

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, July 21, 2015, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME & INTRODUCTIONS

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:30 p.m. Other members present were Catharine Robinson, David Sullivan, Robert Gray and Karen Kautzman. Kathleen Kler entered the meeting at 1:52 pm.

STAFF PRESENT

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

PUBLIC COMMENT

Brenda McMillan commented on the restrooms at the Haines Place Transit Center.

Margaret Lee commented on the restrooms at the Haines Place Transit Center.

Darrell Conder commented on Wooden Boat Festival Sunday service.

Steve Oakford also commented on Wooden Boat Festival Sunday service and system-wide Sunday service.

Burt Langsea commented on the lack of newspaper coverage of the Grand Opening ceremony. He also suggested JTA remove signage from the old facility and commented on renewed focus for expanding the Board, reviving the Citizens Advisory Committee (CAC), Wooden Boat Sunday service and 4th of July service.

Barb Trailer would like JTA to provide Sunday service for the Wooden Boat Festival.

Debbie Jahnke commented on public restrooms at the Haines Place Transit Center.

Dan Toepper commended the Board and staff on the completion of the new facility.

Tammi Rubert responded to the public restroom comments. Although JTA is not required by law to provide a public restroom, we have provided a Porta Potty. The HPTC restrooms need to be primarily available for our drivers. The main reason for purchasing the Haines Place Transit Center (HPTC) was to provide easy access for our passengers to purchase passes and get accurate bus schedule and other public transportation information. Leesa Monroe said the Chamber of Commerce closed the public restroom because of several situations. We would like to observe the situation for a longer period of time.

Robert Gray would like to see this public restroom situation resolved for the benefit of the riders.

Catharine Robinson believes the public should have access to the restrooms at the HPTC. She considers it an amenity stop. She also agrees the signage at the old facility should be removed as soon as possible.

David Sullivan commented on budget issues surrounding the public restroom issue.

Phil Johnson would also like to see the public restroom issue problem resolved.

Tammi Rubert responded to Wooden Boat Sunday service comments. She stated that Sunday service by JTA has been a very important service provided for the Wooden Boat Festival. However, it is not in the 2015 budget. Sunday ridership is significantly less than on Fridays or Saturdays. Jefferson Transit would need to pay approximately \$3600 for Sunday service plus funding required to provide Dial-A-Ride service within $\frac{3}{4}$ miles of the route at an extra expense. In addition to paying drivers, JTA must also cover costs for a Dispatcher, a Road Supervisor, employees for pass sales and on-site maintenance staff in case of breakdowns. The Federal Transit Administration (FTA) requires JTA to have these employees available anytime we put service on the road.

David Sullivan suggested the Wooden Boat Festival Committee might pay a charter service.

NEW AGENDA ITEMS

Kathleen Kler would like to add a discussion regarding a new dog park that has been proposed just north of JTA's new facility.

FINANCE REPORT - Sara Crouch

Please see Attachment A

JTA has successfully completed our 2014 Financial, Single and 2013/2014 Accountability Audit. The Audit reports are posted on our website. There were no findings or Management letter items. The State Auditor's Office (SAO) made suggestions for improvement on some processes and changes in others.

A copy of the Washington State Transit Insurance Pool (WSTIP) 2014 New Horizons Annual Report can be found on the WSTIP website. This report shows the financial stability of JTA's insurance pool and explains the history and philosophy going forward.

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

- a. Approval of Minutes May 19, 2015**
- b. Approval of Expenses, May/June 2015**

Motion: Catharine Robinson moved to approve the May/June 2015 Consent Agenda. David Sullivan seconded.

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

PUBLIC HEARING

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

Margaret Lee would like to see ideas in the TDP to increase ridership.

Robert Gray will send comments and suggestions directly to staff.

Tammi Rubert stated ridership is a concern across the State, and there have been ongoing discussions between transit agencies. Some of the reasons have been attributed to an economic upturn, lower unemployment, and lower fuel prices.

Catharine Robinson believes a change will be noted in the coming biennium due to the rising gas tax that may affect the public's choices for transportation.

Robert Gray would like to see CAC on the agenda for discussion in the near future.

The Board agreed that the Public Hearing would remain open until the next Board meeting scheduled on August 18, 2015, for public comment.

OLD BUSINESS

Clallam Transit Interlocal Agreement-West End Service.

Tammi Rubert requested the Board approve the extension of the Interlocal Agreement for a cooperative partnership between Clallam Transit and JTA for Jefferson Transit Olympic Connection (JTOC) west end service. The Agreement commits Clallam Transit

to provide financial support to be used as a portion of the local match for the grants secured to fund this project.

Catharine asked what JTA's cost would be for this service. Sara Crouch stated Clallam Transit is contributing \$30,000 per biennium (or \$3750 per quarter), and JTA's match is between \$45,000 and \$52,000 per quarter.

Kathleen Kler asked about the original Agreement. Ms. Crouch said the Agreement stated Clallam Transit would contribute \$30,000 or one-third of the service, whichever is less. The majority of this service is in Jefferson County. Clallam is paying us for a small section of the road from the Forks Transfer Center to the Jefferson County line where we pick up their passengers. Ms. Crouch stated this is not the total cost of the service; it is a heavily subsidized and granted service.

Mason Transit Authority (MTA) will not be entering Jefferson County to transfer passengers beginning in November. We will now meet MTA in Triton Cove to keep the regional connection available.

Motion: Catharine Robinson moved to approve the Interlocal Agreement between Clallam Transit and Jefferson Transit for a cooperative partnership for JTA's Olympic Connection west end service. Kathleen Kler seconded.

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

NEW BUSINESS

Resolution 15-10: Transportation Partnership Policy.

Sara Crouch said it is a requirement of our consolidated grant that we have a Transportation Partnership Policy so other agencies, such as the Dungeness Line, are able to use JTA's Park & Ride and provide a service to residents of Jefferson County.

Motion: Catharine Robinson moved to approve Resolution 15-10 to approve the Policy to adopt the Transportation Partnership Policy. David Sullivan seconded.

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

Resolution 15-11: Policy for the Disposition of Surplus Property.

Sara Crouch said JTA needed to formalize our Surplus Policy. This Policy puts the Office of Financial Management (OFM) guidelines into a policy to alleviate confusion and create a process for all assets, both fixed and small.

Catharine Robinson requested that #2 in the Policy have the words "based on the criteria in #1" added to the sentence.

Motion: Catharine Robinson moved to approve Resolution 15-11 to approve the Policy for the Disposition of Surplus Property with changes. Kathleen Kler seconded.

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

DOG PARK DISCUSSION

Kathleen Kler announced that the Port has received requests to establish a dog park. They have a couple of acres available just north of JTA's new facility. Access from the bus loop would have to be determined.

REPORTS

General Managers Report – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Updates
- Washington State Transit Association (WSTA)
- New Facility Update
- Celebration
- Miscellaneous Items

OPERATIONS REPORT – John Koschnick

Please see Attachment C

John Koschnick reported on the following items:

- Employment Anniversaries
- Monthly Highlights
- New employees
- Working with Jefferson Healthcare

MAINTENANCE REPORT – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- Painted HPTC
- Road improvement at Chimacum Schools
- Shelters
- New facility updates

MOBILITY OUTREACH MANAGER REPORT – Leesa Monroe

Leesa Monroe has been working out of the HPTC since the opening in mid-May with two (2) Customer Service employees who work under 40 hours per week, and two (2) Field Supervisors. We have heard many positive comments.

Vanpool has driven 38,835 miles so far this year. Vanpools are completely full at this time with a wait list for applicants.

JTA will be participating at the following upcoming events:

- Port Ludlow Festival by the Bay
- The Jefferson County Fair
- The Kiwanis Car Show

RIDERSHIP

Ridership was down in May by 4.52%, and down in June by 3.66%. Compared to May our ridership June was up by 1880 passengers. All agencies are seeing decreases in ridership.

PUBLIC COMMENT

Darrell Conder asked what will be done with the JTA sign from the old facility when it is removed.

Brenda McMillan asked about the fare for Wooden Boat Festival.

Burt Langsea commented on the number of passes sold at the HPTC.

EXECUTIVE SESSION

Executive Session per RCW 42.30.110 for discussion regarding property, with possible action anticipated.

Catharine Robinson recused herself from the executive session on that subject, and from discussion and vote. Robert Gray also recused himself from the executive session on that subject, and from discussion and vote.

David Sullivan motioned to authorize the General Manager to accept unsolicited offers for the property located at 1615 West Sims Way, Port Townsend, WA for at least the appraised value. Kathleen Kler seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

Kathleen Kler motioned to direct the General Manager to issue a Request for Proposal for a Multiple Listing Service (MLS) for Upper Sims Way. David Sullivan seconded.

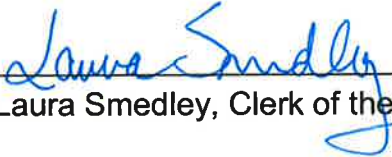
Vote: The motion carried unanimously, 3-0 by voice vote.

Executive Session began at 3:20 pm

Executive Session ended at 3:42 pm

ADJOURNMENT

The meeting was adjourned at 3:45 pm. The next regular meeting will be held Tuesday, August 18, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board

8-18-2015
Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A-1

June 19, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: May 2015 Financial Report

As the project winds down and all grant funds are expended, the capital accounts will begin to decrease.

Sales Tax Analysis Reports –

- Sales tax for March 2015 is 11% higher than received for March 2014. It is 8% higher than budgeted.

Revenue Report –

- Operating Revenues are down compared to budget. JTOC fares are down approximately 14% compared to 2014. We expect to see an increase in ridership as usual during the summer months.

Expense Report –

- **Labor** - On Track. Will see increase in overtime over the summer months, offsetting that with the hiring of temporary drivers.
- **Benefits** –
 - Holiday is over budget because we “front load” the two personal holidays each employee receives annually, however this figure is leveling out as the year progresses.
 - Other Benefits is over budget, but I expect that number to level out as well.
- **Service and User Fees** – On Track
- **Materials and Supplied Consumed**
 - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be “expensed” from the inventory.
 - Computer Programs & Supplies is over budget and will remain over budget.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

- Capital activity in May: Construction, Project Management and Construction Phase design services, renewal of construction permits, purchase of projector and equipment for Board room.



May 2015 Financial Summary

Budget Tracking Figure: 41.66%

| | |
|---|-------------------------|
| 1. Operational Expenses: | \$360,779.68 |
| Operational Revenues: | \$15,866.04 |
| Non-Operational Income: | \$406,016.08 |
| Capital Expenses: | \$751,423.88 |
| Capital Income: | \$392,954.48 |
| 2. Sales Tax Received 5/31/2015 for March 2015: | \$320,654.36 |
| Sales Tax Received 5/31/2014 for March 2014: | \$287,301.65 |
| **Sales tax increased from prior year 11%** | |
| 3. Cash on Hand as of May 31, 2015*: | |
| Operating: | \$862,081.44 |
| Operating Reserve (50% Funded): | \$550,000.00 |
| (Minimum Funding Required \$1,100,000) | |
| Capital Account: | \$457,716.21 |
| Capital Reserve: | \$1,073,263.69 |
| Unemployment Reserve: | \$21,575.00 |
| Bond Payment Reserve: | \$47,716.21 |
| Bond Reserve: | \$85,250.00 |
| EFT Fund: | \$105,559.00 |
| Travel Fund: | \$1,032.29 |
| Total | \$3,204,424.69** |

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

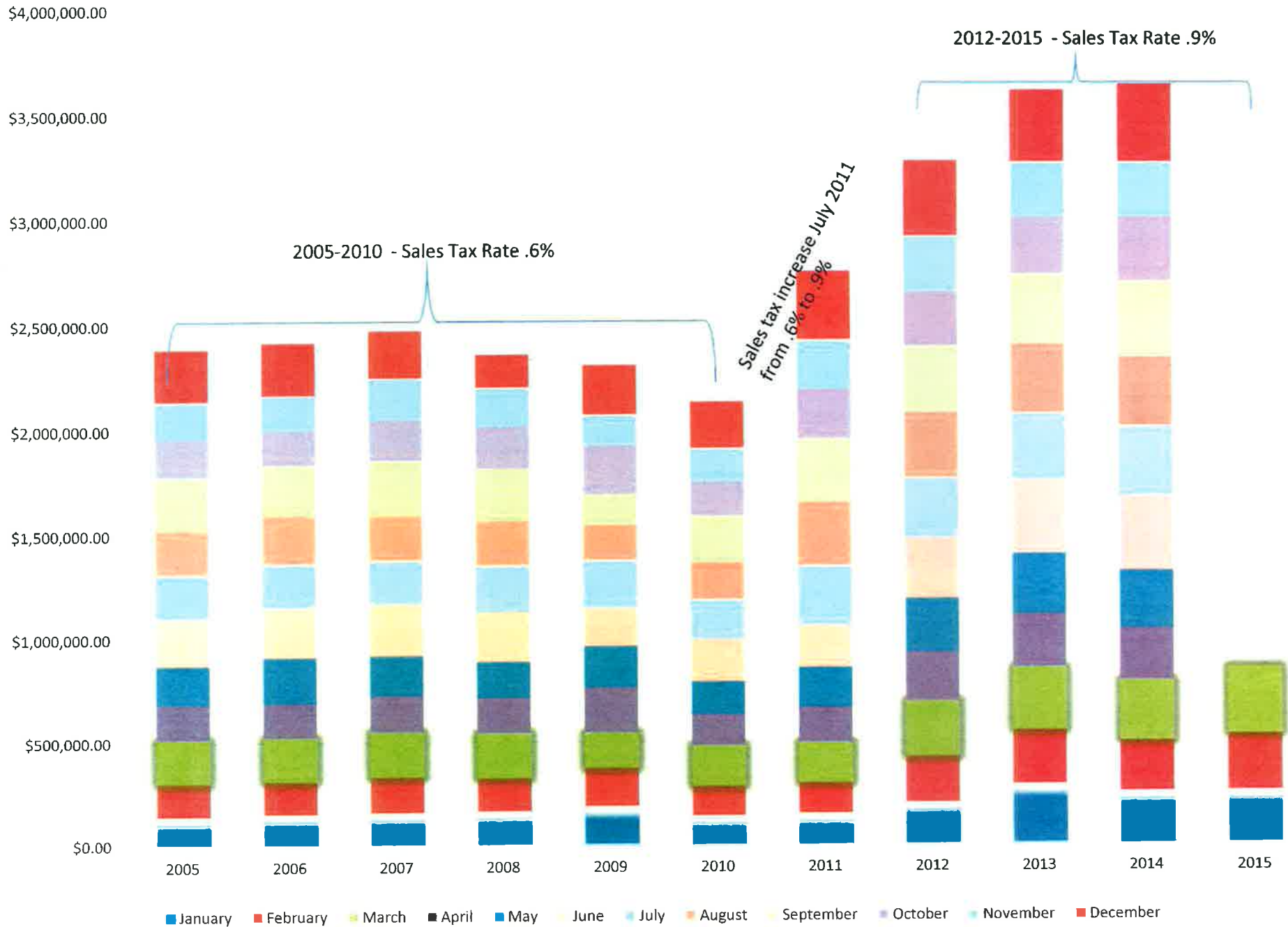
Month Received - Cash Basis (Cash Flow)

| Month of Receipt | Tax Rate | 2015 Tax | 2014 Tax | 2013 Tax | 2012 Tax | 2015 Budget | 2015 Monthly Act to Bud Variance | 2015 Cumulative Cash Actual Sales Tax Received | 2015 Cumulative Cash Budgeted Sales Tax | 2015 Cumulative Actual to Budget Variance |
|------------------|----------|----------------|----------------|----------------|----------------|----------------|----------------------------------|--|---|---|
| January | 0.90% | \$261,865.96 | \$261,546.64 | \$263,071.24 | \$234,370.59 | \$246,090.00 | 6.41% | \$261,865.96 | 246,090.00 | 6.41% |
| February | 0.90% | \$374,287.05 | \$344,682.23 | \$361,349.36 | \$331,924.43 | \$338,020.00 | 10.73% | \$636,153.01 | 584,110.00 | 8.91% |
| March | 0.90% | \$261,817.97 | \$256,028.91 | \$291,292.37 | \$204,854.04 | \$262,430.00 | (0.23%) | \$897,970.98 | 846,540.00 | 6.08% |
| April | 0.90% | \$271,446.82 | \$245,824.15 | \$262,810.78 | \$220,498.65 | \$251,970.00 | 7.73% | \$1,169,417.80 | 1,098,510.00 | 6.45% |
| May | 0.90% | \$320,654.36 | \$287,301.65 | \$299,768.61 | \$266,975.22 | \$294,484.00 | 8.89% | \$1,490,072.16 | 1,392,994.00 | 6.97% |
| June | 0.90% | | \$253,212.12 | \$258,797.23 | \$239,889.31 | \$259,542.00 | 0.00% | \$0.00 | 1,652,536.00 | |
| July | 0.90% | | \$279,961.16 | \$292,014.18 | \$256,787.52 | \$286,960.00 | 0.00% | \$0.00 | 1,939,496.00 | |
| August | 0.90% | | \$354,351.27 | \$351,405.02 | \$291,693.72 | \$363,211.00 | 0.00% | \$0.00 | 2,302,707.00 | |
| September | 0.90% | | \$334,282.34 | \$317,410.71 | \$285,111.93 | \$342,639.00 | 0.00% | \$0.00 | 2,645,346.00 | |
| October | 0.90% | | \$328,643.28 | \$331,339.51 | \$313,703.24 | \$323,475.00 | 0.00% | \$0.00 | 2,968,821.00 | |
| November | 0.90% | | \$368,479.21 | \$336,708.79 | \$314,369.17 | \$309,491.00 | 0.00% | \$0.00 | 3,278,312.00 | |
| December | 0.90% | | \$306,363.54 | \$273,339.76 | \$265,862.08 | \$247,093.00 | 0.00% | \$0.00 | 3,525,405.00 | |
| Total | | \$1,490,072.16 | \$3,620,676.50 | \$3,639,307.56 | \$3,226,039.90 | \$3,525,405.00 | 0.00% | | | |
| Monthly Average | | \$298,014.43 | \$301,723.04 | \$303,275.63 | \$268,836.66 | \$293,783.75 | | | | |

Month Earned - Accrual Basis (Income Statement)

| Month Recognized | Tax Rate | 2015 Tax | 2014 Tax | 2013 Tax | 2012 Tax | 2015 Budget | 2015 Actual to Budgeted Variance | 2015 Cumulative Accrual Actual Sales Tax Received | 2015 Cumulative Accrual Budgeted Sales Tax | 2015 Cumulative Actual to Budget Variance |
|------------------|----------|--------------|----------------|----------------|----------------|----------------|----------------------------------|---|--|---|
| January | 0.90% | \$261,817.97 | \$256,028.91 | \$291,292.37 | \$204,854.04 | \$262,430.00 | (0.23%) | \$261,817.97 | 262,430.00 | (0.23%) |
| February | 0.90% | \$271,446.82 | \$245,824.15 | \$262,810.78 | \$220,498.65 | \$251,970.00 | 7.73% | \$533,264.79 | 514,400.00 | 3.67% |
| March | 0.90% | \$320,654.36 | \$287,301.65 | \$299,768.61 | \$266,975.22 | \$294,484.00 | 8.89% | \$853,919.15 | 808,884.00 | 5.57% |
| April | 0.90% | | \$253,212.12 | \$258,797.23 | \$239,889.31 | \$259,542.00 | 0.00% | \$0.00 | 1,068,426.00 | |
| May | 0.90% | | \$279,961.16 | \$292,014.18 | \$256,787.52 | \$286,960.00 | 0.00% | \$0.00 | 1,355,386.00 | |
| June | 0.90% | | \$354,351.27 | \$351,405.02 | \$291,693.72 | \$363,211.00 | 0.00% | \$0.00 | 1,718,597.00 | |
| July | 0.90% | | \$334,282.34 | \$317,410.71 | \$285,111.93 | \$342,639.00 | 0.00% | \$0.00 | 2,061,236.00 | |
| August | 0.90% | | \$328,643.28 | \$331,339.51 | \$313,703.24 | \$323,475.00 | 0.00% | \$0.00 | 2,384,711.00 | |
| September | 0.90% | | \$368,479.21 | \$336,708.79 | \$314,369.17 | \$309,491.00 | 0.00% | \$0.00 | 2,694,202.00 | |
| October | 0.90% | | \$306,363.54 | \$273,339.76 | \$265,862.08 | \$247,093.00 | 0.00% | \$0.00 | 2,941,295.00 | |
| November | 0.90% | | \$261,865.96 | \$261,546.64 | \$263,071.24 | \$241,672.00 | 0.00% | \$0.00 | 3,182,967.00 | |
| December | 0.90% | | \$374,287.05 | \$344,682.23 | \$361,349.36 | \$331,952.00 | 0.00% | \$0.00 | 3,514,919.00 | |
| Total | | \$853,919.15 | \$3,650,600.64 | \$3,621,115.83 | \$3,284,165.48 | \$3,514,919.00 | 0.00% | | | |
| Monthly Average | | \$284,639.72 | \$304,216.72 | \$301,759.65 | \$273,680.46 | \$292,909.92 | | | | |

Jefferson Transit Authority - 2005-2015 Cumulative Sales Tax (Accrual Based)



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Five Months Ending May 31, 2015**

| | <u>May</u> | <u>Year to Date</u> |
|---|------------------------------|------------------------------|
| STATEMENT OF CASH FLOWS | | |
| Cash Balances - Beginning of Period | \$3,256,735.75 | \$3,961,628.00 |
| Operating Cash Provided/(Used) by: | | |
| Operating Activities | (\$682,503.86) | (\$1,454,041.62) |
| Non-Capital Financing Activities | \$592,118.57 | \$1,695,057.43 |
| Investing Activities | <u>\$439.51</u> | <u>\$1,640.14</u> |
| Total Operating Cash Provided/(Used) | (\$89,945.78) | \$242,655.95 |
| Capital Cash Provided/(Used) by: | | |
| Capital and Related Financing Activities | <u>\$42,009.02</u> | <u>(\$995,484.96)</u> |
| Net Increase/(Decrease) Cash and Equivalent | (\$47,936.76) | (\$752,829.01) |
| CASH BALANCES - END OF PERIOD | <u>\$3,208,798.99</u> | <u>\$3,208,798.99</u> |

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2015**

| | <u>May</u> | <u>YTD</u> | <u>Budget</u> | <u>% of Actual vs. Budget</u> |
|---|--------------|----------------|----------------|-----------------------------------|
| STATEMENT OF INCOME/(LOSS) | | | | |
| Operating Revenues | \$15,866.04 | \$82,004.55 | \$209,680.00 | 39.11% |
| Operating Expenses | | | | |
| Labor | 151,823.32 | 735,680.07 | 1,884,121.00 | 39.05% |
| Benefits | 98,537.08 | 537,322.33 | 1,423,526.00 | 37.75% |
| Services and User Fees | 17,574.52 | 56,043.89 | 182,150.00 | 30.77% |
| Materials & Supplies | 74,985.10 | 216,082.94 | 605,010.00 | 35.72% |
| Utilities | 3,374.08 | 22,978.14 | 83,690.00 | 27.46% |
| Casualty/Liability Costs | 8,761.66 | 43,808.30 | 108,480.00 | 40.38% |
| Taxes | 425.41 | 2,246.88 | 8,028.00 | 27.99% |
| Miscellaneous Expenses | 5,498.51 | 21,274.69 | 83,441.00 | 25.50% |
| Leases and Rentals | | 4,767.08 | 24,240.00 | 19.67% |
| Total Operating Expenses | 360,779.68 | 1,640,204.32 | 4,402,686.00 | 37.25% |
| Operating Income (Loss) | (344,913.64) | (1,558,199.77) | (4,193,006.00) | 37.16% |
| Non-Operating Revenues | | | | |
| Non-Transportation Revenue | 1,499.72 | 10,953.21 | 13,011.00 | 84.18% |
| Taxes Levied by Transit | 313,130.36 | 1,452,464.16 | 3,514,918.00 | 41.32% |
| Local Grants & Contributions | 1,250.00 | 6,250.00 | 17,500.00 | 35.71% |
| State Grants & Contributions | 21,665.00 | 108,871.27 | 199,600.00 | 54.54% |
| Federal Grants & Contributions | 68,471.00 | 342,355.00 | 814,932.00 | 42.01% |
| Total Non-Operating Revenues | 406,016.08 | 1,931,590.22 | 4,581,353.00 | 42.16% |
| Net Income (Loss) Before Transfers In/(Out) | 61,102.44 | 373,390.45 | 388,347.00 | 96.15% |
| Net Income/(Loss) | 61,102.44 | 373,390.45 | 388,347.00 | 96.15% |

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

| | <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 | \$11,258.87 | \$58,198.29 | \$142,800.00 | 40.76% |
| Fixed Route Fares - West - JTOC | 444.67 | 1,480.77 | 5,400.00 | 27.42% |
| Dial-a-Ride Fares (DAR) | 741.50 | 4,417.49 | 13,200.00 | 33.47% |
| Vanpools | 3,356.00 | 17,583.00 | 45,000.00 | 39.07% |
| Extended Service | | | 2,500.00 | 0.00% |
| Auxiliary Transportation Revenues | | | | |
| Other Services Revenue | 65.00 | 325.00 | 780.00 | 41.67% |
| Total Operating Revenues | 15,866.04 | 82,004.55 | 209,680.00 | 39.11% |
| NONOPERATING REVENUES | | | | |
| Nontransportation | | | | |
| Investment (Interest) Income | 439.51 | 1,640.14 | 1,704.00 | 96.25% |
| Other Nontransportation Revenues | 1,060.21 | 9,313.07 | 11,307.00 | 82.37% |
| Taxes Levied Directly by Transit System - Sales & Use Tax | 313,130.36 | 1,452,464.16 | 3,514,918.00 | 41.32% |
| Special Sales Tax Receipts - Miscellaneous | | 10,696.58 | 21,392.00 | 50.00% |
| 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 | 21,665.00 | 108,325.00 | 193,600.00 | 55.95% |
| RTAP | | 546.27 | 6,000.00 | 9.10% |
| Federal Grants and Contributions (OPERATING) | | | | |
| Federal Grants and Contributions - FTA 5311 | 68,471.00 | 342,355.00 | 814,932.00 | 42.01% |
| Capital Contributions - Local/State/Federal | | | | |
| Capital Contributions - FTA 5311, Equipment Assistance (Federal) | 324,854.38 | 773,605.42 | | 0.00% |
| Capital Contributions - FTA 5311(f), Equipment Assistance (Federal) | 1,460.00 | 463,911.00 | | 0.00% |
| Total Nonoperating Revenues | 732,330.46 | 3,169,106.64 | 4,581,353.00 | 69.17% |
| TOTAL REVENUES | 748,196.50 | 3,251,111.19 | 4,791,033.00 | 67.86% |

Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2015

| | <u>May</u> | <u>YTD</u> | <u>Budget</u> | <u>% of Actual vs. Budget</u> |
|--|-------------|--------------|---------------|-----------------------------------|
| OPERATING EXPENSES | | | | |
| Labor | | | | |
| Operators Salaries & Wages - Fixed Route | \$52,335.35 | \$255,180.51 | \$614,707.00 | 41.51% |
| Operators Overtime - Fixed Route | 2,691.93 | 14,002.81 | 53,864.00 | 26.00% |
| Operators Salaries & Wages - Dial-a-Ride (DAR) | 9,684.11 | 48,622.77 | 157,420.00 | 30.89% |
| Operators Overtime - Dial-a-Ride (DAR) | 186.00 | 1,372.17 | 7,269.00 | 18.88% |
| Other Salaries & Wages (Mntce, Dispatch, Cust Serv) | 42,005.30 | 201,855.11 | 530,549.00 | 38.05% |
| Other Overtime (Mntce, Dispatch, Cust Serv) | 2,506.27 | 12,986.58 | 44,322.00 | 29.30% |
| Administration Salaries | 42,214.36 | 201,660.12 | 475,990.00 | 42.37% |
| Benefits | | | | |
| FICA | 12,873.56 | 62,753.48 | 178,869.00 | 35.08% |
| Pension Plans (PERS) | 14,782.64 | 80,554.20 | 226,231.00 | 35.61% |
| Medical Plans | 38,102.05 | 190,510.25 | 499,313.00 | 38.15% |
| Dental Plans | 3,052.00 | 15,260.00 | 43,695.00 | 34.92% |
| Unemployment Insurance (UI) | | | 9,068.00 | 0.00% |
| Workers' Compensation Insurance - Labor & Industries (L&I) | 3,964.50 | 18,999.77 | 72,009.00 | 26.39% |
| Holiday | 6,191.68 | 48,265.10 | 84,850.00 | 56.88% |
| General Leave | 17,657.45 | 100,750.99 | 254,955.00 | 39.52% |
| Other Paid Absence (Court Duty & Bereavement) | 834.26 | 4,892.02 | 14,686.00 | 33.31% |
| Uniforms, Work Clothing & Tools Allowance | 557.88 | 2,978.28 | 13,350.00 | 22.31% |
| Other Benefits (HRA, EAP & Wellness) | 521.06 | 12,358.24 | 26,500.00 | 46.63% |
| Service and User Fees | | | | |
| Vanpool Services and Fees | | | 3,000.00 | 0.00% |
| Advertising Fees | 2,613.20 | 7,609.71 | 18,250.00 | 41.70% |
| Professional & Technical Services | 3,252.70 | 20,324.39 | 77,050.00 | 26.38% |
| Contract Maintenance Services (IT Services) | 400.00 | 400.00 | 2,125.00 | 18.82% |
| Security Services | 678.53 | 678.53 | 4,400.00 | 15.42% |
| Vehicle Technical Services | 4,490.07 | 9,161.11 | 30,750.00 | 29.79% |
| Property Maintenance Services | 3,408.68 | 5,757.61 | 12,500.00 | 46.06% |
| Software Maintenance Fees | 2,243.96 | 9,133.44 | 23,175.00 | 39.41% |
| Postage & Mail Meter Fees | 27.88 | 1,129.60 | 3,600.00 | 31.38% |
| Drug & Alcohol Services | 319.50 | 1,249.50 | 4,800.00 | 26.03% |
| Other Services & User Fees | 140.00 | 600.00 | 2,500.00 | 24.00% |
| Materials and Supplies Consumed | | | | |
| Fuel | 64,649.42 | 144,943.76 | 407,000.00 | 35.61% |
| Tires | (1,240.63) | 6,471.54 | 31,500.00 | 20.54% |
| Lubrication | 824.30 | 3,912.92 | 10,550.00 | 37.09% |
| Tools | 398.79 | 2,618.69 | 10,000.00 | 26.19% |
| Vehicle Maintenance & Repair Parts | 5,145.04 | 35,023.85 | 62,000.00 | 56.49% |
| Non-Vehicle Maintenance & Repair Parts | 118.53 | 1,354.90 | 8,240.00 | 16.44% |
| Vehicle Accessories | | | 1,350.00 | 0.00% |
| Park & Ride Materials | 130.27 | 482.93 | 3,000.00 | 16.10% |
| Shop Supplies (Maintenance & Cleaning) | 1,619.37 | 5,875.23 | 18,500.00 | 31.76% |
| Safety & Emergency Supplies | | 91.55 | 8,550.00 | 1.07% |
| Office Supplies | 2,246.07 | 4,066.14 | 13,420.00 | 30.30% |
| Computer Programs & Supplies | (58.02) | 3,009.67 | 2,750.00 | 109.44% |
| Printing (Photocopier, Schedules & Brochures) | 1,151.96 | 8,033.87 | 26,150.00 | 30.72% |
| Other Materials & Supplies | | 197.89 | 2,000.00 | 9.89% |
| Utilities | | | | |
| Water, Sewer & Solid Garbage | 1,486.92 | 6,515.22 | 26,920.00 | 24.20% |
| Utilities (Electrical & Propane) | 10.68 | 4,863.09 | 23,475.00 | 20.72% |
| Telephone & Internet | 1,876.48 | 11,599.83 | 33,295.00 | 34.84% |
| Casualty and Liability Costs | | | | |
| Premiums for Public Liability & Property Damage Insurance | 8,761.66 | 43,808.30 | 108,480.00 | 40.38% |
| Taxes | | | | |
| State Taxes | 305.58 | 1,580.07 | 4,278.00 | 36.93% |
| Vehicle Licensing & Registration Fees | | | 750.00 | 0.00% |
| Other Licensing Fees & Taxes | 119.83 | 666.81 | 3,000.00 | 22.23% |

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2015**

| | <u>May</u> | <u>YTD</u> | <u>Budget</u> | <u>% of Actual vs. Budget</u> |
|--|--------------------------|----------------------------|----------------------------|-----------------------------------|
| Miscellaneous | | | | |
| Dues & Subscriptions | \$724.08 | \$4,161.02 | \$15,591.00 | 26.69% |
| Travel & Meetings | 1,475.15 | 5,197.13 | 29,900.00 | 17.38% |
| Safety Program (Rodeo & Safety Rewards) | | 690.73 | 6,500.00 | 10.63% |
| Training (Classes, Seminars & Materials) | 3,179.28 | 10,571.81 | 26,550.00 | 39.82% |
| EE CDL and EE Physical Expense | 120.00 | 654.00 | 4,600.00 | 14.22% |
| Other Miscellaneous | | | 300.00 | 0.00% |
| Interest Expense | | | | |
| Interest on Long-term Debt Obligation | | 25.00 | | 0.00% |
| Leases and Rentals | | | | |
| Transit Way & Passenger Stations | | 413.82 | 1,800.00 | 22.99% |
| Service Vehicles & Equipment | | 70.85 | 9,000.00 | 0.79% |
| Other General Administration Facilities | | 4,282.41 | 13,440.00 | 31.86% |
| TOTAL OPERATING EXPENSES | <u><u>360,779.68</u></u> | <u><u>1,640,229.32</u></u> | <u><u>4,402,686.00</u></u> | <u><u>37.26%</u></u> |

Jefferson Transit Authority/FTA Grant WA-03-0180-02 (Four Corners Facility Project)

| | | | | |
|--|-----------------|-----------------|---|--|
| Total Project Cost | | \$ 4,083,068.00 | Equals Total project award plus total match | |
| FTA FUNDS AWARDED TO JTA | | | JTA MATCH | |
| Original | \$ | 560,000.00 | Match Required | \$ 816,614.00 |
| 1st Amendment | \$ | 423,679.00 | | |
| | \$ | 970,874.00 | | |
| | \$ | 380,361.00 | | |
| 2nd Amendment | \$ | 931,540.00 | | |
| Total Project Award from FTA | | \$ 3,266,454.00 | Total Match | \$ 816,614.00 |
| Disbursements to date | | \$ 3,212,636.00 | Disbursements to date | \$ 816,614.00 |
| Remaining Balance | | \$ 53,818.00 | Remaining Balance | \$ - |
| Team/Disbursements | | \$ 3,212,636.00 | JTA Match | \$ 816,614.00 |
| Difference | | \$ - | Difference | \$ - |
| Total Project Award and Total Match equal Total Project Cost | | | | |
| Amount spent to date | | | | |
| JTA Has met the FTA match | | | | |
| FTA TEAM/ECHO reconciliation | | | | |
| Detail of Disbursements | | | | |
| Date | Total Amount | FTA Share | JTA Share | Invoice Numbers |
| 1/20/2005 | \$ 32,530.35 | \$ 26,025.00 | \$ 6,505.35 | Inv #174437; 57832001; 74572; 6501360 Payroll Sheets |
| 2/7/2005 | \$ 74,291.66 | \$ 59,434.00 | \$ 14,857.66 | Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports |
| 4/29/2005 | \$ 47,592.07 | \$ 38,074.00 | \$ 9,518.07 | Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05; 121700 |
| 7/13/2005 | \$ 34,544.54 | \$ 27,636.00 | \$ 6,908.54 | Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend |
| 9/13/2005 | \$ 41,886.50 | \$ 33,510.00 | \$ 8,376.50 | Inv #PTL 3/2&4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2,7/1,8/2,9/1/2005 |
| 5/12/2006 | \$ 7,537.00 | \$ 6,006.00 | \$ 1,531.00 | Inv # HMW 1/3, 2/1, 3/2, 3/3/2006; 3626 |
| 1/24/2007 | \$ 268,065.63 | \$ 214,452.00 | \$ 53,613.63 | Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase |
| 1/24/2007 | \$ (319.00) | \$ (319.00) | | correction to 05/12/06 draw |
| 2/2/2007 | \$ 14,054.00 | \$ 14,054.00 | | Inv#2004015-1206 |
| 9/15/2008 | \$ (11,590.00) | \$ (11,590.00) | | correction to 02/2/2007 draw |
| 9/24/2008 | \$ 139.31 | \$ 112.00 | \$ 27.31 | Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's |
| 9/24/2008 | \$ (46.00) | \$ (46.00) | | correction to 02/2/2007 draw |
| 5/18/2012 | \$ 15,824.74 | \$ 12,660.00 | \$ 3,164.74 | Inv# C15926350; C15926564; 3249925 |
| 1/28/2013 | \$ 1,798.78 | \$ 298.00 | \$ 1,500.78 | Inv# 11308; 17123-1; 3270127 |
| 4/30/2013 | \$ 14,419.05 | \$ 4,360.00 | \$ 10,059.05 | Inv# 20130317; 31325; 21314; 17215; 13-056 |
| 5/17/2013 | \$ 26,532.35 | \$ 21,226.00 | \$ 5,306.35 | Inv# 20130419 |
| 8/5/2013 | \$ 63,999.21 | \$ 47,850.00 | \$ 16,149.21 | Inv# 20130517; 20130619; 71322; 13-116 |
| 9/24/2013 | \$ 109,263.62 | \$ 78,062.00 | \$ 31,201.62 | Inv# 201307020; 20130810; 071305; 081306; 091311 |
| 10/17/2013 | \$ 32,128.03 | \$ 24,363.00 | \$ 7,765.03 | Inv# 20130912; 101311 |
| 11/25/2013 | \$ 60,655.54 | \$ 48,524.00 | \$ 12,131.54 | Inv# 20131014 |
| 1/8/2014 | \$ 54,281.46 | \$ 38,662.00 | \$ 15,619.46 | Inv# 20131116; 121313; SEPTICPERMIT14; 11403 |
| 1/31/2014 | \$ 114,715.46 | \$ 90,788.00 | \$ 23,927.46 | Inv# 111325; 14-004, 14-005, 14-006; 20131212 |
| 2/26/2014 | \$ 92,386.70 | \$ 70,635.00 | \$ 21,751.70 | Inv# 021414 B, Permit 2-11-2014 B, 14-025 |
| 3/26/2014 | \$ 63,285.76 | \$ 50,628.00 | \$ 12,657.76 | B, 20140113B, 48430 B, 14-018, SEPTICPERMIT14 |
| 4/21/2014 | \$ 41,043.83 | \$ 21,359.00 | \$ 19,684.83 | 00005, 2014Bldg14-00006, 2014Bldg14- |
| 6/4/2014 | \$ 17,092.82 | \$ 13,674.00 | \$ 3,418.82 | Inv# 48860, 31419, 1041404, 20140312, 041411B |
| 7/9/2014 | \$ 11,362.00 | \$ 9,090.00 | \$ 2,272.00 | Inv# 1218, 49099, 20140415, 51416 |
| | | | | Inv# 20140510, 061411 |
| 1/18/2014 | \$ 283,306.78 | \$ 226,645.00 | \$ 56,661.78 | Inv# 49488, 1228, 54-572569, 20140611, 100, 071411, Application#1 |
| 8/14/2014 | \$ 314,402.33 | \$ 251,522.00 | \$ 62,880.33 | Inv# 81414, App #2, 51331, ODT AccEas, 13192 |
| 9/23/2014 | \$ 414,443.07 | \$ 331,554.00 | \$ 82,889.07 | Inv# 13378; 20140710; 20140811, BLD14-00004, PR#3 |
| 10/22/2014 | \$ 257,213.70 | \$ 205,771.00 | \$ 51,442.70 | 20140905, PR#4, 13583 |
| 11/24/2014 | \$ 603,988.35 | \$ 483,192.00 | \$ 120,796.35 | 091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125 |
| 1/5/2015 | \$ 223,022.05 | \$ 178,418.00 | \$ 44,604.05 | 20141104/1412122/141222/PR#6/14253 |
| 1/26/2015 | \$ 213,495.73 | \$ 170,797.00 | \$ 42,698.73 | 20141208; 150115; PR#7 |
| 2/5/2015 | \$ 2,061.25 | \$ 1,649.00 | \$ 412.25 | 14425 (final 2014 Invoice this project) |
| 2/25/2015 | \$ 468,112.33 | \$ 401,832.00 | \$ 66,280.33 | 20150109; 150220; PR#8; 14586 |
| 4/10/2015 | \$ 21,729.00 | \$ 21,729.00 | \$ - | Meter, 20150208, 14757 |
| Total | \$ 4,029,250.00 | \$ 3,212,636.00 | \$ 816,614.00 | |

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

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

| | | | |
|--------------------------|----------------------------------|-------------------|------|
| Current Account Status | Balance per Bank @ 5/31/15 | \$ 1,531,634.90 | \$ - |
| Balance per GL @ 4/30/15 | | \$ 2,386,085.91 | |
| | Transfers - In | \$ - | |
| | Transfers - In (Bond Financing) | \$ - | |
| | Debt Financing Expenses | \$ - | |
| | Reimbursement | \$ 392,954.48 | |
| | Investment Interest | \$ 212.31 | |
| | Transfers - Out (Purchases) | \$ (1,247,617.80) | |
| | Transfers - Out (Bond Reserves) | \$ - | |
| Balance per GL @ 5/31/15 | | \$ 1,531,634.90 | |

2015 Capital Projects

| Facility | | Grant Funding | JTA Funding | JTA Appropriation |
|--|---|-----------------|-----------------|-------------------|
| | 2015 Budgeted Balance | \$ 480,000.00 | \$ 120,000.00 | \$ (120,000.00) |
| | Change to Add Regional STP funds | \$ 493,717.00 | \$ 77,054.00 | \$ (77,054.00) |
| | STP-Flex for Fuel Island | \$ 272,000.00 | \$ 68,000.00 | \$ (68,000.00) |
| | | \$ - | \$ - | \$ - |
| | JTA Outlay | \$ - | \$ 1,795,222.00 | \$ (1,795,222.00) |
| Monthly Payments | | \$ - | \$ - | \$ - |
| | Jan-15 Pease, TCF, PT | \$ (178,456.00) | \$ (44,614.13) | \$ 44,614.13 |
| | Feb-15 Pease, TCF, PT, Materials Testing | \$ (476,249.84) | \$ (119,062.46) | \$ 119,062.46 |
| | Mar-15 Pease, TCF, PT, Materials Testing | \$ (311,775.30) | \$ (77,943.82) | \$ 77,943.82 |
| | Apr-15 Pease, TCF, PT, Materials Testing, Other | \$ (359,660.07) | \$ (153,202.07) | \$ 153,202.07 |
| | May-15 Pease, TCF, PT, Materials Testing, Other | \$ (321,911.26) | \$ (421,961.04) | \$ 421,961.04 |
| | Jun-15 | | | |
| | Jul-15 | | | |
| | Aug-15 | | | |
| | Sep-15 | | | |
| | Oct-15 | | | |
| | Nov-15 | | | |
| | Dec-15 | | | |
| | Ending Balance | | | \$ (1,243,492.48) |
| Other Building and Structures | | Grant Funding | JTA Funding | |
| Transit Shelter New & Replace | 2015 Beginning Balance | \$ 22,472.00 | \$ 5,618.00 | \$ (5,618.00) |
| | Solar Lighting for Shelters | \$ (3,316.80) | \$ (829.20) | \$ 829.20 |
| | New Transit Shelter | \$ (10,520.00) | \$ (2,630.00) | \$ 2,630.00 |
| Kiosks and Signage | 2015 Beginning Balance | \$ 8,000.00 | \$ 2,000.00 | \$ (2,000.00) |
| PNR Upgrades (banners, signs, etc) | 2015 Beginning Balance | \$ - | \$ 35,000.00 | \$ (35,000.00) |
| Four Corners PNR | 2015 Beginning Balance | \$ 240,000.00 | \$ 60,000.00 | \$ (60,000.00) |
| Revenue Vehicles | | | | |
| Cut-a-Way Vehicles | 2015 Beginning Balance | \$ 276,000.00 | \$ 69,000.00 | \$ (69,000.00) |
| Service Vehicles | | | | |
| Service Equipment | | | | |
| VoIP Local Host Phone System | 2015 Supplemental Budget | | \$ 24,000.00 | \$ (24,000.00) |
| | Down Payment | | \$ (4,194.35) | \$ 4,194.35 |
| | Ending Balance | | | \$ (19,805.65) |
| Office Furniture & Equipment | | | | |
| IT Systems/Trapeze Upgrades | 2014 Beginning Balance | \$ 47,090.00 | \$ 11,772.00 | \$ (11,772.00) |
| | Trapeze Upgrade 50% | \$ (5,584.20) | \$ (1,396.05) | \$ 1,396.05 |
| | License and Equipment | \$ (1,699.20) | \$ (424.80) | \$ 424.80 |
| | Projector & Attachments | \$ (6,041.26) | \$ (1,510.32) | \$ 1,510.32 |
| | Balance | | | \$ (8,440.83) |
| JTA Capital Reserve Account Balance | | | | \$ 1,531,634.90 |
| JTA Appropriated Project Funds Sub-Total | | | | \$ (1,459,703.41) |

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ **71,931.49**

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



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A-2

July 15, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: June 2015 Financial Report

Sales Tax Analysis Reports –

- Sales tax for April 2015 is 17% higher than received for April 2014. It is 16.68% higher than budgeted. This is very good news.

Revenue Report –

- Operating Revenues are down compared to budget but gained some ground with increased ridership in June. We are still down in JTOC and DAR farebox receipts, but east side receipts gained ground and came in line with budget.

Expense Report –

- **Labor** - On Track. Will see increase in overtime over the summer months, offsetting that with the hiring of temporary drivers. Administration salaries are slightly over budget, a large portion of the variance is due to the facility move and the need to have the IT Administrator working full time during the transition. The IT Administrator position has returned to part-time status.
- **Benefits** –
 - Holiday is over budget because we “front load” the two personal holidays each employee receives annually, however this figure is leveling out as the year progresses.
 - Other Benefits is over budget, but I expect that number to level out as well.
- **Service and User Fees** – On Track
- **Materials and Supplied Consumed**
 - The inventory system for the new tank was not in service until the end of June. We received a fuel delivery in May, but that fuel was not included in inventory until June. This is why there is an extremely high fuel expense in May, and a negative expense in June.
 - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be “expensed” from the inventory.
 - Computer Programs & Supplies is over budget and will remain over budget.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

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



June 2015 Financial Summary

Budget Tracking Figure: 50%

| | |
|---|------------------|
| 1. Operational Expenses: | \$287,968.06 |
| Operational Revenues: | \$18,288.58 |
| Non-Operational Income: | \$509,862.33 |
| Capital Expenses: | \$358,562.10 |
| Capital Income: | \$41,296.12 |
| 2. Sales Tax Received 6/30/2015 for April 2015: | \$302,831.80 |
| Sales Tax Received 6/30/2014 for April 2014: | \$253,212.12 |
| **Sales tax increased from prior year 19%** | |
| 3. Cash on Hand as of June 30, 2015*: | |
| Operating: | \$872,898.02 |
| Operating Reserve (50% Funded): | \$550,000.00 |
| (Minimum Funding Required \$1,100,000) | |
| Capital Account: | \$141,297.22 |
| Capital Reserve: | \$1,073,263.69 |
| Unemployment Reserve: | \$21,575.00 |
| Bond Payment Reserve: | \$21,621.38 |
| Bond Reserve: | \$85,250.00 |
| EFT Fund: | \$115,689.93 |
| Travel Fund: | \$1,485.01 |
| Total | \$2,884,114.84** |

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

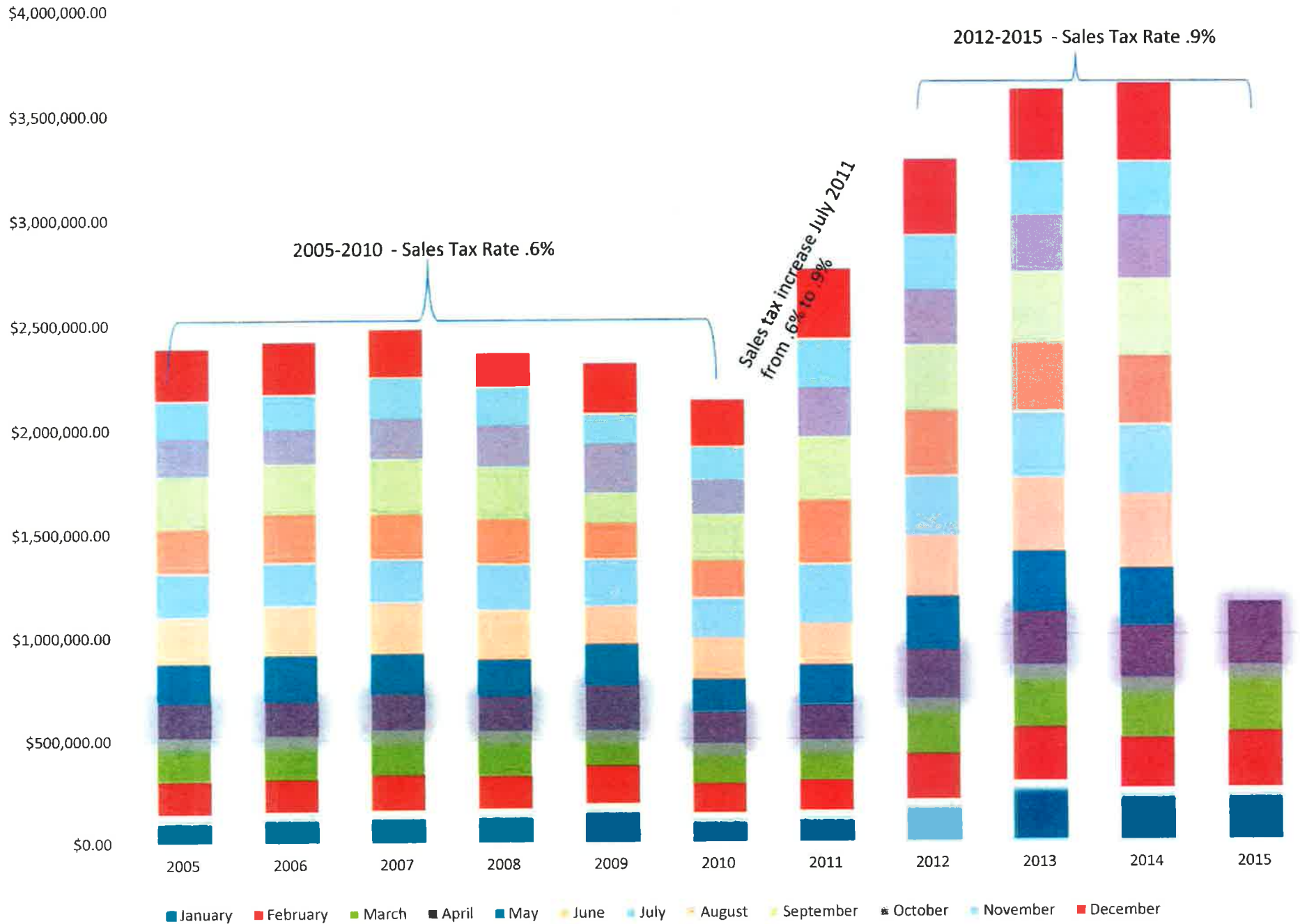
Month Received - Cash Basis (Cash Flow)

| Month of Receipt | Tax Rate | 2015 Tax | 2014 Tax | 2013 Tax | 2012 Tax | 2015 Budget | 2015 Monthly Act to Bud Variance | 2015 Cumulative Cash Actual Sales Tax Received | 2015 Cumulative Cash Budgeted Sales Tax | 2015 Cumulative Actual to Budget Variance |
|------------------|----------|----------------|----------------|----------------|----------------|----------------|----------------------------------|--|---|---|
| January | 0.90% | \$261,865.96 | \$261,546.64 | \$263,071.24 | \$234,370.59 | \$246,090.00 | 6.41% | \$261,865.96 | 246,090.00 | 6.41% |
| February | 0.90% | \$374,287.05 | \$344,682.23 | \$361,349.36 | \$331,924.43 | \$338,020.00 | 10.73% | \$636,153.01 | 584,110.00 | 8.91% |
| March | 0.90% | \$261,817.97 | \$256,028.91 | \$291,292.37 | \$204,854.04 | \$262,430.00 | (0.23%) | \$897,970.98 | 846,540.00 | 6.08% |
| April | 0.90% | \$271,446.82 | \$245,824.15 | \$262,810.78 | \$220,498.65 | \$251,970.00 | 7.73% | \$1,169,417.80 | 1,098,510.00 | 6.45% |
| May | 0.90% | \$320,654.36 | \$287,301.65 | \$299,768.61 | \$266,975.22 | \$294,484.00 | 8.89% | \$1,490,072.16 | 1,392,994.00 | 6.97% |
| June | 0.90% | \$302,831.80 | \$253,212.12 | \$258,797.23 | \$239,889.31 | \$259,542.00 | 16.68% | \$1,792,903.96 | 1,652,536.00 | 8.49% |
| July | 0.90% | | \$279,961.16 | \$292,014.18 | \$256,787.52 | \$286,960.00 | 0.00% | \$0.00 | 1,939,496.00 | |
| August | 0.90% | | \$354,351.27 | \$351,405.02 | \$291,693.72 | \$363,211.00 | 0.00% | \$0.00 | 2,302,707.00 | |
| September | 0.90% | | \$334,282.34 | \$317,410.71 | \$285,111.93 | \$342,639.00 | 0.00% | \$0.00 | 2,645,346.00 | |
| October | 0.90% | | \$328,643.28 | \$331,339.51 | \$313,703.24 | \$323,475.00 | 0.00% | \$0.00 | 2,968,821.00 | |
| November | 0.90% | | \$368,479.21 | \$336,708.79 | \$314,369.17 | \$309,491.00 | 0.00% | \$0.00 | 3,278,312.00 | |
| December | 0.90% | | \$306,363.54 | \$273,339.76 | \$265,862.08 | \$247,093.00 | 0.00% | \$0.00 | 3,525,405.00 | |
| Total | | \$1,792,903.96 | \$3,620,676.50 | \$3,639,307.56 | \$3,226,039.90 | \$3,525,405.00 | 0.00% | | | |
| Monthly Average | | \$298,817.33 | \$301,723.04 | \$303,275.63 | \$268,836.66 | \$293,783.75 | | | | |

Month Earned - Accrual Basis (Income Statement)

| Month Recognized | Tax Rate | 2015 Tax | 2014 Tax | 2013 Tax | 2012 Tax | 2015 Budget | 2015 Actual to Budgeted Variance | 2015 Cumulative Accrual Actual Sales Tax Received | 2015 Cumulative Accrual Budgeted Sales Tax | 2015 Cumulative Actual to Budget Variance |
|------------------|----------|----------------|----------------|----------------|----------------|----------------|----------------------------------|---|--|---|
| January | 0.90% | \$261,817.97 | \$256,028.91 | \$291,292.37 | \$204,854.04 | \$262,430.00 | (0.23%) | \$261,817.97 | 262,430.00 | (0.23%) |
| February | 0.90% | \$271,446.82 | \$245,824.15 | \$262,810.78 | \$220,498.65 | \$251,970.00 | 7.73% | \$533,264.79 | 514,400.00 | 3.67% |
| March | 0.90% | \$320,654.36 | \$287,301.65 | \$299,768.61 | \$266,975.22 | \$294,484.00 | 8.89% | \$853,919.15 | 808,884.00 | 5.57% |
| April | 0.90% | \$302,831.80 | \$253,212.12 | \$258,797.23 | \$239,889.31 | \$259,542.00 | 16.68% | \$1,156,750.95 | 1,068,426.00 | 8.27% |
| May | 0.90% | | \$279,961.16 | \$292,014.18 | \$256,787.52 | \$286,960.00 | 0.00% | \$0.00 | 1,355,386.00 | |
| June | 0.90% | | \$354,351.27 | \$351,405.02 | \$291,693.72 | \$363,211.00 | 0.00% | \$0.00 | 1,718,597.00 | |
| July | 0.90% | | \$334,282.34 | \$317,410.71 | \$285,111.93 | \$342,639.00 | 0.00% | \$0.00 | 2,061,236.00 | |
| August | 0.90% | | \$328,643.28 | \$331,339.51 | \$313,703.24 | \$323,475.00 | 0.00% | \$0.00 | 2,384,711.00 | |
| September | 0.90% | | \$368,479.21 | \$336,708.79 | \$314,369.17 | \$309,491.00 | 0.00% | \$0.00 | 2,694,202.00 | |
| October | 0.90% | | \$306,363.54 | \$273,339.76 | \$265,862.08 | \$247,093.00 | 0.00% | \$0.00 | 2,941,295.00 | |
| November | 0.90% | | \$261,865.96 | \$263,071.24 | \$241,672.00 | \$241,672.00 | 0.00% | \$0.00 | 3,182,967.00 | |
| December | 0.90% | | \$374,287.05 | \$344,682.23 | \$361,349.36 | \$331,952.00 | 0.00% | \$0.00 | 3,514,919.00 | |
| Total | | \$1,156,750.95 | \$3,650,600.64 | \$3,621,115.83 | \$3,284,165.48 | \$3,514,919.00 | 0.00% | | | |
| Monthly Average | | \$289,187.74 | \$304,216.72 | \$301,759.65 | \$273,680.46 | \$292,909.92 | | | | |

Jefferson Transit Authority - 2005-2015 Cumulative Sales Tax (Accrual Based)



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Six Months Ending June 30, 2015**

| | June | Year to Date |
|---|-----------------------|-----------------------|
| STATEMENT OF CASH FLOWS | | |
| Cash Balances - Beginning of Period | \$3,208,773.99 | \$3,961,628.00 |
| Operating Cash Provided/(Used) by: | | |
| Operating Activities | (\$484,274.41) | (\$1,927,558.97) |
| Non-Capital Financing Activities | \$314,395.43 | \$2,009,452.86 |
| Investing Activities | \$411.90 | \$2,052.04 |
| Total Operating Cash Provided/(Used) | (\$169,467.08) | \$83,945.93 |
| Capital Cash Provided/(Used) by: | | |
| Capital and Related Financing Activities | (\$150,333.46) | (\$1,156,600.48) |
| Net Increase/(Decrease) Cash and Equivalent | (\$319,800.54) | (\$1,072,654.55) |
| CASH BALANCES - END OF PERIOD | \$2,888,973.45 | \$2,888,973.45 |

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Six Months Ending June 30, 2015**

| | June | YTD | Budget | % of Actual vs. Budget |
|---|--------------|----------------|----------------|---------------------------|
| STATEMENT OF INCOME/(LOSS) | | | | |
| Operating Revenues | \$18,288.58 | \$100,293.13 | \$209,680.00 | 47.83% |
| Operating Expenses | | | | |
| Labor | 165,343.23 | 901,023.30 | 1,884,121.00 | 47.82% |
| Benefits | 94,251.76 | 632,920.57 | 1,423,526.00 | 44.46% |
| Services and User Fees | 14,567.17 | 78,726.14 | 182,150.00 | 43.22% |
| Materials & Supplies | (2,367.46) | 213,880.84 | 605,010.00 | 35.35% |
| Utilities | 3,939.25 | 28,945.91 | 83,690.00 | 34.59% |
| Casualty/Liability Costs | 8,761.66 | 52,569.96 | 108,480.00 | 48.46% |
| Taxes | 472.07 | 2,718.95 | 8,028.00 | 33.87% |
| Miscellaneous Expenses | 892.32 | 22,167.01 | 83,441.00 | 26.57% |
| Leases and Rentals | 2,108.06 | 7,944.38 | 24,240.00 | 32.77% |
| Total Operating Expenses | 287,968.06 | 1,940,897.06 | 4,402,686.00 | 44.08% |
| Operating Income (Loss) | (269,679.48) | (1,840,603.93) | (4,193,006.00) | 43.90% |
| Non-Operating Revenues | | | | |
| Non-Transportation Revenue | 1,278.95 | 12,232.16 | 13,011.00 | 94.01% |
| Taxes Levied by Transit | 406,500.80 | 1,858,964.96 | 3,514,918.00 | 52.89% |
| Local Grants & Contributions | 1,250.00 | 7,500.00 | 17,500.00 | 42.86% |
| State Grants & Contributions | 21,665.00 | 130,536.27 | 199,600.00 | 65.40% |
| Federal Grants & Contributions | 68,471.00 | 410,826.00 | 814,932.00 | 50.41% |
| Total Non-Operating Revenues | 509,862.33 | 2,441,452.55 | 4,581,353.00 | 53.29% |
| Net Income (Loss) Before Transfers In/(Out) | 240,182.85 | 600,848.62 | 388,347.00 | 154.72% |
| Net Income/(Loss) | 240,182.85 | 600,848.62 | 388,347.00 | 154.72% |

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

| | <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 | \$13,297.59 | \$71,495.88 | \$142,800.00 | 50.07% |
| Fixed Route Fares - West - JTOC | 415.13 | 1,895.90 | 5,400.00 | 35.11% |
| Dial-a-Ride Fares (DAR) | 825.86 | 5,243.35 | 13,200.00 | 39.72% |
| Vanpools | 3,685.00 | 21,268.00 | 45,000.00 | 47.26% |
| Extended Service | | | 2,500.00 | 0.00% |
| Auxiliary Transportation Revenues | | | | |
| Other Services Revenue | 65.00 | 390.00 | 780.00 | 50.00% |
| Total Operating Revenues | 18,288.58 | 100,293.13 | 209,680.00 | 47.83% |
| NONOPERATING REVENUES | | | | |
| Nontransportation | | | | |
| Investment (Interest) Income | 411.90 | 2,052.04 | 1,704.00 | 120.42% |
| Other Nontransportation Revenues | 867.05 | 10,180.12 | 11,307.00 | 90.03% |
| Taxes Levied Directly by Transit System - Sales & Use Tax | 406,500.80 | 1,858,964.96 | 3,514,918.00 | 52.89% |
| Special Sales Tax Receipts - Miscellaneous | 10,696.58 | 21,393.16 | 21,392.00 | 100.01% |
| 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 | 21,665.00 | 129,990.00 | 193,600.00 | 67.14% |
| RTAP | | 546.27 | 6,000.00 | 9.10% |
| Federal Grants and Contributions (OPERATING) | | | | |
| Federal Grants and Contributions - FTA 5311 | 68,471.00 | 410,826.00 | 814,932.00 | 50.41% |
| Capital Contributions - Local/State/Federal | | | | |
| Capital Contributions - FTA 5311, Equipment Assistance (Federal) | | 773,605.42 | | 0.00% |
| Capital Contributions - FTA 5311(f), Equipment Assistance (Federal) | | 463,911.00 | | 0.00% |
| Total Nonoperating Revenues | 509,862.33 | 3,678,968.97 | 4,581,353.00 | 80.30% |
| TOTAL REVENUES | 528,150.91 | 3,779,262.10 | 4,791,033.00 | 78.88% |

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2015**

| | <u>June</u> | <u>YTD</u> | <u>Budget</u> | <u>% of Actual vs. Budget</u> |
|--|-------------|--------------|---------------|-----------------------------------|
| OPERATING EXPENSES | | | | |
| Labor | | | | |
| Operators Salaries & Wages - Fixed Route | \$50,978.50 | \$306,159.01 | \$614,707.00 | 49.81% |
| Operators Overtime - Fixed Route | 6,311.97 | 20,314.78 | 53,864.00 | 37.71% |
| Operators Salaries & Wages - Dial-a-Ride (DAR) | 9,614.00 | 58,236.77 | 157,420.00 | 36.99% |
| Operators Overtime - Dial-a-Ride (DAR) | 650.76 | 2,022.93 | 7,269.00 | 27.83% |
| Other Salaries & Wages (Mntce, Dispatch, Cust Serv) | 44,943.34 | 246,798.45 | 530,549.00 | 46.52% |
| Other Overtime (Mntce, Dispatch, Cust Serv) | 7,276.55 | 20,263.13 | 44,322.00 | 45.72% |
| Administration Salaries | 45,568.11 | 247,228.23 | 475,990.00 | 51.94% |
| Benefits | | | | |
| FICA | 13,256.45 | 76,009.93 | 178,869.00 | 42.49% |
| Pension Plans (PERS) | 15,036.02 | 95,590.22 | 226,231.00 | 42.25% |
| Medical Plans | 37,304.61 | 227,814.86 | 499,313.00 | 45.63% |
| Dental Plans | 3,010.18 | 18,270.18 | 43,695.00 | 41.81% |
| Unemployment Insurance (UI) | | | 9,068.00 | 0.00% |
| Workers' Compensation Insurance - Labor & Industries (L&I) | 4,278.17 | 23,277.94 | 72,009.00 | 32.33% |
| Holiday | 79.43 | 48,344.53 | 84,850.00 | 56.98% |
| General Leave | 19,922.13 | 120,673.12 | 254,955.00 | 47.33% |
| Other Paid Absence (Court Duty & Bereavement) | 537.82 | 5,429.84 | 14,686.00 | 36.97% |
| Uniforms, Work Clothing & Tools Allowance | 323.94 | 3,302.22 | 13,350.00 | 24.74% |
| Other Benefits (HRA, EAP & Wellness) | 503.01 | 14,207.73 | 26,500.00 | 53.61% |
| Service and User Fees | | | | |
| Vanpool Services and Fees | | | 3,000.00 | 0.00% |
| Advertising Fees | 1,002.60 | 8,612.31 | 18,250.00 | 47.19% |
| Professional & Technical Services | 11,739.98 | 38,634.63 | 77,050.00 | 50.14% |
| Contract Maintenance Services (IT Services) | | 400.00 | 2,125.00 | 18.82% |
| Security Services | | 678.53 | 4,400.00 | 15.42% |
| Vehicle Technical Services | | 10,382.39 | 30,750.00 | 33.76% |
| Property Maintenance Services | 196.13 | 6,026.28 | 12,500.00 | 48.21% |
| Software Maintenance Fees | 1,271.66 | 10,405.10 | 23,175.00 | 44.90% |
| Postage & Mail Meter Fees | 9.30 | 1,389.90 | 3,600.00 | 38.61% |
| Drug & Alcohol Services | 232.50 | 1,482.00 | 4,800.00 | 30.88% |
| Other Services & User Fees | 115.00 | 715.00 | 2,500.00 | 28.60% |
| Materials and Supplies Consumed | | | | |
| Fuel | (18,434.75) | 126,509.01 | 407,000.00 | 31.08% |
| Tires | 1,768.72 | 8,240.26 | 31,500.00 | 26.16% |
| Lubrication | 268.40 | 4,181.32 | 10,550.00 | 39.63% |
| Tools | 95.44 | 2,714.13 | 10,000.00 | 27.14% |
| Vehicle Maintenance & Repair Parts | 3,091.10 | 38,114.95 | 62,000.00 | 61.48% |
| Non-Vehicle Maintenance & Repair Parts | 301.68 | 1,666.29 | 8,240.00 | 20.22% |
| Vehicle Accessories | | | 1,350.00 | 0.00% |
| Park & Ride Materials | 38.61 | 521.54 | 3,000.00 | 17.38% |
| Shop Supplies (Maintenance & Cleaning) | 1,861.62 | 7,775.23 | 18,500.00 | 42.03% |
| Safety & Emergency Supplies | | 91.55 | 8,550.00 | 1.07% |
| Office Supplies | 1,486.54 | 5,577.40 | 13,420.00 | 41.56% |
| Computer Programs & Supplies | 109.55 | 3,211.77 | 2,750.00 | 116.79% |
| Printing (Photocopier, Schedules & Brochures) | 7,045.63 | 15,079.50 | 26,150.00 | 57.67% |
| Other Materials & Supplies | | 197.89 | 2,000.00 | 9.89% |
| Utilities | | | | |
| Water, Sewer & Solid Garbage | 1,341.40 | 7,856.62 | 26,920.00 | 29.19% |
| Utilities (Electrical & Propane) | 207.73 | 6,139.74 | 23,475.00 | 26.15% |
| Telephone & Internet | 2,390.12 | 14,949.55 | 33,295.00 | 44.90% |
| Casualty and Liability Costs | | | | |
| Premiums for Public Liability & Property Damage Insurance | 8,761.66 | 52,569.96 | 108,480.00 | 48.46% |
| Taxes | | | | |
| State Taxes | 352.24 | 1,932.31 | 4,278.00 | 45.17% |
| Vehicle Licensing & Registration Fees | | | 750.00 | 0.00% |
| Other Licensing Fees & Taxes | 119.83 | 786.64 | 3,000.00 | 26.22% |

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2015**

| | <u>June</u> | <u>YTD</u> | <u>Budget</u> | <u>% of Actual vs. Budget</u> |
|--|--------------------------|----------------------------|----------------------------|-----------------------------------|
| Miscellaneous | | | | |
| Dues & Subscriptions | \$699.08 | \$4,860.10 | \$15,591.00 | 31.17% |
| Travel & Meetings | 128.24 | 5,325.37 | 29,900.00 | 17.81% |
| Safety Program (Rodeo & Safety Rewards) | | 690.73 | 6,500.00 | 10.63% |
| Training (Classes, Seminars & Materials) | 65.00 | 10,636.81 | 26,550.00 | 40.06% |
| EE CDL and EE Physical Expense | | 654.00 | 4,600.00 | 14.22% |
| Other Miscellaneous | | | 300.00 | 0.00% |
| Interest Expense | | | | |
| Interest on Long-term Debt Obligation | 60.00 | 85.00 | | 0.00% |
| Leases and Rentals | | | | |
| Transit Way & Passenger Stations | | 413.82 | 1,800.00 | 22.99% |
| Service Vehicles & Equipment | 2,108.06 | 2,178.91 | 9,000.00 | 24.21% |
| Other General Administration Facilities | | 5,351.65 | 13,440.00 | 39.82% |
| TOTAL OPERATING EXPENSES | <u><u>288,028.06</u></u> | <u><u>1,940,982.06</u></u> | <u><u>4,402,686.00</u></u> | <u><u>44.09%</u></u> |

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

| | | | |
|---------------------------------|-----------------------------------|------------------------|-------------|
| Current Account Status | Balance per Bank @ 6/30/15 | \$ 1,214,560.91 | \$ - |
| Balance per GL @ 4/30/15 | | \$ 1,531,634.90 | |
| | Transfers - In | \$ - | |
| | Transfers - In (Bond Financing) | \$ - | |
| | Debt Financing Expenses | \$ - | |
| | Reimbursement | \$ 41,296.12 | |
| | Investment Interest | \$ 191.99 | |
| | Transfers - Out (Purchases) | \$ (358,562.10) | |
| | Transfers - Out (Bond Reserves) | \$ - | |
| Balance per GL @ 6/30/15 | | \$ 1,214,560.91 | |

| 2015 Capital Projects | | | | |
|---|---|----------------------|--------------------|-------------------|
| Facility | | Grant Funding | JTA Funding | JTA Appropriation |
| | 2015 Budgeted Balance | \$ 480,000.00 | \$ 120,000.00 | \$ (120,000.00) |
| | Change to Add Regional STP funds | \$ 493,717.00 | \$ 77,054.00 | \$ (77,054.00) |
| | STP-Flex for Fuel Island | \$ 272,000.00 | \$ 68,000.00 | \$ (68,000.00) |
| | | \$ - | \$ - | \$ - |
| | JTA Outlay | \$ - | \$ 1,795,222.00 | \$ (1,795,222.00) |
| Monthly Payments | | \$ - | \$ - | \$ - |
| | Jan-15 Pease, TCF, PT | \$ (178,456.00) | \$ (44,614.13) | \$ 44,614.13 |
| | Feb-15 Pease, TCF, PT, Materials Testing | \$ (476,249.84) | \$ (119,082.46) | \$ 119,082.46 |
| | Mar-15 Pease, TCF, PT, Materials Testing | \$ (311,775.30) | \$ (77,943.82) | \$ 77,943.82 |
| | Apr-15 Pease, TCF, PT, Materials Testing, Other | \$ (359,680.07) | \$ (153,202.07) | \$ 153,202.07 |
| | May-15 Pease, TCF, PT, Materials Testing, Other | \$ (321,911.26) | \$ (421,961.04) | \$ 421,961.04 |
| | Jun-15 Pease, TCF, Permitting | \$ - | \$ (341,528.19) | \$ 341,455.19 |
| | Jul-15 | | | |
| | Aug-15 | | | |
| | Sep-15 | | | |
| | Oct-15 | | | |
| | Nov-15 | | | |
| | Dec-15 | | | |
| | Ending Balance | | | \$ (902,037.29) |
| Other Building and Structures | | Grant Funding | JTA Funding | |
| Transit Shelter New & Replace | 2015 Beginning Balance | \$ 22,472.00 | \$ 5,618.00 | \$ (5,618.00) |
| | Solar Lighting for Shelters | \$ (3,316.80) | \$ (829.20) | \$ 829.20 |
| | New Transit Shelter | \$ (10,520.00) | \$ (2,630.00) | \$ 2,630.00 |
| Kiosks and Signage | 2015 Beginning Balance | \$ 8,000.00 | \$ 2,000.00 | \$ (2,000.00) |
| PNR Upgrades (banners, signs, e | 2015 Beginning Balance | \$ - | \$ 35,000.00 | \$ (35,000.00) |
| Four Corners PNR | 2015 Beginning Balance | \$ 240,000.00 | \$ 60,000.00 | \$ (60,000.00) |
| Revenue Vehicles | | | | |
| Cut-a-Way Vehicles | 2015 Beginning Balance | \$ 276,000.00 | \$ 69,000.00 | \$ (69,000.00) |
| Service Vehicles | | | | |
| Service Equipment | | | | |
| VoIP Local Host Phone System | 2015 Supplemental Budget | | \$ 24,000.00 | \$ (24,000.00) |
| | Down Payment | | \$ (4,194.35) | \$ 4,194.35 |
| | 70% Progress Payment | | \$ (16,378.91) | \$ 16,378.91 |
| | Ending Balance | | | \$ (3,426.74) |
| Office Furniture & Equipment | | | | |
| IT Systems/Trapeze Upgrades | 2014 Beginning Balance | \$ 47,090.00 | \$ 11,772.00 | \$ (11,772.00) |
| | Trapeze Upgrade 50% | \$ (5,584.20) | \$ (1,396.05) | \$ 1,396.05 |
| | License and Equipment | \$ (1,699.20) | \$ (424.80) | \$ 424.80 |
| | Projector & Attachments | \$ (6,041.26) | \$ (1,510.32) | \$ 1,510.32 |
| | Balance | | | \$ (8,440.83) |

JTA Capital Reserve Account Balance \$ 1,214,560.91
JTA Appropriated Project Funds Sub-Total \$ (1,085,490.40)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 129,070.51

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

Jefferson Transit Authority/FTA Grant WA-03-0180-02 (Four Corners Facility Project)

| | | | |
|------------------------------|-----------------|---|---------------|
| Total Project Cost | \$ 4,083,068.00 | Equals Total project award plus total match | |
| FTA FUNDS AWARDED TO JTA | | JTA MATCH | |
| Original | \$ 560,000.00 | Match Required | \$ 816,614.00 |
| 1st Amendment | \$ 423,679.00 | | |
| | \$ 970,874.00 | | |
| | \$ 380,361.00 | | |
| 2nd Amendment | \$ 931,540.00 | | |
| Total Project Award from FTA | \$ 3,266,454.00 | Total Match | \$ 816,614.00 |
| Disbursements to date | \$ 3,252,986.00 | Disbursements to date | \$ 816,614.00 |
| Remaining Balance | \$ 13,468.00 | Remaining Balance | \$ - |
| Team/Disbursements | \$ 3,252,986.00 | JTA Match | \$ 816,614.00 |
| Difference | \$ - | Difference | \$ - |

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

Detail of Disbursements

| Date | Total Amount | FTA Share | JTA Share | Invoice Numbers |
|------------|-----------------|-----------------|---------------|--|
| 1/20/2005 | \$ 32,530.35 | \$ 26,025.00 | \$ 6,505.35 | Inv #174437; 57832001; 74572; 6501360 Payroll Sheets |
| 2/7/2005 | \$ 74,291.66 | \$ 59,434.00 | \$ 14,857.66 | Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports |
| 4/29/2005 | \$ 47,592.07 | \$ 38,074.00 | \$ 9,518.07 | Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05, 121700 |
| 7/13/2005 | \$ 34,544.54 | \$ 27,636.00 | \$ 6,908.54 | Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend |
| 9/13/2005 | \$ 41,886.50 | \$ 33,510.00 | \$ 8,376.50 | Inv #PTL 3/28/4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2/7/1, 8/2/9/1/2005 |
| 5/12/2006 | \$ 7,537.00 | \$ 6,006.00 | \$ 1,531.00 | Inv # HMW 1/3, 2/1, 3/2, 3/3/2006; 3626 |
| 1/24/2007 | \$ 268,065.63 | \$ 214,452.00 | \$ 53,613.63 | Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106, Property Purchase |
| 1/24/2007 | \$ (319.00) | \$ (319.00) | | correction to 05/12/06 draw |
| 2/2/2007 | \$ 14,054.00 | \$ 14,054.00 | | Inv#2004015-1206 |
| 9/15/2008 | \$ (11,590.00) | \$ (11,590.00) | | correction to 02/2/2007 draw |
| 9/24/2008 | \$ 139.31 | \$ 112.00 | \$ 27.31 | Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's |
| 9/24/2008 | \$ (46.00) | \$ (46.00) | | correction to 02/2/2007 draw |
| 5/18/2012 | \$ 15,824.74 | \$ 12,660.00 | \$ 3,164.74 | Inv# C15926350; C15926564; 3249925 |
| 1/28/2013 | \$ 1,798.78 | \$ 298.00 | \$ 1,500.78 | Inv# 11308; 17123-1; 3270127 |
| 4/30/2013 | \$ 14,419.05 | \$ 4,360.00 | \$ 10,059.05 | Inv# 20130317; 31325; 21314; 17215; 13-056 |
| 5/17/2013 | \$ 26,532.35 | \$ 21,226.00 | \$ 5,306.35 | Inv# 20130419 |
| 8/5/2013 | \$ 63,999.21 | \$ 47,850.00 | \$ 16,149.21 | Inv# 20130517; 20130619; 71322; 13-116 |
| 9/24/2013 | \$ 109,263.62 | \$ 78,062.00 | \$ 31,201.62 | Inv# 201307020; 20130810; 071305; 081306; 091311 |
| 10/17/2013 | \$ 32,128.03 | \$ 24,363.00 | \$ 7,765.03 | Inv# 20130912; 101311 |
| 11/25/2013 | \$ 60,655.54 | \$ 48,524.00 | \$ 12,131.54 | Inv# 20131014 |
| 1/8/2014 | \$ 54,281.46 | \$ 38,662.00 | \$ 15,619.46 | Inv# 20131116; 121313; SEPTICPERMIT 14; 11403 |
| 1/31/2014 | \$ 114,715.46 | \$ 90,788.00 | \$ 23,927.46 | Inv# 111325; 14-004, 14-005, 14-006; 20131212 |
| 2/26/2014 | \$ 92,386.70 | \$ 70,635.00 | \$ 21,751.70 | Inv# 021414 B, Permit 2-11-2014 B, 14-025 B, 20140113B, 48430 B, 14-018, SEPTICPERMIT 14 |
| 3/26/2014 | \$ 63,285.76 | \$ 50,628.00 | \$ 12,657.76 | 00005, 2014Bldg14-00006, 2014Bldg14- |
| 4/21/2014 | \$ 41,043.83 | \$ 21,359.00 | \$ 19,684.83 | Inv# 48860, 31419, 1041404, 20140312, 0414118 |
| 6/4/2014 | \$ 17,092.82 | \$ 13,674.00 | \$ 3,418.82 | Inv# 1218, 49099, 20140415, S1416 |
| 7/9/2014 | \$ 11,362.00 | \$ 9,090.00 | \$ 2,272.00 | Inv# 20140510, 061411 |
| 7/18/2014 | \$ 283,306.78 | \$ 226,645.00 | \$ 56,661.78 | Inv# 49488, 1228, 54-572569, 20140611, 100, 071411, Application#1 |
| 8/14/2014 | \$ 314,402.33 | \$ 251,522.00 | \$ 62,880.33 | Inv# 81414, App #2, S1331, OOT AccEas, 13192 |
| 9/23/2014 | \$ 414,443.07 | \$ 331,554.00 | \$ 82,889.07 | Inv# 13378; 20140710; 20140811, BLD14-00004, PR#3 |
| 10/22/2014 | \$ 257,213.70 | \$ 205,771.00 | \$ 51,442.70 | 20140905, PR#4, 13583 |
| 11/24/2014 | \$ 603,988.35 | \$ 483,192.00 | \$ 120,796.35 | 091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125 |
| 1/5/2015 | \$ 223,022.05 | \$ 178,418.00 | \$ 44,604.05 | 20141104/1412122/141222/PR#6/14253 |
| 1/26/2015 | \$ 213,495.73 | \$ 170,797.00 | \$ 42,698.73 | 20141208; 150115; PR#7 |
| 2/5/2015 | \$ 2,061.25 | \$ 1,649.00 | \$ 412.25 | 14425 (final 2014 Invoice this project) |
| 2/25/2015 | \$ 468,112.33 | \$ 401,832.00 | \$ 66,280.33 | 20150109; 150220; PR#8; 14586 |
| 4/10/2015 | \$ 21,729.00 | \$ 21,729.00 | \$ - | Meter, 20150208, 14757 |
| 6/10/2015 | \$ 40,350.00 | \$ 40,350.00 | \$ - | 119; DCD14-005, 5, 6, 15; 32; 14966; 15110 |
| Total | \$ 4,069,600.00 | \$ 3,252,986.00 | \$ 816,614.00 | |



1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report Attachment B

July 21, 2015

Legislative Updates

As you probably already know, we have a statewide transportation package. A 16.1 billion transportation revenue package that includes a tax increase on gas. On August 1, 2015, the state will impose 7 cents of the 11.9 cent gas tax increase, this and other fees will be increased to fund transit projects.

Jefferson Transit is one of 40 applicants that will receive funding from the Regional Mobility grant. Jefferson Transit requested and was selected to receive \$1,000,040. We expect to begin the RFQ process and then go out to design once we receive the grant agreement.

The 2016 legislative session is just around the corner, and WSTA is already discussing what may be brought up during that session, such as the distracted driving bill.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

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

Update on New Facility Project

Schedule/Budget Status:

- Substantial Completion and Occupancy occurred on June 11, 2015
- 60 day Punch Period began in May
- Final Acceptance Period which will be in mid-August
- On budget

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

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

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

Celebration

Jefferson Transit opened our doors to the public at 63 Four Corners Road on June 15, 2015. Jefferson Transit held a Grand Opening Ceremony at our new facility on June 12, 2015. We were thrilled that so many people value our transit system. 115 people took time out of their day to attend JTA's Grand Opening Ceremony. It was wonderful to hear so many positive comments about our service, how deserving our communities are of this facility, and how appreciative the public is of our drivers.

A big thank you goes out to Leesa Monroe, for all you months of work putting together our program, and to Laura Smedley, for our beautiful invitations, swag, and food. They make a fantastic team!

I want also to say thank you to Sara, Ben, Cheryl, Robin, and Miranda for helping with setting the morning of the ceremony. Miranda also took some great pictures the day of the ceremony. Thank you, John K., for the awesome sound system. Mike was the man of the hour in the Boardroom to answer all the technical questions. Lloyd recorded the ceremony and Ben, David Lont, and Tom Smithers provided tours of the maintenance facility. Thanks to Sam for helping JTA during the tour and for answering all those weird environmental questions about the building.

A big thank you to all the people that kept our service running during our ceremony. The event was a success due to the cooperation and willingness of everyone at JTA.

Thank you to the American Legion Riders from Port Angeles. Jefferson Transit believes that veterans should be honored and recognized for their service to our country. We were pleased they accepted our invitation to present the colors.

Thank you, Tadu Dollarhide, for singing the National Anthem, you were spectacular.

Thank you to Queen Samantha Smith, Princess Lillian Kelly, Princess Morgan Chaffee, and Princess Deidra Morris. They were delightful and a great help during our ceremony with serving, welcoming people and encouraging people to sign the guest book. They took time out on the last day of school to help Jefferson Transit.

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Thank you, David Sullivan, for being the Master of Ceremonies, Phil Johnson for cutting the ribbon, Catharine Robinson for your wonderful speech.

Miscellaneous Items

- According to MAP-21, the Surface Transportation Program (STP) provides flexible funding for projects to preserve and improve the conditions and performance of transit capital projects. On July 14, 2015, a meeting was held at Jefferson Transit's new facility for the purpose of selecting projects to fund with the STP funds. Jefferson Transit was awarded \$790,000 for the purchase of two (2) heavy-duty large buses to replace two (2) buses on Jefferson Transit's east-end fixed route fleet.
- On July 16, 2015, I introduced Jefferson Transit to the Energy Lunch attendees. I spoke about Jefferson Transit's service, fleet size and energy use.
- Jefferson Transit has been selected to receive the Safety Stars Award. It means that our agency has been consistently a good performer in terms of agency auto losses. In fact, the best performer in an agency our size. We have been granted a cash award to use for employee recognition of \$1,500! Congratulations to all employees at JTA, you made this happen.
- Over the past few months, Jefferson Transit has been in conversations with Peninsula College to discuss a Transportation Fee that would be charged to each student enrolling at Peninsula College. Rick Ross the Associate Dean for Athletics and Student Programs advised me on June 15, 2015, that the Transportation Fee passed overwhelmingly, so starting in the fall of 2015, all students will be charged a bus pass fee and will receive a sticker each quarter that will allow them to ride in both Jefferson and Clallam counties. We anticipate revenue from this fee to be approximately \$6,000 annually. This is quite a difference from the \$300.00 per quarter received from the sale of our college passes. The contract is being vetted through Jefferson Transit's attorney.
- I hope you all have noticed our new full-color schedules. Each route now has an assigned color to it. Thomas printing offered significantly lower prices than our previous printer. (a .35 difference) The finished product is printed on coated paper that is recyclable. They are environment-friendly and recycle over 300 tons of paper each year and use environment-friendly chemicals in their printing process.



63 4 Corners Road, Port Townsend, WA 98368

OPERATIONS REPORT – July 21, 2015
Attachment C

July Employment Anniversaries:

| | | |
|--|-----------|----------|
| Mechanic 1 - Tom Smithers | 7/11/2010 | 5 years |
| Fac. Maint. Worker – David Lont | 7/15/2010 | 5 years |
| Maint. Service Worker – Kenny Yingling | 7/15/2010 | 5 years |
| JTOC Operator – Emma Henry | 7/7/2003 | 12 years |
| Operator – Todd Oestreich | 7/1/2001 | 14 years |

Monthly Highlights:

June 1 & 2- Attended Riskmaster Claims Coordinator's Conference.

June 15 – New Summer service began. New schedules delivered.

June 23 – Attended WSDOT meeting in Olympia regarding new WAC language which allow transit buses to perform in-lane stops on state highways.

June 30 – Visit from Chris DeVoll to gauge our compliance with WSTIP's best practices policy.

Late June / Early July – In order to accommodate operator annual leaves this summer we returned to the concept of hiring summer temps with mixed results. We were lucky to have Elizabeth Trollsplinter return to help us after leaving JTA last year. She was a quick study and is already filling in. We hired a gentleman who just resigned from Skagit Transit to move to Port Townsend. His wife just took the job of Grant Street School principal. He has completed his dial-a-ride training and is working on fixed route training. Our last temp is training on days when he is not working his other job. Again, we are emphasizing dial-a-ride, since that training is quicker and we have more need for dial-a-ride coverage for the remainder of the summer.

JTA is working with Jefferson Healthcare personnel regarding their construction project. JTA will be losing our new bus-stop in front of the hospital for approximately one year beginning late August / early September. JTA is also in a discussion about deviating a couple of routes to the water-side of the hospital to mitigate the loss of our stop for that time-period.



63 4 Corners Road, Port Townsend, WA 98368

Maintenance Board Report – July 21, 2015
Attachment D

- 1) I would like to thank everyone who helped move all the vehicles from 1615 to the new facility. It went really smooth and it didn't take as long as I thought it would.
- 2) We painted the Park n Ride shelter structure. We completely changed the color scheme. And the Paint Contractor (D & J Painting) did a great job. I would like to thank them.
- 3) We are involved in the road improvement out at the Chimacum School. We helped spec out the shelter slabs and we will be installing shelters on both side of the road sometime in August.
- 4) I would like to thank Dave and Kenny for erecting and installing the new big red shelter at the new facility. It was going to be delivered too late for the Grand Opening, but it came in four days before and they had it open for business in two days. Great job guys.
- 5) And in doing that. We were able to remove both shelters at Highway 20 and 4 Corners Road and the bus stop sign on 4 Corners Road.
- 6) As for the new Facility, we are still waiting for some lighting at the fuel island, wash bay and the ballards in front. We just got the water reclaim system up and running 100% this last Friday. Conrad is now washing buses. We don't have enough water pressure to operate our toilets properly, so the engineers are working on a solution for that. They are thinking it is water volume so they may be installing a big water holding tank. We are still working on the Fire alarm system, It still is not working 100%. We are still working on our 2-way radio system. It is not working as good as we would like and it send out an RA signal that interrupts the Intrusion system.
- 7) The fuel systems is now up and running 100% on 7/15 with EJFR fueling all their diesel and gas vehicles here. Monday morning we had a water alarm, not water in fuel but water in the void of the tank. Vendor and engineer are working on it and someone from the install company will be here this week to repair it.
- 8) The contractor was doing some welding on the awning over the break room windows and got some welding slag on the windows and pitted 2 of them. They will be replaced soon.
- 9) The fuel island was opened 100% on July 6th for JTA and 100% for EJFR on July 15th. So far we have pumped 2,480 gals of diesel and 224 gals of gas. We also are fueling two out of the four Vanpool vans on site.
- 10) The lighting was shipped and should be here on the 24th and Olympic Electric will do the installs on the 27th.