

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, February 21, 2017, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 1:30 pm. Other members present were David Sullivan, David Faber, Kathleen Kler and Kate Dean. A quorum was present.

STAFF PRESENT

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

2017 AUTHORITY BOARD ELECTIONS

Catharine Robinson explained the process to our new Commissioner Kate Dean.

Motion: Kathleen Kler moved to nominate David Sullivan as Board Chair, David Faber seconded.

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

Motion: Kathleen Kler moved to nominate David Faber as Vice Chair, Catharine Robinson seconded.

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

PUBLIC COMMENT

Brenda McMillan asked on the status of the Citizens Advisory Committee (CAC).

Daryl Conder asked if Port Townsend were to become a Sanctuary City, would that threaten Federal funding for JTA.

David Faber noted under the 10th Amendment, challenging transit funding because of an action by a jurisdiction in regard to a police action would be unconstitutional under existing constitutional precedent.

Lud Becker entered the meeting at 1:35 pm.

In response to Brenda McMillan, Laura Smedley reported that no new CAC applications had been received. The Board requested new marketing for applications.

NEW AGENDA ITEMS

Kathleen Kler requested that a discussion regarding the composition of the Board be added as a future agenda item.

Tammi Rubert requested an Executive Session.

FINANCE REPORTS

Please see Attachment A and B

A Grant funding explanation sheet has been added to the Board packets under Tab 5. This document will be continually updated.

Ms. Crouch explained JTA finance procedures for new Commissioner Kate Dean.

Ms. Crouch reported on the following items for December 2016 and January 2017:

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

CONSENT AGENDA

- a. Approval of Minutes, December 20, 2016
- b. Approval of Expenses, December 2016
- c. Approval of Expenses, January 2017
- d. Out of State Travel for Ben Arnold
- e. Out of State Travel for David Lont

Motion: Catharine Robinson moved to approve the Consent Agenda. David Faber seconded.

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

OLD BUSINESS

There was none.

NEW BUSINESS

a. **Resolution 17-1:** Certifications and Assurances

JTA is required annually to certify that we will follow the guidelines set out by the Federal Transit Association (FTA).

Motion: Catharine Robinson moved to approve Resolution 17-1: Authorizing the General Manager to sign the 2016 Certifications and Assurances. Kathleen Kler seconded.

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

b. **Resolution 17-2:** To Amend Resolution 16-18 2017 Board Meeting Schedule

Requesting the Board approve the corrected dates on the 2017 Board Meeting Schedule. There was a discussion regarding every other month meetings.

Motion: Kathleen Kler moved to approve Resolution 17-2: To Amend Appendix A of Resolution 16-18 2017 Board Meeting Schedule. Catharine Robinson seconded.

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

c. **Resolution 17-3:** To Adopt a Natural Disaster Hazard Mitigation Plan

Motion: Kathleen Kler moved to approve Resolution 17-3: To Adopt a Natural Disaster Hazard Mitigation Plan as the official plan for JTA. David Faber seconded.

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

d. **Resolution 17-4:** Disposition of Surplus Property

JTA purchased three (3) new vehicles for the Jefferson Transit Olympic Connection (JTOC) with a Federal grant. This was a replacement grant, so we will surplus the existing buses.

Motion: Catharine Robinson moved to approve Resolution 17-4: Disposition of Surplus Property. Kate Dean seconded.

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

e. **Resolution 17-5:** Authorizing the Chair to Sign Grant GCB2517

JTA will be using this grant to purchase two (2) new bio-diesel buses for our fixed route service.

Motion: Catharine Robinson moved to approve Resolution 17-5: Authorizing the Chair to Sign Grant GCB251. David Faber seconded.

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

f. **Resolution 17-6:** Amending the 2017 Capital Budget

Ms. Crouch explained the changes to the Capital Budget.

Motion: David Faber moved to approve Resolution 17-3: Amending the 2017 Capital Budget. Catharine Robinson seconded.

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

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Report
- 4 Corners Park and Ride Project
- Upcoming Meetings
- Washington State Transit Insurance Pool (WSTIP) Above and Beyond Program
- Haines Place Transit Center Restrooms
- Emergency Generator Update
- Radio Improvement Project
- I.T. Update
- Peninsula Regional Transportation Planning Organization (PRTPO) Grant Ranking Process Update

OPERATIONS AND MOBILITY REPORT – Leesa Monroe

Please see Attachment D

Leesa Monroe reported on the following items:

- Winter Weather Update
- Staffing Update
- RouteMatch Update

MAINTENANCE REPORT – Ben Arnold

Please see Attachment E

Ben Arnold reported on the following items:

- 2016 Maintenance Report
- New Parking Lot Sweeper
- New JTOC Buses Update

RIDERSHIP – Leesa Monroe

Ms. Monroe discussed how on-time performance is calculated and explained how the new Ridership Reports beginning January 1st show more detailed information. The current reports are pieced together which is time-consuming. RouteMatch will make these calculations and reports automatically. This report now shows how many people per run, per mile, per hour, and per day ride with us, and she described several other new pieces of information.

The ridership month-to-month comparison is now calculated for the number of service days in a month, which in turn compares the number of hours we are on the road. JTOC will also be changed to this type of reporting. The data for fixed route is currently based on manual tracking and reporting. We are looking forward to RouteMatch data collection for more detailed reporting.

PUBLIC COMMENT

Darrell Conder asked about the number of CAC members required to begin meeting.

Debbie Jahnke asked what categories are filled by current CAC applicants.

Catharine Robinson and Tammi Rubert said they have done targeted recruiting for CAC applicants.

Brenda McMillan stated why she thought the #11 shuttle ran late. She also asked what percentage of our 28,000 people ride the bus.

JTA cannot count individuals. To do that, we would have to ask every rider if they were a Jefferson County resident and if they had already ridden the bus that day. It is not an achievable statistic.


Executive Session for discussion regarding personnel per RCW 42.30.110 (g) with no action anticipated.

Executive Session began at 3:02 pm

Executive Session ended at 3:12 pm

ADJOURNMENT

The meeting was adjourned at 3:12 pm. The next regular meeting will be held Tuesday, April 18, 2017, at 1:30 pm at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board

4-19-2017

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

January 12, 2017

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

The budget tracking percentage for December is 100%.

Sales Tax Analysis Reports –

- Sales tax for October 2016 was 7% higher than received for October 2015. Cumulatively, JTA is up 14% compared to 2015.

Revenue Report –

- East side farebox, JTOC (west side service) farebox, and DAR performed above budget, vanpool performed below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.

Expense Report – JTA tracked 14.7% below budget as of December 2016

- **Labor** – Fixed route, DAR, and other overtime ended the year over budget.
- **Benefits** – Unemployment insurance ended over budget, all other benefits trended below budget.
- **Service and User Fees** – Contract Maintenance Services (IT Services) – ended the year over budget due to a radio survey and shadow IT service.
- **Materials and Supplies Consumed -**
 - Vehicle Maintenance & Repair Parts – over budget, due to several high dollar repairs and in December obsolete parts were surplus.
 - Shop Supplies – over budget, due to increased costs for this line item.
- **Utilities** – Electrical – This line item does not include the current (December) month, I expect this line item will be between 6-8% (\$1500-\$2000 over budget).
- **Casualty and Liability Costs** – performing at budget
- **Taxes** – Below budget
- **Miscellaneous** – Trending below budget
- **Leases and Rentals** – Transit Way & Passenger Stations – The Port-a-Potty at HPTC had to be serviced every two weeks instead of once a month during the summer; repair costs are also included.

Capital Activity –

- Capital activity in December: SCJ Alliance, HPTC Lighting Project, Trailer purchase for Hauling Snorkel Lift/Sweeper Vac (additional expenses posted to December 2016 but will be on the January account reconciliation are: Pease Retainage payment (\$254,317); HPTC Lighting Project expense (\$7,188)

Capital Project Tracking Report

- The purpose of this report is to track the Capital projects while simultaneously tracking the balance in the Capital/Capital Reserve Accounts. I have struggled to make this report understandable and still provide useful information. I have simplified the report, removing the confusing appropriation column. If you have any questions please contact me at 360/385-3020 x120.



December 2016 Financial Summary

Budget Tracking Figure: 100.0%

1. Operational Expenses:	\$319,121.86
Operational Revenues:	\$16,125.73
Non-Operational Income:	\$505,901.83
Capital Expenses:	\$29,380.83
Capital Income:	\$4,276.00
2. Sales Tax Received 12/31/2016 for October 2016:	\$344,116.73
Sales Tax Received 12/31/2015 for October 2015:	\$321,318.35
Sales tax increased from prior year 7%	
3. Cash on Hand as of December 31, 2016*:	
Operating:	\$2,138,764.97
Operating Reserve (81% Funded):	\$950,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$364,390.12
Capital Reserve (42% Funded)***:	\$1,534,632.69
(TDP Funding Match \$2,544,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$13,758.66
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,777.48
Travel Fund:	\$1,353.50
Total	\$5,766,442.42**

*"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.

***Balance 1,534,632.69 minus current year project obligations.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

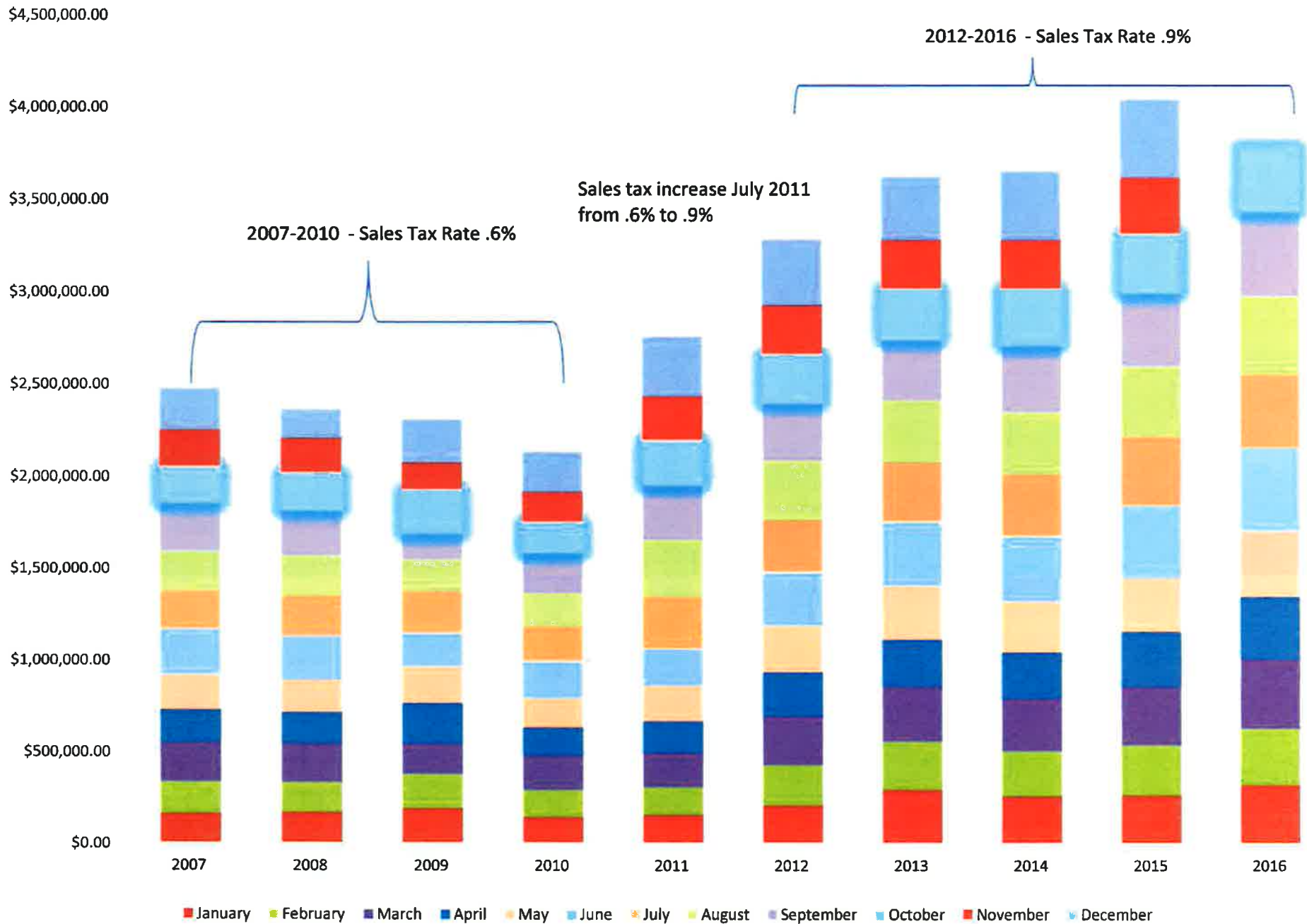
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
August	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,881,836.51	2,454,196.00	17.42%
September	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$3,281,279.84	2,832,764.00	15.83%
October	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$3,703,343.25	3,167,980.00	16.90%
November	0.90%	\$460,953.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.64%	\$4,164,296.27	3,543,829.00	17.51%
December	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$4,508,413.00	3,856,320.00	16.91%
Total		\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	14.46%			
Monthly Average		\$375,701.08	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Actual to Budgeted Variance	2016 Cumulative Accrual Actual Sales Tax Received	2016 Cumulative Accrual Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
March	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
June	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,152,000.40	1,880,572.00	14.43%
July	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$2,551,443.73	2,259,140.00	12.94%
August	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$2,973,507.14	2,594,356.00	14.61%
September	0.90%	\$460,963.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.65%	\$3,434,470.16	2,970,205.00	15.63%
October	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$3,778,586.89	3,282,696.00	15.11%
November	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%	\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$3,778,586.89	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$377,858.69	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Twelve Months Ending December 31, 2016

	December	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,868,006.67	\$3,576,936.62
Operating Cash Provided/(Used) by:		
Operating Activities	(\$135,808.05)	(\$3,494,281.23)
Non-Capital Financing Activities	\$349,569.88	\$5,601,208.92
Investing Activities	\$1,901.55	\$16,495.49
Total Operating Cash Provided/(Used)	\$215,663.38	\$2,123,423.18
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$314,255.49)	\$69,054.76
Net Increase/(Decrease) Cash and Equivalent	(\$98,592.11)	\$2,192,477.94
CASH BALANCES - END OF PERIOD	\$5,769,414.56	\$5,769,414.56

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

	December	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,125.73	\$206,864.33	\$215,600.00	95.95%
Operating Expenses				
Labor	136,734.47	1,841,477.40	1,937,683.00	95.04%
Benefits	97,583.72	1,256,306.34	1,538,325.00	81.67%
Services and User Fees	8,912.53	143,644.16	198,970.00	72.19%
Materials & Supplies	59,896.04	399,855.50	555,310.00	72.01%
Utilities	3,492.09	69,102.98	89,967.00	76.81%
Casualty/Liability Costs	9,880.38	118,565.00	120,000.00	98.80%
Taxes	756.96	5,421.75	8,158.00	66.46%
Miscellaneous Expenses	1,591.47	46,668.70	72,877.00	64.04%
Leases and Rentals	274.20	14,785.72	23,928.00	61.79%
Total Operating Expenses	319,121.86	3,895,827.55	4,545,218.00	85.71%
Operating Income (Loss)	(302,996.13)	(3,688,963.22)	(4,329,618.00)	85.20%
Non-Operating Revenues				
Non-Transportation Revenue	2,824.19	607,504.82	13,800.00	4,402.21%
Taxes Levied by Transit	413,398.73	4,583,665.00	3,817,621.00	120.07%
Local Grants & Contributions	1,250.00	17,500.00	17,500.00	100.00%
State Grants & Contributions	39,917.25	479,738.78	251,579.00	190.69%
Federal Grants & Contributions	48,511.66	582,281.98	801,284.00	72.67%
Total Non-Operating Revenues	505,901.83	6,270,690.58	4,901,784.00	127.93%
Net Income (Loss) Before Transfers In/(Out)	202,905.70	2,581,727.36	572,166.00	451.22%
Net Income/(Loss)	202,905.70	2,581,727.36	572,166.00	451.22%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Twelve Months Ending December 31, 2016

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,567.15	\$144,695.21	\$142,800.00	101.33%
Fixed Route Fares - West - JTOC	300.99	4,820.95	4,500.00	107.13%
Dial-a-Ride Fares (DAR)	949.51	10,963.96	10,800.00	101.52%
Vanpools	3,308.08	43,849.30	55,000.00	79.73%
Extended Service		2,534.91	2,500.00	101.40%
 Auxiliary Transportation Revenues				
Total Operating Revenues	16,125.73	206,864.33	215,600.00	95.95%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,901.55	16,495.49	3,000.00	549.85%
Gain (Loss) on Disposition of Capital Items		581,704.16		0.00%
Public Donations	80.00	154.40		0.00%
Other Nontransportation Revenues	842.64	9,150.77	10,800.00	84.73%
Taxes Levied Directly by Transit System - Sales & Use Tax	413,398.73	4,583,865.00	3,817,621.00	120.07%
Local Grants and Contributions				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP		2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	474,628.00	248,579.00	190.94%
RTAP	378.25	5,110.78	3,000.00	170.36%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	582,281.98	801,284.00	72.67%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		34,335.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		35,535.03		0.00%
Total Nonoperating Revenues	505,901.83	6,340,560.61	4,901,784.00	129.35%
TOTAL REVENUES	522,027.56	6,547,424.94	5,117,384.00	127.94%

Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2016

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$48,821.66	\$614,537.10	\$634,498.00	96.85%
Operators Overtime - Fixed Route	2,013.30	65,420.69	58,406.00	112.01%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,875.43	121,773.44	145,464.00	83.71%
Operators Overtime - Dial-a-Ride (DAR)	592.31	9,527.04	6,970.00	136.69%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	31,129.98	472,860.82	520,272.00	90.89%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,737.62	48,904.92	40,693.00	120.18%
Administration Salaries	41,564.17	508,453.39	531,380.00	95.69%
Benefits				
FICA	10,096.80	153,750.70	186,057.00	82.64%
Pension Plans (PERS)	26,653.38	238,999.61	258,449.00	92.47%
Medical Plans	38,435.91	441,907.65	565,613.00	78.13%
Dental Plans	3,039.69	35,180.02	42,235.00	83.30%
Unemployment Insurance (UI)		15,371.20	9,068.00	169.51%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,405.06	51,231.75	71,932.00	71.22%
Holiday	1,089.55	61,892.74	87,360.00	70.85%
General Leave	11,784.67	221,375.50	262,825.00	84.23%
Other Paid Absence (Court Duty & Bereavement)	1,056.54	7,000.78	14,686.00	47.67%
Uniforms, Work Clothing & Tools Allowance	527.72	6,037.05	10,100.00	59.77%
Other Benefits (HRA, EAP & Wellness)	1,494.40	23,559.34	30,000.00	78.53%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		11,497.84	18,250.00	63.00%
Professional & Technical Services	5,286.76	73,954.96	83,530.00	88.54%
Contract Maintenance Services (IT Services)	1,375.22	7,635.55	5,500.00	138.83%
Security Services		1,698.05	5,000.00	33.96%
Vehicle Technical Services	899.80	19,544.31	38,750.00	50.44%
Property Maintenance Services	181.76	9,459.54	13,000.00	72.77%
Software Maintenance Fees	718.31	13,683.08	21,540.00	63.52%
Postage & Mail Meter Fees	224.85	2,849.17	3,100.00	91.91%
Drug & Alcohol Services	225.83	3,161.96	4,800.00	65.87%
Other Services & User Fees		159.70	2,500.00	6.39%
Materials and Supplies Consumed				
Fuel	18,016.61	183,227.62	340,000.00	53.89%
Tires	2,455.80	20,195.31	35,000.00	57.70%
Lubrication	1,108.10	7,278.48	10,550.00	68.99%
Tools	565.70	8,720.79	10,000.00	87.21%
Vehicle Maintenance & Repair Parts	35,567.15	120,186.15	66,500.00	180.73%
Non-Vehicle Maintenance & Repair Parts	8.09	3,592.36	8,240.00	43.60%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	1.03	623.79	4,000.00	15.59%
Shop Supplies (Maintenance & Cleaning)	973.72	20,456.85	18,500.00	110.58%
Safety & Emergency Supplies		221.29	7,050.00	3.14%
Office Supplies	400.99	9,776.22	14,920.00	65.52%
Computer Programs & Supplies	584.79	7,903.27	7,750.00	101.98%
Printing (Photocopier, Schedules & Brochures)	214.06	17,462.01	29,450.00	59.29%
Other Materials & Supplies		211.36	2,000.00	10.57%
Utilities				
Water, Sewer & Solid Garbage	720.15	10,677.60	27,170.00	39.30%
Utilities (Electrical & Propane)		22,339.01	23,475.00	95.16%
Telephone & Internet	2,771.94	36,086.37	39,322.00	91.77%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.38	118,565.00	120,000.00	98.80%
Taxes				
State Taxes		3,634.08	4,408.00	82.44%
Vehicle Licensing & Registration Fees		33.00	750.00	4.40%
Other Licensing Fees & Taxes	756.96	1,754.67	3,000.00	58.49%

Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2016

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$559.67	\$10,807.80	\$16,727.00	64.61%
Travel & Meetings	751.80	18,408.89	29,650.00	62.09%
Fines & Penalties		14.00		0.00%
Safety Program (Rodeo & Safety Rewards)		4,546.16	6,500.00	69.94%
Training (Classes, Seminars & Materials)	60.00	10,897.65	14,900.00	73.14%
EE CDL and EE Physical Expense	220.00	1,969.00	4,800.00	41.02%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation	17,877.50	36,167.50	35,755.00	101.15%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	2,654.08	1,800.00	147.45%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		12,090.76	13,128.00	92.10%
TOTAL OPERATING EXPENSES	<u>336,999.36</u>	<u>3,931,995.05</u>	<u>4,580,973.00</u>	<u>85.83%</u>

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

Current Account Status	Balance per Bank @ 12/30/16	\$ 1,906,210.81	\$ -
Balance per GL @ 11/30/16		\$ 1,930,646.96	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 4,276.00	
	Investment Interest	\$ 769.69	
	Transfers - Out (Purchases)	\$ (29,380.63)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 12/30/16		\$ 1,906,210.81	

2016 Capital Projects

Facility		Grant Funding	JTA Funding
	2016 Budgeted Balance	\$ -	\$ 465,648.00
December Exp in Jan Recon	Pease Relainage		\$ (254,316.95)
Feb-16	TCF Architecture		\$ (4,385.90)
Mar-16	Correctional Industries		\$ (326.48)
Apr-16	TCF, Pease		\$ (62,891.61)
May-16	TCF		\$ (167.09)
Jul-16	TCF		\$ (196.99)
Aug-16	TCF		\$ (1,200.31)
	JTA Funded Balance		\$ 142,172.67
Other Building and Structures		Grant Funding	JTA Funding
PNR Lighting Upgrades	2016 Beginning Budget	\$ 12,738.00	\$ 3,184.00
Oct-16	HPTC Lighting Project	\$ (4,135.79)	\$ (1,033.95)
Nov-16	HPTC Lighting Project	\$ (3,767.04)	\$ (941.76)
Dec-16	HPTC Lighting Project (Use Tax Paym)	\$ (71.92)	\$ (17.98)
December Exp in Jan Recon	HPTC Lighting Project (Use Tax Paym)	\$ (5,750.40)	\$ (1,437.80)
PNR Upgrades	2016 Beginning Budget	\$ -	\$ 120,000.00
	Tree Removal & IT Upgrades		\$ (2,205.79)
Four Corners PNR	2016 Beginning Budget	\$ 1,040,000.00	\$ 260,000.00
	SCJ Alliance	\$ (13,474.12)	\$ (3,368.53)
	SCJ Alliance	\$ (7,347.03)	\$ (1,836.76)
	SCJ Alliance	\$ (13,514.22)	\$ (3,378.55)
	SCJ Alliance	\$ (16,943.06)	\$ (4,235.77)
	SCJ Alliance, JeffCo DCD	\$ (16,766.75)	\$ (4,191.69)
	JTA Funded Balance		\$ 360,535.63
Revenue Vehicles			
Cut-a-Way Vehicles	2016 Beginning Budget	\$ 276,000.00	\$ 69,000.00
2 Full-Size Buses	2016 Beginning Budget	\$ 790,000.00	\$ 123,295.00
	JTA Funded Balance		\$ 192,295.00
Service Vehicles			
Service Equipment			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00
	Snorkle Lift		\$ (24,841.10)
	Trailer for hauling Snorkle Lift/Sweeper Vac		\$ (8,332.49)
	JTA Funded Balance		\$ 91,326.41
Office Furniture & Equipment			
IT Systems/Trapeze Upgrades	2016 Beginning Budget	\$ 35,727.00	\$ 8,932.00
Feb-16	Laptop	\$ (666.00)	\$ (173.28)
Mar-16	Use tax, BU/Mail Archive Software, Laptops, i	\$ (10,458.00)	\$ (2,614.42)
Apr-16	Use tax, Monitors, Servers,	\$ (13,331.66)	\$ (3,332.92)
May-16	Use Tax, Spare PCs, Monitors	\$ (2,769.15)	\$ (692.90)
Jun-16	Use tax, Shop Laptops, Monitors	\$ (1,428.34)	\$ (357.08)
Sep-16	Use Tax, Backup Server	\$ (3,256.06)	\$ (814.01)
Hand Held Radios	2016 Beginning Budget		\$ 1,500.00
Sep-16	Hand held Radios		\$ (3,958.88)
Mapping Software	2016 Beginning Budget		\$ 1,000.00
New Finance/Mntce/Ops Softwar	2016 Beginning Budget		\$ 160,000.00
Comprehensive Plan	2016 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 209,488.60

JTA Capital Reserve Account Balance	\$ 1,906,210.81
JTA Appropriated Project Funds Sub-Total	\$ (986,818.21)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 910,392.60



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

February 15, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: January 2017 Financial Report

I have prepared a Grant Fact Sheet, the document is in your Board binder under Tab 5 – Staff Reports. The title for Tab 5 will change from Staff Reports to something that will reflect the informative nature of documents we plan to include in the Board binder in the future. The Grant Fact Sheet contains an explanation of Jefferson Transit grant funding.

The revenue and expense financial reports in the first few months of any fiscal year are not very informative. JTA budgets by taking the line item budget figure and dividing by 12 (months). We do not do a month-to-month budget because it is too labor intensive to identify individual line item trends. I have explained some of the budget anomalies below. Your budget tracking percentage for January is 8.33%. Typically we use that tracking figure as a guideline for monitoring expenses. Unfortunately expenses do not always follow the “same amount spent each month” trend.

Sales Tax Analysis Reports –

- Sales tax for November 2016 is 4% higher than received for November 2015. Cumulatively JTA is up 13% compared to 2015. There are two sales tax reports because we report both cash basis and accrual basis. The sales tax chart is accrual based, meaning it is through November 2016.

Revenue Report –

- We expect January farebox revenue to be under budget due to ridership being down during the winter months.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** –DAR/Other overtime over budget primarily due to the worked holiday (paid at an overtime rate). Other overtime includes overtime for the Maintenance Dept. An employee has been out long-term, this has caused overtime costs in Maintenance Dept. to be higher than anticipated.
- **Benefits** – Holiday - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
- **Service and User Fees** – Contracted IT Services – timing issue.
- **Materials and Supplied Consumed**
 - Shop Supplies – restocking, timing issue.
 - Computer Programs & Supplies – timing issue.
 - Printing – New schedules printed (reordered 3 times a year) – timing issue.
- The remaining budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in January: Final payment for New Facility Project (paid Dec 2016, cleared Jan 2017); SCJ Alliance for Park and Ride Project; HPTC Lighting (paid Dec 2016, cleared Jan 2017); Use tax on capital purchases.



January 2017 Financial Summary

Budget Tracking Figure: 8.33%

1. Operational Expenses:	\$371,350.03
Operational Revenues:	\$15,689.16
Non-Operational Income:	\$405,920.71
Capital Expenses:	\$265,533.97
Capital Income:	\$0.00
2. Sales Tax Received 1/31/2017 for November 2016:	\$313,966.98
Sales Tax Received 1/31/2016 for November 2015:	\$300,908.64
Sales tax increased from prior year 4%	
3. Cash on Hand as of January 31, 2017*:	
Operating:	\$1,939,684.55
Operating Reserve (81% Funded):	\$950,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$106,901.94
Capital Reserve (42% Funded)***:	\$1,534,632.69
(TDP Funding Match \$2,544,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$20,514.62
Bond Reserve:	\$85,250.00
EFT Fund:	\$88,025.00
Travel Fund:	\$1,353.50
Total	\$5,301,877.30**

*"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.

***Balance 1,534,632.69 minus current year project obligations.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

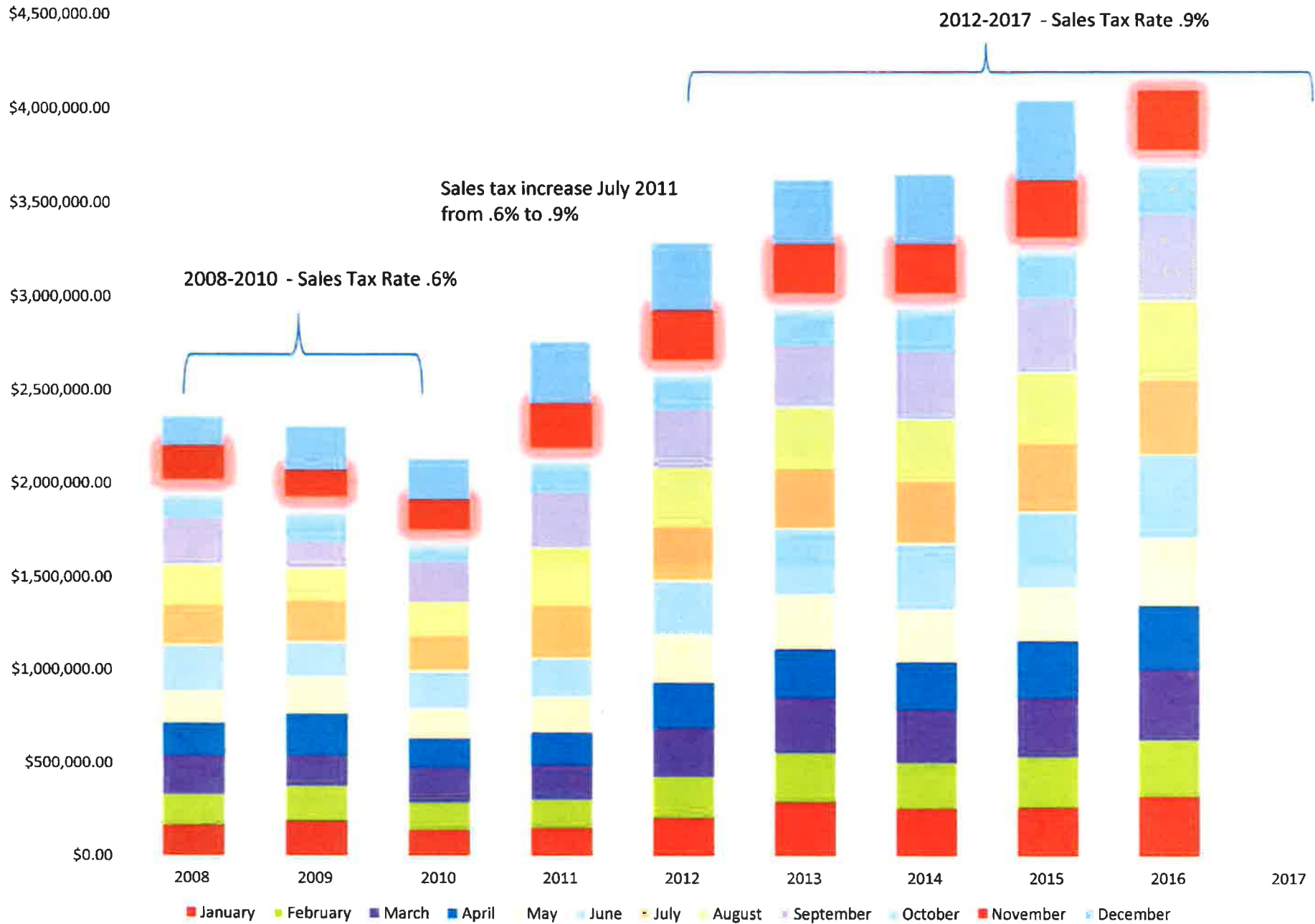
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
August	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,881,836.51	2,454,196.00	17.42%
September	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$3,281,279.84	2,832,764.00	15.83%
October	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$3,703,343.25	3,167,980.00	16.90%
November	0.90%	\$460,953.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.64%	\$4,164,296.27	3,543,829.00	17.51%
December	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$4,508,413.00	3,856,320.00	16.91%
Total		\$4,508,413.00	\$3,948,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	14.46%			
Monthly Average		\$375,701.08	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Actual to Budgeted Variance	2016 Cumulative Accrual Actual Sales Tax Received	2016 Cumulative Accrual Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
March	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
June	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,152,000.40	1,880,572.00	14.43%
July	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$2,551,443.73	2,259,140.00	12.94%
August	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$2,973,507.14	2,594,356.00	14.61%
September	0.90%	\$460,963.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.65%	\$3,434,470.16	2,970,205.00	15.63%
October	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$3,778,586.89	3,282,696.00	15.11%
November	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	17.55%	\$4,092,553.87	3,549,799.00	15.29%
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$4,092,553.87	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$372,050.35	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%		\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	0.00%	\$0.00	573,624.00	
March	0.90%		\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	0.00%	\$0.00	840,678.00	
April	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$313,966.98	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$313,966.98	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%		\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	0.00%	\$0.00	267,054.00	
February	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%			\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$0.00	\$4,092,553.87	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$0.00	\$341,046.16	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Month Ending January 31, 2017

	January	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,769,306.12	\$5,769,306.12
Operating Cash Provided/(Used) by:		
Operating Activities	(\$777,171.95)	(\$777,171.95)
Non-Capital Financing Activities	\$313,144.62	\$313,144.62
Investing Activities	\$2,342.44	\$2,342.44
Total Operating Cash Provided/(Used)	(\$461,684.89)	(\$461,684.89)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$1,431.75)	(\$1,431.75)
Net Increase/(Decrease) Cash and Equivalent	(\$463,116.64)	(\$463,116.64)
CASH BALANCES - END OF PERIOD	\$5,306,189.48	\$5,306,189.48

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Month Ending January 31, 2017

	January	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,689.16	\$15,689.16	\$205,000.00	7.65%
Operating Expenses				
Labor	158,413.34	158,413.34	1,982,558.00	7.99%
Benefits	159,477.09	159,477.09	1,556,799.00	10.24%
Services and User Fees	6,536.39	6,536.39	244,530.00	2.67%
Materials & Supplies	29,534.07	29,534.07	545,460.00	5.41%
Utilities	3,676.09	3,676.09	80,020.00	4.59%
Casualty/Liability Costs	10,211.37	10,211.37	127,000.00	8.04%
Taxes	302.17	302.17	7,953.00	3.80%
Miscellaneous Expenses	2,925.31	2,925.31	87,665.00	3.34%
Leases and Rentals	274.20	274.20	18,640.00	1.47%
Total Operating Expenses	371,350.03	371,350.03	4,650,625.00	7.98%
Operating Income (Loss)	(355,660.87)	(355,660.87)	(4,445,625.00)	8.00%
Non-Operating Revenues				
Non-Transportation Revenue	2,702.07	2,702.07	24,000.00	11.26%
Taxes Levied by Transit	313,917.98	313,917.98	3,931,572.00	7.98%
Local Grants & Contributions	1,250.00	1,250.00	17,500.00	7.14%
State Grants & Contributions	39,539.00	39,539.00	251,579.00	15.72%
Federal Grants & Contributions	48,511.66	48,511.66	801,284.00	6.05%
Total Non-Operating Revenues	405,920.71	405,920.71	5,025,935.00	8.08%
Net Income (Loss) Before Transfers In/(Out)	50,259.84	50,259.84	580,310.00	8.66%
Net Income/(Loss)	50,259.84	50,259.84	580,310.00	8.66%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Month Ending January 31, 2017**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,931.22	\$10,931.22	\$144,000.00	7.59%
Fixed Route Fares - West - JTOC	316.00	316.00	4,500.00	7.02%
Dial-a-Ride Fares (DAR)	766.42	766.42	10,800.00	7.10%
Vanpools	3,675.52	3,675.52	43,200.00	8.51%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,689.16	15,689.16	205,000.00	7.65%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	2,342.44	2,342.44	12,000.00	19.52%
Gain (Loss) on Disposition of Capital Items	171.75	171.75	1,200.00	14.31%
Other Nontransportation Revenues	187.88	187.88	10,800.00	1.74%
Taxes Levied Directly by Transit System - Sales & Use Tax	313,917.98	313,917.98	3,931,572.00	7.98%
Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	39,539.00	248,579.00	15.91%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	48,511.66	801,284.00	6.05%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	405,920.71	405,920.71	5,025,935.00	8.08%
TOTAL REVENUES	421,609.87	421,609.87	5,230,935.00	8.06%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2017**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$57,080.93	\$57,080.93	\$647,222.00	8.82%
Operators Overtime - Fixed Route	5,367.11	5,367.11	71,253.00	7.53%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,509.75	10,509.75	124,973.00	8.41%
Operators Overtime - Dial-a-Ride (DAR)	1,357.01	1,357.01	12,521.00	10.84%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	36,067.24	36,067.24	518,571.00	6.96%
Other Overtime (Mntce, Dispatch, Cust Serv)	7,178.12	7,178.12	40,314.00	17.81%
Administration Salaries	40,853.18	40,853.18	567,704.00	7.20%
Benefits				
FICA	17,055.47	17,055.47	195,329.00	8.73%
Pension Plans (PERS)	19,866.49	19,866.49	264,224.00	7.52%
Medical Plans	42,232.11	42,232.11	551,400.00	7.66%
Dental Plans	3,033.91	3,033.91	45,636.00	6.65%
Unemployment Insurance (UI)			22,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,567.49	6,567.49	69,922.00	9.39%
Holiday	39,916.14	39,916.14	90,777.00	43.97%
General Leave	28,351.72	28,351.72	263,289.00	10.77%
Other Paid Absence (Court Duty & Bereavement)	847.21	847.21	14,686.00	5.77%
Uniforms, Work Clothing & Tools Allowance	459.94	459.94	10,100.00	4.55%
Other Benefits (HRA, EAP & Wellness)	1,146.61	1,146.61	29,436.00	3.90%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	905.50	905.50	18,250.00	4.96%
Professional & Technical Services	1,489.17	1,489.17	110,530.00	1.35%
Contract Maintenance Services (IT Services)	1,360.49	1,360.49	14,500.00	9.38%
Security Services	142.50	142.50	5,000.00	2.85%
Vehicle Technical Services	305.20	305.20	38,250.00	0.80%
Property Maintenance Services	1,134.87	1,134.87	14,500.00	7.83%
Software Maintenance Fees	718.31	718.31	30,100.00	2.39%
Postage & Mail Meter Fees	261.60	261.60	3,100.00	8.44%
Drug & Alcohol Services	218.75	218.75	4,800.00	4.56%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	9,108.03	9,108.03	295,000.00	3.09%
Tires	1,519.18	1,519.18	35,000.00	4.34%
Lubrication	293.37	293.37	10,550.00	2.78%
Tools	495.59	495.59	18,000.00	2.75%
Vehicle Maintenance & Repair Parts	6,950.53	6,950.53	81,500.00	8.53%
Non-Vehicle Maintenance & Repair Parts	236.70	236.70	8,240.00	2.87%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	51.62	51.62	3,750.00	1.38%
Shop Supplies (Maintenance & Cleaning)	2,102.45	2,102.45	20,500.00	10.26%
Safety & Emergency Supplies	57.76	57.76	7,050.00	0.82%
Office Supplies	635.49	635.49	14,920.00	4.26%
Computer Programs & Supplies	1,998.90	1,998.90	14,150.00	14.13%
Printing (Photocopier, Schedules & Brochures)	6,084.45	6,084.45	33,450.00	18.19%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	905.97	905.97	14,100.00	6.43%
Utilities (Electrical & Propane)			27,000.00	0.00%
Telephone & Internet	2,770.12	2,770.12	38,920.00	7.12%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.37	10,211.37	127,000.00	8.04%
Taxes				
State Taxes	302.17	302.17	4,203.00	7.19%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2017**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,280.47	\$1,280.47	\$17,007.00	7.53%
Travel & Meetings	990.84	990.84	32,150.00	3.08%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	654.00	654.00	24,408.00	2.68%
EE CDL and EE Physical Expense			4,800.00	0.00%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation			35,755.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	274.20	3,000.00	9.14%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities			13,140.00	0.00%
TOTAL OPERATING EXPENSES	<u>371,350.03</u>	<u>371,350.03</u>	<u>4,686,380.00</u>	<u>7.92%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
January 2017

Current Account Status	Balance per Bank @ 1/31/17	\$ 1,641,543.63	\$ -
Balance per GL @ 12/31/16		\$ 1,906,210.81	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 866.79	
	Transfers - Out (Purchases)	\$ (265,533.97)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 1/31/17		\$ 1,641,543.63	

2017 Capital Projects			
Facility		Grant Funding	JTA Funding
	2017 Budgeted Balance	\$ -	\$ 275,000.00
	JTA Funded Balance		\$ 275,000.00
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	JTA Funded Balance		\$ 387,000.00
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 276,000.00	\$ 100,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 622,453.00
Service Vehicles			
Service Equipment			
Generator 63 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget		\$ 41,000.00
	JTA Funded Balance		\$ 166,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 260,000.00

JTA Capital Reserve Account Balance \$ 1,641,543.63
JTA Appropriated Project Funds Sub-Total \$ (1,710,453.00)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ (68,909.37)



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

Attachment C

February 26, 2017

Legislative Updates

The 2017 Legislature convened on January 9, 2017, beginning the 105-day long session.

The Washington State Transit Association (WSTA) Board, with input from its Governmental Affairs group and transit lobbyists, finalized its 2017 Legislative Priorities. The final list includes:

Protect & maintain state funding programs for public transit

Protect and maintain existing state funding and support codification of public transportation revenue and programs including Regional Mobility, Rural Mobility, Vanpool Investment, Special Needs, Capital Grants and Commute Trip Reduction.

Support a statewide Bus & Bus Facility Capital Grant Program

Support a long-term effort for a statewide competitive bus and bus facility capital grant program to address aging transit fleets and facilities while increasing capacity, safety, and reliability for transit riders across the state, and work towards the Results Washington goal of reducing the age of the State's transit fleet.

Expand Job Order Contracting to include public transit

WSTA supports legislation to expand Job Order Contracting to include public transits which will help ensure transit dollars are spent in the most effective and efficient way.

Expand Commute Trip Reduction eligibility to include all day trips

WSTA supports efforts to change CTR eligibility from commuters to all day trips as well as funding for local program options.

WSTA shall seek significant funding from the Environmental Mitigation Agreement (Volkswagen settlement) for eligible Mitigation Actions Expenditures that benefit public transit

Support efforts to lower the cost of operating electric bus fleets

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Support legislation to encourage bike usage on transit fleets

WSTA supports legislation to exempt public transit vehicles equipped with bike racks from a current law limiting the maximum length protrusions on the front and rear of vehicles.

Support effective and efficient delivery of public transit

WSTA supports efforts that facilitate safe, cost-effective and efficient delivery of transit services and projects as well as monitors legislation that involves regional tolling, land use development, performance measures related to federal legislation, public records, and the states MPO/RTPO's and changes to RCWS related to public transit authorities.

Ensure efficient and effective delivery of public transit

WSTA opposes legislation that would negatively impact the oversight, financing, construction, delivery and operation of transit projects and services.

SMTA and WSTA's Legislative group meets weekly during the legislative session.

In the second week of the session, the House Transportation Committee heard a WSTA bill, HB 1149, which pertains to Maximum vehicle length limit. (exempts public transit vehicles equipped with bike racks up to four feet in length)

1st Quarter WSTA Board and Legislative Meeting

On February 7th and 8th, I attended the WSTA's 1st Quarter Board and Legislative Conference in Olympia. The Board heard from guest speakers from the Governor's Office and the Office of Financial Management. A Professor and his student from the University of Washington discussed the future of autonomous vehicles and the policies and laws forming surrounding this new technology. WSDOT's point of contact on Federal Affairs (Hiep Tran) provided a detailed presentation on Asset Management. There was a legislative session briefing from our WSTA and SMTA lobbyists, updates and presentations from partner organization; Futurwise, Transportation Choices Coalition, Association of Washington Cities, Washington State Association of Counties, and on day two we heard from Transportation Leaders; Senator Curtis King, Senator Marko Liias, Representative Judy Clibborn and Represented Jake Fey.

Jefferson Transit Authority (JTA) Park and Ride Expansion**Project Status**

- The municipal review and permitting of the project is complete.
- WSDOT has completed the 60% grant review process.
- WSDOT has completed the 90% plan review and issued an approval letter to Jefferson Transit.
- Jefferson County has issued the building permit and grading permit to Jefferson Transit Authority.

- SCJ Alliance is finalizing the bidder package for contractor offering.
- Grant completion date is June 31, 2017.

Current Work Completed

- The construction documents have been completed.
- Jurisdictional review completed by Jefferson County Building Official and Jefferson County Public Works.
- The review consisted of two reviews and submittals for revisions.

Work Planned

- Project to be bid and awarded in early March.
- Construction will begin in March with an expected three-month construction period.

Jefferson Transit will be requesting a special session to sign the construction contract, date TBD.

Washington State Transit Association (WSTA)

WSTA works with our state legislature on transit's behalf, which enables all the transit systems in Washington State a united voice.

Upcoming WSTA Board and Committee meetings:

- Vanpool Committee Meeting, Shelton – March 3 (Miranda)
- HR Committee Meeting, Everett – March 17 (Kari)
- SMTA Meeting, March 22 – Chelan (Tammi)
- FOLC Meeting March 22 – Chelan (Sara)
- Operations Committee Meeting, March 15-17 (Leesa)

Jefferson Transit will host the 2nd Quarterly WSTA Board meeting which will be held at the Port Ludlow Resort on June 8-9.

Miscellaneous Items

The Washington State Transit Insurance Pool (WSTIP) has established a new recognition program called Above and Beyond program. This program is to recognize individual employees that go above and beyond their expressed job responsibilities during a significant event, demonstrating courage and heroism, or other extraordinary acts deserving recognition, resulting in a saved life or lives, and minimizing the impact of a loss to the agency or the public. Nine recipients were selected from around the state, during the first round. Each employee selected will be awarded \$250 each.

Bathrooms – JTA is still researching installing a prefabricated single stall bathroom at the HPTC. A 10'X10' slab of parking lot needs to be cut out and electric and plumbing needs to be laid. CXT, Inc. agreed to provide the quote, and they are the only contractor who toured the property and responded. CXT, Inc. is on the state contract. The combined estimate came back close to \$87,000. We estimate the project will cost between \$90,000 and \$100,000 due to the need for a walkway to be built from the sidewalk, permitting and other associated costs.

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

Emergency Diesel Generator Replacement: JTA is revising the current RFQ for the 4 Corners Diesel Generator. It is JTA's goal to ensure Transit has this project complete before next winter. JTA did not have any responses with the first round.

Generator Haines Place – After further research, the Haines Place generator project is canceled due to lack of necessity. Jefferson County PUD will be upgrading the area, and the likelihood of a large power outage is minimal. Also, the 4 Corners Park and Ride Facility is fully capable of maintaining operations.

IT Update

Ongoing Projects:

Implementation of RouteMatch Software Suite and Phasing out of Trapeze/PASS

JTA committed to purchasing the RouteMatch (RM) software to cover our Fixed and Paratransit needs and have begun the process of phasing out Trapeze/PASS. Mike Samodurov (IT) is the project manager. Mike has completed gathering all "pre-discovery" information for the RouteMatch migration team leader (Ryan Wieser) who was onsite Monday, February 13, to continue the process. RouteMatch is a much improved and more capable solution and will be up and running before May 31, 2017.

JTA will continue their weekly meetings with RouteMatch until the project completion.

RouteMatch is also receptive to lowering their annual maintenance charge to reflect better their actual costs in servicing our account.

The Radio Improvement Project (RIP). JTA received notice that the FCC approved JTA's application to broadcast radio and receive a transmission on our frequencies at a new power level of 200 Watts. The FCC denied our original application which requested a larger power level (300 Watts); citing concerns about treaty infractions with the Canadians. After resubmitting an amended application and writing a letter petitioning them to reconsider since the prior owners of the associated frequencies (FedEx) were approved for 220 Watts at the very same tower location on Maynard Mountain, they promptly approved JTA's amended application. The ball is rolling again, and IT is waiting on revised estimates from Greentree Communications. JTA is also waiting for Greentree Communications to finish the antenna upgrades for the balance of the radioed vehicle fleet.

Network and Server Upgrades. Our new server is now online after completing additional upgrades that allow it to easily backup all data to external hard drives using the much faster USB 3.1 (10 GB/s) standard. The upgrade was important for JTA because the current backups were getting so large (~ 1.9 TB) that it was taking more than 24 hours to complete which takes the 'daily' out of 'daily backups.'

Implementing WSTIP Network Security Recommendations & the Potential

Impact: Transit recently accepted and approved a standardize “Incident Response Plan” (IRP) for IT related security events from the consultant hired (and paid) by WSTIP. Though impressive, this IRP is more suited to much larger transits that conduct more vulnerable business and store more sensitive data on their networks. Nonetheless, we signed on, particularly after the consultant stated that WSTIP would eventually take a more aggressive posture with clients who choose not to implement the recommendations.

JTA experience two recent internet scares which proved to be nothing more than mischievous attempts to extract credit card payments. The employees reacted properly and the network was never compromised or at risk.

Miranda and Laura are currently working on updating our existing website. The update will improve the websites visual design, structure, and organization. One of the major changes will be making the website mobile responsive, which will adapt how our website looks on mobile devices. Schedules will be coded to be mobile responsive, making it easier for riders to view schedule timetables on mobile devices, as well as making them ADA compliant (screen reader accessible.) we plan to implement the changes within the next few months.



63 4 Corners Road, Port Townsend, WA 98368

Operations Board Report

February 2017

Attachment D

Weather

We have had more snow this season than we typically receive in winter, and high winds. Administration staff were out checking the roads at 4:00 am on days where snow was anticipated. After the snow ended on February 8th, 2017, more weather problems followed. On Thursday, Feb 9th we did not connect with Mason Transit, a mudslide at Hoodport blocked Mason from reaching Triton Cove. In the afternoon, traffic was not able to cross the Hood Canal Bridge due high winds. Our two afternoon routes were not able to go Poulsbo, the bridge was not back in service until after we had closed for the day. Thanks to Sara for filling in and checking roads when it snowed.

Staffing

We filled the open dispatch shift we had. We are pleased to welcome Nicole Gauthier. Nicole has extensive transportation experience as a transportation manager; she managed 65 seasonal employees and 45 commercial vehicles for Princess Cruises in Alaska. She holds a Bachelor of Arts degree in Political Science and an Associate's degree in Paralegal Studies.

RouteMatch

The implementation of RouteMatch software is underway, the project manager has made the first site visit and we have a weekly conference call. The first stage will be installing the software for Dial-A-Ride service. With the assistance of Miranda Nash and Dispatcher Betty Mysak I answered 80 questions about how DAR currently operates. Training for staff on the DAR software will be the third week of March, training on fixed route software will be the third week of May.



63 4 Corners Road, Port Townsend, WA 98368

Maintenance Board Report

February 2017

Attachment E

Jefferson Transit Authority (JTA) traveled 631,498 miles in 2016, consumed 88,924 gallons of bio-diesel and 8,430 gallons of unleaded gas. Jefferson County Fire and Rescue (JCFR) used 15,909 of diesel and 8,483 of gas.

Repair costs were \$327,227.00. That includes all the exhaust after treatment replacement parts we needed. This is an average cost of \$.75 cents per mile for maintenance.

We performed six complete brake jobs for just buses. Brakes on buses last about two years or about 100,000 miles.

We used 103 tires for the whole fleet. The average life is 14 months or 70,000 miles.

We performed 522 preventive maintenance services. This includes oil changes.

We just purchased a parking lot sweeper/vac. It holds 1,500 lbs. of debris and is self-unloading.

Our 3 F-550 cutaways for the Jefferson Transit Olympic Connection (JTOC) service have arrived at Creative Bus Sales in Mukilteo on January 20th. They arrived sooner than expected. The camera systems were ordered and were delivered in about four weeks. The wrong hard drives were delivered. We ordered eight channel and received four channel. We are still waiting for them to be delivered.