \$ 1,196,974.93
JTA Appropriated Project Funds Sub-Total \$ (747,167.60)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 449,807.33

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

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 15, 2015, 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 1:31 p.m. Other members present were David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman, with Catharine Robinson excused.

STAFF PRESENT

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

PUBLIC COMMENT

Jim Todd wanted to recognize the volunteers who provided transportation on Sunday for the Wooden Boat Festival.

Brenda McMillan commented on the trees at the Haines Place Park & Ride.

Lloyd Eisenman commented on Wooden Boat volunteer Sunday service.

Burt Langsea commented on Wooden Boat volunteer Sunday service.

Darrell Conder commented on Wooden Boat volunteer Sunday service, and would like to see the same collaboration for other Port Townsend festivals.

Tim Morgan requested time changes to Sequim and other bus routes.

Margaret Lee would like a bus shelter placed at Lawrence and Taylor with a designated pull out for the bus.

Tammi Rubert thanked the volunteers for providing Sunday service for the Wooden Boat Festival. John Koschnick responded to the time change requests and stated that most routes are interconnected with other routes. Mr. Koschnick also stated he has requested parking spots to be used as a bus pullout on Lawrence and Taylor and will follow up.

DRAFT

NEW AGENDA ITEMS

Discussion regarding restrooms at Haines Place Transit Center.

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, August 18, 2015

b. Approval of Expenses, August 2015

Motion: Kathleen Kler moved to approve the August 2015 Consent Agenda.

David Sullivan seconded.

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

OLD BUSINESS

Discussion about public use of the restrooms at the Haines Place Transfer Center (HPTC).

JTA will get estimates on security, building reconfiguration, and increased custodial and supply costs for help in reaching a decision.

Motion: Robert Gray moved that estimates be gathered for the next Authority Board meeting. Kathleen Kler seconded.

Ben Arnold stated he would have time to gather all estimates except for the door reconfiguration. Because the building is classified as a mobile home, it will have to go through Labor and Industries to be re-engineered.

Vote: The motion carried 3-0 by vote, with David Sullivan opposed.

NEW BUSINESS

Discussion: Surplus Property List (no action required)

A Surplus Policy was passed on July 21, 2015, at the Board Meeting. The Policy states JTA will notify the Board and the public when items are being surplus through auction or disposal. A surplus list is attached. There is one item to remove from the list.

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Second page, third item from the bottom, shows an engine listed which has already been surplus. No Board action is required. This list is for information purposes only.

Resolution 15-15: GCB2069 Operating Grant Agreement

This is JTA's biennial Operating Grant Agreement, which is approximately 20% of our operating funds received from the Federal and State government.

Motion: David Sullivan moved to approve Resolution 15-15: GCB2069 Operating Grant Agreement. Kathleen Kler seconded.

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

Resolution 15-16: Amendment No. 1 to Interlocal Agreement

Resolution 15-16 is amending an existing agreement with Clallam Transit to allow JTA to recognize a single Peninsula College Bus pass sticker. This sticker is attached to student college ID's.

Motion: Kathleen Kler moved to approve Resolution 15-16: Amendment No. 1 to the Interlocal Agreement. Robert Gray seconded.

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

Resolution 15-17: Interlocal Agreement for Mutual Aid

This Resolution allows public transit agencies to join together to provide mutual aid to one another in time of emergency.

Motion: Kathleen Kler moved to approve Resolution 15-17: Interlocal Agreement for Mutual Aid. David Sullivan seconded.

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

REPORTS

OPERATIONS REPORT – John Koschnick

Please see Attachment B

John Koschnick reported on the following items:

- September Employment Anniversaries
- Hood Canal Bridge Incident
- Wooden Boat Festival
- October 5th Service Changes

MAINTENANCE REPORT – Ben Arnold

Please see Attachment C

Ben Arnold reported on the following items:

- Chimacum School sidewalk improvements
- Grant Street shelter completion

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- Hospital shelter removal
- Bus wash system
- Bee invasion at Haines Place Transit Center
- No trespassing signs installed on the east side of property
- Wooden Boat Festival
- Tire prices

RIDERSHIP

Ridership in August was slightly down from July by 1.5%, and down overall for the year by 3.23%. Year-to-date route comparisons show Brinnon, Fort Worden and the Shuttles with increased ridership, and remaining routes down. Dial-A-Ride boarding's per hour are at 2.50. We carried 239 mobility aids in August, which is an increase for summer. This is one of the issues which causes JTA's routes to fall behind schedule.

Using WSTA's ASK portal, JTA sent an ASK to all transit agencies in Washington asking if they are experiencing a ridership decrease and to what they attribute that. Most agencies that answered believed it was due to a decrease in fuel prices along with the economic upturn.

Pamela Browning and Shirley Moss requested a ridership analysis for the Food Bank. January through August of 2015, JTA's Dial-a-Ride provided 337 trips to and from the Food Bank on Wednesdays and Saturdays combined. Fixed route on Wednesday is averaging 23 trips per day and on Saturday, 3 per day.

PUBLIC COMMENT

Lloyd Eisenman commented on public restrooms at the HPTC.

Dick Stockman from the Transportation Lab would like to invite JTA staff members to their monthly meetings.

Tim Morgan commented on Dial-a-Ride.

Darrell Conder requested a shelter at the Food Bank.

Burt Langsea commented on restrooms at the HPTC.

Debbie Jahnke commented on restrooms at HPTC.

Brenda McMillan commented on driver overtime.

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EXECUTIVE SESSION

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

ADJOURNMENT

The meeting was adjourned at 3:12 pm. The next regular meeting will be held Tuesday, October 20, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

September 9, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: August 2015 Financial Report

Sales Tax Analysis Reports –

- Sales tax for June 2015 is 11% higher than received for June 2014. Cumulatively JTA is up 7% compared to the budgeted sales tax figures.

Revenue Report –

- Fixed Route Revenues are nearly at budget, JTOC, DAR and Vanpool under.

Expense Report – Overall JTA is 6.74% under budget

- **Labor** – We have seen an increase in fixed route overtime over the summer months. 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. The IT Administrator position has returned to part-time status.
- **Benefits** –
 - Holiday is over budget because we “front load” the two personal holidays each employee receives annually, however this figure continues to level out as the year progresses.
 - Other Benefits has come in line with budget as predicted.
- **Service and User Fees** – Overall on track
 - Professional and Technical Services – tracking over budget at this time, monitoring, a Phase 2 Environmental Study may be performed on the Sims Way property which will have a budgetary impact.
 - Vehicle Technical Services – Major body repair on 502, will be subrogated through insurance, but must be listed as an expense
 - Property Maintenance Services – these are expenses associated with preparing Haines Place Transit Center for transit occupancy, maintaining the Sims Way property, and to a lesser extent the 4 Corners property. The majority of the expenses were posted during the moves to/from these locations. Was 9.8% over budget in July, now it is 5.3% over budget, so this is a timing issue.
- **Materials and Supplied Consumed**
 - 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.
 - Office Supplies – over budget, needed to purchase office equipment (mail boxes, two office chairs) due to move – will continue to monitor.
 - Computer Programs & Supplies is over budget and will remain over budget.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

- Capital activity in August: Construction and Construction Phase design services, final payment for paint project at HPTC and phone system purchase.



August 2015 Financial Summary

Budget Tracking Figure: 66.64%

1. Operational Expenses:	\$300,281.39
Operational Revenues:	\$16,358.75
Non-Operational Income:	\$447,297.38
Capital Expenses:	\$38,343.96
Capital Income:	\$0.00
2. Sales Tax Received 8/31/2015 for June 2015:	\$394,409.20
Sales Tax Received 8/31/2014 for June 2014:	\$354,351.27
Sales tax increased from prior year 11%	
3. Cash on Hand as of August 31, 2015*:	
Operating:	\$1,145,934.34
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$623,639.04
Capital Reserve:	\$573,263.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$35,133.30
Bond Reserve:	\$85,250.00
EFT Fund:	\$107,211.47
Travel Fund:	\$1,071.04
Total	\$3,143,077.88**

*"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 Authority
Statement of Cash Flows-Accrual Basis
For the Eight Months Ending August 31, 2015

	August	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,074,561.43	\$3,961,628.00
Operating Cash Provided/(Used) by:		
Operating Activities	(\$329,453.27)	(\$2,805,858.05)
Non-Capital Financing Activities	\$399,083.58	\$3,340,278.70
Investing Activities	\$313.80	\$2,660.15
Total Operating Cash Provided/(Used)	\$69,944.11	\$537,080.80
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$1,805.66	(\$1,352,397.60)
Net Increase/(Decrease) Cash and Equivalent	\$71,749.77	(\$815,316.80)
CASH BALANCES - END OF PERIOD	\$3,146,311.20	\$3,146,311.20

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

	August	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,358.75	\$132,879.67	\$209,680.00	63.37%
Operating Expenses				
Labor	156,702.43	1,224,102.97	1,884,121.00	64.97%
Benefits	100,446.33	857,818.18	1,423,526.00	60.26%
Services and User Fees	11,297.53	115,117.76	182,150.00	63.20%
Materials & Supplies	18,490.75	288,525.89	605,010.00	47.69%
Utilities	2,786.43	40,020.68	83,690.00	47.82%
Casualty/Liability Costs	8,761.66	70,093.28	108,480.00	64.61%
Taxes	434.90	3,558.23	8,028.00	44.32%
Miscellaneous Expenses	1,217.16	27,112.84	83,441.00	32.49%
Leases and Rentals	144.20	11,248.39	24,240.00	46.40%
Total Operating Expenses	300,281.39	2,637,598.22	4,402,686.00	59.91%
Operating Income (Loss)	(283,922.64)	(2,504,718.55)	(4,193,006.00)	59.74%
Non-Operating Revenues				
Non-Transportation Revenue	1,238.18	17,616.99	13,011.00	135.40%
Taxes Levied by Transit	354,673.20	2,561,676.27	3,514,918.00	72.88%
Local Grants & Contributions	1,250.00	11,500.00	17,500.00	65.71%
State Grants & Contributions	21,665.00	364,932.43	199,600.00	182.83%
Federal Grants & Contributions	68,471.00	356,442.00	814,932.00	43.74%
Total Non-Operating Revenues	447,297.38	3,333,560.85	4,581,353.00	72.76%
Net Income (Loss) Before Transfers In/(Out)	163,374.74	828,842.30	388,347.00	213.43%
Net Income/(Loss)	163,374.74	828,842.30	388,347.00	213.43%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eight Months Ending August 31, 2015

	<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	\$11,869.26	\$94,396.20	\$142,800.00	66.10%
Fixed Route Fares - West - JTOC	212.38	2,689.61	5,400.00	49.81%
Dial-a-Ride Fares (DAR)	611.11	6,759.86	13,200.00	51.21%
Vanpools	3,601.00	28,514.00	45,000.00	63.36%
Extended Service			2,500.00	0.00%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	520.00	780.00	66.67%
Total Operating Revenues	16,358.75	132,879.67	209,680.00	63.37%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	313.80	2,660.15	1,704.00	156.11%
Public Donations	5.00	123.70		0.00%
Other Nontransportation Revenues	919.38	14,833.14	11,307.00	131.19%
Taxes Levied Directly by Transit System - Sales & Use Tax	354,673.20	2,561,676.27	3,514,918.00	72.88%
Special Sales Tax Receipts - Miscellaneous		21,393.16	21,392.00	100.01%
 Local Grants and Contributions				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP		1,500.00	2,500.00	60.00%
 State Grants and Contributions				
Rural Mobility Competitive	21,665.00	364,639.00	193,600.00	188.35%
RTAP		293.43	6,000.00	4.89%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	356,442.00	814,932.00	43.74%
 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	447,297.38	4,593,336.31	4,581,353.00	100.26%
TOTAL REVENUES	463,656.13	4,726,215.98	4,791,033.00	98.65%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2015**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$50,099.58	\$406,900.61	\$614,707.00	66.19%
Operators Overtime - Fixed Route	8,539.23	40,454.10	53,864.00	75.10%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,804.29	78,511.16	157,420.00	49.87%
Operators Overtime - Dial-a-Ride (DAR)	1,370.89	4,240.37	7,269.00	58.33%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	44,822.51	338,145.58	530,549.00	63.74%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,337.39	27,500.78	44,322.00	62.05%
Administration Salaries	39,728.54	328,350.37	475,990.00	68.98%
Benefits				
FICA	13,288.26	104,307.51	178,869.00	58.32%
Pension Plans (PERS)	18,920.26	141,222.15	226,231.00	62.42%
Medical Plans	38,110.98	304,219.10	499,313.00	60.93%
Dental Plans	3,097.76	24,524.63	43,695.00	56.13%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,177.07	32,001.09	72,009.00	44.44%
Holiday	507.47	58,000.57	84,850.00	68.36%
General Leave	21,162.33	164,373.63	254,955.00	64.47%
Other Paid Absence (Court Duty & Bereavement)	603.56	7,788.94	14,686.00	53.04%
Uniforms, Work Clothing & Tools Allowance	110.95	4,231.35	13,350.00	31.70%
Other Benefits (HRA, EAP & Wellness)	467.69	17,149.21	26,500.00	64.71%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	53.75	9,511.88	18,250.00	52.12%
Professional & Technical Services	1,313.96	54,999.90	77,050.00	71.38%
Contract Maintenance Services (IT Services)		1,104.25	2,125.00	51.96%
Security Services		678.53	4,400.00	15.42%
Vehicle Technical Services	7,773.61	21,692.38	30,750.00	70.54%
Property Maintenance Services	473.46	8,987.74	12,500.00	71.90%
Software Maintenance Fees	1,335.25	13,075.60	23,175.00	56.42%
Postage & Mail Meter Fees		1,777.48	3,600.00	49.37%
Drug & Alcohol Services	232.50	2,295.00	4,800.00	47.81%
Other Services & User Fees	115.00	995.00	2,500.00	39.80%
Materials and Supplies Consumed				
Fuel	16,156.55	170,872.81	407,000.00	41.98%
Tires	(2,437.32)	6,846.95	31,500.00	21.74%
Lubrication	(361.63)	4,626.91	10,550.00	43.86%
Tools	70.61	5,186.32	10,000.00	51.86%
Vehicle Maintenance & Repair Parts	2,694.10	50,615.13	62,000.00	81.64%
Non-Vehicle Maintenance & Repair Parts	150.49	3,411.30	8,240.00	41.40%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		521.54	3,000.00	17.38%
Shop Supplies (Maintenance & Cleaning)	1,116.83	11,983.37	18,500.00	64.77%
Safety & Emergency Supplies	45.02	772.94	8,550.00	9.04%
Office Supplies	(191.29)	10,729.08	13,420.00	79.95%
Computer Programs & Supplies	963.01	6,274.11	2,750.00	228.15%
Printing (Photocopier, Schedules & Brochures)	284.38	16,359.73	26,150.00	62.56%
Other Materials & Supplies		325.70	2,000.00	16.29%
Utilities				
Water, Sewer & Solid Garbage	558.59	10,126.32	26,920.00	37.62%
Utilities (Electrical & Propane)		8,481.78	23,475.00	36.13%
Telephone & Internet	2,227.84	21,412.58	33,295.00	64.31%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	70,093.28	108,480.00	64.61%
Taxes				
State Taxes	315.07	2,559.93	4,278.00	59.84%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	998.30	3,000.00	33.28%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2015**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$549.08	\$6,244.10	\$15,591.00	40.05%
Travel & Meetings	448.08	7,827.20	29,900.00	26.18%
Safety Program (Rodeo & Safety Rewards)		690.73	6,500.00	10.63%
Training (Classes, Seminars & Materials)	100.00	11,236.81	26,550.00	42.32%
EE CDL and EE Physical Expense	120.00	1,114.00	4,600.00	24.22%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation		85.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	558.02	1,800.00	31.00%
Service Vehicles & Equipment		3,200.24	9,000.00	35.56%
Other General Administration Facilities		7,490.13	13,440.00	55.73%
TOTAL OPERATING EXPENSES	<u>300,281.39</u>	<u>2,637,683.22</u>	<u>4,402,686.00</u>	<u>59.91%</u>

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

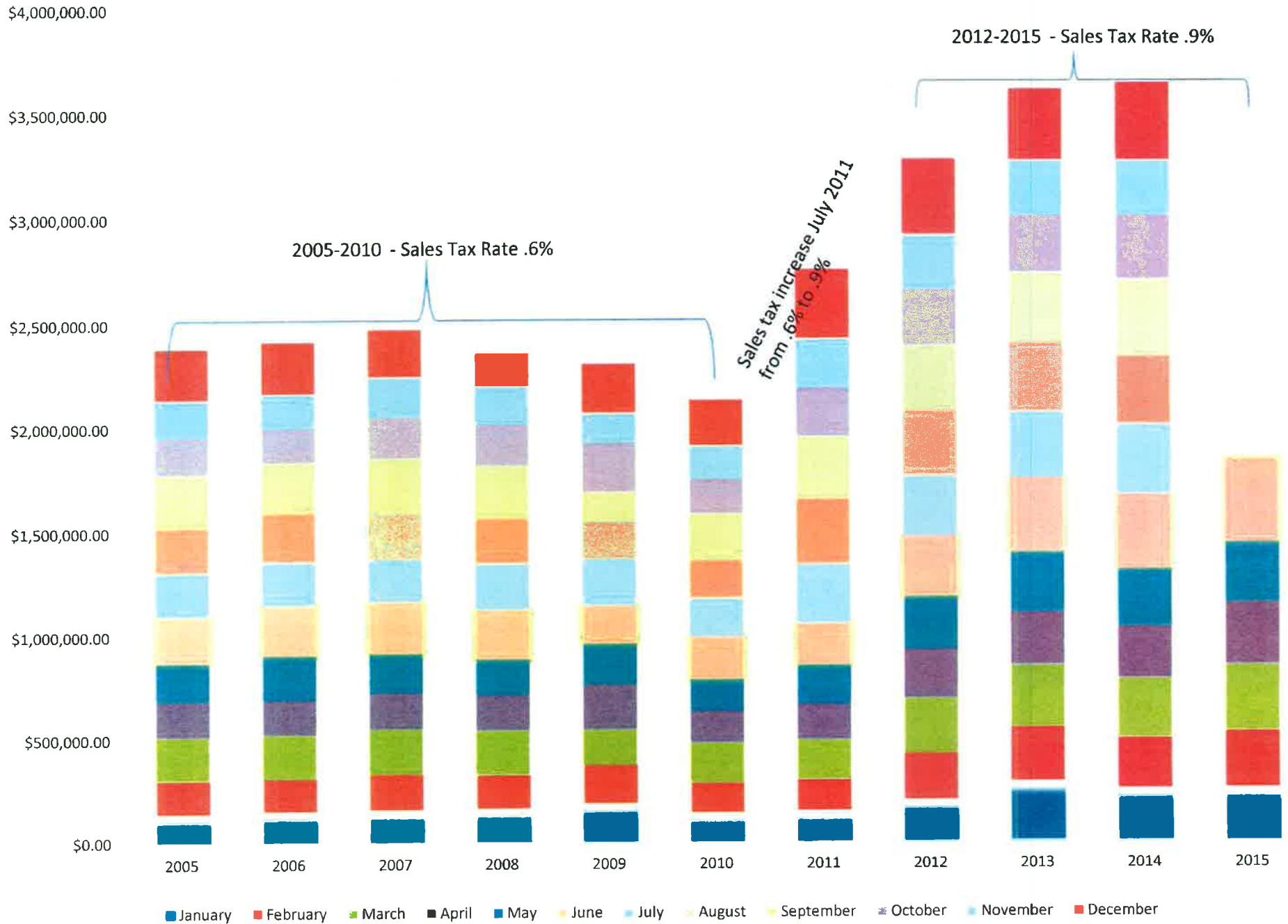
Month Received - Cash Basis (Cash Flow)

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%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,645,346.00	
October	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,968,821.00	
November	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	3,278,312.00	
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$2,479,672.27	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$309,959.03	\$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%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,061,236.00	
August	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,384,711.00	
September	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	2,694,202.00	
October	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	2,941,295.00	
November	0.90%		\$261,865.96	\$263,071.24	\$241,672.00	\$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		\$1,843,519.26	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$307,253.21	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

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



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

Current Account Status	Balance per Bank @ 7/31/15	\$ 1,234,941.44	\$ -
Balance per GL @ 6/30/15		\$ 1,248,727.15	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 78.33	
	Transfers - Out (Purchases)	\$ (13,864.04)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 7/31/15		\$ 1,234,941.44	

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	\$ (478,249.84)	\$ (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	\$ (321,911.28)	\$ (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			
	Oct-15			
	Nov-15			
	Dec-15			
	Ending Balance			\$ (510,545.86)
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	\$ (1,699.20)	\$ (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				\$ 1,234,941.44
JTA Appropriated Project Funds Sub-Total				\$ (748,821.10)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 486,120.34

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

Jefferson Transit Authority/FTA Grant WA-03-0180-02 (Four Corners Facility Project)

Total Project Cost		\$ 4,083,068.00	Equals Total project award plus total match	
FTA FUNDS AWARDED TO JTA			JTA MATCH	
Original	\$	560,000.00	Match Required	\$ 816,614.00
1st Amendment	\$	423,679.00		
	\$	970,874.00		
	\$	380,361.00		
2nd Amendment	\$	931,540.00		
Total Project Award from FTA	\$	3,266,454.00	Total Match	\$ 816,614.00
Disbursements to date	\$	3,262,178.00	Disbursements to date	\$ 816,614.00
Remaining Balance	\$	4,276.00	Remaining Balance	\$ -
Team/Disbursements	\$	3,262,178.00	JTA Match	\$ 816,614.00
Difference	\$	-	Difference	\$ -
Detail of Disbursements				
Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 26,025.00	\$ 6,505.35	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,434.00	\$ 14,857.66	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,592.07	\$ 38,074.00	\$ 9,518.07	Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05; 121700
7/13/2005	\$ 34,544.54	\$ 27,636.00	\$ 6,908.54	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/2&4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2,7/1,8/2,9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/3, 2/1, 3/2, 3/3/2006; 3626
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00		Inv#2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw
9/24/2008	\$ 139.31	\$ 112.00	\$ 27.31	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw
5/18/2012	\$ 15,824.74	\$ 12,660.00	\$ 3,164.74	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,798.78	\$ 298.00	\$ 1,500.78	Inv# 11308; 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,360.00	\$ 10,059.05	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,226.00	\$ 5,306.35	Inv# 20130419
8/5/2013	\$ 63,999.21	\$ 47,850.00	\$ 16,149.21	Inv#: 20130517; 20130619; 71322; 13-116
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv#: 201307020; 20130810; 071305; 081306; 091311
10/17/2013	\$ 32,128.03	\$ 24,363.00	\$ 7,765.03	Inv#: 20130912; 101311
11/25/2013	\$ 60,655.54	\$ 48,524.00	\$ 12,131.54	Inv#: 20131014
1/8/2014	\$ 54,281.46	\$ 38,662.00	\$ 15,619.46	Inv#: 20131116; 121313; SEPTICPERMIT14; 11403
1/31/2014	\$ 114,715.46	\$ 90,788.00	\$ 23,927.46	Inv#: 111325; 14-004, 14-005, 14-006; 20131212
2/26/2014	\$ 92,386.70	\$ 70,635.00	\$ 21,751.70	Inv#: 021414 B, Permit 2-11-2014 B, 14-025 B, 20140113B, 48430 B, 14-018, SEPTICPERMIT14
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	00005, 2014Bldg14-00006, 2014Bldg14-
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	Inv#: 48860, 31419, 1041404, 20140312, 041411B
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv#: 1218, 49099, 20140415, 51416
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv#: 20140510, 061411
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv#: 49488, 1228, 54-572569, 20140611, 100, 071411, Application#1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv#: 81414, App #2, 51331, ODT Acc#as, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv#: 13378; 20140710; 20140811, BLD14-00004, PR#3
10/22/2014	\$ 257,213.70	\$ 205,771.00	\$ 51,442.70	20140905, PR#4, 13583
11/24/2014	\$ 603,988.35	\$ 483,192.00	\$ 120,796.35	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
1/5/2015	\$ 223,022.05	\$ 178,418.00	\$ 44,604.05	20141104/1412122/141222/PR#6/14253
1/26/2015	\$ 222,687.73	\$ 179,989.00	\$ 42,698.73	20141208; 150115; PR#7 CORRECTION ON PR#33
2/5/2015	\$ 2,061.25	\$ 1,649.00	\$ 412.25	14425 (final 2014 invoice this project)
2/25/2015	\$ 468,112.33	\$ 401,832.00	\$ 66,280.33	20150109; 150220; PR#8; 14586
4/10/2015	\$ 21,729.00	\$ 21,729.00	\$ -	Meter, 20150208, 14757
6/10/2015	\$ 40,350.00	\$ 40,350.00	\$ -	119; DCD14-005, 5, 6, 15; 32; 14966; 15110
Total	\$ 4,078,792.00	\$ 3,262,178.00	\$ 816,614.00	

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation



63 4 Corners Road, Port Townsend, WA 98368

OPERATIONS REPORT – SEPTEMBER 15, 2015
Attachment B

September Employment Anniversaries

- | | | |
|----------------|-----------|----------|
| ▪ Casey Quayle | 9/26/2002 | 13 years |
| ▪ Tim Nolan | 9/23/2002 | 13 years |
| ▪ Betty Mysak | 9/5/2001 | 14 years |

Monthly Highlights

Hood Canal Bridge Incident – On Wednesday, September 9 the HCB suffered a misfortune which left it closed to traffic for just about five hours. Our driver was stuck...Bus held...

Wooden Boat Festival – We had another successful year providing service for the Wooden Boat Festival. Our numbers this year were just over 1400 passengers carried on Friday and just over 2900 on Saturday. Ticket sales were 1656 sold for both days.

October 5 Service change - Route, schedules and bid shifts have been finalized for the Fall Service change scheduled for October 5. Initial Rider Alerts went up two weeks ago. The biggest impacts will be the new transfer point with Mason Transit at Triton Cove and the reroute of the #11 Shuttles due to the Jefferson Healthcare project.

JTA offered regular employment to Elizabeth Trollsplinter.



63 4 Corners Road, Port Townsend, WA 98368

September Maintenance Board Report

Attachment C

- 1) Chimacum School sidewalk and pull out improvements. We placed both shelters there. One on each side of the highway. They both are being used by students, and we are grateful to have been part of the project. Thank you to Eric Kusman, Project Manager.
- 2) We also replaced the shelter at the Grant School on Discovery Road. I went to inspect it the day after Dave placed it, and I spoke to a man and his wife who were walking. He told me he built the wooden shelter across the road in the 80's and had been maintaining it ever since. He told me his shelter gets vandalized all the time, and he has to repaint it almost once a month. He said he and his wife walk by every morning, and would keep an eye on our shelter and report any problems. I gave him my card and thanked them both.
- 3) On September 4th, we removed the Hospital shelter located at 7th and Sheridan for one year to accommodate the construction and improvements of the hospital.
- 4) After washing only seven buses in forty-five days with the new bus wash system and enduring several breakdowns, it seems to be repaired and working well now. Thank you to the coordination of Interclean, Olympic Electric, and Brian Pease of Pease construction.
- 5) Over the past week or so we have been battling bees at the HPTC. They have started building a nest in the walls of the building. Dave and I have been spraying and sealing up any openings that we can find for them to get in
- 6) We have had four wheelers crossing on the east side our property to get to the powerline and go north to the gravel pits that Jim Marlow owns to play and party. We put up no-trespassing signs to try to keep them from passing over Transit's property.
- 7) The Wooden Boat Festival was a success from the car parking point of view. The guy's worked hard, and it went smoother than ever before.
- 8) The price of tires has taken a big jump recently. I have contacted other suppliers to see if we can get the best price possible. A couple of our tires are of odd sizes and Michelin is the only supplier.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 10/20/2015

September 2015 Expenses

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

- Accounts Payable Vouchers #94062-94092 in the amount of \$82,385.89
- Accounts Payable Voucher #94093 in the amount of \$77,557.36
- Accounts Payable Vouchers #94094-94144 in the amount of \$43,230.16
- Accounts Payable Voucher #94145 in the amount of \$78,368.39
- EFT Vouchers #5829-5833 in the amount of \$6,070.21
- EFT Vouchers #5834-5839 in the amount of \$7,200.15
- Advance Travel Voucher #370 in the amount of \$37.50
- Transfer from the Operations account to the Bond Payment Reserve account for the purpose of paying the annual bond debt service for 2015 in the amount of \$6,755.96
- Voided Voucher #93876 in the amount of \$150.00
- Voided Voucher #368 in the amount of \$200.86

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

Laura Smedley
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: October 20, 2015

AGENDA ITEM: Amendment to Vanpool Pricing Policy

SUBMITTED BY: Leesa Monroe TITLE: Mobility & Outreach Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Amended Vanpool Pricing Policy for approval

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY: Jammi Rubeck

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

JTA is requesting the Board approve amending the effective date of the Policy from October 1, 2015, to January 1, 2016.

On Page 2, under SCOPE, Pricing Structure item number 3; the pricing structure was put in place in anticipation of utilizing debit/credit cards for vanpool payments. Jefferson Transit is set up to take payments, but our vanpool customers have had processing issues and will not be ready to use debit cards by the original Resolution effective date of October 1, 2015.

RECOMMENDED
ACTION/MOTION:

Motion: To approve amending the effective date of the Vanpool Pricing Policy from October 1, 2015, to January 1, 2016.

Title: Policy for Vanpool Pricing	Resolution: 15-14
Author: Sara Crouch, Finance Manager	Effective Date: <u>January 1, 2016</u> Resolution 15-14 (Supersedes policy adopted by Res 9-14)

Deleted: October

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Jefferson Transit Authority

Policy for Vanpool Pricing

Resolution Date: **August 18, 2015**
(Pricing Effective Date: January 1, 2016)

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PURPOSE

It is the intent of this policy to set pricing for the Jefferson Transit vanpool program that sustains the current program. In order to sustain the current program, the pricing must cover the operating costs of the program and provide enough revenue for the capital funding match for a vanpool replacement grant. The pricing policy must also be compliant with the Washington State Department of Transportation's Vanpool Investment Program.

SCOPE

The pricing structure described below will apply to all Vanpools operated by Jefferson Transit beginning January 1, 2016.

Deleted: October

Deleted: 5

Pricing Structure:

1. All Vanpools will be charged a \$400 flat rate fee per month.
2. All Vanpools will be charged a per commute mile charge of \$0.32 per mile.
3. All Vanpools will be charged a 2.9% Administration Fee which will be used to recover the costs of using a third party in order for Vanpools to utilize debit/credit card payment option.

Jefferson Transit Finance Department will annually review the Fully Allocated Costs utilizing the fully allocated cost model and the Actual Operating Costs (repair labor and parts, fuel) based on information provided in the current maintenance software program. If the costs no longer meet the requirement to cover operating costs and provide capital funding to pay the match for a grant for a replacement van, this pricing structure must be revised.

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Authority Board Agenda Summary

MEETING DATE: October 20, 2015

AGENDA ITEM: Resolution 15-18: Authority for the JTA General Manager to Approve Updated Addresses on Policies and Other Essential Documents

SUBMITTED BY: Tammi Rubert **TITLE:** General Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 15-18

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

The Municipal Research and Services Center's (MRSC) legal department was contacted regarding the most efficient way to handle address changes on Policies and essential documents as they are discovered. Their legal department suggested giving the General Manager blanket authority for address changes.

**RECOMMENDED
ACTION/MOTION:**

Motion: To approve Resolution 15-18 giving the JTA General Manager the authority to approve updated address on Policies and other essential documents.

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Authority for the Jefferson Transit Authority (JTA) General Manager to Approve Updated Addresses on Policies and Other Essential Documents



Authority Board Agenda Summary

MEETING DATE: October 20, 2015

AGENDA ITEM: Resolution 15-19: Intent to Dispose of Surplus Real Property Located at 1615 W Sims Way, Port Townsend, WA

SUBMITTED BY: Tammi Rubert **TITLE:** General Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 15-19, Appendix A and Plat Map

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

The Policy for the Disposition of Surplus Property specifies in paragraph 7 that the Board of Directors must approve disposal of all rolling stock, real estate, and any property exceeding \$5,000 current fair market value. This Resolution provides that approval from the Authority Board.

**RECOMMENDED
ACTION/MOTION:**

Motion: To approve Resolution 15-19: Intent to Dispose of Surplus Real Property Located at 1615 West Sims Way, Port Townsend, WA.

**JEFFERSON TRANSIT AUTHORITY
RESOLUTION 15-19:
Intent to Dispose of Surplus Real Property Located at
1615 West Sims Way, Port Townsend, Washington**

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to declare the Intention to Dispose of Surplus Real Property.

WHEREAS, the Jefferson Transit Authority Board of Directors holds that it is in the best interests of the Authority to dispose of all surplus property belonging to the Authority; and

WHEREAS, the real property, described in Appendix A of this Resolution, is identified by Authority staff as surplus and was this day presented to the Board of Directors for approval;

NOW, THEREFORE, BE IT RESOLVED that the designated surplus real property described in Appendix A, which is attached, is hereby declared surplus and shall be appropriately disposed of by further action of the Authority Board.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on October 20, 2015.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

Surplus Land Appendix A

Parcel A:

Lots 1 through 4, inclusive, Block 260 of the Supplemental Plat of the Eisenbeis Addition to the City of Port Townsend, as per plat recorded in Volume 2 of Plats, page 24, records of Jefferson County, Washington;

TOGETHER WITH the North ½ of vacated Fourth Street adjoining or abutting thereon, vacated on November 19, 1968 by Ordinance No. 1552 of the City of Port Townsend, which upon vacation, attached to said premises by operation of law;

ALSO TOGETHER WITH that portion of vacated McClellan Street adjoining or abutting thereon, vacated on June 15, 1982 by Ordinance No. 1921 of the City of Port Townsend, recorded on February 4, 1983 under Recording No. 282084, which upon vacation, attached to said premises by operation of law;

EXCEPT that portion of Lot 1 conveyed to the State of Washington for State Road No. 9, in Volume 1 of Road Waivers, pages 406 and 407, records of Jefferson County, Washington.

Situate in the County of Jefferson, State of Washington.

Parcel B:

Lots 1 through 8, inclusive, Block 261 of the Supplemental Plat of the Eisenbeis Addition to the City of Port Townsend, as per plat recorded in Volume 2 of Plats, page 24, records of Jefferson County, Washington;

TOGETHER WITH the North ½ of vacated Fourth Street adjoining or abutting thereon, vacated on November 19, 1968 by Ordinance No. 1552 of the City of Port Townsend, which upon vacation, attached to said premises by operation of law;

ALSO TOGETHER WITH that portion of vacated McClellan Street adjoining or abutting thereon, vacated on June 15, 1982 by Ordinance No. 1921 of the City of Port Townsend, recorded on February 4, 1983 under Recording No. 282084, which upon vacation attached to said premises by operation of law;

EXCEPT that portion, if any, lying within State Route 20, also known as Sims Way.

Parcel C:

Lots 1 through 8, inclusive, Block 280 of the Supplemental Plat of the Eisenbeis Addition to the City of Port Townsend, as per plat recorded in Volume 2 of Plats, page 24, records of Jefferson County, Washington;

TOGETHER WITH the South ½ of vacated Fourth Street adjoining or abutting thereon, vacated on November 19, 1968 by Ordinance No. 1552 of the City of Port Townsend, which upon vacation, attached to said premises by operation of law;

DRAFT

ALSO TOGETHER WITH that portion of vacated McClellan Street adjoining or abutting thereon, vacated on August 16, 1999 by Ordinance No. 2708 of the City of Port Townsend, recorded on August 7, 2000 under Recording No. 436068, which upon vacation, attached to said premises by operation of law.

Situate in the County of Jefferson, State of Washington.

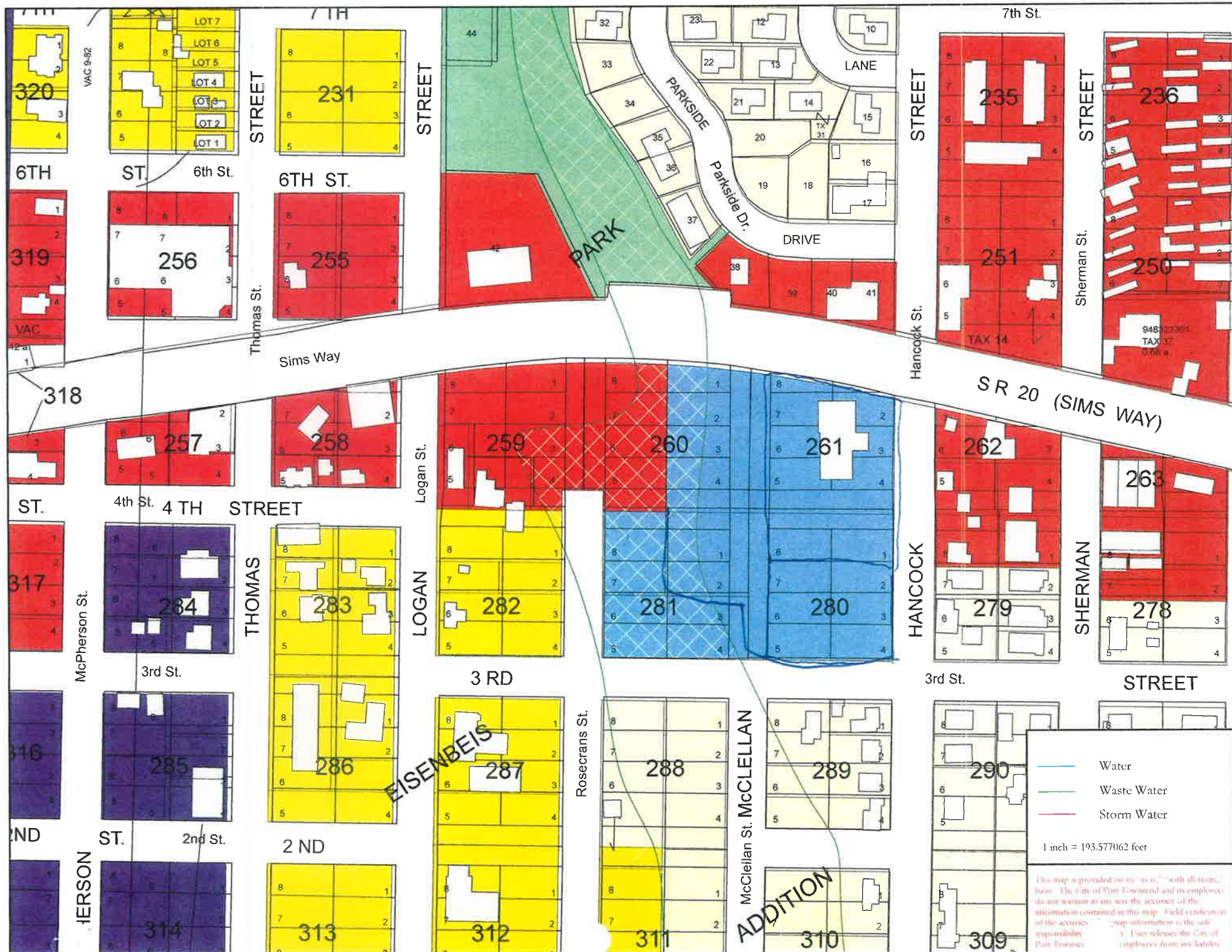
Parcel D:

Lots 1 and 2, inclusive, Block 281 of the Supplemental Plat of the Eisenbeis Addition to the City of Port Townsend, as per plat recorded in Volume 2 of Plats, page 24, records of Jefferson County, Washington;

TOGETHER WITH the South ½ of vacated Fourth Street adjoining or abutting thereon, vacated on November 19, 1968 by Ordinance No. 1552 of the City of Port Townsend, which upon vacation, attached to said premises by operation of law;

ALSO TOGETHER WITH that portion of vacated McClellan Street adjoining or abutting thereon, vacated on August 16, 1999 by Ordinance No. 2708 of the City of Port Townsend, recorded on August 7, 2000 under Recording No. 436068, which upon vacation, attached to said premises by operation of law.

Situate in the County of Jefferson, State of Washington.

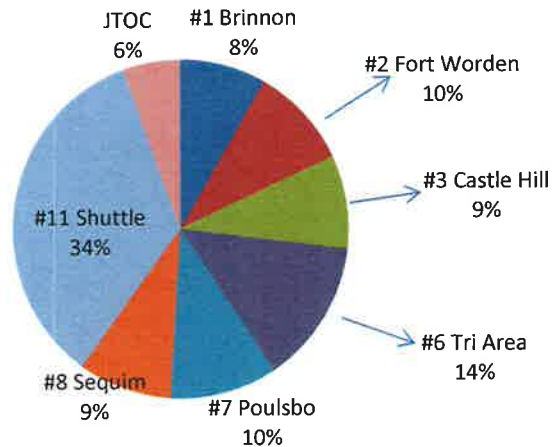


RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

September

**September
Total:
(100%)
22,024**

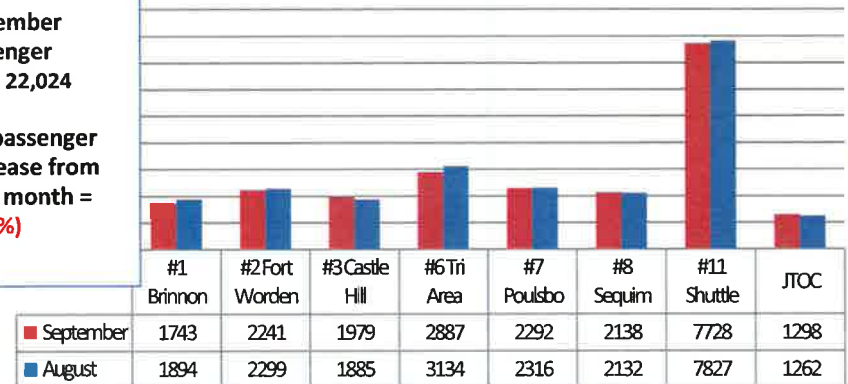


**August passenger
total 22,306**

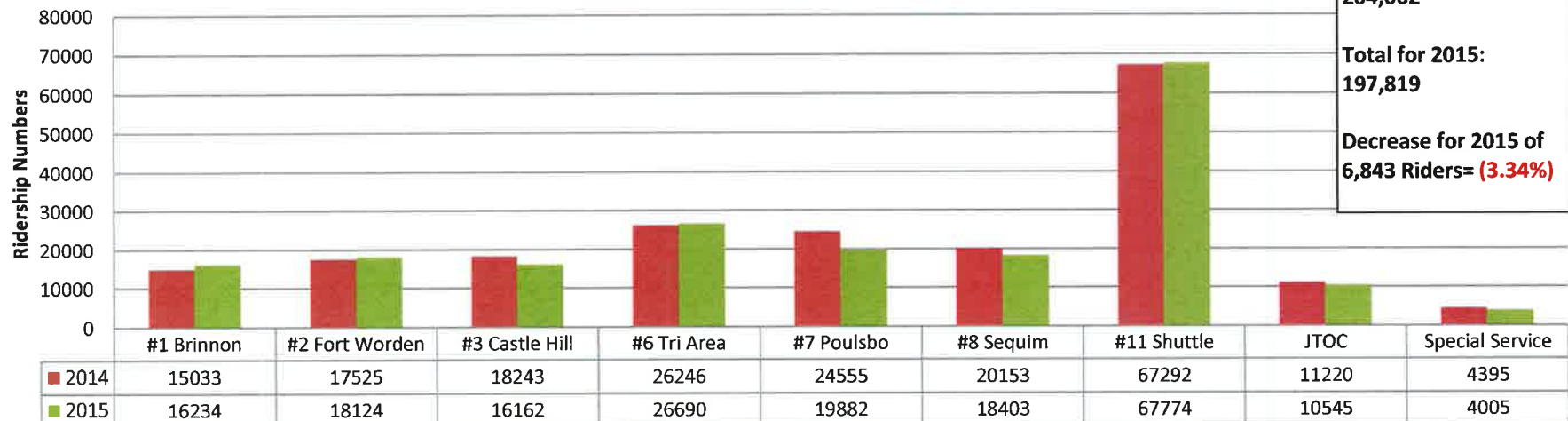
**September
passenger
total: 22,024**

**282 passenger
Decrease from
prior month =
(1.26%)**

Month to Month Route Comparison



YTD Ridership by Route and Year as of September



**Total for 2014:
204,662**

**Total for 2015:
197,819**

**Decrease for 2015 of
6,843 Riders= (3.34%)**

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

September , 2015

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
LOCAL									
#2 Ft Worden	2138	16	71	292	2161	123	7.32	0.99	17.43
#3 Castle Hill / Cook Ave	1957	4	120	292	2657	126	6.70	0.74	15.59
#11 Shuttle	7583	65	252	613	2391	227	12.37	3.17	33.43
LOCAL TOTAL	11678	85	443	1197	7209	475	8.80	1.63	22.15

COMMUTER									
#1 Brinnon	1832	2	175	184	7912	221	9.96	0.23	8.30
#6A Tri Area Loop (5)	1694	16	146	113	2927	94	14.99	0.58	18.06
#6B Tri Area Loop (6)	1331	2	157	92	2383	76	14.47	0.56	17.43
#7 Poulsbo	2282	12	187	184	7710	197	12.40	0.30	11.59
#8 Sequim	1989	1	157	226	7774.4	176	8.80	0.26	11.28
COMMUTER TOTAL	9128	33	822	799	28706	764	12.12	0.38	13.33

2015 SPECIAL EVENTS	Boardings	Runs per event
Rhody Festival 2015	57	1
Wooden Boat Festival 2015	3948	5

WEST JEFFERSON	1218	6	11	184	12614	414	6.62	0.10	2.94
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TOTAL MONTHLY	22024	124	1276	2180	48528	1653	9.18	0.70	12.81
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21 Weekdays in Month

4 Saturdays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,242	6,953	5.5	5

DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	975	923	3894	387	1.06	0.25	2.52	96.06%	10
DAR Mobility Aids	304								

*Boardings includes Passenger and Attendant if needed

JEFFERSON TRANSIT AUTHORITY

August 2015

Date of Document	Date Received	Originating Party	Correspondance Description	Date of Response
9/2/2015	9/2/2015	Mary Itterley	Driver Commendation & Route Request	10/4/2015
9/2/2015	9/2/2015	Tim Morgan	Shelter Request	No response Already discussed
9/3/2015	9/3/2015	Lyle Courtsal	Shelter Request & Route Suggestions	No response
9/1/2015	9/3/2015	Tim Morgan	Passenger Complaint	9/4/2015
9/3/2015	9/3/2015	No Name	Website Request	No response
9/8/2015	9/8/2015	Scarlett Sankey	Driver Commendation	9/15/2015
9/8/2015	9/8/2015	Janie Lammers	Driver Complaint	No response
9/9/2015	9/10/2015	Janie Lammers	Driver Complaint withdrawal	9/14/2015
9/10/2015	9/15/2015	Bonnie Deboca	Driver Complaint	9/21/2015
9/15/2015	9/15/2015	Viviann Kuehl	Route Request	10/8/2015
9/10/2015	9/15/2015	Martha Ann Sackett	Route Commendation	10/8/2015
9/14/2015	9/14/2015	Bill Bellinger	Transit Commendation	None
9/16/2015	9/16/2015	Nan Toby Tyrell	Driver Commendation	10/1/2015
9/16/2015	9/17/2015	Mark Wessels	Missed Stop	No Response Needed
9/16/2015	9/17/2015	Scarlet Sankey & Jesse Page	Route Complaint	No response
9/17/2015	9/18/2015	Fraser Rotchford	Stop Complaint	No Response Requested
9/21/2015	9/21/2015	Nellie Wyatt	Vanpool Complaint	9/23/2015
9/21/2015	9/22/2015	Nan Toby Tyrell	Driver Complaint	9/22/2015
9/25/2015	9/28/2015	No Name	Driver Complaint	No Name
9/29/2015	10/1/2015	Laurie Nye	Driver Complaint	10/1/2015