



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, March 17, 2015 1:30 p.m.

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. Finance Reports**
 - a. February 2015
- II. Consent Agenda**
 - a. Approval of Minutes, February 17, 2015
 - b. Approval of Expenses, February 2015
- III. Old Business**
 - None
- IV. New Business**
 - a. **Resolution 15-03:** Amendment to the 2015 Capital Budget
 - b. **Resolution 15-04:** To rescind Resolution 83-05
- V. Reports**
 - a. General Manager's Report
 - b. Operations Report
 - c. Maintenance Report
- VI. Ridership Report**

Public Comments

Executive Session for discussion regarding property per RCW 42.30.110

Adjournment

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



1615 W. Sims Way, Port Townsend, WA 98368

March 11, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: February 2015 Financial Report

The revenue and expense financial reports in the first few months of any fiscal year are not very informative. It is too early in the year to recognize trends. The other reports are useful in tracking our cash flows, monitoring the progress of the project spending, and reviewing sales tax performance.

Sales Tax Analysis Reports –

- Sales tax for December 2014 is 8% higher than received for December 2013. The cumulative 2014 sales tax receipts are \$29,484.81 higher than 2013 (0.8%). There are two sales tax analysis reports. One for 2014 and one for 2015. Because Jefferson Transit uses a modified accrual accounting system we accrue the budgeted sales tax figure for February and record the actual sales tax received in the month in which it was earned. Both Sales Tax Analysis reports allow the viewer to see the Cash Basis figure and the Accrual figure. Now that we have received and reported the December 2014 Sales Tax Revenue there will only be the 2015 Sales Tax Analysis Report in the Financial Report for the remainder of this calendar year.
- I have also included a line graph showing the comparison for sales tax receipts per month since 2011. We discussed this report in the Finance Committee and decided that a cumulative total (each month's sales tax receipts added to the previous cumulative total) will provide a clearer understanding of how sales tax receipts are performing compared to prior years. I hope to have that graph available next month.

Revenue Report –

- Operating Revenues are slightly down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

Expense Report –

- Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

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



February 2015 Financial Summary

Budget Tracking Figure: 16.66%

1. Operational Expenses:	\$296,196.99
Operational Revenues:	\$16,062.13
Non-Operational Income:	\$392,013.21
Capital Expenses:	\$595,312.30
Capital Income:	\$466,021.10

2. Sales Tax Received 2/25/2015 for December 2014:	\$374,287.05
Sales Tax Received 1/31/2014 for December 2013:	\$344,682.23

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

3. Cash on Hand as of February 28, 2015*:	
Operating:	\$1,389,837.68
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$670,092.97
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$27,679.18
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,525.57
Travel Fund:	\$1,432.52
Kitsap Bank	\$10.64

Total	\$3,882,649.25**
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**"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

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	\$158,497.64	\$235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$221,922.91	\$323,856.00	6.43%	\$606,228.87	559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.65%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,620,676.50	3,309,880.00	9.39%
Total		\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$2,572,837.54	\$3,309,880.00	8.58%			
Monthly Average		\$301,723.04	\$303,275.63	\$268,836.66	\$214,403.13	\$275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative 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	\$152,221.21	\$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	\$150,424.11	\$231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$2,708,084.09	2,498,640.00	8.38%
October	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,014,447.63	2,750,250.00	9.61%
November	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$3,276,313.59	2,996,340.00	9.34%
December	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$3,650,600.64	3,334,360.00	9.48%
Total		\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$2,758,712.01	\$3,334,360.00	8.66%			
Monthly Average		\$304,216.72	\$301,759.65	\$273,680.46	\$229,892.67	\$277,863.33				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

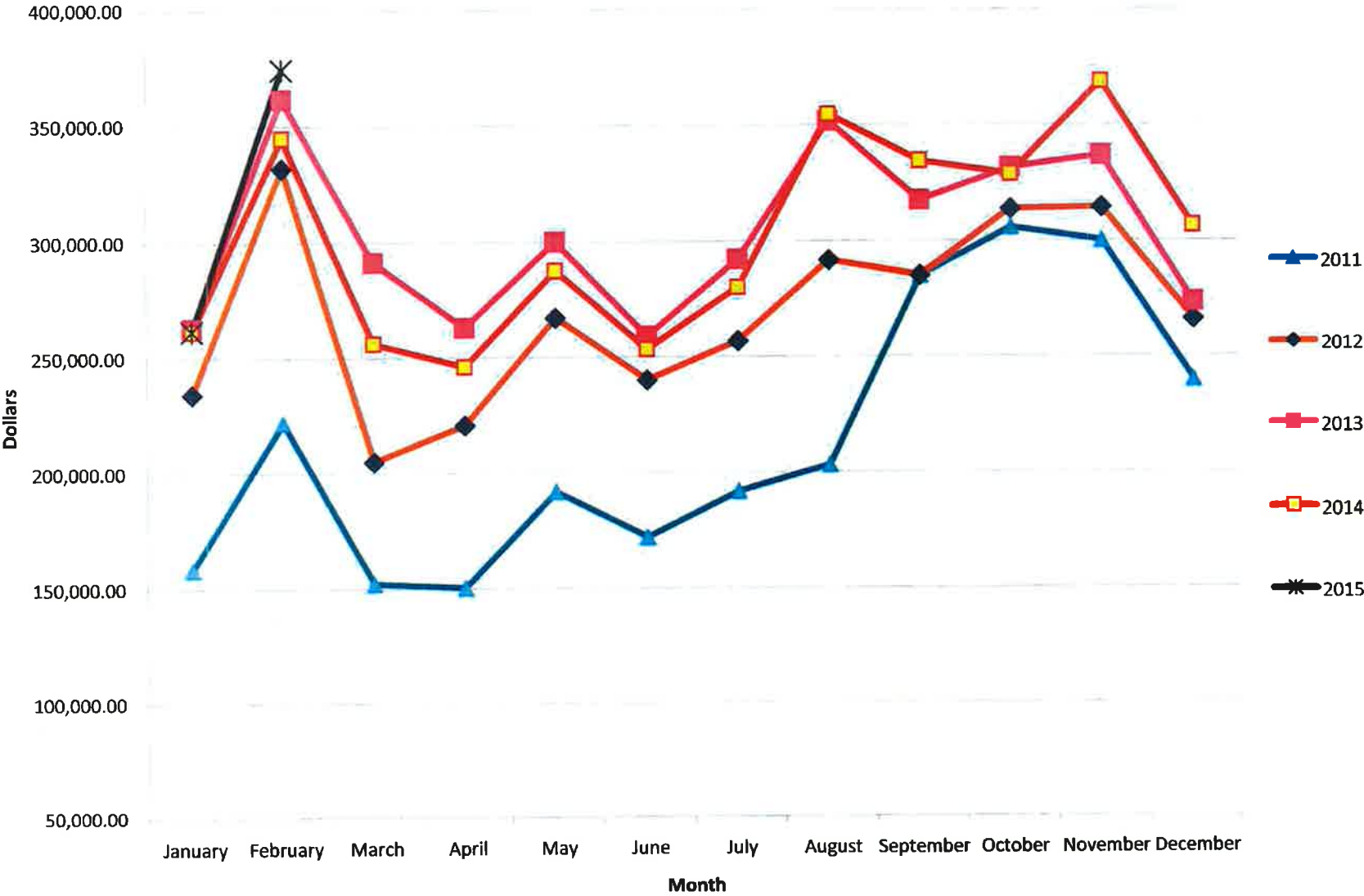
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%		\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	846,540.00	
April	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	1,098,510.00	
May	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	2,302,707.00	
September	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,645,346.00	
October	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,968,821.00	
November	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	3,278,312.00	
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$636,153.01	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$318,076.51	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Actual Sales Tax Received	2015 Cumulative Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%		\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	262,430.00	
February	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	514,400.00	
March	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	1,718,597.00	
July	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,061,236.00	
August	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,384,711.00	
September	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	2,694,202.00	
October	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	2,941,295.00	
November	0.90%		\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$0.00	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$0.00	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

2011 to 2015 Sales Tax Receipts (Cash Basis)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Two Months Ending February 28, 2015

	<u>February</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,944,648.32	\$3,959,529.97
Operating Cash Provided/(Used) by:		
Operating Activities	(\$856,158.96)	(\$901,116.18)
Non-Capital Financing Activities	\$379,726.06	\$643,123.29
Investing Activities	\$241.15	\$483.00
Total Operating Cash Provided/(Used)	(\$476,191.75)	(\$257,509.89)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$417,393.74	\$183,830.23
Net Increase/(Decrease) Cash and Equivalent	(\$58,798.01)	(\$73,679.66)
CASH BALANCES - END OF PERIOD	<u>\$3,885,850.31</u>	<u>\$3,885,850.31</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Two Months Ending February 28, 2015

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,062.13	\$30,569.65	\$209,680.00	14.58%
Operating Expenses				
Labor	148,764.12	275,854.84	1,884,121.00	14.64%
Benefits	93,306.65	244,371.27	1,423,526.00	17.17%
Services and User Fees	6,214.33	15,405.91	182,150.00	8.46%
Materials & Supplies	28,476.91	72,029.53	605,010.00	11.91%
Utilities	3,179.98	8,285.30	83,690.00	9.90%
Casualty/Liability Costs	8,761.66	17,523.32	108,480.00	16.15%
Taxes	429.19	828.43	8,028.00	10.32%
Miscellaneous Expenses	6,936.17	8,456.99	83,441.00	10.14%
Leases and Rentals	127.98	1,387.78	24,240.00	5.73%
Total Operating Expenses	296,196.99	644,143.37	4,402,686.00	14.63%
Operating Income (Loss)	(280,134.86)	(613,573.72)	(4,193,006.00)	14.63%
Non-Operating Revenues				
Non-Transportation Revenue	1,636.73	3,409.85	13,011.00	26.21%
Taxes Levied by Transit	298,697.05	576,903.01	3,514,918.00	16.41%
Local Grants & Contributions	1,250.00	2,500.00	17,500.00	14.29%
State Grants & Contributions	21,958.43	43,623.43	199,600.00	21.86%
Federal Grants & Contributions	68,471.00	136,942.00	814,932.00	16.80%
Total Non-Operating Revenues	392,013.21	763,378.29	4,581,353.00	16.66%
Net Income (Loss) Before Transfers In/(Out)	111,878.35	149,804.57	388,347.00	38.57%
Net Income/(Loss)	111,878.35	149,804.57	388,347.00	38.57%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Two Months Ending February 28, 2015

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,418.41	\$21,810.18	\$142,800.00	15.27%
Fixed Route Fares - West - JTOC	212.96	362.71	5,400.00	6.72%
Dial-a-Ride Fares (DAR)	918.76	1,744.76	13,200.00	13.22%
Vanpools	3,447.00	6,522.00	45,000.00	14.49%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Other Services Revenue	65.00	130.00	780.00	16.67%
Total Operating Revenues	16,062.13	30,569.65	209,680.00	14.58%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	241.15	483.00	1,704.00	28.35%
Other Nontransportation Revenues	1,395.58	2,926.85	11,307.00	25.89%
Taxes Levied Directly by Transit System - Sales & Use Tax	298,697.05	576,903.01	3,514,918.00	16.41%
Special Sales Tax Receipts - Miscellaneous			21,392.00	0.00%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	21,665.00	43,330.00	193,600.00	22.38%
RTAP	293.43	293.43	6,000.00	4.89%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	136,942.00	814,932.00	16.80%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	64,189.10	64,189.10		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	401,832.00	401,832.00		0.00%
Total Nonoperating Revenues	858,034.31	1,229,399.39	4,581,353.00	26.83%
TOTAL REVENUES	874,096.44	1,259,969.04	4,791,033.00	26.30%

Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2015

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$51,144.97	\$95,902.66	\$614,707.00	15.60%
Operators Overtime - Fixed Route	3,372.13	7,879.59	53,864.00	14.63%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,542.36	18,658.22	157,420.00	11.85%
Operators Overtime - Dial-a-Ride (DAR)	(9.68)	1,152.21	7,269.00	15.85%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,565.90	74,399.64	530,549.00	14.02%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,465.33	6,006.94	44,322.00	13.55%
Administration Salaries	39,683.11	71,855.58	475,990.00	15.10%
Benefits				
FICA	11,702.87	24,996.32	178,869.00	13.97%
Pension Plans (PERS)	14,445.88	36,977.62	226,231.00	16.35%
Medical Plans	38,102.05	76,204.10	499,313.00	15.26%
Dental Plans	3,052.00	6,104.00	43,695.00	13.97%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,115.21	6,766.63	72,009.00	9.40%
Holiday	(28.97)	41,520.55	84,850.00	48.93%
General Leave	19,193.31	44,829.32	254,955.00	17.58%
Other Paid Absence (Court Duty & Bereavement)	684.93	1,545.01	14,686.00	10.52%
Uniforms, Work Clothing & Tools Allowance	1,004.34	1,541.63	13,350.00	11.55%
Other Benefits (HRA, EAP & Wellness)	1,035.03	3,886.09	26,500.00	14.66%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	479.00	3,319.00	18,250.00	18.19%
Professional & Technical Services	3,291.41	5,815.25	77,050.00	7.55%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services	316.82	1,521.06	30,750.00	4.95%
Property Maintenance Services	172.66	327.42	12,500.00	2.62%
Software Maintenance Fees	1,581.94	3,163.88	23,175.00	13.65%
Postage & Mail Meter Fees		539.30	3,600.00	14.98%
Drug & Alcohol Services	232.50	465.00	4,800.00	9.69%
Other Services & User Fees	140.00	255.00	2,500.00	10.20%
Materials and Supplies Consumed				
Fuel	16,741.32	39,510.46	407,000.00	9.71%
Tires	(0.19)	2,190.34	31,500.00	6.95%
Lubrication	541.50	2,191.06	10,550.00	20.77%
Tools	143.93	633.57	10,000.00	6.34%
Vehicle Maintenance & Repair Parts	8,915.76	18,170.70	62,000.00	29.31%
Non-Vehicle Maintenance & Repair Parts	470.25	638.21	8,240.00	7.75%
Vehicle Accessories		1,350.00	1,350.00	0.00%
Park & Ride Materials		5.45	3,000.00	0.18%
Shop Supplies (Maintenance & Cleaning)	1,330.70	2,095.99	18,500.00	11.33%
Safety & Emergency Supplies			8,550.00	0.00%
Office Supplies	26.63	464.66	13,420.00	3.46%
Computer Programs & Supplies		1,170.20	2,750.00	42.55%
Printing (Photocopier, Schedules & Brochures)	307.01	4,958.89	26,150.00	18.96%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,275.39	2,587.40	26,920.00	9.61%
Utilities (Electrical & Propane)	488.61	1,688.19	23,475.00	7.19%
Telephone & Internet	1,415.98	4,009.71	33,295.00	12.04%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	17,523.32	108,480.00	16.15%
Taxes				
State Taxes	309.36	588.77	4,278.00	13.76%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	239.66	3,000.00	7.99%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2015**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,283.11	\$2,107.02	\$15,591.00	13.51%
Travel & Meetings	33.81	71.06	29,900.00	0.24%
Safety Program (Rodeo & Safety Rewards)		447.66	6,500.00	6.89%
Training (Classes, Seminars & Materials)	5,619.25	5,619.25	26,550.00	21.16%
EE CDL and EE Physical Expense		212.00	4,600.00	4.61%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations	127.98	318.54	1,800.00	17.70%
Service Vehicles & Equipment			9,000.00	0.00%
Other General Administration Facilities		1,069.24	13,440.00	7.96%
TOTAL OPERATING EXPENSES	<u>296,196.99</u>	<u>644,143.37</u>	<u>4,402,886.00</u>	<u>14.63%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
February 2016

Current Account Status	Balance per Bank @ 2/28/15	\$ 2,003,338.66	\$ -
Balance per GL @ 1/31/15		\$ 2,176,966.51	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 421,539.74	
	Investment Interest	\$ 144.71	
	Transfers - Out (Purchases)	\$ (595,312.30)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 2/28/15		\$ 2,003,338.66	

2015 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2015 Budgeted Balance	\$ 480,000.00	\$ 120,000.00	\$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00	\$ (77,054.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
			\$ -	\$ -
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)
Monthly Payments		\$ -	\$ -	\$ -
	Jan-15 Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13)	\$ 44,614.13
	Feb-15 Pease, TCF, PT, Materials Testing	\$ (476,249.84)	\$ (119,062.48)	\$ 119,062.46
	Mar-15			
	Apr-15			
	May-15			
	Jun-15			
	Jul-15			
	Aug-15			
	Sep-15			
	Oct-15			
	Nov-15			
	Dec-15			
	Ending Balance			\$ (1,054,786.41)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2015 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Kiosks and Signage	2015 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2015 Beginning Balance	\$ -	\$ 35,000.00	\$ (35,000.00)
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
Revenue Vehicles				
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
Service Vehicles				
Service Equipment				
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,090.00	\$ 11,772.00	\$ (11,772.00)
	Balance			\$ (11,772.00)

JTA Capital Reserve Account Balance \$ 2,003,338.66
JTA Appropriated Project Funds Sub-Total \$ (1,238,176.41)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 766,162.25
Total 2014 Budgeted Capital Projects \$ 3,261,132.00

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

Total Project Cost	\$ 4,083,068.00	Equals Total project award plus total match	
FTA FUNDS AWARDED TO JTA		JTA MATCH	
Original	\$ 560,000.00	Match Required	\$ 816,614.00
1st Amendment	\$ 423,679.00		
	\$ 970,874.00		
	\$ 380,361.00		
2nd Amendment	\$ 931,540.00		
Total Project Award from FTA	\$ 3,266,454.00	Total Match	\$ 816,614.00
Disbursements to date	\$ 3,190,907.00	Disbursements to date	\$ 816,614.00
Remaining Balance	\$ 75,547.00	Remaining Balance	\$ -
Team/Disbursements	\$ 3,190,907.00	JTA Match	\$ 816,614.00
Difference	\$ -	Difference	\$ -

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

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 3/28/4/6; 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 1/9, 2/1, 3/2, 3/3/2006; 3626
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00		Inv#2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw
9/24/2008	\$ 139.31	\$ 112.00	\$ 27.31	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw
5/18/2012	\$ 15,824.74	\$ 12,660.00	\$ 3,164.74	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,798.78	\$ 298.00	\$ 1,500.78	Inv# 11308: 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,380.00	\$ 10,039.05	Inv# 20130317; 31325; 23134; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,226.00	\$ 5,306.35	Inv# 20130419
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; SEPTICPERMIT14-11403
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
3/16/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	B, 201401130, 48430 B, 14-018, SEPTICPERMIT14
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	2014Bldg14-00006, 2014Bldg14-
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv# 48860, 31419, 1041404, 20140312, 0414118
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv# 1218, 49099, 20140415, 51416
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv# 20140510, 061411
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv# 49488, 1228, 54-572569, 20140611, 100, 071411 Application#1
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv# 81414, App #2, 51331, ODT AccFas, 13192
10/22/2014	\$ 257,213.70	\$ 205,771.00	\$ 51,442.70	Inv# 13378: 20140710; 20140811, BLD14-00004, PR#3
11/24/2014	\$ 603,988.35	\$ 483,192.00	\$ 120,796.35	20140905, PR#4, 13583
1/5/2015	\$ 223,022.05	\$ 178,418.00	\$ 44,604.05	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
1/26/2015	\$ 213,495.73	\$ 170,797.00	\$ 42,698.73	20141104/1412122/141222/PR#6/14253
2/5/2015	\$ 2,061.25	\$ 1,649.00	\$ 412.25	20141208; 150115; PR#7
2/25/2015	\$ 468,112.33	\$ 401,832.00	\$ 66,280.33	14425 (final 2014 Invoice this project)
				20150109; 150220; PR#8; 14586
Total	\$ 4,007,521.00	\$ 3,190,907.00	\$ 816,614.00	

off by 35 see Disb #2 book

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, February 17, 2015, 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 Phil Johnson at 1:30 pm. Other members present were David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman, with Catharine Robinson excused.

STAFF PRESENT

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

PUBLIC COMMENT

Rick Jahnke read a statement regarding the carbon output by transit buses.

Burt Langsea commented on the Citizen's Advisory Committee (CAC).

Margaret Lee also commented on the CAC, then made a request for a true stop at Lawrence and Taylor with an allocated pull-out.

Debbie Jahnke thanked staff for the expanded Composition of the Board meeting minutes.

Response:

Phil Johnson commented that a CAC discussion will be added to the agenda after some of the major projects JTA is now working on are completed.

NEW AGENDA ITEMS

Tammi Rubert requested an Executive Session regarding property with no action anticipated. Ms. Rubert also indicated that because Ben Arnold was absent, there would be no Maintenance Report.

DRAFT

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

a. Approval of Minutes, January 20, 2015

Kathleen Kler suggested the following correction to the January minutes:

- Change the time Phil Johnson entered the meeting to 1:38 pm.
- b. **Approval of the expanded Board Composition Conference Minutes, December 16, 2014**
- c. **Approval of Expenses, January 2015**
- d. **Approval of Out-of-State Travel for Desiree Williams**

Motion: David Sullivan moved to approve the Consent Agenda with changes. Kathleen Kler seconded.

Vote: The motion carried unanimously, 4-0 by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 15-02: Intent to Dispose of Surplus Property.

Tammi Rubert presented Resolution 15-02 stating this property is bus #401. This bus requires a new engine, and the cost of engine replacement is prohibitive.

Motion: Robert Gray moved to adopt Resolution 15-02: Intent to Dispose of Surplus Property with changes. David Sullivan seconded.

Vote: The motion carried unanimously, 4-0 by voice vote.

REPORTS

General Managers Report – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Updates
- New Facility Updates
- Marketing Update
- IT Updates
- Mobility Updates

There was a discussion regarding the JTA email addresses created for the Board members.

Operations Report – John Koschnick

Please see Attachment C

John Koschnick reported on the following items:

- February Employment Anniversary
- Monthly Highlights
- Public Outreach Meeting Schedule

RIDERSHIP

Ridership in January is up slightly by 1.5%, but is down 4.9% from last January. Dial-a-Ride boardings per hour are at 2.84. On-time performance is down slightly at 94.17%.

PUBLIC COMMENT

Margaret Lee asked about acronyms used in the Manager's reports.

Burt Langsea also requested that JTA use full titles instead of acronyms.

Debbie Jahnke asked if there had been discussion about including a list of correspondence received by JTA in the Board Packets.

Tammi Rubert responded to Ms. Lee's question by explaining SMTA stands for Small and Medium Transit Agencies, WSTA stands for Washington State Transit Association, AWC stands for the Association of Washington Cities, and WSTIP stands for Washington State Transit Insurance Pool.

DRAFT

In response to Debbie Jahnke's request, Ms. Rubert said JTA will contact the County to see how the information is gathered.

Darrell Conder invited Kathleen Kler to ride transit.

EXECUTIVE SESSION

Executive Session per RCW 42.30.110 for discussion regarding property, with no action anticipated.

Executive Session began at 2:25 pm

Executive Session ended at 2:34 pm

ADJOURNMENT

The meeting was adjourned at 2:35 pm. The next regular meeting will be held Tuesday, March 17, 2015, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

February 12, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: January 2015 Financial Report

The revenue and expense financial reports in the first few months of any fiscal year are not very informative. It is too early in the year to recognize trends. The other reports are useful in tracking our cash flows, monitoring the progress of the project spending, and reviewing sales tax performance.

Sales Tax Analysis Reports –

- Sales tax for November 2014 is .001% higher (or barely higher) than received for November 2013. The cumulative 2014 sales tax receipts between January to November 2014 are nearly even with the same time period in 2013. There are two sales tax analysis reports. One for 2014 and one for 2015. Because Jefferson Transit uses a modified accrual accounting system we accrue the budgeted sales tax figure for January and record the actual sales tax received in the month in which it was earned. Both Sales Tax Analysis reports allow the viewer to see the Cash Basis figure and the Accrual figure. Once we receive and report the December 2014 Sales Tax Revenue (February 2015) you will only receive the 2015 Sales Tax Analysis Report.

Revenue Report –

- Operating Revenues appear slightly down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

Expense Report –

- Fixed Route/DAR Overtime is over budget due to a timing issue. The Martin Luther King Jr. holiday is a working holiday. Employees who work that day are paid holiday pay and overtime for all hours worked. The overtime budget will even out as the year progresses.
- PERS is over budget due to the same timing issue.
- Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- The remaining over budget or under budget figures are due to timing.

Capital Activity –

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



January 2015 Financial Summary

Budget Tracking Figure: 8.33%

1. Operational Expenses:	\$333,855.91
Operational Revenues:	\$14,507.52
Non-Operational Income:	\$371,365.08
Capital Expenses:	\$358,987.02
Capital Income:	\$358,407.00

2. Sales Tax Received 1/31/2015 for November 2014:	\$261,935.16
Sales Tax Received 1/31/2014 for November 2013:	\$261,546.64

****Sales tax increased from prior year .001%****

3. Cash on Hand as of January 31, 2015*:	
Operating:	\$1,298,710.78
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$835,460.03
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$20,923.22
Bond Reserve:	\$85,250.00
EFT Fund:	\$95,097.42
Travel Fund:	\$1,485.01
Kitsap Bank	\$10.64

Total	\$3,941,757.79**
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*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

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	\$158,497.64	\$235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$221,922.91	\$323,856.00	6.43%	\$606,228.87	559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.66%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.08	\$315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%	\$306,363.64	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,620,676.50	3,309,880.00	9.39%
Total		\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$2,572,837.54	\$3,309,880.00	8.58%			
Monthly Average		\$301,723.04	\$303,275.63	\$268,836.66	\$214,403.13	\$275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative 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	\$152,221.21	\$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	\$150,424.11	\$231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.08	\$315,149.00	16.92%	\$2,708,084.09	2,498,640.00	8.38%
October	0.90%	\$306,363.64	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,014,447.63	2,750,250.00	9.61%
November	0.90%	\$261,935.16	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.44%	\$3,276,382.79	2,996,340.00	9.35%
December	0.90%		\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	0.00%	\$0.00	3,334,360.00	
Total		\$3,276,382.79	\$3,621,115.83	\$3,284,165.48	\$2,758,712.01	\$3,334,360.00	0.00%			
Monthly Average		\$297,852.98	\$301,759.65	\$273,680.46	\$229,892.67	\$277,863.33				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Actual Sales Tax Received	2015 Cumulative Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,935.16	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.44%	\$261,935.16	246,090.00	6.44%
February	0.90%		\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	0.00%	\$0.00	584,110.00	
March	0.90%		\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	846,540.00	
April	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	1,098,510.00	
May	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	2,302,707.00	
September	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,645,346.00	
October	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,968,821.00	
November	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	3,278,312.00	
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$261,935.16	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$261,935.16	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Actual Sales Tax Received	2015 Cumulative Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%		\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	262,430.00	
February	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	514,400.00	
March	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	1,718,597.00	
July	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,061,236.00	
August	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,384,711.00	
September	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	2,694,202.00	
October	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	2,941,295.00	
November	0.90%		\$261,935.16	\$261,546.64	\$263,071.24	\$241,672.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$0.00	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$0.00	\$3,276,382.79	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$0.00	\$297,852.98	\$301,759.65	\$273,680.46	\$292,909.92				

**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Month Ending January 31, 2015**

	January	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,959,346.28	\$3,959,346.28
Operating Cash Provided/(Used) by:		
Operating Activities	(\$636,927.73)	(\$636,927.73)
Non-Capital Financing Activities	\$263,397.23	\$263,397.23
Investing Activities	\$241.85	\$241.85
Total Operating Cash Provided/(Used)	(\$373,288.65)	(\$373,288.65)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$358,407.00	\$358,407.00
Net Increase/(Decrease) Cash and Equivalent	(\$14,881.65)	(\$14,881.65)
CASH BALANCES - END OF PERIOD	\$3,944,464.63	\$3,944,464.63

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Month Ending January 31, 2015**

	January	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,507.52	\$14,507.52	\$209,680.00	6.92%
Operating Expenses				
Labor	127,090.72	127,090.72	1,884,121.00	6.75%
Benefits	148,743.61	148,743.61	1,423,526.00	10.45%
Services and User Fees	4,219.35	4,219.35	182,150.00	2.32%
Materials & Supplies	40,255.25	40,255.25	605,010.00	6.65%
Utilities	2,711.45	2,711.45	83,690.00	3.24%
Casualty/Liability Costs	8,761.66	8,761.66	108,480.00	8.08%
Taxes	393.91	393.91	8,028.00	4.91%
Miscellaneous Expenses	1,489.40	1,489.40	83,441.00	1.78%
Leases and Rentals	190.56	190.56	24,240.00	0.79%
Total Operating Expenses	333,855.91	333,855.91	4,402,686.00	7.58%
Operating Income (Loss)	(319,348.39)	(319,348.39)	(4,193,006.00)	7.62%
Non-Operating Revenues				
Non-Transportation Revenue	1,773.12	1,773.12	13,011.00	13.63%
Taxes Levied by Transit	278,205.96	278,205.96	3,514,918.00	7.92%
Local Grants & Contributions	1,250.00	1,250.00	17,500.00	7.14%
State Grants & Contributions	21,665.00	21,665.00	199,600.00	10.85%
Federal Grants & Contributions	68,471.00	68,471.00	814,932.00	8.40%
Total Non-Operating Revenues	371,365.08	371,365.08	4,581,353.00	8.11%
Net Income (Loss) Before Transfers In/(Out)	52,016.69	52,016.69	388,347.00	13.39%
Net Income/(Loss)	52,016.69	52,016.69	388,347.00	13.39%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Month Ending January 31, 2015**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,391.77	\$10,391.77	\$142,800.00	7.28%
Fixed Route Fares - West - JTOC	149.75	149.75	5,400.00	2.77%
Dial-a-Ride Fares (DAR)	826.00	826.00	13,200.00	6.26%
Vanpools	3,075.00	3,075.00	45,000.00	6.83%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Other Services Revenue	65.00	65.00	780.00	8.33%
Total Operating Revenues	14,507.52	14,507.52	209,680.00	6.92%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	241.85	241.85	1,704.00	14.19%
Other Nontransportation Revenues	1,531.27	1,531.27	11,307.00	13.54%
Taxes Levied Directly by Transit System - Sales & Use Tax	278,205.96	278,205.96	3,514,918.00	7.92%
Special Sales Tax Receipts - Miscellaneous			21,392.00	0.00%
Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	21,665.00	21,665.00	193,600.00	11.19%
RTAP			6,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	68,471.00	814,932.00	8.40%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	371,365.08	371,365.08	4,581,353.00	8.11%
TOTAL REVENUES	385,872.60	385,872.60	4,791,033.00	8.05%

Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2015

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$44,757.69	\$44,757.69	\$614,707.00	7.28%
Operators Overtime - Fixed Route	4,507.46	4,507.46	53,864.00	8.37%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,115.86	9,115.86	157,420.00	5.79%
Operators Overtime - Dial-a-Ride (DAR)	1,161.89	1,161.89	7,269.00	15.98%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	30,833.74	30,833.74	530,549.00	5.81%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,541.61	4,541.61	44,322.00	10.25%
Administration Salaries	32,172.47	32,172.47	475,990.00	6.76%
Benefits				
FICA	13,293.45	13,293.45	178,869.00	7.43%
Pension Plans (PERS)	22,531.74	22,531.74	226,231.00	9.96%
Medical Plans	38,102.05	38,102.05	499,313.00	7.63%
Dental Plans	3,052.00	3,052.00	43,695.00	6.98%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	2,651.42	2,651.42	72,009.00	3.68%
Holiday	41,549.52	41,549.52	84,850.00	48.97%
General Leave	25,636.01	25,636.01	254,955.00	10.06%
Other Paid Absence (Court Duty & Bereavement)	860.08	860.08	14,686.00	5.86%
Uniforms, Work Clothing & Tools Allowance	515.54	515.54	13,350.00	3.86%
Other Benefits (HRA, EAP & Wellness)	551.80	551.80	26,500.00	2.08%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	660.00	660.00	18,250.00	3.62%
Professional & Technical Services	990.57	990.57	77,050.00	1.29%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services	141.70	141.70	30,750.00	0.46%
Property Maintenance Services	154.76	154.76	12,500.00	1.24%
Software Maintenance Fees	1,581.94	1,581.94	23,175.00	6.83%
Postage & Mail Meter Fees	338.30	338.30	3,600.00	9.40%
Drug & Alcohol Services	237.08	237.08	4,800.00	4.94%
Other Services & User Fees	115.00	115.00	2,500.00	4.60%
Materials and Supplies Consumed				
Fuel	20,039.45	20,039.45	407,000.00	4.92%
Tires	2,190.53	2,190.53	31,500.00	6.95%
Lubrication	1,649.56	1,649.56	10,550.00	15.64%
Tools	440.95	440.95	10,000.00	4.41%
Vehicle Maintenance & Repair Parts	9,201.96	9,201.96	62,000.00	14.84%
Non-Vehicle Maintenance & Repair Parts	157.43	157.43	8,240.00	1.91%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	5.45	5.45	3,000.00	0.18%
Shop Supplies (Maintenance & Cleaning)	765.29	765.29	18,500.00	4.14%
Safety & Emergency Supplies			8,550.00	0.00%
Office Supplies	315.39	315.39	13,420.00	2.35%
Computer Programs & Supplies	1,121.74	1,121.74	2,750.00	40.79%
Printing (Photocopier, Schedules & Brochures)	4,367.50	4,367.50	26,150.00	16.70%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,312.01	1,312.01	26,920.00	4.87%
Utilities (Electrical & Propane)			23,475.00	0.00%
Telephone & Internet	1,399.44	1,399.44	33,295.00	4.20%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	8,761.66	108,480.00	8.08%
Taxes				
State Taxes	279.41	279.41	4,278.00	6.53%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	114.50	114.50	3,000.00	3.82%

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

Total Project Cost	\$	4,083,068.00	Equals Total project award plus total match		
FTA FUNDS AWARDED TO JTA			JTA MATCH		
Original	\$	560,000.00	Match Required	\$	816,614.00
1st Amendment	\$	423,679.00			
	\$	970,874.00			
	\$	380,361.00			
2nd Amendment	\$	931,540.00			
Total Project Award from FTA	\$	3,266,454.00	Total Match	\$	816,614.00
Disbursements to date	\$	2,796,618.00	Disbursements to date	\$	755,374.11
Remaining Balance	\$	469,836.00	Remaining Balance	\$	61,239.89
Team/Disbursements	\$	2,796,618.00	JTA Match	\$	755,374.11
Difference	\$	-	Difference	\$	-

Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 26,025.00	\$ 6,505.35	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,434.00	\$ 14,857.66	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,592.07	\$ 38,074.00	\$ 9,518.07	Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05, 121700
7/13/2005	\$ 34,544.54	\$ 27,636.00	\$ 6,908.54	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/28/4/6; 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 3/3/3/1, 3/2/3/2/2006; 3628
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, Iordini'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
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	Inv# 02140113B, 48430 B, 14-018, SEPTICPERMIT 14
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	00005, 2014014dg14-00006, 2014014dg14-
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv# 48860, 31419, 1041404, 20140312, 041411B
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv# 1218, 49099, 20140415, 51416
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv# 20140510, 061411
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv# 49488, 1228, 54-572569, 20140611, 100, 071411 Application#1
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv# 81414, App #2, 51331, OOT AccEas, 13192
10/22/2014	\$ 257,214.00	\$ 205,771.00	\$ 51,443.00	Inv# 13378; 20140710; 20140811, BLD14-00004, PR#3
11/24/2014	\$ 603,990.00	\$ 483,192.00	\$ 120,798.00	20140905, PR#4, 13583
1/5/2015	\$ 223,022.00	\$ 178,418.00	\$ 44,604.00	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
1/26/2015	\$ 224,985.98	\$ 179,989.00	\$ 44,996.98	20141104/1412122/141222/PR#6/14253
				20141208; 150115; PR#7
Total	\$ 3,561,992.11	\$ 2,796,618.00	\$ 755,374.11	

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

Current Account Status	Balance per Bank @ 1/31/15	\$ 2,176,966.51	\$ -
Balance per GL @ 12/31/14		\$ 2,177,434.91	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 358,407.00	
	Investment Interest	\$ 111.62	
	Transfers - Out (Purchases)	\$ (358,987.02)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 1/31/15		\$ 2,176,966.51	

2015 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2015 Budgeted Balance	\$ 480,000.00	\$ 120,000.00	\$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00	\$ (77,054.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)
Monthly Payments		\$ -	\$ -	\$ -
	Jan-15 Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13)	\$ 44,614.13
	Feb-15			
	Mar-15			
	Apr-15			
	May-15			
	Jun-15			
	Jul-15			
	Aug-15			
	Sep-15			
	Oct-15			
	Nov-15			
	Dec-15			
	Ending Balance			\$ (1,173,848.87)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2015 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Kiosks and Signage	2015 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2015 Beginning Balance	\$ -	\$ 35,000.00	\$ (35,000.00)
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
Revenue Vehicles				
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
Service Vehicles				
Service Equipment				
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,080.00	\$ 11,772.00	\$ (11,772.00)
	Balance			\$ (11,772.00)
JTA Capital Reserve Account Balance				\$ 2,176,966.51
JTA Appropriated Project Funds Sub-Total				\$ (1,357,238.87)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE **\$ 819,727.64**

Total 2014 Budgeted Capital Projects **\$ 3,281,132.00**



1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report Attachment B

February 17, 2015

Legislative Updates

I was pleased to hear of movement on a comprehensive, multimodal statewide transportation funding package. For public transportation, I am encouraged to see in this proposal a balance of increased state investment in public transportation programs and projects, along with new revenue authority for local and regional voter-approved taxing sources.

Transportation investment continues to be an important issue for our state and local economy's and quality of life. This proposal from the State Senate is a significant step, and Jefferson Transit appreciate the leadership that Senators Curtis King, Joe Fain, Steve Hobbs and Marko Liias have shown.

Now, we need to keep up momentum and get a package passed this year.

There is a hearing on the revenue proposal in Olympia tomorrow (Wed. 2/18). The Authority Boards support of this package would be beneficial to JTA.

There is a hearing on the reform bills is today, 2/17. At first glance, lobbyists did not see key issues for transits, especially for PTBAs.

The package includes \$486 M total NEW funding for transit to be spread over 16 years, this includes new funding for:

- Special needs (\$160 M total),
- Rural mobility (\$90 M total),
- Regional mobility (\$140 M total), and
- Vanpools (\$21 M total), as well as
- An itemized list of capital projects totaling \$75 M.

This is just the NEW funding, we don't know what will be included in the STC's proposed 2015-17 biennial budget, but hope at a minimum to see existing funding

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

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continue for transit programs and to see the Regional Mobility Grant Program fully-funded.)

- This revenue package is contingent on agreement on specific reforms – the reform bills are not available yet, but there seems to be agreement on most of them, labor and sales tax being the two exceptions where there are still negotiations occurring.
- Second, use of fee revenue for multimodal uses, especially for the transit funding described above, is contingent on the Governor NOT implementing a low carbon fuel standard, if he does, then all of the new revenue goes to the motor vehicle account, presumably for highway-related projects. It sounds like there will be further negotiating on this topic as well.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- February 25-26 – 1st Quarter Board Meeting & Legislative Conference in Olympia
- March 5-6: WSTA Vanpool Committee Meeting in Redmond
- March 20: WSTA Officers Call
- March 20: WSTA HR Roundtable, Mount Vernon

Update on New Facility Project

Site Work Complete

- Majority of the siding has been installed on Building A
- Roof insulation installation for Building A
- Roofing for Building A
- Installation of interior walls in Building A
- Pour reclaim water recycle walls in Building C
- Rough-in electrical in Building A
- Installation of HVAC ducts in Building A
- Pour slab for Building C
- New fabric structure arrived

Work Planned (February)

- Continue to install windows in Building A
- Continue to drywall Building A
- Continue to paint interior Building A
- Install new fabric structure
- Built-in desk in lobby
- Finishing detail for bathrooms
- Waiting for reclaim system to be delivered
- Hang ceilings

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

- Painting steel beams
- Finishing piping in maintenance bay
- Eco lift install
- Begin canopy work
- Install bollards

Schedule/Budget Status:

- Substantial Completion date April 8, 2015
- 90 day Final Acceptance Period
- On budget

Miscellaneous Items:

- New Vanpool advertisement on the PT Leader website. Promoting vanpool usage, asking the public to Reduce CO2 and save money
- Check out the back of the buses for our "Try Transit" Marketing Ad.
- Jefferson Transit scheduled public meetings to discuss new routing once moved to Four Corners facility. The public meetings will begin Wednesday, February 18th at the Cotton Building. The first meeting will start at 11:00 am. On the same day, JTA will meet at the Jefferson County Library 2:30 pm. Our last meeting will begin at 11:00 am at the Quilcene Community Building, February 20th.

IT Updates:

- Continue to improve Server and network reliability (replaced the sonic firewall anti-spam).
- Moved all servers to a temp rack for easy transport to new facility.
- Continue to replace last remaining XP workstations (5 more to go).
- Once new servers are installed, start the Trapeze v14 upgrade and then the Great Plains v10 upgrade.
- Continue to support the move to new facility (adequate power to server room, AV equipment in conference room).

Work scheduled:

- Attend the weekly construction meetings.
- Server Maintenance and Upgrades.
- Work Station upgrades.

Mobility Coordinator Updates:

Vanpool/Debit Cards

The majority of JTA vanpool riders are federal government employees who receive vouchers to supplement their cost of ridesharing. The DOT transit benefit program provides a non-taxable subsidy designed to encourage federal employees to use mass transit for their home to work commute.

The Navy Office of Financial Management is transitioning from issuing vouchers to issuing debit cards to all employees using transit for their commute. It is expected as of July 1, 2015, vouchers will no longer be available to vanpool riders in Washington State. The Mobility Coordinator (MC) researched products that other transit agencies are using, which will enable JTA to make an informed decision about whether to accept debit cards or not. Finance is investigating the impact of accepting debit cards as forms of payment through different vendors for Vanpool only.

DASH

- MC attended the monthly DASH board meeting. A presentation was given by Celia Fry from Age at Home, LLC regarding services her company can provide to help people prepare for aging at home.
- Board members continue their work on the application for DASH funding from the Washington State Accessible Community Act Project Fund. These funds are to be used to print accessible brochures and maps, and to update their website. Jefferson Transit includes these brochures with DAR applications.
- This month MC prepared DASH's grant proposal to request funding from United Good Neighbors to be used for ongoing DASH projects.

Other Meetings/Conferences

The MC traveled to Redmond to attend the first ever Mobility Peer-to-Peer Networking Group. The one-day conference was hosted by Community Transportation Association North West (CTANW). The agenda included group discussion of the mobility programs from public and private transit providers. A follow up two-day conference is scheduled for the end of March.

In January, the MC participated in a conference call hosted by the American Public Transportation Association (APTA). The call was attended by transit agencies nationwide to comment on a proposed ADA (Americans with Disabilities) circular drafted by Federal Transit Administration (FTA). The FTA released a draft of seven of twelve planned chapters. APTA requested an additional 60-day comment period.

The MC attended Smart Transportation online meeting. The agenda included:

- Updates regarding County Park and Rides.
- A demonstration of **new features** available for Rideshareonline.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

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The MC met with Anna McEnery and Carl Hanson to review Jefferson County's Developmental Disabilities Advisory Board/Staff Action Plan for 2013/2014/2015. We discussed accomplishments and possible changes needed in preparation for the upcoming DD board meeting

The MC attended DD Board meeting. There were presentations by members of the People First Group. They talked about their state convention. There was also a presentation from Chris Morris, the new program director of the Arc of Washington and organization that represent people with disabilities

MC attended Jefferson County Council of the Blind monthly meeting. MC reports on any transit updates and changes, and answers transit questions.



1615 W. Sims Way, Port Townsend, WA 98368

OPERATIONS REPORT – February 17, 2015
Attachment C

February Employment Anniversaries:

Alice Lane 2/5/1996 20 years

January / February Monthly Highlights

In January I spent the majority of or \$2500 WSTIP Safety Grant. We purchased an Automated External Defibrillator (AED) which will probably end up at the Haines Place building. We also purchased video cameras for both supervisor vehicles.

January 6 – 1st Quarter Safety Committee meeting.

January 21 – Initial walk-through of Haines Place building to begin developing ideas for usage.

January 22 – Final meeting of the New Facility Service Review Committee.

As of 3RD week of January operations started driver evaluations. We will finalize those evaluations over the next two weeks and assign any refresher training as needed.

February 11 – Conference call to discuss “Best Practice for Securing Mobility Devices”. This is a committee picked by WSTIP Risk Manager Chris DeVoll. Beyond developing agency policies and procedures WSTIP plans to make a training video for securing three-wheel mobility devices.

February 18 and 20 - Public outreach meetings regarding new service options related to our new facility.



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 3/17/2015

February 2015 Expenses

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

- Accounts Payable Vouchers #93421-93468 in the amount of \$89,815.66
- Accounts Payable Voucher #93469 in the amount of \$72,844.25
- Accounts Payable Voucher #93470 in the amount of \$39.31
- Accounts Payable Vouchers #93471-93504 in the amount of \$57,356.80
- Accounts Payable Voucher #93505 in the amount of \$72,004.34
- Accounts Payable Vouchers #466-469 in the amount of \$584,990.26
- EFT Vouchers #5737-5742 in the amount of \$6,660.75
- EFT Vouchers #5743-5748 in the amount of \$6,303.65
- Capital Check #465 in the amount of \$2,061.25
- Advance Travel Voucher #358 in the amount of \$37.50
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the monthly transfer to account to pay bond payment for 2015 in the amount of \$6,755.96

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

Laura Smedley
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: March 17, 2015

AGENDA ITEM: Resolution 15-03: To amend the 2015 Capital Budget

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

DEPARTMENT: Finance

**EXHIBITS/
ATTACHMENTS:**

Attachment A – Original 2015 Capital Budget
Attachment B – Amended 2015 Capital Budget

BUDGETARY IMPACT (if applicable)

BUDGETED: \$3,261,132

EXPENDITURE REQUIRED: Additional \$845,813 Budget Authority

FUNDING SOURCE: Grant and JTA Funding

REVIEWED BY: Jammi Ruben

MEETING DATE: _____

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

See attached explanation

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to adopt Resolution 15-03: Amending the 2015 Capital Budget

Staff has prepared an amendment to the 2015 Capital Budget. When the 2015 budget was prepared in October 2014, estimates were made regarding the October, November and December 2014 expenses for the New Facility Project. The actual costs were less then projected. The total budget for the project has not changed; rather, the year in which expenses are authorized needs to be changed. See below

Total Project Budget

Construction Cost	\$4,932,491
Design/Const Svc	\$1,098,846
Project Management	\$ 188,820
Land Purchase	\$ 216,504
Permit/Legal/Misc	\$ 89,047
Subtotal	\$6,525,708
Contingency	\$ 345,274
Total	\$6,870,982

2014 Proj Budget

Projected	\$5,311,659
Expended	\$2,594,164

Original 2015 Proj Budget

Amended 2015 Proj Budget

Projected	\$2,484,180	\$3,305,993
------------------	--------------------	--------------------

Pre-2014 Project Expenditures	\$ 970,825
2014 Project Expenditures	\$ 2,594,164
Expected 2015 Expenditures	<u>\$ 3,305,993</u>
	\$ 6,870,982

Additionally, Staff is requesting \$24K for a VoIP Phone System for the existing Depot and the HP Transit Center. The phone system will be moved to new facility once it is complete. The new phone system is required to link the Haines Place Transit Center to the Administration Offices. The telephone system needs to be able to connect both facilities for seamless communication (HP Transit Center will be able to transfer calls to the Administration Offices).

JEFFERSON TRANSIT AUTHORITY

RESOLUTION 15-03:

Amending the 2015 Capital Budget

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to amend its 2015 Capital Budget.

WHEREAS, the State of Washington requires that the Authority annually adopts budgets covering the programs and activities of the Authority; and

WHEREAS, an amended 2015 Capital Budget has been presented to the Authority Board;

NOW, THEREFORE, BE IT RESOLVED by the Authority that the attached budget amendment be adopted for the remainder of 2015.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on March 17, 2015.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

Statement of Capital Outlays, Revenues and Contributions
2015 Capital Budget
Capital Expenditures and Nonoperating Revenues

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total	Proposed Funding Source
CAPITAL EXPENSES					
Capital Assets - Facility					
New Facility - Environmental, Design, Drawings, Construction Mgmt	2012-14	120,000	480,000	600,000	WA03-0810
New Facility - Environmental, Design, Drawings, Construction Mgmt	2012-14	77,054	493,717	570,771	Rural STP
Fuel Island - Wash Reclaim System	2012-14	73,000	292,000	365,000	STP Flex Funding
JTA New Facility - (Loan Funding Gap, Furniture, ETC)	2012-14	948,409		948,409	JTA Building Funding Match
		1,218,463	1,265,717	2,484,180	
Capital Assets - Other Building & Structures					
Haines Place Upgrades (paint, asphalt sealing, restriping)	2014	35,000		35,000	JTA Outlay Only
Kiosks and Signage (PNR banners, Bus Stop Signs, Tent Banners, Festival, Etc.)	2012	2,000	8,000	10,000	STP Flex -planned for GCA 5956 amend -03
Transit Shelters	2012	5,618	22,472	28,091	
Four Corners Park and Ride	2015	60,000	240,000	300,000	Pending outcome of Regional Mobility Grant
		102,618	220,472	373,091	
Capital Assets - Revenue Vehicles					
2 Cut-a-ways for JTOC	2015	69,000	276,000	345,000	Pending outcome of 2015/2017 Consolidate Gran
		69,000	276,000	345,000	
Capital Assets - Service Vehicles					
		0	0	0	
Capital Assets - Service Equipment					
		0	0	0	
Capital Assets - Office Furniture & Equipment					
IT systems / upgrades for MS Office	2012	8,728	34,911	43,639	STP Flex -planned for GCA 5956 amend -03
Trapeze	2012	3,045	12,179	15,223	STP Flex GCA 5856-02(NOW GCB 1614)
		11,772	47,090	58,862	
Capital Assets - Construction in Progress					
N/A		0	0	0	
TOTAL CAPITAL EXPENSES		1,401,854	1,859,279	3,261,132	
BY FUNDING TYPE/YEAR					
Funding available - JTA Capital Reserve (CAPITAL ONLY)	2012-2014	1,272,853.58		1,272,853.58	
	2015	129,000		129,000.00	
Funding available - WSDOT Regional Mobility formula (PROJECT SPECIFIC)	2012		0.00	0.00	
	2013		0.00	0.00	
Funding Available - STP Flex GCB 1614(CAPITAL ONLY)	2012		77,561.98	77,561.98	
Funding Available - STP Flex GCB 1730 (CAPITAL ONLY)	2013		785,716.92	785,716.92	
Funding Available - FTA 5311 (Facility - CAPITAL ONLY)	2012-2014		480,000.00	480,000.00	
Funding Available - FTA 5311 (CAPITAL ONLY)	2015		240,000.00	240,000.00	
Funding Available - FTA 5311 (CAPITAL ONLY)	2015		276,000.00	276,000.00	
		1,401,854	1,859,279	3,261,132	
BY YEAR					
Project Carry Over	2012-2014	1,272,853.58	1,343,278.89	2,616,132.47	
FY 2015 New Projects	2015	129,000.00	516,000.00	645,000.00	
		1,401,854	1,859,279	3,261,132	

Statement of Capital Outlays, Revenues and Contributions
2015 Capital Budget (Amended - Resolution 15-03)
Capital Expenditures and Nonoperating Revenues

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total	Proposed Funding Source
CAPITAL EXPENSES					
Capital Assets - Facility					
New Facility - Environmental, Design, Drawings, Construction Mgmt	2012-14	120,000	480,000	600,000	WA03-0810
New Facility - Environmental, Design, Drawings, Construction Mgmt	2012-14	77,054	493,717	570,771	Rural STP
Fuel Island - Wash Reclaim System	2012-14	68,000	272,000	340,000	STP Flex Funding
JTA New Facility - (Loan Funding Gap, Furniture, ETC)	2012-14	1,795,222		1,795,222	JTA Building Funding Match
		2,060,276	1,245,717	3,305,993	
Capital Assets - Other Building & Structures					
Haines Place Upgrades (paint, asphalt sealing, restriping)	2014	35,000		35,000	JTA Outlay Only
Kiosks and Signage (PNR banners, Bus Stop Signs, Tent Banners, Festival, Etc.)	2012	2,000	8,000	10,000	STP Flex -planned for GCA 5956 amend -03
Transit Shelters	2012	5,618	22,472	28,091	
Four Corners Park and Ride	2015	60,000	240,000	300,000	Pending outcome of Regional Mobility Grant
		102,618	270,472	373,091	
Capital Assets - Revenue Vehicles					
2 Cut-a-ways for JTOC	2015	69,000	276,000	345,000	Pending outcome of 2015/2017 Consolidate Gran
		69,000	276,000	345,000	
Capital Assets - Service Vehicles					
		0	0	0	
Capital Assets - Service Equipment					
VoIP Local Host Phone System	2,015	24,000		24,000	
		24,000	0	24,000	
Capital Assets - Office Furniture & Equipment					
IT systems / upgrades for MS Office	2012	8,728	34,911	43,639	STP Flex -planned for GCA 5956 amend -03
Trapeze	2012	3,045	12,179	15,223	STP Flex GCA 5856-02(NOW GCB 1614)
		11,772	47,090	58,862	
Capital Assets - Construction in Progress					
N/A		0	0	0	
TOTAL CAPITAL EXPENSES		2,267,667	1,839,279	4,106,945	
BY FUNDING TYPE/YEAR					
Funding available - JTA Capital Reserve (CAPITAL ONLY)	2012-2014	2,114,666.58		2,114,666.58	
	2015	153,000		153,000.00	
Funding available - WSDOT Regional Mobility formula (PROJECT SPECIFIC)	2012		0.00	0.00	
	2013		0.00	0.00	
Funding Available - STP Flex GCB 1614(CAPITAL ONLY)	2012		77,561.98	77,561.98	
Funding Available - STP Flex GCB 1730 (CAPITAL ONLY)	2013		765,716.92	765,716.92	
Funding Available - FTA 5311 (Facility - CAPITAL ONLY)	2012-2014		480,000.00	480,000.00	
Funding Available - FTA 5311 (CAPITAL ONLY)	2015		240,000.00	240,000.00	
Funding Available - FTA 5311 (CAPITAL ONLY)	2015		276,000.00	276,000.00	
		2,267,667	1,839,279	4,106,945	
BY YEAR					
Project Carry Over	2012-2014	2,114,666.58	1,323,278.89	3,437,945.47	
FY 2015 New Projects	2015	153,000.00	516,000.00	669,000.00	
		2,267,667	1,839,279	4,106,945	



Authority Board Agenda Summary

MEETING DATE: March 17, 2015

AGENDA ITEM: Resolution 15-04: To rescind Resolution 83-05

SUBMITTED BY: Tammi Rubert **TITLE:** General Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: Tammi Rubert

MEETING DATE: March 17, 2015

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

Various policy provisions were contained in more than one manual. In order to avoid inconsistent policies, all duplicative or similar policies were consolidated into a singular employee manual to include represented and non-represented employees.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to adopt Resolution 15-04: To rescind Resolution 83-05, which approved the original non-represented policy.

JEFFERSON TRANSIT AUTHORITY

RESOLUTION 15-04:

To Rescind Resolution 83-05

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to rescind Resolution 83-05

WHEREAS, the original Resolution 83-05 signed on April 11, 1983, has been amended many times over the years, and is now again outdated; and

WHEREAS, Jefferson Transit Authority (JTA) has been operating under various policies that have been consolidated, revised and restructured into an employee manual applicable to all employees; and

WHEREAS, past practice has established that non-represented employee policies regarding issues of health care, leave, etc. follow closely those established by the labor contract; and

NOW, THEREFORE, BE IT RESOLVED by the Authority that Resolution 83-05 dated April 11, 1983 be rescinded.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on March 17, 2015.

Chair

Vice Chair

Member

Member

Attest:

Member

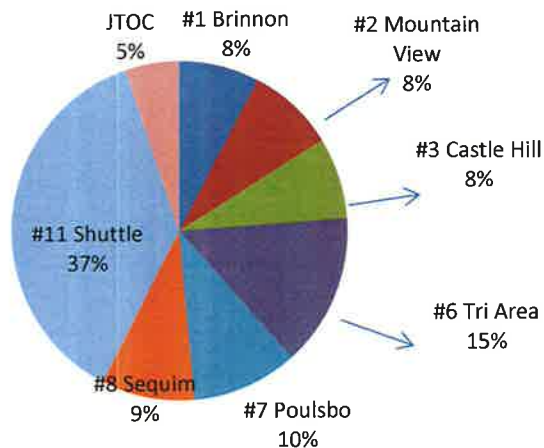
Clerk of the Board

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

February

**February
Total:
(100%)
19,588**



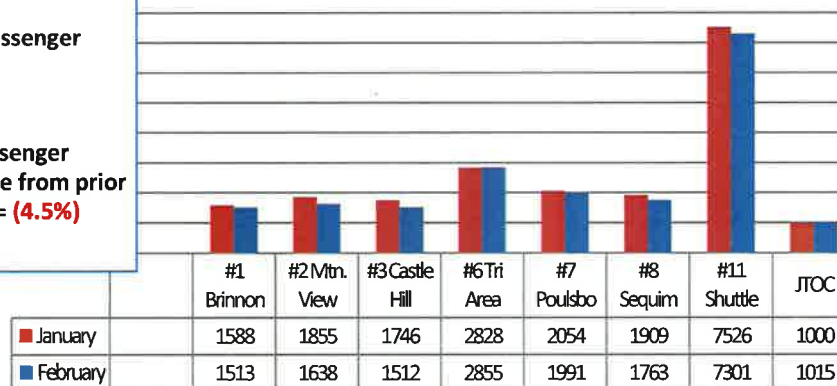
Jan. passenger total :

20,506

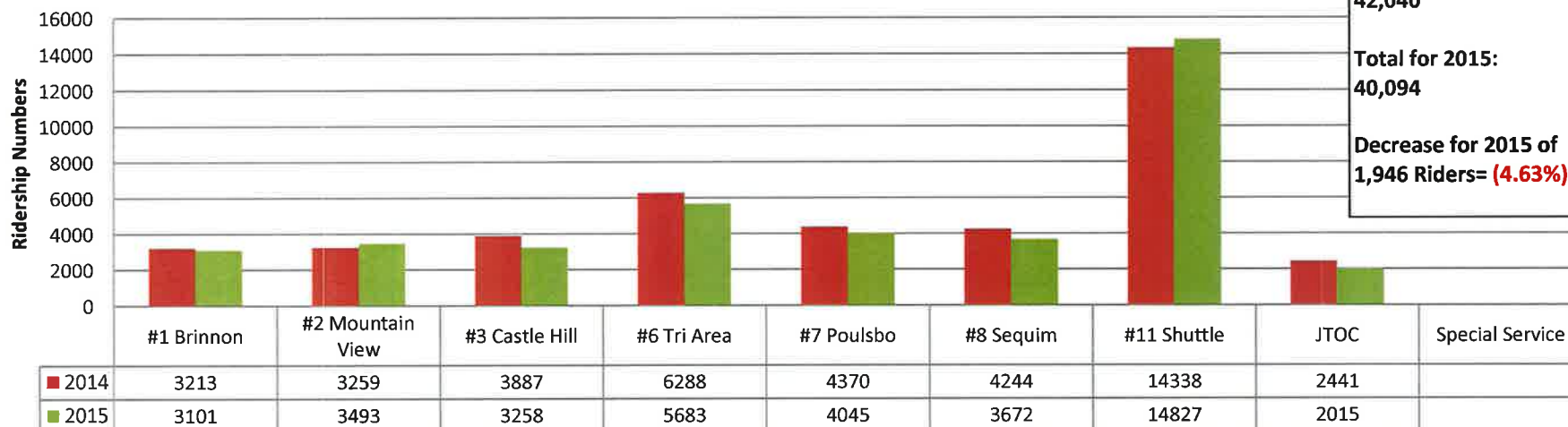
Feb. passenger total:
19,588

918 passenger decrease from prior month = (4.5%)

Month to Month Route Comparison



YTD Ridership by Route and Year as of February



Total for 2014:
42,040

Total for 2015:
40,094

Decrease for 2015 of
1,946 Riders= (4.63%)

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

February, 2015

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
LOCAL									
#2 Mt. View Connector	1638	3	39	280	2072	118	5.85	0.79	13.93
#3 Castle Hill Connector	1512	6	60	280	2548	120	5.40	0.59	12.56
#11 Shuttle	7301	28	185	588	2293	218	12.42	3.18	33.56
LOCAL TOTAL	10451	37	284	1148	6913	456	7.89	1.52	20.02

COMMUTER									
#1 Brinnon	1513	1	83	176	7568	211	8.60	0.20	7.16
#6A Tri Area Loop (5)	1511	2	94	108	2797	90	13.99	0.54	16.86
#6B Tri Area Loop (6)	1344	4	78	88	2279	73	15.27	0.59	18.40
#7 Poulsbo	1991	2	121	176	7374	188	11.31	0.27	10.57
#8 Sequim	1763	2	98	216	7430.4	168	8.16	0.24	10.46
COMMUTER TOTAL	8122	11	474	764	27449	731	11.47	0.37	12.69

2014 SPECIAL EVENTS

	Boardings
Rhody Festival 2014	0
Wooden Boat Festival 2014	0

Runs per event

WEST JEFFERSON	1015	4	5	176	10846	445	5.77	0.09	2.28
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TOTAL MONTHLY	19588	52	763	2088	45208	1631	8.37	0.66	11.66
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20 Weekdays in Month

4 Saturdays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,014	5,927	5.8	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	1036	979	4141	377	1.06	0.25	2.75	95.97%	6
DAR Mobility Aids	236								

*Boardings includes Passenger and Attendant if needed

JEFFERSON TRANSIT AUTHORITY
February 2015

[illegible]