



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, June 19, 2012 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** Attachments
 - a. May 2012
- II. Consent Agenda** Attachments
 - a. Approval of Minutes, May 15, 2012
 - b. Approval of Expenses, May 2012

Public Hearing: Adoption of Amended 2012 Capital Budget

- III. Old Business**
 - a. **Resolution 12-9:** Adopt Amended 2012 Capital Budget Attachment
- IV. New Business**
- V. Reports**
 - a. Managers Report
- VI. Operating Report-Ridership** Attachments
- VII. Miscellaneous**

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 1-800-833-6388 (TDD /TTY).



May 2012 Financial Summary

Budget Tracking Figure: 41.65%

1. Operational Expenses:	\$303,856.31
Operational Revenues:	\$18,943.83
Non-Operational Income:	\$303,587.17
Capital Expenses:	\$0.00
Capital income:	\$0.00
2. Sales Tax Received 5/31/2012 for March 2012:	\$266,972.22
Sales Tax Received 5/31/2011 for March 2011:	\$191,817.93
Sales tax increased from prior year 39.0%	
3. Cash on Hand as of May 31, 2012*:	
Operating**:	\$777,622.23
Capital Account:	\$584.00
Capital Treasury Pool:	\$307,070.85
Fuel Fund:	\$49,672.00
EFT Fund:	\$97,486.96
Travel Fund:	\$334.24
Kitsap Bank	\$10.64
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Total	\$1,232,780.92

*"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 in December 2012 as budgeted.

Jefferson Transit
Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year 2012

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Monthly Act to Bud Variance	2012 Cumulative Cash Actual Sales Tax Received	2012 Cumulative Cash Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%	\$234,370.59	\$158,497.64	144,356.76	216,000.00	8.50%	\$234,370.59	216,000.00	7.84%
February	0.90%	\$331,924.43	\$221,922.91	237,202.39	355,500.00	(6.63%)	\$566,295.02	571,500.00	-0.92%
March	0.90%	\$204,854.04	\$152,221.21	140,635.54	228,172.55	(10.22%)	\$771,149.06	799,672.55	-3.70%
April	0.90%	\$220,498.65	\$150,424.11	146,047.89	225,636.17	(2.28%)	\$991,647.71	1,025,308.72	-3.39%
May	0.90%	\$266,975.22	\$191,817.93	193,190.62	287,726.90	(7.21%)	\$1,258,622.93	1,313,035.62	-4.32%
June	0.90%		\$172,294.86	154,076.61	258,374.91	0.00%	\$0.00	1,571,410.53	
July	0.90%		\$191,845.36	157,223.48	287,765.04	0.00%	\$0.00	1,859,175.57	
August	0.90%		\$203,110.70	202,548.76	304,666.05	0.00%	\$0.00	2,163,841.62	
September	0.90%		\$285,132.17	190,292.86	285,132.17	0.00%	\$0.00	2,448,973.79	
October	0.90%		\$305,799.23	178,731.22	305,799.23	0.00%	\$0.00	2,754,773.02	
November	0.90%		\$300,142.06	221,741.13	339,000.00	0.00%	\$0.00	3,093,773.02	
December	0.90%		\$239,629.36	166,953.12	256,500.00	0.00%	\$0.00	3,350,273.02	
Total		1,258,622.93	2,572,837.54	2,133,000.38	3,350,273.02	0.00%			
Monthly Average		251,724.59	214,403.13	177,750.03	279,189.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Actual to Budgeted Variance	2012 Cumulative Accrual Actual Sales Tax Received	2012 Cumulative Accrual Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%	\$204,854.04	152,221.21	140,635.54	228,173.00	(10.22%)	\$204,854.04	228,173.00	-11.38%
February	0.90%	\$220,498.65	150,424.11	146,047.89	225,636.00	(2.28%)	\$425,352.69	453,809.00	-6.69%
March	0.90%	\$266,975.22	191,817.93	193,190.62	287,727.00	(7.21%)	\$692,327.91	741,536.00	-7.11%
April	0.90%		172,294.86	154,076.61	258,375.00	0.00%	\$0.00	999,911.00	
May	0.90%		157,223.48	157,223.48	287,768.00	0.00%	\$0.00	1,287,679.00	
June	0.90%		202,548.76	202,548.76	304,666.00	0.00%	\$0.00	1,592,345.00	
July	0.90%		190,292.86	190,292.86	285,132.00	0.00%	\$0.00	1,877,477.00	
August	0.90%		178,731.22	178,731.22	305,799.00	0.00%	\$0.00	2,183,276.00	
September	0.90%		221,741.13	221,741.13	339,000.00	0.00%	\$0.00	2,522,276.00	
October	0.90%		166,953.12	239,629.36	256,500.00	0.00%	\$0.00	2,778,776.00	
November	0.90%		234,370.59	158,497.64	216,000.00	0.00%	\$0.00	2,994,776.00	
December	0.90%		331,924.43	221,922.91	355,500.00	0.00%	\$0.00	3,350,276.00	
Total		692,327.91	2,350,543.70	2,204,538.02	3,350,276.00	0.00%			
Monthly Average		230,775.97	195,878.64	183,711.50	279,189.67				

**Jefferson Transit Authority
Statement of Cash Flows
For the Five Months Ending May 31, 2012**

	May	Year to Date
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$279,490.46)	(\$1,518,248.85)
Non-Capital Financing Activities	\$464,578.22	\$1,461,902.73
Investing Activities	\$96.62	\$828.44
Total Operating Cash Provided (Used)	\$185,184.38	(\$55,517.68)
Capital Cash Provided (Used) by:		
Net Increase (Decrease) Cash and Equivalent	\$185,184.38	(\$55,517.68)
Cash Balances - Beginning of Period	\$1,025,909.84	\$1,266,611.90
CASH BALANCES - END OF PERIOD	\$1,211,094.22	\$1,211,094.22

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2012**

	May	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$18,943.83	\$106,583.26	\$253,610.00	42.03%
Operating Expenses				
Labor	149,594.05	701,353.36	1,679,277.00	41.77%
Benefits	80,676.84	475,035.43	1,224,420.00	38.80%
Services and User Fees	24,509.23	70,794.74	233,230.00	30.35%
Materials & Supplies	30,901.26	195,195.67	550,770.00	35.44%
Utilities	3,874.82	24,386.88	64,370.00	37.89%
Casualty/Liability Costs	7,060.17	35,300.85	95,956.00	36.79%
Taxes	787.20	3,478.72	7,255.00	47.95%
Miscellaneous Expenses	5,589.88	20,610.32	74,231.00	27.77%
Leases and Rentals	862.86	4,314.30	13,453.00	32.07%
Total Operating Expenses	303,856.31	1,530,470.27	3,942,962.00	38.82%
Operating Income (Loss)	(284,912.48)	(1,423,887.01)	(3,689,352.00)	38.59%
Non-Operating Revenues				
Non-Transportation Revenue	96.62	4,940.42	18,000.00	27.45%
Taxes Levied by Transit	237,623.22	1,203,872.93	3,350,276.00	35.93%
Local Grants & Contributions	1,250.00	6,250.00	20,000.00	31.25%
State Grants & Contributions	(35,368.66)	35,368.66	185,397.00	19.08%
Federal Grants & Contributions	99,985.99	287,717.99	489,282.00	58.80%
Total Non-Operating Revenues	303,587.17	1,538,150.00	4,062,955.00	37.86%
Net Income (Loss) Before Transfers In/(Out)	18,674.69	114,262.99	373,603.00	30.58%
Net Income/(Loss)	18,674.69	114,262.99	373,603.00	30.58%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Five Months Ending May 31, 2012**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,500.11	\$71,691.93	\$152,000.00	47.17%
Fixed Route Fares - West - JTOC	222.44	1,607.83	4,050.00	39.70%
Dial-a-Ride Fares (DAR)	1,059.54	5,434.72	12,080.00	44.99%
Vanpools	4,088.00	25,395.34	72,000.00	35.27%
Community Vans		235.97		0.00%
Extended Service			2,700.00	0.00%
 Auxiliary Transportation Revenues				
Advertising Services	1,008.74	1,892.47	10,000.00	18.92%
Other Services Revenue	65.00	325.00	780.00	41.67%
Total Operating Revenues	18,943.83	106,583.26	253,610.00	42.03%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	96.62	828.44	3,700.00	22.39%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Public Donations			200.00	0.00%
Other Nontransportation Revenues		4,111.98	11,100.00	37.04%
Taxes Levied Directly by Transit System - Sales & Use Tax	237,623.22	1,203,872.93	3,350,276.00	35.93%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	(10,028.66)	10,028.66	51,577.00	19.44%
Rural Mobility Transit Formula	(17,408.66)	17,408.66	40,790.00	42.68%
Special Needs	(7,931.34)	7,931.34	89,530.00	8.86%
RTAP			3,500.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	99,985.99	287,717.99	489,282.00	58.80%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	303,587.17	1,538,150.00	4,062,955.00	37.86%
TOTAL REVENUES	322,531.00	1,644,733.26	4,316,565.00	38.10%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2012**

	May	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$52,543.12	\$264,731.71	\$632,356.00	41.86%
Operators Overtime - Fixed Route	2,803.06	11,460.99	70,262.00	16.31%
Operators Salaries & Wages - Dial-a-Ride (DAR)	15,148.09	63,970.17	127,590.00	50.14%
Operators Overtime - Dial-a-Ride (DAR)	(61.78)	809.02	8,144.00	9.93%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,552.28	202,074.34	417,029.00	48.46%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,175.22	6,928.91	26,505.00	26.14%
Administration Salaries	36,434.06	151,378.22	397,391.00	38.09%
Benefits				
FICA	11,618.44	57,348.47	153,404.00	37.38%
Pension Plans (PERS)	10,095.86	58,130.23	125,450.00	48.34%
Medical Plans	33,857.13	164,219.85	410,350.00	40.02%
Dental Plans	3,574.80	17,345.34	42,702.00	40.62%
Unemployment Insurance (UI)		3,239.90	75,520.00	4.29%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,656.46	21,648.91	58,982.00	36.70%
Holiday	(263.77)	38,449.14	70,233.00	54.75%
General Leave	15,347.48	91,101.52	227,210.00	40.10%
Other Paid Absence (Court Duty & Bereavement)	676.32	2,625.77	4,400.00	59.68%
Uniforms, Work Clothing & Tools Allowance	384.35	3,919.91	17,409.00	22.52%
Other Benefits (HRA, EAP & Wellness)	729.77	17,006.39	38,760.00	43.88%
Service and User Fees				
Vanpool Services and Fees		15.62	3,500.00	0.45%
Advertising Fees	2,519.55	7,295.95	13,050.00	55.91%
Professional & Technical Services	2,091.29	18,789.29	102,650.00	18.30%
Temporary Help			6,000.00	0.00%
Contract Maintenance Services (IT Services)	2,915.75	18,129.43	41,480.00	43.71%
Custodial Services		367.31		0.00%
Security Services	50.00	1,336.38	5,500.00	24.30%
Vehicle Technical Services	895.04	4,425.00	25,500.00	17.35%
Property Maintenance Services	1,647.92	2,991.64	10,000.00	29.92%
Software Maintenance Fees	13,625.00	13,625.00	17,150.00	79.45%
Postage & Mail Meter Fees	257.72	1,143.25	3,600.00	31.76%
Drug & Alcohol Services	300.00	1,809.00	4,800.00	37.69%
Other Services & User Fees	206.96	866.87		0.00%
Materials and Supplies Consumed				
Fuel	17,661.02	145,869.89	350,000.00	41.68%
Tires		3,225.70	24,500.00	13.17%
Lubrication	525.00	2,695.58	16,000.00	16.85%
Tools	1,834.59	3,383.27	9,000.00	37.59%
Vehicle Maintenance & Repair Parts	5,230.03	20,127.05	65,000.00	30.96%
Non-Vehicle Maintenance & Repair Parts	115.67	1,002.33	5,000.00	20.05%
Vehicle Accessories	161.60	161.60	1,600.00	10.10%
Park & Ride Materials	345.68	635.62	2,000.00	31.78%
Shop Supplies (Maintenance & Cleaning)	823.23	5,729.72	20,000.00	28.65%
Safety & Emergency Supplies			8,300.00	0.00%
Office Supplies	1,334.72	4,553.79	13,070.00	34.84%
Computer Programs & Supplies			9,700.00	0.00%
Printing (Photocopier, Schedules & Brochures)	270.72	5,063.12	21,600.00	23.44%
Other Materials & Supplies	2,599.00	2,748.00	5,000.00	54.96%
Utilities				
Water, Sewer & Solid Garbage	452.71	4,932.94	14,000.00	35.24%
Utilities (Electrical & Propane)	1,118.11	8,059.14	16,750.00	48.11%
Telephone & Internet	2,304.00	11,394.80	33,620.00	33.89%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,060.17	35,300.85	95,956.00	36.79%
Taxes				
State Taxes	627.20	2,368.22	4,885.00	48.48%
Property Taxes			20.00	0.00%
Vehicle Licensing & Registration Fees		322.50	550.00	58.64%
Other Licensing Fees & Taxes	160.00	788.00	1,800.00	43.78%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2012**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$541.67	\$5,276.15	\$15,331.00	34.41%
Travel & Meetings	801.66	5,457.10	21,900.00	24.92%
Fines & Penalties	35.00	35.00		0.00%
Safety Program (Rodeo & Safety Rewards)	2,386.35	3,341.35	8,500.00	39.31%
Training (Classes, Seminars & Materials)	1,619.20	4,957.72	24,900.00	19.91%
EE CDL and EE Physical Expense	206.00	1,400.00	3,300.00	42.42%
Other Miscellaneous		143.00	300.00	47.67%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations			1,080.00	0.00%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities	862.86	4,314.30	11,317.00	38.12%
TOTAL OPERATING EXPENSES	<u>303,856.31</u>	<u>1,530,470.27</u>	<u>3,942,962.00</u>	<u>38.82%</u>

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Jefferson Transit Authority Board

Meeting Minutes

Tuesday, May 15, 2012, 1:30 p.m.

Mountain View Commons

701 Harrison Street., Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Member David Sullivan 1:30 p.m. JTA Board Chair Phil Johnson entered the meeting at 1:40pm and took over duties as Board Chair at 1:50pm. Other members present were John Austin, Robert Gray and Pam Thompson. Catharine Robinson was absent and excused.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Leigh Kennel, Patty Perry, Lloyd Eisenman

OTHERS PRESENT

Brenda McMillan, Bob Eash ATU 587, Gerald Braude

PUBLIC COMMENT

Brenda McMillan- Ms. McMillan stated she requested a bus stop sign at the entrance to the Dosewallips State Park. Rubert explained the procedure for getting a bus stop in place through the state. The State needs to survey the area and make sure that it is a safe place for citizens to be waiting and for the bus to pull over. Rubert mentioned a stop at Discovery Bay that has been on hold for the same reasons. Ms. McMillan thanked JTA for replacing the schedules flats located at shelters and the Park & Ride. She said they are readable again since they were faded. Ms. McMillan stated that she would like to work with the Mobility Manager to work with the schools. Rubert said that she would get her in contact with Leesa Monroe, JTA's Mobility Coordinator. Ms. McMillan also stated she would like to work more with Transit.

Gerald Braude- Mr. Braude stated that former JTA Citizens Advisory Committee Members continued to meet for 6 months following the Committee dissolving. This group recently joined the Transportation Lab. They are currently working on a commuter program and are working though ideas to survey commuters, create a commuter program through smart trips, offer dump the pump discounts and their hope is to relieve some of the congestion on Highway 20.

1:40pm. Phil Johnson entered meeting.

Motion by Austin, seconded by Sullivan to direct the chair to sign a letter drafted by staff requesting a sign be put at the Dosiwallips State Park. Motion passed unanimously.

Gray asked how community members can interact with transit. Rubert stated that JTA has Ad hoc committees, farmer's market outreach, County Fair, Wooden Boat, Rhody Festival, service

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requests, website, customer comment cards, the Transit Development Plan, a volunteer list and public meetings are ways the public can contact JTA and have their input heard.

Sullivan stated that he has received public comment and brought those concerns to staff. Recently he had a request for a stop at the Gardiner Store and staff was currently following up on it. Perry reported that the safety committee is currently looking at the spot in particular to determine the safety of the stop. Sullivan stated that it is at the junction of a county road and state highway.

NEW AGENDA ITEMS

None

FINANCE REPORT

Crouch presented the March 2012 Financials. The budget tracking figure is at 24.99%. Operational Expenses for March were \$320,561.34 and operational income was \$23,054.78. Non operational income was at \$330,716.44. Sales tax revenues received in March for January were up 35.0% from the same time last year. Sales tax revenues received in March were \$204,854.04. Cash on hand: \$596,275.15 in the Operating Account, \$671.55 in the Capital Account, \$307,070.85 in the Treasury Pool, \$46,728.40 in the Fuel Fund Account, \$94,795.13 in the EFT Fund Account, \$853.03 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch presented the April 2012 Financials. The budget tracking figure is at 33.32%. Operational Expenses for April were \$292,653.63 and operational income was \$21,292.94. Non operational income was at \$319,348.74. Sales tax revenues received in April for February were up 47.0% from the same time last year. Sales tax revenues received in April were \$220,498.65. Cash on hand: \$528,929.45 in the Operating Account, \$548.56 in the Capital Account, \$307,070.85 in the Treasury Pool, \$48,373.00 in the Fuel Fund Account, \$89,123.21 in the EFT Fund Account, \$1,163.04 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch reported that fares were slightly up and this is reflected in the ridership. Sales tax revenues are not tracking as anticipated to budget. PERS, holiday and dial a ride budget issues are being watched but overall expenses are tracking to budget.

CONSENT AGENDA

- a. **Approval of Minutes, March 20, 2012**
- b. **Approval of Expenses, March 2012**
- c. **Approval of Expenses, April 2012**
- d. **Resolution 12-6:DBE goal and plan 2012-2015**
- e. **Kitsap Bank Line of Credit Closure**
- f. **Resolution 12-8: GCA6825-01 Amendment**

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Motion by Austin, seconded by Sullivan to approve the consent agenda. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

a. 2012 Capital Budget Amendment

Crouch stated that this Amended Capital Budget is being presented as an initial proposal. This amended budget will be placed on the JTA website and is open for public comment. There will be a public hearing at the June 19, 2012 board meeting and will be presented for adoption that day.

Austin asked whether the shelter replacements listed in the Capital Budget amendment were new shelters or just replacements of existing shelters. Rubert stated that JTA wants to replace the older shelters and obtain shelters with solar lighting. These shelters would also be used for newer stops in addition to the existing ones.

b. Resolution 12-7: Service Change Policy

Rubert stated that Resolution 12-7 authorizes the Authority Board to adopt the new Service Change Policy. This policy was created at the direction of the board and was created by an ad hoc committee that met on January 26, 2012. The committee was comprised of management staff, citizens at large and one authority board member. This policy is new and was developed to address major changes in JTA service to include new service, deletion of service, and changes in routes and scheduling.

General discussion regarding procedures outlined in the service change policy. Gray asked about a possible bus service to Bainbridge Island Ferry. Rubert stated that all types of major service change such as a bus to the Bainbridge Island Ferry will follow this policy.

Motion by Sullivan, seconded by Gray to approve Resolution 12-7: Service Change Policy. Motion passed unanimously.

STAFF REPORT-

A. General Manager Reports- Rubert

- Congratulated Lloyd Eisenman who won 3rd place in the International Bus Roadeo in Long Beach, California. Lloyd will be featured in the Mass Transit Magazine.
- Sue Jones, Customer Service Representative for JTA has been working the Farmers Market Booth. Each week, there are on average 85 visitors to the JTA booth. Customer contacts at this venue and the response has been favorable.

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- Rubert invited each board member to come up to transit to be brought up to date on the development of the new building facility. Currently, the archeological survey is completed and JTA is working on an RFQ for a project manager and for the design and engineering phase of the project.
- Rubert is planning a meeting with the new Director of Community Development, Carl Smith.
- The laminator signs for the Tri Area loops are being changed per community input. This is a trial basis to see how they are received. There is concern that the wording will now be too long for the time limit on the laminators to be effective.

B. Operations Report- Perry

- Customer Service Representative and the Mobility Coordinator attended the Health & Wellness Fair. This is an opportunity to connect with riders and to discuss Dial & Ride and Fixed Route Service.
- April 20, 2012 JTA celebrated Earth Day with the two winners of the JTA Earth Day Art Contest. Wil Gale from Blue Heron Middle School and Anna Moore of Port Townsend High School were the two winners. Their winning artwork is displayed on 4 separate JTA buses.
- Rhody Week has started and was kicked off with the Rhody Tour. 275 bikes finished the Rhody tour at the Haines Place Park & Ride.
- JTA will participate in the Rhody Grand Parade again this year.
- David Lont, Facilities Maintenance is a very proud Dad this week. His son Richard saved another child's life at Quilcene School by performing the Heimlich Maneuver.
- Ridership shows an increase of 13% overall for the year 2012 compared to 2011.

MISCELLANEOUS

Austin questioned the bike racks on the newer buses. He stated that on the older buses only 2 bikes could be placed on the rack due to problems with the wiper blades in the winter. Rubert stated that this is not a problem on the newer buses and would have Fleet & Facilities check on possibly getting another external rack for the older buses.

Discussion regarding routing to Victoria through JTA, Clallam Transit and Black Ball Ferries.

ADJOURNMENT

The meeting was adjourned 2:30 p.m. The next Regular Meeting will be held at 1:30 p.m., June 19, 2012.

Natalie Patten, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 6/19/2012

May 2012 Expenses

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

- Advance Travel Voucher #271 in the amount of \$568.27
- Vouchers #90244-90274 in the amount of \$76,197.63
- Voucher #90275 in the amount of \$65,754.86
- Advance Travel Voucher #272 in the amount of \$144.59
- EFT Vouchers #5220-5227 in the amount of \$6,832.46
- Advance Travel Voucher #273 in the amount of \$473.76
- Voucher #90276-90326 in the amount of \$35,562.79 which includes Voided check #90315 in the amount of \$35.47
- EFT Voucher #141 in the amount of \$13,698.39
- Advance Travel Voucher #274-276 in the amount of \$639.00
- Voucher #90327 in the amount of \$67,947.82
- Voucher # 90328 in the amount of \$303.89
- EFT Voucher #5228-5235 in the amount of \$7,605.10
- Vouchers # 90329-90367 in the amount of \$58,074.57 & EFT Voucher #142 in the amount of \$12,660.00

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.

Natalie Patten

Clerk of the Authority



Agenda Item 3a.

Meeting Date: June 19, 2012

Subject: 2012 Capital Budget Amendment

Prepared By: Natalie Patten

Approved By: 

Summary: The State of Washington requires that the Authority annually adopt a budget covering the programs and activities of the Authority. The Authority adopted Resolution 11-36: Operating and Capital Budgets on December 20, 2011. This proposal today is to amend the Capital Budget adopted under Resolution 11-36.

This amendment includes all Contracted Grant Agreements that JTA currently has with State and Federal Grants. The Capital Budget for 2012 increased from \$125,000 to \$1,980,936 with this amendment. This increase shows the accurate Contracted Grant Agreements. JTA's total outlay will be \$303,794.

The amendment has been made available on our website and at JTA's administrative offices for public comment. The public hearing to hear comment on the amended 2012 capital budget was advertised for today's meeting.

JEFFERSON TRANSIT AUTHORITY
Statement of Capital Outlays, Revenues and Contributions
2012 Capital Budget
Capital Expenditures and Nonoperating Revenues

DRAFT 6/5/2012 reviewed by Finance Committee

	BARS	Total	Total JTA Outlay	Total Contributed Capital Grants	Proposed Funding Source
CAPITAL EXPENSE					
Capital Assets - Service Equipment					
Camera and Digital Recorders	156.00	150,000	0	150,000	WSDOT Rural Mobility formula Amendment
	151.00	150,000	0	150,000	
Capital Assets - Facility					
New Facility - Environmental, Design, Drawings, Project & Construction Mgmt		800,000	160,000	640,000	WA03-0810
	152.00	800,000	160,000	640,000	
Capital Assets - Other Building & Structures					
Transit Shelter New & Replace (8 @ \$10,000 ea)		80,000	16,000	64,000	STP Flex -planned for GCA 5956 amend -03
Simmi Seals (12 @ \$675 ea)		8,100	1,620	6,480	STP Flex -planned for GCA 5956 amend -03
Kiosks and Signage (PNR banners, Bus Stop Signs, Tent Banners, Festival, Etc.)		10,000	2,000	8,000	STP Flex -planned for GCA 5956 amend -03
Park & Ride Upgrades (Lighting, Shelter Cleaning Vehicle Etc.)		35,000	7,000	28,000	STP Flex -planned for GCA 5956 amend -03
Park & Ride Upgrades Passenger Services Building		96,000	19,200	76,800	STP Flex -planned for GCA 5956 amend -03
	153.00	229,100	45,820	183,280	
Capital Assets - Revenue Vehicles					
Cutaway Coach		85,000	0	85,000	WSDOT Rural Mobility formula Amendment
Vanpool Replacement Fund (4 vehicles)		120,000	0	120,000	WSDOT Rural Mobility formula Amendment
Amerivans (or equivalent - 4 vehicles @ approx 50k each)		201,318	0	201,318	WSDOT Rural Mobility formula Amendment
Vehicle Replacement Reserve Fund		23,588	23,588	0	JTA
	154.00	429,906	23,588	406,318	
Capital Assets - Service Vehicles					
Service Vehicles for Transit Maintenance (for example Service Truck with Crane, Crew Truck, Shop Pickup) "Green" service vehicle(s)		130,000	26,000	104,000	STP Flex -planned for GCA 5956 amend -03
		50,000	10,000	40,000	STP Flex -planned for GCA 5956 amend -03
	155.00	180,000	36,000	144,000	
Capital Assets - Service Equipment					
Hydraulic Shop Press		8,000	1,600	6,400	STP Flex GCA 5856-02
	156.00	8,000	1,600	6,400	
Capital Assets - Office Furniture & Equipment					
IT systems / upgrades for MS Office		23,930	4,786	19,144	STP Flex -planned for GCA 5956 amend -03
Radio, MDT & AVL (Majority in 2013)		120,000	24,000	96,000	STP Flex GCA 5856-02
Trapeze (Majority in 2013)		40,000	8,000	32,000	STP Flex GCA 5856-02
	157.00	183,930	36,786	147,144	
Capital Assets - Construction in Progress					
N/A		0	0	0	
	168.00	0	0	0	
TOTAL CAPITAL EXPENSE		1,980,936	303,794	1,677,142	

Funding available - JTA reserve	303,794.00	303,794.00	
Funding available - wsdot Rural Mobility formula	556,318.00		556,318.00
Funding Available - STP Flex GCA 5956	480,826.00		480,824.00
Funding Available - FTA 5309	640,000.00		640,000.00

Jefferson Transit Authority

Resolution No. 12-9

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to adopt an amended 2012 Capital Budget

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

WHEREAS, the 2012 Capital Budget was adopted by the Jefferson Transit Authority Board in a public meeting on December 20, 2011;

WHEREAS, funding circumstances changed necessitating an amendment to the adopted 2012 Capital Budget;

WHEREAS public comment has been taken regarding the proposed budget at a legally advertised public hearing on June 19, 2012; now therefore

BE IT RESOLVED by the Board of Directors of the Jefferson County Public Transportation Benefit Area that the following amended budget be adopted for 2012.

Section 2 Capital Fund Budget. Total capital expenses of \$1,980,936 and total capital revenues of \$1,677,142. The schedule of planned expenditures and projected revenues is attached as Exhibit 1.

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 June 19, 2012.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

May, 2012

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	1933	10	66	340	2516	143	5.69	0.77	13.54
#3 Castle Hill Connector	2684	2	126	340	3094	146	7.89	0.87	18.36
#11 Shuttle	7505	39	207	680	2652	252	11.04	2.83	29.83
LOCAL TOTAL	12122	51	399	1360	8262	541	8.21	1.49	20.57

COMMUTER									
#1 Brinnon	2275	29	162	192	8160	207	11.85	0.28	10.97
#6A Tri Area Loop (5)	2024	0	128	126	3263	105	16.06	0.62	19.35
#6B Tri Area Loop (6)	1376	15	119	100	2590	83	13.76	0.53	16.58
#7 Poulsbo	2629	2	177	192	8045	205	13.69	0.33	12.80
#8 Sequim	2459	3	129	236	8118.4	184	10.42	0.30	13.36
COMMUTER TOTAL	10763	49	715	846	30177	784	13.16	0.41	14.61

2012 SPECIAL EVENTS

Rhody Festival 2012

Boardings

169

Runs per event

1

WEST JEFFERSON

1893

5

31

192

12293

399

9.86

0.15

4.74

TOTAL MONTHLY

24778

105

1114

2398

50732

1724

10.41

0.68

13.31

22 Weekdays in Month

4 Saturdays in Month

4 Sundays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van
Vanpool	1296	7,244	5.58

DIAL A RIDE

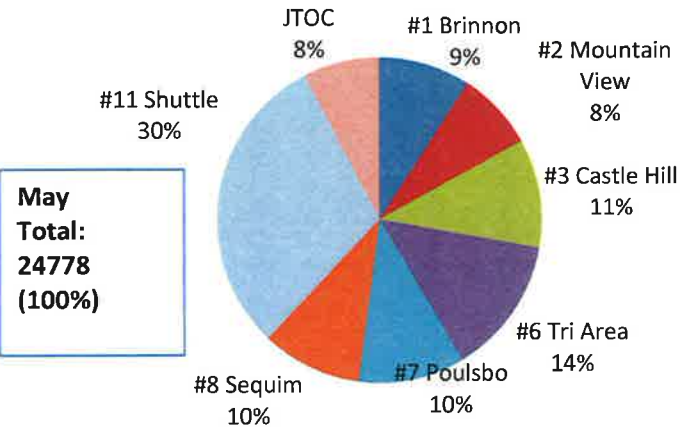
	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	New Applicants
Dial A Ride	1594	1470	7067	597	1.08	0.23	2.67	7

*Boardings includes Passenger and Attendant if needed

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

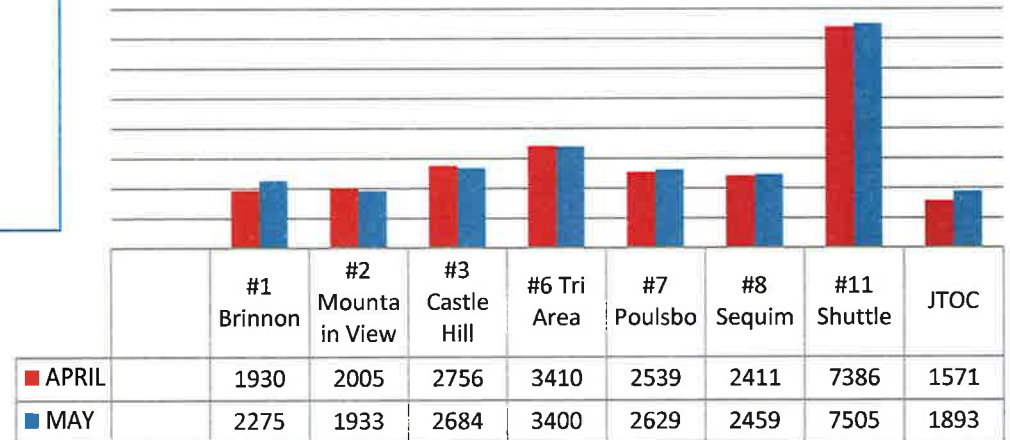
JTA Monthly Percentage of Ridership- May 2012



April Total : 24,008

May Total: 24778

Month to Month Route Comparison



YTD Ridership by Route and Year as of May

