



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, May 19, 2015 1:30 p.m.

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. Finance Report**
 - a. April 2015
- II. Consent Agenda**
 - a. Approval of Minutes, April 21, 2015
 - b. Approval of Special Minutes, April 24, 2015
 - c. Approval of Expenses, April 2015
- III. Old Business**
- IV. New Business**
- V. Reports**
 - a. General Manager's Report
- VI. Ridership Report**

Jefferson County YMCA Capital Project Presentation

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.



1615 W. Sims Way, Port Townsend, WA 98368

May 14, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: April 2015 Financial Report

As promised, April has cash-flow activity due to the transfer to reserve funds for the end of year 2014. Funds from year-end were transferred into the Capital Reserve and the Operating Reserve Accounts. The Operating Reserve Account is now 50% funded. We projected that JTA would recover from the economic downturn (i.e. a fully funded operating reserve) by 2018. JTA is on track to reach that goal. The Capital Reserve is sufficiently funded to pay for the projects scheduled for 2015.

Sales Tax Analysis Reports –

- Sales tax for February 2015 is 10% higher than received for February 2014. It is 7% higher than budgeted.

Revenue Report –

- Operating Revenues are still down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

Expense Report –

- **Labor** - On Track. The opening of the Haines Place Transit Center and operator changes for summer have been budgeted so we are on track.
- **Benefits** - Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- **Service and User Fees** – On Track
- **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.
 - Computer Programs & Supplies is over budget and I expect that will remain over budget.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

- Capital activity in April: Construction, Project Management and Construction Phase design services, purchase of new Shelter for 63 Four Corners Stop, purchase of computer upgrade items (exchange server licenses, etc.)



April 2015 Financial Summary

Budget Tracking Figure: 33.32%

1. Operational Expenses:	\$295,538.62
Operational Revenues:	\$19,085.02
Non-Operational Income:	\$373,736.93
Capital Expenses:	\$512,862.14
Capital Income:	\$376,097.85
2. Sales Tax Received 4/30/2015 for February 2015:	\$271,446.82
Sales Tax Received 4/30/2014 for February 2014:	\$245,824.15
Sales tax increased from prior year 10%	
3. Cash on Hand as of April 30, 2015*:	
Operating:	\$563,985.57
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$320,167.65
Capital Reserve:	\$1,573,263.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$41,191.10
Bond Reserve:	\$85,250.00
EFT Fund:	\$96,229.77
Travel Fund:	\$1,485.01
Total	\$3,253,147.79**

*"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

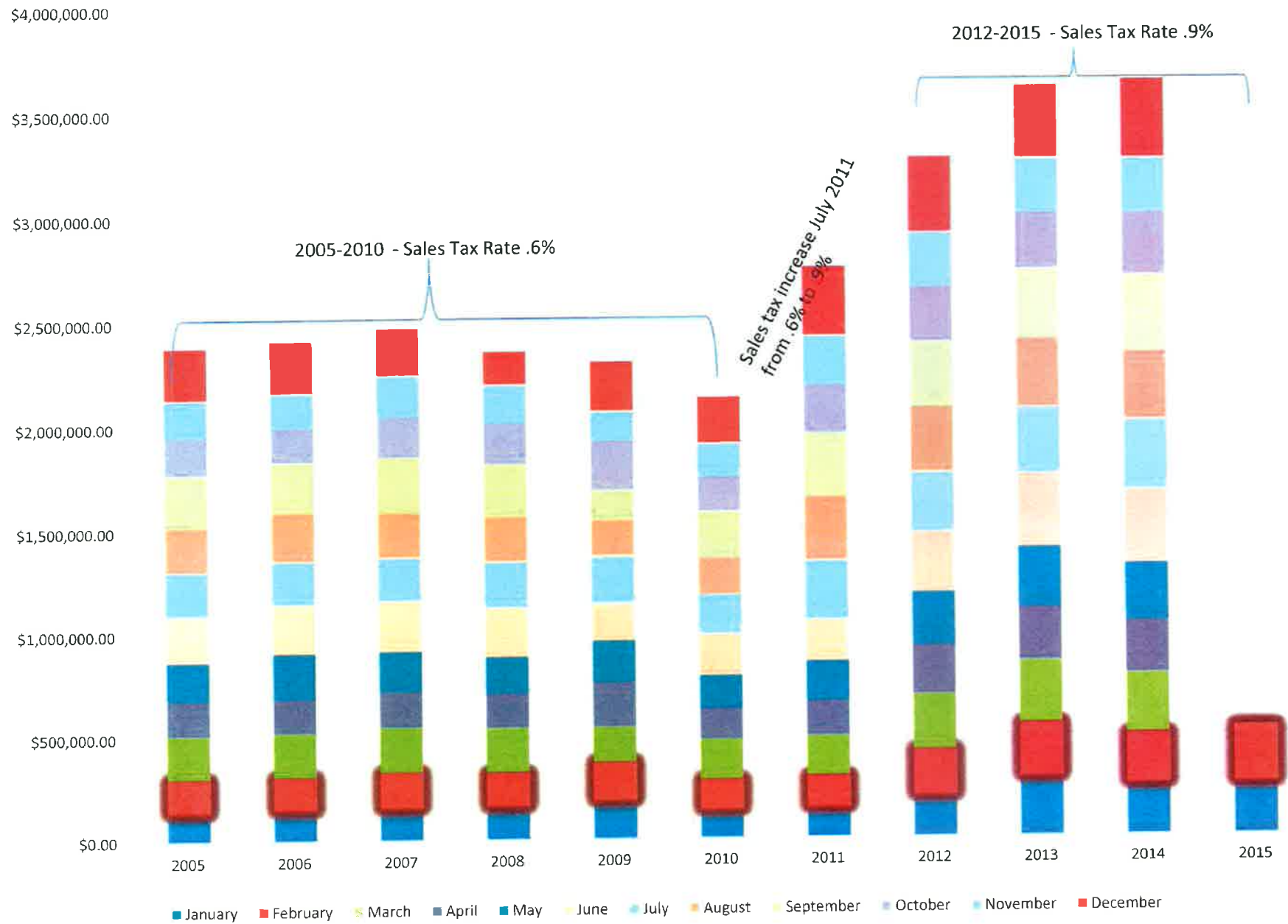
Month Received - Cash Basis (Cash Flow)

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%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	2,302,707.00	
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		\$1,169,417.80	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$292,354.45	\$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%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	1,718,597.00	
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	\$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		\$533,264.79	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$266,632.40	\$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 Four Months Ending April 30, 2015

	April	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,814,749.92	\$3,959,529.97
Operating Cash Provided/(Used) by:		
Operating Activities	(\$847,328.34)	(\$1,515,541.72)
Non-Capital Financing Activities	(\$85,741.99)	\$1,102,938.86
Investing Activities	\$392.27	\$1,200.63
Total Operating Cash Provided/(Used)	(\$932,678.06)	(\$411,402.23)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$372,565.86	(\$293,490.02)
Net Increase/(Decrease) Cash and Equivalent	(\$560,112.20)	(\$704,892.25)
CASH BALANCES - END OF PERIOD	\$3,254,637.72	\$3,254,637.72

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

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$19,085.02	\$66,138.51	\$209,680.00	31.54%
Operating Expenses				
Labor	152,603.02	584,056.75	1,884,121.00	31.00%
Benefits	93,074.73	436,338.84	1,423,526.00	30.65%
Services and User Fees	7,753.99	35,487.51	182,150.00	19.48%
Materials & Supplies	27,081.24	140,912.04	605,010.00	23.29%
Utilities	3,427.69	18,324.26	83,690.00	21.90%
Casualty/Liability Costs	8,761.66	35,046.64	108,480.00	32.31%
Taxes	555.07	1,821.47	8,028.00	22.69%
Miscellaneous Expenses	2,281.22	15,556.18	83,441.00	18.64%
Leases and Rentals		3,697.84	24,240.00	15.26%
Total Operating Expenses	295,538.62	1,271,241.53	4,402,686.00	28.87%
Operating Income (Loss)	(276,453.60)	(1,205,103.02)	(4,193,006.00)	28.74%
Non-Operating Revenues				
Non-Transportation Revenue	3,332.11	9,453.49	13,011.00	72.66%
Taxes Levied by Transit	279,018.82	1,139,333.80	3,514,918.00	32.41%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	21,665.00	87,206.27	199,600.00	43.69%
Federal Grants & Contributions	68,471.00	273,884.00	814,932.00	33.61%
Total Non-Operating Revenues	373,736.93	1,525,574.14	4,581,353.00	33.30%
Net Income (Loss) Before Transfers In/(Out)	97,283.33	320,471.12	388,347.00	82.52%
Net Income/(Loss)	97,283.33	320,471.12	388,347.00	82.52%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Four Months Ending April 30, 2015**

	<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	\$13,660.78	\$46,939.42	\$142,800.00	32.87%
Fixed Route Fares - West - JTOC	262.33	1,036.10	5,400.00	19.19%
Dial-a-Ride Fares (DAR)	1,155.91	3,675.99	13,200.00	27.85%
Vanpools	3,941.00	14,227.00	45,000.00	31.62%
Extended Service			2,500.00	0.00%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	260.00	780.00	33.33%
Total Operating Revenues	19,085.02	66,138.51	209,680.00	31.54%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	392.27	1,200.63	1,704.00	70.46%
Other Nontransportation Revenues	2,939.84	8,252.86	11,307.00	72.99%
Taxes Levied Directly by Transit System - Sales & Use Tax	279,018.82	1,139,333.80	3,514,918.00	32.41%
Special Sales Tax Receipts - Miscellaneous		10,696.58	21,392.00	50.00%
 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	21,665.00	86,660.00	193,600.00	44.76%
RTAP		546.27	6,000.00	9.10%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	273,884.00	814,932.00	33.61%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	332,232.27	708,196.67		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	43,865.58	467,426.58		0.00%
Total Nonoperating Revenues	749,834.78	2,701,197.39	4,581,353.00	58.96%
TOTAL REVENUES	768,919.80	2,767,335.90	4,791,033.00	57.76%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2015**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$52,220.29	\$202,845.16	\$614,707.00	33.00%
Operators Overtime - Fixed Route	1,623.68	11,310.88	53,864.00	21.00%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,165.68	38,938.66	157,420.00	24.74%
Operators Overtime - Dial-a-Ride (DAR)		1,186.17	7,269.00	16.32%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,287.43	159,849.81	530,549.00	30.13%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,651.83	10,480.31	44,322.00	23.65%
Administration Salaries	43,654.11	159,445.76	475,990.00	33.50%
Benefits				
FICA	12,155.45	49,879.92	178,869.00	27.89%
Pension Plans (PERS)	14,113.79	65,771.56	226,231.00	29.07%
Medical Plans	38,102.05	152,408.20	499,313.00	30.52%
Dental Plans	3,052.00	12,208.00	43,695.00	27.94%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,082.80	15,035.27	72,009.00	20.88%
Holiday	97.77	42,073.42	84,850.00	49.59%
General Leave	19,321.61	83,093.54	254,955.00	32.59%
Other Paid Absence (Court Duty & Bereavement)	1,239.36	4,057.76	14,686.00	27.63%
Uniforms, Work Clothing & Tools Allowance	345.30	2,420.40	13,350.00	18.13%
Other Benefits (HRA, EAP & Wellness)	564.60	9,390.77	26,500.00	35.44%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,308.25	4,996.51	18,250.00	27.38%
Professional & Technical Services	3,389.73	15,230.00	77,050.00	19.77%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services		3,547.47	30,750.00	11.54%
Property Maintenance Services	893.80	2,332.33	12,500.00	18.66%
Software Maintenance Fees	1,343.66	6,889.48	23,175.00	29.73%
Postage & Mail Meter Fees	496.05	1,101.72	3,600.00	30.60%
Drug & Alcohol Services	232.50	930.00	4,800.00	19.38%
Other Services & User Fees	90.00	460.00	2,500.00	18.40%
Materials and Supplies Consumed				
Fuel	13,058.65	80,294.34	407,000.00	19.73%
Tires	4,005.15	7,712.17	31,500.00	24.48%
Lubrication	388.48	3,088.62	10,550.00	29.28%
Tools	826.37	2,204.15	10,000.00	22.04%
Vehicle Maintenance & Repair Parts	4,496.01	30,013.58	62,000.00	48.41%
Non-Vehicle Maintenance & Repair Parts	57.19	1,236.37	8,240.00	15.00%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	156.59	352.66	3,000.00	11.76%
Shop Supplies (Maintenance & Cleaning)	1,001.23	4,084.53	18,500.00	22.08%
Safety & Emergency Supplies	20.11	91.55	8,550.00	1.07%
Office Supplies	836.39	1,820.07	13,420.00	13.56%
Computer Programs & Supplies	1,274.40	2,950.54	2,750.00	107.29%
Printing (Photocopier, Schedules & Brochures)	779.12	6,881.91	26,150.00	26.32%
Other Materials & Supplies	181.55	181.55	2,000.00	9.08%
Utilities				
Water, Sewer & Solid Garbage	1,220.45	5,028.30	26,920.00	18.68%
Utilities (Electrical & Propane)	20.00	3,757.80	23,475.00	16.01%
Telephone & Internet	2,187.24	9,538.16	33,295.00	28.65%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	35,046.64	108,480.00	32.31%
Taxes				
State Taxes	367.58	1,274.49	4,278.00	29.79%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	187.49	548.98	3,000.00	18.23%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2015**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$161.59	\$3,436.94	\$15,591.00	22.04%
Travel & Meetings	579.28	3,721.98	29,900.00	12.45%
Safety Program (Rodeo & Safety Rewards)	80.07	690.73	6,500.00	10.63%
Training (Classes, Seminars & Materials)	1,358.28	7,392.53	26,550.00	27.84%
EE CDL and EE Physical Expense	102.00	314.00	4,600.00	6.83%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation	25.00	25.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations		413.82	1,800.00	22.99%
Service Vehicles & Equipment		70.85	9,000.00	0.79%
Other General Administration Facilities		3,213.17	13,440.00	23.91%
TOTAL OPERATING EXPENSES	<u>295,563.62</u>	<u>1,271,266.53</u>	<u>4,402,686.00</u>	<u>28.87%</u>

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	\$ 3,286,454.00	Total Match	\$ 816,614.00
Disbursements to date	\$ 3,212,636.00	Disbursements to date	\$ 816,614.00
Remaining Balance	\$ 53,818.00	Remaining Balance	\$ -
Team/Disbursements	\$ 3,212,636.00	JTA Match	\$ 816,614.00
Difference	\$ -	Difference	\$ -

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

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; 2004015-0105, 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/28/4/6; 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# C15926550; 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; 73322; 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; SEPTICPERMIT 14-11403
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, SEP IIC PERMIT 14
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	00005, 2014814-00006, 20140114-
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#: 1718, 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#: #1414, App #2, 51331, ODT Acc Cas, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv#: 13378; 20140710; 20140811, 0LD14-00004, PRW3
10/22/2014	\$ 257,213.70	\$ 205,771.00	\$ 51,442.70	20140905, PRW4, 13583
11/24/2014	\$ 603,988.35	\$ 483,192.00	\$ 120,796.35	091473/141000, 13791, 20141010, 141117, PRW5, 14990/14125
1/5/2015	\$ 223,022.05	\$ 178,418.00	\$ 44,604.05	20141104/1412122/141222/PRW6/14253
1/26/2015	\$ 213,495.73	\$ 170,797.00	\$ 42,698.73	20141208; 150115; PRW7
2/5/2015	\$ 2,061.25	\$ 1,649.00	\$ 412.25	14475 (final 2014 Invoice this project)
2/25/2015	\$ 468,112.33	\$ 401,832.00	\$ 66,280.33	20150109; 150220; PRW8; 14586
4/10/2015	\$ 21,729.00	\$ 21,729.00	\$ -	Meter, 20150208, 14757
Total	\$ 4,029,250.00	\$ 3,212,636.00	\$ 816,614.00	

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

Current Account Status	Balance per Bank @ 4/30/15	\$ 2,386,085.91	\$ -
Balance per GL @ 3/31/15		\$ 1,680,864.12	
	Transfers - In	\$ 740,018.00	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ (25.00)	
	Reimbursement	\$ 21,729.00	
	Investment Interest	\$ 170.00	
	Transfers - Out (Purchases)	\$ (56,670.21)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 4/30/15		\$ 2,386,085.91	

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, Projector	\$ (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				
Jun-15				
Jul-15				
Aug-15				
Sep-15				
Oct-15				
Nov-15				
Dec-15				
	Ending Balance			\$ (1,665,453.52)
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)
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
Revenue Vehicles				
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
Service Vehicles				
Service Equipment				
VoIP Local Host Phone System	2015 Supplemental Budget		\$ 24,000.00	\$ (24,000.00)
	Down Payment		\$ (4,194.35)	\$ 4,194.35
	Ending Balance			\$ (19,805.65)
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
	Balance			\$ (9,951.15)
JTA Capital Reserve Account Balance			\$ 2,386,085.91	
JTA Appropriated Project Funds Sub-Total			\$ (1,883,174.77)	

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE **\$ 502,911.14**

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

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Jefferson Transit Authority Board

Meeting Minutes

Tuesday, April 21, 2015, 1:30 pm
701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:30 p.m. Other members present was Catharine Robinson, David Sullivan, Kathleen Kler, Robert Gray and Lloyd Eisenman for Karen Kautzman.

STAFF PRESENT

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

PUBLIC COMMENT

Burt Langsea commented on Sunday service during the Wooden Boat Festival and the possibility of service for the Fourth of July fireworks celebration.

Brenda McMillan commented on marketing.

Steve Oakford commented on Sunday service during the Wooden Boat Festival.

Response: John Koschnick will respond to the Wooden Boat Festival comments during his operations report.

There was a discussion about who will be funding and promoting the Fourth of July celebration in 2015.

PUBLIC DISADVANTAGED BUSINESS ENTERPRISE (DBE) HEARING

Robert Gray asked who certifies that the companies are that are in compliance with DBE. Sara Crouch responded that it was the Office of Women and Minority Business Enterprise.

Motion: Catharine Robinson moved to approve Resolution 15-05: To Review and Update the DBE Goal. David Sullivan seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

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NEW AGENDA ITEM

Tammi Rubert requested adding a discussion regarding the June 2015 Authority Board Meeting.

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 for March
- March Financial Summary

CONSENT AGENDA

a. Approval of Minutes March 17, 2015

- Catharine Robinson requested that it be noted on Page 5 that she and Robert Gray recused themselves from the Executive Session.
- Robert Gray requested that it be noted there was discussion regarding the shelter on Grant Street.

Motion: Kathleen Kler moved to approve the March 17, 2015 minutes with changes. Catharine Robinson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

b. Approval of Expenses, March 2015

Motion: David Sullivan moved to approve the March 2015 expenses. Catharine Robinson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

c. Resolution 15-07: Third Amendment to GCB 1613

Sara Crouch stated on Page 3 under "Total Funds" and "FTA 5311", the amount of \$1,275,000 should actually read \$1,096,098. The revised version is available for signature. Ms. Crouch clarified that the body of the resolution was correct.

Motion: Catharine Robinson moved to approve Resolution 15-07: Third Amendment to GCB 1613. Kathleen Kler seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

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OLD BUSINESS

Resolution 15-04: To Rescind Resolution 83-05

This Resolution rescinds the non-represented employee policy. Both represented and non-represented employee policies will now be contained in one manual. This will avoid inconsistencies and duplicates in policies.

Motion: Kathleen Kler moved to approve Resolution 15-04: To Rescind Resolution 83-05. Catharine Robinson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

NEW BUSINESS

Resolution 15-06: Procurement Policy Update

The shared procurement portal will no longer be available at the end of 2015. JTA will now use the Municipal Research and Services Center (MRSC) Small Public Works Roster.

Motion: Catharine Robinson moved to adopt Resolution 15-03: Amendment to the 2015 Capital Budget with changes. David Sullivan seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

Resolution 15-08: Small Works Roster Process

With this resolution, JTA is agreeing to use the MRSC Small Public Works Roster process.

Catharine Robinson was not able to locate the process for jobs between \$35,000 and \$150,000. She would like to see more detailed information before approving this Resolution.

It was decided to table Resolution 15-08 until more information can be located.

Resolution 15-09: Amend Appendix A of Resolution 11-23

Two vehicles that are still in use by JTA were included in Appendix A of Resolution 11-23 as surplus property. Appendix A will be amended to remove bus numbers 19 and 96.

Motion: Kathleen Kler moved to adopt Resolution 15-09: Amend Appendix A of Resolution 11-23. Catharine Robinson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

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Discussion regarding the June 2015 Authority Board Meeting

Tammi Rubert reported June will be a very busy month for JTA. The keys for the new facility should be in hand by June 5th, a Grand Opening Celebration is planned for June 12th, and JTA's move to the new facility is scheduled for June 13th and 14th. JTA is requesting the June 16th Authority Board meeting be canceled.

Catharine Robinson suggested that because a schedule is adopted each year, a motion is needed to cancel the June meeting.

Motion: Catharine Robinson moved to suspend having a June 2015 Board meeting. Kathleen Kler seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

REPORTS

General Managers Report – Tammi Rubert Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Updates
- Meeting Updates
- New Facility Updates
 - ✓ Grand Opening Ceremony planned for June 12, 2015
- Haines Place Transit Center Updates
 - ✓ Open for business May 18, 2015
 - ✓ Open House May 22, 2015
- Farmers Market Update
- IT Updates

There was a discussion about parking in downtown Port Townsend.

Operations Report – John Koschnick Please see Attachment C

John Koschnick reported on the following items:

- April Employment Anniversary
- Highlights for March and April
- Sunday service for Wooden Boat Festival
 - a. New information regarding charter service for the Wooden Boat Festival was located on the Federal Transit Administration (FTA) website.
Demand/Response Service information was found, which appears similar to

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Wooden Boat Festival service. It states there are three (3) things that would have to be done to provide that service:

1. JTA cannot charge a premium fare.
2. The service cannot be subsidized by a third party.
3. The service would be available to the public.

It appears JTA would be able to provide this service, but it must be totally subsidized by JTA. The Board requested that we continue looking into this, and also explore the possibility of having another government entity help with funding.

- A Rider Alert was posted on buses, in shelters and on our website that outlines the changes that go into effect June 15, 2015 related to the move to our new facility. This alert is an overview of all changes. Future Rider Alerts will address each change in more detail.

Maintenance Report – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- Moving Updates
- Painting of Haines Place Park & Ride structure.
- Shelter Updates

RIDERSHIP

March ridership was up 8.66% from February, but down 3.85% from last year at this time. In studying route year-to-date information, it appears that Brinnon and Mt. View ridership is up approximately 3%, Fort Worden is up 6% and the Shuttle is up 6%.

Boarding's per hour for Dial-A-Ride were down slightly from last month, and On-Time Scheduled Performance remained about the same.

There was a discussion about vanpool ridership. JTA currently has four (4) operating vanpools and six (6) still available. There are seven (7) and fifteen (15) passenger vans available.

PUBLIC COMMENT

Darrell Conder asked about the Transportation Package, and if there will be a bus route traveling to the new facility in time for the scheduled Board Meetings.

Steve Oakford asked about Castle Hill service.

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Dan Toepper asked about the small works roster process.

In response to Mr. Conder's inquiry about bus service to 63 Four Corners Road for the Board meetings, the Tri-Area #6A will arrive at 1:10 pm in time for the 1:30 pm meeting.

EXECUTIVE SESSION

Executive Session was canceled.

ADJOURNMENT

The meeting was adjourned at 3:01 pm. The next regular meeting will be held Tuesday, May 19, 2015, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

April 16, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: March 2015 Financial Report

The end of the first quarter of 2015 shows revenue and expense reports that are more useful, but it is still too early in the year to recognize trends. April will have cash-flow activity due to the transfer to reserve funds for the end of year 2014.

Sales Tax Analysis Reports –

- Sales tax for January 2015 is 2% higher than received for January 2014. It is .28% lower than budgeted.
- I have also included a bar graph showing the sales tax receipts per month since 2015. The graph provides a clearer understanding of how sales tax receipts are performing compared to prior years. For instance, if you compare the monthly receipts for 2013 to 2014 you can see that until October 2014, sales tax receipts were on track to be less than 2013. An exceptionally good September and October return brought the two years sales tax receipts in line.

Revenue Report –

- Operating Revenues are slightly down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

Expense Report –

- Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- 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.
- Computer Programs & Supplies is over budget and I expect that will remain over budget.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

- Capital activity in March: Construction, Project Management and Construction Phase design services, purchase of Solar Lighting for Shelters, Trapeze upgrade software payment.



March 2015 Financial Summary

Budget Tracking Figure: 25%

1. Operational Expenses:	\$312,556.46
Operational Revenues:	\$16,483.84
Non-Operational Income:	\$398,918.92
Capital Expenses:	\$400,845.37
Capital Income:	\$333,504.30

2. Sales Tax Received 3/31/2015 for January 2015:	\$261,817.97
Sales Tax Received 3/31/2014 for January 2014:	\$256,028.91

****Sales tax increased from prior year 2%****

3. Cash on Hand as of March 31, 2015*:	
Operating:	\$1,645,721.27
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$325,889.75
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$34,435.14
Bond Reserve:	\$85,250.00
EFT Fund:	\$113,781.55
Travel Fund:	\$725.01
Kitsap Bank	\$10.64

Total	\$3,810,634.05**
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*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

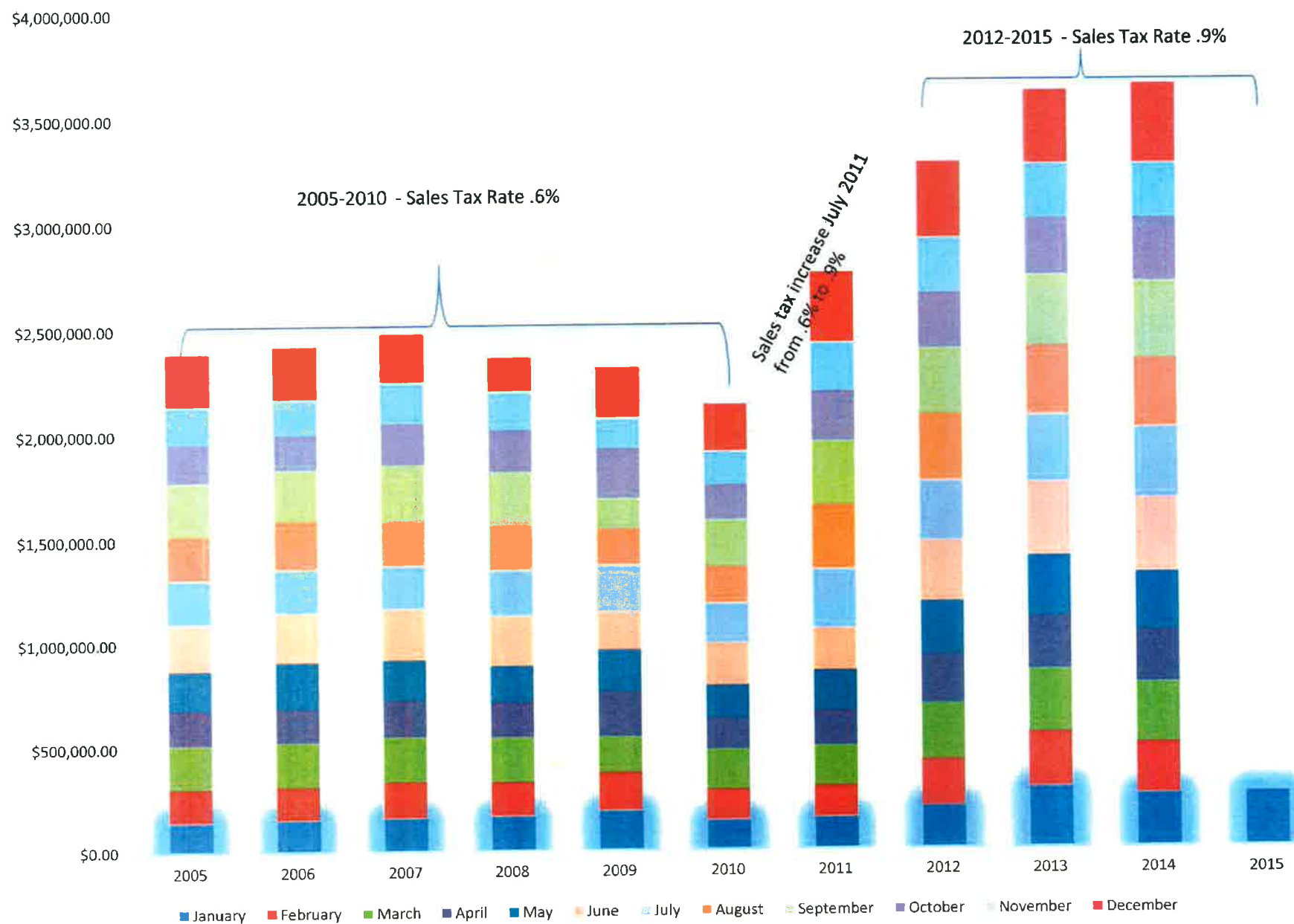
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	1,098,510.00	
May	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	2,302,707.00	
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		\$897,970.98	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$299,323.66	\$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%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	514,400.00	
March	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	1,718,597.00	
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	\$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		\$261,817.97	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$261,817.97	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

3



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

	March	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,885,850.31	\$3,959,529.97
Operating Cash Provided/(Used) by:		
Operating Activities	(\$660,775.61)	(\$1,159,293.99)
Non-Capital Financing Activities	\$545,557.56	\$1,188,680.85
Investing Activities	\$325.36	\$808.36
Total Operating Cash Provided/(Used)	(\$114,892.69)	\$30,195.22
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$43,792.30	(\$174,975.27)
Net Increase/(Decrease) Cash and Equivalent	(\$71,100.39)	(\$144,780.05)
CASH BALANCES - END OF PERIOD	\$3,814,749.92	\$3,814,749.92

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

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,483.84	\$47,053.49	\$209,680.00	22.44%
Operating Expenses				
Labor	155,598.89	431,453.73	1,884,121.00	22.90%
Benefits	96,716.63	342,433.08	1,423,526.00	24.06%
Services and User Fees	8,701.14	26,886.92	182,150.00	14.76%
Materials & Supplies	35,875.63	112,180.15	605,010.00	18.54%
Utilities	3,522.16	13,856.42	83,690.00	16.56%
Casualty/Liability Costs	8,761.66	26,284.98	108,480.00	24.23%
Taxes	437.97	1,266.40	8,028.00	15.77%
Miscellaneous Expenses	2,776.25	12,587.78	83,441.00	15.09%
Leases and Rentals	166.13	2,628.60	24,240.00	10.84%
Total Operating Expenses	312,556.46	969,578.06	4,402,686.00	22.02%
Operating Income (Loss)	(296,072.62)	(922,524.57)	(4,193,006.00)	22.00%
Non-Operating Revenues				
Non-Transportation Revenue	2,711.53	6,121.38	13,011.00	47.05%
Taxes Levied by Transit	293,871.97	860,314.98	3,514,918.00	24.48%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	21,917.84	65,541.27	199,600.00	32.84%
Federal Grants & Contributions	68,471.00	205,413.00	814,932.00	25.21%
Total Non-Operating Revenues	398,918.92	1,151,837.21	4,581,353.00	25.14%
Net Income (Loss) Before Transfers In/(Out)	102,846.30	229,312.64	388,347.00	59.05%
Net Income/(Loss)	102,846.30	229,312.64	388,347.00	59.05%

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

	<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	\$11,468.46	\$33,278.64	\$142,800.00	23.30%
Fixed Route Fares - West - JTOC	411.06	773.77	5,400.00	14.33%
Dial-a-Ride Fares (DAR)	775.32	2,520.08	13,200.00	19.09%
Vanpools	3,764.00	10,286.00	45,000.00	22.86%
Extended Service			2,500.00	0.00%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	195.00	780.00	25.00%
Total Operating Revenues	16,483.84	47,053.49	209,680.00	22.44%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	325.36	808.36	1,704.00	47.44%
Other Nontransportation Revenues	2,386.17	5,313.02	11,307.00	46.99%
Taxes Levied Directly by Transit System - Sales & Use Tax	293,871.97	860,314.98	3,514,918.00	24.48%
Special Sales Tax Receipts - Miscellaneous	10,696.58	10,696.58	21,392.00	50.00%
 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	21,665.00	64,995.00	193,600.00	33.57%
RTAP	252.84	546.27	6,000.00	9.10%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	205,413.00	814,932.00	25.21%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	311,775.30	375,964.40		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	21,729.00	423,561.00		0.00%
Total Nonoperating Revenues	732,423.22	1,951,362.61	4,581,353.00	42.59%
TOTAL REVENUES	748,907.06	1,998,416.10	4,791,033.00	41.71%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$54,722.21	\$150,624.87	\$614,707.00	24.50%
Operators Overtime - Fixed Route	1,807.61	9,687.20	53,864.00	17.98%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,114.76	28,772.98	157,420.00	18.28%
Operators Overtime - Dial-a-Ride (DAR)	33.96	1,186.17	7,269.00	16.32%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,162.74	117,562.38	530,549.00	22.16%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,821.54	7,828.48	44,322.00	17.66%
Administration Salaries	43,936.07	115,791.65	475,990.00	24.33%
Benefits				
FICA	12,728.15	37,724.47	178,869.00	21.09%
Pension Plans (PERS)	14,680.15	51,657.77	226,231.00	22.83%
Medical Plans	38,102.05	114,306.15	499,313.00	22.89%
Dental Plans	3,052.00	9,156.00	43,695.00	20.95%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,185.84	10,952.47	72,009.00	15.21%
Holiday	455.10	41,975.65	84,850.00	49.47%
General Leave	18,942.61	63,771.93	254,955.00	25.01%
Other Paid Absence (Court Duty & Bereavement)	1,273.39	2,818.40	14,686.00	19.19%
Uniforms, Work Clothing & Tools Allowance	506.27	2,075.10	13,350.00	15.54%
Other Benefits (HRA, EAP & Wellness)	2,791.07	7,995.14	26,500.00	30.17%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	369.26	3,688.26	18,250.00	20.21%
Professional & Technical Services	5,349.97	11,780.27	77,050.00	15.29%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services		2,865.93	30,750.00	9.32%
Property Maintenance Services	1,052.47	1,399.84	12,500.00	11.20%
Software Maintenance Fees	1,581.94	5,545.82	23,175.00	23.93%
Postage & Mail Meter Fees		539.30	3,600.00	14.98%
Drug & Alcohol Services	232.50	697.50	4,800.00	14.53%
Other Services & User Fees	115.00	370.00	2,500.00	14.80%
Materials and Supplies Consumed				
Fuel	24,698.44	67,235.69	407,000.00	16.52%
Tires	1,516.68	3,707.02	31,500.00	11.77%
Lubrication	509.08	2,700.14	10,550.00	25.59%
Tools	165.16	851.00	10,000.00	8.51%
Vehicle Maintenance & Repair Parts	7,125.32	25,171.02	62,000.00	40.60%
Non-Vehicle Maintenance & Repair Parts	38.58	1,179.18	8,240.00	14.31%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		5.45	3,000.00	0.18%
Shop Supplies (Maintenance & Cleaning)	798.67	2,894.66	18,500.00	15.65%
Safety & Emergency Supplies	71.44	71.44	8,550.00	0.84%
Office Supplies	152.48	974.41	13,420.00	7.26%
Computer Programs & Supplies		1,287.35	2,750.00	46.81%
Printing (Photocopier, Schedules & Brochures)	799.78	6,102.79	26,150.00	23.34%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,220.45	3,807.85	26,920.00	14.15%
Utilities (Electrical & Propane)		2,780.34	23,475.00	11.84%
Telephone & Internet	2,301.71	7,268.23	33,295.00	21.83%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	26,284.98	108,480.00	24.23%
Taxes				
State Taxes	318.14	906.91	4,278.00	21.20%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	359.49	3,000.00	11.98%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,168.33	\$3,275.35	\$15,591.00	21.01%
Travel & Meetings	1,317.92	2,455.52	29,900.00	8.21%
Safety Program (Rodeo & Safety Rewards)		610.66	6,500.00	9.39%
Training (Classes, Seminars & Materials)	290.00	6,034.25	26,550.00	22.73%
EE CDL and EE Physical Expense		212.00	4,600.00	4.61%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations	95.28	413.82	1,800.00	22.99%
Service Vehicles & Equipment	70.85	70.85	9,000.00	0.79%
Other General Administration Facilities		2,143.93	13,440.00	15.95%
TOTAL OPERATING EXPENSES	<u>312,556.46</u>	<u>969,578.06</u>	<u>4,402,686.00</u>	<u>22.02%</u>

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		<div>Total Project Award and Total Match equal Total Project Cost</div>
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			\$ 3,212,636.00	Disbursements to date	\$ 816,614.00
Remaining Balance			\$ 53,818.00	Remaining Balance	\$ -
Team/Disbursements			\$ 3,212,636.00	JTA Match	\$ 816,614.00
Difference			\$ -	Difference	\$ -

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 16,025.00	\$ 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, 121/00
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 1/3,7/1,3/2,3/2006, 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	\$ 798.00	\$ 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#: 20130702; 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; SEPTICPERMIT 14; 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 J 11 2014 B, 14-025 B, 20140113B, 48430 B, 14-018 SEPTICPERMIT 14
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#: 08860, 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 AccEas, 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	20141104/141212/141222/PR#6/14253
1/26/2015	\$ 213,495.73	\$ 170,797.00	\$ 42,698.73	20141208; 150115; PR#7
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	\$ -	
Total	\$ 4,029,250.00	\$ 3,212,636.00	\$ 816,614.00	

**Jefferson Transit
Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
March 2015**

Current Account Status	Balance per Bank @ 3/31/15	\$ 1,680,864.12	\$ -
Balance per GL @ 2/28/15		\$ 2,003,338.66	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 78,240.00	
	Investment Interest	\$ 130.83	
	Transfers - Out (Purchases)	\$ (400,845.37)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 3/31/15		\$ 1,680,864.12	

2015 Capital Projects

2015 Capital Projects		Grant Funding	JTA Funding	JTA Appropriation
Facility	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	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
		\$	\$	\$
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)
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, Projector	\$ (311,775.30)	\$ (77,943.82)	\$ 77,943.82
Apr-15				
May-15				
Jun-15				
Jul-15				
Aug-15				
Sep-15				
Oct-15				
Nov-15				
Dec-15				
	Ending Balance			\$ (976,842.59)
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
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)
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
Revenue Vehicles				
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
Service Vehicles				
Service Equipment				
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
	Balance			\$ (10,375.95)
JTA Capital Reserve Account Balance				\$ 1,680,864.12
JTA Appropriated Project Funds Sub-Total				\$ (1,158,007.34)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE	\$	522,856.78
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Total 2014 Budgeted Capital Projects	\$ 3,261,132.00
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1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report Attachment B

April 21, 2015

Legislative Updates

The House Transportation Committee passed its version of a statewide transportation package. It appears to be good news for transit, with \$760 million in new funding for transit over a 16 year period. The primary goal was to maintain the existing state funding and programs. With the exception of the \$13 million a year in direct operating distribution (which was going to sunset in July 2015), the House version maintains the existing funding and programs and also add new funding.

Negotiations on the package began on April 15, 2015, between Representative Clibborn, Senator King and other members of both parties. The Legislative session will end April 26th, and there may not be a transportation package at that time. The time frame for Special Session to begin is unknown at this time.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- WSTA Clerks of the Authority Committee Meeting: April 27-28 in Walla Walla
- WSTA Officer's Call: May 15th
- 2015 Spring Maintenance Forum: May 19-20, 2015 in Pasco
- WSTA 2nd Quarter Board Meeting: June 4-5 in Moses Lake (will not be attending)
- WSTA Finance Committee/WSTIP Quarterly Meeting: June 24-26 (Spokane)

Update on New Facility Project

Site Work Complete

- Fuel Tank Delivered
- Wood Ceilings in Board Room
- Hardboard in Shop
- Mezzanine Installed
- All Concrete Finished

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

- Installation of Septic System
- Water Meter Installed
- Electric Meter Installed
- Doors Installed (without windows)
- Painting
- Carpet Installed (except Board Room)
- Siding on Building A

Work Planned (May)

- Continue Landscaping
- Finish installing Built-in Desk in Lobby
- Finishing Detail for Bathrooms
- Finish Hanging Wood Ceilings in Commons
- Trapeze for Piping Lubrication in Maintenance Bay (air, lube)
- Eco Lift Installation (waiting for delivery of lift)
- Continue Fuel Island Canopy Work
- Reclaim Wood Outside Commons Area
- Rail, Electrical for Mezzanine in Maintenance Shop
- Inspection of Septic System
- Office Door Windows and Windows in Maintenance Offices
- Exhaust for Stove in Kitchen
- Waiting for Exhaust System in Maintenance Bay
- Waiting for Water Reclaim System Delivery (May 1st)
- Installation of Heat Pumps
- Installation of Fencing
- Installation of Baseboard
- Monument Sign
- Internal Lighting Fixtures (Completed by June 1st)

Schedule/Budget Status:

- Substantial Completion and Occupancy date June 5, 2015
- 90 day Final Acceptance Period
- On budget
- Punch list to begin in May
- Starting in May, training will begin on HVAC, Plumbing, Lube Equipment and Reels, Lighting Controls, Intercom System, Fire System, Security System, Generator System.

Miscellaneous Items:

JTA's move to the Haines Place Transit Center is progressing. We have adjusted the timeline for the move because of some repairs, construction and painting needed in the building. We anticipate being open for business on Monday, May 18, 2015, with an Open House scheduled on Friday May 22, 2015 from 1:00pm to 3:00pm.

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

The start date is dependent upon the ability to have the physical needs in place required to do business (computer, phones, cash register, etc.).

Leesa Monroe has accepted the additional responsibility of managing the Haines Place Transit Center, the Customer Service, and the Field Supervisors. She began her new duties on April 20, 2015.

Farmers' Market

Our very own Sue Jones represented Jefferson Transit at the Farmers' Market on Saturday April 4, 2015 (opening day). JTA had 168 visitors to our booth, which is a new record.

Complaints were very few, one person asked for the restoration of Sunday service. One gentleman commented on the stress of transferring from one bus to another; Sue urged the passenger to communicate with his driver to ensure a smooth connection.

Sue received many positive comments from passengers about their trip on Jefferson Transit. According to Sue, tourists were very appreciative of the maps & Getaway booklets and **TRY TRANSIT** is a great theme!

IT Updates:

On Monday April 13, 2015 a Trojan.Ranson.ED virus penetrated the JTA network. The Sonic Firewall, Anti-Malware, Geo Blocks and Trojan Libraries were ineffective in blocking this virus. By the time it was stopped it had encrypted over 57 thousand files on all the servers. The only option Mike (IT) had for recovery was the backups. By April 16th, recovery was complete.

Corrective Actions:

- Backup procedure has been modified to make recovery faster.
- JTA will procure a dedicated backup server with specialized software to improve the capability and backups and recoveries.
- JTA will conduct a network security audit and survey to verify setting and configuration are appropriate and effective.
- Formal training was and will continue to be conducted to help all JTA users understand how to prevent recurrence and mitigate infestations when possible.

Projects in Progress:

- Continue to Improve Network Security
- Migrate remaining Windows XP Workstations
- Renegotiate Phone Service (contract under review with attorney)
- Support Move to Haines Place Transit Center and 63 Four Corners Road.
- Upgrade Trapeze
- Upgrade Great Plains

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020



1615 W. Sims Way, Port Townsend, WA 98368

**Maintenance Report for April, 2015
Attachment C**

1. In preparation for our move to 63 Four Corners Road we sent out bid packs and gave several tours and explained what we expected out of our movers, and the time line to do so.
2. Maintenance is preparing the move to the Haines Place Transit Center. We are working on a plan to move some furniture and counter tops to configure a customer service area, an employee break room, an exercise room and a road supervisor office.
3. Bid requests have been sent out to several businesses to paint the Haines Place Park & Ride structure.
4. The Quilcene shelter is scheduled to be set on the concrete pad Thursday.



1615 West Sims Way, Port Townsend, WA 98368

**OPERATIONS REPORT – April 21, 2015
Attachment D**

April Employment Anniversaries:

Perry Underdahl 4/9/1991 24Years

March / April Monthly Highlights:

March 25 thru 27: Attended the quarterly Operations Committee meeting hosted by CTRAN in Vancouver, WA. It was a good chance to see Jeff Hamm and to see the impact he has had on transit in Washington and Oregon.

March 30: Final conference call with Chris DeVoll from WSTIP regarding best practices for mobility device securement.

Met with Zoe Ann Lamp regarding the upcoming PRTPO Transportation Tour, happening June 19.

March 31 & April 8 & 14: Held LRC meetings with the union to discuss changes related to our new facility.

This Friday (**April 24**) I will be meeting with Earl Murman and Alex Wisnieski regarding the future plans for Mountain View Commons and the YMCA.

DRAFT

Jefferson Transit Authority Board

Special Meeting Minutes

Friday, April 24, 2015, 10:30 am

1615 West Sims Way, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 10:30 am. Other members present were Catharine Robinson, David Sullivan, and Robert Gray, with Kathleen Kler excused.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

No public was present.

NEW BUSINESS

Resolution 15-08: Procurement Policy Update

Authorizing Jefferson Transit Authority (JTA) to use a small works roster process to award public works contracts and a consulting service roster for architectural, engineering, and other professional services.

There was a question at the regular Board Meeting regarding process for jobs between the amounts of \$35,000 and \$150,000. John Carpita, an attorney from the Municipal Research and Services Center (MRSC) clarified the process in an email which stated:

In response to your questions:

- 1) On number two (2), how do you just select five and not show that you are favoring those that you did not choose?

There is no sure fire way to accomplish this, so I always recommend that agencies send to ALL contractors the appropriate rosters.

- 2) Why don't have to notify all the other appropriate contractors within in the \$35,000 to \$149,000?

That's just the way the statute is written.

DRAFT

- 3) On number three (3), in the \$150,000 to 300,000 range, if you choose two contractors and you notify the remaining contractors, do those contractors then get the option of bidding also?
See above.

Motion: Robert Gray moved to adopt Resolution 15-08: Procurement Policy Update. Catharine Robinson seconded.

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

ADJOURNMENT

The meeting was adjourned at 10:35 am. The next regular meeting will be held Tuesday, May 19, 2015, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 5/19/2015

April 2015 Expenses

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

- Accounts Payable Vouchers #93609-93635 in the amount of \$94,296.82
- Accounts Payable Voucher #93636 in the amount of \$71,580.64
- Accounts Payable Vouchers #93637-93673 in the amount of \$46,901.63
- Accounts Payable Vouchers #93574-93677 in the amount of \$2,468.39
- Accounts Payable Voucher #93678 in the amount of \$72,703.01
- Accounts Payable Vouchers #93679-93708 in the amount of \$75,744.71
- Accounts Payable Voucher #93709 in the amount of \$20.00
- EFT Vouchers #5761-5766 in the amount of \$5,936.67
- EFT Vouchers #5767-5772 in the amount of \$5,958.91
- EFT Voucher #164 in the amount of \$27,693.40
- Capital Checks #477-480 in the amount of \$34,941.53
- Capital Checks #481-484 in the amount of \$492,654.57
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the monthly transfer to account to pay bond payment for 2015 in the amount of \$6,755.96
- Transfer from the Operations account to the Capital Investment account for the purpose of the 2014 Reserve transfer in the amount of \$740,018.00
- Transfer from the Operations account to the Operations Investment account for the purpose of the 2014 Reserve transfer in the amount of \$300,000.00
- Transfer from the Kitsap LOC account to the Operating account for the purpose of the closing the Kitsap LOC account in the amount of \$10.64

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.

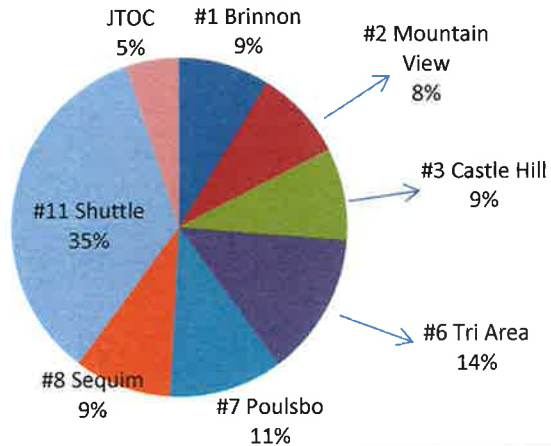
Laura Smedley
Clerk of the Authority

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

April

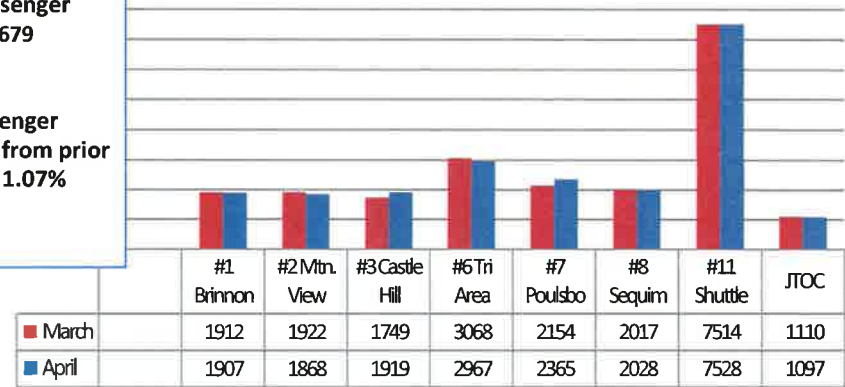
**April
Total:
(100%)
21,679**



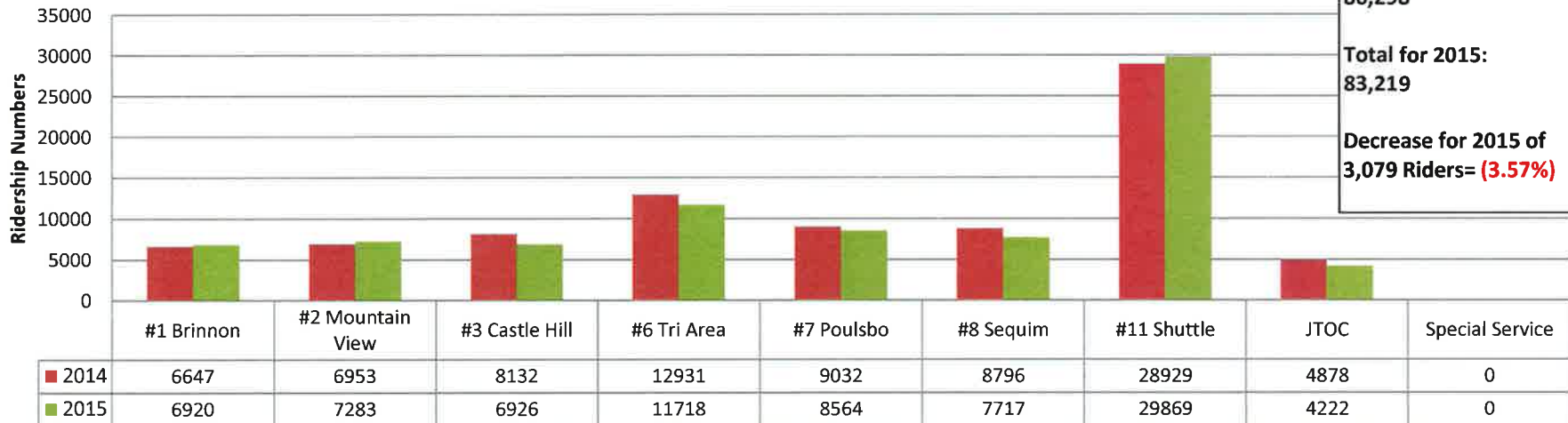
**Mar. passenger
total : 21,446
Apr. passenger
total: 21,679**

**233 passenger
Increase from prior
month = 1.07%**

Month to Month Route Comparison



YTD Ridership by Route and Year as of April



**Total for 2014:
86,298**

**Total for 2015:
83,219**

**Decrease for 2015 of
3,079 Riders= (3.57%)**

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

April, 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 Mt. View / Ft Worden	1868	2	47	304	2250	128	6.14	0.83	14.63
#3 Castle Hill / Cook Ave	1919	1	67	304	2766	131	6.31	0.69	14.68
#11 Shuttle	7528	20	223	638	2488	236	11.80	3.03	31.89
LOCAL TOTAL	11315	23	337	1246	7504	494	8.09	1.52	20.40

COMMUTER									
#1 Brannon	1907	0	163	192	8256	230	9.93	0.23	8.28
#6A Tri Area Loop (5)	1569	1	112	118	3056	98	13.30	0.51	16.02
#6B Tri Area Loop (6)	1398	2	76	96	2486	80	14.56	0.56	17.55
#7 Poulsbo	2365	0	153	192	8045	205	12.32	0.29	11.51
#8 Sequim	2028	0	105	236	8118.4	184	8.59	0.25	11.02
COMMUTER TOTAL	9267	3	609	834	29962	798	11.74	0.37	12.87

2015 SPECIAL EVENTS

	Boardings
Rhody Festival 2015	0
Wooden Boat Festival 2015	0

Runs per event

WEST JEFFERSON	1097	1	4	192	12614	414	5.71	0.09	2.65
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TOTAL MONTHLY	21679	27	950	2272	50080	1706	8.51	0.66	11.97
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22 Weekdays in Month

4 Saturdays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,132	7,539	6.6	4

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	981	1029	4163	400	0.95	0.24	2.45	96.39%	6
DAR Mobility Aids	226								

*Boardings includes Passenger and Attendant if needed

JEFFERSON TRANSIT AUTHORITY

April 2015

[illegible]