



**JEFFERSON TRANSIT
AUTHORITY BOARD MEETING**
Tuesday, January 20, 2015 1:30 p.m.
Port Townsend Fire Station
701 Harrison Street, Port Townsend, WA
AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. Finance Reports**
 - a. December 2015
- II. Consent Agenda**
 - a. Approval of Minutes, December 16, 2014
 - b. Approval of the Board Composition Conference Minutes, December 16, 2014
 - c. Approval of Expenses, December 2014
- III. Old Business**
 - None
- IV. New Business**
 - a. **Resolution 15-01:** Title VI Plan
- V. Reports**
 - a. General Manager's Report
 - b. Operations Report
 - c. Maintenance Report
- VI. Ridership Report**

Public Comments

Adjournment

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



1615 W. Sims Way, Port Townsend, WA 98368

January 13, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: December 2014 Financial Report

Sales Tax Analysis Reports –

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

Revenue Report –

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

Expense Report –

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

Capital Activity –

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



December 2014 Financial Summary

Budget Tracking Figure: 100%

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

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

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

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

Total	\$3,940,075.81**
--------------	-------------------------

*"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/Funding accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2014

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Monthly Actual to Bud Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$261,546.64	\$263,071.24	\$234,370.59	\$158,497.64	\$235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$221,922.91	\$323,856.00	6.43%	\$606,228.87	559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.66%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,620,676.50	3,309,880.00	9.39%
Total		\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$2,572,837.54	\$3,309,880.00	8.58%			
Monthly Average		\$301,723.04	\$303,275.63	\$268,836.66	\$214,403.13	\$275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$258,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$258,028.91	215,097.00	19.03%
February	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$2,708,084.09	2,498,640.00	8.38%
October	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,014,447.63	2,750,250.00	9.61%
November	0.90%		\$261,546.64	\$263,071.24	\$234,370.59	\$280,324.00	0.00%	\$0.00	2,996,340.00	
December	0.90%		\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	0.00%	\$0.00	3,334,360.00	
Total		\$3,014,447.63	\$3,621,115.83	\$3,284,165.48	\$2,758,712.01	\$3,334,360.00	0.00%			
Monthly Average		\$301,444.76	\$301,759.65	\$273,680.46	\$229,892.87	\$277,863.33				

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

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

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

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

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

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

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

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

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

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

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

Total Project Cost	\$ 4,083,068.00	Equals Total project award plus total match
--------------------	-----------------	---

FTA FUNDS AWARDED TO JTA	
Original	\$ 560,000.00
1st Amendment	\$ 423,679.00
	\$ 970,874.00
	\$ 380,361.00
2nd Amendment	\$ 931,540.00

JTA MATCH	
Match Required	\$ 816,614.00

Total Project Award from FTA	\$ 3,266,454.00
------------------------------	-----------------

Total Match	\$ 816,614.00
-------------	---------------

Disbursements to date	\$ 2,616,629.00
-----------------------	-----------------

Disbursements to date	\$ 710,377.13
-----------------------	---------------

Remaining Balance	\$ 649,825.00
-------------------	---------------

Remaining Balance	\$ 106,236.87
-------------------	---------------

Team/Disbursements	\$ 2,616,629.00
--------------------	-----------------

JTA Match	\$ 710,377.13
-----------	---------------

Difference	\$ -
------------	------

Difference	\$ -
------------	------

Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 26,025.00	\$ 6,505.35	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,434.00	\$ 14,857.66	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,592.07	\$ 38,074.00	\$ 9,518.07	Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05, 121700
7/13/2005	\$ 34,544.54	\$ 27,636.00	\$ 6,908.54	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/2&4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2/7/1&8/2/9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/3,2/1,3/2,3/3/2006; 3626
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00		Inv#2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw
9/24/2008	\$ 139.31	\$ 112.00	\$ 27.31	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw
5/18/2012	\$ 15,824.74	\$ 12,660.00	\$ 3,164.74	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,798.78	\$ 298.00	\$ 1,500.78	Inv# 11308; 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,360.00	\$ 10,059.05	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,226.00	\$ 5,306.35	Inv# 20130419
6/11/2013	\$ 3,152.54	\$ -	\$ 3,152.54	Inv#051331 (not reported in 2013 to FTA)
8/5/2013	\$ 63,999.21	\$ 47,850.00	\$ 16,149.21	Inv#: 20130517; 20130619; 71322; 13-116
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv#: 201307020; 20130810; 071305; 081306; 091311
10/17/2013	\$ 32,128.03	\$ 24,363.00	\$ 7,765.03	Inv#: 20130912; 101311
11/25/2013	\$ 60,655.54	\$ 48,524.00	\$ 12,131.54	Inv#: 20131014
1/8/2014	\$ 54,281.46	\$ 38,662.00	\$ 15,619.46	Inv#: 20131116; 121313; SEPTICPERMIT 14; 11403
1/31/2014	\$ 114,715.46	\$ 90,788.00	\$ 23,927.46	Inv#: 111325; 14-004, 14-005, 14-006; 20131212
2/26/2014	\$ 92,386.70	\$ 70,635.00	\$ 21,751.70	Inv#: 021414 B, Permit 2-11-2014 B, 14-025 B, 20140113B, 48430 B, 14-018, SEPTICPERMIT 14
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	00005, 2014Bldg14-00006, 2014Bldg14
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	Inv#: 48860, 31419, 1041404, 20140312, 0414118
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv#: 1218, 49099, 20140415, 51416
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv#: 20140510, 061411
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv#: 49488, 1228, 54-572569, 20140611, 100, 071411, Application#1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv#: 81414, App. #2, 51331, ODT AccEas, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv#: 13378; 20140710; 20140811, BLD14-00004, PR#3
10/22/2014	\$ 257,214.00	\$ 205,771.00	\$ 51,443.00	20140905, PR#4, 13583
11/24/2014	\$ 603,990.00	\$ 483,192.00	\$ 120,798.00	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
1/5/2015	\$ 223,022.00	\$ 178,418.00	\$ 44,604.00	20141104/1412122/141222/PR#6/14253
Total	\$ 3,327,006.13	\$ 2,616,629.00	\$ 710,377.13	

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

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

2014 Capital Projects

Facility		Grant Funding	JTA Funding	JTA Appropriation
	2014 Beginning Balance	\$ 2,684,815.00	\$ 671,204.00	\$ (671,204.00)
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00	\$ (77,053.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	Sales Tax Equalization Funding	\$ 237,874.00	\$ -	\$ -
	JTA Outlay	\$ -	\$ 782,000.00	\$ (782,000.00)
Monthly Payments	JTA Bond Financing	\$ -	\$ 1,000,000.00	\$ (1,000,000.00)
Jan-14	City of PT, JeffDCD, TCF	\$ (37,455.82)	\$ (7,491.16)	\$ 7,491.16
Feb-14	Bid Adverts, Permits, TCF	\$ (176,775.26)	\$ (35,355.05)	\$ 35,355.05
Mar-14	Bid Adverts, Permits	\$ (3,925.00)	\$ (981.00)	\$ 981.00
Apr-14	TCF, City of PT, Printing	\$ (68,829.95)	\$ (31,553.59)	\$ 31,553.59
May-14	TCF, City of PT, Printing, Easement Sur	\$ (6,968.18)	\$ (1,393.64)	\$ 1,393.64
Jun-14	TCF, City of PT	\$ (28,337.73)	\$ (5,667.55)	\$ 5,667.55
Jul-14	Pease, TCF, PT, Print, Materials, Elec	\$ (233,700.39)	\$ (58,425.10)	\$ 58,425.10
Aug-14	Pease, TCF, PT	\$ (259,370.34)	\$ (64,842.59)	\$ 64,842.59
Sep-14	Pease, TCF, PT	\$ (320,223.14)	\$ (80,055.79)	\$ 80,055.79
Oct-14	Pease, TCF, PT	\$ (260,095.05)	\$ (52,019.01)	\$ 52,019.01
Nov-14	Pease, TCF, PT, Materials Testing	\$ (615,071.52)	\$ (123,014.30)	\$ 123,014.30
Dec-14	Pease, TCF, PT, Materials Testing	\$ (217,877.10)	\$ (43,575.42)	\$ 43,575.42
	Ending Balance			\$ (2,098,882.81)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2014 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Transit Shelters (JTA)	2014 Beginning Balance		\$ 8,461.00	
Kiosks and Signage	2014 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2014 Beginning Balance	\$ -	\$ 35,000.00	
PNR Passenger Services Bldg	2014 Beginning Balance	\$ 76,800.00	\$ 19,200.00	\$ (19,200.00)
	12/31/2014 Purchase			\$ 19,200.00
Revenue Vehicles				
Replacement Engine	2014 Beginning Balance		\$ 35,000.00	
Service Vehicles				
Service Equipment				
Addl Camera System for Trng	2014 Beginning Balance		\$ 2,500.00	
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 66,911.00	\$ 16,728.00	\$ (16,728.00)
	5 PCs -w/Software	\$ (3,284.44)	\$ (824.86)	\$ 824.86
	SQL-Server Edition & Licenses	\$ (1,644.30)	\$ (411.08)	\$ 411.08
	Virus Protection Software	\$ (855.36)	\$ (213.84)	\$ 213.84
	Sonic Wall and Portable Harddrive	\$ (1,792.00)	\$ (448.00)	\$ 448.00
	600GB HS Hard Drives	\$ (768.11)	\$ (192.03)	\$ 192.03
	17 PCs -w/Software	\$ (11,473.77)	\$ (2,868.95)	\$ 2,868.95
	Balance			\$ (11,769.24)

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

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 59,164.86
Total 2014 Budgeted Capital Projects \$ 5,610,349.00

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, December 16, 2014, 1:30 pm
701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:32 pm. Other members present were Catharine Robinson, John Austin, Robert Gray and Lloyd Eisenman.

STAFF PRESENT

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

PUBLIC COMMENT

Steve Oakford thanked John Austin for his years of service to the Authority Board.

Gene Brandon shared a confrontation he had as a result of public smoking at the transfer station.

Darrell Conder would like to propose that Field Supervisors be authorized to write citations for minor violations.

Burt Langsea asked when the Composition of the Board meeting will take place.

PUBLIC BUDGET HEARING

No public comment. The Budget Hearing was closed by David Sullivan at 1:38 pm.

NEW AGENDA ITEMS

John Austin commented on Gene Brandon's remark about public smoking and a discussion followed.

DRAFT

Phil Johnson entered the meeting at 1:39 pm

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

- Sales tax for August 2014 is 9% higher than received for September 2013
- East side fare revenue is down.
- We received the \$2,500.00 Washington State Transit Insurance Pool (WSTIP) grant. John Koschnick will discuss how those funds will be used in his report.
- Towing, off-site vehicle repairs and vehicle technical services are over budget.
- Overall it is important to note that expenses are under budget by over 6.5%.

CONSENT AGENDA

Catharine Robinson suggested the following corrections to the November minutes:

- Page 4, under General Manager's Report, in the third bullet, change "my" to "Ms. Rubert's", and also in the next paragraph change "myself" to "Tammi Rubert"
- In next paragraph change "legislation chooses" to legislature chooses".

- a. Approval of Minutes, November 18, 2014
- b. Approval of Expenses, November 2014
- c. **Resolution 14-22:** 2015 Board Meeting Schedule
- d. **Resolution 14-25:** Second Amendment to GCB 1613

Motion: Catharine Robinson moved to approve the Consent Agenda with changes. John Austin seconded.

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

In appreciation for his years of service, David Sullivan presented a signed photo to John Austin in honor of his retirement.

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 14-23: Authorizes the General Manger to sign the Certifications and Assurances. These are required because JTA is awarded federal capital and operating funds.

DRAFT

Motion: Catharine Robinson moved to adopt Resolution 14-23: Authorizing the General Manager to sign the 2015 Certifications and Assurances. Phil Johnson seconded.

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

Resolution 14-24: The adoption of the 2015 proposed budget.

Motion: Catharine Robinson moved to adopt Resolution 14-24: the 2015 Operating/Capital budget. John Austin seconded.

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

Resolution 14-26: Intent to Dispose of Low Use and Obsolete Surplus Parts. Ben Arnold stated this is in preparation of the upcoming move to the new facility.

Motion: John Austin moved to adopt Resolution 14-26: Intent to Dispose of Low Use and Obsolete Parts. Phil Johnson seconded.

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

REPORTS

General Managers Report – Tammi Rubert

Please see Attachment B

Ms. Rubert reported on the following items:

- Legislative update
- Meeting with Peninsula College regarding student bus passes
- New facility construction updates
- Exterior bus advertising
- Mobility Coordinator updates
- Toys-for-Tots event

Operations Report – John Koschnick

December Employment Anniversaries

- Pam Thompson, Field Supervisor 17 years

Mr. Koschnick reported on the following items:

- WSTIP Safety Grant. The funds will be used to purchase an Automated External Defibrillator (AED) for the Haines Place Transit Center, cameras for supervisor vehicles and a training kiosk controller.
- November 29th was a Priority 1 Emergency snow day. Drivers did an excellent job, with few delays.
- The homeless shelter opened early this year on November 28th due to cold weather.
- The bus stop sign at Oak Bay and Olympus has been installed once again.

DRAFT

Mr. Koschnick gave a PowerPoint presentation on the subject of the New Facility Service Planning Committee. The main purpose for the New Facility Committee is to minimize deadhead costs, maximize routing connectivity and explore new service model ideas.

Maintenance Report – Ben Arnold

Mr. Arnold reported on the following items:

- Four new shelters have been purchased from Intercity Transit
- The Quilcene shelter permit was awarded and the shelter will be installed after January 1st.

RIDERSHIP

Ridership has decreased by 21% from October to November. It is not uncommon for ridership to drop this time of year. This could possibly be due to gas prices and weather.

PUBLIC COMMENT

Steve Oakford commented on smoking problem in shelters and giving more responsibility to Field Supervisors.

Brenda McMillan would like to see fares increased, specifically for the longer routes.

Burt Langsea would like to see the Board expanded.

Steve Oakford commented on fares.

Gene Brandon would be willing to pay more money for a monthly pass.

The meeting was recessed at 2:46 pm for the Board Composition Conference.

DRAFT

EXECUTIVE SESSION

Per RCW 42.30.110 for discussion regarding property and personnel with possible direction.

Executive Session began at 3:05 pm

Executive Session ended at 3:31 pm

Motion: John Austin moved that the Board put into effect a step increase for General Manager Tammi Rubert. Catherine Robinson amended the motion to increase the General Manager's salary by 3% to \$76,077 per year. John Austin accepted the amendment. Phil Johnson seconded.

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

Motion: Phil Johnson moved to instruct JTA's attorney to approach the City of Port Townsend for a reasonable solution to the re-zone of the property located on Sims Way in Port Townsend. If that is not successful, to file a timely appeal within twenty-one working days. John Austin seconded.

Catharine Robinson noted that she has recused herself from executive session on that subject, and she recuses herself from discussion and vote. Robert Gray also recused himself from executive session on that subject, and from discussion and vote.

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

ADJOURNMENT

The meeting was adjourned at 3:35pm. The next regular meeting will be held Tuesday, January 20, 2015, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



ATTACHMENT A

1615 W. Sims Way, Port Townsend, WA 98368

December 12, 2014

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: November 2014 Financial Report

Sales Tax Analysis Reports –

- Sales tax for August 2014 is 9% higher than received for September 2013, 15% higher than budgeted for September. The cumulative 2014 sales tax receipts between January to September 2014 are 1% lower than the same time period in 2013. This is good news, but cautionary, because we still have the slow months of October and November to get through. The extreme cold and bad weather Thanksgiving weekend may have slowed sales.

Revenue Report –

- East side fare revenues show lower than budgeted; this is expected to continue through 2014 because the budget figure is inflated. [A reasonable budget figure for east side fares is \$148000. If that figure is used instead of \$165,000, the budget percentage is 87%]. Ridership will be discussed during the Operations report.
- Vanpool Revenue under budget due to loss of a vanpool group in May. We expected a decline from 2013, but not the loss of a vanpool.
- Other Non-Transportation – Over budget due to ATU Exec Officer reimbursement

Expense Report –

- Overtime is no longer over-budget for fixed route. Overtime was down in October and November, expecting an increase in December for the holidays. The "Other" overtime issue will remain over budget due to a hiring issue for a small piece of work in dispatch.
- Other Paid Absence – This figure will be over budget for the entire year – ATU Exec Officer, Administrative Leave
- Contracted IT Services is over budget, latent services (Mail Archiving, Virus Protection, off site Backup) were in the budget for 7-8 months; these services will continue past the projected date because it is less expensive to go with current vendor than purchase the services from another vendor. This line item will remain over budget.
- Vehicle Technical Services – Over budget for Towing, body repair work and off site repairs
- Vehicle Maintenance & Repair Parts – there have been several expensive repairs in the past two months. The average monthly expense for this category is \$4,900, in October it was \$15,933, and in November it is \$13,101. This budget line item will remain over budget for the year.
- Shop Supplies – over budget - there has been an increase in uniform/rug rental expenses
- Utilities – Water tracking over budget, most likely this is timing and will come in at budget, Electrical and Propane is under budget (October bills not yet posted) but with colder weather will expect to see it closer to budget.
- OVERALL it is important to note that other than the overtime issue, overall expenses are under budget by over 6.5%, the increase in parts expenses may be offset by the low cost of fuel in the past two months. If low cost fuel trend continues we will see real savings in fuel expenses in 2014.

Capital Activity –

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



November 2014 Financial Summary

Budget Tracking Figure: 91.66%

1. Operational Expenses:	\$305,510.78
Operational Revenues:	\$14,494.33
Non-Operational Income:	\$380,438.20
Capital Expenses:	\$588,409.63
Capital Income:	\$470,728.54

2. Sales Tax Received 11/30/2014 for September 2014: \$368,479.21
Sales Tax Received 11/30/2013 for September 2013: \$336,708.79

****Sales tax increased from prior year 9%****

3. Cash on Hand as of November 30, 2014*:	
Operating:	\$1,194,443.32
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$1,056,237.62
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$7,465.91
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,001.70
Travel Fund:	\$1,354.51
Kitsap Bank	\$10.64

Total	\$4,053,584.39**
--------------	-------------------------

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2014

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Monthly Act to Bud Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$261,546.64	\$263,071.24	\$234,370.59	\$221,922.91	235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$152,221.21	323,856.00	6.43%	\$606,228.87	559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$150,424.11	215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$191,817.93	231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$172,294.86	280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$191,845.36	251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$203,110.70	269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.66%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$285,132.17	306,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$305,799.23	299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$300,142.06	329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$239,629.36	315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%		\$273,339.76	\$285,882.08	\$2,572,837.54	251,610.00	0.00%	\$0.00	3,309,880.00	
Total		3,314,312.96	3,639,307.56	3,226,039.90	4,987,177.44	3,309,880.00	0.00%			
Monthly Average		301,301.18	303,275.63	268,836.66	415,598.12	275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$150,424.11	215,097.00	19.03%	\$256,028.91	215,097.00	19.03%
February	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$191,817.93	231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$172,294.86	280,324.00	2.49%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$191,845.36	251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$203,110.70	269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$285,132.17	306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$305,799.23	299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$300,142.06	329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$239,629.36	315,149.00	16.92%	\$2,708,084.09	2,496,640.00	8.38%
October	0.90%		\$273,339.76	\$285,882.08	\$305,799.23	251,610.00	0.00%	\$0.00	2,750,250.00	
November	0.90%		\$261,546.64	\$263,071.24	\$331,924.43	246,090.00	0.00%	\$0.00	2,996,340.00	
December	0.90%		\$344,682.23	\$361,349.36	\$204,854.04	338,020.00	0.00%	\$0.00	3,334,360.00	
Total		2,708,084.09	3,621,115.83	3,284,165.48	2,882,773.48	3,334,360.00	0.00%			
Monthly Average		300,898.23	301,759.65	273,680.46	240,231.12	277,863.33				

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eleven Months Ending November 30, 2014

	November	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,021,635.39	\$2,465,432.33
Operating Cash Provided/(Used) by:		
Operating Activities	(\$827,783.63)	(\$3,556,386.41)
Non-Capital Financing Activities	\$377,988.85	\$4,283,204.66
Investing Activities	\$199.02	\$1,811.50
Total Operating Cash Provided/(Used)	(\$449,595.76)	\$728,629.75
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$483,192.00	\$861,169.55
Net Increase/(Decrease) Cash and Equivalent	\$33,596.24	\$1,589,799.30
CASH BALANCES - END OF PERIOD	\$4,055,231.63	\$4,055,231.63

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending November 30, 2014

	November	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,494.33	\$199,281.50	\$240,580.00	82.83%
Operating Expenses				
Labor	144,520.55	1,614,540.79	1,793,675.00	90.01%
Benefits	94,588.73	1,098,391.99	1,336,375.00	82.19%
Services and User Fees	12,444.37	138,875.66	178,796.00	77.67%
Materials & Supplies	41,375.86	486,253.83	591,620.00	82.19%
Utilities	2,646.19	52,852.78	65,020.00	81.29%
Casualty/Liability Costs	7,741.86	84,105.52	90,348.00	93.09%
Taxes	474.99	5,043.55	8,974.00	56.20%
Miscellaneous Expenses	1,623.15	54,078.17	80,299.00	67.35%
Leases and Rentals	95.28	10,721.49	15,824.00	67.75%
Total Operating Expenses	305,510.78	3,544,863.78	4,160,931.00	85.19%
Operating Income (Loss)	(291,016.45)	(3,345,582.28)	(3,920,351.00)	85.34%
Non-Operating Revenues				
Non-Transportation Revenue	3,458.66	41,049.95	13,011.00	315.50%
Taxes Levied by Transit	299,420.21	3,205,784.09	3,334,359.00	96.14%
Local Grants & Contributions	3,750.00	16,250.00	17,500.00	92.86%
State Grants & Contributions	5,898.33	312,541.16	250,688.00	124.67%
Federal Grants & Contributions	67,911.00	747,019.32	637,500.00	117.18%
Total Non-Operating Revenues	380,438.20	4,354,734.25	4,295,842.00	101.37%
Net Income (Loss) Before Transfers In/(Out)	89,421.75	1,009,151.98	375,491.00	268.76%
Net Income/(Loss)	89,421.75	1,009,151.98	375,491.00	268.76%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eleven Months Ending November 30, 2014

	<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	\$10,027.65	\$130,193.66	\$165,000.00	78.91%
Fixed Route Fares - West - JTOC	139.13	4,872.00	3,600.00	135.33%
Dial-a-Ride Fares (DAR)	981.55	11,503.41	12,000.00	95.86%
Vanpools	3,281.00	44,970.96	57,000.00	78.90%
Extended Service		2,593.83	2,200.00	117.90%
Auxiliary Transportation Revenues				
Advertising Services		4,432.64		0.00%
Other Services Revenue	65.00	715.00	780.00	91.67%
Total Operating Revenues	14,494.33	199,281.50	240,580.00	82.83%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	199.02	1,811.50	1,704.00	106.31%
Gain (Loss) on Disposition of Capital Items		14,621.84		0.00%
Other Nontransportation Revenues	3,259.64	24,616.61	11,307.00	217.71%
Taxes Levied Directly by Transit System - Sales & Use Tax	299,420.21	3,205,784.09	3,334,359.00	96.14%
Special Sales Tax Receipts - Miscellaneous		32,089.74	42,784.00	75.00%
Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP	2,500.00	2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	5,898.33	306,243.65	247,188.00	123.89%
RTAP		6,297.51	3,500.00	179.93%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	67,911.00	747,019.32	637,500.00	117.18%
Capital Contributions - Local/State/Federal				
Capital Contributions - Local		60,000.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	8,866.54	23,413.50		0.00%
Capital Contributions - FTA 5309, Facility Assistance (Federal)	461,862.00	1,687,568.00		0.00%
Total Nonoperating Revenues	851,166.74	6,125,715.76	4,295,842.00	142.60%
TOTAL REVENUES	865,661.07	6,324,997.26	4,536,422.00	139.43%

Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2014

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$52,663.24	\$554,372.23	\$609,291.00	90.99%
Operators Overtime - Fixed Route	2,112.17	43,689.35	48,196.00	90.65%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,150.96	129,106.48	161,449.00	79.97%
Operators Overtime - Dial-a-Ride (DAR)	629.09	5,540.22	7,318.00	75.71%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,545.98	435,263.96	487,623.00	89.26%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,115.50	39,658.86	28,457.00	139.36%
Administration Salaries	38,303.61	406,909.69	451,341.00	90.16%
Benefits				
FICA	12,208.95	138,171.25	168,244.00	82.13%
Pension Plans (PERS)	14,292.98	175,782.65	191,945.00	91.58%
Medical Plans	33,123.23	381,830.13	475,703.00	80.27%
Dental Plans	2,962.28	33,533.58	42,974.00	78.03%
Unemployment Insurance (UI)		464.00	9,068.00	5.12%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,033.55	57,193.82	65,454.00	87.38%
Holiday	5,935.71	69,369.68	75,340.00	92.08%
General Leave	17,883.45	202,087.07	231,502.00	87.29%
Other Paid Absence (Court Duty & Bereavement)	2,193.71	15,055.92	6,286.00	239.52%
Uniforms, Work Clothing & Tools Allowance	394.51	8,380.19	11,599.00	72.25%
Other Benefits (HRA, EAP & Wellness)	560.36	16,523.70	58,260.00	28.36%
Service and User Fees				
Vanpool Services and Fees			4,500.00	0.00%
Advertising Fees	628.50	7,293.15	18,250.00	39.96%
Professional & Technical Services	8,691.90	64,363.82	80,846.00	79.61%
Contract Maintenance Services (IT Services)	724.85	7,813.50	4,850.00	161.10%
Security Services		135.00	1,500.00	9.00%
Vehicle Technical Services		27,502.63	26,750.00	102.81%
Property Maintenance Services	154.76	6,948.65	10,000.00	69.49%
Software Maintenance Fees	1,581.94	17,457.44	21,200.00	82.35%
Postage & Mail Meter Fees	314.34	2,648.19	3,600.00	73.56%
Drug & Alcohol Services	227.08	3,221.88	4,800.00	67.12%
Other Services & User Fees	121.00	1,491.40	2,500.00	59.66%
Materials and Supplies Consumed				
Fuel	26,491.60	325,272.92	407,000.00	79.92%
Tires		19,904.75	28,500.00	69.84%
Lubrication	(1,273.79)	5,492.57	10,550.00	52.06%
Tools	265.21	5,092.65	9,000.00	56.59%
Vehicle Maintenance & Repair Parts	13,100.74	76,957.36	61,500.00	125.13%
Non-Vehicle Maintenance & Repair Parts		7,895.55	8,000.00	98.69%
Vehicle Accessories		549.17	1,350.00	40.68%
Park & Ride Materials	21.24	519.62	2,000.00	25.98%
Shop Supplies (Maintenance & Cleaning)	1,562.81	15,296.05	14,000.00	109.26%
Safety & Emergency Supplies		1,027.61	5,550.00	18.52%
Office Supplies	521.64	9,158.76	12,570.00	72.86%
Computer Programs & Supplies	200.56	2,194.66	2,750.00	79.81%
Printing (Photocopier, Schedules & Brochures)	485.85	16,250.82	26,850.00	60.52%
Other Materials & Supplies		641.34	2,000.00	32.07%
Utilities				
Water, Sewer & Solid Garbage	1,226.95	14,165.84	14,850.00	95.39%
Utilities (Electrical & Propane)		13,153.44	20,475.00	64.24%
Telephone & Internet	1,419.24	25,533.50	29,695.00	85.99%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,741.66	85,158.26	90,348.00	94.26%
Recoveries of Public Liability & Property Damage Settlements		(1,052.74)		0.00%
Taxes				
State Taxes	279.16	3,510.40	5,224.00	67.20%
Vehicle Licensing & Registration Fees	76.00	76.00	750.00	10.13%
Other Licensing Fees & Taxes	119.83	1,457.15	3,000.00	48.57%

Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2014

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,048.23	\$11,139.77	\$15,591.00	71.45%
Travel & Meetings	(204.38)	20,717.56	27,108.00	76.43%
Safety Program (Roadeo & Safety Rewards)	459.30	459.30	6,500.00	7.07%
Training (Classes, Seminars & Materials)	100.00	20,307.64	27,450.00	73.98%
EE CDL and EE Physical Expense	220.00	1,400.00	3,350.00	41.79%
Other Miscellaneous		53.90	300.00	17.97%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations			1,000.00	0.00%
Passenger Parking Facilities	95.28	325.84		0.00%
Service Vehicles & Equipment		440.92	2,500.00	17.64%
Other General Administration Facilities		9,954.73	12,324.00	80.78%
TOTAL OPERATING EXPENSES	<u>305,510.78</u>	<u>3,544,863.78</u>	<u>4,160,931.00</u>	<u>85.19%</u>

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

Total Project Cost	\$ 4,083,068.00	Equals Total project award plus total match
--------------------	-----------------	---

FTA FUNDS AWARDED TO JTA	
Original	\$ 560,000.00
1st Amendment	\$ 423,679.00
	\$ 970,874.00
	\$ 380,361.00
2nd Amendment	\$ 931,540.00

JTA MATCH	
Match Required	\$ 816,614.00

Total Project Award from FTA	\$ 3,266,454.00
------------------------------	-----------------

Total Match	\$ 816,614.00
-------------	---------------

Disbursements to date	\$ 2,438,211.00
-----------------------	-----------------

Disbursements to date	\$ 665,773.13
-----------------------	---------------

Remaining Balance	\$ 828,243.00
-------------------	---------------

Remaining Balance	\$ 150,840.87
-------------------	---------------

Team/Disbursements	\$ 2,438,211.00
--------------------	-----------------

JTA Match	\$ 665,773.13
-----------	---------------

Difference	\$ -
------------	------

Difference	\$ -
------------	------

Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 26,025.00	\$ 6,505.35	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,434.00	\$ 14,857.66	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,592.07	\$ 38,074.00	\$ 9,518.07	Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05, 121700
7/13/2005	\$ 34,544.54	\$ 27,636.00	\$ 6,908.54	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/2&4/6; 2004015-0605, 2004015-0705; 2004015-0805; HMW 5/2/7/1,8/2,9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/3, 2/1, 3/2, 3/3/2006; 3626
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (919.00)	\$ (319.00)		Correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00		Inv#2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		Correction to 02/2/2007 draw
9/24/2008	\$ 139.31	\$ 112.00	\$ 27.31	Inv# HMW 2/1/2007; Safeway, Coffee, Jardini's
9/24/2008	\$ (46.00)	\$ (46.00)		Correction to 02/2/2007 draw
5/18/2012	\$ 15,824.74	\$ 12,660.00	\$ 3,164.74	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,798.78	\$ 298.00	\$ 1,500.78	Inv# 11308; 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,360.00	\$ 10,059.05	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,226.00	\$ 5,306.35	Inv# 20130419
6/11/2013	\$ 3,152.54	\$ -	\$ 3,152.54	Inv#051331 (not reported in 2013 to FTA)
8/5/2013	\$ 63,999.21	\$ 47,850.00	\$ 16,149.21	Inv#: 20130517; 20130519; 71322; 13-116
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv#: 201307020; 20130810; 071305; 081306; 091311
10/17/2013	\$ 32,128.03	\$ 24,363.00	\$ 7,765.03	Inv#: 20130912; 101311
11/25/2013	\$ 60,655.54	\$ 48,524.00	\$ 12,131.54	Inv#: 20131014
1/8/2014	\$ 54,281.46	\$ 38,662.00	\$ 15,619.46	Inv#: 20131116; 121313; SEPTICPERMIT 14; 11403
1/31/2014	\$ 114,715.46	\$ 90,788.00	\$ 23,927.46	Inv#: 111325; 14-004, 14-005, 14-006; 20131212
2/26/2014	\$ 92,386.70	\$ 70,635.00	\$ 21,751.70	Inv#: 021414 B, Permit 2-11-2014 B, 14-025 B, 20140113B, 48430 B, 14-018, SEPTICPERMIT 14
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	00005, 2014Bldg 14-00006, 2014Bldg 14-
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	Inv#: 48860, 31419, 1041404, 20140312, 041411B
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv#: 1218, 49099, 20140415, 51416
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv#: 20140510, 051411
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv#: 49488, 1228, 54-572569, 20140611, 100, 071411, Application #1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv#: 81414, App #2, 51331, ODT AccEas, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv#: 13378; 20140710; 20140811, BLD14-00004, PR#3
10/22/2014	\$ 257,214.00	\$ 205,771.00	\$ 51,443.00	20140905, PR#4, 13583
11/24/2014	\$ 603,990.00	\$ 483,192.00	\$ 120,798.00	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
Total	\$ 3,103,984.13	\$ 2,438,211.00	\$ 665,773.13	

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

Current Account Status	Balance per Bank @ 11/30/14	\$ 2,389,483.31	\$ -
Balance per GL @ 10/31/14		\$ 2,521,257.02	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 483,192.00	
	Investment Interest	\$ 105.81	
	Transfers - Out (Purchases)	\$ (615,071.52)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 11/30/14		\$ 2,389,483.31	

2014 Capital Projects

Facility		Grant Funding	JTA Funding	JTA Appropriation
	2014 Beginning Balance	\$ 2,684,815.00	\$ 671,204.00	\$ (671,204.00)
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00	\$ (77,053.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	Sales Tax Equalization Funding	\$ 237,874.00	\$ -	\$ -
	JTA Outlay	\$ -	\$ 782,000.00	\$ (782,000.00)
Monthly Payments	JTA Bond Financing	\$ -	\$ 1,000,000.00	\$ (1,000,000.00)
Jan-14	City of PT, JeffDCD, TCF	\$ (37,455.82)	\$ (7,491.16)	\$ 7,491.16
Feb-14	Bid Adverts, Permits, TCF	\$ (176,775.26)	\$ (35,355.05)	\$ 35,355.05
Mar-14	Bid Adverts, Permits	\$ (3,925.00)	\$ (981.00)	\$ 981.00
Apr-14	TCF, City of PT, Printing	\$ (68,829.95)	\$ (31,553.59)	\$ 31,553.59
May-14	TCF, City of PT, Printing, Easement Sur	\$ (6,968.18)	\$ (1,393.64)	\$ 1,393.64
Jun-14	TCF, City of PT	\$ (28,337.73)	\$ (5,667.55)	\$ 5,667.55
Jul-14	Pease, TCF, PT, Print, Materials, Elec	\$ (233,700.39)	\$ (58,425.10)	\$ 58,425.10
Aug-14	Pease, TCF, PT	\$ (259,370.34)	\$ (64,842.59)	\$ 64,842.59
Sep-14	Pease, TCF, PT	\$ (320,223.14)	\$ (80,055.79)	\$ 80,055.79
Oct-14	Pease, TCF, PT	\$ (260,095.05)	\$ (52,019.01)	\$ 52,019.01
Nov-14	Pease, TCF, PT, Materials Testing	\$ (615,071.52)	\$ (123,014.30)	\$ 123,014.30
	Ending Balance			\$ (2,142,458.23)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2014 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Transit Shelters (JTA)	2014 Beginning Balance		\$ 8,461.00	
Kiosks and Signage	2014 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2014 Beginning Balance	\$ -	\$ 35,000.00	
PNR Passenger Services Bldg	2014 Beginning Balance	\$ 76,800.00	\$ 19,200.00	\$ (19,200.00)
Revenue Vehicles				
Replacement Engine	2014 Beginning Balance		\$ 35,000.00	
Service Vehicles				
Service Equipment				
Addl Camera System for Trng	2014 Beginning Balance		\$ 2,500.00	
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 66,911.00	\$ 16,728.00	\$ (16,728.00)
	5 PCs -w/Software	\$ (3,284.44)	\$ (824.86)	\$ 824.86
	SQL-Server Edition & Licenses	\$ (1,844.30)	\$ (411.08)	\$ 411.08
	Virus Protection Software	\$ (855.36)	\$ (213.84)	\$ 213.84
	Sonic Wall and Portable Harddrive	\$ (1,792.00)	\$ (448.00)	\$ 448.00
	600GB HS Hard Drives	\$ (768.11)	\$ (192.03)	\$ 192.03
	17 Pcs -w/Software	\$ (11,473.77)	\$ (2,868.95)	\$ 2,868.95
	Balance			\$ (11,769.24)

JTA Capital Reserve Account Balance \$ 2,389,483.31
JTA Appropriated Project Funds Sub-Total \$ (2,181,045.47)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE **\$ 208,437.84**

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



ATTACHMENT B

1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report

December 16, 2014

Legislative Updates

The 2015 Legislative Session is scheduled to begin on January 12, 2015. The session is scheduled for 105 days. The primary focus of the Legislature will be to boost education funding. This coming from the McCleary case which required the Legislature to do so by 2018.

What this means to JTA is that money will be tight in 2015 and there will be funding gaps. A transportation revenue package is still needed, however, the house is likely to wait for an action from the Senate before taking up the issue. There may be some local option bills for transit as discussions continue on a larger, statewide package.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- December 19 – WSTA Officer's Call

Planning

- Peninsula College, at the request of the students, approached Jefferson Transit with a proposal for a student bus pass program. A bus pass fee would be included within the cost of tuition. Each Jefferson County student would then be given a three month student pass. JTA is very interested in moving forward in this joint venture and is awaiting more information from the college.
- JTA received an appraisal for the Sims Way property.

Update on New Facility Project

Site Work Complete

- ◆ Building B shipped
- ◆ Completed Purlins and Cross Bracing
- ◆ Wall Girts
- ◆ Main Footing Building B poured

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

- November 21/ attended meeting of Jefferson County Council of the Blind and throughout the month, coordinated Christmas luncheon for December
- Attended December DASH monthly meeting
- Saturday December 6, Jefferson Transit partnered with the Kiwanis's collecting toys for the U.S. Marine Corps Toys for Tots program. JTA provided a bus to stuff with presents. Leesa collected toys with Tammi, Sara, Laura, Cheryl and John for the annual Toys for Tots program. A big thank you to Ben and the maintenance staff for set up and delivering the toys at the end. A special thank you to the family members of JTA employees that that helped collect toys. John's wife Gayle, Laura's daughters Jessica and Rachel and Laura's grandson Chase and friend Chris. Cheryl's husband Jim.
- Met with new vanpool passenger who volunteered to be a driver for the vanpool program. Although no new vanpool groups have started up the current vanpools groups have consistent ridership.

Currently 37 riders participate in Jefferson Transit's vanpool program. It is estimated at year end vanpool riders will have travelled more than 85,000 miles this year.

DRAFT

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

Meeting Minutes

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

CALL TO ORDER/WELCOME

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

STAFF PRESENT

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

DISCUSSION ON SERVICE AREA

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

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

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

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

DRAFT

DISCUSSION ON BOARD COMPOSITION

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

David Sullivan believes the logical time to expand the Board would be if there is growth in the Tri-Area. Mr. Sullivan believes JTA already executes outreach and cooperation with all the aforementioned agencies.

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

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

ADJOURNMENT

The conference was adjourned at 3:06 pm.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 1/20/2015

December 2014 Expenses

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

- Accounts Payable Voucher #93255 in the amount of \$73,573.33
- Accounts Payable Vouchers #93256-93305 in the amount of \$74,250.90
- Accounts Payable Vouchers #93306-93312 in the amount of \$5,795.90
- Accounts Payable Voucher #93313 in the amount of \$71,065.62
- Accounts Payable Voucher #93314 in the amount of \$56.16
- Accounts Payable Vouchers #93315-93347 in the amount of \$26,035.93
- Accounts Payable Voucher #93348 in the amount of \$44.17
- Accounts Payable Voucher #93349 in the amount of \$73,523.30
- EFT Vouchers #5607-5712 in the amount of \$7,162.31
- EFT Vouchers #5713-5718 in the amount of \$5,979.62
- Capital Check #454 in the amount of \$1,200.00
- Capital Checks #455-459 in the amount of \$223,022.05
- Capital Check #460 in the amount of \$131,890.00
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the monthly transfer to account to pay bond payment for 2015 in the amount of \$6,755.96

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 20, 2015

AGENDA ITEM: Resolution 05-01: To adopt a plan to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended), and to ensure the level and quality of transportation service is provided without regard to race, color, or national origin.

SUBMITTED BY: Sara Crouch for Cheryl Loran **TITLE:** Finance Manager

DEPARTMENT: Finance

**EXHIBITS/
ATTACHMENTS:**

Attachment A

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: Sammi Rubert

MEETING DATE: January 20, 2015

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

This Title VI Plan is an entirely new version. Some elements from the current Plan were included. WSDOT provided JTA with a template for the new FTA requirements. Please see the attached outline of changes.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to adopt Resolution 15-01: Direct and Authorize the General Manager to implement the Title VI Plan consistent with applicable law.

Title VI Changes Attachment A

The new Title VI Circular changes provides greater clarity, accountability, transparency, and consistency. A template was given to us by the state to follow so the order of the documents is different than the previous Title IV plan.

One of the changes you will see is that there is no longer Title VI Assurances in the Title VI plan. We now fulfill those assurance requirements when we submit the Certifications and Assurances to the FTA and State yearly.

There were several additions to the Plan:

1. Page 3, a record of Civil Investigations, Complaints of Lawsuits
2. Page 6, Analysis of Construction Projects.
3. Page 7, the Inclusive Public Participation section which is a more detailed write-up of the previous Planning Outreach section. It was also required that we attach a copy of our Public Participation Plan, attachment #7 (page 23) on this Title VI 2015-2018 Plan.
4. Page 9, Membership of non-elected committees.
5. Page 10- New requirement-Fixed Route Service Standards
6. Page 13-New requirement- Fixed Route Policy Standards

Jefferson Transit Authority Resolution No. 15-01 Adopting Title VI Plan

A RESOLUTION of the Board of the Jefferson Transit Authority to adopt a Plan to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended), and to ensure the level and quality of transportation service is provided without regard to race, color, or national origin.

WHEREAS, agencies receiving financial assistance from the Federal Transit Administration are required to comply with Title VI of the Civil Rights Act of 1964 (as amended).

WHEREAS, Jefferson Transit Authority has been awarded funds from the Federal Transit Administration; and

WHEREAS, Jefferson Transit Authority continues to be committed to the principles that prohibit discrimination in any of its programs or activities.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Jefferson Transit Authority that the attached Title VI Plan is adopted and the General Manager is directed and authorized to implement the plan consistent with applicable law.

BE IT FURTHER RESOLVED by the Board of the Jefferson Transit Authority that the General Manager and staff will provide periodic updates to the Board as necessary or required.

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 20, 2015.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Title VI Plan

April 2015-March 2018

FOR THE FEDERAL TRANSIT ADMINISTRATION
AND WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

PREPARED BY:

Jefferson Transit Authority
1615 West Sims Way
Port Townsend, WA 98368

Revision Adopted by Jefferson Transit Authority Board Resolution, January 20, 2015

Table of Contents

Introduction	Page 1
Title VI Complaint Procedures	Page 1
Record of Title VI or Other Civil Rights Investigations, Complaints, or Lawsuits.....	Page 3
Limited English Proficiency Outreach Plan	Page 3
Notifying Beneficiaries of their Rights under Title VI	Page 6
Analysis of Construction Projects	Page 6
Inclusive Public Participation	Page 7
Membership of Non-Elected Committees	Page 9
Fixed Route Service Standards.....	Page 10
Fixed Route Policy Standards.....	Page 13

Attachments

Attachment 1: Title VI Complaint Procedures	Page 15
Attachment 2: Title VI Complaint Form	Page 17
Attachment 3: ALPACA Title VI LEP Maps.....	Page 19
Attachment 4: Title VI Notice to Public	Page 20
Attachment 5: Customer Service Comment Cards.....	Page 21
Attachment 6: Bus Schedule Pamphlet	Page 22
Attachment 7: Public Participation Plan	Page 23
Attachment 8: Jefferson Transit Authority Review of 2014 Public Participation	Page 29
Attachment 10: Resolution No. Board of Directors approval of the Title VI Plan.....	Page 40

1) On January 20th, place
signed resolution onto
this Document.

INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

Jefferson Transit Authority (JTA) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B

TITLE VI COMPLAINT PROCEDURES

Jefferson Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date the complainant became aware of the incident. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at: Jefferson Transit's Port Townsend office (address below) or on JTA's website at <http://jeffersontransit.com> (About JTA/Policies/Title Plan 2015-2018). It can also be requested by emailing info@jeffersontransit.com or calling 360-385-4777 or toll free 1-800-371-0497. JTA's Title VI Complaint form is attached to this document. (Attachment 2)

The complaint may be filed in writing with Jefferson Transit Authority at the following address:

1615 West Sims Way
Port Townsend

NOTE: Jefferson Transit Authority encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the date the complainant became aware of the incident.

What happens to your complaint after it is submitted to Jefferson Transit Authority?

1. Upon receipt of the complaint, the General Manager will be responsible for notifying the respondent(s) of the complaint within five working days of receipt. Additionally, a copy of the complaint will be forwarded for review by the JTA attorney.
2. The General Manager shall be given 15 working days from receipt of the complaint to inform the complainant as to the status of the investigation and/or resolution of the complaint.
3. If the complaint is against a sub-recipient, consultant, or contractor, the appropriate project manager shall be notified of the complaint within 15 working days of the receipt of the complaint.
4. Within 60 working days of the receipt of the complaint, the investigator* will prepare a written report for the General Manager. The report shall include a narrative description of the incident, identification of persons interviewed, a finding, and recommendations for disposition. *This can be JTA's Title VI Coordinator, the Title VI Specialist for a sub-recipient of federal funds, or the FTA Title VI Liaison.
5. The investigative report and findings of the complaint will be sent to JTA for review and comment by JTA's attorney.
6. The recommendation(s) shall be reviewed by the General Manager. The General Manager will discuss the report and recommendations with the JTA Board Chair.
7. If the complaint cannot be resolved by the General Manager, the complainant or respondent shall be notified of their appeal rights to JTA's Board of Directors and/or FTA.
8. A copy of the complaint and JTA's investigation report will be issued to FTA within 60 days of the receipt of the complaint.
9. After receiving FTA's comments, the investigation report will be released and briefings scheduled with all relevant parties.
10. If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), s/he shall be advised of their rights to appeal JTA's decision to the U.S. Department of Transportation. The complainant has 180 days after JTA's final resolution to appeal to USDOT. Unless new facts not previously considered come to light, reconsideration (appeal) by JTA will not be available.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-7387

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

United States Department of Justice
Civil Rights Division
Coordination and Review Section - NWB
950 Pennsylvania Avenue NW

**RECORD OF TITLE VI OR OTHER CIVIL RIGHTS
INVESTIGATIONS,
COMPLAINTS OR LAWSUITS**

As of January 20, 2015, JTA has no active lawsuits, investigations, or complaints alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

Title VI -Investigations, Complaints and Lawsuits

Date	Type*	Summary of Allegation	Actions Taken	Status

* (I) Investigations, (C) Complaints, (L) Lawsuits

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Jefferson Transit Authority is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Census. The United States is home to millions of national origin minority individuals who are Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

According to the ALPACA, using 2010 Census Data for Jefferson County, English is spoken by 99.4% of Jefferson County. Spanish, Indo/European and other LEP speaking in the household represents 0.6% of the non-English speaking population in Jefferson County. (Attachment 3)

ANALYSIS OF FACTORS

Factor No. 1: The number or proportion of LEP persons in the service area.

JTA's jurisdiction covers Jefferson County with connecting routes into Clallam, Grays Harbor and Kitsap Counties which are largely English speaking. The vast majority of the population with which we do business (individuals wishing to ride transit) is largely English speaking. Our Jefferson Transit Olympic Connection (JTOC) starts in Forks at the Forks Transit Center in Clallam County. Forks has a total population of 4,129 with a Spanish population of 5% (207 people). We service only a small portion of the Forks' population. Jefferson County has a population of 28,590 with a 38 Spanish populace. If we merge the Forks LEP statistics into our Jefferson County LEP statistics we have a total population of 32,629 with a Spanish speaking populace of 245. Thus increasing the Spanish LEP population in our service area to 0.75% and increasing the total LEP population within our service area to 1.22%.

Factor No. 2. The frequency with which LEP individuals come into contact with the service.

(All) contacts with JTA are made through phone, email, written communication, via fax or in person. We potentially serve LEP persons daily via: bus; purchase of passes and tickets through drivers and JTA's customer service; rider questions to drivers, customer service, and dispatch; Dial-A-Ride (DAR) applications; Vanpool inquires; participation in public meetings, and through customer comments. An informal verbal survey was made of customer service clerks and dispatchers who answer call center information requests. They stated that they sometimes have a person call with a strong accent but they have never received a call where someone expected them to answer in a language other than English. In an informal survey of our West End route supervisor and drivers, they stated that they did not have problems communicating with Spanish speaking passengers. When they get foreign tourists riding on the West End during the summer months, the drivers sometimes have a hard time communicating with these visiting passengers.

The Customer Service clerks speak English and translate in person or over the phone a total of approximately zero times a day. We have an average of zero calls a month that require translations.

Factor No. 3: The nature and importance of service provided by Jefferson Transit Authority.

JTA provides important transit services to the public through Fixed Route, Deviated-Fixed Route and ADA Dial-A-Ride services. JTA's Mobility Coordinator works closely with three local boards to ensure JTA is providing meaningful access for those passengers with disabilities. The three organizations are: Jefferson County Council of the Blind, Disability Awareness Starts Here (DASH), and JC Developmental Disability Board. Jefferson County has a 0.6% LEP population; therefore, Jefferson County does not offer an LEP outreach in which our Mobility Coordinator can participate.

Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.

Jefferson Transit Authority's current in-house language capabilities are in English only.

The transit system also recognizes the need to have language services in other languages besides English and has implemented:

- LanguageLine Solutions - This is a phone service for assistance in communicating with limited English speaking customers. Customer Service, Dispatch, and all other office employees have access to this phone service. Drivers who need interpreters for LEP passengers will call Customer Service or Dispatch who will then proceed to call LanguageLine Solutions for assistance.
- Google Translate on website - This feature translates JTA's website into dozens of different languages, including Spanish.

IMPLEMENTATION PLAN

Jefferson Transit Authority currently has implemented its plan and will review it annually, including any contacts with the LEP persons to determine the frequency of contacts, the language used, and how the contacts were handled.

We have identified LEP persons in the service area by: informal surveys of the drivers, customer service and dispatch; by customer comments/complaints; and by the ALPACA statistics. This data shows we have a 1.22% LEP population. Because of the higher percentage of Spanish LEP in Forks, the JTA's Title VI plan in 2012 included the development

of volunteer translation services via outreach to various organizations. JTA chose instead to contract with LanguageLine for their translation services. LanguageLine invoices for services will be reviewed by the Grants Administrator. This will provide JTA with a measurable record of LEP contacts that need translation services. The Grants Administrator will update the language access plan if needed.

Due to the small numbers of LEP individuals and lack of contact or requests, we have not yet needed to develop materials in any language except English. Customer Service has a chart, provided by LanguageLine, in which an LEP individual can identify their language for translation. Customer Service will then call LanguageLine and begin communication with the LEP individual.

Customer Service and Dispatch have been trained by the Grants Administrator in how to use LanguageLine. Drivers have been instructed to connect the LEP individual with JTA's Customer Service or Dispatch.

In order to comply with 49 CFR 21.9(d), Jefferson Transit Authority and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protections against discrimination afforded them by Title VI. JTA has established a statement of rights and a policy statement.

NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI

Jefferson Transit Authority, Title VI Notice to the Public is:

- 1) Posted on JTA's website at <http://jeffersontransit.com>, and in the lobby of JTA's headquarters (Attachment 4)
- 2) Written on JTA's Customer Service Comment Cards that are available on all revenue service vehicles (Attachment 5)
- 3) Written within JTA's Bus Schedule Pamphlets (Attachment 6)

ANALYSIS OF CONSTRUCTION PROJECTS

Over the last three years Jefferson Transit has:

Begun construction of a new Administration and Maintenance Facility at 63 Four Corners Road in Port Townsend, WA. This project required the NEPA process and received a categorical exclusion which did integrate an environmental justice analysis. The project will be substantially complete in March of 2015.

INCLUSIVE PUBLIC PARTICIPATION

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of Jefferson Transit Authority.

Jefferson Transit Authority has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. Jefferson Transit Authority has developed a comprehensive Public Participation Plan (PPP) which outlines the goals and objectives for public participation. (Attachment 7).

Transit Development Plan (TDP). The Transit Development Plan is a requirement of the Washington State Legislature. The Plan is prepared by the independent transit properties and turned into the State DOT. A summary document is prepared which shows the size of the fleet, costs, revenue, service revenue hours, revenue miles, expense and capital expenditures. Public hearings are held to obtain comments from the public on the TDP.

Transit Improvement Plan (TIP). Another document called the Transit Improvement Plan is prepared and it is used by the cities and counties. The TIP is a planning document that only addresses capital projects and improvement projects in cities and counties. All TIPs from local jurisdictions (counties and cities) as well as "transit agencies" feed into a Regional TIP which is required by the federal government. If an item we wish to purchase is not in the TIP, it cannot be funded. TIP is only for capital projects and represents the capital section of the Transit Development Plan. Although TIP is a federal requirement, it goes through the region and the state. Public hearings are held to obtain comments from the public on the TIP.

Board Meetings. The Jefferson Transit Authority Board is comprised of all three Jefferson County Commissioners, two City Council members appointed from the City of Port Townsend and one non-voting member representing the interests of Amalgamated Transit Union #587.

The Jefferson Transit Authority Board meets on the 3rd Tuesday of each month at The Port Townsend Fire Station located at 701 Harrison Street, Port Townsend, WA. The meetings are held at 1:30 p.m. and are open to the public.

Agendas are made available to the public by 5:00 p.m. on the Thursday prior to the meeting. The Agenda is available on the website or by visiting the Jefferson Transit office at 1615 West Sims Way in Port Townsend. The Agendas have a notice stating; "Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodation or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users may dial 711 to reach a relay operator." JTA publishes notices in the Port