

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, February 17, 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 Phil Johnson at 1:30 pm. Other members present were David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman, with Catharine Robinson excused.

STAFF PRESENT

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

PUBLIC COMMENT

Rick Jahnke read a statement regarding the carbon output by transit buses.

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

Margaret Lee also commented on the CAC, then made a request for a true stop at Lawrence and Taylor with an allocated pull-out.

Debbie Jahnke thanked staff for the expanded Composition of the Board meeting minutes.

Response:

Phil Johnson commented that a CAC discussion will be added to the agenda after the new facility project is complete.

NEW AGENDA ITEMS

Tammi Rubert requested an Executive Session regarding property with no action anticipated. Ms. Rubert also indicated that because Ben Arnold was absent, there would be no Maintenance Report.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

a. Approval of Minutes, January 20, 2015

Kathleen Kler suggested the following correction to the January minutes:

- Change the time Phil Johnson entered the meeting to 1:38 pm.
- 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**

Motion: David Sullivan moved to approve the Consent Agenda with changes. Kathleen Kler seconded.

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

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 15-02: Intent to Dispose of Surplus Property.

Tammi Rubert presented Resolution 15-02 stating this property is bus #401. This bus requires a new engine, and the cost of engine replacement is prohibitive.

Motion: Robert Gray moved to adopt Resolution 15-02: Intent to Dispose of Surplus Property with changes. David Sullivan seconded.

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

REPORTS

General Managers Report – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Updates
- New Facility Updates
- Marketing Update
- IT Updates
- Mobility Updates

There was a discussion regarding the JTA email addresses created for the Board members.

Operations Report – John Koschnick

Please see Attachment C

John Koschnick reported on the following items:

- February Employment Anniversary
- Monthly Highlights
- Public Outreach Meeting Schedule

RIDERSHIP

Ridership in January is up slightly by 1.5%, but is down 4.9% from last January. Dial-a-Ride boardings per hour are at 2.84. On-time performance is down slightly at 94.17%.

PUBLIC COMMENT

Margaret Lee asked about acronyms used in the Manager's reports.

Burt Langsea also requested that JTA use full titles instead of acronyms.

Debbie Jahnke asked if there had been discussion about including a list of correspondence received by JTA in the Board Packets.

Tammi Rubert responded to Ms. Lee's question by explaining SMTA stands for Small and Medium Transit Agencies, WSTA stands for Washington State Transit Association, AWC stands for the Association of Washington Cities, and WSTIP stands for Washington State Transit Insurance Pool.

In response to Debbie Jahnke's request, Ms. Rubert said JTA will contact the County to see how the information is gathered.

Darrell Conder invited Kathleen Kler to ride transit.

EXECUTIVE SESSION


Executive Session per RCW 42.30.110 for discussion regarding property, with no action anticipated.

Executive Session began at 2:25 pm

Executive Session ended at 2:34 pm

ADJOURNMENT

The meeting was adjourned at 2:35 pm. The next regular meeting will be held Tuesday, March 17, 2015, at 1:30 p.m.



Laura Smedley, Clerk of the Board

3-18-15

Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

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

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

Total **\$3,941,757.79****

*"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	\$158,497.64	\$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	\$323,866.00	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	\$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	\$255,787.52	\$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	\$2,372,837.54	\$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	\$289,627.00	3.83%	\$1,322,327.99	1,248,458.00	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	\$273,339.75	\$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	\$234,370.59	\$234,370.59	\$234,370.59	\$246,090.00	6.44%	\$3,276,382.79	2,996,340.00	9.35%
December	0.90%	\$261,935.16	\$344,682.23	\$361,349.36	\$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	\$351,349.36	\$331,924.43	\$335,020.00	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	\$252,810.78	\$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	\$266,787.52	\$288,960.00	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		\$261,935.16	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00				
Monthly Average		\$261,935.16	\$301,723.04	\$303,275.63	\$268,835.66	\$293,783.75	0.00%			

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	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	262,430.00	
February	0.90%		\$245,824.15	\$282,810.78	\$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	\$266,787.52	\$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%		\$261,935.16	\$261,546.64	\$263,071.24	\$241,672.00	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	\$287,852.98	\$301,759.65	\$273,680.48	\$292,909.92	0.00%			

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

	January	Year to Date
STATEMENT OF CASH FLOWS		
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)
CASH BALANCES - END OF PERIOD	\$3,944,464.63	\$3,944,464.63

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

	January	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
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>
OPERATING REVENUES				
Passenger Fares for Transit Services				
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%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	65.00	780.00	8.33%
Total Operating Revenues	14,507.52	14,507.52	209,680.00	6.92%
NONOPERATING REVENUES				
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%
Taxes Levied Directly by Transit System - Sales & Use Tax	278,205.96	278,205.96	3,514,918.00	7.92%
Special Sales Tax Receipts - Miscellaneous			21,392.00	0.00%
 Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
 State Grants and Contributions				
Rural Mobility Competitive	21,665.00	21,665.00	193,600.00	11.19%
RTAP			6,000.00	0.00%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	68,471.00	814,932.00	8.40%
 Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	371,365.08	371,365.08	4,581,353.00	8.11%
TOTAL REVENUES	385,872.60	385,872.60	4,791,033.00	8.05%

**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>
OPERATING EXPENSES				
Labor				
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%
Benefits				
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%
Service and User Fees				
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%
Materials and Supplies Consumed				
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%
Utilities				
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%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	8,761.66	108,480.00	8.08%
Taxes				
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>
Miscellaneous				
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%
Interest Expense				
Leases and Rentals				
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%
TOTAL OPERATING EXPENSES	<u><u>333,855.91</u></u>	<u><u>333,855.91</u></u>	<u><u>4,402,686.00</u></u>	<u><u>7.58%</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
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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
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Total Match	\$ 816,614.00
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Disbursements to date	\$ 2,796,618.00
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Disbursements to date	\$ 755,374.11
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Remaining Balance	\$ 469,836.00
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Remaining Balance	\$ 61,239.89
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Team/Disbursements	\$ 2,796,618.00
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JTA Match	\$ 755,374.11
-----------	---------------

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; 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 #040301946; 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
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
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	B, 201401138, 48430 B, 14-018, SEPTICPERMIT14
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	00005, 2014014-00006, 2014014-00007, 2014014-00008, 2014014-00009, 2014014-00010, 2014014-00011, 2014014-00012, 2014014-00013, 2014014-00014, 2014014-00015, 2014014-00016, 2014014-00017, 2014014-00018, 2014014-00019, 2014014-00020, 2014014-00021, 2014014-00022, 2014014-00023, 2014014-00024, 2014014-00025, 2014014-00026, 2014014-00027, 2014014-00028, 2014014-00029, 2014014-00030, 2014014-00031, 2014014-00032, 2014014-00033, 2014014-00034, 2014014-00035, 2014014-00036, 2014014-00037, 2014014-00038, 2014014-00039, 2014014-00040, 2014014-00041, 2014014-00042, 2014014-00043, 2014014-00044, 2014014-00045, 2014014-00046, 2014014-00047, 2014014-00048, 2014014-00049, 2014014-00050, 2014014-00051, 2014014-00052, 2014014-00053, 2014014-00054, 2014014-00055, 2014014-00056, 2014014-00057, 2014014-00058, 2014014-00059, 2014014-00060, 2014014-00061, 2014014-00062, 2014014-00063, 2014014-00064, 2014014-00065, 2014014-00066, 2014014-00067, 2014014-00068, 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Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
January 2016

Current Account Status	Balance per Bank @ 1/31/15	\$ 2,176,966.51	\$ -
Balance per GL @ 12/31/14		\$ 2,177,434.91	
	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)	\$ -	
Balance per GL @ 1/31/15		\$ 2,176,966.51	

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	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)
Monthly Payments		\$ -	\$ -	\$ -
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				
	Ending Balance			\$ (1,173,848.87)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2015 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
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				
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,090.00	\$ 11,772.00	\$ (11,772.00)
	Balance			\$ (11,772.00)
JTA Capital Reserve Account Balance				\$ 2,176,966.51
JTA Appropriated Project Funds Sub-Total				\$ (1,357,238.87)

Pending Reimbursements
Pending Payments

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

Total 2014 Budgeted Capital Projects **\$ 3,261,132.00**



1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report Attachment B

February 17, 2015

Legislative Updates

I was pleased to hear of movement on a comprehensive, multimodal statewide transportation funding package. For public transportation, I am encouraged to see in this proposal a balance of increased state investment in public transportation programs and projects, along with new revenue authority for local and regional voter-approved taxing sources.

Transportation investment continues to be an important issue for our state and local economy's and quality of life. This proposal from the State Senate is a significant step, and Jefferson Transit appreciate the leadership that Senators Curtis King, Joe Fain, Steve Hobbs and Marko Liias have shown.

Now, we need to keep up momentum and get a package passed this year.

There is a hearing on the revenue proposal in Olympia tomorrow (Wed. 2/18). The Authority Boards support of this package would be beneficial to JTA.

There is a hearing on the reform bills is today, 2/17. At first glance, lobbyists did not see key issues for transits, especially for PTBAs.

The package includes \$486 M total NEW funding for transit to be spread over 16 years, this includes new funding for:

- Special needs (\$160 M total),
- Rural mobility (\$90 M total),
- Regional mobility (\$140 M total), and
- Vanpools (\$21 M total), as well as
- An itemized list of capital projects totaling \$75 M.

This is just the NEW funding, we don't know what will be included in the STC's proposed 2015-17 biennial budget, but hope at a minimum to see existing funding

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continue for transit programs and to see the Regional Mobility Grant Program fully-funded.)

- This revenue package is contingent on agreement on specific reforms – the reform bills are not available yet, but there seems to be agreement on most of them, labor and sales tax being the two exceptions where there are still negotiations occurring.
- Second, use of fee revenue for multimodal uses, especially for the transit funding described above, is contingent on the Governor NOT implementing a low carbon fuel standard, if he does, then all of the new revenue goes to the motor vehicle account, presumably for highway-related projects. It sounds like there will be further negotiating on this topic as well.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- February 25-26 – 1st 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

Update on New Facility Project

Site Work Complete

- Majority of the siding has been installed 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
- New fabric structure arrived

Work Planned (February)

- Continue to install windows in Building A
- Continue to drywall Building A
- Continue to paint interior Building A
- Install new fabric structure
- Built-in desk in lobby
- Finishing detail for bathrooms
- Waiting for reclaim system to be delivered
- Hang ceilings

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- Painting steel beams
- Finishing piping in maintenance bay
- Eco lift install
- Begin canopy work
- Install bollards

Schedule/Budget Status:

- Substantial Completion date April 8, 2015
- 90 day Final Acceptance Period
- On budget

Miscellaneous Items:

- New Vanpool advertisement on the PT Leader website. Promoting vanpool usage, asking the public to Reduce CO2 and save money
- Check out the back of the buses for our "Try Transit" Marketing Ad.
- Jefferson Transit scheduled public meetings to discuss new routing once moved to Four Corners facility. The public meetings will begin Wednesday, February 18th at the Cotton Building. The first meeting will start at 11:00 am. On the same day, JTA will meet at the Jefferson County Library 2:30 pm. Our last meeting will begin at 11:00 am at the Quilcene Community Building, February 20th.

IT Updates:

- Continue to improve Server and network reliability (replaced the sonic firewall anti-spam).
- Moved all servers to a temp rack for easy transport to new facility.
- Continue to replace last remaining XP workstations (5 more to go).
- Once new servers are installed, start the Trapeze v14 upgrade and then the Great Plains v10 upgrade.
- Continue to support the move to new facility (adequate power to server room, AV equipment in conference room).

Work scheduled:

- Attend the weekly construction meetings.
- Server Maintenance and Upgrades.
- Work Station upgrades.

Mobility Coordinator Updates:

Vanpool/Debit Cards

The majority of JTA vanpool riders are federal government employees who receive vouchers to supplement their cost of ridesharing. The DOT transit benefit program provides a non-taxable subsidy designed to encourage federal employees to use mass transit for their home to work commute.

The Navy Office of Financial Management is transitioning from issuing vouchers to issuing debit cards to all employees using transit for their commute. It is expected as of July 1, 2015, vouchers will no longer be available to vanpool riders in Washington State. The Mobility Coordinator (MC) researched products that other transit agencies are using, which will enable JTA to make an informed decision about whether to accept debit cards or not. Finance is investigating the impact of accepting debit cards as forms of payment through different vendors for Vanpool only.

DASH

- MC attended the monthly DASH board meeting. A presentation was given by Celia Fry from Age at Home, LLC regarding services her company can provide to help people prepare for aging at home.
- Board members continue their work on the application for DASH funding from the Washington State Accessible Community Act Project Fund. These funds are to be used to print accessible brochures and maps, and to update their website. Jefferson Transit includes these brochures with DAR applications.
- This month MC prepared DASH's grant proposal to request funding from United Good Neighbors to be used for ongoing DASH projects.

Other Meetings/Conferences

The MC traveled to Redmond to attend the first ever Mobility Peer-to-Peer Networking Group. The one-day conference was hosted by Community Transportation Association North West (CTANW). The agenda included group discussion of the mobility programs from public and private transit providers. A follow up two-day conference is scheduled for the end of March.

In January, the MC participated in a conference call hosted by the American Public Transportation Association (APTA). The call was attended by transit agencies nationwide to comment on a proposed ADA (Americans with Disabilities) circular drafted by Federal Transit Administration (FTA). The FTA released a draft of seven of twelve planned chapters. APTA requested an additional 60-day comment period.

The MC attended Smart Transportation online meeting. The agenda included:

- Updates regarding County Park and Rides.
- A demonstration of **new features** available for Rideshareonline.

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The MC met with Anna McEnery and Carl Hanson to review Jefferson County's Developmental Disabilities Advisory Board/Staff Action Plan for 2013/2014/2015. We discussed accomplishments and possible changes needed in preparation for the upcoming DD board meeting

The MC attended DD Board meeting. There were presentations by members of the People First Group. They talked about their state convention. There was also a presentation from Chris Morris, the new program director of the Arc of Washington and organization that represent people with disabilities

MC attended Jefferson County Council of the Blind monthly meeting. MC reports on any transit updates and changes, and answers transit questions.



1615 W. Sims Way, Port Townsend, WA 98368

OPERATIONS REPORT – February 17, 2015
Attachment C

February Employment Anniversaries:

Alice Lane 2/5/1996 20 years

January / February Monthly Highlights

In January I spent the majority of or \$2500 WSTIP Safety Grant. We purchased an Automated External Defibrillator (AED) which will probably end up at the Haines Place building. We also purchased video cameras for both supervisor vehicles.

January 6 – 1st Quarter Safety Committee meeting.

January 21 – Initial walk-through of Haines Place building to begin developing ideas for usage.

January 22 – Final meeting of the New Facility Service Review Committee.

As of 3RD week of January operations started driver evaluations. We will finalize those evaluations over the next two weeks and assign any refresher training as needed.

February 11 – Conference call to discuss “Best Practice for Securing Mobility Devices”. This is a committee picked by WSTIP Risk Manager Chris DeVoll. Beyond developing agency policies and procedures WSTIP plans to make a training video for securing three-wheel mobility devices.

February 18 and 20 - Public outreach meetings regarding new service options related to our new facility.