



**JEFFERSON TRANSIT
AUTHORITY BOARD MEETING**
Tuesday, November 18, 2014 1:30 p.m.
Port Townsend Fire Station
701 Harrison Street, Port Townsend, WA
AGENDA

Call to Order/Welcome

Public Comments

Public Budget Hearing

New Agenda Items

- I. Finance Reports**
 - a. October 2014
- II. Consent Agenda**
 - a. Approval of Minutes, October 21, 2014
 - b. Approval of Special Meeting Minutes, November 4, 2014
 - c. Approval of Expenses, October 2014
- III. Old Business**
 - None
- IV. New Business**
 - None
- V. Reports**
 - a. General Managers 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

November 13, 2014

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: October 2014 Financial Report

Sales Tax Analysis Reports –

- Sales tax for August 2014 is .8% lower than received for August 2013, 1% lower than budgeted for August. The cumulative 2014 sales tax receipts between January to August 2014 are 3% 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 81%].
- 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 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. 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 is \$15,933. Some of these repairs include a Luminator and exhaust system. 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 5.7%, 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 October: Construction, Project Management and Construction Phase design services.
- I have made changes to the Capital Projects Tracking Report. I hope these changes clarify the report. The original purpose of this report was to show what projects were budgeted in 2014, what JTA funding had been obligated for those projects, and the JTA capital fund balance. I added a monthly payments section in the Facility project and added the JTA bond financing in the Facility section. If you have questions or concerns, please let me know.



October 2014 Financial Summary

Budget Tracking Figure: 83.33%

1. Operational Expenses:	\$326,965.06
Operational Revenues:	\$18,614.42
Non-Operational Income:	\$330,104.38
Capital Expenses:	\$260,095.05
Capital Income:	\$277,244.27
2. Sales Tax Received 10/31/2014 for August 2014:	\$328,643.28
Sales Tax Received 10/31/2013 for August 2013:	\$331,339.51
Sales tax decreased from prior year 0.8%	
3. Cash on Hand as of October 31, 2014*:	
Operating:	\$1,068,722.90
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$1,161,349.44
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$709.95
Bond Reserve:	\$85,250.00
EFT Fund:	\$95,984.47
Travel Fund:	\$876.52
Kitsap Bank	\$10.64
Total	\$4,017,724.61**

*"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%	\$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%		\$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	\$2,572,837.54	251,610.00	0.00%	\$0.00	3,309,880.00	
Total		2,945,833.75	3,639,307.56	3,226,039.90	4,987,177.44	3,309,880.00	0.00%			
Monthly Average		294,583.38	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 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%	\$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%		\$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		2,339,604.88	3,621,115.83	3,284,165.48	2,682,773.48	3,334,360.00	0.00%			
Monthly Average		292,450.61	301,759.65	273,680.46	240,231.12	277,863.33				

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

	October	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,072,597.90	\$2,465,432.33
Operating Cash Provided/(Used) by:		
Operating Activities	(\$660,285.11)	(\$3,317,012.41)
Non-Capital Financing Activities	\$331,880.84	\$3,905,215.81
Investing Activities	\$197.49	\$1,612.48
Total Operating Cash Provided/(Used)	(\$328,206.78)	\$589,815.88
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$277,244.27	\$966,387.18
Net Increase/(Decrease) Cash and Equivalent	(\$50,962.51)	\$1,556,203.06
CASH BALANCES - END OF PERIOD	\$4,021,635.39	\$4,021,635.39

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

	October	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$18,614.42	\$184,787.17	\$240,580.00	76.81%
Operating Expenses				
Labor	155,358.34	1,470,020.24	1,793,675.00	81.96%
Benefits	93,265.98	1,003,346.02	1,336,375.00	75.08%
Services and User Fees	7,537.26	121,657.47	178,796.00	68.04%
Materials & Supplies	50,907.70	443,982.41	591,620.00	75.05%
Utilities	2,611.82	48,224.13	65,020.00	74.17%
Casualty/Liability Costs	7,741.66	76,363.86	90,348.00	84.52%
Taxes	478.34	4,568.56	8,974.00	50.91%
Miscellaneous Expenses	8,968.68	52,345.02	80,299.00	65.19%
Leases and Rentals	95.28	9,556.97	15,824.00	60.40%
Total Operating Expenses	326,965.06	3,230,064.68	4,160,931.00	77.63%
Operating Income (Loss)	(308,350.64)	(3,045,277.51)	(3,920,351.00)	77.68%
Non-Operating Revenues				
Non-Transportation Revenue	3,435.05	37,591.29	13,011.00	288.92%
Taxes Levied by Transit	251,610.00	2,906,363.88	3,334,359.00	87.16%
Local Grants & Contributions	1,250.00	12,500.00	17,500.00	71.43%
State Grants & Contributions	5,898.33	306,642.83	250,688.00	122.32%
Federal Grants & Contributions	67,911.00	679,108.32	637,500.00	106.53%
Total Non-Operating Revenues	330,104.38	3,974,296.06	4,295,842.00	92.51%
Net Income (Loss) Before Transfers In/(Out)	21,753.74	929,018.55	375,491.00	247.41%
Net Income/(Loss)	21,753.74	929,018.55	375,491.00	247.41%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Ten Months Ending October 31, 2014

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$13,161.14	\$120,166.01	\$165,000.00	72.83%
Fixed Route Fares - West - JTOC	558.58	4,732.87	3,600.00	131.47%
Dial-a-Ride Fares (DAR)	1,134.70	10,521.86	12,000.00	87.68%
Vanpools	3,695.00	41,689.96	57,000.00	73.14%
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	650.00	780.00	83.33%
Total Operating Revenues	18,614.42	184,787.17	240,580.00	76.81%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	197.49	1,612.48	1,704.00	94.63%
Gain (Loss) on Disposition of Capital Items		14,621.84		0.00%
Other Nontransportation Revenues	3,237.56	21,356.97	11,307.00	188.88%
Taxes Levied Directly by Transit System - Sales & Use Tax	251,610.00	2,906,363.88	3,334,359.00	87.16%
Special Sales Tax Receipts - Miscellaneous		32,089.74	42,784.00	75.00%
Local Grants and Contributions				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	5,898.33	300,345.32	247,188.00	121.50%
RTAP		6,297.51	3,500.00	179.93%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	67,911.00	679,108.32	637,500.00	106.53%
Capital Contributions - Local/State/Federal				
Capital Contributions - Local	60,000.00	60,000.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	2,305.08	14,546.96		0.00%
Capital Contributions - FTA 5309, Facility Assistance (Federal)	227,101.00	1,225,706.00		0.00%
Total Nonoperating Revenues	619,510.46	5,274,549.02	4,295,842.00	122.78%
TOTAL REVENUES	638,124.88	5,459,336.19	4,536,422.00	120.34%

**Jefferson Transit Authority
Expense Statement
For the Ten Months Ending October 31, 2014**

	October	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$54,064.37	\$501,708.99	\$609,291.00	82.34%
Operators Overtime - Fixed Route	2,622.47	41,577.18	48,196.00	86.27%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,212.79	118,955.52	161,449.00	73.68%
Operators Overtime - Dial-a-Ride (DAR)	179.22	4,911.13	7,318.00	67.11%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,815.15	396,717.98	487,623.00	81.36%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,397.52	37,543.36	28,457.00	131.93%
Administration Salaries	41,066.82	368,606.08	451,341.00	81.67%
Benefits				
FICA	12,950.15	125,962.30	168,244.00	74.87%
Pension Plans (PERS)	14,665.93	161,489.67	191,945.00	84.13%
Medical Plans	35,778.65	348,706.90	475,703.00	73.30%
Dental Plans	3,101.64	30,571.30	42,974.00	71.14%
Unemployment Insurance (UI)		484.00	9,068.00	5.12%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,511.65	52,160.27	65,454.00	79.69%
Holiday	520.45	63,433.97	75,340.00	84.20%
General Leave	18,609.57	184,203.62	231,502.00	79.57%
Other Paid Absence (Court Duty & Bereavement)	1,206.63	12,862.21	6,286.00	204.62%
Uniforms, Work Clothing & Tools Allowance	354.91	7,981.04	11,599.00	68.81%
Other Benefits (HRA, EAP & Wellness)	566.40	15,510.74	58,260.00	26.62%
Service and User Fees				
Vanpool Services and Fees			4,500.00	0.00%
Advertising Fees	415.00	6,614.65	18,250.00	36.24%
Professional & Technical Services	1,287.39	52,613.92	80,846.00	65.08%
Contract Maintenance Services (IT Services)	724.85	7,088.65	4,850.00	146.16%
Security Services		135.00	1,500.00	9.00%
Vehicle Technical Services	588.60	25,893.82	26,750.00	96.80%
Property Maintenance Services	609.44	6,788.88	10,000.00	67.89%
Software Maintenance Fees	3,113.86	15,875.50	21,200.00	74.88%
Postage & Mail Meter Fees	323.64	2,333.85	3,600.00	64.83%
Drug & Alcohol Services	314.08	2,942.80	4,800.00	61.31%
Other Services & User Fees	160.40	1,370.40	2,500.00	54.82%
Materials and Supplies Consumed				
Fuel	27,891.76	298,781.32	407,000.00	73.41%
Tires		19,904.75	28,500.00	69.84%
Lubrication	407.41	6,766.36	10,550.00	64.14%
Tools		4,803.05	9,000.00	53.37%
Vehicle Maintenance & Repair Parts	15,933.92	63,697.58	61,500.00	103.57%
Non-Vehicle Maintenance & Repair Parts	2,821.97	7,643.91	8,000.00	95.55%
Vehicle Accessories		529.78	1,350.00	39.24%
Park & Ride Materials	30.04	495.14	2,000.00	24.76%
Shop Supplies (Maintenance & Cleaning)	931.86	13,556.12	14,000.00	96.83%
Safety & Emergency Supplies	43.59	1,027.61	5,550.00	18.52%
Office Supplies	941.59	8,513.04	12,570.00	67.73%
Computer Programs & Supplies	1,482.64	1,857.44	2,750.00	67.54%
Printing (Photocopier, Schedules & Brochures)	422.92	15,764.97	26,850.00	58.71%
Other Materials & Supplies		641.34	2,000.00	32.07%
Utilities				
Water, Sewer & Solid Garbage	1,223.34	12,938.89	14,850.00	87.13%
Utilities (Electrical & Propane)		12,238.34	20,475.00	59.77%
Telephone & Internet	1,388.48	23,046.90	29,695.00	77.61%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,741.66	77,416.60	90,348.00	85.69%
Recoveries of Public Liability & Property Damage Settlements		(1,052.74)		0.00%
Taxes				
State Taxes	358.51	3,231.24	5,224.00	61.85%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	1,337.32	3,000.00	44.58%

**Jefferson Transit Authority
Expense Statement
For the Ten Months Ending October 31, 2014**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$753.23	\$10,091.54	\$15,591.00	64.73%
Travel & Meetings	1,888.91	20,811.94	27,108.00	76.77%
Safety Program (Rodeo & Safety Rewards)			6,500.00	0.00%
Training (Classes, Seminars & Materials)	6,206.54	20,207.64	27,450.00	73.62%
EE CDL and EE Physical Expense	120.00	1,180.00	3,350.00	35.22%
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	230.56		0.00%
Service Vehicles & Equipment		440.92	2,500.00	17.64%
Other General Administration Facilities		8,885.49	12,324.00	72.10%
TOTAL OPERATING EXPENSES	<u>326,965.06</u>	<u>3,230,064.68</u>	<u>4,160,931.00</u>	<u>77.63%</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
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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	\$ 1,955,019.00	Disbursements to date	\$ 544,975.13
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Remaining Balance	\$ 1,311,435.00	Remaining Balance	\$ 271,638.87
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Team/Disbursements	\$ 1,955,019.00	JTA Match	\$ 544,975.13
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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 5/2,7/1,8/2,9/1/2005
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; 2004015-0605; 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, 201401138, 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, 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 AccCas, 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	
Total	\$ 2,499,994.13	\$ 1,955,019.00	\$ 544,975.13	

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

Current Account Status	Balance per Bank @ 10/31/14	\$ 2,521,257.02	\$ -
Balance per GL @ 9/30/14		\$ 2,504,005.81	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 277,244.27	
	Investment Interest	\$ 101.99	
	Transfers - Out (Purchases)	\$ (260,095.05)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 10/31/14		\$ 2,521,257.02	

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
	Ending Balance			\$ (2,265,472.53)
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	\$ (1,644.30)	\$ (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 \$ 2,521,257.02
JTA Appropriated Project Funds Sub-Total \$ (2,304,059.77)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE **\$ 217,197.25**

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

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, October 21, 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, Operations Manager John Koschnick and Executive Assistant/Clerk of the Board Laura Smedley.

Phil Johnson entered the meeting at 1:33 pm.

PUBLIC COMMENT

Brian Aston would like to see the Food Co-op as the first stop on the first #7 Poulsbo run.

Rick Jahnke asked which jurisdictions would be receiving letters regarding the upcoming composition of the Board. He also discussed other transit agency board compositions.

Steve Oakford commented on JTA's board composition and suggested other groups whose members who could be invited to the transit board.

Thuy Langsea commented on board composition and funding.

Rose Harris would like to see a cross walk put in on Sims Way and Benedict Street.

Brenda McMillan would like Cammy Brown to be on the transit board.

Scarlett Johansen is in favor of increasing the size of the board.

DRAFT

Jim Todd supports expanding the board.

Burt Langsea supports expanding the board and would also like to see the first #7 Poulsbo pick up riders before reaching Aldrich's Market.

Todd Wexman would like to see the board expanded.

Darrell Conder supports adding members to the board.

Catharine Robinson responded to Rose Harris and shared that the City of Port Townsend is working on that crosswalk with the State of Washington.

John Koschnick responded to Brian Aston regarding the #7 Poulsbo run and explained the process for a requested service change. JTA will keep this request in consideration.

Tammi Rubert explained to Rick Jahnke that the City of Port Townsend and Jefferson County are the only jurisdictions that will be receiving letters regarding the board composition review. The Chair of the County Commissioners and the City Mayor will appoint a representative.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT

Sales tax for July came in 5% higher than July 2013 which is an encouraging sign. It was 11% higher than budgeted. The cumulative total was 4% lower than 2013 receipts. Our East-side fare box revenue is down compared to budget. Ridership is down for September 3.68% from last year, which can be attributed to cancellation of Sunday service. Grant revenue is over budget.

JTA is over budget for fixed route and for dispatch. We did have the extraboard alleviating the over budget problem for the transit operators. Unfortunately, we lost one extraboard driver to injury, but found light duty for this driver.

Towing and offsite repairs are making vehicle technical services over budget. We will be requesting two (2) new buses in our Consolidated Grant to be used in Forks, and will bring the Jefferson Transit Olympic Connection (JTOC) vehicles over for use in East Jefferson.

DRAFT

County. Our mechanics are licensed to repair these vehicles, so by not sending the vehicles out for repair, we can save money.

Remaining over/under budget line items are due to timing issues. It is important to note that overall we are tracking over 5% under budget for our expenses. We are monitoring them carefully.

The capital activity in September included construction invoices, materials testing, Project Management and construction based design services. There was no other capital activity except for the new facility.

CONSENT AGENDA

Robinson suggested the following corrections to the September minutes:

- Adding to "Board Members Present" that John Austin was excused.
 - Correct the spelling of Rick Jahnke's name in the Public Comment section.
 - On page nine (9) where it is stated, "the motion was carried 3-1 by voice vote", add who was opposed when there is opposition. David Sullivan's name will be added as opposed.
- a. Approval of Minutes, September 16, 2014
 - b. Approval of Expenses, September 2014

Motion: Phil Johnson moved to approve the Consent Agenda with changes.

Catharine Robinson seconded.

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

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

REPORTS

General Managers Report – Tammi Rubert

Legislative Updates

Negotiations for a transportation revenue package continue, however, there has been a solid statement regarding an agreed upon package in the 2015 legislative session.

DRAFT

The Washington State Transit Association (WSTA) continues to work on what Transit's message and agenda to the Legislators will be for the 2015 session. They will continue to work on sustainable funding.

Upcoming WSTA Board and Committee meeting dates:

- John Koschnick will attend the WSTA Operations Committee Meeting October 22-24 in Oak Harbor.
- Laura Smedley will attend the WSTA Clerks of the Authority Committee Meeting October 27-28 in Olympia.
- Tammi Rubert will attend the WSTA Human Resources Round Table Committee Meeting November 6-7 in Olympia.
- Tammi Rubert will attend the WSTA Board 4th Quarter Meeting November 13-14 in Everett.

Planning

Following the September 27, 2014 Planning Commission Meeting regarding the rezone of the Sims Way property, JTA met with the City of Port Townsend to discuss concerns about the MDNS (Mitigated Determination of Non-Significance). On October 9, 2014, the City of Port Townsend held a planning commission meeting and voted to accept and recommend JTA's amended rezone application. The application will be presented to the City Council for a decision.

JTA has started planning for our 2015-2017 Consolidated Grant, which is due on November 4, 2014. We will present our projects at the Regional Transportation Planning meeting on November 14th. A ranking committee will then rank each project.

New Facility Update

The work that has been recently completed are the footings for the fuel facility; the visitor's bus loop; and the storm pond. The slab pour has been completed for Building A, which is the administration building. It has cured for seven (7) days, and the Pre-Engineered Metal Building (PEMB) was delivered yesterday, October 20th. They will inventory the pieces and then begin standing the columns. It will be assembled in stages. We are on budget and schedule.

Mobility Coordinator Update

Leesa Monroe recently met with Marci Jaffe to discuss Google Transit and the upcoming schedule changes for the new facility.

Ms. Monroe attended her first series of on-line meetings at the request of Washington State Transit Insurance Pool (WSTIP), which is our insurance company, to discuss development of Americans with Disabilities Act (ADA)/Paratransit best practices. Five (5) transit agencies were asked to participate. She will provide updates as they are available.

DRAFT

Ms. Monroe is also planning for the 2nd annual Toys for Tots/Stuff the Bus event. Last year's joint venture was very successful. This year the Stuff the Bus event will be held Saturday, December 6th.

Ms. Monroe recently created 200 promotional brochures and distributed complimentary day passes to Jefferson Healthcare for their employees. She will also be communicating with the City of Port Townsend and Jefferson County to find out how JTA can meet their transportation needs.

Maintenance Report – Tammi Rubert for Ben Arnold

There has been a large amount of shelter damage recently. The glass and schedule holder were broken at Quincy and Adams. The Treehouse shelter was tagged with paint. The Four Corners/Sequim shelter was also tagged with paint, and the bus stop signs at Four Corners and Highway 19 were run over by a car.

Mr. Arnold scheduled a meeting with a company who will show options for security cameras at the new facility and the Visitors Information Center.

Mr. Arnold is also getting quotes to change the Haines Place Park and Ride lighting to LED.

Miscellaneous

Tammi Rubert distributed examples of Marketing and Advertising to the Board.

David Sullivan understands the enthusiasm around the construction of the new facility, but suggests we keep in mind that this is an essential component of financially stabilizing transit for the long run, especially considering the shakiness of some funding sources at the State and Federal level because of their inability to come together on a transportation package. If we had not built the new facility, JTA would have had to repay grants, and those funds would have had to come out of service. Ms. Rubert added to Mr. Sullivan's statement by saying when an agency accepts grant money, it enters into a contract. If it defaults on that contract, it does not suggest potential for future grant funding. JTA is being very careful and staying within our budget for the new facility.

Operations – John Koschnick

October Employment Anniversaries

- | | |
|------------------------------------|----------|
| • Karen Kautzman, Dispatcher | 10 years |
| • Lloyd Eisenman, Field Supervisor | 9 years |
| • Carl Thompson, Operator | 16 years |
| • Rob Bondurant, Operator | 16 years |

DRAFT

On September 5th and 6th JTA provided our usual transportation for the Wooden Boat Festival. Ridership for Wooden Boat was 4,287 passengers on our dedicated shuttles. This was an increase of 21% over last year's ridership.

On October 12th, our Fall bid began and will run through January 10, 2015.

On October 18th, the first meeting of the New Facility Service Review Committee was held. The committee is comprised of a few staff from each department. We hope to possibly have some service models ready to present for public comment at next month's Board meeting.

For future events, JTA is preparing for All Staff Training Day on November 11th. This training is done every year. It is our best opportunity to bring everyone in the agency together.

JTA is also preparing for winter driving which includes attending the 2014-2015 Winter Prep Interagency Meeting at WSDOT Port Angeles Maintenance Facility. This brings together the State Patrol, WSDOT and other transportation providers on the peninsula to discuss how to manage the upcoming winter.

RIDERSHIP

Ridership is typical for this time of the year. There was a decrease from last month of about 2.5%. The Tri-area routes still have the steadiest ridership. Dial-A-Ride is holding at 2.7 boarding's per hour and 95% on-time performance.

PUBLIC COMMENT

Todd Wexman said that JTA should not purchase the VIC from the City of Port Townsend.

Brenda McMillan asked if the New Facility Service Review Committee on the 18th was open to the public. She also asked why All Staff Training Day is not held on a Sunday. In addition, she would like better notification posted next year that there will be no JTA Sunday service for Wooden Boat Festival.

Charlotte Sankey stated that diversity and representation were reasons to add more people to the Board.

Rick Jahnke commented on the Board Composition.

Steve Oakford would like the \$1.00 surcharge to be levied both ways on the routes that leave the County.

DRAFT

Darrell Conder asked for clarification as to when the new facility will be completed and when JTA will move.

Brian Aston asked if a feasibility study has been done on the cost of continuing service on the west side of the County.

Steve Oakford commented on the graffiti and how it was successfully dealt with in Seattle. Schools or organizations were allowed to adopt shelters and paint them.

Responses

John Koschnick responded to Brenda McMillan's question stating that the New Facility Service Committee meeting had already been held on October 18th. In regard to her question concerning All Staff Training being held on Sundays, Mr. Koschnick stated he would like to see changes made to the training when we are located in our new facility. Tammi Rubert stated that information regarding no Sunday service for Wooden Boat Festival was posted on JTA's website and advertised in the PT Leader.

Tammi Rubert responded to Darrell Conder's question by stating the new facility will be completed in March, and JTA is planning to move in June.

Sara Crouch addressed Mr. Aston's remark by stating that WSDOT provides 52% of the funding for West-side service. It is a part of our County and a lifeline service for those residents. David Sullivan added that it is part of the regional connection aspect of JTA's grants, which is one of the reasons JTA receives state funding. Tammi Rubert said regional connectivity is a performance criteria for our grant funding.

Phil Johnson talked to several members of the public over the last few days, and he determined that JTA having a physical presence at the Haines Place Park & Ride is incredibly important.

ADJOURNMENT

The meeting was adjourned at 2:43 pm. The next regular meeting will be held Tuesday, November 18, 2014, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date

DRAFT

Jefferson Transit Authority Board Special Meeting Minutes

Tuesday, November 4, 2014, 1:00 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 1:01 pm. Other members present were Catharine Robinson, John Austin and Robert Gray.

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

There was none.

NEW BUSINESS

- a. **Resolution 14-20: Approving the Amended Washington State Transit Insurance Pool Interlocal Agreement.**

Sara Crouch explained that Resolution 14-20 is to approve the WSTIP Interlocal Agreement. The items that have changed are minor clean-up and editorial changes. Ms. Crouch suggests the Board Chair be authorized to sign this Interlocal Agreement.

Motion: John Austin moved to adopt Resolution 14-20 approving the amended WSTIP Interlocal Agreement. Phil Johnson seconded.

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

Motion: Catharine Robinson moved that the Chair be authorized to sign the amended WSTIP Interlocal Agreement. John Austin seconded.

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

DRAFT

b. Resolution 14-21: Authorizing the Chair to sign the 1st Amendment to Agreement GCB1730.

Sara Crouch explained this is a STP-Flex Grant (Surface Transportation Program) for the new facility. This grant is \$493,713 for general construction, \$77,053 of which is JTA's match. This is an 86 ½% - 13 ½% match grant.

Robert Gray asked about STP-Flex funding. Ms. Crouch explained this funding is flexed from Federal Highway Administration (FHA) funds into Federal Transportation money.

Motion: Catharine Robinson moved to adopt Resolution 14-21 authorizing the Chair to sign the First Amendment to Agreement GCB1730. John Austin seconded.

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

PUBLIC COMMENT

Darrell Conder noted that when searching the website, the WSTIP information gave a message of "page not available".

ADJOURNMENT

The meeting was adjourned at 2:07 pm. The next regular meeting will be held Tuesday, November 18, 2014, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 11/18/2014

October 2014 Expenses

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

- Accounts Payable Vouchers #93072-93103 in the amount of \$73,582.07
- Accounts Payable Vouchesr #93104-93108 in the amount of \$1,038.44
- Accounts Payable Voucher #93109 in the amount of \$73,797.83
- Accounts Payable Voucher #93110 in the amount of \$3,139.13
- Accounts Payable Vouchers #93111-93142 in the amount of \$56,411.56
- Accounts Payable Voucher #93143 in the amount of \$73,811.29
- Accounts Payable Vouchers #93144-93182 in the amount of \$112,547.86
- EFT Vouchers #161-162 in the amount of \$65,963.38
- EFT Vouchers #5683-5688 in the amount of \$6,999.35
- EFT Vouchers #5689-5694 in the amount of \$6,638.43
- Advance Travel Vouchers #350-351 in the amount of \$126.00
- Advance Travel Vouchers #352-353 in the amount of \$234.00
- Advance Travel Vouchers #354-355 in the amount of \$190.00
- Capital Checks #445-447 in the amount of \$260,095.05
- Capital Checks #448-449 in the amount of \$26,661.89

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

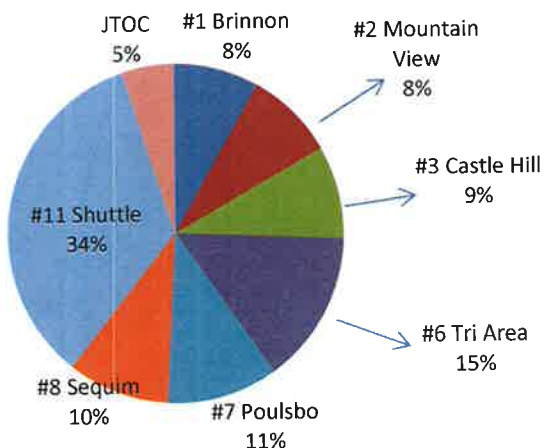
Clerk of the Authority

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

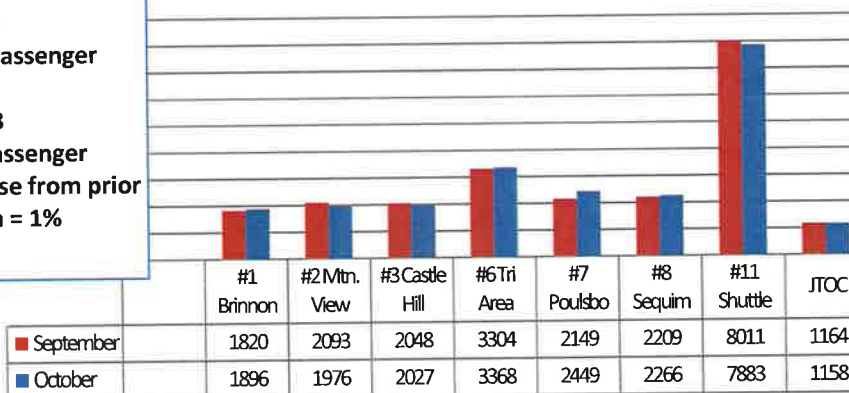
October

**October
Total:
(100%)
23,023**

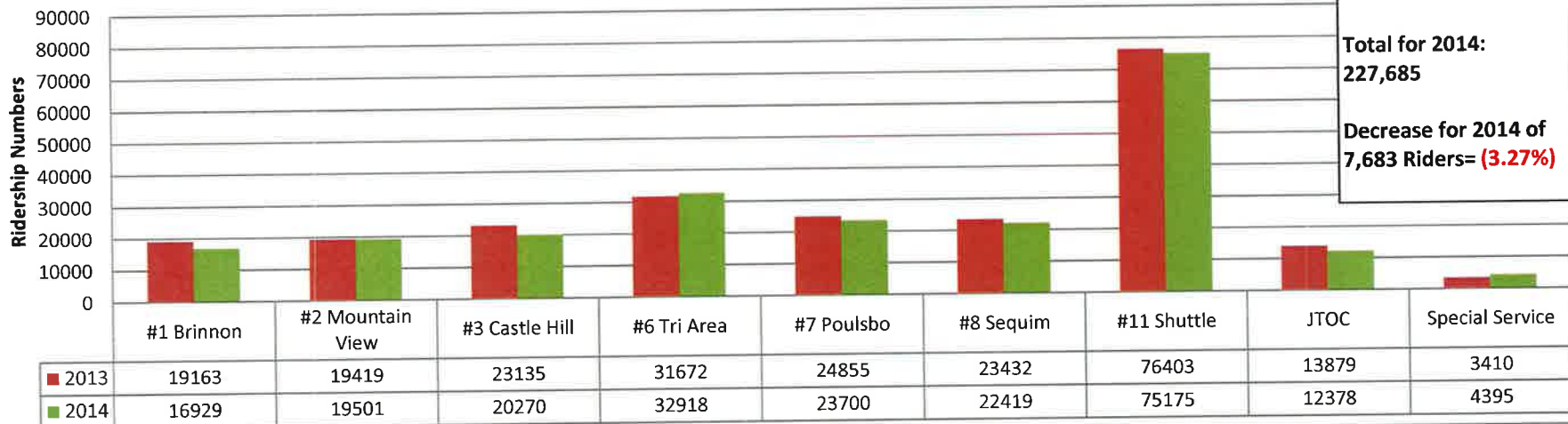


**Sept. passenger
total :
22,798
Oct. passenger
total:
23,023
225 passenger
increase from prior
month = 1%**

Month to Month Route Comparison



YTD Ridership by Route and Year as of August



**Total for 2013:
235,368**

**Total for 2014:
227,685**

**Decrease for 2014 of
7,683 Riders= (3.27%)**

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

October, 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	1976	2	33	316	2338	133	6.25	0.85	14.89
#3 Castle Hill Connector	2027	3	78	316	2876	136	6.41	0.70	14.92
#11 Shuttle	7883	18	218	663	2586	245	11.89	3.05	32.13
LOCAL TOTAL	11886	23	329	1295	7800	514	8.19	1.53	20.65

COMMUTER									
#1 Brinnon	1896	1	167	200	8600	240	9.48	0.22	7.90
#6A Tri Area Loop (5)	1827	0	158	123	3186	102	14.85	0.57	17.90
#6B Tri Area Loop (6)	1541	1	120	100	2590	83	15.41	0.59	18.57
#7 Poulsbo	2449	4	126	200	8380	214	12.25	0.29	11.44
#8 Sequim	2266	0	92	246	8462.4	192	9.21	0.27	11.81
COMMUTER TOTAL	9979	6	663	869	31218	831	12.24	0.39	13.52

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

WEST JEFFERSON	1158	2	15	200	13117	445	5.79	0.09	2.60
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TOTAL MONTHLY	23023	31	1007	2364	52135	1790	8.74	0.67	12.26
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23 Weekdays in Month 4 Saturdays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,104	6,703	6.1	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	1322	1252	5390	492	1.06	0.25	2.69	95.45%	11
DAR Mobility Aids	310								

*Boardings includes Passenger and Attendant if needed