

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, July 19, 2016, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

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

STAFF PRESENT

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

PUBLIC COMMENT

John Austin commented on empty bus remarks, encouraged Board members to ride the bus, and spoke in support of reinstituting the Citizen Advisory Committee (CAC).

Brenda McMillan suggested a hiring freeze and commented on the Reserve Fund.

Burt Langsea commented on Jefferson Transit's carbon footprint.

Darrell Conder commented on educating the public.

Michael Lacrone would like to see more frequent service in town and more bus stop signs.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

- a. Approval of Minutes, May 17, 2016**
- b. Approval of Special Meeting Minutes, June 28, 2016**
- c. Approval of Expenses, May 2016**
- d. Approval of Expenses, June 2016**

Motion: David Faber moved to approve the July 2016 Consent Agenda. David Sullivan seconded.

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

Public Hearing: Transit Development Plan (TDP)/ State Transportation Improvement Plan (STIP) 2016-2021

Tammi Rubert began by explaining the TDP and STIP. The TDP/STIP is a six-year plan and annual report required by Washington State Department of Transportation (WSDOT). This plan is updated annually, and public input is appreciated.

Kathleen Kler asked if our current surveys are related to the TDP. Tammi Rubert said results from the current survey would be reported in next year's TDP.

Public Comment on TDP

Debbie Jahnke asked which trees are scheduled to be removed in Section 7 under Capital Assets, and she would also like to see more information on restrooms at the Haines Place Park & Ride.

Darrell Conder asked if there were proposed service increases in the TDP.

Tammi answered that JTA is now 82% funded in our Operational Reserves. JTA needs to be fully funded before expanding sustainable service. We are anticipating full funding by 2017 instead of 2018 as originally planned. In 2017, we will start budgeting and planning for new service using the information gathered over the next few months. Please complete the

survey so we can understand if the public would like to add new service, or see gaps filled in the frequency of existing service.

Catharine Robinson stated that the public would also have opportunities to comment on the TDP in writing, or at the August Authority Board meeting. She requested that the public complete the surveys so that JTA can gather complete information. Ms. Robinson would like to see the surveys available at many locations around the county.

Sara Crouch responded to Ms. Jahnke's question regarding which trees will be removed by stating that we are removing the trees that are causing a tripping hazard in the bus turn around because of raised tree roots in the concrete. We will attempt to move them to a different location.

The TDP Public Hearing will remain open until the August Board meeting for comments.

OLD BUSINESS

Kathleen Kler reported on the proposed dog park north of JTA's property. The new Port Director is getting up-to-date on dog park discussions.

NEW BUSINESS

- a. Resolution 16-09:** To Execute the Second Amendment to Grant GCB2069.

Sara Crouch explained the grant.

Motion: Kathleen Kler moved to approve the Second Amendment to Grant GCB2069.

David Faber seconded.

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

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Update on new Park and Ride
- Washington State Transit Association (WSTA) Update
- Farmers Market Update
- I.T. Update

Kathleen Kler asked for an explanation of the term "adaptive transportation capacities." Tammi explained it refers to flexibility and multi-modal transportation in corridors.

OPERATIONS AND MOBILITY REPORT – Leesa Monroe

Please see Attachment C

Leesa Monroe reported on the following items:

- New Drivers
- Pam Thompson's retirement and nomination as Employee of the Year
- Public Outreach
- Hosting Community Transit Association Northwest Mobility Manager's quarterly meeting on August 8th
- 2016 Needs Assessment Survey

MAINTENANCE REPORT – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- Food Bank Shelters
- Stop requests at Hwy 101 Canal Tracts
- Waiting for approval for Black Point stop
- Maintenance Statistics for first six months of 2016

RIDERSHIP – Leesa Monroe

Ridership is up from May for the month of June, but down for 2016 compared to last year. JTOC has been missing the connection with Grays Harbor Transit because of chip sealing on Highway 101.

Proterra Bus Presentation

Tammi introduced Mac Burns from Proterra. He began his presentation by expressing the importance for the Board and the general public to be informed of what is on the horizon in public transportation technology. He continued by presenting Proterra, Inc. details.

David Faber asked how the efficiency of the vehicle is measured. Mr. Burns said the Department of Energy made a GREET (The Greenhouse Gases, Regulated Emissions, and Energy Use in Transportation) model that is extremely comprehensive. You are able to plug in every different kind of fuel which allows researchers and analysts to evaluate various vehicle and fuel combinations on a full fuel-cycle/vehicle-cycle basis. Sara Crouch mentioned that the Washington State Department of Transportation (WSDOT) thought an excellent point in favor of electric bus use in Washington State was that we have the least expensive energy in the United States.

Mr. Faber asked what the difference in cost is to purchase an electric bus or a diesel bus. Mr. Burns stated that the 35-foot bus, which is in the process of being added to the state contract, lists for \$669,000. Ben Arnold added that the last quote for a diesel bus was \$420,000, but the savings with an electric bus compared to a diesel bus will pay for an electric bus in about eight to nine years.

Mr. Faber then asked if JTA had the capacity to do electric bus maintenance on site and if Proterra has ongoing maintenance costs. Mr. Burns responded that Proterra does not have prescription fees for software. Proterra does extensive maintenance and operator training up front, which is included in the sales price.

Kathleen Kler asked what the charge time is for one of their buses. Mr. Burns stated that from the point of the battery being completely empty, it would take approximately six hours for one charger; two chargers would take 3.3 hours. Ms. Kler also asked what the production and order lag time is. Mr. Burns said the order time is equal to ordering a diesel bus which is about eighteen months.

David Sullivan asked for more information on the batteries. Mr. Burns stated the batteries are lithium based. A common thought is that used batteries go to landfills. That is not what will happen in the future. Battery packs are being recycled by power companies for power overloads. Totally dead lithium batteries are recycled by being frozen in liquid nitrogen and then shredded and made into new batteries. Proterra buses have been running on their original battery pack since 2010. There is a 6 year warranty with unlimited mileage included with each purchase, but there are also 12 or 18-year extended warranties available. An extended warranty for 12 years would cost \$50,000 and 18 years would be \$100,000. Proterra anticipates the bus bodies will last more than 18 years.

Lud Becker asked what JTA's out of pocket expense will be. Sara Crouch answered that it is 15% for the No Lo Grant and 20% for the Surface Transportation Grant.

Ed Stanard asked how long an electric bus can sit in traffic at a bridge opening or accident without running out of power. Mr. Burns said Proterra's route analysis includes worst case scenario, but it depends on many different factors.

PUBLIC COMMENT

Michele Gransgaard asked about miscellaneous budget line items.

Ed Stanard would like JTA to consider charging stations for electric bicycles for the new Park & Ride.

David Faber asked if we have plans for electric vehicle charging at the Haines Place Park & Ride. Tammi Rubert answered that we do not at this time.

ADJOURNMENT

The meeting was adjourned at 3:23 p.m. The next regular meeting will be held Tuesday, August 16, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A-1

June 14, 2016

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

The budget tracking percentage for May is 41.65%.

Sales Tax Analysis Reports –

- Sales tax for March 2016 was 18% higher than received for March 2015. Cumulatively, JTA is up 17% compared to 2015.

Revenue Report –

- May east side farebox and JTOC (west side service) farebox are tracking above budget, while DAR and vanpools are trailing behind budgeted figures. The vanpool budget figure was calculated on the assumption there would be 5 vanpools, one vanpool dropped out late 2015, therefore the budget figures will be off for 2016.

Expense Report – JTA is tracking 6.4% below budget as of May 2016

- **Labor** – Fixed route overtime is over budget, JTA has hired two east side and one west side operator. Overtime will continue to be a challenge for at least six more weeks during the training process and we still have summer vacation bids to fill.
- **Benefits** – Holiday is trending under budget now and the Uniforms, Work Clothing, Tool Allowance timing issue from last month has resolved as well.
- **Service and User Fees** – All trending at or under budget
- **Materials and Supplies Consumed -**
 - Tools – timing issue has resolved.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs have hit over past months.
 - Shop Supplies – primarily over budget due to restocking of supplies at the beginning of the year, will continue to monitor this line item.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is over budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- **Miscellaneous**
 - Training is over budget due to timing, the WSDOT conference required pre-payment this year. The conference will be held in September.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in May: IT purchases, Use tax payments, Facility Project.



May 2016 Financial Summary

Budget Tracking Figure: 41.65%

1. Operational Expenses:	\$331,285.29
Operational Revenues:	\$18,313.00
Non-Operational Income:	\$441,402.60
Capital Expenses:	\$3,628.53
Capital Income:	\$0.00
2. Sales Tax Received 5/31/2016 for March 2016:	\$379,552.66
Sales Tax Received 5/31/2015 for March 2015:	\$320,654.36
Sales tax increased from prior year 18%	
3. Cash on Hand as of May 31, 2016*:	
Operating:	\$970,769.73
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$468,061.24
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$47,521.94
Bond Reserve:	\$85,250.00
EFT Fund:	\$109,066.15
Travel Fund:	\$1,228.45
Total	\$4,742,045.70**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

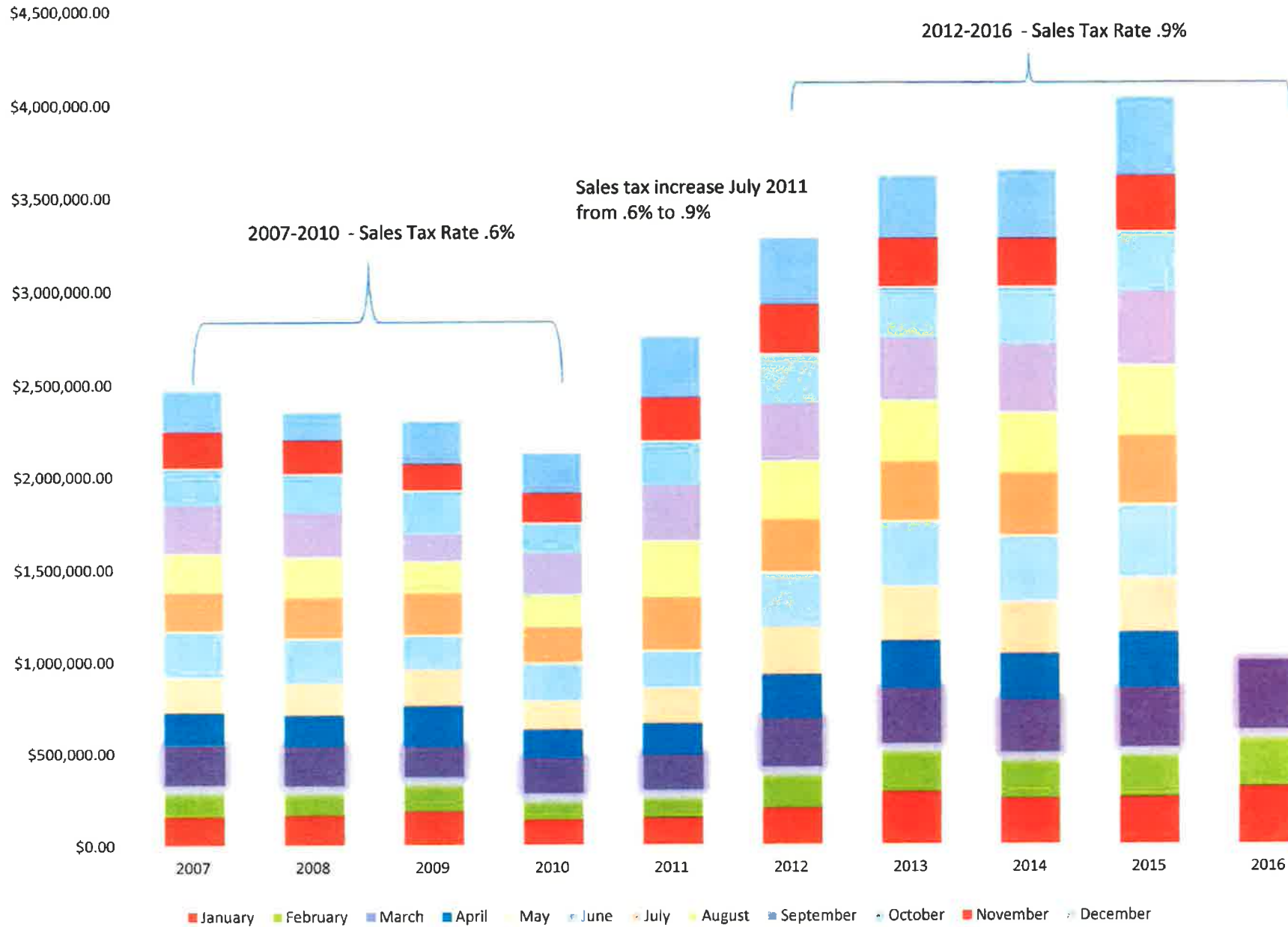
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,734,450.97	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$346,890.19	\$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%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,004,614.86	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$334,871.62	\$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 Five Months Ending May 31, 2016

	<u>May</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,375,647.22	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$275,110.39)	(\$1,538,323.45)
Non-Capital Financing Activities	\$643,778.86	\$2,273,991.10
Investing Activities	\$1,108.71	\$3,464.80
Total Operating Cash Provided/(Used)	\$369,777.18	\$739,132.45
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$1,747.90)	\$450,203.06
Net Increase/(Decrease) Cash and Equivalent	\$368,029.28	\$1,189,335.51
CASH BALANCES - END OF PERIOD	<u>\$4,743,676.50</u>	<u>\$4,743,676.50</u>

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

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$18,313.00	\$86,060.32	\$215,600.00	39.92%
Operating Expenses				
Labor	174,018.97	775,782.48	1,937,683.00	40.04%
Benefits	99,900.08	528,602.45	1,538,325.00	34.36%
Services and User Fees	8,579.23	59,488.78	198,970.00	29.90%
Materials & Supplies	28,204.59	142,697.20	555,310.00	25.70%
Utilities	3,530.97	29,296.90	89,967.00	32.56%
Casualty/Liability Costs	9,880.42	49,402.10	120,000.00	41.17%
Taxes	478.87	2,518.28	8,158.00	30.87%
Miscellaneous Expenses	6,371.80	23,320.84	72,877.00	32.00%
Leases and Rentals	320.36	5,125.84	23,928.00	21.42%
Total Operating Expenses	331,285.29	1,616,234.87	4,545,218.00	35.56%
Operating Income (Loss)	(312,972.29)	(1,530,174.55)	(4,329,618.00)	35.34%
Non-Operating Revenues				
Non-Transportation Revenue	1,226.18	584,267.45	13,800.00	4,233.82%
Taxes Levied by Transit	350,875.66	1,768,104.97	3,817,621.00	46.31%
Local Grants & Contributions	1,250.00	6,250.00	17,500.00	35.71%
State Grants & Contributions	39,539.00	198,497.40	251,579.00	78.90%
Federal Grants & Contributions	48,511.66	242,558.32	801,284.00	30.27%
Total Non-Operating Revenues	441,402.50	2,799,678.14	4,901,784.00	57.12%
Net Income (Loss) Before Transfers In/(Out)	128,430.21	1,269,503.59	572,166.00	221.88%
Net Income/(Loss)	128,430.21	1,269,503.59	572,166.00	221.88%

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

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$13,390.16	\$60,684.91	\$142,800.00	42.50%
Fixed Route Fares - West - JTOC	338.17	1,892.14	4,500.00	42.05%
Dial-a-Ride Fares (DAR)	776.70	4,208.93	10,800.00	38.97%
Vanpools	3,807.97	19,274.34	55,000.00	35.04%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	18,313.00	86,060.32	215,600.00	39.92%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,108.71	3,464.80	3,000.00	115.49%
Gain (Loss) on Disposition of Capital Items		577,303.87		0.00%
Other Nontransportation Revenues	117.47	3,498.78	10,800.00	32.40%
Taxes Levied Directly by Transit System - Sales & Use Tax	350,875.66	1,768,104.97	3,817,621.00	46.31%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	197,694.00	248,579.00	79.53%
RTAP		803.40	3,000.00	26.78%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	242,558.32	801,284.00	30.27%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	441,402.50	2,799,678.14	4,901,784.00	57.12%
TOTAL REVENUES	459,715.50	2,885,738.46	5,117,384.00	56.39%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2016**

	May	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$51,324.11	\$245,850.33	\$634,498.00	38.75%
Operators Overtime - Fixed Route	9,927.87	34,249.83	58,406.00	58.64%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,887.99	50,892.72	145,464.00	34.99%
Operators Overtime - Dial-a-Ride (DAR)	154.48	2,178.02	6,970.00	31.25%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,205.51	217,048.50	520,272.00	41.72%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,373.25	17,040.32	40,693.00	41.88%
Administration Salaries	52,145.76	208,522.76	531,380.00	39.24%
Benefits				
FICA	15,160.80	72,340.18	186,057.00	38.88%
Pension Plans (PERS)	18,727.49	91,891.79	258,449.00	35.56%
Medical Plans	36,048.41	180,914.13	565,613.00	31.99%
Dental Plans	2,905.84	14,480.86	42,235.00	34.29%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,597.13	22,023.76	71,932.00	30.62%
Holiday	214.45	31,739.67	87,360.00	36.33%
General Leave	21,384.20	98,955.42	262,825.00	37.65%
Other Paid Absence (Court Duty & Bereavement)	40.40	1,760.41	14,686.00	11.99%
Uniforms, Work Clothing & Tools Allowance	277.29	3,859.05	10,100.00	38.21%
Other Benefits (HRA, EAP & Wellness)	544.07	10,637.18	30,000.00	35.46%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,067.66	4,211.51	18,250.00	23.08%
Professional & Technical Services	4,735.63	31,323.44	83,530.00	37.50%
Contract Maintenance Services (IT Services)	400.00	1,933.95	5,500.00	35.16%
Security Services	210.00	736.90	5,000.00	14.74%
Vehicle Technical Services	115.54	8,517.42	38,750.00	21.98%
Property Maintenance Services	203.30	3,717.23	13,000.00	28.59%
Software Maintenance Fees	1,335.25	6,676.25	21,540.00	30.99%
Postage & Mail Meter Fees	286.02	1,094.23	3,100.00	35.30%
Drug & Alcohol Services	225.83	1,268.15	4,800.00	26.42%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	17,990.48	62,118.21	340,000.00	18.27%
Tires		6,814.44	35,000.00	19.47%
Lubrication	255.04	3,175.33	10,550.00	30.10%
Tools	236.46	4,129.02	10,000.00	41.29%
Vehicle Maintenance & Repair Parts	6,297.00	38,077.18	66,500.00	57.26%
Non-Vehicle Maintenance & Repair Parts	592.90	1,653.91	8,240.00	20.07%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	4.35	190.02	4,000.00	4.75%
Shop Supplies (Maintenance & Cleaning)	1,074.15	9,332.37	18,500.00	50.45%
Safety & Emergency Supplies	5.13	62.11	7,050.00	0.88%
Office Supplies	503.73	5,063.09	14,920.00	33.93%
Computer Programs & Supplies	371.07	3,232.51	7,750.00	41.71%
Printing (Photocopier, Schedules & Brochures)	874.28	8,745.51	29,450.00	29.70%
Other Materials & Supplies		103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	903.61	4,392.97	27,170.00	16.17%
Utilities (Electrical & Propane)		10,238.56	23,475.00	43.61%
Telephone & Internet	2,627.36	14,665.37	39,322.00	37.30%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	49,402.10	120,000.00	41.17%
Taxes				
State Taxes	352.71	1,646.73	4,408.00	37.36%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	871.55	3,000.00	29.05%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2016**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$634.67	\$4,760.49	\$16,727.00	28.46%
Travel & Meetings	3,521.13	8,049.97	29,650.00	27.15%
Fines & Penalties	14.00	14.00		0.00%
Safety Program (Rodeo & Safety Rewards)		1,538.53	6,500.00	23.67%
Training (Classes, Seminars & Materials)	2,100.00	8,270.65	14,900.00	55.51%
EE CDL and EE Physical Expense	102.00	662.00	4,800.00	13.79%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation		30.00	35,755.00	0.08%
Leases and Rentals				
Transit Way & Passenger Stations	279.48	712.08	1,800.00	39.56%
Service Vehicles & Equipment	40.88	40.88	9,000.00	0.45%
Other General Administration Facilities		4,372.88	13,128.00	33.31%
TOTAL OPERATING EXPENSES	<u>331,285.29</u>	<u>1,616,264.87</u>	<u>4,580,973.00</u>	<u>35.28%</u>

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

Current Account Status	Balance per Bank @ 5/31/16	\$ 2,002,693.93	\$ -
Balance per GL @ 4/30/16		\$ 2,005,937.45	
	Transfers - In	\$ -	\$ -
	Transfers - In (Bond Financing)	\$ -	\$ -
	Debt Financing Expenses	\$ -	\$ -
	Reimbursement	\$ -	\$ -
	Investment Interest	\$ 385.01	\$ -
	Transfers - Out (Purchases)	\$ (3,629.53)	\$ -
	Transfers - Out (Bond Reserves)	\$ -	\$ -
Balance per GL @ 5/31/16		\$ 2,002,693.93	

2016 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 485,648.00	\$ (485,648.00)
	Retainage still to be paid on this project, will require a budget adjustment			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -		\$ -
	Feb-16 TCF Architecture		\$ (4,385.90)	\$ 4,385.90
	Mar-16 Correctional Industries		\$ (326.48)	\$ 326.48
	Apr-16 TCF, Pease		\$ (62,881.61)	\$ 62,881.61
	May-16 TCF		\$ (167.09)	\$ 167.09
				\$ -
	Ending Balance			\$ (397,886.92)
Other Building and Structures		Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
				\$ -
				\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00	\$ (120,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
				\$ -
	Ending Balance			\$ (380,978.21)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment				
	2016 Supplemental Budget			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
				\$ -
	Ending Balance			\$ (124,500.00)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
	Feb-16 Laptop	\$ 666.00	\$ 173.28	\$ 173.28
	Mar-16 Use tax, BU/Mail Archive Software, Laptops, I	\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
	Apr-16 Use tax, Monitors, Servers,	\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
	May-16 Use Tax, Spare PCs, Monitors	\$ 2,769.15	\$ 692.90	\$ 692.90
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (214,618.48)
JTA Capital Reserve Account Balance				\$ 2,002,693.93
JTA Appropriated Project Funds Sub-Total				\$ (1,378,039.89)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 624,654.24

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



63 4 Corners Road, Port Townsend, WA 98368

Attachment A-2

July 14, 2016

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

The budget tracking percentage for June is 50%.

Sales Tax Analysis Reports –

- Sales tax for April 2016 was 12% higher than received for April 2015. Cumulatively, JTA is up 16.4% compared to 2015.

Revenue Report –

- June east side farebox and JTOC (west side service) farebox are tracking above budget, DAR is just slightly below budget, and vanpool is performing below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.

Expense Report – JTA is tracking 7.28% below budget as of June 2016

- **Labor** – Fixed route overtime is over budget, JTA's newly hired east side transit operators are nearly trained. Overtime will continue to be a challenge for a few more weeks during training/summer vacation bids.
- **Benefits** – All trending at or below budget.
- **Service and User Fees** –
 - Contract Maintenance Services (IT Services) is over budget due to a radio system analysis. We contracted to have the radio system evaluated due to long term reception issues.
- **Materials and Supplies Consumed -**
 - Tools – timing issues.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs over the past months, expect it will remain over budget.
 - Shop Supplies – over budget, will continue monitoring this line item, seeing increased costs for cleaning supplies.
 - Computer Programs & Supplies – believe this is a timing issue.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is on budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- **Miscellaneous**
 - Training is over budget due to timing.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in June: IT purchases, Use tax payments, Facility Project.



June 2016 Financial Summary

Budget Tracking Figure: 50.00%

1. Operational Expenses:	\$316,007.23
Operational Revenues:	\$17,722.73
Non-Operational Income:	\$435,751.98
Capital Expenses:	\$256,299.36
Capital Income:	\$0.00
2. Sales Tax Received 6/30/2016 for April 2016:	\$341,610.91
Sales Tax Received 6/30/2015 for April 2015:	\$302,831.80
Sales tax increased from prior year 12%	
3. Cash on Hand as of June 30, 2016*:	
Operating:	\$952,574.62
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$212,286.97
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$36,400.40
Bond Reserve:	\$85,250.00
EFT Fund:	\$148,676.28
Travel Fund:	\$1,352.00
Total	\$4,496,688.46**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

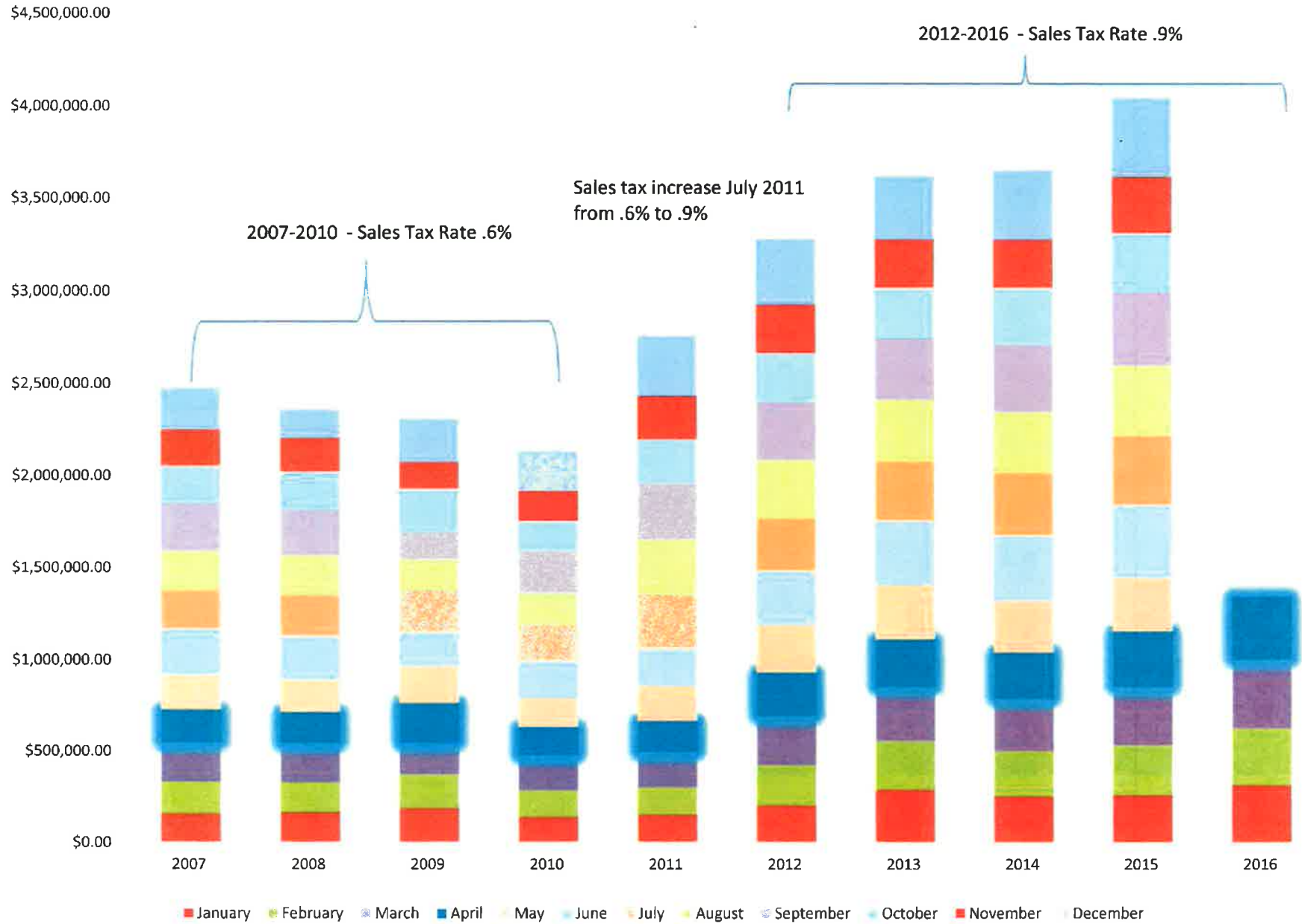
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$2,076,061.88	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$346,010.31	\$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%	\$1,004,614.88	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%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,346,225.77	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$336,556.44	\$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 Six Months Ending June 30, 2016

	June	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,744,806.62	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$341,654.29)	(\$1,878,503.21)
Non-Capital Financing Activities	\$348,267.97	\$2,622,259.07
Investing Activities	\$1,766.39	\$5,231.19
Total Operating Cash Provided/(Used)	\$8,380.07	\$748,987.05
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$254,316.95)	\$195,541.70
Net Increase/(Decrease) Cash and Equivalent	(\$245,936.88)	\$944,528.75
CASH BALANCES - END OF PERIOD	\$4,498,869.74	\$4,498,869.74

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Six Months Ending June 30, 2016

	June	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$17,722.73	\$104,913.17	\$215,600.00	48.66%
Operating Expenses				
Labor	145,994.78	921,777.26	1,937,883.00	47.57%
Benefits	103,595.64	632,916.64	1,538,325.00	41.14%
Services and User Fees	6,452.15	68,063.56	198,970.00	34.21%
Materials & Supplies	43,098.40	186,598.87	555,310.00	33.60%
Utilities	3,863.28	34,843.28	89,967.00	38.73%
Casualty/Liability Costs	9,880.42	59,282.52	120,000.00	49.40%
Taxes	467.50	2,985.78	8,158.00	36.60%
Miscellaneous Expenses	2,710.86	28,251.70	72,877.00	36.02%
Leases and Rentals	144.20	6,363.26	23,928.00	26.59%
Total Operating Expenses	316,007.23	1,939,082.87	4,545,218.00	42.66%
Operating Income (Loss)	(298,284.50)	(1,834,169.70)	(4,329,618.00)	42.36%
Non-Operating Revenues				
Non-Transportation Revenue	4,511.24	588,778.69	43,000.00 591,040.00	4,260.51% 99%
Taxes Levied by Transit	341,610.91	2,109,715.88	3,817,621.00	55.26%
Local Grants & Contributions	1,250.00	7,500.00	17,500.00	42.86%
State Grants & Contributions	39,868.17	238,365.57	251,579.00	94.75%
Federal Grants & Contributions	48,511.66	291,069.98	801,284.00	36.33%
Total Non-Operating Revenues	435,751.98	3,235,430.12	4,904,784.00 547,908.00	66.61% 59%
Net Income (Loss) Before Transfers In/(Out)	137,467.48	1,401,260.42	572,166.00 114,947.00	244.90% 121%
Net Income/(Loss)	137,467.48	1,401,260.42	572,166.00 114,947.00	244.90% 121%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Six Months Ending June 30, 2016

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,078.64	\$73,893.67	\$142,800.00	51.75%
Fixed Route Fares - West - JTOC	619.70	2,511.84	4,500.00	55.82%
Dial-a-Ride Fares (DAR)	1,143.21	5,352.14	10,800.00	49.56%
Vanpools	3,881.18	23,155.52	55,000.00	42.10%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	17,722.73	104,913.17	215,600.00	48.66%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,766.39	5,231.19	3,000.00	174.37%
Gain (Loss) on Disposition of Capital Items		577,303.87		0.00% 100%
Other Nontransportation Revenues	2,744.85	6,243.63	10,800.00	57.81%
Taxes Levied Directly by Transit System - Sales & Use Tax	341,610.91	2,109,715.88	3,817,621.00	55.28%
Local Grants and Contributions				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	237,233.00	248,579.00	95.44%
RTAP	329.17	1,132.57	3,000.00	37.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	291,069.98	801,284.00	36.33%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	435,751.98	3,235,430.12	4,901,704.00	66.04% 59.04%
TOTAL REVENUES	453,474.71	3,340,343.29	5,117,384.00	65.27% 58%

75479088.00

75694688.00

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2016**

	June	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$42,562.73	\$288,413.06	\$634,498.00	45.46%
Operators Overtime - Fixed Route	9,384.79	43,634.62	58,406.00	74.71%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,349.58	60,242.30	145,464.00	41.41%
Operators Overtime - Dial-a-Ride (DAR)	497.09	2,675.11	6,970.00	38.38%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,759.53	255,808.03	520,272.00	49.17%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,457.84	20,498.16	40,693.00	50.37%
Administration Salaries	41,983.22	250,505.98	531,380.00	47.14%
Benefits				
FICA	14,607.81	86,947.99	186,057.00	46.73%
Pension Plans (PERS)	18,721.17	110,612.96	258,449.00	42.80%
Medical Plans	35,031.83	215,945.96	565,613.00	38.18%
Dental Plans	2,812.11	17,292.97	42,235.00	40.94%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,288.20	26,311.96	71,932.00	36.58%
Holiday	7,892.35	39,632.02	87,360.00	45.37%
General Leave	18,169.86	117,125.28	262,825.00	44.56%
Other Paid Absence (Court Duty & Bereavement)	775.45	2,535.86	14,686.00	17.27%
Uniforms, Work Clothing & Tools Allowance	704.35	4,563.40	10,100.00	45.18%
Other Benefits (HRA, EAP & Wellness)	592.51	11,948.24	30,000.00	39.83%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	683.95	4,895.46	18,250.00	26.82%
Professional & Technical Services	1,919.96	34,468.90	83,530.00	41.27%
Contract Maintenance Services (IT Services)	1,253.50	3,187.45	5,500.00	57.95%
Security Services		736.90	5,000.00	14.74%
Vehicle Technical Services	550.46	9,965.01	38,750.00	25.72%
Property Maintenance Services	277.30	3,994.53	13,000.00	30.73%
Software Maintenance Fees	1,335.25	8,011.50	21,540.00	37.19%
Postage & Mail Meter Fees	101.90	1,196.13	3,100.00	38.58%
Drug & Alcohol Services	329.83	1,597.98	4,800.00	33.29%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	22,153.81	84,272.02	340,000.00	24.79%
Tires		6,814.44	35,000.00	19.47%
Lubrication	363.67	3,539.00	10,550.00	33.55%
Tools	1,523.59	5,652.61	10,000.00	56.53%
Vehicle Maintenance & Repair Parts	13,245.83	51,667.73	66,500.00	77.70%
Non-Vehicle Maintenance & Repair Parts	96.69	2,196.59	8,240.00	26.66%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	22.08	212.10	4,000.00	5.30%
Shop Supplies (Maintenance & Cleaning)	3,282.78	12,615.15	18,500.00	68.19%
Safety & Emergency Supplies	81.69	143.80	7,050.00	2.04%
Office Supplies	259.53	5,335.18	14,920.00	35.76%
Computer Programs & Supplies	939.16	4,171.67	7,750.00	53.83%
Printing (Photocopier, Schedules & Brochures)	1,129.57	9,875.08	29,450.00	33.53%
Other Materials & Supplies		103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	913.02	5,305.99	27,170.00	19.53%
Utilities (Electrical & Propane)		11,782.68	23,475.00	50.19%
Telephone & Internet	2,750.26	17,754.61	39,322.00	45.15%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	59,282.52	120,000.00	49.40%
Taxes				
State Taxes	341.34	1,988.07	4,408.00	45.10%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	997.71	3,000.00	33.26%

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2016**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$658.67	\$5,419.16	\$16,727.00	32.40%
Travel & Meetings	869.19	8,919.16	29,650.00	30.08%
Fines & Penalties		14.00		0.00%
Safety Program (Rodeo & Safety Rewards)		1,538.53	6,500.00	23.67%
Training (Classes, Seminars & Materials)	978.00	9,248.65	14,900.00	62.07%
EE CDL and EE Physical Expense	205.00	1,087.00	4,800.00	22.65%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation	17,877.50	17,907.50	35,755.00	50.08%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	856.28	1,800.00	47.57%
Service Vehicles & Equipment		40.88	9,000.00	0.46%
Other General Administration Facilities		5,466.10	13,128.00	41.64%
TOTAL OPERATING EXPENSES	<u>333,884.73</u>	<u>1,956,990.37</u>	<u>4,580,973.00</u>	<u>42.72%</u>

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

Current Account Status	Balance per Bank @ 6/30/16	\$ 2,001,433.60	\$ -
Balance per GL @ 5/31/16		\$ 2,002,693.83	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 525.09	
	Transfers - Out (Purchases)	\$ (1,785.42)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 6/30/16		\$ 2,001,433.60	

2016 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00	\$ (465,648.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -		\$ -
Feb-16	TCF Architecture		\$ (4,385.90)	\$ 4,385.90
Mar-16	Correctional Industries		\$ (326.48)	\$ 326.48
Apr-16	TCF, Pease		\$ (62,881.61)	\$ 62,881.61
May-16	TCF		\$ (167.09)	\$ 167.09
Jun-16	TCF, Pease		\$ (254,513.94)	\$ 254,513.94
	Ending Balance			\$ (143,372.98)
Other Building and Structures		Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
				\$ -
				\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00	\$ (120,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	Ending Balance			\$ (380,978.21)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment	2016 Supplemental Budget			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	Ending Balance			\$ (124,500.00)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
Feb-16	Laptop	\$ 666.00	\$ 173.28	\$ 173.28
Mar-16	Use tax, BU/Mail Archive Software, Laptops, P	\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
Apr-16	Use tax, Monitors, Servers,	\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
May-16	Use Tax, Spare PCs, Monitors	\$ 2,769.15	\$ 692.90	\$ 692.90
Jun-16	Use tax, Shop Laptops, Monitors	\$ 1,428.34	\$ 357.08	\$ 357.08
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (214,261.40)

JTA Capital Reserve Account Balance \$ 2,001,433.60
JTA Appropriated Project Funds Sub-Total \$ (1,377,882.61)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 623,760.99

Total 2016 Budgeted Capital Projects JTA Outlay \$ 1,387,069.00



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report
Attachment B

July 19, 2016

63 4 Corner Park and Ride Update:

On Tuesday, June 28, 2016, JTA held a special meeting authorizing the General Manager to sign an agreement with Shea, Carr & Jewell, Inc. (SCJ Alliance). The contract was approved and signed.

On Thursday, July 14, 2016, Jefferson Transit met with Jim Gibson, SCJ Alliance and Rhonda Gillogly to discuss the design of the bike building/locker, including the style, finishes and shape of building. We discussed lighting, seating and type of materials to use. JTA wants the building to have basically the same style and finishes used in the original construction of the administration/maintenance building.

Work Completed:

- Topographical Survey
- Preliminary Site Planning

Work Planned:

- Schedule
- 60% Design by next meeting/ WSDOT Approval
- Building Permitting
- Bid Documents for Construction

JTA will be researching types of Electric Vehicle charging stations needed. This project is on schedule and on budget.

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.

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

www.JeffersonTransit.com

Upcoming WSTA Board and Committee meetings:

- WSTA Officer's Call – July 15
- WSTA Officer's Call – August 19
- 40th Annual Public Transportation Conference, Wenatchee – September 18-21

Miscellaneous Items

General Manager attended the 2nd Quarter WSTA Board Meeting, SMTA, and Finance Committee Meetings in Walla Walla on June 21-23.

WSTA held a Federal Affairs Panel with representatives from Senator Patty Murray's office and Senator Maria Cantwell's office. There were also representatives from the House of Representatives.

Subject discussed:

- Long term funding for buses
- Issues with the Fast Act and the percentages required for match (60%) is creating a large challenges to agencies.
- "Buy America" issues and the cost of American made products, and the GSA which serves as the acquisition and procurement arm of the federal government, does not fit buy America for cutaways.
- Protecting our funding

WSDOT presented the 2016 Washington State Public Transportation Plan with five Goals and Strategies for supporting each goal. Brian Lagerberg, Director of Public Transportation summarized:

Thriving Communities

- Developing additional strategies for local jurisdictions and partners to reduce drive-alone vehicle trips.
- Pilot efforts to further integrate access to transit and land use in planning, environmental review and permitting.
- More clearly identify and address human services transportation needs and gaps.

Access

- Gather and use data that provides a more complete picture of public transportation performance gaps and opportunities
- Develop recommendations to overcome barriers that prevent coordination and efficiency of special needs services
- Maximize the effectiveness of park and ride lots as part of the integrated multimodal system

Adaptive Transportation Capacity

- Establish an interdisciplinary innovation center to foster and better support public transportation innovation and adaptation.
- Pilot the use of a multimodal, corridor level mobility index

Customer Experience

- Support Target Zero Plan strategies intended to reduce pedestrian and bicycle fatalities and injuries
- Provide tools and techniques to be used by transportation providers to enhance customer experience
- Support efforts to make it easier for customers to pay for transportation services and manage transportation payments, regardless of agency, organization or mode.

Transportation System Guardianship

- Develop a plan and begin implementation to increase stakeholder and public understanding of the value of public transportation
- Advance opportunities for integrated, multimodal investments
- Identify ways to help jurisdictions and public transportation providers better prepare for emergencies and disasters

Farmers' Market

Sue Jones attended the Farmers' Market on Saturday, June 18, 2016. A total of 190 visitors came to the Jefferson Transit booth. JTA had questions regarding the Summer Youth Passes, SeaTac brochures, COHO brochures and DAR applications. JTA handed out schedules and received comments such as "I'm glad you're here!" and "phenomenal service!"

IT Update

Implementing WSTIP Network Security Recommendations & the Potential

Impact: IT continues to work on improving JTA's compliance to the WSTIP recommended security standards by upgrading our Password Policy and establishing real time monitoring of all devices on the network. JTA will meet with Dave, Wright & Tremaine mid-August to discuss what resources they claim they can provide us to 'speed' our compliance. They also state WSTIP will be paying for some of these resources.

Establish a "Shadow IT" capability: After completing an informal RFQ in which two local vendors responded, Transit has selected Dailey Computer Consulting Inc. for its "Shadow IT" provider and signed a service agreement on July 13th.

The Radio Improvement Project (RIP). Jefferson Transit entered into a service agreement with GreenTree Communications. GreenTree completed a comprehensive assessment of Transit's entire radio system (including all buses and paratransit vehicles). Currently, JTA is pursuing licensing for approval to use our current licensed radio frequency at a second tower located on Mount Maynard, across from Discovery Bay, which could take several months. GreenTree believes this will fix much of the trouble Transit is currently having with its radios. The license involves Canada since we are so close, and must be resolved before moving forward with establishing a second repeater location to improve radio performance throughout the system.



63 4 Corners Road, Port Townsend, WA 98368

July 2016 Operations Manager Board Report

Attachment C

Staffing

On June 20, 2016, three drivers began training with Jefferson Transit. Two of the drivers are working at the Port Townsend base, and one is working from Forks. The driver in Forks has completed training the other two drivers will finish training this Friday.

Field Supervisor Pam Thompson retired Friday, July 15, 2016, she began her career at JT on 12/4/1997. Pam was selected by the employees to be honored at the Washington State Transportation Conference as our outstanding employee for this year. She is invited to attend the state conference in Wenatchee in September.

Upcoming Public Outreach and Special Events

Service and Training Supervisor Gary Maxfield attended the Rakers Car Show with 1967, approx. 50 participants stopped by. JT was awarded a Favorite Restoration Plaque. JT will also participate with 1967 at the Kiwanis Car Show in August.

We were asked by Voices for Veterans to return to the Stand Down this year. JT will host a booth at Stand Down on Monday, July 25. JT will also offer fare free rides to veterans and their families attending the Stand Down.

We are preparing to host our booth at the Jefferson County Fair. The sign-up sheet for volunteers is currently posted for staff. We have four hours left to fill. We've had some drivers interested in volunteering this year, one who has signed up and we have a high school student who will be working with us as part of her senior project.

On August 8th we are hosting the Community Transit Association NW Mobility Managers quarterly meeting.

We will be at the Farmers Market in September

2016 Transportation Needs Assessment Survey is now posted on our website, I encourage people to use the online website survey as it will tally the information collected.

The survey is part of our agency work plan to reach out to county residents. The surveys will be used to assess the transportation needs of the community both East and West Jefferson County, define future goals for transit, and evaluate our service models based on the feedback.

We will be encouraging participation from transit riders and non-riders. Jefferson Transit will conduct two surveys, each open to public feedback for five months.

Survey will be available at community events, public meetings, community venues, Jefferson Transit's website and distributed to employers.

To encourage participation in the survey, completed surveys will be entered for a chance to win a \$25 Visa gift card. Will have some special swag giveaways at the JC Fair for those who fill out a survey

Additionally to encourage survey participation JT will offer a free fare bus ticket in exchange for anyone bringing a complete survey good for Saturday, Sept 10 to be used during Wooden Boat.

Ridership

There have been delays between Forks and Amanda Park, due to chip sealing near Kalaloch anticipated the project will be 60 days should be finished next week. We missed the connections with Gray Harbor's Transit on four days because of slow downs and single lane traffic.



63 4 Corners Road, Port Townsend, WA 98368

JULY MAINTENANCE REPORT – Ben Arnold
Attachment D

The two shelters at the Food Bank are completed. I have also sent stop requests to Washington State Department of Transportation (WSDOT) for Highway 101 and Canal Tracts for a stop on each side of the highway there. This stop is located about 1 ½ north of Triton Cove.

WSDOT is still working on the Black Point Stop. I received an email today that they will be checking it out today.

I have statistics for you from the first six months of the year. JTA has driven 316,752 miles and have consumed 52,470 gallons of diesel fuel, and 8,330 of gasoline. These figures include East Jefferson Fire and Rescue and averages out at 6.4 miles per gallon (mpg). JTA has performed 274 services, which includes oil changes, for a sum of \$28,077 in labor and \$8,703 in parts for a total of \$36, 780. That is an average cost of \$.16 per mile for service costs.

JTA just received a fuel delivery at \$1.63 per gallon for 5% biofuel.