



**JEFFERSON TRANSIT
AUTHORITY BOARD MEETING**
Tuesday, May 20, 2014 1:30 p.m.
Port Townsend Fire Station
701 Harrison Street, Port Townsend, WA
AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. Finance Reports**
 - a. April 2014
- II. Consent Agenda**
 - a. Approval of Minutes, April 22, 2014
 - b. Approval of Expenses, April 2014
- III. Old Business**
 - None
- IV. New Business**
 - None
- V. Reports**
 - a. General Manager's Report
 - b. Operations Report
 - c. Maintenance Report
 - d. Mobility Coordinator's Report
 - e. Project Manager Report
- VI. Ridership Report**

Public Comments

Adjournment

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



1615 W. Sims Way, Port Townsend, WA 98368

May 15, 2014

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: April 2014 Financial Report

Financial Summary –

Sales Tax Analysis Reports –

- Sales tax for February 2014 is 7% LOWER than received for February 2013, but 6.2% HIGHER than budgeted, we expected a decrease due to some unusual sales last year at this time. It is important to note that sales tax is performing better compared to budget.

Revenue Report –

- East side fare revenues show lower than budgeted; this is expected to continue through out 2014 because the budget figure is inflated. However, receipts reported for April continue to show improvement. [A reasonable budget figure for east side fares is \$148000. If that figure is used instead of \$165,000, the budget percentage is 31% improving a little each month]
- Revenue categories are performing well compared to budget.
- I did not budget for advertising revenue in 2014; however, due to long term advertising agreements that the Leader holds with some vendors, we are still receiving advertising income.

Expense Report –

- The Overtime timing issue has resolved, however, due to illnesses in April we are slightly over-budget. The Summer vacation bids are about to begin so I expect we will have to monitor this line item carefully.
- 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.
- Other Paid Absence – This figure will be over budget for the entire year. One of our employees has accepted the position of ATU Executive Officer. His time performing union duties is tracked as other paid absence; and Jefferson Transit is reimbursed from ATU for this expense. However, the expense will show as an expense and the revenue will show as "Other Non-transportation Revenues".
- Contracted IT Services is slightly over budget, we only budgeted some latent services (Mail Archiving, Virus Protection, Off site Backup) for 7-8 months, the over budget status should resolve itself by the end of the year.
- Vehicle Repair and Maintenance Parts – over budget due to bi-annual scheduled repairs that take place in spring, this is a timing issue and will resolve itself by the end of the year.
- Non-Vehicle Repair and Maintenance Parts – over budget to the purchase of "Bus Stop" signs. These signs are replaced on a 5-6 year cycle. This is a planned expense, the over budget condition is a timing issue and will resolve itself by the end of the year (unless an unexpected expense is required).
- Travel & Meetings is slightly over-budget due to the attendance (Seattle) at FTA provided training for Disadvantaged Business Enterprise and the Triennial Review. I expect this line item will resolve itself by the end of the year because we cancelled two out of state trips and two other in-state conference meetings.

Capital Activity –

- Capital activity in April for the Facility: Design and Project Management.
- The 2014 Capital Project Tracking report is included with this report and reflects the 2014 capital budget. As projects are completed/expensed they will be reflected on this report.
- An updated Facility report is also included with this report.



April 2014 Financial Summary

Budget Tracking Figure: 33.32%

1. Operational Expenses:	\$313,093.90
Operational Revenues:	\$21,827.24
Non-Operational Income:	\$335,799.04
Capital Expenses:	\$100,383.54
Capital income:	\$21,359.00

2. Sales Tax Received 4/30/2014 for February 2014:	\$245,824.15
Sales Tax Received 4/30/2013 for February 2013:	\$262,810.78

****Sales tax decreased from prior year 7%****

3. Cash on Hand as of April 30, 2014*:	
Operating:	\$682,728.11
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$132,426.88
Capital Reserve:	\$1,333,245.69
Fuel Fund (Closed-Bal Trnfd to Operating):	\$0.00
EFT Fund:	\$93,732.80
Travel Fund:	\$950.67
Kitsap Bank	\$10.64

Total	\$2,493,094.79**
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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/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%		\$299,768.61	\$266,975.22	\$172,294.86	280,324.00	0.00%	\$0.00	1,286,578.00	
June	0.90%		\$258,797.23	\$239,889.31	\$191,845.36	251,884.00	0.00%	\$0.00	1,538,462.00	
July	0.90%		\$292,014.18	\$255,787.52	\$203,110.70	269,627.00	0.00%	\$0.00	1,808,089.00	
August	0.90%		\$351,405.02	\$291,693.72	\$285,132.17	306,276.00	0.00%	\$0.00	2,114,365.00	
September	0.90%		\$317,410.71	\$285,111.93	\$305,799.23	299,368.00	0.00%	\$0.00	2,413,733.00	
October	0.90%		\$331,339.51	\$313,703.24	\$300,142.06	329,388.00	0.00%	\$0.00	2,743,121.00	
November	0.90%		\$336,708.79	\$314,369.17	\$239,629.36	315,149.00	0.00%	\$0.00	3,058,270.00	
December	0.90%		\$273,339.76	\$265,862.08	\$2,572,837.54	251,610.00	0.00%	\$0.00	3,309,880.00	
Total		1,108,081.93	3,639,307.56	3,226,039.90	4,987,177.44	3,309,880.00	0.00%			
Monthly Average		277,020.48	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%		\$299,768.61	\$266,975.22	\$172,294.86	280,324.00	0.00%	\$0.00	726,945.00	
April	0.90%		\$258,797.23	\$239,889.31	\$191,845.36	251,884.00	0.00%	\$0.00	978,829.00	
May	0.90%		\$292,014.18	\$255,787.52	\$203,110.70	269,627.00	0.00%	\$0.00	1,248,456.00	
June	0.90%		\$351,405.02	\$291,693.72	\$285,132.17	306,279.00	0.00%	\$0.00	1,554,735.00	
July	0.90%		\$317,410.71	\$285,111.93	\$305,799.23	299,368.00	0.00%	\$0.00	1,854,103.00	
August	0.90%		\$331,339.51	\$313,703.24	\$300,142.06	329,388.00	0.00%	\$0.00	2,183,491.00	
September	0.90%		\$336,708.79	\$314,369.17	\$239,629.36	315,149.00	0.00%	\$0.00	2,498,640.00	
October	0.90%		\$273,339.76	\$265,862.08	\$2,572,837.54	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%		\$0.00	\$361,349.36	\$204,854.04	338,020.00	0.00%	\$0.00	3,334,360.00	
Total		501,853.06	3,276,433.80	3,284,165.48	5,149,811.79	3,334,360.00	0.00%			
Monthly Average		250,926.53	297,857.60	273,680.46	429,150.98	277,863.33				

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

	<u>April</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$2,553,497.17	\$2,465,432.33
Operating Cash Provided/(Used) by:		
Operating Activities	(\$414,936.56)	(\$1,447,469.52)
Non-Capital Financing Activities	\$251,779.03	\$1,337,791.66
Investing Activities	\$173.01	\$494.23
Total Operating Cash Provided/(Used)	(\$162,984.52)	(\$109,183.63)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$16,110.82	\$50,374.77
Net Increase/(Decrease) Cash and Equivalent	(\$146,873.70)	(\$58,808.86)
CASH BALANCES - END OF PERIOD	<u>\$2,406,623.47</u>	<u>\$2,406,623.47</u>

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

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$21,827.24	\$75,741.35	\$240,580.00	31.48%
Operating Expenses				
Labor	150,610.45	569,089.07	1,793,675.00	31.73%
Benefits	99,777.14	412,976.16	1,336,375.00	30.90%
Services and User Fees	8,094.34	35,212.13	178,796.00	19.69%
Materials & Supplies	37,563.40	171,094.84	591,620.00	28.92%
Utilities	3,609.20	21,213.38	65,020.00	32.63%
Casualty/Liability Costs	7,741.66	30,966.64	90,348.00	34.27%
Taxes	535.09	1,942.75	8,974.00	21.65%
Miscellaneous Expenses	4,988.75	21,426.86	80,299.00	26.68%
Leases and Rentals	173.87	3,375.42	15,824.00	21.33%
Total Operating Expenses	313,093.90	1,267,297.25	4,160,931.00	30.46%
Operating Income (Loss)	(291,266.66)	(1,191,555.90)	(3,920,351.00)	30.39%
Non-Operating Revenues				
Non-Transportation Revenue	3,678.87	21,198.52	13,011.00	162.93%
Taxes Levied by Transit	266,184.15	1,034,061.06	3,334,359.00	31.01%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	28,151.02	111,347.02	250,688.00	44.42%
Federal Grants & Contributions	36,535.00	146,140.00	637,500.00	22.92%
Total Non-Operating Revenues	335,799.04	1,328,443.18	4,295,842.00	30.92%
Net Income (Loss) Before Transfers In/(Out)	44,532.38	136,887.28	375,491.00	36.46%
Net Income/(Loss)	44,532.38	136,887.28	375,491.00	36.46%

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

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$13,449.22	\$45,903.88	\$165,000.00	27.82%
Fixed Route Fares - West - JTOC	1,264.99	2,697.70	3,600.00	74.94%
Dial-a-Ride Fares (DAR)	1,348.80	4,186.84	12,000.00	34.89%
Vanpools	4,778.61	18,962.61	57,000.00	33.27%
Extended Service			2,200.00	0.00%
 Auxiliary Transportation Revenues				
Advertising Services	920.62	3,730.32		0.00%
Other Services Revenue	65.00	260.00	780.00	33.33%
Total Operating Revenues	21,827.24	75,741.35	240,580.00	31.48%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	173.01	494.23	1,704.00	29.00%
Gain (Loss) on Disposition of Capital Items	1,720.00	13,781.00		0.00%
Other Nontransportation Revenues	1,785.86	6,923.29	11,307.00	61.23%
Taxes Levied Directly by Transit System - Sales & Use Tax	266,184.15	1,034,061.06	3,334,359.00	31.01%
Special Sales Tax Receipts - Miscellaneous		10,696.58	42,784.00	25.00%
 Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
 State Grants and Contributions				
Rural Mobility Competitive	27,732.00	110,928.00	247,188.00	44.88%
RTAP	419.02	419.02	3,500.00	11.97%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	36,535.00	146,140.00	637,500.00	22.92%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5309, Facility Assistance (Federal)	21,359.00	233,210.00		0.00%
Total Nonoperating Revenues	357,158.04	1,561,653.18	4,295,842.00	36.35%
TOTAL REVENUES	378,985.28	1,637,394.53	4,536,422.00	36.09%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2014**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$48,969.59	\$193,365.32	\$609,291.00	31.74%
Operators Overtime - Fixed Route	6,569.18	16,741.83	48,196.00	34.74%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,577.35	44,912.72	161,449.00	27.82%
Operators Overtime - Dial-a-Ride (DAR)	506.88	1,793.56	7,318.00	24.51%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,099.30	158,727.71	487,623.00	32.55%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,353.25	10,008.63	28,457.00	35.17%
Administration Salaries	37,534.90	143,539.30	451,341.00	31.80%
Benefits				
FICA	12,300.45	47,718.61	168,244.00	28.36%
Pension Plans (PERS)	14,411.76	64,213.61	191,945.00	33.45%
Medical Plans	34,256.47	137,555.12	475,703.00	28.92%
Dental Plans	3,021.09	12,118.96	42,974.00	28.20%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,386.13	20,233.96	65,454.00	30.91%
Holiday	609.37	38,639.23	75,340.00	51.29%
General Leave	27,699.30	77,696.72	231,502.00	33.56%
Other Paid Absence (Court Duty & Bereavement)	929.82	4,240.77	6,286.00	67.46%
Uniforms, Work Clothing & Tools Allowance	825.25	4,489.73	11,599.00	38.71%
Other Benefits (HRA, EAP & Wellness)	337.50	6,069.45	58,260.00	10.42%
Service and User Fees				
Vanpool Services and Fees			4,500.00	0.00%
Advertising Fees	724.25	2,519.15	18,250.00	13.80%
Professional & Technical Services	3,774.69	11,979.10	80,846.00	14.82%
Contract Maintenance Services (IT Services)	724.85	2,279.55	4,850.00	47.00%
Security Services			1,500.00	0.00%
Vehicle Technical Services	236.31	9,508.68	26,750.00	35.55%
Property Maintenance Services	507.26	1,303.95	10,000.00	13.04%
Software Maintenance Fees	1,491.11	5,033.60	21,200.00	23.74%
Postage & Mail Meter Fees	287.79	1,114.78	3,600.00	30.97%
Drug & Alcohol Services	227.08	918.32	4,800.00	19.13%
Other Services & User Fees	121.00	555.00	2,500.00	22.20%
Materials and Supplies Consumed				
Fuel	28,373.26	117,449.20	407,000.00	28.86%
Tires	(1,014.77)	2,972.95	28,500.00	10.43%
Lubrication	2,397.33	3,908.22	10,550.00	37.04%
Tools	351.32	1,264.32	9,000.00	14.05%
Vehicle Maintenance & Repair Parts	4,973.03	27,561.69	61,500.00	44.82%
Non-Vehicle Maintenance & Repair Parts	178.32	4,203.84	8,000.00	52.55%
Vehicle Accessories		254.89	1,350.00	18.88%
Park & Ride Materials		263.83	2,000.00	13.19%
Shop Supplies (Maintenance & Cleaning)	1,278.75	5,665.83	14,000.00	40.47%
Safety & Emergency Supplies	34.06	74.61	5,550.00	1.34%
Office Supplies	428.45	2,884.67	12,570.00	22.95%
Computer Programs & Supplies	17.37	76.27	2,750.00	2.77%
Printing (Photocopier, Schedules & Brochures)	546.28	4,514.52	26,850.00	16.81%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,231.91	4,884.21	14,850.00	32.89%
Utilities (Electrical & Propane)		6,976.23	20,475.00	34.07%
Telephone & Internet	2,377.29	9,352.94	29,695.00	31.50%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,741.66	30,966.64	90,348.00	34.27%
Taxes				
State Taxes	420.59	1,484.75	5,224.00	28.42%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	114.50	458.00	3,000.00	15.27%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2014**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,253.23	\$4,559.92	\$15,591.00	29.25%
Travel & Meetings	1,876.97	9,887.39	27,108.00	36.47%
Safety Program (Rodeo & Safety Rewards)			6,500.00	0.00%
Training (Classes, Seminars & Materials)	1,858.55	6,586.65	27,450.00	24.00%
EE CDL and EE Physical Expense		375.00	3,350.00	11.19%
Other Miscellaneous		17.90	300.00	5.97%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations			1,000.00	0.00%
Service Vehicles & Equipment	173.87	440.92	2,500.00	17.64%
Other General Administration Facilities		2,934.50	12,324.00	23.81%
TOTAL OPERATING EXPENSES	<u>313,093.90</u>	<u>1,267,297.25</u>	<u>4,160,931.00</u>	<u>30.46%</u>

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

Current Account Status	Balance per Bank @ 4/30/14	\$ 1,465,672.57	\$ -
	Balance per GL @ 3/31/14	\$ 1,544,609.52	
	Transfers - In	\$ 21,359.00	
	Reimbursement Facility Project	\$ -	
	Investment Interest	\$ 87.59	
	Transfers - Out (Purchases)	\$ (100,383.54)	
		\$ -	
	Balance per GL @ 4/30/14	\$ 1,465,672.57	

2014 Capital Projects

Facility		Grant Funding	JTA Funding	JTA Appropriation
	2014 Beginning Balance	\$ 2,684,815.00	\$ 671,204.00	\$ (671,204.00)
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00	\$ (77,053.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	Sales Tax Equalization Funding	\$ 237,874.00	\$ -	\$ -
	JTA Outlay	\$ -	\$ 782,000.00	\$ (782,000.00)
Payments	City of PT, JeffDCD, TCF	\$ (90,804.00)	\$ (25,192.00)	\$ 25,192.00
	Bid Adverts, Permits, TCF	\$ (75,031.00)	\$ (18,758.00)	\$ 18,758.00
	Bid Adverts, Permits	\$ (3,925.00)	\$ (981.00)	\$ 981.00
	TCF, City of PT, Printing	\$ (68,829.95)	\$ (31,553.59)	\$ 31,553.59
	Ending Balance			\$ (1,526,772.41)
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
	Balance			\$ (14,638.19)

JTA Capital Reserve Account Balance **\$ 1,465,672.57**
JTA Appropriated Project Funds Sub-Total **\$ (1,568,228.60)**

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE **\$ (102,556.03)**

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

Total Project Cost	\$ 4,083,068.00	Equals Total project award plus total match	
FTA FUNDS AWARDED TO JTA		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	\$ 3,286,454.00	Total Match	\$ 816,614.00
Disbursements to date	\$ 916,763.00	Disbursements to date	\$ 278,045.90
Remaining Balance	\$ 2,349,691.00	Remaining Balance	\$ 538,568.10
Team/Disbursements	\$ 916,763.00	JTA Match	\$ 278,045.90
Difference	\$ -	Difference	\$ -

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

Remaining Available

FTA TEAM/ECHO reconciliation

Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,531.00	\$ 26,025.00	\$ 6,506.27	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,292.00	\$ 59,434.00	\$ 14,858.00	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,593.00	\$ 38,074.00	\$ 9,519.00	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
7/13/2005	\$ 34,546.00	\$ 27,636.00	\$ 6,909.00	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,888.00	\$ 33,510.00	\$ 8,378.00	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	\$ 7,507.50	\$ 6,006.00	\$ 1,501.50	Inv # HMW 1/3,2/1,3/2,3/3/2006; 3626
1/24/2007	\$ 268,064.63	\$ 214,452.00	\$ 53,612.93	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	\$ 140.00	\$ 112.00	\$ 28.00	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	\$ 15,825.00	\$ 12,660.00	\$ 3,165.00	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,799.00	\$ 298.00	\$ 1,501.00	Inv# 11308; 17123-1; 3270127
4/30/2013	\$ 14,419.00	\$ 4,360.00	\$ 10,059.00	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.55	\$ 21,226.00	\$ 5,306.55	Inv# 20130419
8/5/2013	\$ 59,813.00	\$ 47,850.00	\$ 11,963.00	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	\$ 7,766.03	Inv# 20130912; 101311
11/25/2013	\$ 60,655.54	\$ 48,524.00	\$ 12,131.00	Inv# 20131014
1/8/2014	\$ 54,280.46	\$ 38,662.00	\$ 15,618.00	Inv# 20131116; 121313; SEPTICPERMIT 14; 11403
1/31/2014	\$ 114,716.00	\$ 90,788.00	\$ 23,928.00	Inv# 111325; 14-004, 14-005, 14-006; 20131212
2/26/2014	\$ 92,386.00	\$ 70,635.00	\$ 21,751.00	Inv# 021414 B, Permit 2-11-2014 B, 14-025 B, 201401138, 48430 B, 14-018, SEPTICPERMIT 14
3/26/2014	\$ 63,285.00	\$ 50,628.00	\$ 12,657.00	Inv# 126141, 14-034, 3285023, 174958, 20148ldg14-00005, 20148ldg14-00006, 20148ldg14-00032, 1041028, 20140211
4/21/2014	\$ 41,044.83	\$ 21,359.00	\$ 19,686.00	Inv# 48860, 31419, 1041404, 20140312, 0414118
Total	\$ 1,194,809.16	\$ 916,763.00	\$ 278,045.90	
Check Figure	\$ (0.26)			

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Jefferson Transit Authority Board

Meeting Minutes

Tuesday, April 15, 2014, 1:30 p.m.

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 1:33 p.m. Other members present were Catharine Robinson, John Austin, Phil Johnson, Robert Gray and Lloyd Eisenman.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Ben Arnold, John Koschnick, Samantha Trone, Kara Rogers and Laura Smedley

OTHERS PRESENT

Darrell Conder, Steve Oakford, Burt Langsea, Margaret Lee, Lud Becker and Debbie Jahnke

PUBLIC COMMENT

Langsea complimented Conder's book.

Oakford requested that drivers always kneel buses when stopping for passengers.

NEW AGENDA ITEMS - None

FINANCE REPORT – Crouch

Crouch presented the March 2014 Financials.

Financial Summary

- The final Operating to Capital Reserve transfer for 2013 was \$892,466. This is reflected on the March 2014 Financial Summary.

Sales Tax Analysis Report

- Sales tax for January 2014 came in 13% lower than received for January 2013. This was not unexpected given sales last year, but it is 19% higher than budgeted.

Revenue Report

- East side fare revenues are lower than budgeted due to the accounts receivable reporting error. If the figure is adjusted for this, the budget percentage would be 21%. That is showing improvement in fare box revenue collection.

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- There is no budget for receiving advertising revenue, however, due to long term advertising agreements with the Leader, we are still receiving advertising income.

Expense Report

- The Overtime timing issue has resolved itself, however, due to illness this month there has been a significant amount of overtime in April.

Expense Report

- Contracted IT Service is slightly over budget. This is a timing issue and should resolve before the end of the year. JTA budgeted to have certain latent services such as mail archiving, virus protection and off-site backup. By mid-July to August these services will be completely in-house. This is a timing issue and should resolve itself.
- Vehicle maintenance and repair is over budget due to spring bi-annual repairs. This is a timing issue and will resolve itself by the end of the year.
- Non-vehicle repair and maintenance is over budget due to the purchase of bus stop signs. These are replaced on a five (5) to six (6) year cycle. This was a planned purchase and the over budget condition is a timing issue and will resolve itself by the end of the year.

Capital Activity

- Capital activity this month is for advertising for material testing, permitting and design, bid document preparation and project management.

Robinson asked what range of fare box percentage for JTA is common. After reading about some of the issues in Seattle and the ballot initiative for their transit system, their fare box percentage seemed much higher than JTA's. Crouch replied the percentage has been between 5% and 6% for the last few years. Robinson remarked that Seattle Metro is reporting 34% to 39% for their fare box figures, but their buses run continuously.

Gray asked about the \$892,466 which was transferred to the Capital Reserve. Crouch explained this transfer was made because of last year's sale tax receipts being higher than usual.

CONSENT AGENDA

Robinson questioned a statement made on page 2 in the minutes. Under Revenue Report it says "East side fare revenues are lower than budgeted but higher than expected", and asked if this stated was correctly? Crouch said it is a correct statement but it would be better to say "but higher than last month". The language in the minutes will be changed.

- a. Approval of Minutes, March 18, 2014
- b. Approval of Expenses, March 2014

A motion was made by Robinson to approve the consent agenda with changes and seconded by Austin. The motion passed unanimously.

OLD BUSINESS

None

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NEW BUSINESS

a. Resolution 14-07: Intent to Dispose of Surplus Personal Property

Rubert explained that Resolution 14-07 is the intent to dispose of surplus property. This is in regards to a 1994 Dodge Ram van.

Austin asked if there is blue book value on this vehicle. Arnold answered that because of this type of van, no blue book information could be found. Arnold has requested information from other transit agencies.

Johnson asked if it could be legally gifted or donated. Crouch said a Grant program could be set up in which JTA grants someone the use of the van as long as they can show they provide transportation to needy members or sectors of the public.

A motion was made by Austin to approve Resolution 14-07 and seconded by Robinson. The motion passed unanimously.

b. Resolution 14-08: To enter into an Interlocal Agreement for the Summer Youth Pass Program

Rubert explained that Resolution 14-08 is an ongoing Interlocal Agreement with Clallam Transit, Grays Harbor Transit and Mason Transit for the Summer Youth Pass program. This is a three year program offering youth the opportunity to purchase Summer Youth Passes for \$20. Passes can be used on the entire Olympic Peninsula. Rubert requested that the Board authorize the General Manager to sign this agreement.

A motion was made by Johnson to approve Resolution 14-08 and seconded by Robinson. The motion passed unanimously.

STAFF REPORTS

A. General Manager's Report – Rubert

Legislative Updates

The 2013-2015 Supplemental Transportation Budget has been signed by Governor Inslee. Some of the highlights of the Transportation Budget that relate to public transportation are a provision requiring the Department of Licensing to establish a work group of stakeholders to review annual license fees in lieu of a fuel tax. Total funding for WSDOT Public Transportation Division is \$111,630,000. Most of the funding for the program will remain the same. \$300,000 in state funding is for WSDOT staffing for Regional and Rural Mobility programs.

A letter of resignation was received from Cathy Silins. She will be retiring at the end of April. Rubert will let the Board know if there will be a function held for her. After 30 years with WSDOT she will be working as a guardian ad litem for the courts.

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The budget is a “no new taxes” budget that continues construction of the projects that were promised in the 2003 and 2005 transportation packages. It also protects 47,000-plus jobs that are tied to those projects over the biennium.

Update on New Facility Project

• **Work Completed To Date: (March)**

- Continuing to coordinate Jefferson County permits
- Prepared and submitted Department of Energy Stormwater Construction Permit
- Construction bids were opened
 - Prior to awarding the construction contract, Rogers will call references and verify the lowest bidder's documents to guarantee they meet the mandatory and supplemental bidder criteria.
- Solicited material testing companies through a Request for Proposal process and will be reviewing the RFP's on Thursday, April 17th.
- Rubert has started researching and organizing a ground breaking ceremony. Some work will have to be done for safety before the ceremony can be held.

• **Work Planned:**

- The Phase I contract has been completed and all other services from April 1, 2014 will be billed under the Construction Management Contract. The total Phase I contract was under budget by \$5,645.28.

Miscellaneous Items

- JTA opened bids for the construction of our new transit administration and maintenance facility on March 20th. The apparent low bidder was Pease Construction with a bid of \$4,625,000.
- Community Transit asked for help to mitigate services after the Oso landslide tragedy. They asked transit agencies across the state for help with available vehicles. JTA offered two (2) 15 passenger vans and two (2) cutaways. Every transit agency across the state stepped up and offered vehicles.
- JTA will be having a Summer Art Contest. This year we are using this project to promote our Summer Youth Pass. The theme is “The Bus Can Take You There”. Students will create artwork highlighting locations in Jefferson County where riders can take the bus. The contest is open to K-12 students in Jefferson County. The top two winners will have their artwork featured on JTA buses.
- On April 9th JTA ran an ad in the Port Townsend Leader for recruitment of a driver and to build a “Next to Hire” list.
- Rubert met with the City of Port Townsend marketing director Christine Pivarnick to discuss solutions for summer ridership and to talk about the plans for Fort Worden service.
- Sue Jones will again be manning the booth at this year's Farmers Market.

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- Gray had asked at the last board meeting about the distance at the new facility from the shelter to the front door. The distance is approximately 300 feet from the bus loop to the front door.
- Rubert and the General Managers from Clallam, Mason and Intercity Transits attended a SMTA (Small to Medium Transit Agencies) meeting on April 14th. They discussed economic development and what it means to the economic development of communities. -SMTA as a group decided to begin meeting with and educating the public, the Chambers and other organizations on how transit plays a huge part in community economic development.

Gray asked if the contract had been awarded, and if there is a time frame on this. Rubert answered that JTA has 45 days to award the contract.

Gray also asked what the procedure is for route changes. Rubert discussed the Service Change policy.

B. Operations Report – Koschnick

- Koschnick added to the service change discussion.
- Koschnick recently began working with a Port Townsend High School senior who is completing his senior project. Koschnick is asking him to ride JTA's in-town buses and survey passengers on those routes. There is also a committee working on this. In July there will be some minor changes to the schedule. JTA has posted Rider Alerts requesting ideas for these minor route changes.
- April Employment Anniversary:
 - Perry Underdahl – Operator 23 years
- On March 26th Thompson and Koschnick met with JTA's uniform vendor to extend the contract for Operator and Supervisor uniforms.
- Koschnick attended HAZMAT Communication training called "Global Harmonized Systems". This is a United Nations mandated change to HAZMAT communications. All agencies with employees who have contact with chemicals are required to be trained by June 1st of 2014.
- Koschnick met with Christina Pivarnik for an impromptu meeting to discuss preliminary ideas in relationship to Fort Worden, its new stature and quicker routing ideas for riders to get from Fort Worden to downtown Port Townsend and back.
- Koschnick met with Port Ludlow Fire Chief Martin on April 2nd to discuss the Oak Bay and Olympus stop. Chief Martin was not comfortable with the location and suggested adding a gravel area beyond the station. Because the decision would be up to Martin's the Board, Koschnick made a presentation to the Board the following week. They had valid concerns and questions and JTA is still waiting for their final decision.
- Koschnick met with Chief Daily to discuss the stop at Lawrence and Tyler, Daily requested JTA start a formal process for the stop.

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C. Maintenance Report –Arnold

- Shelter Report - JTA received six (6) used shelters from Intercity Transit and
 - One placed at 10th and Sheridan and
 - One placed at 7th and Sheridan. The shelter that was replaced at 7th and Sheridan was moved to the Park & Ride for a rain shelter.
 - Two (2) of the shelters will be placed at Martin Road.
 - Two (2) shelters have been requested in front of Chimacum High School.

This uses all of the shelters from Intercity Transit. Intercity Transit will be doing another shelter replacement project and we are hoping to receive more used shelters at that time. JTA is also on the list with Clallam Transit to receive used shelters from them after improvements are made on the Highway 101 Project. Please let Arnold know your ideas and requests for shelter placement. There have recently been requests for shelters at Union Bank, the Habitat for Humanity in Quilcene across from the Community Center, the Discovery Bay Store, the Four Corners Store across from JTA's new facility, and at Sheridan and Hastings.
- Arnold would like to thank the Board for allowing him to attend the Ron Turley & Associates (RTA) Conference. He learned a lot about how to manage changes that will be made in the near future to their software. There will be better vehicle tracking, better reporting for ourselves and the DOT and a big module for tracking parts.

Gray asked where the suggestions for placement of new shelters should be directed. Rubert said anyone at JTA can take the requests and they will be directed to Arnold.

Koschnick would like to have Eisenman give a short presentation about the cooperation between JTA and the city police department and city public works on current projects.

- Eisenman began by stating that JTA is working with the City of Port Townsend on the Lawrence and Taylor stop issue. Having the stop located at Tyler is a dangerous location to unload people. The intersection is heavily travelled by pedestrians, bikes and cars. He has looked at other major stops in the area that are heavily traveled and made suggestions for modifications. JTA is meeting with the City April 16th at 1:00 pm to discuss these possible modifications.
- Last year JTA did a safety class with the kindergarten and preschool at the Chimacum Primary School and the YMCA. We took 1967 to use as a classroom and discussed safety on buses. We will be repeating the classes again this year by visiting Grant Street Elementary School and Chimacum Primary School.

D. Project Manager Report – Crouch and Trone

- Crouch gave a Power Point presentation explaining the financing for the new facility.
- Trone gave a Power Point presentation explaining the construction schedule of the new facility.

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Johnson asked how thick the concrete will be for the buses. Sam said it will be 6 ½ inches thick.

Lee asked how many square feet of concrete there will be and the total cost of the concrete. Trone did not have that information with her and explained that these costs were included in a lump sum bid.

Conder asked if the plan still included a bus loop. Trone answered that it does.

Gray asked what JTA's reserves are and if there would be any way to cut back on this project if needed. Crouch answered that the cost she presented included a 7% contingency which is 2% higher than recommended.

Lee asked if it would be possible to get a print out of what was shown today. Robinson asked if the presentation could be placed on the website and Smedley stated she will add this to the website today. These presentations can be found on the JTA website at www.jeffersontransit.com located under the "Public Info" drop down menu in the "New Facility Project" file. See the "Project Update with Project Manager Information" link.

Sullivan believes JTA is on a good track. The original project has been cut back to only what is necessary because of funding cutbacks. JTA will be looking for money in the future to add the things that had been left out of this project. This is the base model.

E. Ridership Report – Koschnick

Koschnick began by correcting a figure on the Ridership Dashboard.

- The passenger total for March was 21,988. Ridership was up on every route from February other than the service on the West end which was down slightly.
- In comparison to last year, ridership is down on every route for the first three months of the year other than the #6 Tri-Area route.
- Ridership is down 4% for the year, but is up 7.2% over February.
- Boardings per hour for Dial-A-Ride are at 2.77 with 10 new applicants in March.
- Dial-A-Ride mobility aides are at 273 for the month as compared to 8 for the fixed route.

PUBLIC COMMENT

Sullivan announced that the Human Services Transportation Plan meeting which provides services to the region's elderly, disabled and low income residents, will be held at the Port Facility located at 2701 Jefferson Street, Port Townsend, WA on April 16, 2014, from 2:30 pm to 4:00 pm. This is an open public meeting.

Oakford commented on JTA's surcharge collection process.

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Conder wanted to clarify the figures for the funds available to construct the new facility.

Badami asked about determining whether to relocate the stop on Lawrence and Taylor.

Koschnick repeated what was discussed earlier in the meeting.

EXECUTIVE SESSION per RCW 42.30.110 for discussion regarding Real Estate with no action being taken.

Executive Session began at 2:57 pm

Executive Session ended at 3:17 pm

ADJOURNMENT

The meeting was adjourned at 3:17 pm. The next regular meeting will be held at 1:30 p.m., May 20, 2014.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 5/14/2014

April 2014 Expenses

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

- Accounts Payable Voucher #92503-92545 in the amount of \$105,009.80
- Voided Accounts Payable Vouchers #92546-92547 in the amount of \$4,870.58
- Accounts Payable Vouchers #92548 in the amount of \$75,088.66
- Accounts Payable Voucher #92549-92587 in the amount of \$50,760.92
- Accounts Payable Voucher #92588-92608 in the amount of \$10,639.26
- Accounts Payable Voucher #92609 in the amount of \$69,522.65
- Accounts Payable Voucher #92610-92637 in the amount of \$96,812.30
- Voided Accounts Payable Voucher #92517 in the amount of \$18.00
- EFT Voucher #160 in the amount of \$27,482.58
- EFT Voucher #5587-5593 in the amount of \$9,302.22
- EFT Vouchers #5594-5600 in the amount of \$8,080.32
- Advance Travel Voucher #335 in the amount of \$244.42
- Advance Travel Voucher #336 in the amount of \$286.92
- Capital Checks #412-413 in the amount of \$12,811.51
- Capital Checks #414 in the amount of \$87.30
- Capital Checks #415 & 417 in the amount of \$28,146.02
- Capital Checks #418 in the amount of \$375.00
- Voided Capital Check #416

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

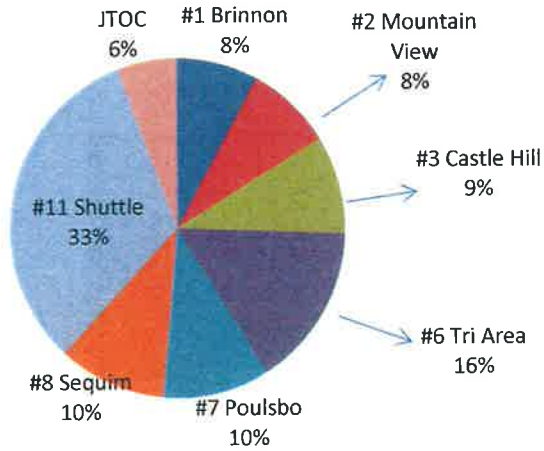
Clerk of the Authority

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

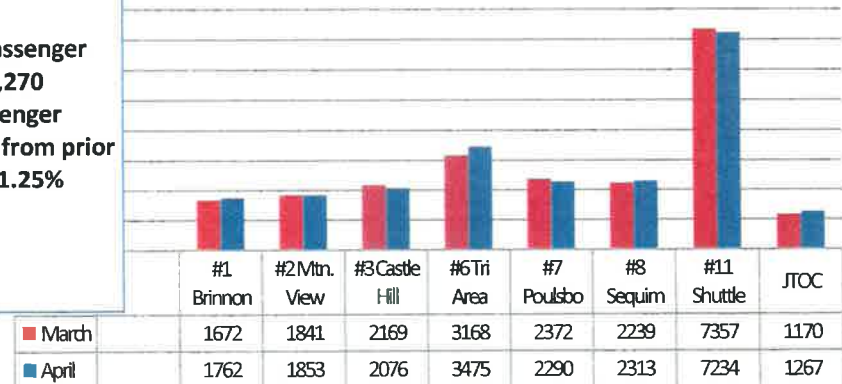
JTA Monthly Percentage of Ridership- April, 2014

**April
Total:
(100%)
22,270**

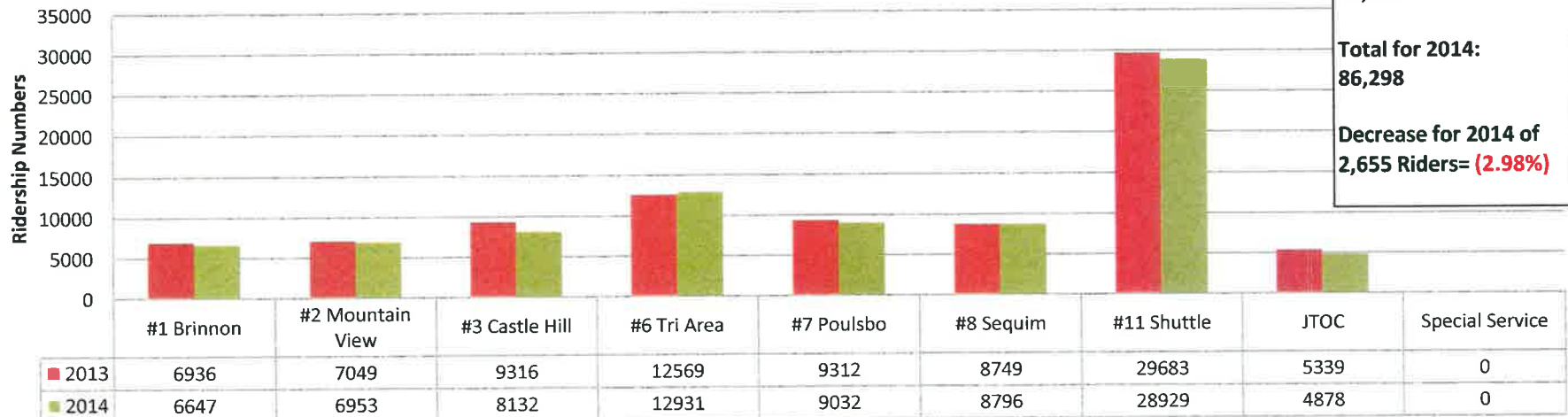


**Mar. passenger
total :
21,988
April. passenger
total: 22,270
282 passenger
increase from prior
month= 1.25%**

Month to Month Route Comparison



YTD Ridership by Route and Year as of March



JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

April, 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	1853	4	52	304	2250	128	6.10	0.82	14.51
#3 Castle Hill Connector	2076	4	69	304	2766	131	6.83	0.75	15.88
#11 Shuttle	7234	27	198	638	2488	236	11.34	2.91	30.64
LOCAL TOTAL	11163	35	319	1246	7504	494	8.09	1.49	20.35

COMMUTER									
#1 Brinnon	1762	3	77	192	8256	230	9.18	0.21	7.65
#6A Tri Area Loop (5)	1974	2	123	118	3056	98	16.73	0.65	20.16
#6B Tri Area Loop (6)	1501	0	84	96	2486	80	15.64	0.60	18.84
#7 Poulsbo	2290	1	95	192	8045	205	11.93	0.28	11.15
#8 Sequim	2313	0	150	236	8118.4	184	9.80	0.28	12.57
COMMUTER TOTAL	9840	6	529	834	29962	798	12.65	0.41	14.07

2014 SPECIAL EVENTS

Boardings

Runs per event

Rhody Festival 2013

Wooden Boat Festival 2013

WEST JEFFERSON	1267	3	9	192	12536	412	6.60	0.10	3.08
TOTAL MONTHLY	22270	44	857	2272	50002	1704	9.11	0.67	12.50

22 Weekdays in Month

4 Saturdays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,362	9,133	6.7	5

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	1255	1188	5414	474	1.06	0.23	2.65	95.70%	12
DAR Mobility Aids	289								

*Boardings includes Passenger and Attendant if needed