

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, August 18, 2015, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

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

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Mobility Outreach Manager Leesa Monroe, Fleet and Facilities Manager Ben Arnold, Operations Manager John Koschnick, Grants and Procurement Specialist Cheryl Loran, Customer Service/Office Assistant Miranda Nash, and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Thuy Langsea commented on restrooms at the Haines Place Transit Center.

Burt Langsea commented on past requests made by the public.

Jim Todd commented on Wooden Boat Festival service.

NEW AGENDA ITEMS

Citizens Advisory Board (CAC) discussion.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes July 21, 2015
- b. Approval of Expenses, July 2015

***Motion: Catharine Robinson moved to approve the July 2015 Consent Agenda.
David Sullivan seconded.***

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

PUBLIC HEARING

Transit Development Plan (TDP)/State Transportation Improvement Plan (STIP) 2015-2020

Discussion was held.

Public Comment

Cindy Jayne would like to see mobility trends from past years reports and written goals added to the TDP.

Burt Langsea would like to see future goals added to the TDP report.

Debbie Jahnke commented on the possibility of fare-free service.

Cynthia Cohen commented on future Sunday Wooden Boat service.

Jim Todd would like to see future goals added to the TDP report.

The Public Hearing was closed at 2:16 pm.

Discussion was held.

OLD BUSINESS

- a. **Resolution 15-12**: Transportation Development Plan (TDP) 2015-2020

Motion: David Sullivan moved to approve Resolution 15-12 adopting JTA's 2015-2020 Transit Development Plan. Catharine Robinson seconded.

Vote: The motion carried 4-1 by voice vote. Robert Gray opposed.

- b. **Resolution 15-13**: State Transportation Improvement Plan (STIP) 2015-2020

Discussion was held.

Motion: David Sullivan moved to approve Resolution 15-13 adopting JTA's 2015-2020 State Transportation Plan. Kathleen Kler seconded.

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

NEW BUSINESS

Resolution 15-14: Adopting a Policy for Vanpool Pricing

Sara Crouch noted that the prior policy calculation values were not accurate. The calculation paragraph was removed. Catharine Robinson suggested the phrase in the first paragraph regarding the funding source for purchasing new and replacement Vanpools that was cut, be reintroduced. She also noted in the second line of #3 that the words "party vendor" were left out of the sentence.

Motion: Catharine Robinson moved to approve Resolution 15-10 to approve adopting a Policy for Vanpool Pricing with changes. David Sullivan seconded.

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

Tammi Rubert requested that a portion of the Operations Report be given at this time.

HOSPITAL CONSTRUCTION IMPLACT – John Koschnick

There will be service changes affecting the Jefferson Healthcare stop on 7th and Sheridan due to the hospital construction project. It is necessary to remove this shelter, so it is not damaged. To continue service to Jefferson Healthcare, JTA has been working with John Nowak. 9th Street between the Emergency Entrance and Dove House will be completed which will allow JTA's buses access to the front entrance of the hospital. The shelter at 10th and Sheridan will not be affected.

Discussion on the Potential Formation of a Citizens Advisory Committee

The process to start an Advisory Committee could begin with a discussion as to why the committee is forming, what their relationship would be to the Board and staff, terms of office, and what the roles and responsibilities are of the CAC.

It was suggested that the Bylaws from the last CAC may be a starting point for the new committee. A work plan and agreement is necessary between the CAC and the Board as to what is needed and how it will be communicated.

The formation of a CAC would be a good topic for a Board Retreat. The Bylaws could be reviewed, and it could be decided what is needed in terms of representation.

REPORTS

General Managers Report – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Phase I and Phase II Environmental Assessment
- Washington State Transit Association (WSTA)
- New Facility Update
- Board Retreat

OPERATIONS REPORT – John Koschnick

Please see Attachment C

John Koschnick reported on the following items:

- Mason Transit Triton Cove Transfer (Presentation)

MAINTENANCE REPORT – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- New facility lighting system
- Shelters
- Kiwanis Car Show with 1967

MOBILITY OUTREACH REPORT – Leesa Monroe

Please see Attachment E

Leesa Monroe reported on the following items:

- National Center on Senior Transportation webinar
- Port Ludlow Festival by the Bay
- Haines Place Transit Center customer count

RIDERSHIP

Ridership was down from June to July by .45%, and down overall for the year by 3.01%. Year-to-date route comparisons show Brinnon, Fort Worden and the Shuttle up in ridership, with the remainder of the routes down. Dial-A-Ride boarding's per hour are at 2.67 and there were 4 new applicants.

PUBLIC COMMENT

Cindy Jayne noted that the Climate Action Committee and the Transportation Lab would both be interested in being involved in collaborating with JTA.

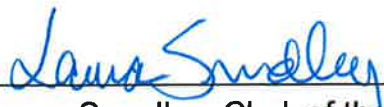
Debbie Jahnke commented on the CAC.

Burt Langsea noted the Port Townsend Leader still lists the Lawrence Street Firehouse as the location of the JTA Board meetings.

Jim Todd commented on the CAC meeting location.

ADJOURNMENT

The meeting was adjourned at 3:47 pm. The next regular meeting will be held Tuesday, September 15, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

August 13, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: July 2015 Financial Report

Sales Tax Analysis Reports –

- Sales tax for May 2015 is 4% higher than received for May 2014. Cumulatively JTA is up 6.9% compared to the budgeted sales tax figures.

Revenue Report –

- Operating Revenues are down compared to budget.
- The final payment on the WSDOT 2013-2015 consolidated grant was received, WSDOT utilized Rural Mobility State funding rather than Federal FTA 5311 funds. This resulted in an adjustment in our accrued revenue (I had to transfer the revenue from federal funding to state funding).

Expense Report – Overall JTA is 5.6% under budget

- **Labor** - Will see increase in overtime over the summer months. Administration salaries are slightly over budget, a large portion of the variance is due to the facility move and the need to have the IT Administrator working full time during the transition. The IT Administrator position has returned to part-time status.
- **Benefits –**
 - Holiday is over budget because we "front load" the two personal holidays each employee receives annually, however this figure continues to level out as the year progresses.
 - Other Benefits is slightly over budget, it is a timing issue and will come in line with budget.
- **Service and User Fees – Overall on track**
 - Professional and Technical Services – tracking over budget at this time, the audit is complete which is a major component of the budget, will continue to monitor.
 - Property Maintenance Services – these are expenses associated with preparing Haines Place Transit Center for transit occupancy, maintaining the Sims Way property, and to a lesser extent the 4 Corners property. The majority of the expenses were posted during the moves to/from these locations. Will continue to monitor, most likely timing issue.
- **Materials and Supplied Consumed**
 - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be "expensed" from the inventory.
 - Computer Programs & Supplies is over budget and will remain over budget.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

- Capital activity in July: Construction and Construction Phase design services, county fees for plan review over the life of the project, and materials testing fees.



July 2015 Financial Summary

Budget Tracking Figure: 58.3%

1. Operational Expenses:	\$349,531.59
Operational Revenues:	\$16,228.19
Non-Operational Income:	\$444,810.92
Capital Expenses:	\$364,609.23
Capital Income:	\$398,633.78
2. Sales Tax Received 7/31/2015 for May 2015:	\$292,359.11
Sales Tax Received 6/30/2014 for April 2014:	\$279,961.16
Sales tax increased from prior year 4%	
3. Cash on Hand as of July 31, 2015*:	
Operating:	\$1,022,733.37
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$661,845.67
Capital Reserve:	\$573,263.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$28,377.34
Bond Reserve:	\$85,250.00
EFT Fund:	\$126,214.43
Travel Fund:	\$1,470.02
Total	\$3,070,729.52**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

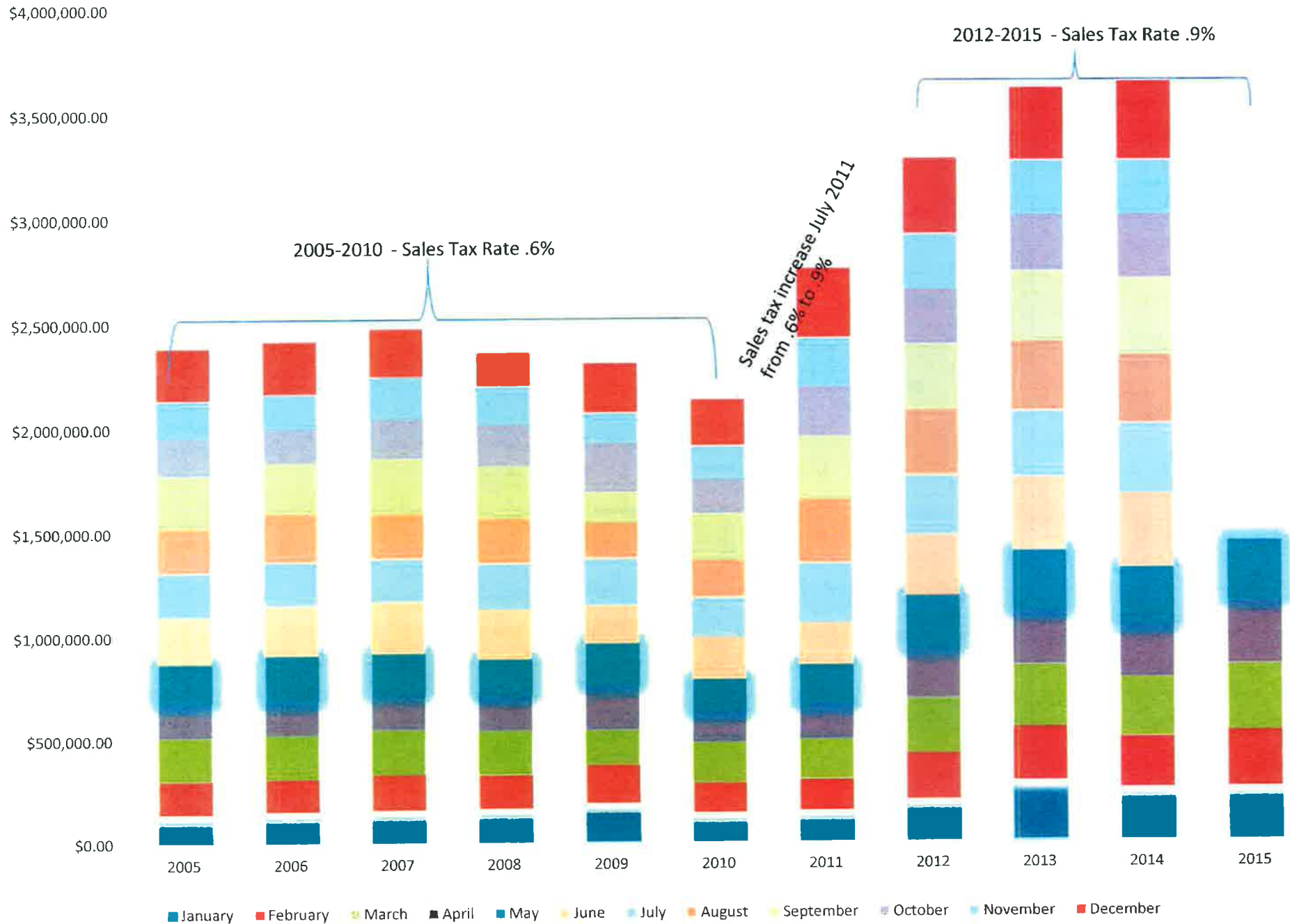
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$1,169,417.80	1,098,510.00	6.45%
May	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$1,490,072.16	1,392,994.00	6.97%
June	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,792,903.96	1,652,536.00	8.49%
July	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$2,085,263.07	1,939,496.00	7.52%
August	0.90%		\$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		\$2,085,263.07	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$297,894.72	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Accrual Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$261,817.97	262,430.00	(0.23%)
February	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$533,264.79	514,400.00	3.67%
March	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$853,919.15	808,884.00	5.57%
April	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,156,750.95	1,068,426.00	8.27%
May	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$1,449,110.06	1,355,386.00	6.91%
June	0.90%		\$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		\$1,449,110.06	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$289,822.01	\$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 Seven Months Ending July 31, 2015

	<u>July</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$2,888,973.45	\$3,961,628.00
Operating Cash Provided/(Used) by:		
Operating Activities	(\$780,774.72)	(\$2,516,879.40)
Non-Capital Financing Activities	\$567,863.61	\$2,941,195.12
Investing Activities	\$294.31	\$2,346.35
Total Operating Cash Provided/(Used)	(\$212,616.80)	\$426,662.07
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$398,054.78	(\$1,313,878.64)
Net Increase/(Decrease) Cash and Equivalent	\$185,437.98	(\$887,216.57)
CASH BALANCES - END OF PERIOD	<u>\$3,074,411.43</u>	<u>\$3,074,411.43</u>

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

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,228.19	\$116,521.32	\$209,680.00	55.57%
Operating Expenses				
Labor	166,616.75	1,067,400.54	1,884,121.00	56.65%
Benefits	122,295.62	756,228.61	1,423,526.00	53.12%
Services and User Fees	14,818.29	98,828.97	182,150.00	54.26%
Materials & Supplies	32,085.84	263,359.27	605,010.00	43.53%
Utilities	3,788.96	34,666.93	83,690.00	41.42%
Casualty/Liability Costs	8,761.66	61,331.62	108,480.00	56.54%
Taxes	404.38	3,123.33	8,028.00	38.91%
Miscellaneous Expenses	760.09	25,550.68	83,441.00	30.62%
Leases and Rentals		9,013.62	24,240.00	37.18%
Total Operating Expenses	349,531.59	2,319,503.57	4,402,686.00	52.68%
Operating Income (Loss)	(333,303.40)	(2,202,982.25)	(4,193,006.00)	52.54%
Non-Operating Revenues				
Non-Transportation Revenue	4,146.65	16,378.81	13,011.00	125.88%
Taxes Levied by Transit	348,038.11	2,207,003.07	3,514,918.00	62.79%
Local Grants & Contributions	2,750.00	10,250.00	17,500.00	58.57%
State Grants & Contributions	212,731.16	343,267.43	199,600.00	171.98%
Federal Grants & Contributions	(122,855.00)	287,971.00	814,932.00	35.34%
Total Non-Operating Revenues	444,810.92	2,886,263.47	4,581,353.00	63.00%
Net Income (Loss) Before Transfers In/(Out)	111,507.52	683,281.22	388,347.00	175.95%
Net Income/(Loss)	111,507.52	683,281.22	388,347.00	175.95%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Seven Months Ending July 31, 2015

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,031.06	\$82,526.94	\$142,800.00	57.79%
Fixed Route Fares - West - JTOC	581.33	2,477.23	5,400.00	45.87%
Dial-a-Ride Fares (DAR)	905.40	6,148.75	13,200.00	46.58%
Vanpools	3,645.40	24,913.40	45,000.00	55.36%
Extended Service			2,500.00	0.00%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	455.00	780.00	58.33%
Total Operating Revenues	16,228.19	116,521.32	209,680.00	55.57%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	294.31	2,346.35	1,704.00	137.70%
Public Donations	118.70	118.70		0.00%
Other Nontransportation Revenues	3,733.64	13,913.76	11,307.00	123.05%
 Taxes Levied Directly by Transit System - Sales & Use Tax	348,038.11	2,207,003.07	3,514,918.00	62.79%
Special Sales Tax Receipts - Miscellaneous		21,393.16	21,392.00	100.01%
 Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP	1,500.00	1,500.00	2,500.00	60.00%
 State Grants and Contributions				
Rural Mobility Competitive	212,984.00	342,974.00	193,600.00	177.16%
RTAP	(252.84)	293.43	6,000.00	4.89%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	(122,855.00)	287,971.00	814,932.00	35.34%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	17,983.04	791,588.46		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	4,276.00	468,187.00		0.00%
Total Nonoperating Revenues	467,069.96	4,146,038.93	4,581,353.00	90.50%
TOTAL REVENUES	483,298.15	4,262,560.25	4,791,033.00	88.97%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2015**

	July	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$50,881.53	\$356,801.03	\$614,707.00	58.04%
Operators Overtime - Fixed Route	11,600.09	31,914.87	53,864.00	59.25%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,470.10	69,706.87	157,420.00	44.28%
Operators Overtime - Dial-a-Ride (DAR)	846.55	2,869.48	7,269.00	39.48%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,524.62	293,323.07	530,549.00	55.29%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,900.26	24,163.39	44,322.00	54.52%
Administration Salaries	41,393.60	288,621.83	475,990.00	60.64%
Benefits				
FICA	15,009.32	91,019.25	178,869.00	50.89%
Pension Plans (PERS)	26,711.67	122,301.89	226,231.00	54.06%
Medical Plans	38,293.26	266,108.12	499,313.00	53.29%
Dental Plans	3,156.69	21,426.87	43,695.00	49.04%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,546.08	27,824.02	72,009.00	38.64%
Holiday	9,148.57	57,493.10	84,850.00	67.76%
General Leave	22,538.18	143,211.30	254,955.00	56.17%
Other Paid Absence (Court Duty & Bereavement)	1,755.54	7,185.38	14,686.00	48.93%
Uniforms, Work Clothing & Tools Allowance	687.41	4,120.40	13,350.00	30.86%
Other Benefits (HRA, EAP & Wellness)	448.90	15,538.28	26,500.00	58.64%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	403.00	9,446.56	18,250.00	51.76%
Professional & Technical Services	12,186.51	51,911.67	77,050.00	67.37%
Contract Maintenance Services (IT Services)		400.00	2,125.00	18.82%
Security Services		678.53	4,400.00	15.42%
Vehicle Technical Services		11,766.20	30,750.00	38.26%
Property Maintenance Services	415.55	8,514.28	12,500.00	68.11%
Software Maintenance Fees	1,335.25	11,740.35	23,175.00	50.66%
Postage & Mail Meter Fees	80.48	1,515.88	3,600.00	42.11%
Drug & Alcohol Services	232.50	1,975.50	4,800.00	41.16%
Other Services & User Fees	165.00	880.00	2,500.00	35.20%
Materials and Supplies Consumed				
Fuel	13,871.42	150,730.20	407,000.00	37.03%
Tires	304.80	8,545.06	31,500.00	27.13%
Lubrication	807.22	4,988.54	10,550.00	47.28%
Tools	2,212.14	5,100.07	10,000.00	51.00%
Vehicle Maintenance & Repair Parts	6,613.41	47,404.04	62,000.00	76.46%
Non-Vehicle Maintenance & Repair Parts	559.67	3,201.15	8,240.00	38.85%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		521.54	3,000.00	17.38%
Shop Supplies (Maintenance & Cleaning)	2,342.90	10,764.51	18,500.00	58.19%
Safety & Emergency Supplies	630.06	721.61	8,550.00	8.44%
Office Supplies	1,965.69	9,843.54	13,420.00	73.35%
Computer Programs & Supplies	1,782.68	5,137.96	2,750.00	186.83%
Printing (Photocopier, Schedules & Brochures)	995.85	16,075.35	26,150.00	61.47%
Other Materials & Supplies		325.70	2,000.00	16.29%
Utilities				
Water, Sewer & Solid Garbage	1,711.11	9,567.73	26,920.00	35.54%
Utilities (Electrical & Propane)		7,169.88	23,475.00	30.54%
Telephone & Internet	2,077.85	17,929.32	33,295.00	53.85%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	61,331.62	108,480.00	56.54%
Taxes				
State Taxes	312.55	2,244.86	4,278.00	52.47%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	91.83	878.47	3,000.00	29.28%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2015**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$511.92	\$5,570.02	\$15,591.00	35.73%
Travel & Meetings	248.17	7,379.12	29,900.00	24.68%
Safety Program (Rodeo & Safety Rewards)		690.73	6,500.00	10.63%
Training (Classes, Seminars & Materials)		11,136.81	26,550.00	41.95%
EE CDL and EE Physical Expense		774.00	4,600.00	16.83%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation		85.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations		413.82	1,800.00	22.99%
Service Vehicles & Equipment		2,178.91	9,000.00	24.21%
Other General Administration Facilities		6,420.89	13,440.00	47.77%
TOTAL OPERATING EXPENSES	<u>349,531.59</u>	<u>2,319,588.57</u>	<u>4,402,686.00</u>	<u>52.69%</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	\$ 3,266,454.00	Total Match	\$ 816,614.00
Disbursements to date	\$ 3,262,178.00	Disbursements to date	\$ 816,614.00
Remaining Balance	\$ 4,276.00	Remaining Balance	\$ -
Team/Disbursements	\$ 3,262,178.00	JTA Match	\$ 816,614.00
Difference	\$ -	Difference	\$ -

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; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/2&4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2/7/1,8/2/9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/3, 2/1, 3/2, 3/3/2006; 3626
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00		Inv# 2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw
9/24/2008	\$ 139.31	\$ 112.00	\$ 27.31	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw
5/18/2012	\$ 15,824.74	\$ 12,660.00	\$ 3,164.74	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,798.78	\$ 298.00	\$ 1,500.78	Inv# 11308; 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,360.00	\$ 10,059.05	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,226.00	\$ 5,306.35	Inv# 20130419
8/5/2013	\$ 63,999.21	\$ 47,850.00	\$ 16,149.21	Inv# 20130517; 20130619; 71322; 13-116
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv# 201307020; 20130810; 071305; 081306; 091311
10/17/2013	\$ 32,128.03	\$ 24,363.00	\$ 7,765.03	Inv# 20130912; 101311
11/25/2013	\$ 60,655.54	\$ 48,524.00	\$ 12,131.54	Inv# 20131014
1/8/2014	\$ 54,281.46	\$ 38,662.00	\$ 15,619.46	Inv# 20131116; 121313; 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 8, Permit 2-11-2014 8, 14-025
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	20140113B, 48430 B, 14-018, SEPTICPERMIT 14
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	00005, 20148ldg14-00006, 20148ldg14-
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv# 48860, 31419, 1041404, 20140312, 041411B
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv# 1218, 49099, 20140415, 51416
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv# 20140510, 061411
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv# 49488, 1228, 54-572569, 20140611, 100, 071411 Application#1
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv# 81414, App #2, 51331, ODT AccEas, 13192
10/22/2014	\$ 257,213.70	\$ 205,771.00	\$ 51,442.70	Inv# 13378; 20140710; 20140811, BLD14-00004, PR#3
11/24/2014	\$ 603,988.35	\$ 483,192.00	\$ 120,796.35	20140905, PR#4, 13583
1/5/2015	\$ 223,022.05	\$ 178,418.00	\$ 44,604.05	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
1/26/2015	\$ 222,687.73	\$ 179,989.00	\$ 42,698.73	20141104/1412122/141222/PR#6/14253
2/5/2015	\$ 2,061.25	\$ 1,649.00	\$ 412.25	20141208: 150115: PR#7 CORRECTION ON PR#33
2/25/2015	\$ 468,112.33	\$ 401,832.00	\$ 66,280.33	14425 (final 2014 Invoice this project)
4/10/2015	\$ 21,729.00	\$ 21,729.00	\$ -	20150109; 150220; PR#8; 14586
6/10/2015	\$ 40,350.00	\$ 40,350.00	\$ -	Meter, 20150208, 14757
				119:DCD14-005, 5, 6, 15:32: 14966:15110
Total	\$ 4,078,792.00	\$ 3,262,178.00	\$ 816,614.00	

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

Current Account Status	Balance per Bank @ 7/31/15	\$ 1,248,727.15	\$ -
Balance per GL @ 6/30/15		\$ 1,214,560.91	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 398,633.78	
	Investment Interest	\$ 141.69	
	Transfers - Out (Purchases)	\$ (364,609.23)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 7/31/15		\$ 1,248,727.15	

2015 Capital Projects

Facility		Grant Funding	JTA Funding	JTA Appropriation
	2015 Budgeted Balance	\$ 480,000.00	\$ 120,000.00	\$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00	\$ (77,054.00)
	STP-Flex for Fuel Island	\$ 272,000.00	\$ 68,000.00	\$ (68,000.00)
	JTA Outlay	\$ -	\$ 1,795,222.00	\$ (1,795,222.00)
Monthly Payments				
Jan-15	Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13)	\$ 44,614.13
Feb-15	Pease, TCF, PT, Materials Testing	\$ (478,249.84)	\$ (119,062.46)	\$ 119,062.46
Mar-15	Pease, TCF, PT, Materials Testing	\$ (311,775.30)	\$ (77,943.82)	\$ 77,943.82
Apr-15	Pease, TCF, PT, Materials Testing, Other	\$ (359,660.07)	\$ (153,202.07)	\$ 153,202.07
May-15	Pease, TCF, PT, Materials Testing, Other	\$ (321,911.26)	\$ (421,961.04)	\$ 421,961.04
Jun-15	Pease, TCF, Permitting	\$ -	\$ (341,528.19)	\$ 341,528.19
Jul-15	Pease, Permit, TCF, Furniture, Eco-Lift, Other	\$ -	\$ (354,190.34)	\$ 354,190.34
Aug-15				
Sep-15				
Oct-15				
Nov-15				
Dec-15				
	Ending Balance			\$ (547,773.95)
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, e	2015 Beginning Balance	\$ -	\$ 35,000.00	\$ (35,000.00)
	Paint Shelter Structure		\$ (15,401.88)	\$ 15,401.88
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
	Ending Balance			\$ (83,756.92)
Revenue Vehicles				
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
Service Vehicles				
Service Equipment				
	2015 Supplemental Budget		\$ 24,000.00	\$ (24,000.00)
	VoIP Local Host Phone System-Down Pymt		\$ (4,194.35)	\$ 4,194.35
	70% Progress Payment		\$ (16,378.91)	\$ 16,378.91
	Progress Payment		\$ (2,024.18)	\$ 2,024.18
	Additional Radio		\$ (759.19)	\$ 759.19
	Ending Balance			\$ (643.37)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,090.00	\$ 11,772.00	\$ (11,772.00)
	Trapeze Upgrade 50%	\$ (5,584.20)	\$ (1,396.05)	\$ 1,396.05
	License and Equipment	\$ (1,699.20)	\$ (424.80)	\$ 424.80
	Projector & Attachments	\$ (6,041.26)	\$ (1,510.32)	\$ 1,510.32
	Small Parts Cabinets		\$ (5,851.43)	\$ 5,851.43
	Balance			\$ (2,589.40)

JTA Capital Reserve Account Balance \$ 1,248,727.15
JTA Appropriated Project Funds Sub-Total \$ (788,163.93)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 460,563.22

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



1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report Attachment B

August 18, 2015

Phase I and Phase II Environmental Assessments

Jefferson Transit had a Phase I Environmental Site Assessment completed May 29, 2014, in anticipation of the sale of the 1615 West Sims Way Property. JTA received an unsolicited offer on the property that called for a Phase II assessment of the site. JTA has requested quotes for site assessments. To date, JTA received two and are still waiting for a third.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- Washington State Public Transportation Conference: August 24-26 (Vancouver)
The 3rd Quarter Board Meeting, Maintenance & Operations Committee Meetings
(in conjunction with Public Transportation Conference)

I will be a presenter at the upcoming Transportation Conference. I will show the AARP video that Jefferson Transit was a part of, and I will be highlighting the marketing tool "storytelling" as a core element for successful public relations and communications.

Update on New Facility Project

Schedule/Budget Status:

- Substantial Completion and Occupancy occurred on June 11, 2015
- Pease, JTA and Samantha Trone continue to meet every Monday and Wednesday regarding Project Closeout
- Final Acceptance (unknown date at this time)
- On budget

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

At this time, we are in the closeout phase of our project. There are some outstanding items being worked on at this time. Some of the bigger items are:

- Monument Sign (waiting for approval from the county)
- Volume and pressure for the facilities (we need to up our meter size to a 1.5 (we now have 1-inch line and 1-inch meter, which should be a 2-inch line)
- Overflow from InterClean, during construction BCE, advised the overflow was not needed, however, InterClean is now stating an overflow is needed. Pease is working with InterClean to find a solution and implement the change.

Board Retreat

Discussions about an Annual Planning Session and possible dates, next steps should include agenda topics. Some suggested topics could be:

- Strategies for engaging the community
- Balance / what is JTA's areas of responsibility outside and inside the PTBA
- Bike and Ride
- 2016 Sunday Service to Wooden Boat
- Discuss how to define Success
- How or When to serve the increasing demand for service (and charter requests)
- Special Events
- Fare Review (review policy)
- Replacement of Accounting Software
- Maintenance of HPTC (passenger amenities bldg.)
- Sustainability Update
- What are the variables?
 - Sales Tax
 - Fuel prices

What is the message we get from the variable?

- Testing our security (Internet)



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

OPERATIONS REPORT – August 18, 2015

August Employment Anniversaries:

August 18	Lud Becker	13 years
August 13	John Koschnick	3 years

Monthly Highlights:

July 25 – Ops personnel helped man booth at Port Ludlow Festival by the Bay.
August 14-16 -Ops personnel helped man Jefferson County Fair transit booth.
Summer Temps Update – Two temps have been released to both Fixed Route (FR) and Dial-A-Ride (DAR). One temp has been released to DAR and is still training on FR.

Upcoming Schedule Changes

The Run Committee will begin meeting tomorrow. We need to have schedule changes ready to deliver to the changes to Thomas printing by the beginning of September for our bid / schedule change to go into effect October 5.

Two issues:

1. Mason Transit planning Triton Cove change for November 2nd.
(Presentation).
2. The impact of hospital construction on our Sheridan Street bus stop and possible schedule changes.



63 4 Corners Road, Port Townsend, WA 98368

Attachment D

Maintenance Board Report for August 2015

- 1) Now that it is staying darker longer in the morning, I have been working on the lighting system. The lights are all timer or motion control, and some are both. I am mainly working on the bus parking lot lights, so they come on and go off at appropriate times.
- 2) One Chimacum school shelter was set today, and the other will be completed tomorrow.
- 3) Grant Street school shelter will be installed the first week in September.
- 4) Leesa signed up 1967 for the Kiwanis Classic Car Show at Memorial Field in Port Townsend. I drove the bus to the location and stayed with it all day. I had fun, and it was amazing to me how many people got on the bus and said it reminded them of their school days. And also how many people love the bus and like seeing it, and JTA using it.



63 4 Corners Road, Port Townsend, WA 98368

Mobility Management Report – August 2015
Attachment E

Leesa Monroe attended a webinar hosted by the National Center on Senior Transportation. The webinar spoke about pedestrian safety for seniors. Some reasons for not using transit included lack of sidewalks and the lack of traffic signal time to cross busy streets.

Saturday, July 25 – Field Supervisor Lloyd Eisenman and Customer Service Representative Darlene Olson hosted Bus 1967 at the Port Ludlow Festival by the Bay. Attendance at the festival was light due to steady rain on Saturday.

Customer Service Representatives counted the numbers of phone calls received, passengers they assisted and passes sold for 19 business days between July 22 and August 17.

Passes sold = 108 (some people bought more than one pass)

Phone calls = 620

Walk-ins = 380 (includes those who bought a pass)

48 people came in looking for the Visitors Centers