



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, January 19, 2016, 1:30 p.m.

Jefferson Transit Boardroom
63 4 Corners Road, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

I. Finance Reports

- a. December 2015

II. Consent Agenda

- a. Approval of Minutes, December 15, 2015
- b. Approval of Expenses, December 2015
- c. Approval of Out-of-State Travel for Desiree Williams
- d. Surplus Property Valued Under \$5,000
- e. **Resolution 16-01:** First Amendment to Grant Agreement GCB2069

III. Old Business

None

IV. New Business

- a. **Resolution 16-02:** Designating signers for the Fiscal Accounts for Jefferson Transit

V. Reports

- a. General Manager's Report
- b. Maintenance Report
- c. Electric Bus Presentation

VI. Ridership Report

Public Comments

Executive Session for discussion regarding personnel and property per RCW 42.30.110

Adjournment

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



1615 W. Sims Way, Port Townsend, WA 98368

January 13, 2016

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: December 2015 Financial Report

Sales Tax Analysis Reports –

- Sales tax for October 2015 is 5% higher than received for October 2014. Cumulatively JTA is up 10% compared to 2014 and up 12.64% to the budgeted sales tax figures.

Revenue Report –

- Fixed Route and Vanpool revenues performed well compared to budget, JTOC and DAR are under budget for 2015.

Expense Report – Overall JTA is 9.97% under budget

- **Labor** – Fixed route overtime is over budget, JTOC illness put us over budget for the year. Administration salaries are slightly over budget, a large portion of the variance is due to the facility move and the need to have the IT Administrator working full time during the transition.
- **Benefits** – Overall under budget
- **Service and User Fees** – Overall under budget
 - Professional and Technical Services – is over budget due to a Phase 2 Environmental Study performed at the Sims Way property.
 - Contracted IT Services - are over budget due to preparing PCs that were surplus and will be sold in the near future.
- **Materials and Supplied Consumed** – Overall under budget
 - Tools line item is over budget due to purchase of an outside tool storage unit.
 - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be "expensed" from the inventory.
 - Shop supplies - over budget due to stocking for move.
 - Office Supplies – over budget due to move.
 - Computer Programs & Supplies is over budget due to required purchases for both move to HPTC and 63 4 Corners, but also for obsolete equipment/software replacement and security measures taken.
- **Casualty and Liability Costs** – Overall under budget
 - The recovery listed is a subrogation claim paid to Jefferson Transit from an incident that occurred in April 2015.
- The remaining under budget figures are likely to stay under budget.

Capital Activity –

- Capital activity in December: TCF and Olympic Electric



December 2015 Financial Summary

Budget Tracking Figure: 100.0%

1. Operational Expenses:	\$325,176.55
Operational Revenues:	\$16,530.76
Non-Operational Income:	\$499,393.51
Capital Expenses:	\$12,356.03
Capital Income:	\$0.00
2. Sales Tax Received 12/31/2015 for October 2015:	\$321,318.35
Sales Tax Received 12/31/2014 for October 2014:	\$306,363.54
Sales tax increased from prior year 5%	
3. Cash on Hand as of December 31, 2015*:	
Operating:	\$1,634,705.83
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$579,083.49
Capital Reserve (24% Funded):	\$573,263.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$13,742.14
Bond Reserve:	\$85,250.00
EFT Fund:	\$114,021.64
Travel Fund:	\$1,470.02
Total	\$3,573,111.81**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

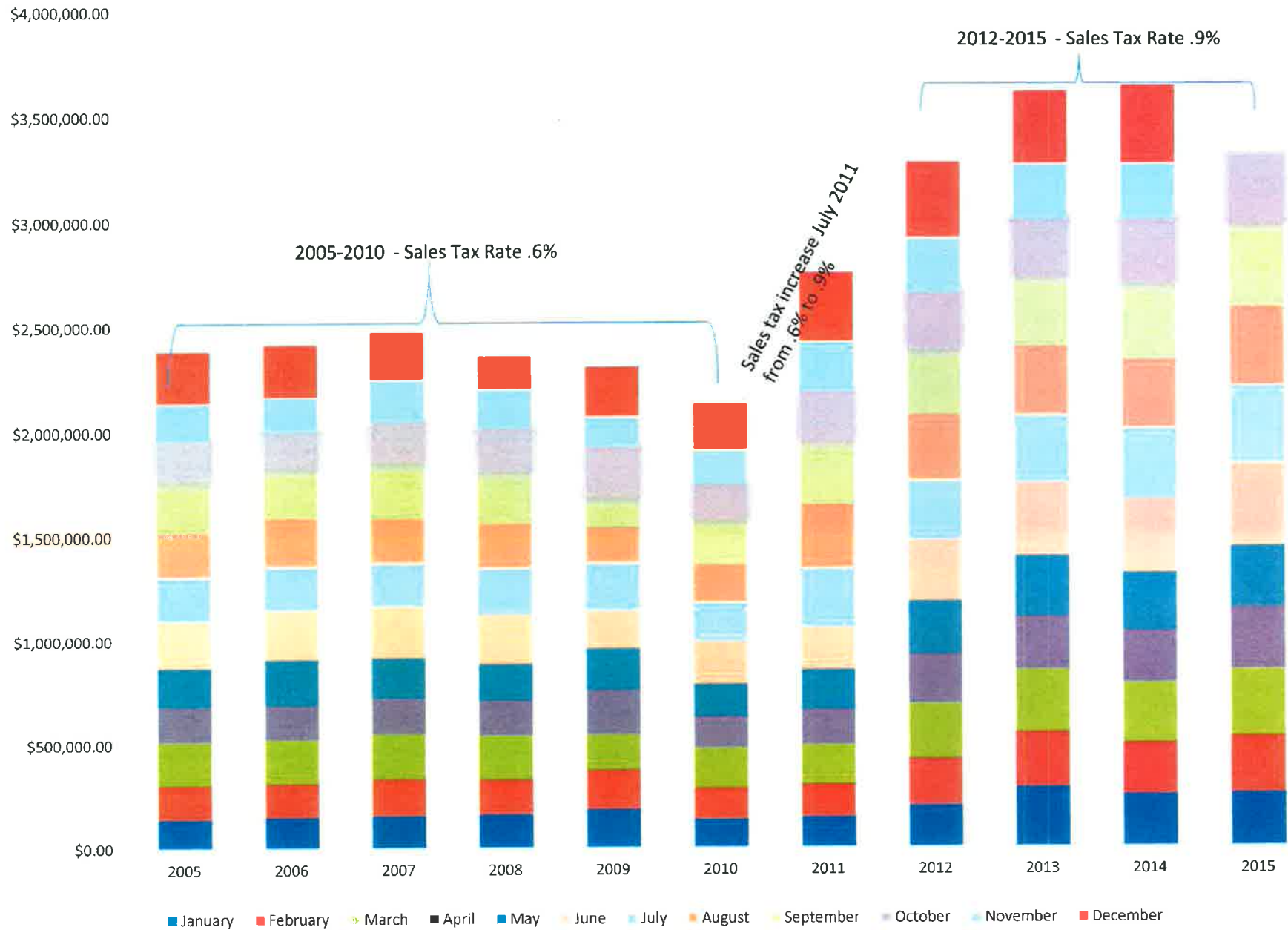
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$1,169,417.80	1,098,510.00	6.45%
May	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$1,490,072.16	1,392,994.00	6.97%
June	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,792,903.96	1,652,536.00	8.49%
July	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$2,085,263.07	1,939,496.00	7.52%
August	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$2,479,672.27	2,302,707.00	7.69%
September	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,850,816.94	2,645,346.00	7.77%
October	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$3,228,106.20	2,968,821.00	8.73%
November	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$3,627,956.45	3,278,312.00	10.67%
December	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,949,274.80	3,525,405.00	12.02%
Total		\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	10.73%			
Monthly Average		\$329,106.23	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Accrual Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$261,817.97	262,430.00	(0.23%)
February	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$533,264.79	514,400.00	3.67%
March	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$853,919.15	808,884.00	5.57%
April	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,156,750.95	1,068,426.00	8.27%
May	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$1,449,110.06	1,355,386.00	6.91%
June	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$1,843,519.26	1,718,597.00	7.27%
July	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,214,663.93	2,061,236.00	7.44%
August	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$2,591,953.19	2,384,711.00	8.69%
September	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$2,991,803.44	2,694,202.00	11.05%
October	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,313,121.79	2,941,295.00	12.64%
November	0.90%		\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$3,313,121.79	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$331,312.18	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

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



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Twelve Months Ending December 31, 2015

	<u>December</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,386,957.97	\$3,961,628.00
Operating Cash Provided/(Used) by:		
Operating Activities	(\$362,241.98)	(\$4,046,258.46)
Non-Capital Financing Activities	\$587,945.48	\$5,084,165.42
Investing Activities	\$317.03	\$3,896.20
Total Operating Cash Provided/(Used)	\$226,020.53	\$1,041,803.16
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$36,812.50)	(\$1,427,265.16)
Net Increase/(Decrease) Cash and Equivalent	\$189,208.03	(\$385,462.00)
CASH BALANCES - END OF PERIOD	<u>\$3,576,166.00</u>	<u>\$3,576,166.00</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Twelve Months Ending December 31, 2015

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,530.76	\$205,238.70	\$209,680.00	97.88%
Operating Expenses				
Labor	153,565.85	1,839,831.80	1,884,121.00	97.65%
Benefits	117,273.42	1,280,721.59	1,423,526.00	89.97%
Services and User Fees	6,936.70	160,782.59	182,150.00	88.27%
Materials & Supplies	26,220.08	445,857.95	605,010.00	73.69%
Utilities	3,734.98	62,925.79	83,690.00	75.19%
Casualty/Liability Costs	8,761.66	97,691.08	108,480.00	90.05%
Taxes	126.16	5,719.39	8,028.00	71.24%
Miscellaneous Expenses	8,269.30	52,955.63	83,441.00	63.46%
Leases and Rentals	288.40	16,763.28	24,240.00	69.16%
Total Operating Expenses	325,176.55	3,963,249.08	4,402,686.00	90.02%
Operating Income (Loss)	(308,645.79)	(3,758,010.38)	(4,193,006.00)	89.63%
Non-Operating Revenues				
Non-Transportation Revenue	489.70	20,122.33	13,011.00	154.66%
Taxes Levied by Transit	406,177.35	3,938,788.80	3,514,918.00	112.06%
Local Grants & Contributions	1,250.00	19,000.00	17,500.00	108.57%
State Grants & Contributions	24,684.13	450,080.30	199,600.00	225.49%
Federal Grants & Contributions	66,792.33	620,254.03	814,932.00	76.11%
Total Non-Operating Revenues	499,393.51	5,069,638.62	4,581,353.00	110.66%
Net Income (Loss) Before Transfers In/(Out)	190,747.72	1,311,628.24	388,347.00	337.75%
Net Income/(Loss)	190,747.72	1,311,628.24	388,347.00	337.75%

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

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,986.71	\$142,738.00	\$142,800.00	99.96%
Fixed Route Fares - West - JTOC	119.44	4,355.71	5,400.00	80.66%
Dial-a-Ride Fares (DAR)	780.70	10,218.90	13,200.00	77.42%
Vanpools	3,578.91	44,633.09	45,000.00	99.18%
Extended Service		2,513.00	2,500.00	100.52%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	780.00	780.00	100.00%
Total Operating Revenues	16,530.76	205,238.70	209,680.00	97.88%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	317.03	3,896.20	1,704.00	228.65%
Public Donations		123.70		0.00%
Other Nontransportation Revenues	172.67	16,102.43	11,307.00	142.41%
Taxes Levied Directly by Transit System - Sales & Use Tax	406,177.35	3,938,788.80	3,514,918.00	112.06%
Special Sales Tax Receipts - Miscellaneous		21,393.16	21,392.00	100.01%
 Local Grants and Contributions				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP		4,000.00	2,500.00	160.00%
 State Grants and Contributions				
Rural Mobility Competitive	20,696.67	445,488.97	193,600.00	230.11%
RTAP	3,987.46	4,591.33	6,000.00	76.52%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	66,792.33	620,254.03	814,932.00	76.11%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		791,588.46		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)		468,187.00		0.00%
Total Nonoperating Revenues	499,393.51	6,329,414.08	4,581,353.00	138.16%
TOTAL REVENUES	515,924.27	6,534,652.78	4,791,033.00	136.39%

**Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2015**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$48,432.01	\$607,224.27	\$614,707.00	98.78%
Operators Overtime - Fixed Route	6,541.20	63,629.01	53,864.00	118.13%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,638.69	118,712.29	157,420.00	75.41%
Operators Overtime - Dial-a-Ride (DAR)	751.11	6,949.26	7,269.00	95.60%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,000.65	517,154.05	530,549.00	97.48%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,056.58	39,777.16	44,322.00	89.75%
Administration Salaries	39,145.61	486,385.76	475,990.00	102.18%
Benefits				
FICA	13,688.68	156,845.78	178,869.00	87.69%
Pension Plans (PERS)	27,619.04	224,289.83	226,231.00	99.14%
Medical Plans	37,413.54	452,434.79	499,313.00	90.61%
Dental Plans	3,088.03	36,683.07	43,695.00	83.95%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,073.03	48,573.95	72,009.00	67.46%
Holiday	10,138.63	82,919.73	84,850.00	97.73%
General Leave	20,747.04	239,173.26	254,955.00	93.81%
Other Paid Absence (Court Duty & Bereavement)	(1,144.46)	10,366.72	14,686.00	70.59%
Uniforms, Work Clothing & Tools Allowance	791.91	6,843.00	13,350.00	51.26%
Other Benefits (HRA, EAP & Wellness)	857.98	22,591.46	26,500.00	85.25%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	943.00	13,327.61	18,250.00	73.03%
Professional & Technical Services	2,720.17	78,489.06	77,050.00	101.87%
Contract Maintenance Services (IT Services)	596.61	2,198.33	2,125.00	103.45%
Security Services		963.53	4,400.00	21.90%
Vehicle Technical Services	713.37	28,509.16	30,750.00	92.71%
Property Maintenance Services	193.45	10,074.54	12,500.00	80.60%
Software Maintenance Fees	1,335.25	19,471.10	23,175.00	84.02%
Postage & Mail Meter Fees	7.35	2,640.31	3,600.00	73.34%
Drug & Alcohol Services	232.50	3,277.00	4,800.00	68.27%
Other Services & User Fees	195.00	1,831.95	2,500.00	73.28%
Materials and Supplies Consumed				
Fuel	867.50	234,320.73	407,000.00	57.57%
Tires	1,822.54	24,080.18	31,500.00	76.45%
Lubrication	684.15	7,930.91	10,550.00	75.17%
Tools		11,344.10	10,000.00	113.44%
Vehicle Maintenance & Repair Parts	18,565.06	86,534.21	62,000.00	139.57%
Non-Vehicle Maintenance & Repair Parts	39.26	6,675.02	8,240.00	81.01%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	20.27	532.41	3,000.00	17.75%
Shop Supplies (Maintenance & Cleaning)	1,920.73	19,967.54	18,500.00	107.93%
Safety & Emergency Supplies	85.93	2,725.26	8,550.00	31.87%
Office Supplies	268.76	15,201.72	13,420.00	113.28%
Computer Programs & Supplies	1,160.82	9,484.83	2,750.00	344.90%
Printing (Photocopier, Schedules & Brochures)	750.19	25,284.56	26,150.00	96.69%
Other Materials & Supplies	34.87	1,776.48	2,000.00	88.82%
Utilities				
Water, Sewer & Solid Garbage	1,151.00	16,377.56	26,920.00	60.84%
Utilities (Electrical & Propane)		13,225.16	23,475.00	56.34%
Telephone & Internet	2,583.98	33,323.07	33,295.00	100.08%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	105,139.92	108,480.00	96.92%
Recoveries of Public Liability & Property Damage Settlements		(7,448.86)		0.00%
Taxes				
State Taxes		3,625.79	4,278.00	84.75%
Vehicle Licensing & Registration Fees		62.00	750.00	8.27%
Other Licensing Fees & Taxes	126.16	2,031.60	3,000.00	67.72%

**Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2015**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$925.13	\$9,674.57	\$15,591.00	62.05%
Travel & Meetings	205.00	16,575.93	29,900.00	55.44%
Fines & Penalties		35.08		0.00%
Safety Program (Rodeo & Safety Rewards)		3,780.07	6,500.00	58.15%
Training (Classes, Seminars & Materials)	7,139.17	20,469.98	26,550.00	77.10%
EE CDL and EE Physical Expense		2,420.00	4,600.00	52.61%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation		510.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations	288.40	1,724.01	1,800.00	95.78%
Service Vehicles & Equipment		3,200.24	9,000.00	35.56%
Other General Administration Facilities		11,839.03	13,440.00	88.09%
TOTAL OPERATING EXPENSES	<u>325,176.55</u>	<u>3,963,759.08</u>	<u>4,402,686.00</u>	<u>90.03%</u>

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

Current Account Status	Balance per Bank @ 12/31/15	\$ 1,152,347.18	\$ -
Balance per GL @ 11/30/15		\$ 1,164,628.75	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 74.46	
	Transfers - Out (Purchases)	\$ (12,356.03)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 12/31/15		\$ 1,152,347.18	

2015 Capital Projects			
Facility		Grant Funding	JTA Funding JTA Appropriation
	2015 Budgeted Balance	\$ 480,000.00	\$ 120,000.00 \$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00 \$ (77,054.00)
	STP-Flex for Fuel Island	\$ 272,000.00	\$ 68,000.00 \$ (68,000.00)
	JTA Outlay	\$ -	\$ 1,795,222.00 \$ (1,795,222.00)
Monthly Payments		\$ -	\$ -
Jan-15	Pease, TCF, PT	\$ (178,458.00)	\$ (44,614.13) \$ 44,614.13
Feb-15	Pease, TCF, PT, Materials Testing	\$ (476,249.84)	\$ (119,062.46) \$ 119,062.46
Mar-15	Pease, TCF, PT, Materials Testing	\$ (311,775.30)	\$ (77,943.82) \$ 77,943.82
Apr-15	Pease, TCF, PT, Materials Testing, Other	\$ (359,660.07)	\$ (153,202.07) \$ 153,202.07
May-15	Pease, TCF, PT, Materials Testing, Other	\$ (321,911.26)	\$ (421,961.04) \$ 421,961.04
Jun-15	Pease, TCF, Permitting		\$ (341,528.19) \$ 341,528.19
Jul-15	Pease, Permit, TCF, Furniture, Eco-Lift, Other		\$ (354,190.34) \$ 354,190.34
Aug-15	Pease, TCF		\$ (37,228.09) \$ 37,228.09
Sep-15	Jefferson County DCD		\$ (1,653.50) \$ 1,653.50
Oct-15	TCF, Furniture		\$ (1,853.47) \$ 1,853.47
Nov-15	PT, TCF		\$ (33,085.04) \$ 33,085.04
Dec-15	TCF, Olympic Electric		\$ (8,305.55) \$ 8,305.55
	Ending Balance		\$ (465,648.30)
Other Building and Structures		Grant Funding	JTA Funding
Transit Shelter New & Replace	2015 Beginning Balance	\$ 22,472.00	\$ 5,618.00 \$ (5,618.00)
	Solar Lighting for Shelters	\$ (3,316.80)	\$ (829.20) \$ 829.20
	New Transit Shelter	\$ (10,520.00)	\$ (2,630.00) \$ 2,630.00
Kiosks and Signage	2015 Beginning Balance	\$ 8,000.00	\$ 2,000.00 \$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2015 Beginning Balance	\$ -	\$ 35,000.00 \$ (35,000.00)
	Paint Shelter Structure		\$ (15,401.88) \$ 15,401.88
	Retainage, Paint Shelter		\$ (810.62) \$ 810.62
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00 \$ (60,000.00)
	Ending Balance		\$ (82,946.30)
Revenue Vehicles			
Cul-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00 \$ (69,000.00)
Service Vehicles			
Service Equipment	2015 Supplemental Budget	\$ 24,000.00	\$ (24,000.00)
	VoIP Local Host Phone System-Down Pymt	\$ (4,194.35)	\$ 4,194.35
	70% Progress Payment	\$ (16,378.91)	\$ 16,378.91
	Progress Payment	\$ (2,024.18)	\$ 2,024.18
	Additional Radio	\$ (759.19)	\$ 759.19
	Final Expenses related to phone install	\$ (246.25)	\$ 246.75
	Ending Balance		\$ (396.62)
Office Furniture & Equipment			
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,090.00	\$ 11,772.00 \$ (11,772.00)
	Trapeze Upgrade 50%	\$ (5,584.20)	\$ (1,396.05) \$ 1,396.05
	License and Equipment	\$ (1,699.20)	\$ (424.80) \$ 424.80
	Projector & Attachments	\$ (6,041.26)	\$ (1,510.32) \$ 1,510.32
	Small Parts Cabinets		\$ (5,851.43) \$ 5,851.43
	Balance		\$ (2,589.40)

JTA Capital Reserve Account Balance \$ 1,152,347.18
JTA Appropriated Project Funds Sub-Total \$ (703,923.54)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 448,423.64

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

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, December 15, 2015, 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 Phil Johnson at 1:31 p.m. Other members present were Catharine Robinson, David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Maintenance Manager Ben Arnold, Operations Manager John Koschnick, Mobility and Outreach Manager Leesa Monroe and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Ed Stanard commented on the restrooms at Haines Place Transit Center (HPTC).

Debbie Jahnke commented on the restrooms at HPTC and the restrooms at the Kah Tai Lagoon Nature Park. She also requested details regarding the lawsuit between JTA and the City of Port Townsend, and the sales price of the old facility, if the sale is final. She also commented on the Citizens Advisory Committee (CAC).

Brenda McMillan commended Lloyd Eisenman.

Burt Langsea seconded Ms. McMillan's comment and commented on expanding the Board, reviving the CAC, and the public restrooms at HPTC.

Darrell Conder requested information regarding the 2015 Toys-for-Tots toy drive.

Michele Gransgaard commented on the CAC and public restrooms at HPTC.

DRAFT

Tammi Rubert stated that the lawsuit between the City of Port Townsend and JTA is stayed. The sale of the property at 1615 W Sims Way is not final. Ms. Rubert will report on the toy drive during her report.

There was a discussion regarding the safety and security of employees at HPTC. Tammi Rubert stated that security measures are in place, and JTA will be installing additional lighting.

PUBLIC BUDGET HEARING

Finance Manager Sara Crouch has revised the budget by reducing the sales tax revenue by \$113,000. The new Bookmobile will not fit in our bus wash tent, therefore, the Interlocal agreement will be allowed to expire.

There was no public comment, and the Public Hearing was closed.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT - Sara Crouch Please see Attachment A

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

- a. **Approval of Minutes, November 17, 2015**
- b. **Approval of Expenses, November 2015**
- c. **Resolution 15-22: 2016 Board Meeting Schedule**

***Motion: Kathleen Kler moved to approve the November 2015 Consent Agenda.
David Sullivan seconded.***

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

DRAFT

OLD BUSINESS

2016 Budget Revision. The revision was explained during the Public Budget Hearing. The sales tax figure was reduced by 2%, and the Auxiliary Transportation Revenue has been reduced by \$780 because we will no longer be washing the Bookmobile.

NEW BUSINESS

- a. **Resolution 15-23:** Adopt the 2016 Proposed Budget

Motion: David Sullivan moved to approve Resolution 15-23 – Adopting the 2016 proposed budget. Catharine Robinson seconded.

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

- b. **Resolution 15-24:** Grant Agreement GCB2291

Sara Crouch explained that JTA's Regional Mobility Grant is for the proposed Bike & Ride at 63 4 Corners Road.

Motion: Kathleen Kler moved to approve Resolution 15-24 - Authorizing the Board Chair to sign Grant Agreement GCB 2291. Catharine Robinson seconded.

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

REPORTS

GENERAL MANAGER'S REPORT

Please see Attachment B

Tammi Rubert reported on the following items:

- Environmental Assessments on 1615 W Sims Way
- WSTA hired a new Executive Director
- New facility report
- WSTIP requested a security assessment for our network
- Toys-for-Tots toy collection
- Salary survey
- Jan Baker's retirement party

DRAFT

OPERATIONS REPORT – John Koschnick

Please see Attachment C

John Koschnick reported on the following items:

- Employment Anniversaries
- Monthly Highlights

MAINTENANCE REPORT – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- The move from 1615 W Sims Way
- Auction items
- Back-up generator for HPTC
- Back-up generator for 63 4 Corners Rd
- Haines Place Park & Ride projects
- The gate at 63 4 Corners Rd

RIDERSHIP

Ridership was down from October to November, which is normal for that time of year. However, JTA carried approximately 500 more passengers in November of 2015 compared to November of 2014.

Dial-A-Ride ridership is still down, but there were more boardings in November than October.

Sara Crouch attended a recent WSTIP meeting and uniformly, every transit agency reported a decrease in ridership. Most agencies are attributing this to lower gas prices.

PUBLIC COMMENT

Darrell Conder proposed JTA publicize Authority Board Meetings.

Burt Langsea commented on the Service and Training Supervisor opening.

Brenda McMillan requested free fares for JTA.

Ed Stanard asked about reserve funding.

DRAFT

Ed Stanard asked about the job description for the Service and Training Supervisor.

Michele Gransgaard asked about solar power and charging stations.

Robert Gray asked about Wooden Boat Festival Sunday service.

Tammi Rubert and Sara Crouch both responded that fares are an important addition to JTA funding.

Sara Crouch stated JTA is expecting to reach our Operating reserve goal by early 2018. The reserve goal for the Capital reserves will be more difficult to meet. The match for grant funding is typically 80% - 20%.

ADJOURNMENT

The meeting was adjourned at 2:37 p.m. The next regular meeting will be held Tuesday, January 19, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

December 8, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: November 2015 Financial Report

Sales Tax Analysis Reports –

- Sales tax for September 2015 is 8% higher than received for September 2014. Cumulatively JTA is up 10% compared to 2014 and up 11% to the budgeted sales tax figures.

Revenue Report –

- Fixed Route and Vanpool revenues are performing well compared to budget, JTOC and DAR are under budget.

Expense Report – Overall JTA is 9.26% under budget

- **Labor** – Fixed route overtime is over budget. Administration salaries are slightly over budget, a large portion of the variance is due to the facility move and the need to have the IT Administrator working full time during the transition.
- **Benefits** – Overall under budget
- **Service and User Fees** – Overall under budget
 - Professional and Technical Services – is over budget due to a Phase 2 Environmental Study performed at the Sims Way property.
- **Materials and Supplied Consumed** – Overall under budget
 - Tools line item is over budget due to purchase of an outside tool storage unit.
 - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be “expensed” from the inventory.
 - Office Supplies – over budget due to move.
 - Computer Programs & Supplies is over budget and will remain over budget.
- **Casualty and Liability Costs** – Overall under budget
 - The recovery listed is a subrogation claim paid to Jefferson Transit from an incident that occurred in April 2015.
- The remaining under budget figures are likely to stay under budget.

Capital Activity –

- Capital activity in November: TCF and City of Port Townsend



November 2015 Financial Summary

Budget Tracking Figure: 91.63%

1. Operational Expenses:	\$296,251.79
Operational Revenues:	\$17,162.11
Non-Operational Income:	\$423,860.09
Capital Expenses:	\$30,171.04
Capital Income:	\$0.00

2. Sales Tax Received 11/30/2015 for September 2015:	\$399,850.25
Sales Tax Received 11/30/2014 for September 2014:	\$368,479.21

****Sales tax increased from prior year 8%****

3. Cash on Hand as of November 30, 2015*:	
Operating:	\$1,405,200.62
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$587,314.58
Capital Reserve (24% Funded):	\$573,263.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$54,976.18
Bond Reserve:	\$85,250.00
EFT Fund:	\$106,277.98
Travel Fund:	\$1,485.01
Total	\$3,385,343.06**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

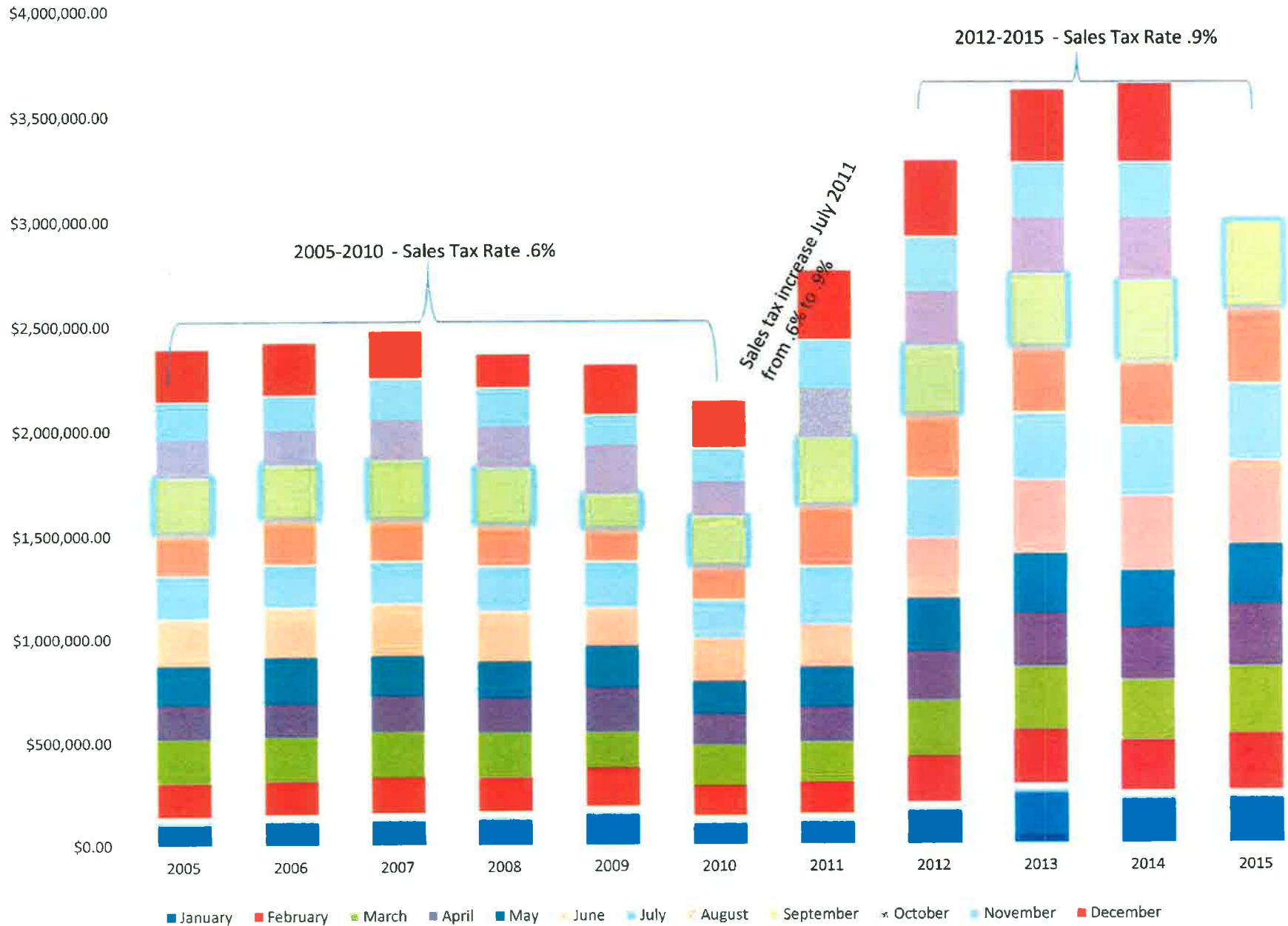
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$1,169,417.80	1,098,510.00	6.45%
May	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$1,490,072.16	1,392,994.00	6.97%
June	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,792,903.96	1,652,536.00	8.49%
July	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$2,085,263.07	1,939,496.00	7.52%
August	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$2,479,672.27	2,302,707.00	7.69%
September	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,850,816.94	2,645,346.00	7.77%
October	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$3,228,106.20	2,968,821.00	8.73%
November	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$3,627,956.45	3,278,312.00	10.67%
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$3,627,956.45	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,625,405.00	0.00%			
Monthly Average		\$329,814.22	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Accrual Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$261,817.97	262,430.00	(0.23%)
February	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$533,264.79	514,400.00	3.67%
March	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$853,919.15	808,884.00	5.57%
April	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,156,750.95	1,068,426.00	8.27%
May	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$1,449,110.06	1,355,386.00	6.91%
June	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$1,843,519.26	1,718,597.00	7.27%
July	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,214,663.93	2,061,236.00	7.44%
August	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$2,591,953.19	2,384,711.00	8.69%
September	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$2,991,803.44	2,694,202.00	11.05%
October	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	2,941,295.00	
November	0.90%		\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$2,991,803.44	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$332,422.60	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

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



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eleven Months Ending November 30, 2015

	<u>November</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,240,163.55	\$3,961,628.00
Operating Cash Provided/(Used) by:		
Operating Activities	(\$257,706.89)	(\$3,685,967.75)
Non-Capital Financing Activities	\$403,773.25	\$4,496,219.94
Investing Activities	\$269.84	\$3,579.17
Total Operating Cash Provided/(Used)	\$146,336.20	\$813,831.36
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities		(\$1,388,959.61)
Net Increase/(Decrease) Cash and Equivalent	\$146,336.20	(\$575,128.25)
CASH BALANCES - END OF PERIOD	<u>\$3,386,499.75</u>	<u>\$3,386,499.75</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending November 30, 2015

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$17,162.11	\$188,435.82	\$209,680.00	89.87%
Operating Expenses				
Labor	146,841.82	1,686,265.95	1,884,121.00	89.50%
Benefits	105,342.57	1,163,075.88	1,423,528.00	81.70%
Services and User Fees	3,484.34	148,687.51	182,150.00	81.63%
Materials & Supplies	24,486.99	415,552.51	605,010.00	68.69%
Utilities	3,795.25	58,168.02	83,690.00	69.50%
Casualty/Liability Costs	8,761.66	88,929.40	108,480.00	81.98%
Taxes	689.70	5,597.39	8,028.00	69.72%
Miscellaneous Expenses	2,705.26	44,454.49	83,441.00	53.28%
Leases and Rentals	144.20	15,381.66	24,240.00	63.46%
Total Operating Expenses	296,251.79	3,626,112.81	4,402,686.00	82.36%
Operating Income (Loss)	(279,089.68)	(3,437,676.99)	(4,193,006.00)	81.99%
Non-Operating Revenues				
Non-Transportation Revenue	442.84	19,632.63	13,011.00	150.89%
Taxes Levied by Transit	332,031.25	3,532,611.45	3,514,918.00	100.50%
Local Grants & Contributions	1,250.00	17,750.00	17,500.00	101.43%
State Grants & Contributions	21,665.00	430,237.87	199,600.00	215.55%
Federal Grants & Contributions	68,471.00	561,855.00	814,932.00	68.95%
Total Non-Operating Revenues	423,860.09	4,583,480.11	4,581,353.00	100.05%
Net Income (Loss) Before Transfers In/(Out)	144,770.41	1,145,803.12	388,347.00	295.05%
Net Income/(Loss)	144,770.41	1,145,803.12	388,347.00	295.05%

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

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,067.24	\$130,263.07	\$142,800.00	91.22%
Fixed Route Fares - West - JTOC	699.02	4,236.27	5,400.00	78.45%
Dial-a-Ride Fares (DAR)	844.41	9,438.20	13,200.00	71.50%
Vanpools	4,486.44	41,270.28	45,000.00	91.71%
Extended Service		2,513.00	2,500.00	100.52%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	715.00	780.00	91.67%
Total Operating Revenues	17,162.11	188,435.82	209,680.00	89.87%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	269.84	3,579.17	1,704.00	210.05%
Public Donations		123.70		0.00%
Other Nontransportation Revenues	173.00	15,929.76	11,307.00	140.88%
Taxes Levied Directly by Transit System - Sales & Use Tax	332,031.25	3,532,611.45	3,514,918.00	100.50%
Special Sales Tax Receipts - Miscellaneous		21,393.16	21,392.00	100.01%
 Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP		4,000.00	2,500.00	160.00%
 State Grants and Contributions				
Rural Mobility Competitive	21,665.00	429,634.00	193,600.00	221.92%
RTAP		603.87	6,000.00	10.06%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	561,855.00	814,932.00	68.95%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		791,588.46		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)		468,187.00		0.00%
Total Nonoperating Revenues	423,860.09	5,843,255.57	4,581,353.00	127.54%
TOTAL REVENUES	441,022.20	6,031,691.39	4,791,033.00	125.90%

Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2015

	November	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$49,842.36	\$558,792.26	\$614,707.00	90.90%
Operators Overtime - Fixed Route	3,918.71	57,087.81	53,864.00	105.99%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,181.90	109,073.60	157,420.00	69.29%
Operators Overtime - Dial-a-Ride (DAR)	155.74	6,198.15	7,269.00	85.27%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,823.78	471,153.40	530,549.00	88.80%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,906.19	36,720.58	44,322.00	82.85%
Administration Salaries	38,013.14	447,240.15	475,990.00	93.96%
Benefits				
FICA	12,508.51	143,157.10	178,869.00	80.03%
Pension Plans (PERS)	18,517.83	196,670.79	226,231.00	86.93%
Medical Plans	37,353.91	415,021.25	499,313.00	83.12%
Dental Plans	3,088.03	33,595.04	43,695.00	76.89%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,953.21	44,500.92	72,009.00	61.80%
Holiday	8,435.96	72,781.10	84,850.00	85.78%
General Leave	17,656.39	218,426.22	254,955.00	85.67%
Other Paid Absence (Court Duty & Bereavement)	2,590.86	11,511.18	14,686.00	78.38%
Uniforms, Work Clothing & Tools Allowance	559.63	5,932.14	13,350.00	44.44%
Other Benefits (HRA, EAP & Wellness)	678.24	21,480.14	26,500.00	81.06%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	195.00	11,294.63	18,250.00	61.89%
Professional & Technical Services	986.40	72,835.98	77,050.00	94.53%
Contract Maintenance Services (IT Services)		1,442.72	2,125.00	67.89%
Security Services		963.53	4,400.00	21.90%
Vehicle Technical Services	230.43	26,886.13	30,750.00	87.43%
Property Maintenance Services	154.76	9,881.09	12,500.00	79.05%
Software Maintenance Fees	1,335.25	18,135.85	23,175.00	78.26%
Postage & Mail Meter Fees		2,596.13	3,600.00	72.11%
Drug & Alcohol Services	232.50	3,044.50	4,800.00	63.43%
Other Services & User Fees	350.00	1,606.95	2,500.00	64.28%
Materials and Supplies Consumed				
Fuel	19,299.31	233,453.23	407,000.00	57.36%
Tires		22,257.64	31,500.00	70.66%
Lubrication	485.80	7,246.76	10,550.00	68.69%
Tools	(24.31)	11,344.10	10,000.00	113.44%
Vehicle Maintenance & Repair Parts	1,269.12	67,915.45	62,000.00	109.54%
Non-Vehicle Maintenance & Repair Parts	98.38	6,541.58	8,240.00	79.39%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	26.55	512.14	3,000.00	17.07%
Shop Supplies (Maintenance & Cleaning)	1,552.71	16,702.03	18,500.00	90.28%
Safety & Emergency Supplies		1,411.72	8,550.00	16.51%
Office Supplies	827.97	14,745.83	13,420.00	109.88%
Computer Programs & Supplies	19.42	7,146.05	2,750.00	259.86%
Printing (Photocopier, Schedules & Brochures)	815.13	24,534.37	26,150.00	93.82%
Other Materials & Supplies	116.91	1,741.61	2,000.00	87.08%
Utilities				
Water, Sewer & Solid Garbage	1,124.79	15,226.56	26,920.00	56.56%
Utilities (Electrical & Propane)		12,511.83	23,475.00	53.30%
Telephone & Internet	2,670.46	30,429.63	33,295.00	91.39%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	96,378.26	108,480.00	88.84%
Recoveries of Public Liability & Property Damage Settlements		(7,448.86)		0.00%
Taxes				
State Taxes	330.54	3,629.95	4,278.00	84.85%
Vehicle Licensing & Registration Fees	62.00	62.00	750.00	8.27%
Other Licensing Fees & Taxes	297.16	1,905.44	3,000.00	63.51%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2015**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$549.08	\$8,749.44	\$15,591.00	56.12%
Travel & Meetings	825.53	16,174.17	29,900.00	54.09%
Safety Program (Rodeo & Safety Rewards)	1,070.65	3,780.07	6,500.00	58.15%
Training (Classes, Seminars & Materials)	40.00	13,330.81	26,550.00	50.21%
EE CDL and EE Physical Expense	220.00	2,420.00	4,600.00	52.61%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation		510.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	1,435.61	1,800.00	79.76%
Service Vehicles & Equipment		3,200.24	9,000.00	35.56%
Other General Administration Facilities		10,745.81	13,440.00	79.95%
TOTAL OPERATING EXPENSES	<u>296,251.79</u>	<u>3,626,622.81</u>	<u>4,402,686.00</u>	<u>82.37%</u>

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

Current Account Status	Balance per Bank @ 11/30/15	\$	1,164,628.75	\$	-
Balance per GL @ 10/31/15		\$	1,194,713.48		
	Transfers - In	\$	-		
	Transfers - In (Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement	\$	-		
	Investment Interest	\$	86.31		
	Transfers - Out (Purchases)	\$	(30,171.04)		
	Transfers - Out (Bond Reserves)	\$	-		
Balance per GL @ 11/30/15		\$	1,164,828.75		

2015 Capital Projects					
Facility		Grant Funding	JTA Funding	JTA Appropriation	
	2015 Budgeted Balance	\$ 480,000.00	\$ 120,000.00	\$ (120,000.00)	
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00	\$ (77,054.00)	
	STP-Flex for Fuel Island	\$ 272,000.00	\$ 68,000.00	\$ (68,000.00)	
	JTA Outlay	\$ -	\$ 1,795,222.00	\$ (1,795,222.00)	
Monthly Payments					
Jan-15	Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13)	\$ 44,614.13	
Feb-15	Pease, TCF, PT, Materials Testing	\$ (476,249.84)	\$ (119,062.46)	\$ 119,062.46	
Mar-15	Pease, TCF, PT, Materials Testing	\$ (311,775.30)	\$ (77,943.82)	\$ 77,943.82	
Apr-15	Pease, TCF, PT, Materials Testing, Other	\$ (359,660.07)	\$ (153,202.07)	\$ 153,202.07	
May-15	Pease, TCF, PT, Materials Testing, Other	\$ (321,911.26)	\$ (421,961.04)	\$ 421,961.04	
Jun-15	Pease, TCF, Permitting	\$ -	\$ (341,528.19)	\$ 341,528.19	
Jul-15	Pease, Permit, TCF, Furniture, Eco-Lift, Other	\$ -	\$ (354,190.34)	\$ 354,190.34	
Aug-15	Pease, TCF	\$ -	\$ (37,228.09)	\$ 37,228.09	
Sep-15	Jefferson County DCD	\$ -	\$ (1,653.50)	\$ 1,653.50	
Oct-15	TCF, Furniture	\$ -	\$ (1,853.47)	\$ 1,853.47	
Nov-15	PT, TCF	\$ -	\$ (33,085.04)	\$ 33,085.04	
Dec-15					
	Ending Balance			\$ (473,953.85)	
Other Building and Structures		Grant Funding	JTA Funding		
Transit Shelter New & Replace	2015 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)	
	Solar Lighting for Shelters	\$ (3,316.80)	\$ (829.20)	\$ 829.20	
	New Transit Shelter	\$ (10,520.00)	\$ (2,630.00)	\$ 2,630.00	
Kiosks and Signage	2015 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)	
PNR Upgrades (banners, signs, etc)	2015 Beginning Balance	\$ -	\$ 35,000.00	\$ (35,000.00)	
	Paint Shelter Structure	\$ -	\$ (15,401.88)	\$ 15,401.88	
	Retainage, Paint Shelter	\$ -	\$ (810.62)	\$ 810.62	
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)	
	Ending Balance			\$ (82,946.30)	
Revenue Vehicles					
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)	
Service Vehicles					
Service Equipment					
	2015 Supplemental Budget		\$ 24,000.00	\$ (24,000.00)	
	VoIP Local Host Phone System-Down Pymt		\$ (4,194.35)	\$ 4,194.35	
	70% Progress Payment		\$ (16,378.91)	\$ 16,378.91	
	Progress Payment		\$ (2,024.18)	\$ 2,024.18	
	Additional Radio		\$ (759.19)	\$ 759.19	
	Final Expenses related to phone install		\$ (246.25)	\$ 246.75	
	Ending Balance			\$ (396.62)	
Office Furniture & Equipment					
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,090.00	\$ 11,772.00	\$ (11,772.00)	
	Trapeze Upgrade 50%	\$ (5,584.20)	\$ (1,396.05)	\$ 1,396.05	
	License and Equipment	\$ (1,699.20)	\$ (424.80)	\$ 424.80	
	Projector & Attachments	\$ (6,041.28)	\$ (1,510.32)	\$ 1,510.32	
	Small Parts Cabinets	\$ -	\$ (5,851.43)	\$ 5,851.43	
	Balance			\$ (2,589.40)	

JTA Capital Reserve Account Balance \$ 1,164,628.75
JTA Appropriated Project Funds Sub-Total \$ (712,229.09)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 452,399.66

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



1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report

Attachment B

December 15, 2015

Legislative Update

The 2016 Legislative Session will begin January 11, 2016, and is scheduled to run for 60 consecutive days. Our lobbyist is hoping they end on-time. There is plenty of work that needs to get done, such as a Supplemental Operating Budget, education funding, and the costs associated with the year's wildfire season. A Supplemental Capital Budget is also on the table though some legislators are already indicating that a supplemental may not be necessary.

Phase I and Phase II Environmental Assessments

The results from the second Phase II Environmental Site Assessment at 1615 West Sims Way are in, and the report showed no presence of any underground storage tanks (UST) or any other areas where a UST may have been located. There are no visible staining or odors in any of the soil samples, and groundwater was not encountered.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- January 26-27: 1st Quarter Board Meeting & Legislative Conference, Olympia
- February 19: WSTA Officer's Call

The WSTA Board of Directors hired Justin Leighton as the Executive Director, taking over for Geri Beardsley, who has departed on December 8th, 2015. Justin comes from Pierce Transit where he has been directly involved with WSTA for nearly five years. His first day will be January 4, 2016.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Update on New Facility Project

Schedule/Budget Status:

We are still in the closeout phase of our project. There is only one outstanding item we are still working on at this time.

- Monument Sign
- Final Acceptance (unknown date at this time)

Final closeout is just around the corner

Miscellaneous Items

Jefferson Transit along with the other member agencies in our insurance pool have been encouraged by the Washington State Transit Insurance Pool to follow an information security framework based on the SANS Institute (officially known as Escal) Top 20 Critical Controls. The SANS Institute is a private company that specializes in information security and cybersecurity training. JTA along with the other member agencies are strongly encouraged to implement what is called the dirty dozen, which are 12 specific security controls.

These controls come from the lessons learned from actual attacks on different agencies such as Skagit Transit's data breach. Mike is working through the 44 pages of questions designed to aid JTA in ensuring the security of their data.

Jefferson Transit, the Port Townsend Kiwanis Club, and the U.S. Marine Corps Reserve collected toys on December 5, 2015, for the Toys for Tots Programs. Even though it was pouring down rain, and the wind was blowing, we still stuffed the bus. It was a tremendous success. On December 12, 2015, Tammi Rubert, Sara Crouch and Miranda Nash will join the Christmas for Children group at the Jefferson County Fairground to stuff the boxes and ready them for delivery to the families.

The Children Program serves children in need in Port Townsend, Port Hadlock, Irondale, Nordland, Chimacum and Port Ludlow areas.

Salary Survey is not complete at this point: the anticipated completion is January 2016, hopefully before the January Board Meeting.

Jan Baker is retiring as one of our long time drivers, JTA will hold a retirement party on January 22, 2016. Time of party TBD.



63 4 Corners Road, Port Townsend, WA 98368

December 2015
Operations Board Report
Attachment C

December Employment Anniversaries

Pam Thompson 18 years

Monthly Highlights

This is a relatively quiet period for operations. We have had a few minor weather events which we handled in stride. Our other winter concern is the folks from the winter shelter. This too has been fairly quiet. Though we did have an event last week on one of our shuttle buses.



63 4 Corners Road, Port Townsend, WA 98368

December 2015
Maintenance Board Report
Attachment D

- 1) We are still moving but are getting close to being completely out of 1615. There are a few things left in the building. The orange container is full, and most of its contents will go to auction. The auction site we are using is publicsurplus.com.
- 2) JTA had 30 auction items this month with the same closing date. The items were listed for two weeks. Most of the auction items consist of either one item up to a whole office full of furniture. Out of the 30 auctions items, 21 of them sold. We will re-auction everything that didn't sell. This process has been very time-consuming. People have many questions and want measurements of different items.
- 3) We also have three shipping containers and a large dome tent that we will be putting on the auction site soon.
- 4) This morning we had Associated Petroleum Products (APP) empty the fuel out of the tank at 1615 and bring it to 63 4 Corners new tank.
- 5) Metals Express came to 1615 and removed two cutaway buses for recycling.
- 6) We are still having issues with the HVAC system on the front areas of the building at 63 4 Corners.
- 7) We had some issues at Haines Place Transit Center (HPTC) during the last power outage. The employees couldn't get into the cash register, which is a problem for pass sales. I will be going out to bid for a backup generator, so if the power goes out, we can still conduct business.
- 8) Good news, the on sight backup generator for 63 4 Corners is full auto function now.
- 9) I am also working on some other projects at HPTC and Park & Ride. I am getting bids for changing the parking lots lights to LED and adding lighting to the rider waiting areas and the center loop area. We will also be restriping the parking lot to make parking spots a little wider.
- 10) We have had some parking lot gate issues at 63 4 Corners. Every time we have a wind storm or a power surge, it messes with the program of the gate. So the last four weekends I have been here to work on the gates. They have to be fully functional for the EJFR to get fuel when they need it.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 1/19/2016

December 2015 Expenses

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

- Accounts Payable Voucher #94360 in the amount of \$73,680.15
- Accounts Payable Vouchers #94361-94394 in the amount of \$83,192.65
- Accounts Payable Voucher #94396 in the amount of \$74,336.55
- Accounts Payable Voucher #94395 in the amount of \$4,426.50
- Accounts Payable Vouchers #94397-94436 in the amount of \$47,412.96
- Accounts Payable Voucher #94437 in the amount of \$83,849.92
- EFT Vouchers #5861-5865 in the amount of \$5,404.40
- EFT Vouchers #5871-5875 in the amount of \$6,368.38
- EFT Voided Voucher #167 in the amount of \$0 sent to new vendor "Paychex"
- Capital Checks #522-523 in the amount of \$8,305.55
- Transfer from the Operations account to the Bond Payment Reserve account for the purpose of paying the annual bond debt service for 2015 in the amount of \$6,755.96
- Annual Bond Debt Payment in the amount of \$47,990.00

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

Laura Smedley
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: January 19, 2016

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

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

DEPARTMENT: Maintenance

**EXHIBITS/
ATTACHMENTS:**

Travel Estimation

BUDGETARY IMPACT (if applicable)

BUDGETED: \$2,450.00

EXPENDITURE REQUIRED: \$2306.61

FUNDING SOURCE: Maintenance

REVIEWED BY: *Summi Ruland*

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

Maintenance Clerk Desiree Williams requests to travel to the Ron Turley Associates (RTA) Fleet Management Software Annual User's Conference and Training in Las Vegas, NV on March 21-25, 2016.

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

**RECOMMENDED
ACTION/MOTION:**

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

**Estimated Travel for Desiree Williams to attend the 2016 RTA Conference to
Las Vegas, NV**

Conference Fee	Training & Conf Mon-Fri	\$1,095.00
Flight Estimation		\$300.00
Travel to SeaTac	193.8 Round Trip x .345	\$66.86
Parking at SeaTac	\$11.95/day x 5	\$59.75
Bridge Toll		\$6.00
Hotel Shuttle	Round Trip	\$30.00
Hotel + Tax x 5 days	\$325 + 12% hotel tax	\$365.00
Meals/per diem	\$64/day x 6 days	\$384.00
		<u>\$2,306.61</u>



Authority Board Agenda Summary

MEETING DATE: January 19, 2016

AGENDA ITEM: Surplus property list of items valued under \$5,000 for Board information only

SUBMITTED BY: Ben Arnold **TITLE:** Maintenance Manager

DEPARTMENT: Maintenance

**EXHIBITS/
ATTACHMENTS:**

Surplus property list

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY:

Jammi Rubark

RECOMMENDATION: Information only

**SUMMARY
STATEMENT:**

This surplus property list is for Board information only because individual items are valued under \$5,000. The JTA Surplus Policy states; "Any sale, loss or other transfer of property shall be reported to the Board," and "The Board of Directors must approve disposals of all rolling stock, real estate, and any property exceeding \$5,000 current fair market value. The General Manager or designee approves all other disposals."

**RECOMMENDED
ACTION/MOTION:**

No action or motion needed



63 4 Corners Road, Port Townsend, WA 98368

Surplus Items

1. 2 each, REI Bus Watch two camera surveillance system and VCR Record – Value \$0
2. Shaft drive HYDRO TEK pressure washer pump, 3200 psi, 4 GPM – Value \$200
3. Opticom System, several by 3M Company and miscellaneous parts – Value \$0
4. Firestone Air Spring bellows – Value \$25
5. Miscellaneous obsolete brake parts – Value \$0
6. Panasonic Phone System from old facility, Power Supply, Voice processor, Control System, 19 phones – Value \$2,070 to \$2,575
7. Canon Image Runner 3570 Copy Machine and ink cartridge - Value \$400
8. 4 USSC drivers seats and miscellaneous parts – Value \$600
9. Miscellaneous Bike rack parts – Value \$0
10. Bendpak 18,000 lb drive-on 4 post vehicle lift – Value \$4000



Authority Board Agenda Summary

MEETING DATE: January 19, 2016

AGENDA ITEM: Resolution 16-01 To Execute the 1st Amendment to Grant Agreement GCB2069

SUBMITTED BY: Sara Crouch **TITLE:** Finance Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

The 1st Amendment to Agreement GCB2069

BUDGETARY IMPACT (if applicable) Additional grant funding of \$12,864 over the next 2 years,
and \$11,874 in matching funds **FUNDING SOURCE:** State of WA

REVIEWED BY:

Sammi Rubert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

With the passage of the State Transportation Funding, WSDOT granted JTA an additional \$12,864 for the Jefferson Transit Olympic Connection (JTOC) operating project on the consolidated grant. The funding will be used to pay for the Forks to Amanda Park service for the next 6 quarters

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve the 1st Amendment to Grant Agreement GCB2069

DRAFT

Jefferson Transit Authority

Resolution No. 16-01

To Execute the 1st Amendment to Grant Agreement GCB2069

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called "the Authority," to execute the 1st Amendment to Grant Agreement GCB2069

WHEREAS, both PARTIES agree to amend AGREEMENT GCG2069 to reduce the AGREEMENT's Total Project Cost by \$354,866 by correcting the sum of the Contractor Funds in the original AGREEMENT; and

WHEREAS, both PARTIES agree to amend AGREEMENT GCB2069 to add \$12,864 in Rural Mobility Competitive New Law funds and \$11,874 in Contractor Funds into Total Project Costs fund for Project B;

NOW THEREFORE, BE IT RESOLVED, the following AMENDMENTS are hereby incorporated into AGREEMENT GCB2069.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on January 19, 2016.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

The FIRST AMENDMENT to AGREEMENT GCB2069 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Jefferson Transit Authority (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT GCB2069 to reduce the AGREEMENT’s Total Project Cost by \$354,866 by correcting the sum of the Contractor Funds in the original AGREEMENT; and

WHEREAS, both PARTIES agree to amend AGREEMENT GCB2069 to add \$12,864 in Rural Mobility Competitive New Law funds and \$11,874 in Contractor Funds into Total Project Costs funds for Project B;

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT GCA2069:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend Caption heading ‘PROJECT COSTS’ on the first page of the AGREEMENT to read as follows:

<u>Project Costs:</u>	
Federal Funds	\$1,616,217
State Funds	\$ 510,022
Contractor Funds	\$3,143,206
Total Project Cost	\$5,269,445

3. Amend the existing language in Exhibit I SCOPE OF WORK AND BUDGET and replace it to read as follows:

EXHIBIT I SCOPE OF WORK AND BUDGET

Total Project Cost	
Federal Funds	\$1,616,217
State Funds	\$ 510,022
Contractor Funds	\$3,143,206
Total Project Cost	\$5,269,445

3. Amend the current language set forth in Exhibit I, Funding by Project: Project B to read as follows:

PROJECT B

Scope of Work: To provide operating funding assistance to sustain Monday through Saturday route-deviated general public transportation service in West Jefferson County between Forks and Amanda Park including connections to Clallam Transit and Grays Harbor Transit.

Funding	Percentage	Total Project Costs
FTA 5311	46%	\$341,217
Rural Mobility Competitive	2%	\$ 13,649
Rural Mobility Competitive – New Law	2%	\$ 12,864
Contractor Funds	50%	\$339,443
Total Project Cost	100%	\$707,173

Budget: *Funding and percentages identified reflect current project funds for 2015-2017.*

4. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the “AGREEMENT” shall mean “AGREEMENT as amended.”

5. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

By: _____
Brian Lagerberg, Director
Public Transportation Division

Date: _____

CONTRACTOR

By: _____
Authorized Representative
Title: _____

Print Name: _____

Date: _____



Authority Board Agenda Summary

MEETING DATE: January 19, 2016

AGENDA ITEM: Resolution 16-02 Designating signers for the Fiscal Accounts for Jefferson Transit

SUBMITTED BY: Sara Crouch

TITLE: Finance Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 16-02

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

Resolution 16-02 removes Operations Manager John Koschnick as a check signer, and authorizes Mobility and Outreach Manager Leesa Monroe to sign check on all Jefferson Transit checking accounts.

General Manager Tammi Rubert, Finance Manager Sara Crouch, and Fleet and Facilities Manager Ben Arnold will continue to be check signers.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 16-02 - Designating signers for the Fiscal Accounts for Jefferson Transit.

DRAFT

JEFFERSON TRANSIT AUTHORITY

RESOLUTION 16-02

Designating signers for the Fiscal Accounts for Jefferson Transit

A RESOLUTION, of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", designating signers for all checking accounts for Jefferson Transit.

WHEREAS, the Authority pays claims using warrants or checks; and

WHEREAS, two signatures are required on all accounts payable checks; and

WHEREAS, Jefferson Transit staff have found it convenient to have three or more designated check signers in the event that one of the designees is absent; and

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby remove Operations Manager John Koschnick as check signer, and authorizes Mobility and Outreach Manager Leesa Monroe to sign checks on all checking accounts for the duration of her employment with Jefferson Transit Authority.

BE IT FURTHER RESOLVED that the Authority does hereby affirm that Tammi Rubert, Sara Crouch, and Ben Arnold shall continue to be authorized to sign checks on all checking accounts.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on January 19, 2016.

Chair

Vice Chair

Member

Member

Attest:

Member

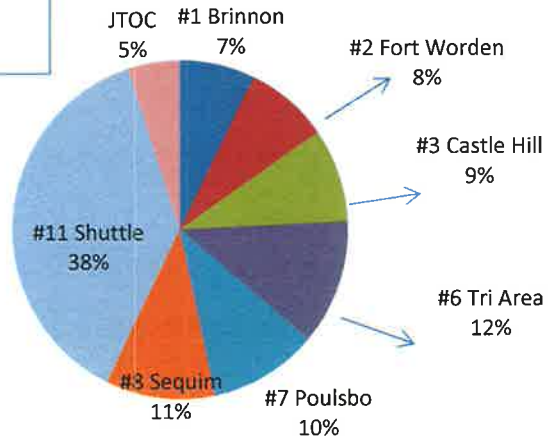
Clerk of the Board

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

December

Total:
(100%)
20,382

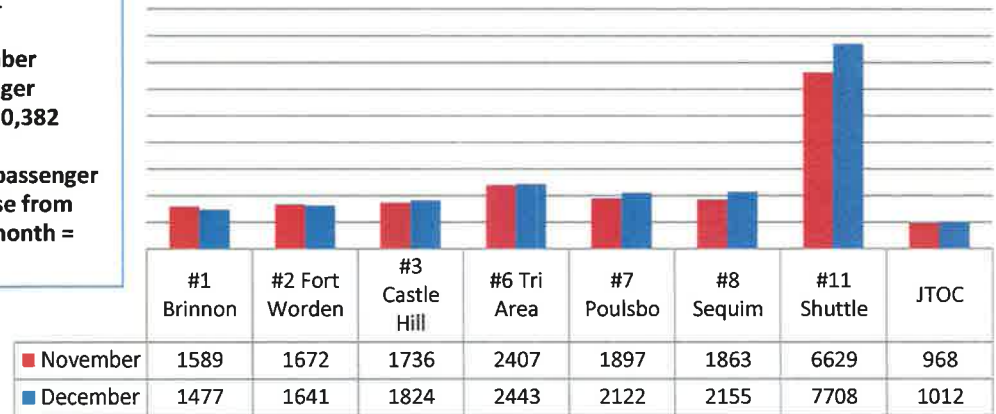


November
passenger total
18,761

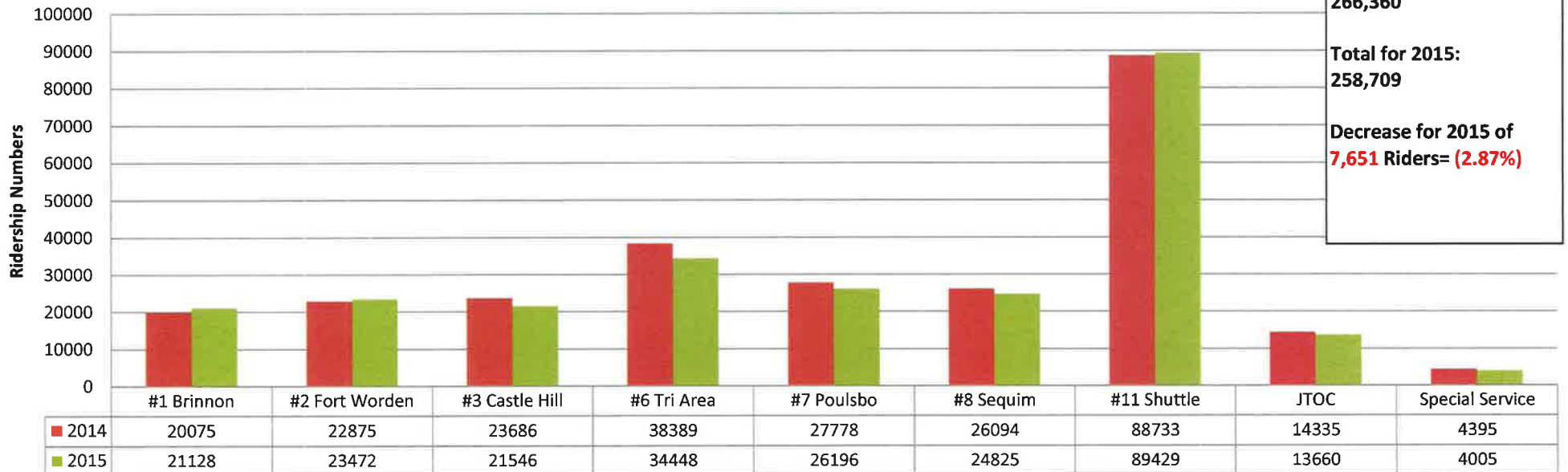
December
passenger
total: 20,382

1,621 passenger
increase from
prior month =
8.64%

Month to Month Route Comparison



YTD Ridership by Route and Year as of December



Total for 2014:
266,360

Total for 2015:
258,709

Decrease for 2015 of
7,651 Riders= (2.87%)

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

December , 2015

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
LOCAL									
#2 Ft Worden	1641	5	39	304	2250	128	5.40	0.73	12.85
#3 Castle Hill / Cook Ave	1824	6	41	304	2766	131	6.00	0.66	13.95
#11 Shuttle	7708	60	204	638	2488	236	12.08	3.10	32.65
LOCAL TOTAL	11173	71	284	1246	7504	494	7.83	1.50	19.82

COMMUTER									
#1 Brinnon	1477	2	59	192	8256	230	7.69	0.18	6.41
#6A Tri Area Loop (5)	1385	3	62	118	3056	98	11.74	0.45	14.14
#6B Tri Area Loop (6)	1058	1	59	96	2486	80	11.02	0.43	13.28
#7 Poulsbo	2122	1	71	192	8045	205	11.05	0.26	10.33
#8 Sequim	2155	90	2	236	8118.4	184	9.13	0.27	11.71
COMMUTER TOTAL	8197	97	253	834	29962	798	10.13	0.32	11.17

2015 SPECIAL EVENTS	Boardings	Runs per event
Rhody Festival 2015	57	1
Wooden Boat Festival 2015	3948	5

WEST JEFFERSON	1012	3	1	192	11364	358.42	5.27	0.09	2.82
TOTAL MONTHLY	20382	171	538	2272	48830	1650	7.74	0.63	11.27

22 Weekdays in Month 4 Saturdays in Month

VANPOOL				
	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	916	5,560	6	4

DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	977	923	4037	395	1.06	0.24	2.48	94.19%	9
DAR Mobility Aids	280								

*Boardings includes Passenger and Attendant if needed

JEFFERSON TRANSIT AUTHORITY

December 2015

Date of Document	Date Received	Originating Party	Correspondence Description	Date of Response
12/1/2015	12/2/2015	Bella Pace-Knapp	Driver Complaint	12/2/2015
12/1/2015	12/2/2015	Ken Gentil	Schedule Request	12/2/2015
12/2/2015	12/2/2015	Greg	Passenger Complaint	12/7/2015
12/2/2015	12/3/2015	Sandra	Passenger Complaint	No response requested
12/7/2015	12/7/2015	Daily Rider	Complaint	No response requested
12/8/2015	12/9/2015	Martha Ann Sackett	Transit Commendation	No response requested
12/10/2015	12/16/2015	Greta Stomberg	Schedule Request	12/16/2015
12/12/2015	12/16/2015	No Name	Driver Complaint	Unable to respond
12/14/2015	12/14/2015	Melanie Cloud Smith	Schedule Request	12/14/2015
12/14/2015	12/22/2015	John Anderson	Shuttle Comments	12/28/2015
12/16/2015	12/17/2015	No Name	Driver Complaint	Unable to respond
12/15/2015	12/18/2015	Matilda	Driver Complaint	Met with passenger
12/21/2015	12/22/2015	Brenda McMillan	Driver Complaint	No response requested
12/22/2015	12/22/2015	Scott Caldwell	Driver Complaint	12/23/2015
12/27/2015	12/31/2015	Susan Localio	Schedule Request	1/12/2015
12/30/2015	12/31/2015	Stephen Allen	Driver Complaint	1/13/2015