

# **Jefferson Transit Authority Board**

## **Regular Meeting Minutes**

Tuesday, April 18, 2017, 1:30 pm

63 4 Corners Road, Port Townsend, WA

### **CALL TO ORDER/WELCOME**

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

### **STAFF PRESENT**

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

### **PUBLIC COMMENT**

Brenda McMillan commented on bi-monthly meetings.

Steve Hopkins from Clallam Transit thanked Jefferson Transit staff for JTA's cooperation with their proposed service to the Bainbridge Island ferry terminal and the west Jefferson County service.

Jim Todd commented on service from Port Townsend to Bainbridge Island.

Debbie Jahnke would like a restroom update for Haines Place Park and Ride.

Bert Langsea commented on bi-monthly meetings. He would also like to encourage attendance at the next transportation meeting scheduled for April 27<sup>th</sup> at 7:00 pm at Quimper Unitarian.

Tammi responded to the comment regarding transportation to Bainbridge Island. JTA is preparing to add service in the near future. Direct service to Bainbridge Island has been discussed in the past, but it is very costly. One of JTA's first priorities will be to fill gaps in existing service that had been cut during the recession.

Tammi Rubert responded to Ms. Jahnke's request for a restroom update by stating that at our last Board Meeting she informed the Board of the total quoted cost of the restroom project in her General Manager's report. We will need Board approval to move forward on that project.

Tammi Rubert and Sara Crouch have been on Quilcene School District's calendar for April 27<sup>th</sup> for two months in order to attend their job fair and will not be able to attend the transportation meeting.

### **NEW AGENDA ITEMS**

Discussion regarding monthly Board Meetings is added to new business as "h."

### **FINANCE REPORTS**

Please see Attachment A and B

Capital Reserve Fund has been changed to reflect current year projects as Capital Committed and the balance as Capital Reserve. This was changed to give a better picture of the balance in the Capital Fund.

Ms. Crouch reported on the following items for February 2017 and March 2017:

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

David Sullivan requested that Ms. Crouch create a projection of funding required for future capital needs. He is pleased that the Operating Reserve Fund is fully funded. It has been a goal since the beginning of the recession.

### **CONSENT AGENDA**

- a. Approval of Minutes, February 21, 2017
- b. Approval of Expenses, February 2017
- c. Approval of Expenses, March 2017
- d. Surplus Property Valued Under \$5,000

***Motion: Kate Dean moved to approve the Consent Agenda. David Faber seconded.***

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

### **OLD BUSINESS**

There was none.

## NEW BUSINESS

- a. **Resolution 17-7:** Authorizing the General Manager to sign the Interlocal Agreement for Summer Youth Passes

JTA is preparing for the Summer Youth Pass Program again. This program is a regional program between Clallam Transit, Grays Harbor Transit, and Mason Transit, with Intercity Transit also joining the program this year. All systems will honor this pass between Memorial Day and Labor Day for a cost of \$20.00.

***Motion: David Faber moved to approve Resolution 17-7: Authorizing the General Manager to sign the 2017-2019 Summer Youth Pass Interlocal Agreement. Kate Dean seconded.***

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

- b. **Resolution 17-8:** PTeRider Contract Renewal

Kate Dwyer requested that we renew her revocable license. This agreement worked very well last year.

***Motion: David Faber moved to approve Resolution 17-8: Authorizing the General Manager to sign the renewed revocable license with PTeRider Contract. Kate Dean seconded.***

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

- c. **Resolution 17-9:** Reserve Fund Policy

Sara Crouch requested the Board consider adopting an amended policy for reserve funds to include a section for revenue vehicles. The goal is to provide a level of annual funding sufficient to cover the purchase of one full-sized bus every four years or to fund the purchase of van-pool vans and demand-response vehicles as necessary. The maximum level per year would be \$125,000. Each year we would first fund the Capital Reserve, then the Operating Reserve, then the Revenue Vehicle Reserve.

***Motion: Kate Dean moved to approve Resolution 17-9: To amend the Reserve Fund Policy for vehicle replacement. David Faber seconded.***

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

- d. **Resolution 17-10:** To Execute the 1<sup>st</sup> Amendment to Grant Agreement GCB2291

This amendment changes the scope of work in order to provide Capital funding assistance to complete the 100-stall Park and Ride at the intersection of SR 20 and 4 Corners Road in Jefferson County. The grant originally said to build 100 stalls. JTA already had 50 stalls, so this changes the wording so that it now states to complete another 50 stalls.

***Motion: Kate Dean moved to approve Resolution 17-10: To Execute the 1<sup>st</sup> Amendment to Grant Agreement GCB2291. David Faber seconded.***

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

- e. **Resolution 17-11:** Authorizing the General Manager to sign the contract with Hoch Construction for the construction of the 63 4 Corners Park and Ride.

JTA was granted a Regional Mobility Grant to fund the building of this additional 50 stall Park & Ride with electric vehicle charging stations and a bike barn. The lowest bidder was Hoch Construction from Port Angeles at \$540,400. This contract was reviewed and approved by JTA's legal counsel.

***Motion: David Faber moved to approve Resolution 17-11: Authorizing the General Manager to sign the contract with Hoch Construction for the construction of the 63 4 Corners Park and Ride. Kate Dean seconded.***

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

- f. **Resolution 17-12:** Authorizing the General Manager to Sign the Interlocal Agreement for Clallam Transit to operate within Jefferson County.

Clallam Transit requested an Interlocal Agreement which would allow Clallam Transit to operate its vehicles within Jefferson County, making one stop in Discovery Bay for a \$10.00 fee to ride to Bainbridge Island.

Driving east, this stop will be located at the existing shelter at Hwy 20 and 101. In the westbound direction, Clallam Transit would alight passengers just beyond the bend at the JTA stop. If a passenger's final destination is Port Townsend, Clallam Transit would recommend the passenger ride Kitsap Transit route #90 and connect to JTA route #7.

***Motion: David Faber moved to approve Resolution 17-12: Authorizing the General Manager to sign the Interlocal Agreement for Clallam Transit to operate within Jefferson County. Kate Dean seconded.***

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

The question was asked if their business model expected this service to pay for itself. Clallam Transit Operations Manager Steve Hopkins stated CTA had devised a fare structure where they expected full fare recovery at 16 passengers per trip. A follow-up question asked if the fare would remain the same whether boarding in Clallam County or Jefferson County. Mr. Hopkins said yes, there is a single fare for operator and customer ease.

- g. **Resolution 17-13:** Authorizing the General Manager to sign a Service and Construction contract with Double D Electric, Inc.

Currently, JTA's 50 kW generator is insufficient to power our required loads in case of a power outage. We went out to bid for a contractor that was able to deliver and install a 250 kW generator. Double D Electric was the lowest bidder at \$90,698.

JTA had an independent study done, and this kW power was recommended. This generator is extremely important now that East Jefferson Fire and Rescue fuels their vehicles here. It is vital that we do not have a break in service.

**Motion: Kate Dean moved to approve Resolution 17-13: Authorizing the General Manager to sign a Service and Construction contract with Double D Electric, Inc. David Faber seconded.**

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

**h. A discussion regarding bi-monthly meetings.**

Two Board members are not present for this discussion.

Some of the items that were brought up for discussion at the last meeting included staff time and the possibility of longer lasting meetings. The bi-monthly Board Meetings were scheduled to coincide with annual agenda items typically heard before the Board. The Board meeting is a business meeting designed to accomplish Transit business in terms of what is required of the Board. What we are hearing is the public wanting more opportunity to contribute.

The Citizens Advisory Committee (CAC) may be another venue for public input. In an update for the CAC, it was stated that JTA had received seven applications. We are requesting 7 to 15 members from a diverse representation of Jefferson County. At present, we have a very limited representation. Advertisements were again posted in the Port Townsend Leader and Peninsula Daily News.

Holding Board meetings every other month appears to be good for staff workload, but may not work as well for the public input. If we maintain this meeting structure, we need to be very responsive to the public. Hopefully, the public will feel comfortable in contacting staff, or members of the Board to discuss questions or offer input in addition to commenting at Board Meetings.

It is JTA's policy that major changes in service are not made without public outreach and approval from the Board.

This discussion will be tabled until the two other Board members are present to contribute.

## **REPORTS**

### **GENERAL MANAGER'S REPORT – Tammi Rubert**

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Report
- 4 Corners Park and Ride Project
- Upcoming Meetings
- Emergency Generator Update
- Haines Place Transit Center Maintenance
- RouteMatch Migration
- Radio Improvement Project
- A special thank you to David Lont and Jake Hollingsworth for their extra work.

## **MAINTENANCE REPORT – Ben Arnold**

Please see Attachment D

Ben Arnold reported on the following items:

- New JTOC Buses Update
- Roof Repair
- RouteMatch Tablet Installation
- Window Cleaning

## **RIDERSHIP – Tammi Rubert**

Ridership has leveled off. It went up slightly in February and leveled off in March. Average daily ridership is 763 over 24 days of service. The ridership of connecting agencies was also down slightly.

## **PUBLIC COMMENT**

Debbie Jahnke asked where it was stated in the minutes that the Haines Place Transit Center (HPTC) restroom project was put on hold.

Bert Langsea would like to request that when questions and comments come from the public, they are responded to as they come up.

Steve Tucker from the Port of Port Townsend said restroom discussion seems to be a common subject. Perhaps we should have a “bathroom summit”? There appears to be a consensus in that the responsibility should not rest on one agency.

Jim Todd agreed we should coordinate restroom efforts.

Ed Stanard asked if there will be a place to charge electric bicycles at the expanded Park and Ride.

Tammi will research if that is available with the EV chargers.

Brenda McMillan asked what JTA is doing to increase ridership.

Ms. Rubert said everything JTA does is based on increasing ridership. We advertise on our website, our buses, and we listen to public ideas. We are studying whether to increase frequency or coverage now that we have funding to increase our service. We are always studying this.

On behalf of the Acting General Manager at Clallam Transit, Operations Manager Steve Hopkins would like to thank the JTA Board for approving the Interlocal Agreement, and CTA looks forward to our continued partnership on the peninsula.

Ed Stanard said getting into the schools and educating 5<sup>th</sup>. or 6<sup>th</sup>-grade students might help increase ridership.

Jim Todd asked if smaller buses should be used on some of the routes.

Ms. Rubert stated that the bigger buses do have a longer life than cut-away buses. JTA's routes are set up so the same buses that handle in-town service routes can change to commuter routes. We switch up the routes to offer variety to our drivers' days. Fuel usage is also very close to being the same for the size of both buses.

David Faber proposed that we respond to customer comments immediately after the comment if it does not create a problem.

David Sullivan said we do try to answer questions if they don't require research at the end of the comment. At Jefferson County meetings, we try to respond without getting into a dialog.

David Sullivan responded to Debbie Jahnke's comment about restrooms. This goes back to the history of trying to stabilize our budget and put reserve funds in place so that we can now offer extra service. It is great to be approaching a time when we will have some capacity to add service.

Ms. Rubert also responded to Ms. Jahnke's comment saying she reported in the February meeting that Grants and Procurement Administrator Frank Burns did quite a bit of research on the cost for a public restroom at HPTC. The cost was quoted at \$90,000 to \$100,000 to complete the project. This project is not in JTA's 2017 budget, and it was not voted on to hold or move forward. The current discussion should be about whether we want to add a restroom or put more service on the road.

### ADJOURNMENT

The meeting was adjourned at 3:00 pm. The next regular meeting will be held Tuesday, June 20, 2017, at 1:30 pm at 63 4 Corners Road, Port Townsend.

  
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Laura Smedley, Clerk of the Board

6-27-2017  
\_\_\_\_\_  
Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

April 12, 2017

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

The budget tracking percentage for March is 24.99%. Typically we use that tracking figure as a guideline for monitoring expenses.

I have made a change to the Financial Summary page in this report. In the past, the two accounts listed for the Capital account have been the Capital Checking account (the account we pay the bills from) and the Capital Reserve. Both accounts are what we called the Capital Reserve Balance. I have changed the listing to "Capital Committed", those projects we have on the current Capital Budget; and Capital Reserve, those funds that are actually held in reserve. If the change for the Reserve Policy is approved at the meeting, this section will change to add a Vehicle Reserve Fund.

**Sales Tax Analysis Reports –**

- Sales tax for January 2017 is 4% lower than received for January 2016.

**Revenue Report –**

- Farebox revenue is nearly on budget.

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

- **Labor** – Other overtime includes overtime for the Maintenance Dept. We are short an employee and another was out for an extended period. Overtime costs in Maintenance Dept. will be higher than anticipated during budget, this may result in a budget adjustment later on in the year.
- **Benefits** –
  - Holiday - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
  - General Leave – timing issue
  - Uniforms – timing issue
- **Materials and Supplied Consumed**
  - Vehicle Maintenance & Repair Parts – monitoring.
  - Shop Supplies – timing issue, but monitoring.
- **Leases and Rentals**
  - Port-a-potty monthly rental cost has increased.

**Capital Activity –**

- Capital activity in March: SCJ Alliance for Park and Ride Project; RouteMatch; Parking Lot Vacuum Sweeper.





## March 2017 Financial Summary

Budget Tracking Figure: 24.99%

1. Operational Expenses:	\$347,347.52
Operational Revenues:	\$183,76.76
Non-Operational Income:	\$460,796.54
Capital Expenses:	\$88,769.00
Capital Income:	\$4,229.78
2. Sales Tax Received 3/31/2017 for January 2017:	\$307,974.06
Sales Tax Received 3/31/2016 for January 2016:	\$318,746.72
**Sales tax decreased from prior year 4%**	
3. Cash on Hand as of March 31, 2017*:	
Operating:	\$582,410.14
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,541,106.70
Capital Reserve (63% Funded)***:	\$1,626,929.91
(TDP Funding Match \$2,544,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$34,026.54
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,097.74
Travel Fund:	\$1,304.00

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<b>Total</b>	<b>\$5,721,640.03**</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.

\*\*\*Balance 1,534.632.69 minus current year project obligations.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

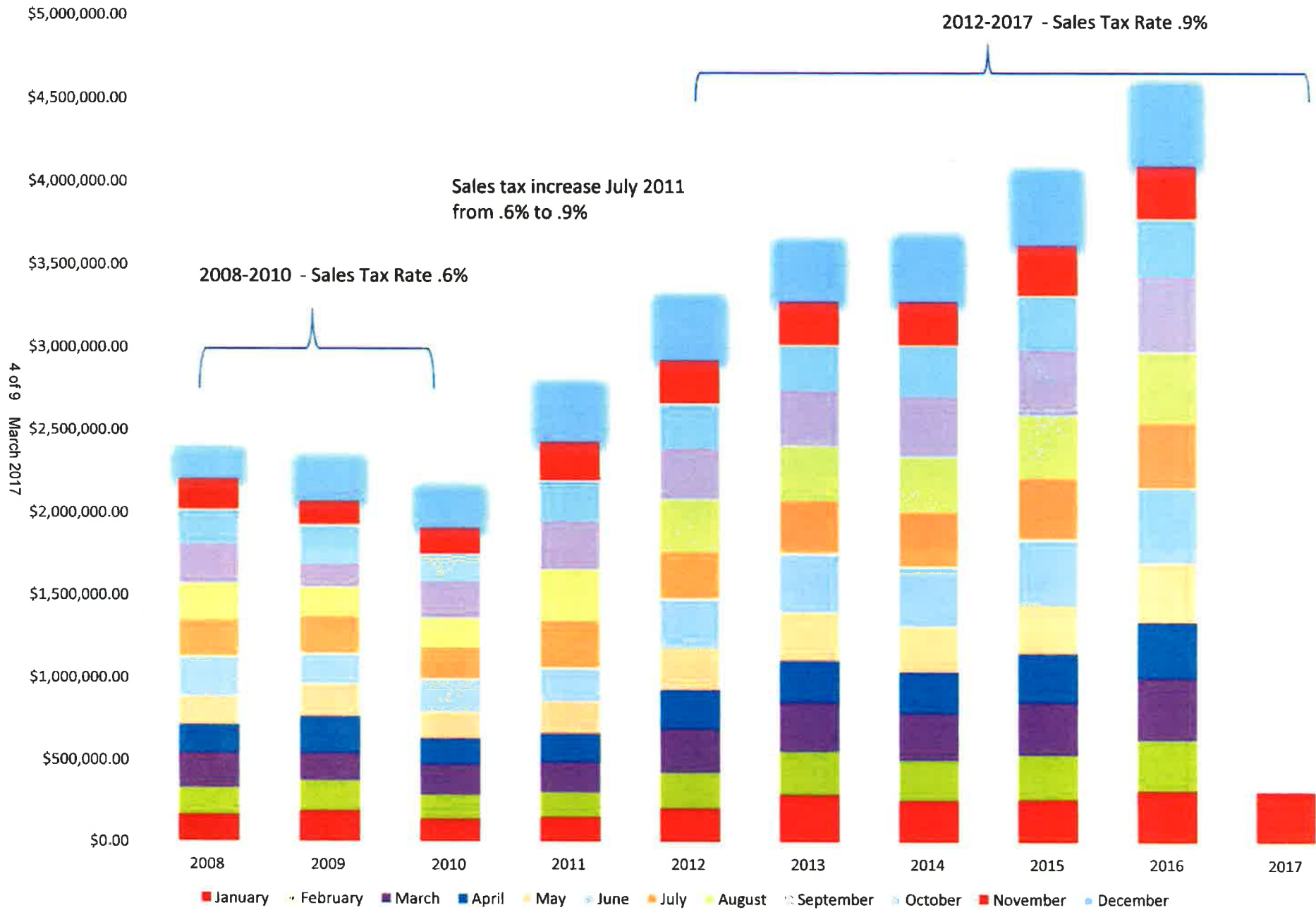
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,097,393.64	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$365,797.88	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$307,974.06	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$307,974.06	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

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



**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Three Months Ending March 31, 2017**

	<u>March</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$5,821,800.68	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$25,349.83)	(\$716,160.53)
Non-Capital Financing Activities	\$311,184.41	\$1,101,951.59
Investing Activities	<u>\$3,147.59</u>	<u>\$7,759.03</u>
Total Operating Cash Provided/(Used)	\$288,982.17	\$393,550.09
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>(\$384,146.02)</u>	<u>(\$436,742.06)</u>
Net Increase/(Decrease) Cash and Equivalent	(\$95,163.85)	(\$43,191.97)
<b>CASH BALANCES - END OF PERIOD</b>	<u><u>\$5,726,636.83</u></u>	<u><u>\$5,726,636.83</u></u>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Three Months Ending March 31, 2017**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$18,376.76</b>	<b>\$50,070.61</b>	<b>\$205,000.00</b>	<b>24.42%</b>
<b>Operating Expenses</b>				
Labor	167,913.33	476,841.18	1,982,558.00	24.05%
Benefits	111,526.15	375,950.43	1,556,799.00	24.15%
Services and User Fees	8,733.70	29,667.22	244,530.00	12.13%
Materials & Supplies	39,501.89	104,968.25	545,460.00	19.24%
Utilities	3,516.30	17,693.52	80,020.00	22.11%
Casualty/Liability Costs	10,211.33	30,634.03	127,000.00	24.12%
Taxes	363.94	952.20	7,953.00	11.97%
Miscellaneous Expenses	5,306.68	12,227.48	87,665.00	13.95%
Leases and Rentals	274.20	3,052.60	18,640.00	16.38%
<b>Total Operating Expenses</b>	<b>347,347.52</b>	<b>1,051,986.91</b>	<b>4,650,625.00</b>	<b>22.62%</b>
<b>Operating Income (Loss)</b>	<b>(328,970.76)</b>	<b>(1,001,916.30)</b>	<b>(4,445,625.00)</b>	<b>22.54%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	3,508.82	9,802.12	24,000.00	40.84%
Taxes Levied by Transit	367,987.06	1,052,460.64	3,931,572.00	26.77%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	39,539.00	118,617.00	251,579.00	47.15%
Federal Grants & Contributions	48,511.66	145,534.98	801,284.00	18.16%
<b>Total Non-Operating Revenues</b>	<b>460,796.54</b>	<b>1,330,164.74</b>	<b>5,025,935.00</b>	<b>26.47%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>131,825.78</b>	<b>328,248.44</b>	<b>580,310.00</b>	<b>56.56%</b>
<b>Net Income/(Loss)</b>	<b>131,825.78</b>	<b>328,248.44</b>	<b>580,310.00</b>	<b>56.56%</b>

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Three Months Ending March 31, 2017**

	<u>March</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	\$12,844.77	\$35,192.84	\$144,000.00	24.44%
Fixed Route Fares - West - JTOC	480.74	1,183.96	4,500.00	26.31%
Dial-a-Ride Fares (DAR)	1,018.61	2,556.85	10,800.00	23.67%
Vanpools	4,032.64	11,136.96	43,200.00	25.78%
Extended Service			2,500.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>18,376.76</b>	<b>50,070.61</b>	<b>205,000.00</b>	<b>24.42%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	3,147.59	7,759.03	12,000.00	64.66%
Gain (Loss) on Disposition of Capital Items	217.40	389.15	1,200.00	32.43%
Public Donations	2.00	4.00		0.00%
Other Nontransportation Revenues	141.83	1,649.94	10,800.00	15.28%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>367,987.06</b>	<b>1,052,460.64</b>	<b>3,931,572.00</b>	<b>26.77%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	39,539.00	118,617.00	248,579.00	47.72%
RTAP			3,000.00	0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	48,511.66	145,534.98	801,284.00	18.16%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		4,229.78		0.00%
<b>Total Nonoperating Revenues</b>	<b>460,796.54</b>	<b>1,334,394.52</b>	<b>5,025,935.00</b>	<b>26.55%</b>
<b>TOTAL REVENUES</b>	<b>479,173.30</b>	<b>1,384,465.13</b>	<b>5,230,935.00</b>	<b>26.47%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Three Months Ending March 31, 2017**

	March	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$57,721.93	\$166,573.84	\$647,222.00	25.74%
Operators Overtime - Fixed Route	2,753.64	9,757.46	71,253.00	13.89%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,562.68	31,550.84	124,973.00	25.25%
Operators Overtime - Dial-a-Ride (DAR)	323.16	1,776.54	12,521.00	14.19%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	34,853.76	109,059.04	518,571.00	21.03%
Other Overtime (Mntce, Dispatch, Cust Serv)	7,983.55	19,608.20	40,314.00	48.64%
Administration Salaries	52,714.61	138,515.26	567,704.00	24.40%
<b>Benefits</b>				
FICA	13,193.02	41,987.93	195,329.00	21.50%
Pension Plans (PERS)	18,725.86	57,086.87	264,224.00	21.61%
Medical Plans	42,869.69	128,043.06	551,400.00	23.22%
Dental Plans	3,059.64	9,172.59	45,636.00	20.10%
Unemployment Insurance (UI)			22,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,475.85	17,351.92	69,922.00	24.82%
Holiday	969.67	42,104.20	90,777.00	46.38%
General Leave	24,030.02	69,297.55	263,289.00	26.32%
Other Paid Absence (Court Duty & Bereavement)	1,630.30	3,082.87	14,686.00	20.99%
Uniforms, Work Clothing & Tools Allowance	737.76	2,508.11	10,100.00	24.83%
Other Benefits (HRA, EAP & Wellness)	834.34	5,315.33	29,436.00	18.06%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,505.95	3,400.28	18,250.00	18.63%
Professional & Technical Services	1,816.00	7,838.52	110,530.00	7.09%
Contract Maintenance Services (IT Services)	898.90	2,445.78	14,500.00	16.87%
Security Services		352.50	5,000.00	7.05%
Vehicle Technical Services	2,323.44	9,099.84	38,250.00	23.79%
Property Maintenance Services	1,097.15	2,971.27	14,500.00	20.49%
Software Maintenance Fees	718.31	2,154.93	30,100.00	7.16%
Postage & Mail Meter Fees	45.20	547.85	3,100.00	17.67%
Drug & Alcohol Services	328.75	856.25	4,800.00	17.84%
Other Services & User Fees			2,500.00	0.00%
<b>Materials and Supplies Consumed</b>				
Fuel	24,696.73	52,828.43	295,000.00	17.91%
Tires	2,983.67	7,830.83	35,000.00	22.37%
Lubrication	781.20	1,009.02	10,550.00	9.56%
Tools	147.63	946.98	18,000.00	5.26%
Vehicle Maintenance & Repair Parts	7,426.24	23,099.95	81,500.00	28.34%
Non-Vehicle Maintenance & Repair Parts	162.54	427.05	8,240.00	5.18%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		51.62	3,750.00	1.38%
Shop Supplies (Maintenance & Cleaning)	2,083.42	5,649.32	20,500.00	27.56%
Safety & Emergency Supplies		57.76	7,050.00	0.82%
Office Supplies	655.73	3,434.93	14,920.00	23.02%
Computer Programs & Supplies	150.47	2,643.85	14,150.00	18.68%
Printing (Photocopier, Schedules & Brochures)	414.26	6,988.51	33,450.00	20.89%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	916.99	2,730.45	14,100.00	19.36%
Utilities (Electrical & Propane)		6,316.40	27,000.00	23.39%
Telephone & Internet	2,599.31	8,646.67	38,920.00	22.22%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	30,634.03	127,000.00	24.12%
<b>Taxes</b>				
State Taxes	353.94	942.20	4,203.00	22.42%
Vehicle Licensing & Registration Fees	10.00	10.00	750.00	1.33%
Other Licensing Fees & Taxes			3,000.00	0.00%

**Jefferson Transit Authority  
Expense Statement  
For the Three Months Ending March 31, 2017**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$890.51	\$3,464.47	\$17,007.00	20.37%
Travel & Meetings	3,026.17	5,533.87	32,150.00	17.21%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,170.00	2,838.44	24,408.00	11.63%
EE CDL and EE Physical Expense	220.00	322.00	4,800.00	6.71%
Other Miscellaneous		68.70	300.00	22.90%
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation			35,755.00	0.00%
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	274.20	822.60	3,000.00	27.42%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		2,230.00	13,140.00	16.97%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>347,347.52</u></b>	<b><u>1,051,986.91</u></b>	<b><u>4,686,380.00</u></b>	<b><u>22.45%</u></b>

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

Current Account Status	Balance per Bank @ 3/31/17	\$	3,171,357.87	\$	-
Balance per GL @ 2/28/17		\$	1,680,856.22		
	Transfers - In	\$	1,574,000.00		
	Transfers - In ( Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement	\$	4,229.78		
	Investment Interest	\$	1,040.87		
	Transfers - Out (Purchases)	\$	(88,769.00)		
	Transfers - Out (Operating Correction)	\$	-		
Balance per GL @ 3/31/17		\$	3,171,357.87		
Balance in Capital Account	Outstanding Checks	\$	(3,321.26)		
		\$	3,168,036.61		

**2017 Capital Projects**

Facility		Grant Funding	JTA Funding
	<b>2017 Budgeted Balance</b>	\$ -	\$ -
	<b>JTA Funded Balance</b>		\$ -
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	Jan 2017 SCJ Alliance	\$ (1,282.80)	\$ (320.70)
	Feb 2017 SCJ Alliance	\$ (4,588.40)	\$ (1,147.10)
	<b>JTA Funded Balance</b>		\$ 385,532.20
<b>Revenue Vehicles</b>			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 278,000.00	\$ 100,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 48,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		\$ 622,453.00
<b>Service Vehicles</b>			
<b>Service Equipment</b>			
Generator 83 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)		\$ 32,155.00
	Purchased 2/28/2017		\$ (32,155.00)
	<b>JTA Funded Balance</b>		\$ 125,000.00
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
Route Match	2016/2017 Beginning Budget		\$ 154,000.00
Add ons Apprvd 2/21/2017			\$ 45,000.00
	Mar 2017 - Routematch		\$ (50,878.50)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4315 Grant; \$1085 JTA)	\$ 4,261.44	\$ 1,065.36
	Purchased Feb 2017 - Facility Wide WiFi	\$ (4,261.44)	\$ (1,065.36)
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	<b>JTA Funded Balance</b>		\$ 408,121.50

JTA Capital Balance	\$	3,168,036.61
JTA Committed Project Funds Sub-Total	\$	(1,541,106.70)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	\$	<b>1,626,929.91</b>





**63 4 Corners Road, Port Townsend, WA 98368**

Attachment B

March 16, 2017

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

The budget tracking percentage for February is 16.66%. Typically we use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports –**

- Sales tax for December 2016 is 10% higher than received for December 2015. Cumulatively JTA is up 13% compared to 2015. There are two sales tax reports because we report both cash basis and accrual basis. The sales tax chart is accrual based, meaning it is through December 2016.

**Revenue Report –**

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

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

- **Labor** – Other overtime includes overtime for the Maintenance Dept. An employee has been out long-term, this has caused overtime costs in Maintenance Dept. to be higher than anticipated, this may result in a budget adjustment later on in the year.
- **Benefits** –
  - Holiday - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
  - General Leave – timing issue
  - Uniforms – timing issue
- **Materials and Supplied Consumed**
  - Vehicle Maintenance & Repair Parts – timing issue.
  - Shop Supplies – timing issue.
  - Computer Programs & Supplies – timing issue.
  - Printing – New schedules printed (reordered 3 times a year) – timing issue.
- **Leases and Rentals**
  - Port-a-potty monthly rental cost has increased.

**Capital Activity –**

- Capital activity in February: SCJ Alliance for Park and Ride Project; Wi-Fi IT Purchase; Use tax on capital purchases.



## February 2017 Financial Summary

Budget Tracking Figure: 16.66%

1. Operational Expenses:	\$311,740.20
Operational Revenues:	\$14,854.02
Non-Operational Income:	\$463,447.49
Capital Expenses:	\$6,930.30
Capital Income:	\$45,145.47
2. Sales Tax Received 2/28/2017 for December 2016:	\$475,452.60
Sales Tax Received 2/28/2016 for December 2015:	\$428,927.47
**Sales tax increased from prior year 10%**	
3. Cash on Hand as of February 28, 2017*:	
Operating:	\$2,426,401.47
Operating Reserve (81% Funded):	\$950,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$114,068.53
Capital Reserve (42% Funded)***:	\$1,534,632.69
(TDP Funding Match \$2,544,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$27,270.58
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,424.81
Travel Fund:	\$1,353.50

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<b>Total</b>	<b>\$5,817,916.58**</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.

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

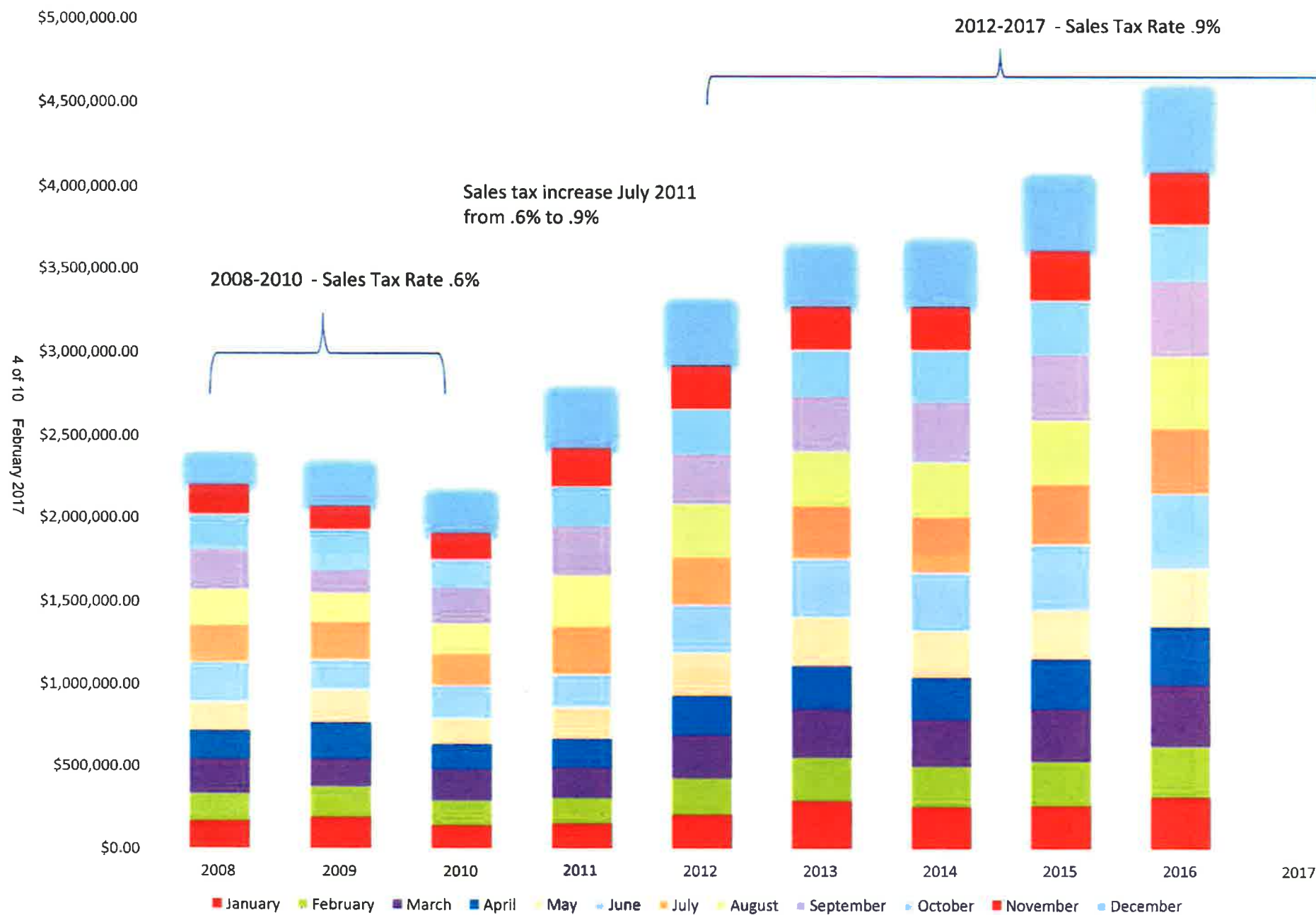
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%		\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	0.00%	\$0.00	840,678.00	
April	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$789,419.58	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$394,709.79	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%		\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	0.00%	\$0.00	267,054.00	
February	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$0.00	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$0.00	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

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



Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,548.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
August	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,881,836.51	2,454,196.00	17.42%
September	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$3,281,279.84	2,832,764.00	15.83%
October	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$3,703,343.25	3,167,980.00	16.90%
November	0.90%	\$460,953.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.64%	\$4,164,296.27	3,543,829.00	17.51%
December	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$4,508,413.00	3,858,320.00	16.91%
Total		\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,858,320.00	14.46%			
Monthly Average		\$375,701.08	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Actual to Budgeted Variance	2016 Cumulative Actual Sales Tax Received	2016 Cumulative Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.83%	\$625,062.20	543,930.00	14.92%
March	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.00%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
June	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,152,000.40	1,880,572.00	14.43%
July	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$2,551,443.73	2,259,140.00	12.94%
August	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$2,973,507.14	2,594,356.00	14.61%
September	0.90%	\$460,963.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.65%	\$3,434,470.16	2,970,205.00	15.63%
October	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$3,778,586.89	3,282,696.00	15.11%
November	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,548.64	\$267,103.00	17.55%	\$4,092,553.87	3,549,799.00	15.29%
December	0.90%	\$475,452.60	\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	24.54%	\$4,568,006.47	3,931,572.00	16.49%
Total		\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	13.93%			
Monthly Average		\$380,667.21	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				



**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Two Months Ending February 28, 2017**

	<u>February</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances Beginning of Period	\$6,306,457.61	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	\$33,802.87	(\$695,082.63)
Non-Capital Financing Activities	\$477,622.56	\$790,767.18
Investing Activities	<u>\$2,269.00</u>	<u>\$4,611.44</u>
Total Operating Cash Provided/(Used)	\$513,694.43	\$100,295.99
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>\$497.97</u>	<u>(\$49,474.78)</u>
Net Increase/(Decrease) Cash and Equivalent	\$514,192.40	\$50,821.21
<b>CASH BALANCES - END OF PERIOD</b>	<u><u>\$5,820,650.01</u></u>	<u><u>\$5,820,650.01</u></u>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Two Months Ending February 28, 2017**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,854.02</b>	<b>\$30,543.18</b>	<b>\$205,000.00</b>	<b>14.90%</b>
<b>Operating Expenses</b>				
Labor	150,514.51	308,927.85	1,982,558.00	15.58%
Benefits	102,779.14	262,724.40	1,556,799.00	16.88%
Services and User Fees	5,934.50	16,718.38	244,530.00	6.84%
Materials & Supplies	34,304.01	64,799.79	545,460.00	11.88%
Utilities	3,842.93	11,256.45	80,020.00	14.07%
Casualty/Liability Costs	10,211.33	20,422.70	127,000.00	16.08%
Taxes	286.09	588.26	7,953.00	7.40%
Miscellaneous Expenses	3,593.49	6,518.80	87,665.00	7.44%
Leases and Rentals	274.20	1,663.40	18,640.00	8.92%
<b>Total Operating Expenses</b>	<b>311,740.20</b>	<b>693,620.03</b>	<b>4,650,625.00</b>	<b>14.91%</b>
<b>Operating Income (Loss)</b>	<b>(296,886.18)</b>	<b>(663,076.85)</b>	<b>(4,445,625.00)</b>	<b>14.92%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	3,591.23	6,293.30	24,000.00	26.22%
Taxes Levied by Transit	370,555.60	684,473.58	3,931,572.00	17.41%
Local Grants & Contributions	1,250.00 ✓	2,500.00	17,500.00	14.29%
State Grants & Contributions	39,539.00 ✓	79,078.00	251,579.00	31.43%
Federal Grants & Contributions	48,511.66 ✓	97,023.32	801,284.00	12.11%
<b>Total Non-Operating Revenues</b>	<b>463,447.49</b>	<b>869,368.20</b>	<b>5,025,935.00</b>	<b>17.30%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>166,561.31</b>	<b>206,291.35</b>	<b>580,310.00</b>	<b>35.55%</b>
<b>Net Income/(Loss)</b>	<b>166,561.31</b>	<b>206,291.35</b>	<b>580,310.00</b>	<b>35.55%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Two Months Ending February 28, 2017**

	<u>February</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	\$10,266.18	\$21,197.40	\$144,000.00	14.72%
Fixed Route Fares - West - JTOC	387.22	703.22	4,500.00	15.63%
Dial-a-Ride Fares (DAR)	771.82	1,538.24	10,800.00	14.24%
Vanpools	3,428.80	7,104.32	43,200.00	16.45%
Extended Service			2,500.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,854.02</b>	<b>30,543.18</b>	<b>205,000.00</b>	<b>14.90%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	2,269.00	4,611.44	12,000.00	38.43%
Gain (Loss) on Disposition of Capital Items		171.75	1,200.00	14.31%
Public Donations	2.00	2.00		0.00%
Other Nontransportation Revenues	1,320.23	1,508.11	10,800.00	13.96%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>370,555.60</b>	<b>684,473.58</b>	<b>3,931,572.00</b>	<b>17.41%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	39,539.00	79,078.00	248,579.00	31.81%
RTAP			3,000.00	0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	48,511.66	97,023.32	801,284.00	12.11%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	4,229.78	4,229.78		0.00%
<b>Total Nonoperating Revenues</b>	<b>467,677.27</b>	<b>873,597.98</b>	<b>5,025,935.00</b>	<b>17.38%</b>
<b>TOTAL REVENUES</b>	<b>482,531.29</b>	<b>904,141.16</b>	<b>5,230,935.00</b>	<b>17.28%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Two Months Ending February 28, 2017**

	February	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$51,770.98	\$108,851.91	\$647,222.00	16.82%
Operators Overtime - Fixed Route	1,636.71	7,003.82	71,253.00	9.83%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,478.41	19,988.16	124,973.00	15.99%
Operators Overtime - Dial-a-Ride (DAR)	96.37	1,453.38	12,521.00	11.61%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,138.04	74,205.28	518,571.00	14.31%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,446.53	11,624.65	40,314.00	28.84%
Administration Salaries	44,947.47	85,800.65	567,704.00	15.11%
<b>Benefits</b>				
FICA	11,969.77	28,811.11	195,329.00	14.75%
Pension Plans (PERS)	18,494.52	38,361.01	264,224.00	14.52%
Medical Plans	42,941.26	85,173.37	551,400.00	15.45%
Dental Plans	3,079.04	6,112.95	45,636.00	13.40%
Unemployment Insurance (UI)			22,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,308.58	11,876.07	69,922.00	16.98%
Holiday	1,218.39	41,134.53	90,777.00	45.31%
General Leave	16,915.81	45,267.53	263,289.00	17.19%
Other Paid Absence (Court Duty & Bereavement)	605.36	1,452.57	14,686.00	9.89%
Uniforms, Work Clothing & Tools Allowance	1,310.41	1,770.35	10,100.00	17.53%
Other Benefits (HRA, EAP & Wellness)	936.00	2,764.91	29,436.00	9.39%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	893.83	1,894.33	18,250.00	10.38%
Professional & Technical Services	3,154.67	6,022.52	110,530.00	5.45%
Contract Maintenance Services (IT Services)	186.39	1,546.88	14,500.00	10.67%
Security Services	210.00	352.50	5,000.00	7.05%
Vehicle Technical Services	58.86	2,561.26	38,250.00	6.70%
Property Maintenance Services	162.64	1,874.12	14,500.00	12.92%
Software Maintenance Fees	718.31	1,436.62	30,100.00	4.77%
Postage & Mail Meter Fees	241.05	502.65	3,100.00	16.21%
Drug & Alcohol Services	308.75	527.50	4,800.00	10.99%
Other Services & User Fees			2,500.00	0.00%
<b>Materials and Supplies Consumed</b>				
Fuel	19,023.67	28,131.70	295,000.00	9.54%
Tires	3,327.98	4,847.16	35,000.00	13.85%
Lubrication	(65.55)	227.82	10,550.00	2.16%
Tools	303.76	799.35	18,000.00	4.44%
Vehicle Maintenance & Repair Parts	7,853.03	15,673.71	81,500.00	19.23%
Non-Vehicle Maintenance & Repair Parts	27.81	264.51	8,240.00	3.21%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		51.62	3,750.00	1.38%
Shop Supplies (Maintenance & Cleaning)	1,371.89	3,565.90	20,500.00	17.39%
Safety & Emergency Supplies		57.76	7,050.00	0.82%
Office Supplies	1,477.14	2,112.63	14,920.00	14.16%
Computer Programs & Supplies	494.48	2,493.38	14,150.00	17.62%
Printing (Photocopier, Schedules & Brochures)	489.80	6,574.25	33,450.00	19.65%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	907.49	1,813.46	14,100.00	12.86%
Utilities (Electrical & Propane)		3,405.22	27,000.00	12.61%
Telephone & Internet	2,935.44	6,037.77	38,920.00	15.51%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	20,422.70	127,000.00	16.08%
<b>Taxes</b>				
State Taxes	286.09	588.26	4,203.00	14.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%



**Jefferson Transit Authority**  
**Expense Statement**  
**For the Two Months Ending February 28, 2017**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$993.49	\$2,273.96	\$17,007.00	13.37%
Travel & Meetings	1,516.86	2,507.70	32,150.00	7.80%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,014.44	1,668.44	24,408.00	6.84%
EE CDL and EE Physical Expense			4,800.00	0.00%
Other Miscellaneous	68.70	68.70	300.00	22.90%
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation			35,755.00	0.00%
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	274.20	548.40	3,000.00	18.28%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		1,115.00	13,140.00	8.49%
<b>TOTAL OPERATING EXPENSES</b>	<u><b>311,740.20</b></u>	<u><b>693,620.03</b></u>	<u><b>4,686,380.00</b></u>	<u><b>14.80%</b></u>

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

Current Account Status	Balance per Bank @ 2/28/17	\$ 1,680,856.22	\$ -
Balance per GL @ 1/31/17		\$ 1,641,543.63	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 45,145.47	
	Investment Interest	\$ 1,097.42	
	Transfers Out (Purchases)	\$ (6,930.30)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 2/28/17		\$ 1,680,856.22	

**2017 Capital Projects**

Facility		Grant Funding	JTA Funding
	<b>2017 Budgeted Balance</b>	\$ -	\$ -
	<b>JTA Funded Balance</b>		\$ -
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	<b>JTA Funded Balance</b>		\$ 387,000.00
<b>Revenue Vehicles</b>			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 276,000.00	\$ 100,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		\$ 622,453.00
<b>Service Vehicles</b>			
<b>Service Equipment</b>			
Generator 63 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget		\$ 41,000.00
	<b>JTA Funded Balance</b>		\$ 166,000.00
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
Route Match	2016/2017 Beginning Budget		\$ 154,000.00
Add ons Apprvd 2/21/2017			\$ 45,000.00
Final GCB1614 IT Purchases	2017 Beginning Budget		\$ 5,400.00
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	<b>JTA Funded Balance</b>		\$ 464,400.00

JTA Capital Reserve Account Balance	\$ 1,680,856.22
JTA Appropriated Project Funds Sub-Total	\$ (1,639,853.00)

Pending Reimbursements  
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 41,003.22
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63 4 Corners Road, Port Townsend, WA 98368

## **General Manager's Report**

### **Attachment C**

April 18, 2017

### **Legislative Updates**

The 2017 Regular Session is scheduled to adjourn on April 23rd. The Senate passed HB 1395, the bill that extends job-order contracting authority to transits. The bill passed at 49-0 and is headed to the Governor's desk. It will join HB 1149, the bike-rack on buses bill, which passed earlier in the month. As April 12<sup>th</sup> was the last day to consider (pass) opposite house bills, we are glad those two are approved.

During our last SMTA meeting, our lobbyist advised that both the Senate and the House have passed their Transportation Budget, now negotiations will begin. The Sound Transit valuation schedule seems to be slowing the process down. It does appear that the two budgets are not far apart and will likely be adopted by the end of the regular session.

### **Volkswagen Settlement Funds**

In 2016, Volkswagen settled a major case with the federal government. The settlement states that VW agreed to pay \$15 billion to settle claims brought by the US EPA and others for rigging software to skew emissions tests in violation of the Clean Air Act. Washington State is set to receive approximately \$112 million as part of the settlement. These funds will be available for projects that reduce pollution by replacing vehicles such as trucks, buses, trains, boats, and cargo-handling or construction equipment with lower emissions vehicles.

### **Jefferson Transit Authority (JTA) Park and Ride Expansion**

#### **Project Status**

- JTA's Park and Ride Project went out to bid in March 2017.
- JTA received only four bids
- Bid openings occurred on March 30, 2017
- Winning bid was \$540,000 from Hoch construction out of Port Angeles
- The bids ranged upward to \$921,670

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

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- Once contract is approved for signature work will begin immediately
- Grant completion date is June 31, 2017.

### **Current Work Completed**

- Permits acquired
- Bidding complete
- Low bidder awarded
- Preconstruction Meeting completed on April 13, 2017

### **Work Planned**

- Contract review and approval by Authority April 18, 2017
- Construction to begin immediately after approval by Authority

### **Washington State Transit Association (WSTA)**

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

### **Upcoming WSTA Board and Committee meetings:**

- Marketing & Communication Committee, Spokane – April 20-21
- Clerk's Committee Meeting, Spokane – April 24-25 (Laura)
- Facilities Maintenance Committee Meeting, May 22 – Kennewick (Ben, David)
- Maintenance Committee Meeting, May 22 – Kennewick (Ben)

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

### **Miscellaneous Items**

#### **Emergency Diesel Generator Replacement**

The bidding process is done and the contract awarded to Double D Electric for Kohler 250 KW Electric Diesel Generator (EDG). Terms of the contract were approved by JTA's Counsel, Craig Miller. The total price of the contract including tax is \$90,698. JTA is negotiating a maintenance plan with Double D Electric as well. The annual cost for the maintenance plan is approximately \$1,000. There was much discussion about what grade of fuel to run the new generator. We currently run 5% BioDiesel (B5) for all our diesel powered vehicles and our current 50KW Generator. Double D Electric recommended using conventional diesel grades and not B5 because of restrictions, limitations, and most importantly the manufacture's statement that B5 has a 90 Day maximum life. JTA will use conventional diesel in the new EDG.

### **Haines Place Transit Center Maintenance**

Currently, the HPTC parking lot is weathered and in need of maintenance. JTA will hire Sealco, the apparent lowest bidder to reseal and restripe all asphalt at the Haines Place Transit Center (HPTC) located at 440 12<sup>th</sup> Street. The estimated project time is three days, and the cost is \$25,724.

### **Salary Survey**

JTA is finalizing the RFQ for the Salary Survey and will be sending it out to vendors by the middle of May.

### **Sweeper Update**

JTA purchased a Tennant Sweeper Vacuum in February. The total cost for the sweeper was \$32,155.

### **Migration to RouteMatch Software Suite and Phase out of Trapeze/PASS**

JTA is well into the process of migrating to RouteMatch Dial A Ride (DAR) and Fixed Route (FR) software systems and expect to go live the week of April 17<sup>th</sup> with the DAR phase and FR four weeks later. JTA has successfully installed all required software on the servers without issues. Last week 17 tablet installations were performed by RouteMatch.

### **The Radio Improvement Project**

GreenTree Radio continues to make progress on improving our radios. IT has received two of the three bids for three separate phases of work which represent the bulk of the project. The first: installation of new second repeater antenna and cabling at the Mt. Maynard facility; Second: The installation and testing of all second repeater radio components at the Mt. Maynard radio shack; and, Third: The rework of the tower and existing antennas at 63 4 Corners Base. GreenTree has also been performing minor upgrades to vehicle antenna and cables which have resulted in noticeable improvements to the existing system. All but a few vehicles have been completed to date.

Now that JTA has received approval from the FCC, I expect the pace of progress will improve, and the Mt. Maynard repeater will be operational before the end of the year.

**A special thank you to David Lont and Jake Hollingsworth** who installed a new HVAC unit in the server room making things very cool inside and saving JTA about \$3300. JTA attempted to install the HVAC from 1615. However, the system did not ever operate correctly and needed replacement. Quotes varied from \$4500 - 5500 to replace the unit. We did it in-house for under \$1300. Thanks, Dave and Jake!

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

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



**63 4 Corners Road, Port Townsend, WA 98368**

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## **Maintenance Board Report**

**April 2017**

**Attachment D**

JTA received our new cutaways for the Forks service. One is almost ready for service, it is completely decaled. One is being decaled as we speak. The third should be decaled by the end of the week. Because we are shorthanded in the shop right now, it has been a challenge getting them ready for service. Hopefully, by the end of the month, they will all three be in service in Forks.

Early last week we had another roof leak in the shop. It was located exactly in the middle where there is a seam. Tom with Pease Construction came and repaired the leak. They are sure it is repaired this time. However, for insurance, Pease construction is having another roof ridge cap made to go over the existing roof cap for double protection.

During the installation of the tablets in the mini-vans for DAR, the installer, no fault of his, ran his mounting screws into the vehicles main wiring harness and damaged several wires. We had to take up a section of the floor and repair the wires. Thank you to Dave Little, he repaired all three in just a few days. We are waiting on a driver's shoulder belt for one, and it will be back in service.

Earlier this month we had all the windows in the building cleaned inside and out by Performance Window Cleaning. Thank you to their crew for a job well done. They worked around our office schedule and even came back for the offices they missed the first time around.