



# **JEFFERSON TRANSIT AUTHORITY BOARD MEETING**

**Tuesday, February 17, 2015 1:30 p.m.**

**Port Townsend Fire Station**

**701 Harrison Street, Port Townsend, WA**

## **AGENDA**

### **Call to Order/Welcome**

### **Public Comments**

### **New Agenda Items**

- I. Finance Reports**
  - a. January 2015
- II. Consent Agenda**
  - a. Approval of Minutes, January 20, 2015
  - b. Approval of the expanded Board Composition Conference Minutes, December 16, 2014
  - c. Approval of Expenses, January 2015
  - d. Approval of out-of-state travel for Desiree Williams
- III. Old Business**
  - None
- IV. New Business**
  - a. **Resolution 15-02:** Intent to Dispose of Surplus Personal Property
- V. Reports**
  - a. General Manager's Report
  - b. Operations Report
  - c. Maintenance Report
- VI. Ridership Report**

### **Public Comments**

### **Adjournment**

Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.



1615 W. Sims Way, Port Townsend, WA 98368

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February 12, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: January 2015 Financial Report

The revenue and expense financial reports in the first few months of any fiscal year are not very informative. It is too early in the year to recognize trends. The other reports are useful in tracking our cash flows, monitoring the progress of the project spending, and reviewing sales tax performance.

**Sales Tax Analysis Reports –**

- Sales tax for November 2014 is .001% higher (or barely higher) than received for November 2013. The cumulative 2014 sales tax receipts between January to November 2014 are nearly even with the same time period in 2013. There are two sales tax analysis reports. One for 2014 and one for 2015. Because Jefferson Transit uses a modified accrual accounting system we accrue the budgeted sales tax figure for January and record the actual sales tax received in the month in which it was earned. Both Sales Tax Analysis reports allow the viewer to see the Cash Basis figure and the Accrual figure. Once we receive and report the December 2014 Sales Tax Revenue (February 2015) you will only receive the 2015 Sales Tax Analysis Report.

**Revenue Report –**

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

**Expense Report –**

- Fixed Route/DAR Overtime is over budget due to a timing issue. The Martin Luther King Jr. holiday is a working holiday. Employees who work that day are paid holiday pay and overtime for all hours worked. The overtime budget will even out as the year progresses.
- PERS is over budget due to the same timing issue.
- Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- The remaining over budget or under budget figures are due to timing.

**Capital Activity –**

- Capital activity in January: Construction, Project Management and Construction Phase design services.



## January 2015 Financial Summary

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Budget Tracking Figure: 8.33%

1. Operational Expenses:	\$333,855.91
Operational Revenues:	\$14,507.52
Non-Operational Income:	\$371,365.08
Capital Expenses:	\$358,987.02
Capital Income:	\$358,407.00

2. Sales Tax Received 1/31/2015 for November 2014:	\$261,935.16
Sales Tax Received 1/31/2014 for November 2013:	\$261,546.64

**\*\*Sales tax increased from prior year .001%\*\***

3. Cash on Hand as of January 31, 2015*:	
Operating:	\$1,298,710.78
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$835,460.03
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$20,923.22
Bond Reserve:	\$85,250.00
EFT Fund:	\$95,097.42
Travel Fund:	\$1,485.01
Kitsap Bank	\$10.64

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<b>Total</b>	<b>\$3,941,757.79**</b>
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**\*\*Cash on Hand** differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2014

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Monthly Act to Bud Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$261,546.64	\$263,071.24	\$234,370.59	\$158,487.64	\$235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$221,922.91	\$323,856.00	6.43%	\$606,228.87	559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$298,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.66%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$321,610.00	21.76%	\$3,620,676.50	3,309,880.00	9.39%
Total		\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$2,572,837.54	\$3,309,880.00	8.58%			
Monthly Average		\$301,723.04	\$303,275.63	\$268,836.66	\$214,403.13	\$275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$256,028.91	215,097.00	19.03%
February	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$298,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.45%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$268,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$2,708,084.09	2,498,640.00	8.38%
October	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,014,447.63	2,750,250.00	9.61%
November	0.90%	\$261,935.16	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.44%	\$3,276,382.79	2,995,340.00	9.35%
December	0.90%	\$344,682.23	\$344,682.23	\$261,349.36	\$331,924.43	\$338,020.00	0.00%	\$0.00	3,334,360.00	
Total		\$3,276,382.79	\$3,621,115.83	\$3,284,165.48	\$2,758,712.01	\$3,334,360.00	0.00%			
Monthly Average		\$297,852.98	\$301,759.65	\$273,680.46	\$229,892.67	\$277,863.33				

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 Actual Sales Tax Received	2015 Cumulative Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,935.16	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.44%	\$261,935.16	246,090.00	6.44%
February	0.90%		\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	0.00%	\$0.00	584,110.00	
March	0.90%		\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	846,540.00	
April	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	1,098,510.00	
May	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$281,693.72	\$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%		\$308,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$261,935.16	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$261,935.16	\$301,723.04	\$303,275.63	\$268,835.66	\$293,763.75				

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 Actual Sales Tax Received	2015 Cumulative Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%		\$256,028.91	\$281,282.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	262,430.00	
February	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	514,400.00	
March	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$281,693.72	\$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%		\$261,935.16	\$261,546.64	\$263,071.24	\$241,872.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$0.00	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$0.00	\$3,276,362.79	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$0.00	\$297,852.98	\$301,759.65	\$273,680.46	\$292,909.92				

**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Month Ending January 31, 2015**

	January	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$3,959,346.28	\$3,959,346.28
Operating Cash Provided/(Used) by:		
Operating Activities	(\$636,927.73)	(\$636,927.73)
Non-Capital Financing Activities	\$263,397.23	\$263,397.23
Investing Activities	\$241.85	\$241.85
Total Operating Cash Provided/(Used)	(\$373,288.65)	(\$373,288.65)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$358,407.00	\$358,407.00
Net Increase/(Decrease) Cash and Equivalent	(\$14,881.65)	(\$14,881.65)
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$3,944,464.63</b>	<b>\$3,944,464.63</b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Month Ending January 31, 2015**

	January	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
Operating Revenues	\$14,507.52	\$14,507.52	\$209,680.00	6.92%
Operating Expenses				
Labor	127,090.72	127,090.72	1,884,121.00	6.75%
Benefits	148,743.61	148,743.61	1,423,526.00	10.45%
Services and User Fees	4,219.35	4,219.35	182,150.00	2.32%
Materials & Supplies	40,255.25	40,255.25	605,010.00	6.65%
Utilities	2,711.45	2,711.45	83,690.00	3.24%
Casualty/Liability Costs	8,761.66	8,761.66	108,480.00	8.08%
Taxes	393.91	393.91	8,028.00	4.91%
Miscellaneous Expenses	1,489.40	1,489.40	83,441.00	1.78%
Leases and Rentals	190.56	190.56	24,240.00	0.79%
Total Operating Expenses	333,855.91	333,855.91	4,402,686.00	7.58%
Operating Income (Loss)	(319,348.39)	(319,348.39)	(4,193,006.00)	7.62%
Non-Operating Revenues				
Non-Transportation Revenue	1,773.12	1,773.12	13,011.00	13.63%
Taxes Levied by Transit	278,205.96	278,205.96	3,514,918.00	7.92%
Local Grants & Contributions	1,250.00	1,250.00	17,500.00	7.14%
State Grants & Contributions	21,665.00	21,665.00	199,600.00	10.85%
Federal Grants & Contributions	68,471.00	68,471.00	814,932.00	8.40%
Total Non-Operating Revenues	371,365.08	371,365.08	4,581,353.00	8.11%
Net Income (Loss) Before Transfers In/(Out)	52,016.69	52,016.69	388,347.00	13.39%
Net Income/(Loss)	52,016.69	52,016.69	388,347.00	13.39%

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Month Ending January 31, 2015**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$10,391.77	\$10,391.77	\$142,800.00	7.28%
Fixed Route Fares - West - JTOC	149.75	149.75	5,400.00	2.77%
Dial-a-Ride Fares (DAR)	826.00	826.00	13,200.00	6.26%
Vanpools	3,075.00	3,075.00	45,000.00	6.83%
Extended Service			2,500.00	0.00%
 <b>Auxiliary Transportation Revenues</b>				
Other Services Revenue	65.00	65.00	780.00	8.33%
<b>Total Operating Revenues</b>	<b>14,507.52</b>	<b>14,507.52</b>	<b>209,680.00</b>	<b>6.92%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	241.85	241.85	1,704.00	14.19%
Other Nontransportation Revenues	1,531.27	1,531.27	11,307.00	13.54%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>278,205.96</b>	<b>278,205.96</b>	<b>3,514,918.00</b>	<b>7.92%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>			<b>21,392.00</b>	<b>0.00%</b>
 <b>Local Grants and Contributions</b>				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
 <b>State Grants and Contributions</b>				
Rural Mobility Competitive	21,665.00	21,665.00	193,600.00	11.19%
RTAP			6,000.00	0.00%
 <b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	68,471.00	68,471.00	814,932.00	8.40%
 <b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>371,365.08</b>	<b>371,365.08</b>	<b>4,581,353.00</b>	<b>8.11%</b>
<b>TOTAL REVENUES</b>	<b>385,872.60</b>	<b>385,872.60</b>	<b>4,791,033.00</b>	<b>8.05%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Month Ending January 31, 2015**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$44,757.69	\$44,757.69	\$614,707.00	7.28%
Operators Overtime - Fixed Route	4,507.46	4,507.46	53,864.00	8.37%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,115.86	9,115.86	157,420.00	5.79%
Operators Overtime - Dial-a-Ride (DAR)	1,161.89	1,161.89	7,269.00	15.98%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	30,833.74	30,833.74	530,549.00	5.81%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,541.61	4,541.61	44,322.00	10.25%
Administration Salaries	32,172.47	32,172.47	475,990.00	6.76%
<b>Benefits</b>				
FICA	13,293.45	13,293.45	178,869.00	7.43%
Pension Plans (PERS)	22,531.74	22,531.74	226,231.00	9.96%
Medical Plans	38,102.05	38,102.05	499,313.00	7.63%
Dental Plans	3,052.00	3,052.00	43,695.00	6.98%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	2,651.42	2,651.42	72,009.00	3.68%
Holiday	41,549.52	41,549.52	84,850.00	48.97%
General Leave	25,636.01	25,636.01	254,955.00	10.06%
Other Paid Absence (Court Duty & Bereavement)	860.08	860.08	14,686.00	5.86%
Uniforms, Work Clothing & Tools Allowance	515.54	515.54	13,350.00	3.86%
Other Benefits (HRA, EAP & Wellness)	551.80	551.80	26,500.00	2.08%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	660.00	660.00	18,250.00	3.62%
Professional & Technical Services	990.57	990.57	77,050.00	1.29%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services	141.70	141.70	30,750.00	0.46%
Property Maintenance Services	154.76	154.76	12,500.00	1.24%
Software Maintenance Fees	1,581.94	1,581.94	23,175.00	6.83%
Postage & Mail Meter Fees	338.30	338.30	3,600.00	9.40%
Drug & Alcohol Services	237.08	237.08	4,800.00	4.94%
Other Services & User Fees	115.00	115.00	2,500.00	4.60%
<b>Materials and Supplies Consumed</b>				
Fuel	20,039.45	20,039.45	407,000.00	4.92%
Tires	2,190.53	2,190.53	31,500.00	6.95%
Lubrication	1,649.56	1,649.56	10,550.00	15.64%
Tools	440.95	440.95	10,000.00	4.41%
Vehicle Maintenance & Repair Parts	9,201.96	9,201.96	62,000.00	14.84%
Non-Vehicle Maintenance & Repair Parts	157.43	157.43	8,240.00	1.91%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	5.45	5.45	3,000.00	0.18%
Shop Supplies (Maintenance & Cleaning)	765.29	765.29	18,500.00	4.14%
Safety & Emergency Supplies			8,550.00	0.00%
Office Supplies	315.39	315.39	13,420.00	2.35%
Computer Programs & Supplies	1,121.74	1,121.74	2,750.00	40.79%
Printing (Photocopier, Schedules & Brochures)	4,367.50	4,367.50	26,150.00	16.70%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,312.01	1,312.01	26,920.00	4.87%
Utilities (Electrical & Propane)			23,475.00	0.00%
Telephone & Internet	1,399.44	1,399.44	33,295.00	4.20%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	8,761.66	8,761.66	108,480.00	8.08%
<b>Taxes</b>				
State Taxes	279.41	279.41	4,278.00	6.53%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	114.50	114.50	3,000.00	3.82%



**Jefferson Transit Authority  
Expense Statement  
For the Month Ending January 31, 2015**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$823.91	\$823.91	\$15,591.00	5.28%
Travel & Meetings	37.25	37.25	29,900.00	0.12%
Safety Program (Rodeo & Safety Rewards)	416.24	416.24	6,500.00	6.40%
Training (Classes, Seminars & Materials)			26,550.00	0.00%
EE CDL and EE Physical Expense	212.00	212.00	4,600.00	4.61%
Other Miscellaneous			300.00	0.00%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	190.56	190.56	1,800.00	10.59%
Service Vehicles & Equipment			9,000.00	0.00%
Other General Administration Facilities			13,440.00	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<u><b>333,855.91</b></u>	<u><b>333,855.91</b></u>	<u><b>4,402,686.00</b></u>	<u><b>7.58%</b></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			Total Match	\$ 816,614.00
Disbursements to date			Disbursements to date	\$ 755,374.11
Remaining Balance			Remaining Balance	\$ 61,239.89
Team/Disbursements			JTA Match	\$ 755,374.11
Difference			Difference	\$ -

## 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 2/3, 3/2, 3/3/2006; 3628
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
6/11/2013	\$ 3,152.54	\$ -	\$ 3,152.54	Inv#051331 (not reported in 2013 to FTA)
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
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	0, 20140113B, 48430 B, 14-018, SEPTICPERMIT*14
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
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv# 49488, 1228, 54-572569, 20140611, 100, 071411 Application#1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv# 81414, App #2, 51331, 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	\$ 257,214.00	\$ 205,771.00	\$ 51,443.00	20140905, PR#4, 13583
11/24/2014	\$ 603,990.00	\$ 483,192.00	\$ 120,798.00	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
1/5/2015	\$ 223,022.00	\$ 178,418.00	\$ 44,604.00	20141104/1412122/141222/PR#6/14253
1/26/2015	\$ 224,985.98	\$ 179,989.00	\$ 44,996.98	20141208; 150115; PR#7
Total	\$ 3,551,992.11	\$ 2,796,618.00	\$ 755,374.11	

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

<b>Current Account Status</b>	<b>Balance per Bank @ 1/31/15</b>	<b>\$ 2,176,966.51</b>	<b>\$ -</b>
<b>Balance per GL @ 12/31/14</b>		<b>\$ 2,177,434.91</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 358,407.00	
	Investment Interest	\$ 111.62	
	Transfers - Out (Purchases)	\$ (358,987.02)	
	Transfers - Out (Bond Reserves)	\$ -	
<b>Balance per GL @ 1/31/15</b>		<b>\$ 2,176,966.51</b>	

<b>2015 Capital Projects</b>				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	<b>2015 Budgeted Balance</b>	\$ 490,000.00	\$ 120,000.00	\$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00	\$ (77,054.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)
<b>Monthly Payments</b>		\$ -	\$ -	\$ -
	Jan-15 Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13)	\$ 44,614.13
	Feb-15			
	Mar-15			
	Apr-15			
	May-15			
	Jun-15			
	Jul-15			
	Aug-15			
	Sep-15			
	Oct-15			
	Nov-15			
	Dec-15			
	<b>Ending Balance</b>			<b>\$ (1,173,848.87)</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	
Transit Shelter New & Replace	<b>2015 Beginning Balance</b>	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Kiosks and Signage	<b>2015 Beginning Balance</b>	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	<b>2015 Beginning Balance</b>	\$ -	\$ 35,000.00	\$ (35,000.00)
Four Corners PNR	<b>2015 Beginning Balance</b>	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
<b>Revenue Vehicles</b>				
Cut-a-Way Vehicles	<b>2015 Beginning Balance</b>	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
<b>Service Vehicles</b>				
<b>Service Equipment</b>				
<b>Office Furniture &amp; Equipment</b>				
IT Systems/Trapeze Upgrades	<b>2014 Beginning Balance</b>	\$ 47,080.00	\$ 11,772.00	\$ (11,772.00)
	<b>Balance</b>			<b>\$ (11,772.00)</b>
<b>JTA Capital Reserve Account Balance</b>				
				<b>\$ 2,176,966.51</b>
<b>JTA Appropriated Project Funds Sub-Total</b>				<b>\$ (1,357,238.87)</b>

Pending Reimbursements  
Pending Payments

**CAPITAL RESERVE BALANCE** **\$ 819,727.64**

**Total 2014 Budgeted Capital Projects** **\$ 3,281,132.00**

# DRAFT

## Jefferson Transit Authority Board

### Meeting Minutes

Tuesday, January 20, 2015, 1:30 pm  
701 Harrison Street, Port Townsend, WA

#### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:35 pm. Other members present were Catharine Robinson, Kathleen Kler, Robert Gray and Lloyd Eisenman.

David Sullivan recognized newly-elected County Commissioner and Authority Board Member Kathleen Kler. He also recognized new Shop Steward Karen Kautzman.

#### STAFF PRESENT

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

#### PUBLIC COMMENT

Brenda McMillan commented on public comments, bus shelters and routes.

Darrell Conder asked about the status of future Mason Transit connections.

Rick Jahnke read a statement about the re-zoning of the Sims Way property.

Debbie Jahnke would like the minutes of the Board Composition meeting expanded.

Burt Langsea commented on Board expansion and the Citizen's Advisory Committee (CAC).

Jim Todd commented on the public perception of JTA.

Phil Johnson entered the meeting at 3:38 pm

# DRAFT

Response:

There was a discussion regarding when to begin planning how a CAC would function in the future.

## **NEW AGENDA ITEMS**

Authority Board Member elections.

### **FINANCE REPORT - Sara Crouch**

Please see Attachment A

Ms. Crouch reported on the following items:

- Sales tax for October 2014 is 11% higher than 2013.
- Revenue report.
- Vanpool is under budget due to the loss of a group.
- Fixed route came in under budget.
- Overall, the budget is almost 7% under budget.
- Capital activity for December.

## **CONSENT AGENDA**

### **a. Approval of Minutes, December 16, 2014**

Catharine Robinson suggested the following corrections to the December minutes:

- Page 4, add that the Board reconvened after the statement that the meeting was recessed for the Board Composition Conference.
- In the first motion, change the wording to note that Catharine Robinson did not amend the motion but clarified the motion as to the specifics.
- Under the "Vote" section of the second motion, add that Catharine Robinson and Robert Gray recused themselves.

### **b. Approval of the Board Composition Conference Minutes, December 16, 2014**

- There was discussion and agreement to expand the Board Composition Minutes. Also, in the first paragraph of the minutes, the jurisdiction each person represents will be added.

# DRAFT

## c. Approval of Expenses, December 2014

***Motion: Robert Gray moved to approve the Consent Agenda with changes. Phil Johnson seconded.***

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

## OLD BUSINESS

There was none.

## NEW BUSINESS

**Resolution 15-01:** To adopt a plan to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended) and to ensure the level and quality of transportation service is provided without regard to race, color, or national origin.

Sara Crouch presented the Resolution. She stated the changes provide greater clarity, accountability, transparency and consistency. The State provided a template to follow so all Title VI Plans will be similar and consistent.

***Motion: Catharine Robinson moved to adopt Resolution 15-01: To adopt a plan to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended) and to ensure the level and quality of transportation service is provided without regard to race, color, or national origin. Phil Johnson seconded.***

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

## ELECTIONS

It was agreed the current elected Board Chair would continue until the end of this meeting. Phil Johnson was nominated for Board Chair by David Sullivan. Robert Gray nominated Catharine Robinson for Board Chair. Ms. Robinson stated because the City Council has recused themselves due to ongoing issues with transit, it may be better to have a County Commissioner as Chair. Robert Gray withdrew his nomination for Catharine Robinson to be Board Chair and supported her position as Vice Chair.

***Motion: Robert Gray moved to nominate Phil Johnson as Board Chair and Catharine Robinson as Vice Chair. Kathleen Kler seconded.***

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

## REPORTS

### **General Managers Report – Tammi Rubert**

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative updates
- Upcoming staff meeting schedule
- 2015 work plan
- New facility updates
- IT updates
- Mobility updates

Phil Johnson asked that the Board be kept up-to-date on legislative issues in order to take those to Olympia.

### **Operations Report – John Koschnick**

Please see Attachment C

John Koschnick reported on the following items:

- January Employment Anniversaries
- New schedules effective January 26, 2015, with one minor change.
- Working with WSDOT adding bus stops to maps.
- New Facility Service plan.

Catharine Robinson asked where and when Public Meetings for the New Facility service will be held. Mr. Koschnick reported they will be scheduled in mid-February and will be held in Port Townsend, Port Hadlock and Quilcene.

### **Maintenance Report – Ben Arnold**

Please see Attachment D

Ben Arnold reported on the following items:

- Total fuel usage for 2014.
- Jefferson Fire and Rescue usage for 2014.
- Preventative Maintenance for 2014.
- Received 4 shelters from Intercity Transit.

## RIDERSHIP

Robert Gray asked about the decline in ridership on the Castle Hill, Brinnon and Poulsbo routes. Mr. Koschnick confirmed a decline in the Sequim and Poulsbo routes, but the Brinnon and Tri-Area routes have shown growth over the last few years. He also pointed



# DRAFT

out that when Howard Street is finished, the Castle Hill route will be able to access that area. Tammi Rubert commented that JTA predicted a ridership drop of 4% with the cancellation of Sunday service, but ridership is down only 3.1%.

Catharine Robinson would like to see statistical movement of Dial-A-Ride applicants and what the usage is on an annual basis.

## **PUBLIC COMMENT**

There was none.

## **ADJOURNMENT**

The meeting was adjourned at 3:31 pm. The next regular meeting will be held Tuesday, February 17, 2015, at 1:30 p.m.

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Laura Smedley, Clerk of the Board

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Date



**1615 W. Sims Way, Port Townsend, WA 98368**

**Attachment A**

January 13, 2015

TO: Board of Trustees, Jefferson Transit Authority  
FROM: Sara Crouch, Finance/HR Manager  
RE: December 2014 Financial Report

**Sales Tax Analysis Reports –**

- Sales tax for October 2014 is 11% higher than received for October 2013, 21% higher than budgeted for October. The cumulative 2014 sales tax receipts between January to October 2014 are less than 1% lower than the same time period in 2013.

**Revenue Report –**

- East side fare revenues show lower than budgeted; this is expected to continue through 2014 because the budget figure is inflated. [A reasonable budget figure for east side fares is \$148000. If that figure is used instead of \$165,000, the budget percentage is 96%]. Ridership will be discussed during the Operations report.
- Vanpool Revenue under budget due to loss of a vanpool group in May. We expected a decline from 2013, but not the loss of a vanpool.
- Other Non-Transportation – Over budget due to ATU Exec Officer reimbursement

**Expense Report –**

- Overtime is no longer over-budget for fixed route. The "Other" overtime issue remains over budget due to a hiring issue for a small piece of work in dispatch.
- Other Paid Absence – This figure will be over budget for the entire year – ATU Exec Officer, Administrative Leave
- Contracted IT Services is over budget, latent services (Mail Archiving, Virus Protection, off site Backup) were in the budget for 7-8 months; these services continued past the projected date.
- Vehicle Technical Services – Over budget due to off site repairs
- Vehicle Maintenance & Repair Parts – Over budget due to write off of surplus items, heavy towing and repair
- Shop Supplies – over budget - Increase in uniform/rug rental expenses
- Computer Programs & Supplies – Purchase of necessary software/equipment upgrades for server room
- Utilities – Water over budget
- Liability Insurance – Over budget due to enhanced driver monitoring program, offset by subrogation payments
- OVERALL it is important to note that overall expenses are under budget by over 6.98%. There are a few pending invoices that will be posted to December that may change the final percentage slightly. There have been cost savings realized in fuel and Jefferson Transit continues to exercise fiscally cautious spending practices.

**Capital Activity –**

- Capital activity in December: Construction, Project Management and Construction Phase design services.



## December 2014 Financial Summary

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Budget Tracking Figure: 100%

1. Operational Expenses:	\$314,972.66
Operational Revenues:	\$16,976.33
Non-Operational Income:	\$483,814.31
Capital Expenses:	\$217,877.10
Capital Income:	\$5,828.70

2. Sales Tax Received 12/31/2014 for October 2014:	\$306,363.54
Sales Tax Received 12/31/2013 for October 2013:	\$273,339.76

**\*\*Sales tax increased from prior year 12%\*\***

3. Cash on Hand as of December 31, 2014*:	
Operating:	\$1,413,542.92
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$702,527.38
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$14,167.26
Bond Reserve:	\$85,250.00
EFT Fund:	\$118,417.40
Travel Fund:	\$1,339.52
Kitsap Bank	\$10.64
<b>Total</b>	<b>\$3,940,075.81**</b>

**\*\*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/Funding 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

2014

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Monthly Actual to Bud Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$261,546.64	\$263,071.24	\$234,370.59	\$158,497.64	\$235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$221,922.91	\$323,856.00	6.43%	\$606,228.87	\$559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,654.04	\$152,221.21	\$215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$266,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.66%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,620,676.50	3,309,880.00	9.39%
Total		\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$2,572,837.54	\$3,309,880.00	8.58%			
Monthly Average		\$301,723.04	\$303,275.63	\$268,836.66	\$214,403.13	\$275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$256,028.91	215,097.00	19.03%
February	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$2,708,084.09	2,498,640.00	8.38%
October	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,014,447.63	2,750,250.00	9.61%
November	0.90%		\$261,546.64	\$263,071.24	\$234,370.59	\$248,090.00	0.00%	\$0.00	\$0.00	
December	0.90%		\$344,682.23	\$361,349.36	\$331,924.43	\$336,020.00	0.00%	\$0.00	\$0.00	
Total		\$3,014,447.63	\$3,621,115.83	\$3,284,165.48	\$2,768,712.01	\$3,334,360.00	0.00%			
Monthly Average		\$301,444.76	\$301,759.65	\$273,680.46	\$229,892.67	\$277,863.33				

**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Twelve Months Ending December 31, 2014**

	<u>December</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$4,055,231.63	\$2,465,432.33
Operating Cash Provided/(Used) by:		
Operating Activities	(\$520,534.27)	(\$3,852,760.51)
Non-Capital Financing Activities	\$543,559.21	\$4,823,526.31
Investing Activities	\$212.77	\$2,024.27
Total Operating Cash Provided/(Used)	\$23,237.71	\$972,790.07
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$132,884.36)	\$507,362.58
Net Increase/(Decrease) Cash and Equivalent	(\$109,646.65)	\$1,480,152.65
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$3,945,584.98</u></b>	<b><u>\$3,945,584.98</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Twelve Months Ending December 31, 2014**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
Operating Revenues	\$16,976.33	\$216,257.83	\$240,580.00	89.89%
Operating Expenses				
Labor	159,176.95	1,773,717.74	1,793,675.00	98.89%
Benefits	86,377.74	1,185,908.98	1,336,375.00	88.74%
Services and User Fees	8,430.80	149,110.38	178,796.00	83.40%
Materials & Supplies	51,793.11	541,413.37	591,620.00	91.51%
Utilities	3,619.21	58,562.67	65,020.00	90.07%
Casualty/Liability Costs	4,554.72	88,660.24	90,348.00	98.13%
Taxes	446.79	5,880.69	8,974.00	65.53%
Miscellaneous Expenses	573.34	55,537.51	80,299.00	69.16%
Leases and Rentals		11,790.73	15,824.00	74.51%
Total Operating Expenses	314,972.66	3,870,582.31	4,160,931.00	93.02%
Operating Income (Loss)	(297,996.33)	(3,654,324.48)	(3,920,351.00)	93.21%
Non-Operating Revenues				
Non-Transportation Revenue	2,563.04	40,375.43	13,011.00	310.32%
Taxes Levied by Transit	392,773.54	3,598,557.63	3,334,359.00	107.92%
Local Grants & Contributions	1,250.00	17,500.00	17,500.00	100.00%
State Grants & Contributions	8,620.15	321,161.31	250,688.00	128.11%
Federal Grants & Contributions	67,911.00	814,930.32	637,500.00	127.83%
Total Non-Operating Revenues	483,814.31	4,835,311.01	4,295,842.00	112.56%
Net Income (Loss) Before Transfers In/(Out)	185,817.98	1,180,986.53	375,491.00	314.52%
Net Income/(Loss)	185,817.98	1,180,986.53	375,491.00	314.52%

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Twelve Months Ending December 31, 2014**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,996.89	\$142,190.55	\$165,000.00	86.18%
Fixed Route Fares - West - JTOC	273.88	5,145.88	3,600.00	142.94%
Dial-a-Ride Fares (DAR)	1,057.86	12,561.27	12,000.00	104.68%
Vanpools	3,582.70	48,553.66	57,000.00	85.18%
Extended Service		2,593.83	2,200.00	117.90%
<b>Auxiliary Transportation Revenues</b>				
Advertising Services		4,432.64		0.00%
Other Services Revenue	65.00	780.00	780.00	100.00%
<b>Total Operating Revenues</b>	<b>16,976.33</b>	<b>216,257.83</b>	<b>240,580.00</b>	<b>89.89%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	212.77	2,024.27	1,704.00	118.80%
Gain (Loss) on Disposition of Capital Items		14,621.84		0.00%
Other Nontransportation Revenues	2,350.27	23,729.32	11,307.00	209.86%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>392,773.54</b>	<b>3,598,557.63</b>	<b>3,334,359.00</b>	<b>107.92%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>	<b>10,696.58</b>	<b>42,786.32</b>	<b>42,784.00</b>	<b>100.01%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP		2,500.00	2,500.00	100.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	5,898.33	312,141.98	247,188.00	126.28%
RTAP	2,721.82	9,019.33	3,500.00	257.70%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	67,911.00	814,930.32	637,500.00	127.83%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - Local		60,000.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	77,760.00	101,173.50		0.00%
Capital Contributions - FTA 5309, Facility Assistance (Federal)	362,780.00	2,050,348.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>924,354.31</b>	<b>7,046,832.51</b>	<b>4,295,842.00</b>	<b>164.04%</b>
<b>TOTAL REVENUES</b>	<b>941,330.64</b>	<b>7,263,090.34</b>	<b>4,536,422.00</b>	<b>160.11%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Twelve Months Ending December 31, 2014**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$53,756.74	\$608,128.97	\$609,291.00	99.81%
Operators Overtime - Fixed Route	1,879.66	45,569.01	48,196.00	94.55%
Operators Salaries & Wages - Dial-a-Ride (DAR)	14,360.87	143,467.35	161,449.00	88.86%
Operators Overtime - Dial-a-Ride (DAR)	31.66	5,571.88	7,318.00	76.14%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,856.85	479,120.81	487,623.00	98.26%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,249.01	41,907.87	28,457.00	147.27%
Administration Salaries	43,042.16	449,951.85	451,341.00	99.69%
<b>Benefits</b>				
FICA	12,374.05	150,545.30	168,244.00	89.48%
Pension Plans (PERS)	14,425.46	190,208.11	191,945.00	99.10%
Medical Plans	34,547.75	416,377.88	475,703.00	87.53%
Dental Plans	3,045.73	36,579.31	42,974.00	85.12%
Unemployment Insurance (UI)		464.00	9,068.00	5.12%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,565.94	62,759.76	65,454.00	95.88%
Holiday	(313.92)	69,055.76	75,340.00	91.66%
General Leave	13,401.47	215,488.54	231,502.00	93.08%
Other Paid Absence (Court Duty & Bereavement)	1,179.49	16,235.41	6,286.00	258.28%
Uniforms, Work Clothing & Tools Allowance	212.78	8,711.92	11,599.00	75.11%
Other Benefits (HRA, EAP & Wellness)	1,938.99	19,482.99	58,260.00	33.44%
<b>Service and User Fees</b>				
Vanpool Services and Fees			4,500.00	0.00%
Advertising Fees	443.00	7,736.15	18,250.00	42.39%
Professional & Technical Services	4,862.04	69,727.87	80,846.00	86.25%
Contract Maintenance Services (IT Services)	749.85	8,563.35	4,850.00	176.56%
Security Services		135.00	1,500.00	9.00%
Vehicle Technical Services		28,415.48	26,750.00	106.23%
Property Maintenance Services	338.93	7,408.62	10,000.00	74.09%
Software Maintenance Fees	1,581.94	19,039.38	21,200.00	89.81%
Postage & Mail Meter Fees	62.96	2,979.17	3,600.00	82.75%
Drug & Alcohol Services	227.08	3,448.96	4,800.00	71.85%
Other Services & User Fees	165.00	1,656.40	2,500.00	66.26%
<b>Materials and Supplies Consumed</b>				
Fuel	24,834.79	350,145.44	407,000.00	86.03%
Tires	1,425.01	21,329.76	28,500.00	74.84%
Lubrication	670.32	6,162.89	10,550.00	58.42%
Tools	525.89	5,776.54	9,000.00	64.18%
Vehicle Maintenance & Repair Parts	19,607.74	96,601.09	61,500.00	157.07%
Non-Vehicle Maintenance & Repair Parts	153.95	8,110.51	8,000.00	101.38%
Vehicle Accessories		549.17	1,350.00	40.68%
Park & Ride Materials	13.35	532.97	2,000.00	26.65%
Shop Supplies (Maintenance & Cleaning)	1,117.60	16,478.60	14,000.00	117.70%
Safety & Emergency Supplies	2,038.16	3,115.67	5,550.00	56.14%
Office Supplies	775.75	10,021.70	12,570.00	79.73%
Computer Programs & Supplies	221.14	3,387.52	2,750.00	123.18%
Printing (Photocopier, Schedules & Brochures)	377.02	16,627.84	26,850.00	61.93%
Other Materials & Supplies	32.39	2,573.67	2,000.00	128.68%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,277.62	15,443.46	14,850.00	104.00%
Utilities (Electrical & Propane)	947.73	15,155.75	20,475.00	74.02%
Telephone & Internet	1,393.86	27,963.46	29,695.00	94.17%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	7,741.66	92,899.92	90,348.00	102.82%
Recoveries of Public Liability & Property Damage Settlements	(3,186.94)	(4,239.68)		0.00%
<b>Taxes</b>				
State Taxes	326.96	4,227.71	5,224.00	80.93%
Vehicle Licensing & Registration Fees		76.00	750.00	10.13%
Other Licensing Fees & Taxes	119.83	1,576.98	3,000.00	52.57%



**Jefferson Transit Authority  
Expense Statement  
For the Twelve Months Ending December 31, 2014**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$1,129.28	\$12,269.05	\$15,591.00	78.69%
Travel & Meetings	(590.94)	20,676.21	27,108.00	76.27%
Safety Program (Rodeo & Safety Rewards)		596.76	6,500.00	9.18%
Training (Classes, Seminars & Materials)	35.00	20,541.59	27,450.00	74.83%
EE CDL and EE Physical Expense		1,400.00	3,350.00	41.79%
Other Miscellaneous		53.90	300.00	17.97%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations			1,000.00	0.00%
Passenger Parking Facilities		325.84		0.00%
Service Vehicles & Equipment		440.92	2,500.00	17.64%
Other General Administration Facilities		11,023.97	12,324.00	89.45%
<b>TOTAL OPERATING EXPENSES</b>	<u><b>314,972.66</b></u>	<u><b>3,870,582.31</b></u>	<u><b>4,160,931.00</b></u>	<u><b>93.02%</b></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
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FTA FUNDS AWARDED TO JTA	
Original	\$ 560,000.00
1st Amendment	\$ 423,679.00
	\$ 970,874.00
	\$ 380,361.00
2nd Amendment	\$ 931,540.00

JTA MATCH	
Match Required	\$ 816,614.00

Total Project Award from FTA	\$ 3,266,454.00	Total Match	\$ 816,614.00
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Disbursements to date	\$ 2,616,629.00	Disbursements to date	\$ 710,377.13
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Remaining Balance	\$ 649,825.00	Remaining Balance	\$ 106,236.87
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Team/Disbursements	\$ 2,616,629.00	JTA Match	\$ 710,377.13
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Difference	\$ -	Difference	\$ -
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## 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; IMSC 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	\$ 27,536.00	\$ 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 5/2/7/18/2/9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/3, 2/1, 3/2, 3/1/2006; 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
6/11/2013	\$ 3,152.54	\$ -	\$ 3,152.54	Inv#051331 (not reported in 2013 to FTA)
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 B, 20140113B, 48430 B, 14-018, SEPTICPERMIT14
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	00005, 201401dg14-00005, 201401dg14-
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	Inv# 48860, 31419, 1041404, 20140312, 041411B
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv# 1218, 49099, 20140415, 51416
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv# 20140510, 061411
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv# 49488, 1228, 54-572569, 20140611, 100, 071411, Application#1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv# 81414, App #2, 51331, ODT AccEas, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv# 13378; 20140710; 20140811, BLD14-00004, PR#3
10/22/2014	\$ 257,214.00	\$ 205,771.00	\$ 51,443.00	20140905, PR#4, 13583
11/24/2014	\$ 603,990.00	\$ 483,192.00	\$ 120,798.00	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
1/5/2015	\$ 223,022.00	\$ 178,418.00	\$ 44,604.00	20141104/1412122/141222/PR#6/14253
Total	\$ 3,327,006.13	\$ 2,616,629.00	\$ 710,377.13	

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**December 2014**

<b>Current Account Status</b>	<b>Balance per Bank @ 12/31/14</b>	<b>\$ 2,177,434.91</b>	<b>\$ -</b>
<b>Balance per GL @ 11/30/14</b>		<b>\$ 2,389,483.31</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 5,731.97	
	Investment Interest	\$ 96.73	
	Transfers - Out (Purchases)	\$ (217,877.10)	
	Transfers - Out (Bond Reserves)	\$ -	
<b>Balance per GL @ 12/31/14</b>		<b>\$ 2,177,434.91</b>	

<b>2014 Capital Projects</b>				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	<b>2014 Beginning Balance</b>	\$ 2,684,815.00	\$ 671,204.00	\$ (671,204.00)
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00	\$ (77,053.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	Sales Tax Equalization Funding	\$ 237,874.00	\$ -	\$ -
	<b>JTA Outlay</b>	\$ -	\$ 782,000.00	\$ (782,000.00)
<b>Monthly Payments</b>	<b>JTA Bond Financing</b>	\$ -	\$ 1,000,000.00	\$ (1,000,000.00)
Jan-14	City of PT, JeffDCD, TCF	\$ (37,455.82)	\$ (7,491.16)	\$ 7,491.16
Feb-14	Bid Adverts, Permits, TCF	\$ (176,775.26)	\$ (35,355.05)	\$ 35,355.05
Mar-14	Bid Adverts, Permits	\$ (3,925.00)	\$ (981.00)	\$ 981.00
Apr-14	TCF, City of PT, Printing	\$ (68,829.95)	\$ (31,553.59)	\$ 31,553.59
May-14	TCF, City of PT, Printing, Easement Sur	\$ (6,968.18)	\$ (1,393.64)	\$ 1,393.64
Jun-14	TCF, City of PT	\$ (28,337.73)	\$ (5,667.55)	\$ 5,667.55
Jul-14	Pease, TCF, PT, Print, Materials, Elec	\$ (233,700.39)	\$ (58,425.10)	\$ 58,425.10
Aug-14	Pease, TCF, PT	\$ (259,370.34)	\$ (64,842.59)	\$ 64,842.59
Sep-14	Pease, TCF, PT	\$ (320,223.14)	\$ (80,055.79)	\$ 80,055.79
Oct-14	Pease, TCF, PT	\$ (260,095.05)	\$ (52,019.01)	\$ 52,019.01
Nov-14	Pease, TCF, PT, Materials Testing	\$ (615,071.52)	\$ (123,014.30)	\$ 123,014.30
Dec-14	Pease, TCF, PT, Materials Testing	\$ (217,877.10)	\$ (43,575.42)	\$ 43,575.42
	<b>Ending Balance</b>			\$ (2,098,882.81)
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	
Transit Shelter New & Replace	<b>2014 Beginning Balance</b>	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Transit Shelters (JTA)	<b>2014 Beginning Balance</b>		\$ 8,461.00	
Kiosks and Signage	<b>2014 Beginning Balance</b>	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	<b>2014 Beginning Balance</b>	\$ -	\$ 35,000.00	
PNR Passenger Services Bldg	<b>2014 Beginning Balance</b>	\$ 76,800.00	\$ 19,200.00	\$ (19,200.00)
	<b>12/31/2014 Purchase</b>			\$ 19,200.00
<b>Revenue Vehicles</b>				
Replacement Engine	<b>2014 Beginning Balance</b>		\$ 35,000.00	
<b>Service Vehicles</b>				
<b>Service Equipment</b>				
Addl Camera System for Trng	<b>2014 Beginning Balance</b>		\$ 2,500.00	
<b>Office Furniture &amp; Equipment</b>				
IT Systems/Trapeze Upgrades	<b>2014 Beginning Balance</b>	\$ 66,911.00	\$ 16,728.00	\$ (16,728.00)
	5 PCs -w/Software	\$ (3,284.44)	\$ (824.86)	\$ 824.86
	SQL-Server Edition & Licenses	\$ (1,644.30)	\$ (411.08)	\$ 411.08
	Virus Protection Software	\$ (855.36)	\$ (213.84)	\$ 213.84
	Sonic Wall and Portable Harddrive	\$ (1,792.00)	\$ (448.00)	\$ 448.00
	600GB HS Hard Drives	\$ (788.11)	\$ (192.03)	\$ 192.03
	17 Pcs -w/Software	\$ (11,473.77)	\$ (2,868.95)	\$ 2,868.95
	<b>Balance</b>			\$ (11,769.24)

JTA Capital Reserve Account Balance \$ 2,177,434.91  
JTA Appropriated Project Funds Sub-Total \$ (2,118,270.05)

Pending Reimbursements  
Pending Payments

**CAPITAL RESERVE BALANCE \$ 59,164.86**

**Total 2014 Budgeted Capital Projects \$ 5,610,349.00**



1615 W. Sims Way, Port Townsend, WA 98368

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General Manager's Report  
Attachment B

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January 20, 2015

**Legislative Updates**

The 2015 State Legislative sessions began Monday the 12<sup>th</sup>, and the Small and Medium Transit Association (SMTA) began our meetings on Tuesday the 13<sup>th</sup>. We will meet every Tuesday morning to receive legislative updates, and give our lobbyist feedback about possible issues regarding transportation. According to our lobbyist, there is positive movement toward a Transportation package at the moment, but whether this will occur before a K-12 package is passed is still in question.

Presently we are monitoring HB 1008 regarding agency data practices and HB 1086 regarding Public record commercial use.

I will continue to monitor these and new bills, and I will keep the Board updated with any changes.

**Washington State Transit Association (WSTA)**

Upcoming WSTA Board and Committee meetings:

- February 25-26 – 1<sup>st</sup> Quarter Board Meeting & Legislative Conference in Olympia
- March 5-6: WSTA Vanpool Committee Meeting in Redmond
- March 20: WSTA Officers Call
- March 20: WSTA HR Roundtable, Mount Vernon

**2015 Work Plan**

- JTA has an extensive work plan for 2015. JTA is in the process of planning a move to the Haines Place Transit Center (HPTC) AKA Visitor Center, approximately the 1<sup>st</sup> week of April. Customer Service and the two field supervisors will be stationed at the Haines Place Transit Center. JTA's goal is to provide passengers easier access to customer service for general transportation

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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**[www.JeffersonTransit.com](http://www.JeffersonTransit.com)**

information and purchasing bus passes. This move will help JTA meet our goal of providing safe, reliable, public transportation.

- Continue marketing campaigns to increase ridership.
- JTA is also in the planning phase for the move to our new site once the facility is completed. We anticipate this occurring around July. This move creates a need to adjust some of our fixed route service. JTA's operations manager has been working on some proposed routing and is planning on presenting these adjustments to the public in February for public comment.
- Jefferson Transit has filed a Land Use action against the City of Port Townsend regarding the rezoning of the Sims Way Property.
- Once the suit is complete JTA will begin marketing the Sims Way property.
- Continue to advocate with our State Legislators, for significant new state funding, and preservation of existing funding.
- Continue to stabilize Jefferson Transit.

### **Update on New Facility Project**

#### **Site Work Complete**

- ◆ Finishing Hat Chanel
- ◆ Attach siding to Hat Chanel
- ◆ Place Roof and Siding (weather Permitting)
- ◆ Finish Site Paving
- ◆ Grinding on Floor (building A)
- ◆ Underground Electric (building B)
- ◆ Interior Framing for Interior Walls
- ◆ Excavating Water Recovery System and Forming (building C)
- ◆ Received the data communication tower

#### **Work Planned (January)**

- Started siding on Building A
- Roof insulation installation for Building A
- Roofing for Building A
- Installation of interior walls in Building A
- Pour reclaim water recycle walls in Building C
- Rough-in electrical in Building A
- Installation of HVAC ducts in Building A
- Pour slab for Building C

#### **Schedule/Budget Status:**

- Completion date End of March 2015
- 90 day Final Acceptance Period
- On budget

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

### **Miscellaneous Items:**

- JTA is also placing ads on the back of seven of our buses that say, "Try Transit," and ask everyone to be kind to our environment.

### **IT Updates:**

- Continue to improve Server and network reliability (approx. 40% complete).
- Improve software security (replacing last remaining XP workstations (approx. 25% complete).
- Once new servers are installed, start the Trapeze v14 upgrade and then the Great Plains v10 upgrade.
- Continue to support the move to the new facility.

#### Work scheduled:

- Tour the Haines Place Transit Center for IT infrastructure and required equipment.
- Attend the weekly construction meetings.
- Server Maintenance and Upgrades.
- Work Station upgrades.

### **Mobility Coordinator Updates:**

#### **Vanpool**

- WSTIP's best practices include periodic safe driver testing for vanpool drivers, and therefore, as of January 1, 2015, have contracted with a new service provider.  
JTA's Mobility Coordinator (MC) attended training via a webinar and converted the existing vanpool drivers to the new database.

#### **Vanpool Recruiting**

- JTA placed an announcement on the Rideshare Online website seeking to attract new vanpool business. The announcement (with a photo of our vanpool vehicle) will display when registered users from Jefferson County login to the Rideshare website

#### Announcement reads:

#### Commuter Vanpools Available

Jefferson Transit has vanpool vehicles available for commuters traveling to work. The average cost per person for 5 riders traveling 1000 miles is \$138.20 monthly. (Base rate \$371.00 + \$320.00 fuel (.32 a miles x 1000 miles) = \$691.00/5 riders = \$138.20)

Are you "sailing solo" to Seattle? Washington State Ferries offer registered vanpools discounted fares plus preferential loading. If you are interested in starting a vanpool contact Leesa Monroe at Jefferson Transit 360-385-4777 x111 or [Imonroe@jeffersontransit.com](mailto:Imonroe@jeffersontransit.com)

### **Results of Toys for Tots December 6 event**

JTA attended a wrap-up meeting after the Toys for Tots event. This event brought in a total of 116 toys, 89 stocking stuffers, \$650.00 in cash and a check for \$500.00 from the Jefferson County Sportsman's Association. What a success!

### **Prepared year end 2014 Public Participation Report**

JTA attended the DASH Board monthly meeting; MC is working with members on an application for DASH funding from the Washington State Accessible Community Act Project Fund for reprinting of restaurant brochures.

The MC attended the Jefferson County Council of the Blind monthly meeting.





1615 W. Sims Way, Port Townsend, WA 98368

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## **OPERATIONS REPORT – January 20, 2015 Attachment C**

### **January Employment Anniversaries:**

John Maiden	32 Years
Linda Moerke	24 Years

### **December / January Monthly Highlights**

New printed schedules will be coming out January 26. The only routing change will be the early morning #7 will have its first stop at the Food Co-op at 5:53AM before travelling uptown and then downtown.

### **WSDOT Pilot Project**

Located all JTA bus-stops on GIS / ARC mapping system. Several other western Washington transit agencies participated.

### **New Facility Service Review Committee:**

Overall, the committee has decided that any changes related to the new facility must be accomplished in several phases over the next couple of years. The committee recognizes that with the new Four Corners location service to, from and through the Tri-Area has potential for some real expansion.

*Phase 1* would take place summer of 2015 following the opening of the new facility. Current considerations for that phase are:

#### **In-Town routes:**

- #2 (Mtn. View / Fort Worden) – Still seeking input from Centrum, Peninsula College and the PDA.
- #3 (Castle Hill / Cook Ave.) – No changes deemed necessary.
- #11 (Shuttle) – Changes to streamline the route and reduce confusion.

- A. Re-route of the Castle Hill portion including accessing the hill from 12<sup>th</sup> Street.
- B. Discussing one direction or two through uptown / downtown.

Commuters:

Minor time adjustments for better alignment at Four Corners, with the possible exception of changes to the mid-morning Sequim and Poulsbo routes to improve regional connectivity.

Tri Area:

Explore expansion and re-routing option to take advantage of the new facility and increasing ridership on those routes.

Public involvement:

Up to this point the committee has been discussing internal components of the possible service changes which are outside the scope of public input. Examples are clock-in location, vehicle needs, bus pre-trip parameters, effects on operator shifts and work rules with regard to the union.

We are in the process of identifying a couple of folks from the public to bring in at this phase. We are also shooting for public outreach meetings beginning mid-February.

Finally, we already have a "minimal-change" plan ready, which would involve existing service combined with measures in place to reduce dead-head costs.



**1615 W. Sims Way, Port Townsend, WA 98368**

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## **Maintenance Report for January, 2015 Attachment D**

### **2014 Totals:**

JTA consumed 88,154.5 gallons of diesel fuel for \$272,109, and 9,779 gallons of gasoline, for a total of \$32,170. Total fuel costs were \$305,112. This is a total of 432,353 miles at an average of 5.4 MPG.

Jefferson Fire and Rescue consumed 2,534 gal of diesel for \$8,000. This figure will most likely quadruple when their entire facility begins fueling at our location.

Our preventative maintenance services were a total of 511 services for a total of \$19,079. Road calls totaled 76 for minor call outs for zero dollars costs in parts and at a rate of \$.25 cents per mile.

We used a total of 72 tires, down from last year because of a maintenance change. We are now rotating tires at every oil change, instead of rotating every other oil change. So that extended the life of our tires which are at \$.62 cents a mile.

Our total maintenance costs are \$1.03 per mile.

We received four (4) shelters that were purchased from Intercity Transit.

**DRAFT**

**Jefferson Transit Authority  
Public Transportation Benefit Area (PTBA)  
Board Composition Conference**

**Meeting Minutes**

Tuesday, December 16, 2014, 2:48 pm  
701 Harrison Street, Port Townsend, WA

**CALL TO ORDER/WELCOME**

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair and Jurisdiction Representative for Jefferson County David Sullivan at 2:48 pm. The second Jurisdiction Representative for the City of Port Townsend present was Robert Gray.

**STAFF PRESENT**

General Manager Tammi Rubert, Fleet and Facilities Manager Ben Arnold and Executive Assistant/Clerk of the Board Laura Smedley.

**DISCUSSION ON THE SERVICE AREA**

General Manager Tammi Rubert explained that the PTBA's Authority Board consists of elected officials selected by the Governing Body of the City of Port Townsend and Jefferson County's Legislative Authority. Jefferson Transit Authority's (JTA) PTBA Board reviews the composition of the Board on a quadrennial basis as required by statute.

Ms. Rubert shared the determining factors used by other agencies to establish Board representation which included: ridership; population in the geographic location of the service; and revenue miles per jurisdiction. According to the United States Census Bureau, the population of Jefferson County in 2010 was 29,872. In 2013 it was 30,076, a population increase of 204. Port Townsend is the only incorporated city in Jefferson County and its population in 2010 was 9,130. In 2013 it was 9,210, a population increase of 80. JTA's PTBA has a service area of 259 square miles. We provided over 297,000 rides in 2014. JTA is not proposing an increase in service in 2015.

Current JTA Bylaws state that the Governing Body should consist of six (6) members; two (2) elected City Officials, three (3) County Commissioners and one (1) non-voting member of the Union.

The purpose of today's conference is to determine if the Board size needs to be increased. The above information presented is the same criteria that other transit agencies review when they assess the composition of their own Boards.

# DRAFT

## DISCUSSION ON BOARD COMPOSITION

Robert Gray asked if JTA had reached out to other agencies in Jefferson County such as the School Boards, the Port, or the Hospital, to determine if there would be interest in serving on JTA's Board. Tammi Rubert replied that a selection process would need to be developed to determine the agencies JTA would solicit, should this be in the interest of the Board. Discussion followed on the process.

David Sullivan stated that the question today is if we want to expand the Board. He would also like the entire Board to be involved in implementing the process. He believes the logical time to expand the Board would be when there is growth in the Tri-Area.

Robert Gray believes that now is the time to reach out to other agencies. That is what is important to the public. We should ask other agencies if they are interested. He would like to have other agencies apply for a Board position, asking how they might help JTA. The Board as a whole would then evaluate the applicants and make a decision on how large the Board should be.

David Sullivan believes JTA already executes outreach and cooperation with all the aforementioned agencies, and this can continue without expanding the Board. It is a way of shifting the balance of the majority on the Board.

Robert Gray believes that, at the very least, the Board should consider bringing back the Citizen's Advisory Committee (CAC) and establish a process to work with other Boards to hear their input. He would be willing to compromise on increasing the Board size if these two (2) conditions could be organized.

David Sullivan stated that this conference is to decide if the Board should be expanded. The other issues would be for the entire Board to discuss.

Robert Gray presented other Boards as examples showing how well large Boards function. He stated that adding one (1) Board member to this group does not seem detrimental.

David Sullivan disagreed and said that everything Robert Gray is suggesting can be done without adding a Board member.

Robert Gray asked what the process would be if the Representatives disagreed. With research assistance from the Washington State Department of Transportation (WSDOT), JTA had previously determined that if there was no decision or agreement, it would mean that no change in the composition of the Board would occur.

# DRAFT

The Representatives were in disagreement; therefore, no change in the composition of the Board will take place.

## ADJOURNMENT

The conference was adjourned at 3:06 pm.

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Laura Smedley, Clerk of the Board

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Date



1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 2/17/2015 January 2015 Expenses

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

- Accounts Payable Vouchers #93350-93380 in the amount of \$137,359.19
- Accounts Payable Voucher #93381 in the amount of \$37.20
- Accounts Payable Voucher #93382 in the amount of \$2,864.87
- Accounts Payable Voucher #93383 in the amount of \$73,150.80
- Accounts Payable Voucher #93384 in the amount of \$39.78
- Accounts Payable Vouchers #93385-93418 in the amount of \$119,163.63
- Accounts Payable Voucher #93419 in the amount of \$34.52
- Accounts Payable Voucher #93420 in the amount of \$85,476.24
- EFT Vouchers #5719-5724 in the amount of \$6,775.86
- EFT Vouchers #5725-5730 in the amount of \$6,973.01
- EFT Vouchers #5731-5736 in the amount of \$8,173.01
- EFT Voucher #163 in the amount of \$26,457.20
- Capital Checks #461-464 in the amount of \$225,585.97
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the monthly transfer to account to pay bond payment for 2015 in the amount of \$6,755.96
- Transfer from the Capital account to the Operations account for the purpose of: County deposited funds incorrectly to the Capital fund, transferring to Operating fund in the amount of \$3,426.89

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.  
The General Manager has approved these for the consent agenda.  
These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley  
Clerk of the Authority





## Authority Board Agenda Summary

**MEETING DATE:** February 17, 2015

**AGENDA ITEM:** Approval of out-of-state travel for Desiree Williams

**SUBMITTED BY:** Ben Arnold **TITLE:** Fleet & Facilities Manager

**DEPARTMENT:** Maintenance

**EXHIBITS/  
ATTACHMENTS:**

**BUDGETARY IMPACT** (if applicable)

**BUDGETED:** \$3,500.00

**EXPENDITURE REQUIRED:** \$2,975.00

**FUNDING SOURCE:** Operations

**REVIEWED BY:** Jammi Rupert

**MEETING DATE:** January 20, 2015

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT:**

Maintenance Clerk Desiree Williams needs to travel to the RTA Fleet Management Software Annual User's Conference and Training in Washington DC on April 6-10, 2015.

The conference offers training and highly useful information on managing daily tasks and improving RTA system usage.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Move to approve out-of-state travel for Desiree Williams



## Authority Board Agenda Summary

**MEETING DATE:** February 17, 2015

**AGENDA ITEM:** Resolution 05-02: Intent to Dispose of Surplus Property

**SUBMITTED BY:** Ben Arnold **TITLE:** Fleet & Facilities Manager

**DEPARTMENT:** Maintenance

**EXHIBITS/  
ATTACHMENTS:**

Appendix A

**BUDGETARY IMPACT** (if applicable)

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**REVIEWED BY:** *Jammi Ruben*

**MEETING DATE:** February 17, 2015

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT:**

The designated surplus personal property shown in Appendix A, which is attached, is hereby declared surplus and shall be appropriately disposed of as determined to be in the best interest of Jefferson Transit Authority by the General Manager.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Move to adopt Resolution 15-02: To declare the intention to dispose of surplus personal property

## JEFFERSON TRANSIT AUTHORITY

### RESOLUTION 15-02:

#### Intent to Dispose of Surplus Personal Property

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to declare the Intention to Dispose of Surplus Personal Property.

**WHEREAS**, the Jefferson Transit Authority Board of Directors holds that it is in the best interests of the Authority to dispose of all surplus personal property belonging to the Authority; and

**WHEREAS**, the personal property listed in Appendix A of this Resolution is identified by Authority staff as surplus and was this day presented to the Board of Directors for approval;

**NOW, THEREFORE, BE IT RESOLVED** that the designated surplus personal property shown in Appendix A, which is attached, is hereby declared surplus and shall be appropriately disposed of as determined to be in the best interest of Jefferson Transit Authority by the General Manager.

#### CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on February 17, 2015.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

## **Surplus Property Appendix A**

Bus # 401

Miles: 389,094.0

VIN # 1FCXE45F83HB33045

License # 67768C

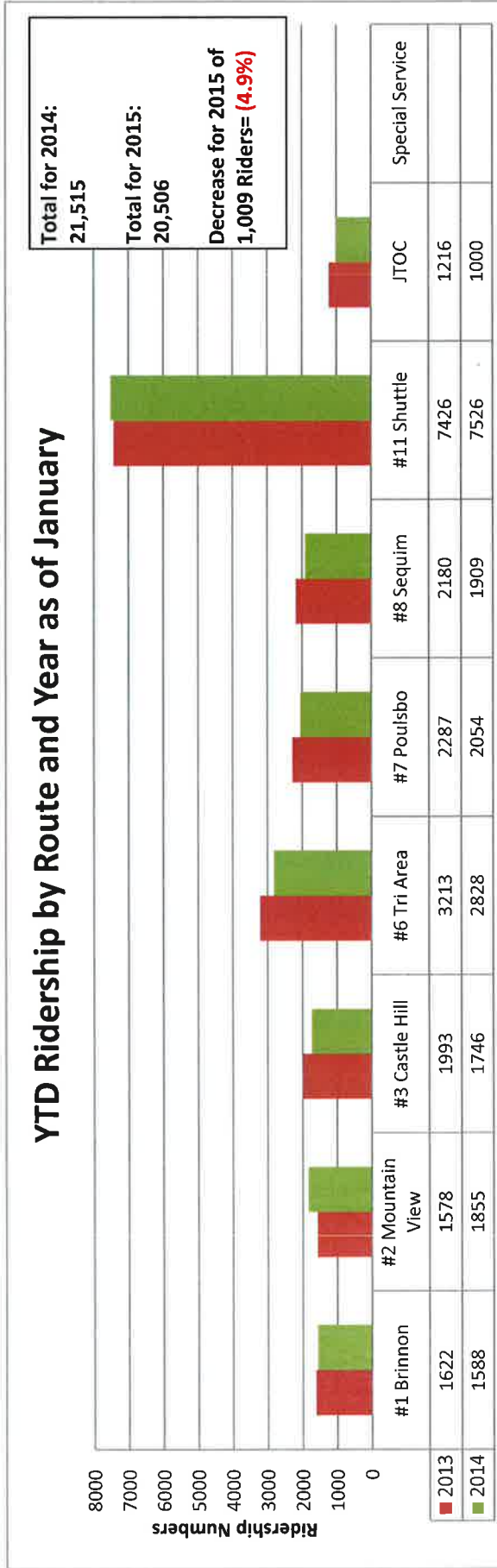
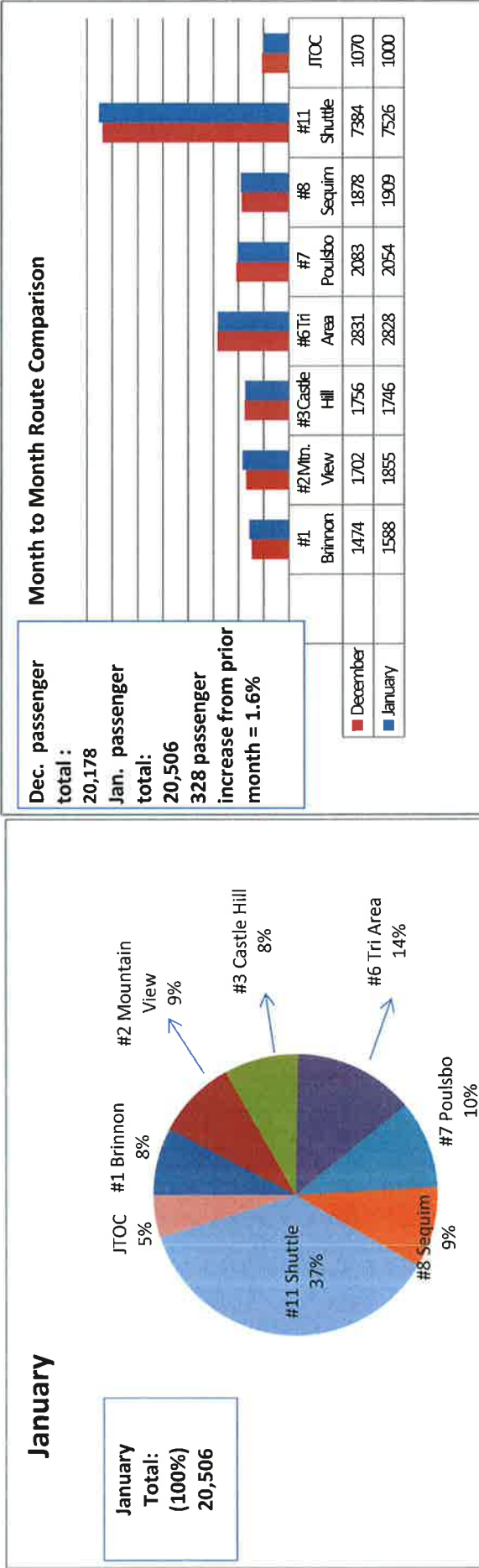
Make: Ford E-450

Model: Eldorado Cutaway

Reason: This bus needs a new engine, which would cost \$12,000. The value of this bus is not worth the cost to repair.

# RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH



# JEFFERSON TRANSIT AUTHORITY

## MONTHLY RIDERSHIP REPORT

January, 2015

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
<b>LOCAL</b>									
#2 Mt. View Connector	1855	0	31	302	2235	127	6.14	0.83	14.62
#3 Castle Hill Connector	1746	0	56	302	2748	130	5.78	0.64	13.45
#11 Shuttle	7526	15	167	635	2477	235	11.85	3.04	32.03
<b>LOCAL TOTAL</b>	<b>11127</b>	<b>15</b>	<b>254</b>	<b>1239</b>	<b>7460</b>	<b>492</b>	<b>7.93</b>	<b>1.50</b>	<b>20.03</b>

<b>COMMUTER</b>									
#1 Brinnon	1588	0	79	188	8084	226	8.45	0.20	7.04
#6A Tri Area Loop (5)	1510	1	103	115	2979	95	13.13	0.51	15.82
#6B Tri Area Loop (6)	1318	0	91	94	2435	78	14.02	0.54	16.89
#7 Poulsbo	2054	0	89	188	7877	201	10.93	0.26	10.21
#8 Sequim	1909	0	82	230	7912	179	8.30	0.24	10.64
<b>COMMUTER TOTAL</b>	<b>8379</b>	<b>1</b>	<b>444</b>	<b>815</b>	<b>29286</b>	<b>780</b>	<b>10.96</b>	<b>0.35</b>	<b>12.12</b>

<b>2014 SPECIAL EVENTS</b>	<b>Boardings</b>	<b>Runs per event</b>
Rhody Festival 2014	0	
Wooden Boat Festival 2014	0	

<b>WEST JEFFERSON</b>	1000	12	7	188	10846	445	5.32	0.09	2.25
<b>TOTAL MONTHLY</b>	<b>20506</b>	<b>28</b>	<b>705</b>	<b>2242</b>	<b>47592</b>	<b>1716</b>	<b>8.07</b>	<b>0.65</b>	<b>11.47</b>

21 Weekdays in Month      5 Saturdays in Month

<b>VANPOOL</b>				
	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,044	6,012	5.8	4

<b>DIAL A RIDE</b>									
	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	1136	1074	4681	400	1.06	0.24	2.84	94.17%	11
DAR Mobility Aids	280								

\*Boardings includes Passenger and Attendant if needed