

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, November 22, 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 Vice-Chair David Sullivan at 1:31 p.m. Other members present were Kathleen Kler and David Faber with Phil Johnson excused. A quorum was present. Catharine Robinson entered the meeting at 1:33 pm.

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 would like to know the total cost of RouteMatch software.

Margaret Lee asked how RouteMatch software will work in our community and our transit system.

PUBLIC BUDGET MEETING

Sara Crouch discussed a bus replacement list that was created and made available for the Budget books. The list shows that three (3) Jefferson Transit Olympic Connection (JTOC) buses have been ordered. Also, two (2) Gillig buses have been ordered with our Surface Transportation Program (STP) Flex funding. There have been no changes or comments on the 2017 budget.

PUBLIC COMMENT

Darrell Conder asked about funding for future bus purchases.

Sara Crouch responded that JTA pays the grant match, but she would like to start a vehicle replacement reserve in 2018 to enable JTA to replace a bus every four (4) years with our own funding after the Operations/Capital reserves are met.

Ms. Crouch explained a fixed route diesel bus costs approximately \$500,000. An electric bus costs approximately \$750,000. What she will propose in 2018 is to add \$125,000 per year to a bus replacement reserve fund. With grant funding for a diesel bus, the match for JTA is \$100,000. JTA competes with seventy-five (75) other entities in Washington State who are all trying to get buses.

Catharine Robinson stated with no further public comment, the public hearing will remain open until the budget is adopted in December.

NEW AGENDA ITEMS

There were none.

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

It was noted the electrical budget item is over budget.

Ms. Crouch explained these expenses were projected after six months of bills. The PUD discovered that the wrong multiplier was used on our bill which completely changed our electrical utility expenses.

It was noted that fixed route salaries and wages are trending under budget and overtime is over budget.

Ms. Crouch explained the budget model is based on the projected service hours on the road. It is difficult to predict the human factor.

CONSENT AGENDA

a. Approval of Minutes, October 18, 2016

- Page 2, 1st motion – change Katherine to Kathleen
- Page 2, Resolution 16-13, last line of 1st paragraph change “rational” to “rationale.”
- Page 2, Resolution 16-14, add actual changes. The wording 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.
- b. Approval of Expenses, October 2016
 - c. Purchasing Policy Review for December Approval
 - d. Out-of-State travel for Ben Arnold to attend a prebuild meeting for 3 JTOC buses

Motion: Kathleen Kler moved to approve the November 2016 Consent Agenda with changes as noted. David Sullivan seconded.

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

ROUTEMATCH PRESENTATION BY TEAGUE KIRKPATRICK

Mr. Kirkpatrick provided an overview of RouteMatch services.

The four (4) main improvements that are notable when using RouteMatch software are:

- Increased Operations Efficiency
- Reduced Costs
- Increased Rider Satisfaction
- Improved Reports and Analysis

RouteMatch specifically built their company and technologies to support rural and small urban agencies.

OLD BUSINESS

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

Motion: Kathleen Kler moved to approve Resolution 16-13: Authorization for the General Manager to Purchase RouteMatch Software. David Sullivan seconded.

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

NEW BUSINESS

- a. **Resolution 16-15:** To Execute the 1st Amendment to Grant Agreement GCB2068

JTA has pre-award authority for this grant. This amendment changes the agreement from purchasing two (2) buses to three (3) buses. The prices quoted by the Department of Enterprise Services (DES), were less than anticipated, so with a little extra JTA funding, we are able to purchase one more bus.

Motion: David Sullivan moved to approve the Resolution 16-15: To Execute the 1st Amendment to Grant Agreement GCB 2068. Kathleen Kler seconded.

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

- b. **Resolution 16-16:** Travel and Travel Reimbursement Policy Changes

This change only involves travel expenses for one day or less which does not include an overnight stay. Per diem is not given for that length of trip because of an IRS regulation.

Motion: Kathleen Kler moved to approve Resolution 16-16: Travel and Travel Reimbursement Policy Changes. David Sullivan seconded.

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

Sara Crouch introduced the Purchasing Policy listed in the Consent Agenda. This Policy is being changed because of new Federal Transit Administration (FTA) regulations that describe how small purchases must now be handled. Due to JTA's operating money being funded by FTA grants, this requires JTA to follow FTA best practices. Ms. Crouch has given the Board the new and old policies for comparison and review. The Board will be asked to pass this new policy via Resolution in December.

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- 4 Corners Park and Ride progress update
- Haines Place Transit Center Restroom update
- Proposed 2017 Agenda Calendar

OPERATIONS AND MOBILITY REPORT – Leesa Monroe

Please see Attachment C

Leesa Monroe reported on the following items:

- All-Staff Training Day
- New Kitsap Transit Center Opening
- US HWY 101 Elwha Bridge Meeting

MAINTENANCE REPORT – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- Shelter Update
- HPTC Light Project
- Snorkel Lift Certification Training Program

RIDERSHIP – Leesa Monroe


In October there were four bridge openings. One delayed JTA for 40 minutes. The last Poulsbo route each day will wait for Kitsap connections that are running late.

PUBLIC COMMENT

Darrell Conder asked about hearing amplifiers for members of the public.

ADJOURNMENT

The meeting was adjourned at 3:29 p.m. The next regular meeting will be held Tuesday, December 20, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board

12-21-16

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

November 15, 2016

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

I have included a list of revenue vehicles with this report. The list is a result of a request from the Budget Workshop for a comprehensive list of revenue vehicle replacement. This list will be added in future budgets as Tab 8 – Bus Replacement List.

The budget tracking percentage for September is 83.3%.

Sales Tax Analysis Reports –

- Sales tax for August 2016 was 11% higher than received for August 2015. Cumulatively, JTA is up 13% 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 – JTA is tracking 12.1% below budget as of October 2016

- **Labor** – Fixed route, DAR, and other overtime are over budget.
- **Benefits** – Unemployment insurance is over budget, all other benefits are trending below budget.
- **Service and User Fees** –
 - Contract Maintenance Services (IT Services) – over budget due to radio survey and shadow IT service. 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 – now performing at budget.
 - 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** – performing at budget
- **Taxes** – Trending below budget
- **Miscellaneous**
 - Training is now trending below budget
- **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 October: SCJ Alliance, HPTC Lighting Project

Jefferson Transit Authority

Bus Replacement List

Vehicle Number	Type	Service	Year Purchased	Replacement Due	Replacement Cost	Grant Funding In Place?	Notes
201	4 year Van	Vanpool	2006	2010		N/A	Not replacing 15-passenger Vans
202	4 year Van	Vanpool	2006	2013		N/A	Not replacing 15-passenger Vans
203	4 year Van	Vanpool	2006	2013		N/A	Not replacing 15-passenger Vans
204	4 year Van	Vanpool	2006	2013	\$ 30,000.00	No	
205	4 year Van	Vanpool	2009	2013	\$ 30,000.00	No	
206	4 year Van	Vanpool	2009	2013	\$ 30,000.00	No	
208	4 year Van	Vanpool	2013	2017	\$ 30,000.00	No	
209	4 year Van	Vanpool	2013	2017	\$ 30,000.00	No	
210	4 year Van	Vanpool	2013	2017	\$ 30,000.00	No	
309	4 year Van	DAR	2013	2017	\$ 45,000.00	No	
310	4 year Van	DAR	2013	2017	\$ 45,000.00	No	
311	4 year Van	DAR	2013	2017	\$ 45,000.00	No	
312	4 year Van	DAR	2013	2017	\$ 45,000.00	No	
301	5 year Cut-a-way	DAR	2006	2011	\$ 77,000.00	No	
302	5 year Cut-a-way	DAR	2006	2011	\$ 77,000.00	No	
304	5 Year Van	DAR	2007	2012	\$ 54,000.00	No	
307	5 year Cut-a-way	DAR	2012	2017	\$ 83,000.00	No	
308	5 year Cut-a-way	DAR	2012	2017	\$ 83,000.00	No	
403	7 year Cut-a-way	JTOC	2008	2015	\$ 122,000.00	Yes-Ordered	
404	7 year Cut-a-way	JTOC	2011	2018	\$ 122,000.00	Yes-Ordered	International Vehicles did not do well in Forks
405	7 year Cut-a-way	JTOC	2011	2018	\$ 122,000.00	Yes-Ordered	International Vehicles did not do well in Forks
406	7 year Cut-a-way	JTOC	2013	2020	\$ 122,000.00	No	
96	10 year heavy duty Small Bus	Fixed Route	1982	2002	\$ 485,000.00	Yes-Ordered	Repowered
908	10 year heavy duty Small Bus	Fixed Route	1992	2012	\$ 470,000.00	No-Consolidated	Repowered-Req Repl with 2017-2019 Grant Biennium
965	10 year heavy duty Small Bus	Fixed Route	1996	2006	\$ 485,000.00	Yes-Ordered	
967	10 year heavy duty Small Bus	Fixed Route	1996	2006	\$ 470,000.00	No-Consolidated	Req Repl with 2017-2019 Grant Biennium
504	10 year heavy duty Small Bus	Fixed Route	2004	2014	\$ 470,000.00	No	
502	10 year heavy duty Small Bus	Fixed Route	2004	2014	\$ 470,000.00	No	
503	10 year heavy duty Small Bus	Fixed Route	2004	2014	\$ 470,000.00	No	
504	10 year heavy duty Small Bus	Fixed Route	2006	2016	\$ 470,000.00	No	
505	10 year heavy duty Small Bus	Fixed Route	2011	2021	\$ 470,000.00	No	
506	10 year heavy duty Small Bus	Fixed Route	2011	2021	\$ 485,000.00	No	
971	12 year heavy duty Bus	Fixed Route	2001	2013	\$ 485,000.00	No	
972	12 year heavy duty Bus	Fixed Route	2002	2014	\$ 485,000.00	No	
507	12 year heavy duty Bus	Fixed Route	2011	2023	\$ 485,000.00	No	
508	12 year heavy duty Bus	Fixed Route	2011	2023	\$ 485,000.00	No	



October 2016 Financial Summary

Budget Tracking Figure: 83.3%

1. Operational Expenses:	\$281,021.94
Operational Revenues:	\$16,312.31
Non-Operational Income:	\$490,642.74
Capital Expenses:	\$22,062.51
Capital Income:	\$0.00
2. Sales Tax Received 10/31/2016 for August 2016:	\$422,063.41
Sales Tax Received 10/31/2015 for August 2015:	\$377,289.26
Sales tax increased from prior year 11%	
3. Cash on Hand as of October 31, 2016*:	
Operating:	\$1,620,936.71
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:	\$378,269.47
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$63,124.24
Bond Reserve:	\$85,250.00
EFT Fund:	\$105,647.70
Travel Fund:	\$1,500.00
Total	\$5,314,875.81**

*"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

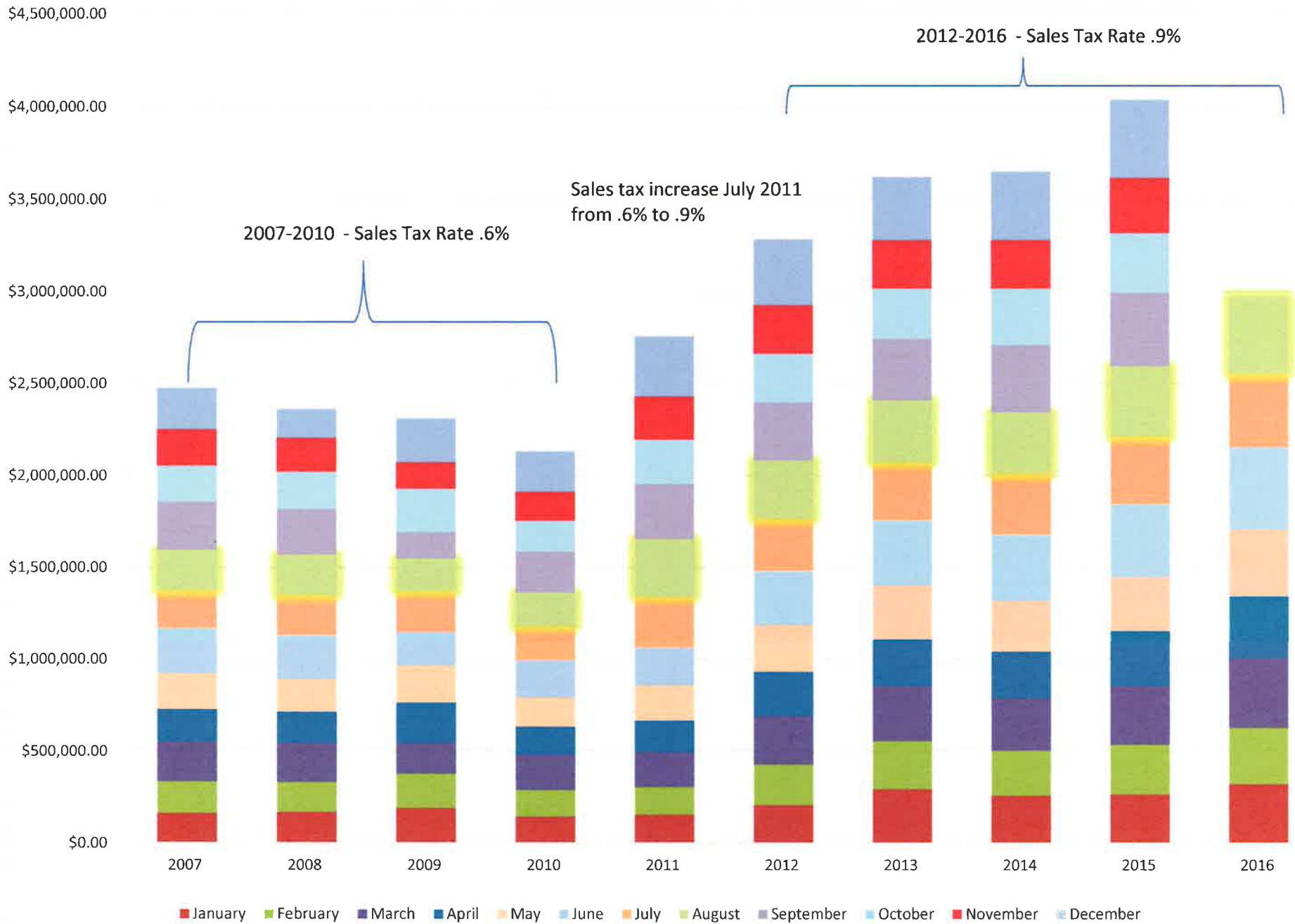
Month Received - Cash Basis (Cash Flow)

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%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$3,703,343.25	3,167,980.00	16.90%
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		\$3,703,343.25	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$370,334.33	\$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 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%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$2,973,507.14	2,594,356.00	14.61%
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		\$2,973,507.14	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$371,688.39	\$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 Ten Months Ending October 31, 2016

	<u>October</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,228,218.61	\$3,576,936.62
Operating Cash Provided/(Used) by:		
Operating Activities	(\$333,525.09)	(\$3,422,436.99)
Non-Capital Financing Activities	\$421,961.09	\$4,785,325.20
Investing Activities	<u>\$1,821.41</u>	<u>\$12,838.57</u>
Total Operating Cash Provided/(Used)	\$90,257.41	\$1,375,726.78
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities		<u>\$365,812.62</u>
Net Increase/(Decrease) Cash and Equivalent	<u>\$90,257.41</u>	<u>\$1,741,539.40</u>
CASH BALANCES - END OF PERIOD	<u>\$5,318,476.02</u>	<u>\$5,318,476.02</u>

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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,312.31	\$175,070.98	\$215,600.00	81.20%
Operating Expenses				
Labor	139,004.24	1,547,906.17	1,937,683.00	79.88%
Benefits	92,775.01	1,051,421.34	1,538,325.00	68.35%
Services and User Fees	5,870.02	124,202.05	198,970.00	62.42%
Materials & Supplies	26,933.98	307,597.78	555,310.00	55.39%
Utilities	3,674.21	56,480.93	89,967.00	62.78%
Casualty/Liability Costs	9,880.42	98,804.20	120,000.00	82.34%
Taxes	314.18	4,391.80	8,158.00	53.83%
Miscellaneous Expenses	2,295.68	41,102.31	72,877.00	56.40%
Leases and Rentals	274.20	12,007.32	23,928.00	50.18%
Total Operating Expenses	281,021.94	3,243,913.90	4,545,218.00	71.37%
Operating Income (Loss)	(264,709.63)	(3,068,842.92)	(4,329,618.00)	70.88%
Non-Operating Revenues				
Non-Transportation Revenue	2,003.67	601,943.75	13,800.00	4,361.91%
Taxes Levied by Transit	399,338.41	3,818,059.25	3,817,621.00	100.01%
Local Grants & Contributions	1,250.00	15,000.00	17,500.00	85.71%
State Grants & Contributions	39,539.00	396,521.57	251,579.00	157.61%
Federal Grants & Contributions	48,511.66	485,116.62	801,284.00	60.54%
Total Non-Operating Revenues	490,642.74	5,316,641.19	4,901,784.00	108.46%
Net Income (Loss) Before Transfers In/(Out)	225,933.11	2,247,798.27	572,166.00	392.86%
Net Income/(Loss)	225,933.11	2,247,798.27	572,166.00	392.86%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Ten Months Ending October 31, 2016

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,145.95	\$121,926.39	\$142,800.00	85.38%
Fixed Route Fares - West - JTOC	454.32	4,318.23	4,500.00	95.96%
Dial-a-Ride Fares (DAR)	1,057.00	9,210.79	10,800.00	85.29%
Vanpools	3,655.04	37,080.66	55,000.00	67.42%
Extended Service		2,534.91	2,500.00	101.40%
Auxiliary Transportation Revenues				
Total Operating Revenues	16,312.31	175,070.98	215,600.00	81.20%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,821.41	12,838.57	3,000.00	427.95%
Gain (Loss) on Disposition of Capital Items		581,704.16		0.00%
Public Donations	0.35	30.40		0.00%
Other Nontransportation Revenues	181.91	7,370.62	10,800.00	68.25%
Taxes Levied Directly by Transit System - Sales & Use Tax	399,338.41	3,818,059.25	3,817,621.00	100.01%
Local Grants and Contributions				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP		2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	395,389.00	248,579.00	159.06%
RTAP		1,132.57	3,000.00	37.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	485,116.62	801,284.00	60.54%
Capital Contributions - Local/State/Federal				
Capital Contributions - State	16,943.00	16,943.00		0.00%
Total Nonoperating Revenues	507,585.74	5,333,584.19	4,901,784.00	108.81%
TOTAL REVENUES	523,898.05	5,508,655.17	5,117,384.00	107.65%

Jefferson Transit Authority
Expense Statement
For the Ten Months Ending October 31, 2016

	October	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$50,335.73	\$509,333.83	\$634,498.00	80.27%
Operators Overtime - Fixed Route	1,803.30	61,149.85	58,406.00	104.70%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,042.25	102,391.06	145,464.00	70.39%
Operators Overtime - Dial-a-Ride (DAR)	349.03	7,913.06	6,970.00	113.53%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	33,152.31	405,945.79	520,272.00	78.03%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,278.92	40,527.92	40,693.00	99.59%
Administration Salaries	39,042.70	420,644.66	531,380.00	79.16%
Benefits				
FICA	12,800.37	131,211.59	186,057.00	70.52%
Pension Plans (PERS)	17,689.27	194,366.35	258,449.00	75.20%
Medical Plans	38,435.91	365,035.83	565,613.00	64.54%
Dental Plans	3,039.69	29,100.64	42,235.00	68.90%
Unemployment Insurance (UI)		15,371.20	9,068.00	169.51%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,297.87	43,812.63	71,932.00	60.91%
Holiday	93.88	54,688.43	87,360.00	62.60%
General Leave	15,722.45	187,574.05	262,825.00	71.37%
Other Paid Absence (Court Duty & Bereavement)		5,243.52	14,686.00	35.70%
Uniforms, Work Clothing & Tools Allowance	152.64	5,417.30	10,100.00	53.64%
Other Benefits (HRA, EAP & Wellness)	542.93	19,599.80	30,000.00	65.33%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	672.00	10,292.19	18,250.00	56.40%
Professional & Technical Services	1,681.36	65,035.37	83,530.00	77.86%
Contract Maintenance Services (IT Services)	772.99	5,486.44	5,500.00	99.75%
Security Services	142.50	1,488.05	5,000.00	29.76%
Vehicle Technical Services		16,203.84	38,750.00	41.82%
Property Maintenance Services	250.93	8,443.57	13,000.00	64.95%
Software Maintenance Fees	1,862.81	12,029.24	21,540.00	55.85%
Postage & Mail Meter Fees	261.60	2,503.35	3,100.00	80.75%
Drug & Alcohol Services	225.83	2,710.30	4,800.00	56.46%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	12,587.34	144,815.05	340,000.00	42.59%
Tires	3,979.36	16,371.20	35,000.00	46.77%
Lubrication	(462.29)	5,801.98	10,550.00	55.00%
Tools	(536.63)	8,204.91	10,000.00	82.05%
Vehicle Maintenance & Repair Parts	7,178.95	78,096.95	66,500.00	117.44%
Non-Vehicle Maintenance & Repair Parts	331.96	3,514.48	8,240.00	42.65%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	21.00	392.59	4,000.00	9.81%
Shop Supplies (Maintenance & Cleaning)	1,445.82	18,706.13	18,500.00	101.11%
Safety & Emergency Supplies		221.29	7,050.00	3.14%
Office Supplies	1,556.03	8,484.85	14,920.00	56.87%
Computer Programs & Supplies	394.53	6,092.86	7,750.00	78.62%
Printing (Photocopier, Schedules & Brochures)	437.91	16,684.13	29,450.00	56.65%
Other Materials & Supplies		211.36	2,000.00	10.57%
Utilities				
Water, Sewer & Solid Garbage	908.89	9,044.43	27,170.00	33.29%
Utilities (Electrical & Propane)		17,541.98	23,475.00	74.73%
Telephone & Internet	2,765.32	29,894.52	39,322.00	76.02%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	98,804.20	120,000.00	82.34%
Taxes				
State Taxes	314.18	3,361.09	4,408.00	76.25%
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 Ten Months Ending October 31, 2016**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$559.67	\$8,709.87	\$16,727.00	52.07%
Travel & Meetings	1,246.01	15,957.43	29,650.00	53.82%
Fines & Penalties		14.00		0.00%
Safety Program (Rodeo & Safety Rewards)		4,046.16	6,500.00	62.25%
Training (Classes, Seminars & Materials)	50.00	10,702.65	14,900.00	71.83%
EE CDL and EE Physical Expense	440.00	1,647.00	4,800.00	34.31%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation		18,252.50	35,755.00	51.05%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	2,105.68	1,800.00	116.98%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		9,860.76	13,128.00	75.11%
TOTAL OPERATING EXPENSES	<u>281,021.94</u>	<u>3,262,166.40</u>	<u>4,580,973.00</u>	<u>71.21%</u>

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

Current Account Status	Balance per Bank @ 10/31/16	\$ 1,919,980.16	\$ -
Balance per GL @ 9/30/16		\$ 1,941,180.80	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 861.87	
	Transfers - Out (Purchases)	\$ (22,062.51)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 10/31/16		\$ 1,919,980.16	

		Grant Funding	JTA Funding	JTA Appropriation
Facility	2016 Budgeted Balance	\$ -	\$ 465,848.00	\$ (465,848.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -	\$ -	\$ -
Feb-16	TCF Architecture		\$ (4,385.90)	\$ 4,385.90
Mar-16	Correctional Industries		\$ (326.48)	\$ 326.48
Apr-16	TCF, Pease		\$ (62,881.61)	\$ 62,881.61
May-16	TCF		\$ (167.09)	\$ 167.09
Jun-16	TCF, Pease		\$ (254,513.94)	\$ 254,513.94
Jul-16	TCF		\$ (196.99)	\$ 196.99
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)
	<i>Tree Removal & IT Upgrades</i>		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	<i>SCJ Alliance</i>	\$ (13,474.12)	\$ (3,368.53)	\$ 3,368.53
	<i>SCJ Alliance</i>	\$ (7,347.03)	\$ (1,836.76)	\$ 1,836.76
	<i>SCJ Alliance</i>	\$ (13,514.22)	\$ (3,378.55)	\$ 3,378.55
	Ending Balance			\$ (372,394.37)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment				
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	<i>Snorkle Lift</i>		\$ 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 <i>Laptop</i>	\$ 666.00	\$ 173.28	\$ 173.28
	Mar-16 <i>Use tax, BU/Mail Archive Software, Laptops,</i>	\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
	Apr-16 <i>Use tax, Monitors, Servers,</i>	\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
	May-16 <i>Use Tax, Spare PCs, Monitors</i>	\$ 2,769.15	\$ 692.90	\$ 692.90
	Jun-16 <i>Use tax, Shop Laptops, Monitors</i>	\$ 1,428.34	\$ 357.08	\$ 357.08
	Sep-16 <i>Use Tax, Backup Server</i>	\$ 3,256.06	\$ 814.01	\$ 814.01
	Oct-16 <i>HPTC Lighting Project</i>	\$ 4,135.79	\$ 1,033.95	\$ 1,033.95
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			\$ (212,413.43)

JTA Capital Reserve Account Balance \$ 1,919,980.16
 JTA Appropriated Project Funds Sub-Total \$ (1,392,091.90)

Pending Reimbursements
 Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 527,888.26

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



63 4 Corners Road, Port Townsend, WA 98368

Attachment B
General Manager's Report

November 17, 2016

Jefferson Transit Authority (JTA) Park and Ride Expansion:

Project Status

- The project is currently in the permit document stage. The Design Team has completed the permit submittal package.
- WSDOT requested an additional review of the design plans and cost estimate to verify the project continued to be within budget.
- The additional review created a slight delay in the submittal of the permit set.
- Submit permit package the week of November 21, 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.
- WSDOT reviewed and approved the 60% design documents.
- Completion of the permit design package for submittal to County for approval.

Work Planned

- Design Team will submit building permit package the week of November 21, 2016.
- WSDOT will review the permit documents concurrently during the County review.
- Completion of bid package specifications and preparing the project to go to bid.
- Anticipated start of construction scheduled for end of December 2016.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

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.

Upcoming WSTA Board and Committee meetings:

- 4th Quarter WSTA Board Meeting, Bellingham – November 29-30
- SMTA Meeting, Olympia – December 7
- Finance Officers Leadership Committee, Olympia – December 7
- Transit Security Council, Sound Transit – December 14

Miscellaneous Items

Bathrooms – CXT, Inc is the manufacturer of the building JTA is considering. The company is on the state contract and will now provide JTA with a quote for the preparation work. According to JTA policy two other quotes are needed, so procurement is sending out RFQ's to two additional companies. It is estimated that we should have an estimated cost by the December Board meeting.

Generator 4 Corners – JTA received one quote for \$122K. JTA will formally advertise in December to hopefully receive a greater response.

Generator Haines Place – This project is currently on hold.

JTA Comprehensive Plan – Procurement is preparing an RFQ to retain a qualified consulting firm to provide professional services for the update to Jefferson Transit's Comprehensive Plan.



63 4 Corners Road, Port Townsend, WA 98368

**November 2016
Operations Manager Board Report
Attachment C**

All Staff Training Day was held Friday, November 11. Training included 4 hours of self-defense training including defensive tactics from the driver's seat.

Our Poulsbo service will start using Kitsap's new Transfer Center starting Monday Dec 5th, drivers have been training on the new route, new service times will be posted on Monday, November 28.

I attended a briefing about the status of the US Hwy 101 Elwha River Bridge. WSDOT is monitoring the bridge. No decision has been made yet by the engineers on whether the bridge will be retrofitted or replaced. Whatever decision is reached will involve either detouring or delaying traffic and will effect JT and Clallam connections to West Jefferson County



63 4 Corners Road, Port Townsend, WA 98368

**Maintenance Board Report
November 2016
Attachment D**

1. The shelter installation at the Hoh Reservation has been completed
2. We are still waiting for the rest of the Haines Place Park & Ride lighting to be delivered. It is expected to arrive soon.
3. Dave Lont is in Bremerton today attending the snorkel lift certification training.
4. On this day two years ago, this building was just a frame.