



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, October 21, 2014 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. September 2014

II. Consent Agenda

- a. Approval of Minutes, September 16, 2014
- b. Approval of Expenses, September 2014
- c. Information on Review of Board Composition & Approval of Legal Notice

III. Old Business

None

IV. New Business

None

V. Reports

- a. General Managers Report
- b. Operations Report
- c. Maintenance Report
- d. Project Manager 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

October 15, 2014

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: September 2014 Financial Report

Sales Tax Analysis Reports –

- Sales tax for July 2014 is 5% higher than received for July 2013, 11% higher than budgeted for July. The cumulative 2014 sales tax receipts between January to July 2014 are 4% lower than the same time period in 2013.

Revenue Report –

- East side fare revenues show lower than budgeted; this is expected to continue through out 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 72%].
- Other Non-Transportation – Over budget due to ATU Exec Officer reimbursement
- Grant Revenue –Grants and Contributions are over budget. In January 2014 JTA received a grant amendment placing Sales Tax Equalization grant funding into Operations (that was not budgeted for Operations). The grant amendment also included transferring federal grant funding from our Project B Consolidated Grant (Jefferson Transit Olympic Connection Operations) to our Project A Consolidated Grant (East Jefferson Operations). The initial grant award had overfunded Project B and under funded Project A. I prepared the budget for 2014 under the assumption that WSDOT would not transfer the grant funding due to our Sunday Service Cut. However, WSDOT stated that because of expense increases in East Jefferson Operations (PERS, Health Insurance, ETC) and the initial underfunded Project A, they would transfer the grant funding. This transfer was approved by the JTA Board and WSDOT via the grant amendment. I prepare budgets with a conservative eye towards revenues, if there is a chance JTA will not receive funding, I do not put the revenue in the budget.

Expense Report –

- Overtime is over-budget for fixed route and other (dispatch, mntce); fixed route is not a timing issue now, we have consistently been down one driver all summer. Unfortunately, we just lost another driver to injury so we are utilizing some overtime to fill all shifts. The summer vacation bids are now over, we may not be significantly over budget in fixed route by the end of the year. The Other overtime issue will remain over budget due to a hiring issue for a small piece of work in dispatch.
- Holiday over budget is a timing issue that will resolve by the end of the year.
- Other Paid Absence – This figure will be over budget for the entire year – ATU Exec Officer
- 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
- Shop Supplies – over budget - there has been an increase in uniform/rug cleaning
- OVERALL it is important to note that other than the overtime issue, overall expenses are under budget by over 5%.

Capital Activity –

- Capital activity in September for the Facility: Construction, Project Management and Construction Phase design services.



September 2014 Financial Summary

Budget Tracking Figure: 75.00%

1. Operational Expenses:	\$315,948.54
Operational Revenues:	\$20,267.53
Non-Operational Income:	\$442,504.33
Capital Expenses:	\$400,278.93
Capital income:	\$319,888.00
2. Sales Tax Received 9/30/2014 for July 2014:	\$334,282.34
Sales Tax Received 9/30/2013 for July 2013:	\$317,410.71
Sales tax increased from prior year 5.0%	
3. Cash on Hand as of August 31, 2014*:	
Operating:	\$1,055,603.80
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$1,170,760.12
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$709.95
Bond Reserve:	\$85,250.00
EFT Fund:	\$150,132.08
Travel Fund:	\$1,444.51
Kitsap Bank	\$10.64
Total	\$4,068,731.79**

*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/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 Cash Actual Sales Tax Received	2014 Cumulative Cash 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%		\$331,339.51	\$313,703.24	\$300,142.06	329,388.00	0.00%	\$0.00	2,743,121.00	
November	0.90%		\$336,708.79	\$314,369.17	\$239,629.36	315,149.00	0.00%	\$0.00	3,058,270.00	
December	0.90%		\$273,339.76	\$265,862.08	\$257,837.54	251,610.00	0.00%	\$0.00	3,309,880.00	
Total		2,617,190.47	3,639,307.56	3,226,039.90	4,987,177.44	3,309,880.00	0.00%			
Monthly Average		290,798.94	303,275.63	288,836.66	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 Accrual Actual Sales Tax Received	2014 Cumulative Accrual 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%		\$331,339.51	\$313,703.24	\$300,142.06	329,388.00	0.00%	\$0.00	2,183,491.00	
September	0.90%		\$336,708.79	\$314,369.17	\$239,629.36	315,149.00	0.00%	\$0.00	2,498,640.00	
October	0.90%		\$273,339.76	\$265,862.08	\$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		2,010,961.60	3,621,115.83	3,284,165.48	2,882,773.48	3,334,360.00	0.00%			
Monthly Average		287,280.23	301,759.65	273,680.46	240,231.12	277,863.33				

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

	<u>September</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,074,742.16	\$2,465,432.33
Operating Cash Provided/(Used) by:		
Operating Activities	(\$684,922.46)	(\$2,943,484.24)
Non-Capital Financing Activities	\$351,474.42	\$3,573,334.97
Investing Activities	\$189.58	\$1,414.99
Total Operating Cash Provided/(Used)	(\$333,258.46)	\$631,265.72
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$331,114.20	\$975,899.85
Net Increase/(Decrease) Cash and Equivalent	(\$2,144.26)	\$1,607,165.57
CASH BALANCES - END OF PERIOD	<u>\$4,072,597.90</u>	<u>\$4,072,597.90</u>

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

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$20,267.53	\$166,196.65	\$240,580.00	69.08%
Operating Expenses				
Labor	147,944.75	1,314,661.90	1,793,675.00	73.29%
Benefits	100,465.97	909,357.79	1,336,375.00	68.05%
Services and User Fees	7,559.71	113,212.02	178,796.00	63.32%
Materials & Supplies	47,514.13	393,074.71	591,620.00	66.44%
Utilities	2,898.11	43,653.74	65,020.00	67.14%
Casualty/Liability Costs	7,741.66	68,622.20	90,348.00	75.95%
Taxes	119.83	4,090.68	8,974.00	45.58%
Miscellaneous Expenses	1,569.10	43,376.34	80,299.00	54.02%
Leases and Rentals	135.28	8,392.45	15,824.00	53.04%
Total Operating Expenses	315,948.54	2,898,441.83	4,160,931.00	69.66%
Operating Income (Loss)	(295,681.01)	(2,732,245.18)	(3,920,351.00)	69.69%
Non-Operating Revenues				
Non-Transportation Revenue	4,024.01	34,156.24	13,011.00	262.52%
Taxes Levied by Transit	350,063.34	2,655,498.60	3,334,359.00	79.64%
Local Grants & Contributions	1,250.00	11,250.00	17,500.00	64.29%
State Grants & Contributions	8,559.40	300,744.50	250,688.00	119.97%
Federal Grants & Contributions	67,911.00	611,197.32	637,500.00	95.87%
Total Non-Operating Revenues	442,504.33	3,644,936.40	4,295,642.00	84.85%
Net Income (Loss) Before Transfers In/(Out)	146,823.32	912,691.22	375,491.00	243.07%
Net Income/(Loss)	146,823.32	912,691.22	375,491.00	243.07%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Nine Months Ending September 30, 2014**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,412.46	\$107,004.87	\$165,000.00	64.85%
Fixed Route Fares - West - JTOC	632.16	4,174.29	3,600.00	115.95%
Dial-a-Ride Fares (DAR)	945.18	9,387.16	12,000.00	78.23%
Vanpools	3,595.00	37,994.96	57,000.00	66.66%
Extended Service	2,593.83	2,593.83	2,200.00	117.90%
 Auxiliary Transportation Revenues				
Advertising Services	23.90	4,456.54		0.00%
Other Services Revenue	65.00	585.00	780.00	75.00%
Total Operating Revenues	20,267.53	166,196.65	240,580.00	69.08%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	189.58	1,414.99	1,704.00	83.04%
Gain (Loss) on Disposition of Capital Items		14,621.84		0.00%
Other Nontransportation Revenues	3,834.43	18,119.41	11,307.00	160.25%
Taxes Levied Directly by Transit System - Sales & Use Tax	350,063.34	2,655,498.60	3,334,359.00	79.64%
Special Sales Tax Receipts - Miscellaneous	10,696.58	32,089.74	42,784.00	75.00%
 Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP			2,500.00	0.00%
 State Grants and Contributions				
Rural Mobility Competitive	5,898.33	294,446.99	247,188.00	119.12%
RTAP	2,661.07	6,297.51	3,500.00	179.93%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	67,911.00	611,197.32	637,500.00	95.87%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		12,241.88		0.00%
Capital Contributions - FTA 5309, Facility Assistance (Federal)	319,888.00	998,605.00		0.00%
Total Nonoperating Revenues	762,392.33	4,656,783.28	4,296,842.00	108.38%
TOTAL REVENUES	782,659.86	4,821,979.93	4,536,422.00	106.29%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2014**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$49,959.89	\$447,644.62	\$609,291.00	73.47%
Operators Overtime - Fixed Route	3,832.79	38,954.71	48,196.00	80.83%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,920.94	106,742.73	161,449.00	66.12%
Operators Overtime - Dial-a-Ride (DAR)	604.57	4,731.91	7,318.00	64.66%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	40,039.19	354,902.83	487,623.00	72.78%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,562.37	34,145.84	28,457.00	119.99%
Administration Salaries	38,025.00	327,539.26	451,341.00	72.57%
Benefits				
FICA	12,616.72	113,012.15	168,244.00	67.17%
Pension Plans (PERS)	15,249.75	146,823.74	191,945.00	76.49%
Medical Plans	36,033.82	312,928.25	475,703.00	65.78%
Dental Plans	3,124.76	27,469.66	42,974.00	63.92%
Unemployment Insurance (UI)		464.00	9,068.00	5.12%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,106.10	46,648.62	65,454.00	71.27%
Holiday	8,256.57	62,913.52	75,340.00	83.51%
General Leave	15,652.67	165,594.05	231,502.00	71.53%
Other Paid Absence (Court Duty & Bereavement)	3,023.29	11,655.58	6,286.00	185.42%
Uniforms, Work Clothing & Tools Allowance	939.43	7,613.05	11,599.00	65.64%
Other Benefits (HRA, EAP & Wellness)	462.86	14,235.17	58,260.00	24.43%
Service and User Fees				
Vanpool Services and Fees			4,500.00	0.00%
Advertising Fees	276.00	6,199.65	18,250.00	33.97%
Professional & Technical Services	4,224.04	51,284.12	80,846.00	63.43%
Contract Maintenance Services (IT Services)	724.85	6,363.80	4,850.00	131.21%
Security Services	135.00	135.00	1,500.00	9.00%
Vehicle Technical Services		24,439.44	26,750.00	91.36%
Property Maintenance Services	193.46	6,179.44	10,000.00	61.79%
Software Maintenance Fees	1,581.94	12,761.64	21,200.00	60.20%
Postage & Mail Meter Fees	24.34	2,010.21	3,600.00	55.84%
Drug & Alcohol Services	279.08	2,628.72	4,800.00	54.77%
Other Services & User Fees	121.00	1,210.00	2,500.00	48.40%
Materials and Supplies Consumed				
Fuel	32,833.62	270,889.56	407,000.00	66.56%
Tires	5,752.05	19,904.75	28,500.00	69.84%
Lubrication	328.40	6,358.95	10,550.00	60.27%
Tools	574.25	4,803.05	9,000.00	53.37%
Vehicle Maintenance & Repair Parts	4,437.10	47,763.66	61,500.00	77.66%
Non-Vehicle Maintenance & Repair Parts	35.21	4,821.94	8,000.00	60.27%
Vehicle Accessories		529.78	1,350.00	39.24%
Park & Ride Materials		465.10	2,000.00	23.26%
Shop Supplies (Maintenance & Cleaning)	1,848.17	12,624.26	14,000.00	90.17%
Safety & Emergency Supplies		984.02	5,550.00	17.73%
Office Supplies	1,290.71	7,571.45	12,570.00	60.23%
Computer Programs & Supplies	18.92	374.80	2,750.00	13.63%
Printing (Photocopier, Schedules & Brochures)	395.70	15,342.05	26,850.00	57.14%
Other Materials & Supplies		641.34	2,000.00	32.07%
Utilities				
Water, Sewer & Solid Garbage	1,504.86	11,715.55	14,850.00	78.89%
Utilities (Electrical & Propane)		11,400.48	20,475.00	55.68%
Telephone & Internet	1,393.25	20,537.71	29,695.00	69.16%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,741.66	69,674.94	90,348.00	77.12%
Recoveries of Public Liability & Property Damage Settlements		(1,052.74)		0.00%
Taxes				
State Taxes		2,873.19	5,224.00	55.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	1,217.49	3,000.00	40.58%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2014**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,347.47	\$9,338.31	\$15,591.00	59.90%
Travel & Meetings	(113.37)	18,923.03	27,108.00	69.81%
Safety Program (Roadeo & Safety Rewards)			6,500.00	0.00%
Training (Classes, Seminars & Materials)	335.00	14,001.10	27,450.00	51.01%
EE CDL and EE Physical Expense		1,060.00	3,350.00	31.64%
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	135.28	135.28		0.00%
Service Vehicles & Equipment		440.92	2,500.00	17.64%
Other General Administration Facilities		7,816.25	12,324.00	63.42%
TOTAL OPERATING EXPENSES	<u>315,948.54</u>	<u>2,898,441.83</u>	<u>4,160,931.00</u>	<u>69.66%</u>

Jefferson Transit Authority/FTA Grant WA-0180-02 (Four Corners Fa

Total Project Cost	\$ 4,083,068.00	Equals Total project award plus total match
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FTA FUNDS AWARDED TO JTA	
Original	\$ 560,000.00
1st Amendment	\$ 423,679.00
	\$ 970,874.00
	\$ 380,361.00
2nd Amendment	\$ 931,540.00

JTA MATCH	
Match Required	\$ 816,614.00

Total Project Award from FTA	\$ 3,266,454.00	Total Match	\$ 816,614.00
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Disbursements to date	\$ 1,749,248.00	Disbursements to date	\$ 493,532.13
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Remaining Balance	\$ 1,517,206.00	Remaining Balance	\$ 323,081.87
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Team/Disbursements	\$ 1,749,248.00	JTA Match	\$ 493,532.13
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Difference	\$ -	Difference	\$ -
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Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 26,025.00	\$ 6,505.35	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,434.00	\$ 14,857.66	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; 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 5/27/1,8/2,9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/9,2/1,3/2,3/3/2006; 3826
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, 2014Bldg14-00005, 2014Bldg14-
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	Inv#: 48860, 31419, 1041404, 20140312, 041411B
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv#: 1218, 49099, 20140415, 51416
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv#: 20140510, 061411
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv#: 49488, 1228, 54-572569, 20140611, 100, 071411, Application#1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv#: 81414, App #2, 51331, ODT AccEas, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv#: 13378; 20140710; 20140811, BLD14-00004, PR#3
Total	\$ 2,242,780.13	\$ 1,749,248.00	\$ 493,532.13	

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

Current Account Status	Balance per Bank @ 9/30/14	\$ 2,504,005.81	\$ -
Balance per GL @ 8/31/14		\$ 2,572,629.33	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 331,554.00	
	Investment Interest	\$ 101.41	
	Transfers - Out (Purchases)	\$ (400,278.93)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 9/30/14		\$ 2,504,005.81	

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)
Payments	City of PT, JeffDCD, TCF	\$ (90,804.00)	\$ (25,192.00)	\$ 25,192.00
	Bid Adverts, Permits, TCF	\$ (75,031.00)	\$ (18,758.00)	\$ 18,758.00
	Bid Adverts, Permits	\$ (3,925.00)	\$ (981.00)	\$ 981.00
	TCF, City of PT, Printing	\$ (68,829.95)	\$ (31,553.59)	\$ 31,553.59
	TCF, City of PT, Printing, Easement Sur	\$ (13,674.00)	\$ (3,418.82)	\$ 3,418.82
	TCF, City of PT	\$ (9,088.00)	\$ (2,272.00)	\$ 2,272.00
	Pease, TCF,PT, Print, Materials,Elec	\$ (233,700.39)	\$ (58,425.10)	\$ 58,425.10
	Pease, TCF,PT	\$ (320,223.14)	\$ (80,055.79)	\$ 80,055.79
	Ending Balance			\$ (1,382,600.70)
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 \$ 2,504,005.81
JTA Appropriated Project Funds Sub-Total \$ (1,421,187.94)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE **\$ 1,082,817.87**
Total Capital Projects **\$ 5,610,349.00**

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 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 1:31 pm. Other members present were Catharine Robinson, Phil Johnson, Robert Gray and Karen Kautzman for Lloyd Eisenman.

STAFF PRESENT

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

PUBLIC COMMENT

Scott Walker noted that the key to reducing greenhouse gases in Jefferson County is Transit. He would like to see JTA create a first class transit system and get more people out of their cars.

Rick Younky believes that changing the composition of the board is an opportunity to increase ridership, increase community involvement in transit and bring different groups to this table to help promote transit.

Brenda McMillan would like to see Cammy Brown to be considered as a member of the Board.

Jim Todd said that transit is perhaps the most democratic of all services that the public enjoys, as it covers the entire county and all walks of life. Increasing the number of Board members could encourage more participation.

Darrell Conder believes that it is time for the Board to consider increasing its membership to better represent the entire county and different aspects of the population.

Margaret Lee would like to see the size of the Board increased for greater representation of south County, particularly Chimacum and Port Hadlock.

DRAFT

Bert Langsea would like to urge JTA to not acquire the Visitor Information Center. He understands with the transit base moving to Four Corners that there will be a need for a transit presence at the Park & Ride, but he believes we already have that with bus drivers.

Debbie Jahnke would like to second what other people have said about expanding the board. It would be very useful to have more members on the Board so single groups do not have to make decisions when others have to recuse themselves.

Margaret Lee would like to see more information on Resolution 14-17 which authorizes the General Manager to sign an Agreement with East Jefferson Fire Rescue.

Catharine Robinson would like to clarify that she and Bob Gray, who are both City Council members on this Board, recused themselves from the City side of the particular issue, not from the Transit side, because the City is a larger body.

David Sullivan said there are procedures for disclosing any issues and still keep yourself in the chair to do business unless there is a personal issue.

Catharine Robinson requested that any documents that are not included in the Board packet for various reasons, such as waiting for attorney approval, are posted for the public on the website before the meeting as soon as they are approved. Also, Ms. Robinson would like JTA to post on the website near the Board packets that any documents not included in the packet are waiting for final approval and will be posted as soon as possible so the public will know to check back.

NEW AGENDA ITEMS

Ms. Rubert requested to adding an agenda item: To approve sending a letter to Secretary of Transportation Lynn Peterson regarding the South Point Ferry Terminal.

Ms. Rubert also requested adding Resolution 14-19: Adopting a Greenhouse Gas Emission Reduction policy.

Ms. Rubert requested to adding "personnel" as a subject in the Executive Session.

Ms. Rubert would also like to remove Resolution 14-18, which authorizes the General Manager to sign a Sale and Interim Use Agreement and a Bill of Sale with the City of Port Townsend in order to purchase the Visitor Information Center building, and instead, add it to the Executive Session for further discussion.

DRAFT

FINANCE REPORT

Sales tax for June came in .83% higher than June 2013 and 16% higher than budgeted. The cumulative total was 7% higher than budget, but 4% lower than 2013 receipts. Our East side fare box revenue is down compared to last year, but our ridership is down 3%, which can be attributed to cancellation of Sunday service. However, August ridership was up.

Overtime for fixed route has been an issue this past summer. We now have two (2) extra board drivers, but lost a driver due to an injury. We have found light duty for that driver. Summer vacation bids are over and it is expected to be a little over budget. Other than the overtime issue, overall expenses are under budget by over 5%.

In capital activity for August for the new facility, we have paid our second construction invoice for project management and construction phase services. There has been no non-facility capital activity.

Robert Gray noted that sales tax for June is .83% higher than June of last year but 16% higher than budgeted. Did we budget that much lower? Ms. Crouch stated she budgeted at a 2% increase over 2012 receipts, because 2013 receipts were so high.

Mr. Gray also asked about the other overtime issue regarding a small piece of work in dispatch. Ms. Rubert explained that the small piece of work in dispatch is a 12 hour piece of work that is unfilled. What we normally do is fill it with our extraboard dispatchers. We have been discussing solutions with the Union to fix that problem.

CONSENT AGENDA

- a. Approval of Minutes, August 19, 2014
- b. Approval of Expenses, August 2014

Motion: Catharine Robinson moved to approve the Consent Agenda, Phil Johnson seconded.

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

OLD BUSINESS

There was none.

Discuss and Review Board Composition

Tammi Rubert began the discussion by stating that JTA has been doing a great deal of research regarding board composition. There is a procedure for this, which JTA will be following. This meeting is purely for discussion.

David Sullivan noted the RCW gives us guidance in this area and it states a review of the Board Composition should be done every four (4) years. The RCW also states the review will be at a meeting of the designated representatives of the component county and cities, as we have done in the past.

Ms. Rubert stated under RCW 36.57A.055 she asked WSDOT (Washington State Department of Transportation) to direct her to some specifics about Board Composition. Under that section it states, "If an area having a population greater than fifteen percent, or areas with a combined population of greater than twenty-five percent of the population of the existing public transportation benefit area as constituted at the last review meeting...". Basically WSDOT described this section as stating if our cities and counties have grown in population by more than ten percent, we would need to consider changing the composition of the Board. Tom Hansen and Don Chartock of WSDOT stated that the population growth would be the trigger for adding and reviewing the Board composition. Mr. Sullivan stated our growth areas for the County are at about one percent.

Catharine Robinson stated this was a piece of the process that we need to document and review. Ms. Robinson stated that the populations of the more densely populated areas, such as Port Hadlock, Chimacum and Port Ludlow, needs to be documented at this point in time for a baseline in case the population does grow in the next four (4) years.

Ms. Rubert said we will give the required notice for the meeting on the Composition of the Board in December.

Resolution 14-17: Authorizing the General Manager to sign an Interlocal Agreement with East Jefferson Fire Rescue

Mr. Rubert stated that JTA is building a new facility that will include fuel facilities that are capable of meeting the fire districts fuel supply requirements. East Jefferson Fire Rescue will pay the cost of the fuel, which is purchased off a State contract, and they will also pay an administrative fee. This Agreement will remain in force as long as we operate the fuel facility.

Catharine Robinson asked if East Jefferson Fire Rescue is paying \$60,000 into the construction costs which makes them partners for the life of the facility. They are also paying their fuel costs and an administrative fee up to ten percent of the fuel invoiced. Ms. Robinson disclosed that each month she sits on the Joint Oversight Board with the East Jefferson Fire Board of Commissioners for the City of Port Townsend along with Deborah Stinson and Mayor David King.

DRAFT

Motion: Robert Gray moved to approve Resolution 14-17. Phil Johnson seconded.

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

Asking for Board approval to send a letter of support regarding the South Point Ferry to Lynn Peterson, Secretary of Transportation at WSDOT.

Tammi Rubert explained that the City of Port Townsend and the County Commissioners also sent a similar letter. David Sullivan offered background to the public stating that the South Point Ferry travelled to Lofall and was used during the Hood Canal Bridge closure for a passenger ferry. When the bridge went down in 1979, a barge was used for vehicle transport. WSDOT has been surplusizing properties they are not using. The South Point Ferry dock could be brought up to operating function faster than any other location as an alternative if the Hood Canal Bridge went down. It has been a concern of the County Commissioners to have that option available at South Point if needed, thus the letter encouraging WSDOT to hold on to this property.

Motion: Catharine Robinson moved to approve staff sending the letter to WSDOT in support of keeping the South Point Ferry property in their hands. Phil Johnson seconded.

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

Resolution 14-19: Adopting a Greenhouse Gas Emission Reduction Policy

Sara Crouch reported that JTA is submitting an application to WSDOT for a Regional Mobility Grant. This is the 2015-2017 Biennium for this Grant. JTA is requesting a grant for a one hundred space Park and Ride with electrical outlets at our new facility. This would make it a Park and Ride, not just a bus loop. We are asking for design and construction funding. It is a requirement of this Grant that all agencies prepare and pass a Greenhouse Gas Emission and Reduction Policy, which is being presented to you today.

Motion: Catharine Robinson moved to approve Resolution 14-19. Phil Johnson seconded.

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

REPORTS

General Managers Report – Tammi Rubert

Ms. Rubert reported the Washington State Legislature adjourned March 13, 2014, after a 60-day short session. While legislators reached an agreement on a modest supplemental operating and transportation budget, attempts to strengthen penalties and close loopholes in current distracted driving laws failed. We will be discussing this at length at our next WSTA (Washington State Transit Association) meeting.

DRAFT

The 2015 legislative session begins January 12, 2015. During this session, lawmakers will focus on significant education, transportation and other issues impacting the 2015-2017 biennial budgets.

The WSTA legislative committee met in Seattle to discuss interim activities and possible legislative efforts leading up to the 2015 regular session. Monthly legislative meetings are scheduled to create a clear message to the legislature from transportation as a whole.

Upcoming WSTA Board and Committee meetings include:

- WSTA Finance Committee, September 24th in Long Beach
- WSTA Vanpool Committee, October 3rd in Coupeville
- WSTA Facility/Maintenance Committee, October 6th in Leavenworth
- WSTA Operations Committee, October 22-24th in Oak Harbor

The WHUF (Washington Highway Users Federation) has a tremendous amount of information regarding transportation. The WHUF briefing is in November. This is an event that presents the latest views on transportation from statewide agencies. They will be joined by transportation leaders from each legislative caucus to discuss what's next. The briefing will be held in Seattle.

The State Transportation Commission released its draft of the Washington Transportation Plan 2035. WSTA Executive Board will meet this Friday, September 19th, to discuss this plan in depth.

Update on the New Facility Project

Seton Construction is back on site working on excavating and grating for the curbing in the administrative parking lot loop. Almost fifty-five percent of the concrete in the back lot is complete. Eighty percent of site lighting is complete.

The main focus for this week is completing the prep work for Building A and completing the remainder of the concrete paving.

The goal for finishing the concrete work on the entire site is the end of September. The completion date is still set for the end of March 2015, and we anticipate moving in 60 days after that.

The metal frame for Building A, which is our administration building, will be shipped on October 3, 2014. We are on budget and ahead of schedule by two (2) weeks.

Miscellaneous

Once again JTA had another busy Wooden Boat Festival. Pass sales by on site staff were twenty percent higher than last year. This year pass sales numbered 1615 compared to 1353 in 2013.

Farebox/pass sale revenue was \$2,593.83. Last year it was \$2,200. The farebox/pass revenue was up seventeen percent.

DRAFT

JTA would like to thank Darrell Conder for helping direct riders at the Haines Place Park and Ride. Through our post-event Wooden Boat Survey we have identified places where we could use more volunteers next year. All JTA staff pitched in to make for another successful year.

On Friday during Wooden Boat, (2) classrooms of children and their teachers, totaling of sixty passengers, rode the bus from the Tri-Area to the festival.

Ms. Rubert wanted to answer Margaret Lee's question regarding energy saving practices at the new facility. JTA was not able to afford an LEED building, but some of the green practices that we are doing include LED lighting with an occupancy sensor and daylight harvesting, which dims the lights depending on the ambient lighting. All of the lighting outdoors will be facing down so we won't be contributing to light pollution, and we are installing a heat pump.

Leesa Monroe serves on the DASH (Disability Awareness Starts Here) Board of Directors. This month she has been out with Board members assessing local businesses. DASH is preparing to update their restaurant brochures. Jefferson County Council of the Blind and DASH assessed the Port Townsend Library and are very pleased with the upgrades that were made. They also made suggestions for future funding that may become available.

Mr. Gray asked if there will be a discussion regarding JTA's policy about animals on buses. Ms. Rubert reported that this letter was given to the Board because we were not certain that the gentleman who wrote this letter actually mailed copies to the Board. Operations Manager John Koschnick did investigate this matter and found that there are very few incidents with animals on buses. JTA does not recommend a change in the policy at this time. JTA will research neighboring transit policies regarding animals on buses.

Maintenance Report – Ben Arnold

Because we are three quarters of the way through 2014, Mr. Arnold wanted to give a statistics report:

- As of the end of August of 2014, we have driven 428,500 miles and burned 70,000 gallons of fuel with an average mile per gallon of 6.4.
- East Jefferson Fire Rescue has purchased 1,896 gallons of fuel for a total of \$6,010.
- Maintenance has performed 333 services for a total of 670 hours. That equals approximately twelve (12) cents per mile.
- JTA has used \$60,312 in parts and \$3,942 in tires. With all repairs, services, fuel burned and miles run, it has cost JTA \$.55 per mile.

Intercity Transit has recently surplused ten (10) shelters. JTA has purchased four (4) of these shelters at \$300 apiece. These shelters will be purchased with funding from our grant.

DRAFT

Mr. Arnold has been preparing surplus lists of items we do not want to move to the new facility and arranging for help for the move.

Phil Johnson asked what our ridership has been from January 1st until now. Sara Crouch reported that we have had 177,577 passengers.

PUBLIC COMMENT

Debbie Jahnke would like to find out how much each Board member costs JTA.

Darrell Conder supports allowing dogs on buses, but suggests dog owners use a muzzle.

Margaret Lee commented on the Greenhouse Gas Emission Policy and would like to know where the grant match funds for the Mobility Grant will come from if it is awarded to JTA.

Jim Todd agrees with Mr. Conder's remark regarding dogs on buses. He also suggested JTA look into solar tubes for the new facility.

Brenda McMillan asked if the Federal Grant for \$67,000 was something that was given every year, or if it was a special grant.

Sara Crouch confirmed that Ms. McMillan was talking about our Consolidated Grant for our Operating funds and replied that we apply for this grant every two (2) years. It is not automatic. The Federal Transportation Secretary said most funding will be cut by 28%. JTA does not have a certain stream of funding.

Bert Langsea did not agree with the Board's response regarding expanding the Board.

EXECUTIVE SESSION

Per RCW 42.30.110 for discussion regarding property purchases and personnel.

Executive Session began at 3:12 pm

Executive Session ended at 4:10 pm

David Sullivan noted Executive Session is ending at 4:10 pm and asked if there were any motions to be made.

DRAFT

Catharine Robinson moved that we accept the price and terms for the Visitors Information Center with the City of Port Townsend which is \$121,000 plus the sales tax. Phil Johnson seconded the motion. The motion carried 3-1 by voice vote.

Robert Gray left the meeting at 4:11 pm.

Catharine Robinson moved that we accept and put forward the changed terms of the rezone request to amend the Rezone Application as set forth in the document dated September 16, 2014. Phil Johnson seconded the motion. The motion carried unanimously, 3-0 by voice vote.

ADJOURNMENT

The meeting was adjourned at 4:12 pm. The next regular meeting will be held Tuesday, October 21, 2014, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 10/21/2014

September 2014 Expenses

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

- Accounts Payable Vouchers #92995-93030 in the amount of \$72,985.47
- Accounts Payable Voucher #93021 in the amount of \$78,061.80
- Accounts Payable Vouchers #93022-93066 in the amount of \$73,387.22
- Accounts Payable Vouchers #93067-93070 in the amount of \$6,023.12
- Accounts Payable Voucher #93071 in the amount of \$74,052.13
- EFT Vouchers #5668-5674 in the amount of \$8,466.70
- EFT Vouchers #5675-5682 in the amount of \$8,325.48
- Advance Travel Voucher #349 in the amount of \$37.50
- Capital Check #441 in the amount of \$418.75
- Capital Checks #442-444 in the amount of \$399,860.18

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



1615 W. Sims Way, Port Townsend, WA 98368

MEMORANDUM

Date: October 21, 2014
To: Jefferson Transit Authority Board Members
From: Tammi Rubert, General Manager
Subject: Notice of PTBA Composition Conference

In accordance with enabling legislation for Public Transportation Benefit Areas (PTBAs), Jefferson Transit Authority will conduct a PTBA Board Composition Conference in December immediately following the Board's regular monthly meeting.

RCW 36.57A.055 requires that members of each county legislative authority and elected representatives from each city within the boundaries of the PTBA meet every four years (and when certain circumstances have occurred) to review the composition of the governing body of the PTBA and to change that composition, if any change is deemed appropriate.

Currently, the Jefferson Transit Authority Board is composed of two elected representatives from the City of Port Townsend and three elected representatives from Jefferson County. RCW 36.57A.050 requires one appointed nonvoting union member also be included in the membership of the Board. The Jefferson Transit Authority Board currently consists of six members.

After the conference has determined the Board composition, each jurisdiction will then be requested to re-designate their representatives to the JTA Board as appropriate.

Staff recommends the Board by motion approve the publication of the attached proposed legal notice as presented.

Tammi Rubert
General Manager

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com



1615 W. Sims Way, Port Townsend, WA 98368

LEGAL NOTICE

Notice of Public Meeting

NOTICE IS HEREBY GIVEN that in accordance with the procedures outlined in RCW 36.57A.055, a meeting concerning the composition of the Jefferson Transit Authority Board shall be held at the date, time, and location as indicated below:

Date: Tuesday, December 16, 2014

Time: Immediately following the regular meeting of the Jefferson Transit Authority Board (approximately 3:15 pm, but no sooner)

Place: Harrison Street Fire Station
701 Harrison Street
Port Townsend, Washington 98368

The purpose of the meeting shall be to review the composition of the governing body of the Jefferson Transit Authority Board and to change the composition of the governing body if the change is deemed appropriate.

Tammi Rubert
General Manager

For Publication: Port Townsend Leader
November 26, 2014

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Procedure for the Review of the PTBA Board Composition

- **September**

1. Background documents are placed in Board packet.
2. The first discussion is held at the Board meeting and the procedure is explained.

- **October**

1. Letters are sent to each Board Member stating that JTA will hold a PTBP Board Composition Conference in December immediately following the Board's regular meeting to determine if a change is needed, and explaining current composition.
2. The Board approves by motion the publication of the proposed legal notice.

- **November**

1. Letters are sent to the Clerks of each jurisdiction stating there will be a meeting to review the composition of the governing body of the PTBA, and to change that composition if change is deemed appropriate. The letter will also request that an elected official be designated to be each jurisdiction's representative
2. Legal Notice of Public Meeting is placed the PT Leader on Wednesday, November 26, 2014, 21 days before the Conference. (20 days is required)

- **December - Before Conference**

1. An agenda for the PTBA Board Composition Conference is sent to each jurisdiction's Representative with a letter reviewing the procedure
2. A notice is sent to the GM informing her of the jurisdiction's choice of representation

After Conference

3. A notice is sent to each Board member informing them of the outcome of the Conference with minutes attached.

Balkanizing the Jefferson Transit Board

Mr. Chairman and Members of the Transit Board:

I'm George Randels, a resident of Port Townsend. I regret that health matters prevent me from attending your meeting today. But I do want to weigh in on an issue affecting Jefferson Transit, so I hope that this statement can be read into the record and taken into account.

Some of our fellow citizens are proposing changes in the composition of the Board, suggesting that some parts of the county are not receiving appropriate representation. This is a "solution" in search of a problem. Our system isn't broken, and should not be "fixed" in this way.

During the four-plus years I served on the Board, I do not remember even one instance when any board member said or did anything that could have been construed as seeking special treatment for a particular portion of the service area or, on the other hand, as discrimination against any locality. Rather, all members, regardless of the constituencies they represented as members of the Board of County Commissioners or the City Council, spoke and acted in what they perceived to be the best interests of the county as a whole. So far as I can tell, this has not changed at all since I left the Board.

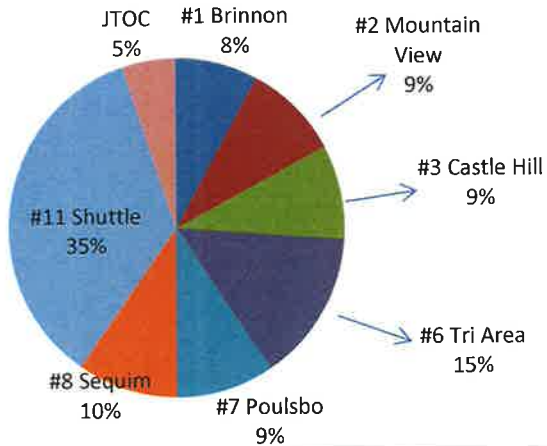
Balkanization is dangerous. It can pit communities against each other when in fact they would fare much better if they were cooperating instead. Our transit system struggles at times, of course, as do any public services in small rural communities. But changing the composition of the governing board wouldn't make things better, and could easily make them worse. If you need an example of the potential risks of Balkanization, I suggest that you simply look at the Balkans.

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

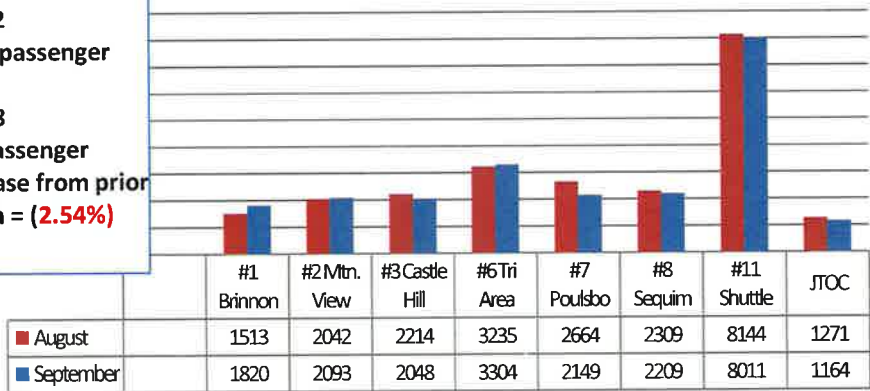
September

**September
Total:
(100%)
22,798**

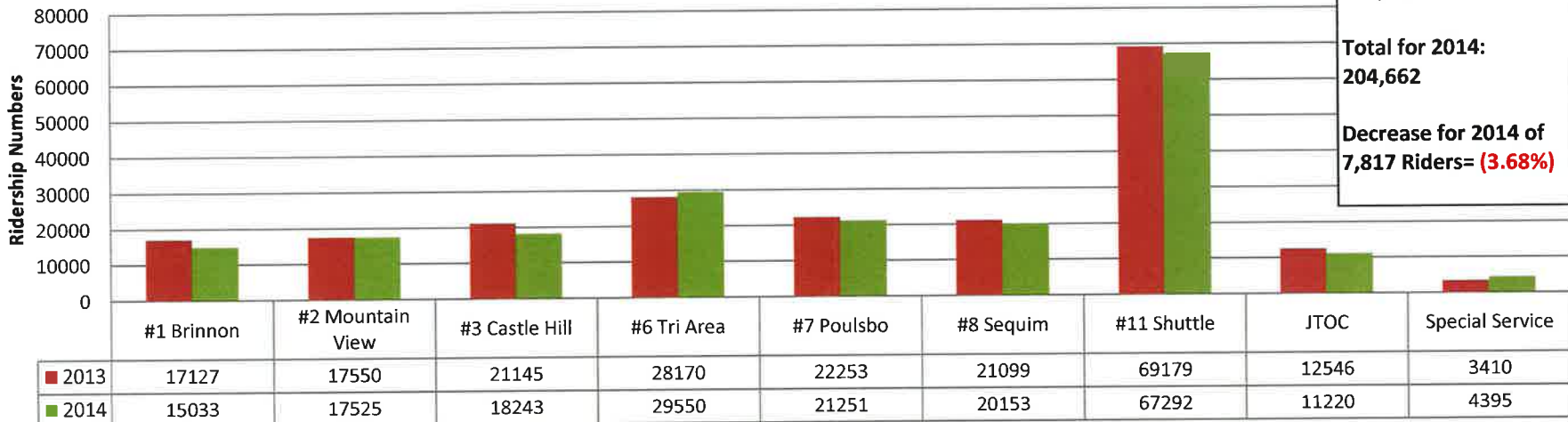


**Aug. passenger
total :
23,392
Sept. passenger
total:
22,798
594 passenger
decrease from prior
month = (2.54%)**

Month to Month Route Comparison



YTD Ridership by Route and Year as of August



**Total for 2013:
212,479**

**Total for 2014:
204,662**

**Decrease for 2014 of
7,817 Riders= (3.68%)**

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

September, 2014

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 Mt. View Connector	2093	1	34	292	2161	123	7.17	0.97	17.07
#3 Castle Hill Connector	2048	3	70	292	2657	126	7.01	0.77	16.31
#11 Shuttle	8011	51	244	613	2391	227	13.07	3.35	35.32
LOCAL TOTAL	12152	55	348	1197	7209	475	9.08	1.70	22.90

COMMUTER									
#1 Brinnon	1820	3	159	184	7912	221	9.89	0.23	8.24
#6A Tri Area Loop (5)	1741	10	142	113	2927	94	15.41	0.59	18.56
#6B Tri Area Loop (6)	1563	3	168	92	2383	76	16.99	0.66	20.47
#7 Poulsbo	2149	1	141	184	7710	197	11.68	0.28	10.92
#8 Sequim	2209	2	172	226	7774.4	176	9.77	0.28	12.53
COMMUTER TOTAL	9482	19	782	799	28706	764	12.75	0.41	14.14

2014 SPECIAL EVENTS

	Boardings	Runs per event
Rhody Festival 2014	108	no extra
Wooden Boat Festival 2014	4287	7

WEST JEFFERSON	1164	11	25	184	12050	399	6.33	0.10	2.92
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TOTAL MONTHLY	22798	85	1155	2180	47964	1638	9.39	0.73	13.32
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21 Weekdays in Month

4 Saturdays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,086	6,430	5.9	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	1126	1067	4630	414	1.06	0.24	2.72	95.45%	10
DAR Mobility Aids	275								

*Boardings includes Passenger and Attendant if needed