



JEFFERSON TRANSIT AUTHORITY REGULAR BOARD MEETING

Tuesday, May 17, 2016 1:30 p.m.

Jefferson Transit Boardroom

63 4 Corners Road, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

I. Finance Reports

- a. April 2016

II. Consent Agenda

- a. Approval of Minutes, April 19, 2016
- b. Approval of Expenses, April 2016
- c. Surplus Property Valued Under \$5,000

III. Old Business

IV. New Business

V. Reports

- a. General Manager's Report
- b. Operations Report
- c. Maintenance Report

VI. Ridership Report

Public Comments

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.



63 4 Corners Road, Port Townsend, WA 98368

May 12, 2016

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

The 2015 Operating/Capital Reserve transfers were made in April. Cash on Hand figures changed in April to reflect the movement of funds.

Your budget tracking percentage for March is 33.3%.

Sales Tax Analysis Reports –

- Sales tax for February 2016 was 12% higher than received for February 2015. Cumulatively, JTA is up 14.7% compared to 2015.

Revenue Report –

- April east side farebox and dial-a-ride revenues dipped slightly, JTOC (west side service) farebox was slightly above budget, while vanpools are trailing behind budgeted figures.

Expense Report – JTA is tracking 5.4% below budget as of April 2016

- **Labor** – Fixed route overtime is over budget, Operations Manager will discuss how the hiring process for new transit operators is progressing.
- **Benefits** – Holiday is over budget due to front loading of personal holidays, this line item is beginning to trend on budget as year progresses. The Uniforms, Work Clothing, Tool Allowance slight over budget condition is a timing issue.
- **Service and User Fees** – All trending at or under budget
- **Materials and Supplies Consumed -**
 - Tools – over budget – timing issue.
 - Vehicle Maintenance & Repair Parts –still over budget, will continue monitor this line item, several high dollar repairs have hit over past months. The engine replacement for JTOC bus is a capital expense.
 - Shop Supplies – primarily over budget due to restocking of supplies at the beginning of the year, will continue to monitor this line item.
 - Computer Programs & Supplies is now slightly over budget, will monitor.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is over budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- **Miscellaneous**
 - Training is over budget due to timing, there have been new employee training expenses.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in March: IT purchases, Use tax payments, Payments for Facility Project.



April 2016 Financial Summary

Budget Tracking Figure: 33.3%

1. Operational Expenses:	\$304,409.65
Operational Revenues:	\$14,928.24
Non-Operational Income:	\$435,074.26
Capital Expenses:	\$79,546.29
Capital Income:	\$0.00
2. Sales Tax Received 4/29/2016 for February 2016:	\$306,315.48
Sales Tax Received 4/30/2015 for February 2015:	\$271,446.82
Sales tax increased from prior year 12%	
3. Cash on Hand as of April 30, 2016*:	
Operating:	\$612,146.21
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$471,304.76
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$40,765.98
Bond Reserve:	\$85,250.00
EFT Fund:	\$96,329.16
Travel Fund:	\$1,228.45
Total	\$4,374,747.75**

*"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

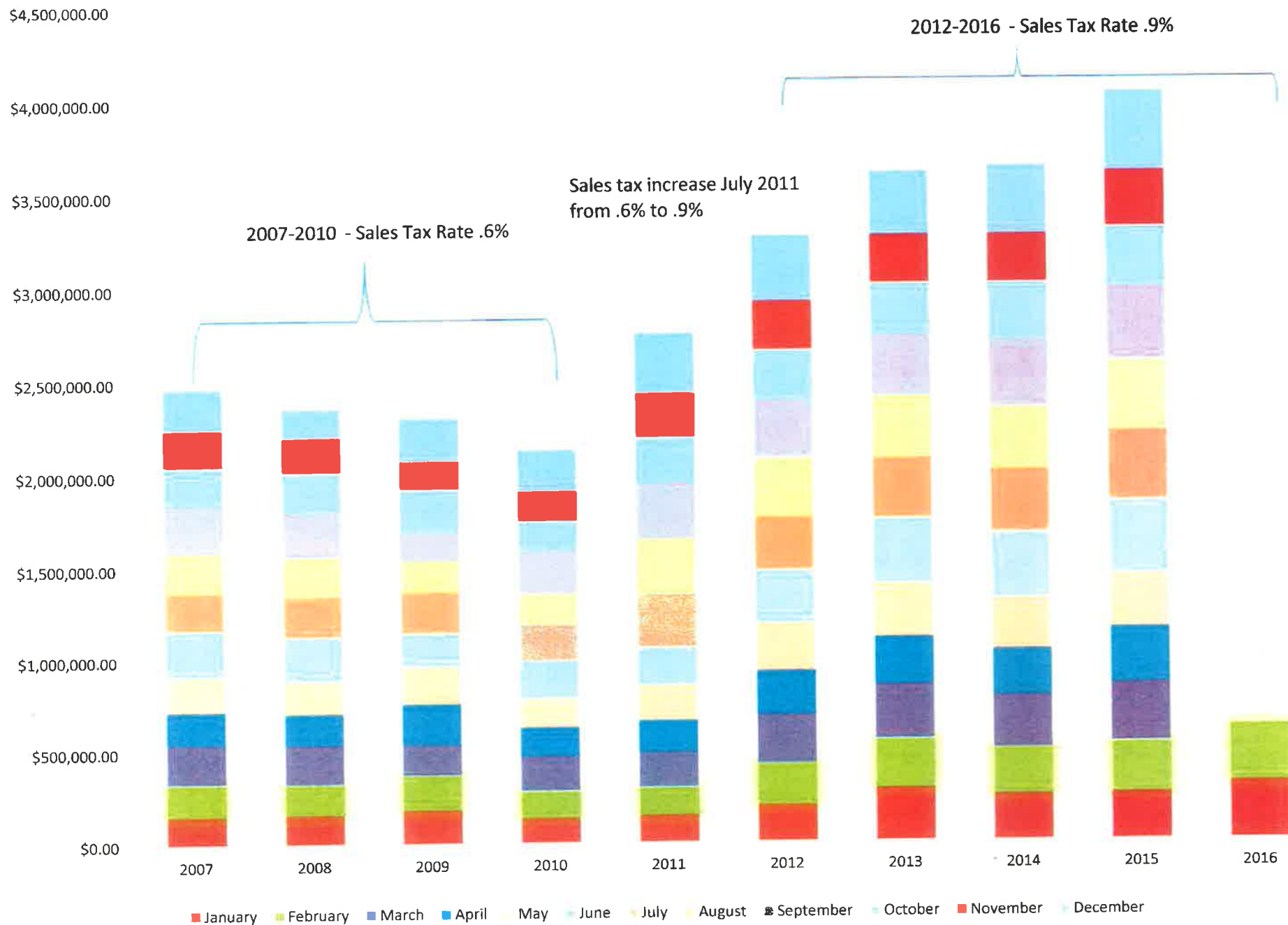
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2015 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%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,354,898.31	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$338,724.58	\$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 Accrual Actual Sales Tax Received	2016 Cumulative Accrual Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
March	0.90%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,546.64	\$267,103.00	\$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		\$625,062.20	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$312,531.10	\$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 Four Months Ending April 30, 2016**

	April	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,445,041.42	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$351,851.56)	(\$1,263,353.27)
Non-Capital Financing Activities	\$306,663.11	\$1,630,185.36
Investing Activities	\$891.42	\$2,356.09
Total Operating Cash Provided/(Used)	(\$44,297.03)	\$369,188.18
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$25,097.17)	\$452,118.05
Net Increase/(Decrease) Cash and Equivalent	(\$69,394.20)	\$821,306.23
CASH BALANCES - END OF PERIOD	\$4,375,647.22	\$4,375,647.22

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending April 30, 2016**

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,928.24	\$67,774.20	\$215,800.00	31.44%
Operating Expenses				
Labor	144,398.23	601,763.51	1,937,683.00	31.06%
Benefits	99,149.05	427,405.67	1,538,325.00	27.78%
Services and User Fees	6,898.33	48,571.47	198,970.00	24.41%
Materials & Supplies	33,159.22	114,481.98	555,310.00	20.62%
Utilities	3,699.03	23,554.46	89,967.00	26.18%
Casualty/Liability Costs	9,880.42	39,521.68	120,000.00	32.93%
Taxes	413.68	2,039.41	8,158.00	25.00%
Miscellaneous Expenses	6,667.49	16,949.04	72,877.00	23.26%
Leases and Rentals	144.20	3,712.26	23,928.00	15.51%
Total Operating Expenses	304,409.65	1,277,999.48	4,545,218.00	28.12%
Operating Income (Loss)	(289,481.41)	(1,210,225.28)	(4,329,618.00)	27.95%
Non-Operating Revenues				
Non-Transportation Revenue	5,762.12	583,041.27	586,650.00	99%
Taxes Levied by Transit	338,327.48	1,417,229.31	3,817,621.00	37.12%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	96,064.99	158,958.40	251,579.00	63.18%
Federal Grants & Contributions	(6,330.33)	194,046.66	801,284.00	24.22%
Total Non-Operating Revenues	435,074.26	2,358,275.64	5,474,633.00	43%
Net Income (Loss) Before Transfers In/(Out)	145,592.85	1,148,050.36	572,166.00	200.65%
Net Income/(Loss)	145,592.85	1,148,050.36	572,166.00	200.65%

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

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$9,763.69	\$47,294.75	\$142,800.00	33.12%
Fixed Route Fares - West - JTOC	646.40	1,553.97	4,500.00	34.53%
Dial-a-Ride Fares (DAR)	694.53	3,432.23	10,800.00	31.78%
Vanpools	3,823.62	15,493.25	55,000.00	28.17%
Extended Service			2,500.00	0.00%
 Auxiliary Transportation Revenues				
Total Operating Revenues	14,928.24	67,774.20	215,600.00	31.44%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	891.42	2,356.09	3,000.00	78.54%
Gain (Loss) on Disposition of Capital Items	4,453.99	577,303.87	572,850.00	0.00% 1019%
Other Nontransportation Revenues	416.71	3,381.31	10,800.00	31.31%
Taxes Levied Directly by Transit System - Sales & Use Tax	338,327.48	1,417,229.31	3,817,621.00	37.12%
 Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
 State Grants and Contributions				
Rural Mobility Competitive	96,064.99	158,155.00	248,579.00	63.62%
RTAP		803.40	3,000.00	26.78%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	(6,330.33)	194,046.66	801,284.00	24.22%
 Capital Contributions - Local/State/Federal			5494633	
Total Nonoperating Revenues	435,074.26	2,358,275.64	4,901,784.00	48.11% 43.1
TOTAL REVENUES	450,002.50	2,426,049.84	5,417,384.00	47.44% 42.6
			5690234	

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

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$46,018.96	\$194,526.22	\$634,498.00	30.66%
Operators Overtime - Fixed Route	7,046.65	24,321.96	58,406.00	41.64%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,387.96	40,004.73	145,464.00	27.50%
Operators Overtime - Dial-a-Ride (DAR)	596.55	2,023.54	6,970.00	29.03%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,584.41	170,842.99	520,272.00	32.84%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,415.83	13,667.07	40,693.00	33.59%
Administration Salaries	38,347.87	156,377.00	531,380.00	29.43%
Benefits				
FICA	14,360.26	57,179.38	186,057.00	30.73%
Pension Plans (PERS)	18,157.01	73,164.30	258,449.00	28.31%
Medical Plans	35,592.45	144,865.72	565,613.00	25.61%
Dental Plans	2,818.95	11,575.02	42,235.00	27.41%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,342.53	17,426.63	71,932.00	24.23%
Holiday	816.78	31,525.22	87,360.00	36.09%
General Leave	21,420.93	77,571.22	262,825.00	29.51%
Other Paid Absence (Court Duty & Bereavement)	210.70	1,720.01	14,686.00	11.71%
Uniforms, Work Clothing & Tools Allowance	872.94	3,461.26	10,100.00	34.27%
Other Benefits (HRA, EAP & Wellness)	556.50	8,916.91	30,000.00	29.72%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,178.63	3,143.85	18,250.00	17.23%
Professional & Technical Services	2,019.40	25,380.15	83,530.00	30.38%
Contract Maintenance Services (IT Services)	504.56	1,533.95	5,500.00	27.89%
Security Services		526.90	5,000.00	10.54%
Vehicle Technical Services	1,167.38	7,271.46	38,750.00	18.77%
Property Maintenance Services	172.14	3,513.93	13,000.00	27.03%
Software Maintenance Fees	1,335.25	5,341.00	21,540.00	24.80%
Postage & Mail Meter Fees	233.44	808.21	3,100.00	26.07%
Drug & Alcohol Services	277.83	1,042.32	4,800.00	21.72%
Other Services & User Fees	9.70	9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	16,041.06	44,127.73	340,000.00	12.98%
Tires		6,814.44	35,000.00	19.47%
Lubrication	701.00	2,431.40	10,550.00	23.05%
Tools	370.07	3,892.56	10,000.00	38.93%
Vehicle Maintenance & Repair Parts	6,234.06	32,313.76	66,500.00	48.59%
Non-Vehicle Maintenance & Repair Parts	233.50	1,061.01	8,240.00	12.88%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	3.91	185.67	4,000.00	4.64%
Shop Supplies (Maintenance & Cleaning)	1,614.29	8,249.02	18,500.00	44.59%
Safety & Emergency Supplies	56.98	56.98	7,050.00	0.81%
Office Supplies	1,018.04	4,513.24	14,920.00	30.25%
Computer Programs & Supplies	971.57	2,861.44	7,750.00	36.92%
Printing (Photocopier, Schedules & Brochures)	5,914.74	7,871.23	29,450.00	26.73%
Other Materials & Supplies		103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	903.61	3,489.36	27,170.00	12.84%
Utilities (Electrical & Propane)		8,351.20	23,475.00	35.57%
Telephone & Internet	2,795.42	11,713.90	39,322.00	29.79%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	39,521.68	120,000.00	32.93%
Taxes				
State Taxes	287.52	1,294.02	4,408.00	29.36%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	745.39	3,000.00	24.85%

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

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

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

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

2016 Capital Projects			
Facility		Grant Funding	JTA Funding JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00 \$ (465,648.00)
	Retainage still to be paid on this project, will require a budget adjustment		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Monthly Payments		\$ -	\$ -
	Feb-16 TCF Architecture	\$ (4,385.90)	\$ 4,385.90
	Mar-16 Correctional Industries	\$ (326.48)	\$ 326.48
	Apr-16 TCF, Pease	\$ (62,881.61)	\$ 62,881.61
			\$ -
	Ending Balance		\$ (398,054.01)
Other Building and Structures		Grant Funding	JTA Funding
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00 \$ (3,184.00)
			\$ -
			\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00 \$ (120,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79) \$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00 \$ (260,000.00)
	Ending Balance		\$ (380,978.21)
Revenue Vehicles			
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00 \$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00 \$ (123,295.00)
Service Vehicles			
Service Equipment			
	2016 Supplemental Budget		\$ 124,500.00 \$ (124,500.00)
Generator, Snorkle Lift, PL Vacuum			
	Ending Balance		\$ (124,500.00)
Office Furniture & Equipment			
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00 \$ (8,932.00)
	Feb-16 Laptop	\$ 666.00	\$ 173.28 \$ 173.28
	Mar-16 Use tax, BU/Mail Archive Software, Laptops, f	\$ 10,458.00	\$ 2,614.42 \$ 2,614.42
	16-Apr Use tax, Monitors, Servers, PCs	\$ 13,331.66	\$ 3,332.92 \$ 3,332.92
Hand Held Radios			\$ 1,500.00 \$ (1,500.00)
Mapping Software			\$ 1,000.00 \$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00 \$ (150,000.00)
Comprehensive Plan			\$ 60,000.00 \$ (60,000.00)
	Balance		\$ (215,311.38)
JTA Capital Reserve Account Balance			\$ 2,005,937.45
JTA Appropriated Project Funds Sub-Total			\$ (1,378,732.59)

Pending Reimbursements
Pending Payments

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

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

DRAFT

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, April 19, 2016, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 1:31 p.m. Other members present were David Sullivan, Kathleen Kler, David Faber and Karen Kautzman, with Phil Johnson excused.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet and Facilities Manager Ben Arnold, Grants and Procurement Coordinator Frank Burns, and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Rick Jahnke commented on restrooms at Haines Place Transit Center (HPTC) and the development of a local dog park.

Darrell Conder commented on the installation of shelters at Mountain View Commons.

Tim Morgan commented on requested route changes, passenger complaints and shelter requests.

Brenda McMillan commented on the porta-potty at HPTC.

NEW AGENDA ITEMS

There were none.

DRAFT

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch introduced JTA's new employee Frank Burns, who is a part time Grants and Procurement Coordinator, and reported on the following items:

- Funding will be moved from the Operating account to reserves because of 2015 reserve transfers.
- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, March 16, 2016
- b. Approval of Expenses, March 2016
- c. Surplus Property Valued Under \$5,000

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

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

OLD BUSINESS

There was none.

NEW BUSINESS

- a. **Resolution 16-05:** Authorizing the General Manager to sign the Final Acceptance of the Maintenance, Operations and Administration Center.

Tammi stated the project has been completed and we are asking for approval to sign the final acceptance letter and release the retainage. Tammi recognized and thanked our Project Manager Samantha Trone.

Motion: David Sullivan moved to approve Resolution 16-05: Authorizing the General Manager to sign the Final Acceptance of the Maintenance, Operations and Administration Center, David Faber seconded.

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

DRAFT

b. **Resolution 16-06:** Adoption of the Citizen's Advisory Committee Standing Rules

The Standing Rules have been before us for a few months and we would like to move forward with this. The Standing Rules may be amended in the future if necessary.

Motion: Kathleen Kler moved to approve Resolution 16-06: Adoption of the Citizen's Advisory Committee Standing Rules. David Sullivan seconded.

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

c. **Resolution 16-07:** Authorization for the General Manager to sign the Revocable License for the PTeRider's Use of the Jefferson Transit Shelters Located on Water Street.

Tammi Rubert reported she spoke with Kate Dwyer this morning. Ms. Dwyer is in agreement with this contract and seems very open to communication.

There were some concerns regarding wording in two of the sections. It was suggested the Board sign Resolution 16-07, and make revisions to the License for Board and attorney approval before signature by Tammi Rubert and PTeRider.

Motion: Kathleen Kler moved to approve Resolution 16-07: Authorization for the General Manager to sign the Revocable License for the PTeRider's Use of the Jefferson Transit Shelters Located on Water Street, noting that the License will have some drafting changes and be submitted to the Board and attorney for approval before it is signed. David Sullivan seconded.

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

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert
OPERATIONS/MOBILITY REPORT – Tammi Rubert for Leesa Monroe
Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative update
- New Facility update
- Bike & Ride Project update
- WSTA update
- Overtime costs up due to illness
- Run cut committee
- Rhody Festival plans
- Hired Service and Training Supervisor

DRAFT

- Recruiting operators for Forks and Port Townsend
- Ongoing interviews with electric bus companies

MAINTENANCE REPORT – Ben Arnold

Please see Attachment C

Ben Arnold reported on the following items:

- Installation of shelters at Mountain View Commons
- Progress on new bus stop across from Black Point Road
- Gate repairs
- Lighting at the Haines Place Transit Center (HPTC) and Park & Ride
- Costly maintenance for buses
- HPTC restrooms quotes
- Reflectors for bus stops

RIDERSHIP – Tammi Rubert

Ridership increased by 6.75% this month over last month. There were ten new applicants for Dial-a-Ride. Jefferson Transit Olympic Connection (JTOC) ridership also increased.

If the Board is interested, we can include a detailed report to the Ridership Report which details why routes are running late. The Board requested that we have this report available during meetings.

Ms. Rubert also discussed the recent Safety Star Award received from Washington State Transit Insurance Pool (WSTIP). This award was for excellence in fleet safety from 2009 to 2013. Every employee received a personalized Safety Star vest and a Thank You note with a star shaped cookie attached.

PUBLIC COMMENT

Ed Stanard commented on HPTC restrooms and suggested using reflective tape in shelters.

Brenda McMillan asked what the next step is for the formation of the CAC.

Catharine Robinson responded that we will begin advertising and recruiting.

Kathleen Kler mentioned the Jahnke's have been working on the development of a Dog Park for many months. This park will be maintained by volunteers. An acre or two of land may be offered by the Port of Port Townsend for a short-term lease.

DRAFT

ADJOURNMENT

The meeting was adjourned at 2:49 p.m. The next regular meeting will be held Tuesday, May 17, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

April 14, 2016

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

The 2015 Operating/Capital Reserve Transfers will happen in April. Cash on Hand figures will change in April to reflect the movement of funds.

Your budget tracking percentage for March is 25%. Typically we use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Sales tax for January 2016 was 21% higher than received for January 2015. Cumulatively, JTA is up 19.4% compared to 2015.

Revenue Report –

- March east side farebox and dial-a-ride revenues are slightly over budget, vanpool and JTOC (west side service) farebox are under budget.

Expense Report –

- **Labor** – Fixed route overtime is over budget, in the process of hiring new transit operators.
- **Benefits** – Holiday is over budget due to front loading of personal holidays, this line item will trend on budget as year progresses. Other Benefits is slightly over budget.
- **Service and User Fees** –
 - Professional & Technical Services – slightly up, timing
 - Property Maintenance Services – now just slightly over budget, monitoring.
- **Materials and Supplies Consumed -**
 - Tools – over budget – timing issue.
 - Vehicle Maintenance & Repair Parts –still over budget, will continue monitor this line item.
 - Shop Supplies – primarily over budget due to restocking of supplies at the beginning of the year, will continue to monitor 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 over budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in March: IT purchases, Use tax payments.



March 2016 Financial Summary

Budget Tracking Figure: 25%

1. Operational Expenses:	\$323,887.59
Operational Revenues:	\$20,540.13
Non-Operational Income:	\$479,798.15
Capital Expenses:	\$326.48
Capital Income:	\$0.00
2. Sales Tax Received 3/31/2016 for January 2016:	\$318,746.72
Sales Tax Received 3/31/2015 for January 2015:	\$261,817.97
Sales tax increased from prior year 21%	
3. Cash on Hand as of March 31, 2016*:	
Operating:	\$1,954,372.95
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$550,643.63
Capital Reserve (24% Funded):	\$573,263.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$27,254.06
Bond Reserve:	\$85,250.00
EFT Fund:	\$119,306.13
Travel Fund:	\$1,234.03
Total	\$4,444,414.99**

**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

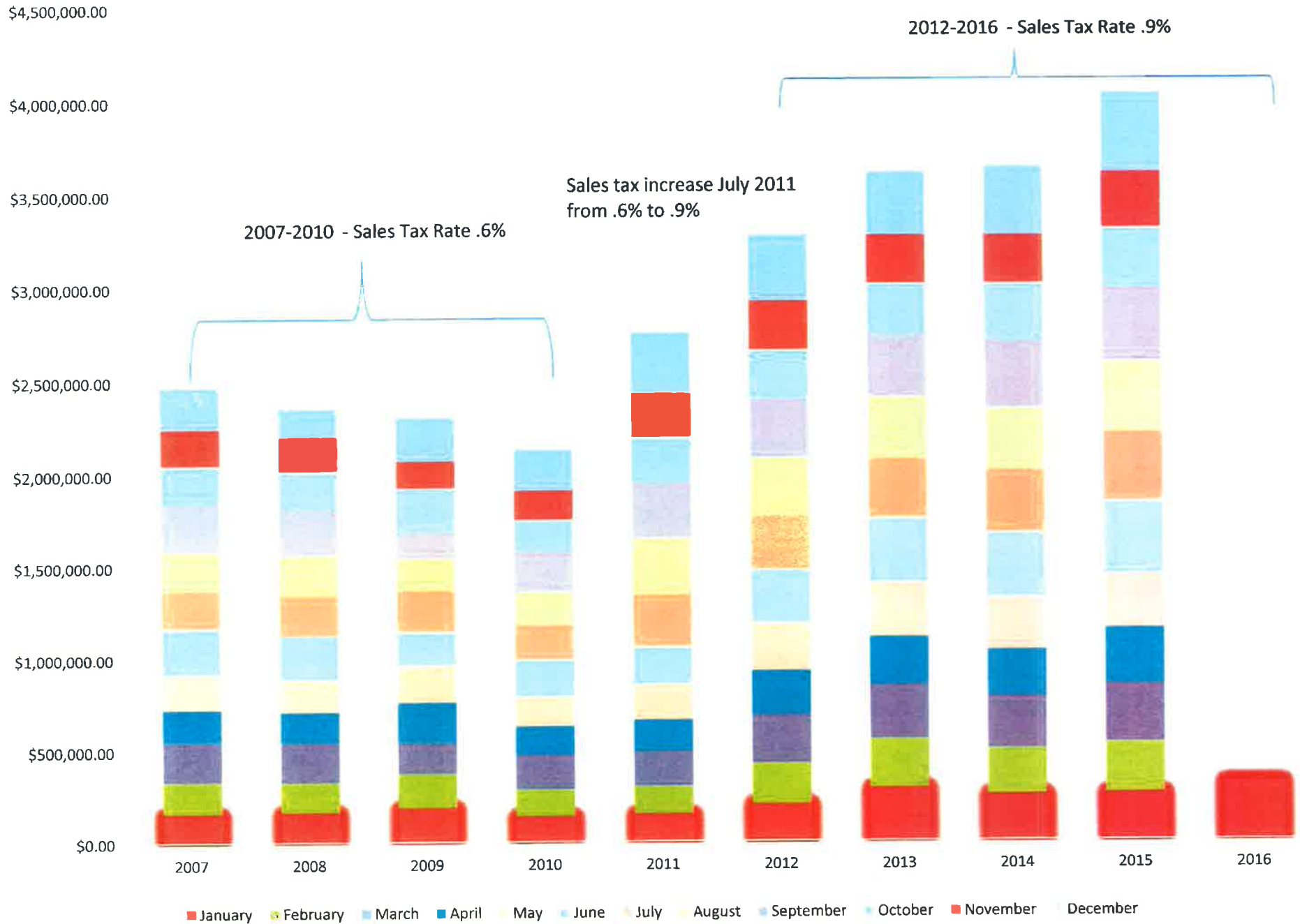
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2015 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%		\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,048,582.83	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$349,527.61	\$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 Accrual Actual Sales Tax Received	2016 Cumulative Accrual Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%		\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$318,746.72	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$318,746.72	\$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 Three Months Ending March 31, 2016

	March	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,396,483.72	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$259,755.47)	(\$974,253.77)
Non-Capital Financing Activities	\$323,155.81	\$1,323,522.25
Investing Activities	\$563.79	\$1,464.67
Total Operating Cash Provided/(Used)	\$63,964.13	\$350,733.15
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$15,406.43)	\$539,967.28
Net Increase/(Decrease) Cash and Equivalent	\$48,557.70	\$890,700.43
CASH BALANCES - END OF PERIOD	\$4,445,041.42	\$4,445,041.42

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

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$20,540.13	\$52,845.96	\$215,600.00	24.51%
Operating Expenses				
Labor	168,467.87	457,365.28	1,937,683.00	23.60%
Benefits	95,392.44	328,032.52	1,538,325.00	21.32%
Services and User Fees	6,332.11	38,676.95	198,970.00	19.44%
Materials & Supplies	34,467.98	92,362.37	555,310.00	16.63%
Utilities	3,686.85	17,446.98	89,967.00	19.39%
Casualty/Liability Costs	9,880.42	29,641.26	120,000.00	24.70%
Taxes	784.87	1,625.73	8,158.00	19.93%
Miscellaneous Expenses	4,700.85	10,281.55	72,877.00	14.11%
Leases and Rentals	144.20	2,474.84	23,928.00	10.34%
Total Operating Expenses	323,857.59	977,907.48	4,545,218.00	21.52%
Operating Income (Loss)	(303,317.46)	(925,061.52)	(4,329,618.00)	21.37%
Non-Operating Revenues				
Non-Transportation Revenue	12,299.43	577,279.15	586,650.00	98%
Taxes Levied by Transit	378,759.72	1,078,901.83	4,183,118.00	25.78%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	20,696.67	62,893.41	251,579.00	25.00%
Federal Grants & Contributions	66,792.33	200,376.99	801,284.00	25.01%
Total Non-Operating Revenues	479,798.15	1,923,201.38	5,404,633.00	35%
Net Income (Loss) Before Transfers In/(Out)	176,480.69	998,139.86	572,166.00	174.45%
Net Income/(Loss)	176,480.69	998,139.86	572,166.00	174.45%

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

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$15,019.77	\$37,531.06	\$142,800.00	26.28%
Fixed Route Fares - West - JTOC	337.39	907.57	4,500.00	20.17%
Dial-a-Ride Fares (DAR)	1,184.32	2,737.70	10,800.00	25.35%
Vanpools	3,998.65	11,669.63	55,000.00	21.22%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	20,540.13	52,845.96	215,600.00	24.51%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	563.79	1,464.67	3,000.00	48.82%
Gain (Loss) on Disposition of Capital Items	10,851.69	572,849.88	572,850.00	100.00%
Other Nontransportation Revenues	883.95	2,964.60	10,800.00	27.45%
Taxes Levied Directly by Transit System - Sales & Use Tax	378,759.72	1,078,901.83	3,817,621.00	28.26%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,696.67	62,090.01	248,579.00	24.98%
RTAP		803.40	3,000.00	26.78%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	66,792.33	200,376.99	801,284.00	25.01%
Capital Contributions - Local/State/Federal			<u>549,463.00</u>	
Total Nonoperating Revenues	479,798.15	1,923,201.38	4,904,784.00	39.23%
TOTAL REVENUES	500,338.28	1,976,047.34	5,117,384.00	38.64%
			<u>5,690,234.00</u>	<u>35%</u> <u>34%</u>

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2016**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$54,117.69	\$148,507.26	\$634,498.00	23.41%
Operators Overtime - Fixed Route	6,103.83	17,275.31	58,406.00	29.58%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,985.24	30,616.77	145,464.00	21.05%
Operators Overtime - Dial-a-Ride (DAR)	735.65	1,426.99	6,970.00	20.47%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,551.14	131,258.58	520,272.00	25.23%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,913.29	10,251.24	40,693.00	25.19%
Administration Salaries	43,061.03	118,029.13	531,380.00	22.21%
Benefits				
FICA	14,858.93	42,819.12	186,057.00	23.01%
Pension Plans (PERS)	18,204.34	55,007.29	258,449.00	21.28%
Medical Plans	35,423.96	109,273.27	565,613.00	19.32%
Dental Plans	2,787.45	8,756.07	42,235.00	20.73%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,562.37	13,084.10	71,932.00	18.19%
Holiday	308.88	30,708.44	87,360.00	35.15%
General Leave	17,593.01	56,150.29	262,825.00	21.36%
Other Paid Absence (Court Duty & Bereavement)	222.87	1,509.31	14,686.00	10.28%
Uniforms, Work Clothing & Tools Allowance	373.19	2,588.32	10,100.00	25.63%
Other Benefits (HRA, EAP & Wellness)	1,057.44	8,136.31	30,000.00	27.12%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,255.50	1,965.22	18,250.00	10.77%
Professional & Technical Services	2,912.83	21,791.75	83,530.00	26.09%
Contract Maintenance Services (IT Services)	375.00	1,029.39	5,500.00	18.72%
Security Services	65.40	526.90	5,000.00	10.54%
Vehicle Technical Services		4,711.89	38,750.00	12.16%
Property Maintenance Services	102.90	3,341.79	13,000.00	25.71%
Software Maintenance Fees	1,335.25	4,005.75	21,540.00	18.60%
Postage & Mail Meter Fees	7.40	574.77	3,100.00	18.54%
Drug & Alcohol Services	277.83	729.49	4,800.00	15.20%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	17,726.52	39,165.40	340,000.00	11.52%
Tires	640.12	6,814.44	35,000.00	19.47%
Lubrication	573.60	1,730.40	10,550.00	16.40%
Tools	1,041.25	3,522.49	10,000.00	35.22%
Vehicle Maintenance & Repair Parts	10,055.87	26,079.70	66,500.00	39.22%
Non-Vehicle Maintenance & Repair Parts	71.22	827.51	8,240.00	10.04%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	40.89	181.76	4,000.00	4.54%
Shop Supplies (Maintenance & Cleaning)	2,208.56	6,634.73	18,500.00	35.86%
Safety & Emergency Supplies			7,050.00	0.00%
Office Supplies	1,003.56	3,456.08	14,920.00	23.16%
Computer Programs & Supplies	372.63	1,889.87	7,750.00	24.39%
Printing (Photocopier, Schedules & Brochures)	733.76	1,956.49	29,450.00	6.64%
Other Materials & Supplies		103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	911.39	2,585.75	27,170.00	9.52%
Utilities (Electrical & Propane)		6,262.99	23,475.00	26.68%
Telephone & Internet	2,775.46	8,598.24	39,322.00	21.87%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	29,641.26	120,000.00	24.70%
Taxes				
State Taxes	417.96	1,006.50	4,408.00	22.83%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	366.91	619.23	3,000.00	20.64%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2016**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$924.67	\$3,566.15	\$16,727.00	21.32%
Travel & Meetings	1,229.63	3,193.65	29,650.00	10.77%
Safety Program (Rodeo & Safety Rewards)	1,245.90	1,245.90	6,500.00	19.17%
Training (Classes, Seminars & Materials)	1,300.65	1,810.65	14,900.00	12.15%
EE CDL and EE Physical Expense		440.00	4,800.00	9.17%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation	30.00	30.00	35,755.00	0.08%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	288.40	1,800.00	16.02%
Service Vehicles & Equipment			9,000.00	0.00%
Other General Administration Facilities		2,186.44	13,128.00	16.65%
TOTAL OPERATING EXPENSES	<u>323,887.59</u>	<u>977,937.48</u>	<u>4,580,973.00</u>	<u>21.35%</u>

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

Current Account Status	Balance per Bank @ 3/31/16	\$ 1,123,907.32	\$ -
Balance per GL @ 2/29/16		\$ 1,137,124.08	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 181.78	
	Transfers - Out (Purchases)	\$ (13,398.54)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 3/31/16		\$ 1,123,907.32	

2016 Capital Projects			
Facility		Grant Funding	JTA Funding JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00 \$ (465,648.00)
	Retainage still to be paid on this project, will require a budget adjustment.		
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Monthly Payments		\$ -	\$ -
	Feb-16 TCF Architecture	\$ -	\$ (4,385.90) \$ 4,385.90
	Mar-16 Correctional Industries	\$ -	\$ (326.48) \$ 326.48
			\$ -
			\$ -
	Ending Balance		\$ (460,935.62)
Other Building and Structures			
		Grant Funding	JTA Funding
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00 \$ (3,184.00)
			\$ -
			\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00 \$ (120,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79) \$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00 \$ (260,000.00)
			\$ -
	Ending Balance		\$ (380,978.21)
Revenue Vehicles			
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00 \$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00 \$ (123,295.00)
Service Vehicles			
Service Equipment			
	2016 Supplemental Budget		\$ 124,500.00 \$ (124,500.00)
Generator, Snorkle Lift, PL Vacuum			
			\$ -
	Ending Balance		\$ (124,500.00)
Office Furniture & Equipment			
IT Systems/Trapeza Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00 \$ (8,932.00)
	Feb-16 Laptop	\$ 666.00	\$ 173.28 \$ 173.28
	Mar-16 Use tax, BU/Mail Archive Software, Laptops, I	\$ 10,458.00	\$ 2,614.42 \$ 2,614.42
Hand Held Radios		\$ 1,500.00	\$ (1,500.00)
Mapping Software		\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software		\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan		\$ 60,000.00	\$ (60,000.00)
	Balance		\$ (218,644.30)

JTA Capital Reserve Account Balance \$ 1,123,907.32
JTA Appropriated Project Funds Sub-Total \$ (1,382,065.51)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY (Have NOT transferred 2015 Capital Reserve \$\$) \$ (258,158.19)

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



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

Attachment B

April 19, 2016

Legislative Updates

The 2016 Legislative Session finished on March 29, 2016. The House and Senate came to an agreement regarding supplemental operating and capital budgets. The House and Senate came to terms on a supplemental operating budget that adds \$191 million in new spending to the existing \$38.2 billion budget approved last year. New investments include \$7.8 million in mental health programs, \$15 million in homeless assistance programs, and \$7.1 million for educator training.

The supplemental capital budget was also approved before adjournment. The new spending plan calls for approximately \$95 million in new appropriations and \$74.4 million in alternatively financed projects. The majority of new funds are allocated to class-size reduction efforts and school construction assistance programs for modernizing and replacing school facilities. All of the newly-authorized alternative financing projects is for higher education facilities, allowing community and technical colleges to enter into contracts for specified capital projects.

Supplemental Transportation Budget

Prior to adjourning regular session, the House and Senate passed HB 2524, the supplemental transportation budget. The budget was signed into law by Governor Inslee on March 25 and took effect immediately. The budget did not change the timeframes of many projects and did not address the long-term project delivery timeframe for the majority of the transit capital projects. The transit capital projects are classified into two tiers, with no timetable set for their completion. A proviso is included in the budget directing WSDOT's public transportation division to identify and make recommendations regarding potential modifications to the process by which funding is provided to the projects, including options for accelerating the delivery of some projects or further prioritizing listed projects. The report is due to the Legislature on November 15, 2016. The supplemental transportation budget also includes a proviso for the public transportation program to conduct a study of public transportation agencies in Washington that provide regional public transportation service outside the boundaries of

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the agency's PTBA. The study must consider the cost of providing these regional services, the sources of funding, ridership and trip data, the geographic areas served, and potential funding sources at the state level to support regional services. This report is due to the Legislature on November 15, 2016.

Update on New Facility Project

Schedule/Budget Status:

Pease Construction Inc. has completed construction of Jefferson Transit's Maintenance, Operations and Administration facility. Pease completed the closeout paperwork and have reached final completion. The project is completed within the approved construction budget.

JTA is still working through some warranty issues with Pease. (can light, fuel in water sensor, fuel programming issue)

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:

- Marketing and Communications Committee, Wenatchee – April 21-22
- Clerks of the Authority, Bremerton – April 25-26
- Facilities Maintenance Committee, Bremerton – May 2-4
- 2nd Quarter WSTA Board Meeting, SMTA, and Finance Committee Meeting, Walla Walla – June 21-23

Miscellaneous Items

Bike and Ride Capital Project:

Jefferson Transit completed the technical review and scoring the A&E firms qualifications. SCJ Alliance was the highest scoring firm. On March 29, 2016, Staff met with Jim Gibson from SCJ to review and discuss expectations and plans for the design of the Bike & Ride at 63 4 Corners. We anticipate a proposed design and costs anytime at which time we will present to the Board for approval and notice to proceed.

JTA has had a wave of the flu that is still ongoing; this will cause some overtime issues in operations.

Jefferson Transit's run cut committee had several meetings over the past two months. The result were a few small adjustments to our Monday through Friday schedule. See attached rider alert for details.

Planning for the Rhododendron Festival is in full swing. Jefferson Transit does not add more service just deviates routes throughout the week. Some of the events that affect routing are the Kiddie Parade, the Bed Race, and the Pet Parade. Jefferson Transit will have an entry in the Grand Parade. The theme this year is Rockin Rhody, and Miranda and Laura have some very fun ideas for decorating the bus this year.

JTA hired a new Service and Training Supervisor April 4, 2016. Gary Maxfield comes to JTA with 15 years of experience with the Jefferson County Sheriff's Department. We welcome him to our team.

Jefferson Transit is currently recruiting for one transit operator for our Forks base and two for our Port Townsend base. Testing for JTOC will begin next week.

JTA is scheduled to meet with a representative from Proterra zero emissions bus this Thursday to discuss whether their system is a good fit for our systems routes and topography. We are discussing whether a fast charge is best for JTA. It is a lighter bus because it is made out of composite materials. King County Metro performed an endurance test in October 2015 to January 2016 to determine the reliability and durability of the vehicle. They simulated a passenger load by adding water tanks, which equaled approximately 97 passengers. During the test, the average fuel economy was 15 MPG. They averaged 325 miles per day. King County determined the performance was superior. They determined the maintenance costs during the test to be 0.20 per mile, and the national fleet averages are 0.90 per mile for diesel.

Thank you to Sam



63 4 Corners Road, Port Townsend, WA 98368

MAINTENANCE REPORT – Ben Arnold

April 19, 2016

Attachment C

Jefferson Transit has scheduled concrete to be poured for the shelter pads on both sides of Blaine Street at Mountain View Commons the first week of May. The shelter installations should be complete by the end of May or early June.

The bus stop across from Black Point Road is still in process with Washington State Department of Transportation (WSDOT). The stop request paper work and permit paper work have been submitted.

The bus gate is functioning at 100% now. All repairs have been completed.

I am in the process of getting quotes for changing all of the lighting at Haines Place Transit Center (HPTC) Park & Ride to LED lighting, and installing additional lighting in the parking lot, the bus stop shelter and tower, the center of the island, and the step and ramp of the building.

Parts costs for March are up because of a few major break downs. We had to purchase a Turbocharger for one bus, for over \$2,600, and two 200 amp alternators at \$940 each. We purchased a set of drilled and grooved brake rotors for a cutaway for \$236 and a hydraulic pump for a bus for \$266. We also took delivery of a new engine yesterday for bus #405, which is one of our Forks buses, for a sum of \$24,500. This bus has over 250,000 hard miles on it.

I would like to demonstrate for you a bus stop reflector that may work to signal buses after dark. At this time, the cost is about \$65 each. The more we purchase, the more the price comes down. The company sent us one for testing and demonstration.

JTA is getting quotes for restrooms at the HPTC. We have been looking at prefab restrooms. The first quote was for \$70,000 with a partial installation. This is for both men's and women's, one stall each side, and they are ADA accessible. We will check into stick built restrooms also.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 5/17/2016

April 2016 Expenses

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

- Accounts Payable Voucher #94770 in the amount of \$74,642.05
- Accounts Payable Vouchers #94771-94820 in the amount of \$119,478.17
- Accounts Payable Voucher #94821 in the amount of \$75,849.34
- Accounts Payable Vouchers #94822-94858 in the amount of \$50,662.20
- EFT/Payroll Vouchers #50239/50225/50227/50228/50233 in the amount of \$5,062.11
- EFT/Payroll Vouchers #50270/50272/50273/50277/50283 in the amount of \$5,805.44
- EFT Voucher #169 in the amount of \$37,243.30
- Capital Checks #534-537 in the amount of \$16,698.79
- Capital Checks #538-539 in the amount of \$66,004.41
- Capital Check #540 in the amount of \$62,337.86
- Capital Check #541 in the amount of \$95.44
- Voided Capital Check #539 in the amount of \$65,590.21
- Advance Travel Check #377 in the amount of \$99.00
- Advance Travel Check #378 in the amount of \$172.55
- EFT Payments in the amount of \$1,647.92
- EFT Payments in the amount of \$1,955.23
- Transfer from the Operations account to the Bond Payment Reserve account for the purpose of the annual bond debt service (March and April combined) in the amount of \$13,511.92
- Transfer from the Operating account to the Capital Reserve account for the purpose of paying the annual transfer to reserve funds in the amount of \$961,369
- Transfer from the Operating account to the Operating Reserve account for the purpose of the annual transfer to reserve funds in the amount of \$400,000

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: May 17, 2016

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

SUBMITTED BY: Sara Crouch **TITLE:** Finance Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Inventory Disposal Form

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None **FUNDING SOURCE:** N/A

REVIEWED BY:

Jammi Rubert

RECOMMENDATION: Information only

**SUMMARY
STATEMENT:**

Because individual items are valued under \$5,000, this is for Board information only. JTA will be surplus items listed on the attached item list. The surplus items will be listed on the auction site two (2) times for ten (10) days. The reserve will then be lowered and items will be listed for a third ten day period. Any items remaining will then be sorted for recycle or disposal.

**RECOMMENDED
ACTION/MOTION:**

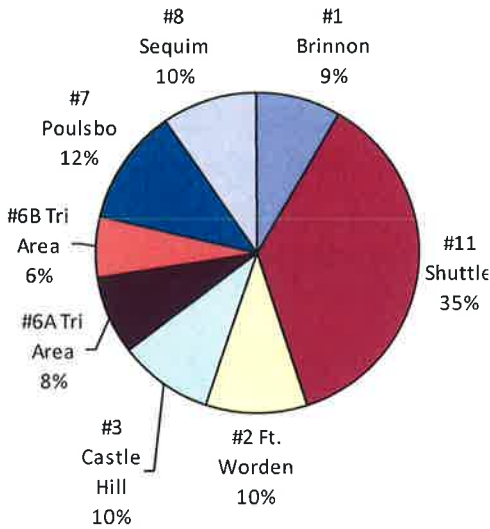
No action or motion needed.

Item Description	Date of Purchase	Serial #	Asset #	Market Value	Condition	Disposal Method	Comments
Large Salesman Briefcase	unk			25	good	Auction	
7 Mansune CPR Packs				0	poor		pulled from surplused buses/obsolete
10 Body Fluid Clean Up Kits				0	poor		pulled from surplused buses/obsolete
15 First Aid Kits				0	poor		pulled from surplused buses/obsolete
12 Triangle Warning Kits				14	fair	Auction	pulled from surplused buses
Luminator Rear Window Sign	unk	510212-009		0	poor	Auction	
Luminator ODK	unk			28	poor	Auction	for flip dot
2 Lakewood Driveshaft Guards	unk			36	good	Auction	Ford
2 Bendix Brake Part 065172	unk				good	Auction	
Assessory Air Compressor	unk				fair	Auction	m/n 24-2582-9210, comparable not online
Firesone Airspring Bellow	unk			60	new	Auction	m/n w013588053
Opticam system	unk			0	poor		used
REI Camera System w/vcr	unk			0	good		obsolete`
Panasonic Cordless Phone	unk	9AAXA216878		15	poor	Auction	m/n KX-TG6311S new in box
17 Diamond Fare Box Mounts	unk				good		unable to find comparaable on line
Assorted Used Brake Parts	unk				good		
8 Braunibility Qstraint In Bags	unk			20	new	Auction	pulled from surplused vehicles
Numerous Wheelchair Tiedowns	unk			45	good	Auction	pulled from surplused vehicles
Various Assorted Trim Pieces	unk				poor		
Box of Misc Engine Parts	unk				poor		
Bus Seat Pans and Backs	unk				good		old but never used
9 Assorted Dipsticks	unk				good	Auction	cummins engine
9-2 place bike racks, mounts and misc parts				50 ea	good	Auction	These are black, we moved to stainless

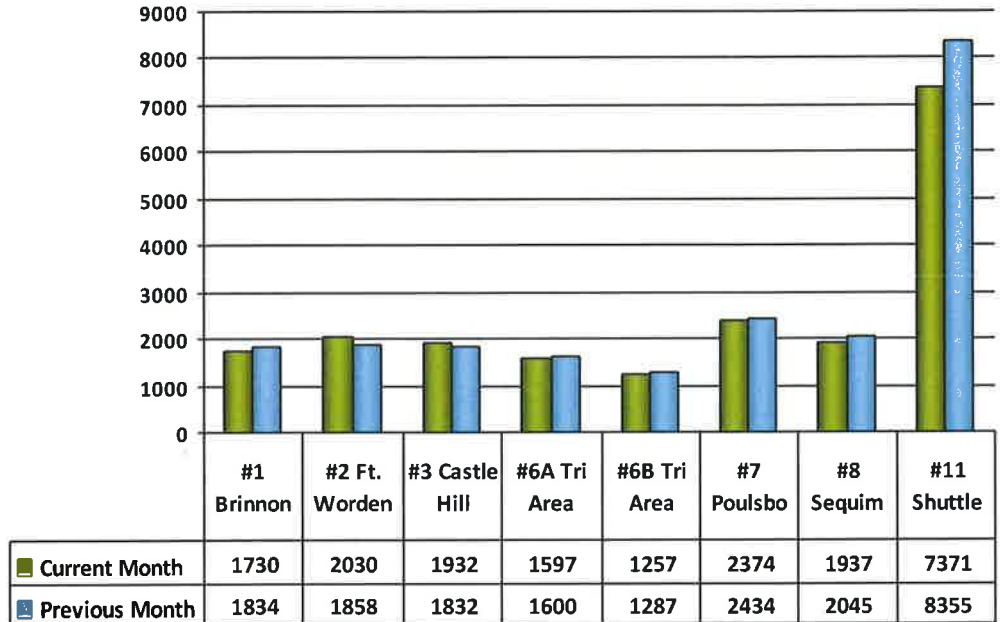
Jefferson Transit Ridership Comparison

Date Range Compared: 3/1/2016 - 3/30/2016 And 4/1/2016 - 4/30/2016

Current Month Ridership



Ridership Totals Comparison



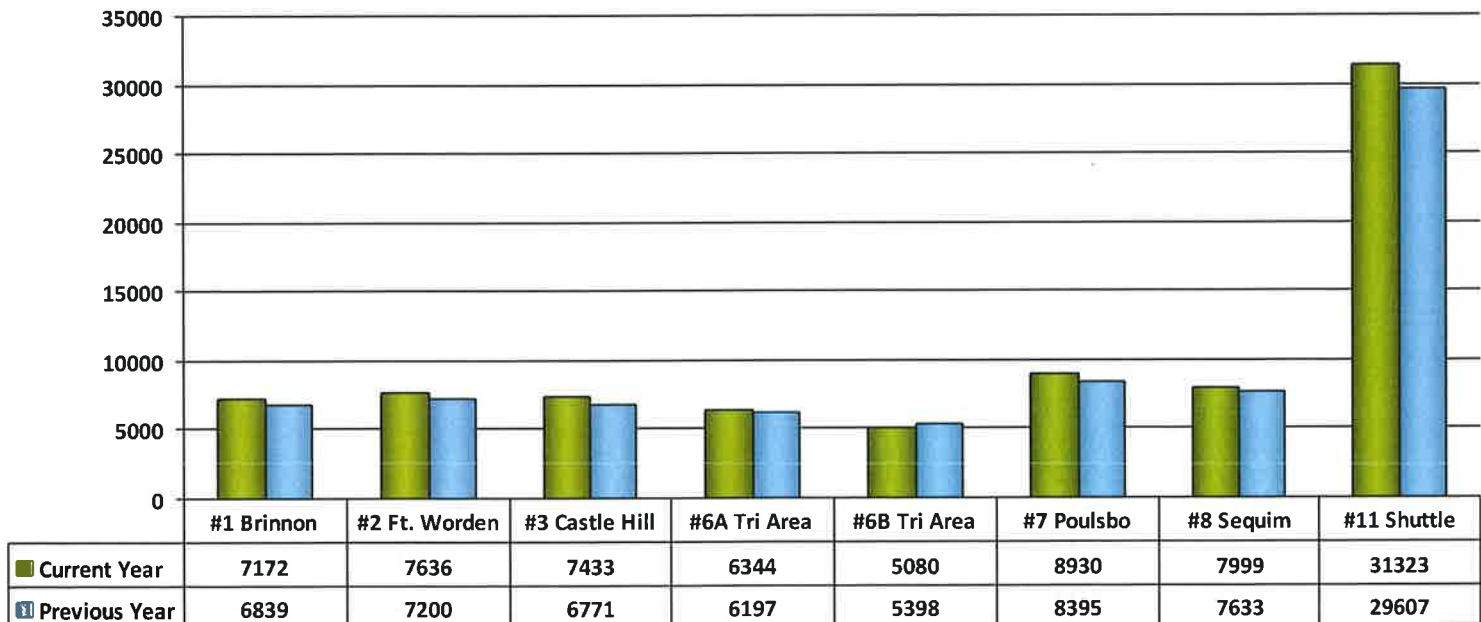
Current Month Total Ridership: 20,228

Previous Month Total Ridership: 21,245

-1017 passenger Decrease from prior month: -4.79%

Years Compared: 2015 and 2016

Ridership Year to Date Totals Comparison



Current year Total Ridership 81,917

Previous Year Total Ridership 78,040

3877 passenger Increase from prior Year: 4.97%

Jefferson Transit Authority
Monthly Ridership Report
 April, 2016

East Jefferson

Commuter	Boardings per Month	Bikes Per Month	WheelChairs per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1730	105	0	188	212	8555	9.20	0.20	8.17
#6A Tri Area	1597	112	8	115	102	2622	13.89	0.61	15.66
#6B Tri Area	1257	120	8	94	77	1960	13.37	0.64	16.28
#7 Poulsbo	2374	147	3	188	203	6875	12.63	0.35	11.68
#8 Sequim	1937	153	6	230	178	6910	8.42	0.28	10.90
Total	8895	637	25	815	772	26921.6	11.50	0.42	12.54
Local	Boardings per Month	Bikes Per Month	WheelChairs per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	7371	256	30	630	268	3645	11.70	2.02	27.55
#2 Ft. Worden	2030	86	6	302	127	2144	6.72	0.95	16.00
#3 Castle Hill	1932	135	6	302	127	2688	6.40	0.72	15.23
Total	11333	477	42	1234	521	8476.5	19.78	1.23	19.60
Sub- Totals	20228	1114	67	2049	1293.08	35398.1	6.40	0.72	15.23

West Jefferson

JTOC	1487	3	1	184	391	12094	8.08	0.12	3.81
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Monthly Totals	21715	1117	68	2233	1683.8	47492.1	9.72	0.46	12.90
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VanPool

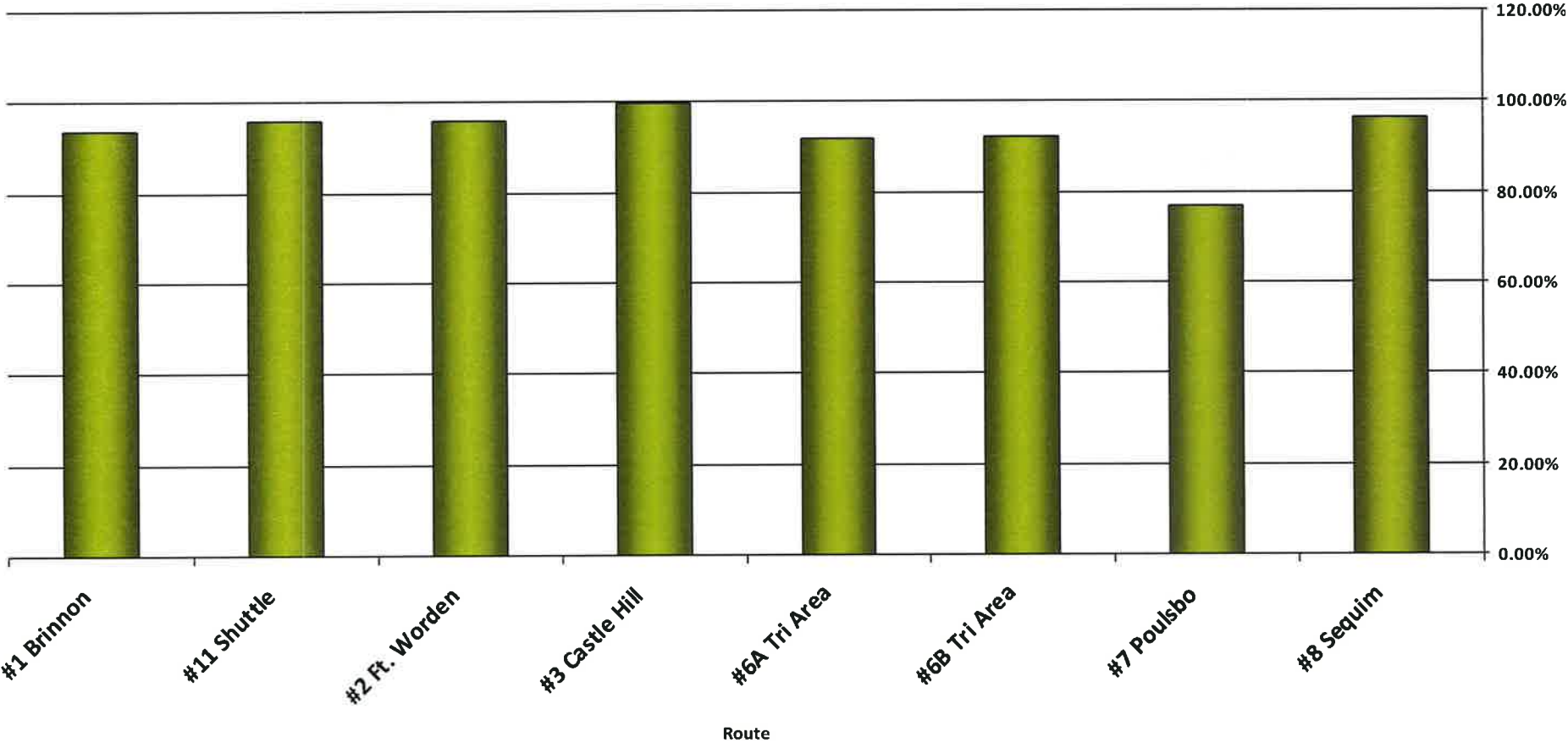
VanPool Passenger Trips	VanPool Miles Traveled	VanPool Average Riders	VanPool Vans in Service
984	6630	6.7	4

Dial A Ride

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On time preformance	New Applicants
Dial A Ride	1017	970	4195	383.4	1.04845	0.24243	2.65258	95.36	4
DAR Mobility Aids	276								

Jefferson Transit On Time Compliance Report

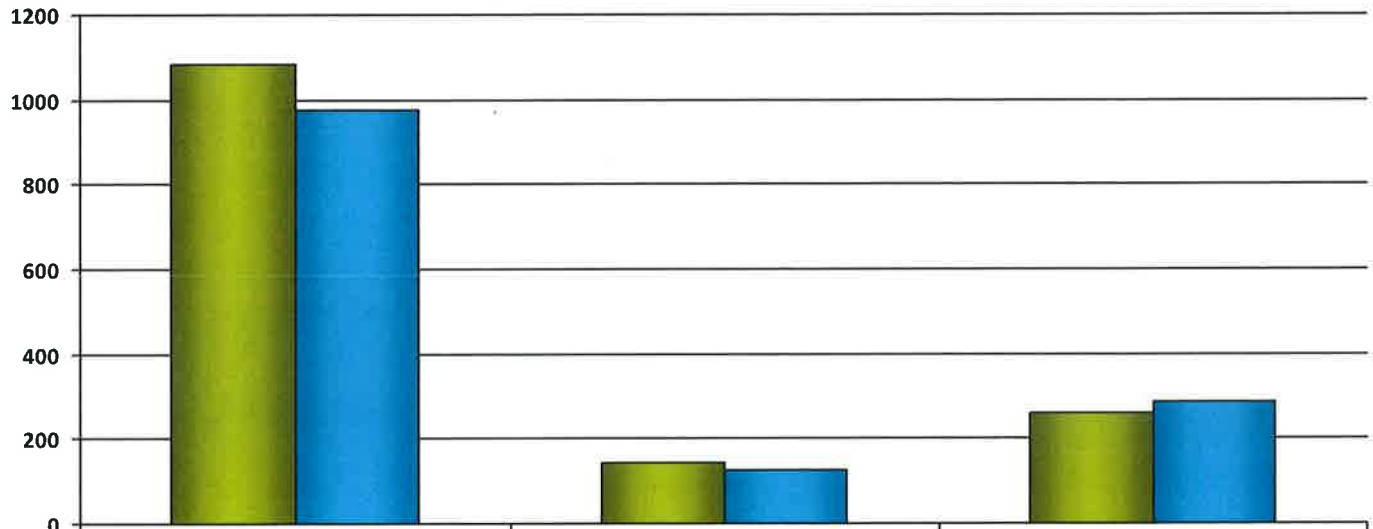
4/1/2016 through 4/30/2016



JTOC Ridership Comparison

Date Range Compared: 3/1/2016 - 3/30/2016 And 4/1/2016 - 4/30/2016

Ridership Totals Comparison



Current Month	1084	144	259
Previous Month	978	125	286

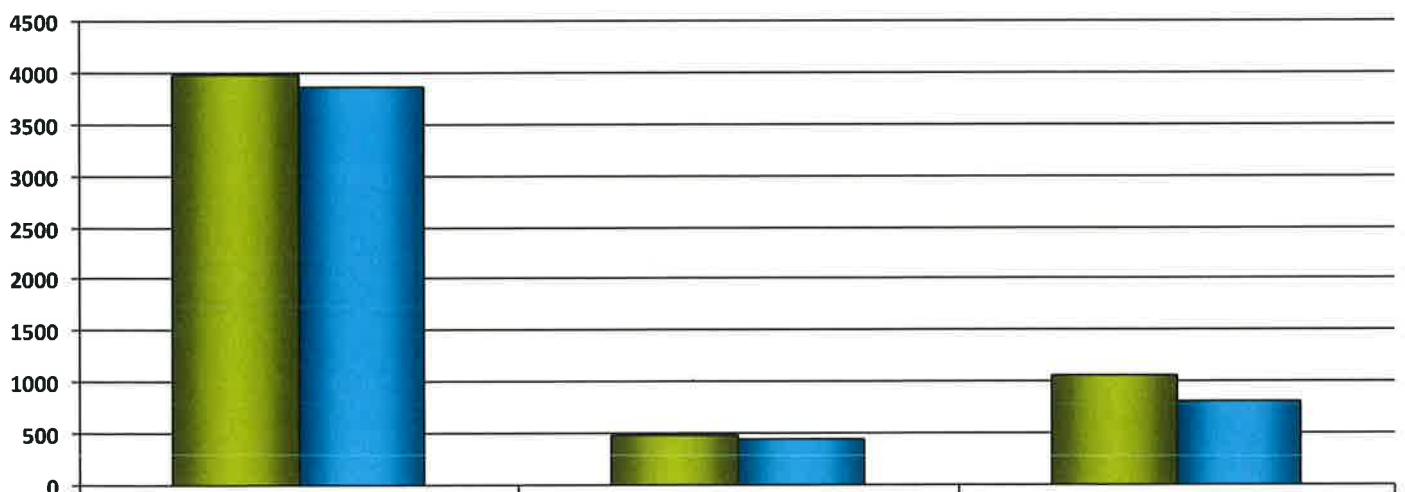
Current Month Total Ridership 1487

Previous Month Total Ridership 1389

98 passenger Increase from prior month: 7.06%

1/1/2015

Ridership Totals Year to Year Comparison



Current Year	3978	487	1070
Previous Year	3854	446	808

Current Year Total Ridership 5535

Previous Year Total Ridership 5108

427 passenger Increase from prior Year: 8.36%

JEFFERSON TRANSIT AUTHORITY

April 2016

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