



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, October 18, 2011 1:30 p.m.

Mountain View Commons

1925 Blaine Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. Finance Reports** Attachments
- II. Consent Agenda** Attachments
 - a. Approval of Minutes, September 20, 2011
 - b. Approval of Expenses, September 2011
 - c. Approve cancellation of December 20, 2011 Monthly Board Meeting
- III. Old Business**
 - a. Cultural Resource Survey- Update
- IV. New Business** Attachments
 - a. **Resolution 11-32:** GCA5956-02 Grant Amendment
- V. Staff Report**
 - a. Operations Manager
 - b. Fleet & Facilities Manager Report
- VI. Operating Report-Ridership** Attachments
- VII. Miscellaneous**
- VIII. Executive Session per RCW 42.30.110 (g) (i) for personnel matters**

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).



September 2011 Financial Summary

Budget Tracking Figure: 75.00%

- | | |
|--------------------------|--------------|
| 1. Operational Expenses: | \$374,707.69 |
| Operational Revenues: | \$30,209.66 |
| Non-Operational Income: | \$362,520.17 |
| Capital Expenses: | \$0.00 |
| Capital income : | \$0.00 |
-
- | | |
|---|--------------|
| 2. Sales Tax Received 9/30/2011 for June: | \$285,132.17 |
| Sales Tax Received 9/30/2010 for June: | \$190,292.86 |
- **Sales tax increased from prior year 49.8 %**
-
- | | |
|------------------|--------------|
| 3. Cash on Hand: | |
| Operating: | \$209,395.93 |
| Capital Account: | \$713.63 |
| Treasury Pool: | \$131,570.85 |

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Nine Months Ending September 30, 2011

	September	YTD	Budget	TARGET 75%
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$17,049.63	\$115,778.93	\$152,000.00	76.17%
Fixed Route Fares - West - JTOC	606.58	3,191.88	4,050.00	78.81%
Dial-a-Ride Fares (DAR)	224.00	8,236.15	11,080.00	74.33%
Vanpools	11,701.00	52,774.00	72,000.00	73.30%
Extended Service			2,700.00	
Auxiliary Transportation Revenues				
Advertising Services	563.45	9,143.59	24,000.00	38.10%
Other Services Revenue	65.00	585.00	780.00	75.00%
Total Operating Revenues	30,209.66	189,709.55	266,610.00	71.16%
NONOPERATING REVENUES				
Nontransportation				
Rental of Vehicles		895.00		
Investment (Interest) Income	(159.60)	609.57	4,700.00	12.97%
Gain (Loss) on Disposition of Capital Items			3,000.00	
Public Donations			200.00	
Other Nontransportation Revenues		260.27	11,100.00	2.34%
Taxes Levied Directly by Transit System - Sales & Use Tax	285,291.77	1,900,505.94	(2,714,500.00)	(70.01%)
Local Grants and Contributions				
JTOC	2,333.00	20,997.00	28,000.00	74.99%
WSTIP			2,500.00	
Miscellaneous			2,500.00	
State Grants and Contributions				
Rural Mobility Competitive	2,916.00	26,244.00	35,000.00	74.98%
Rural Mobility Transit Formula			62,743.00	
Special Needs	6,671.00	60,039.00	68,505.00	87.64%
RTAP			3,500.00	
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	65,468.00	589,212.00	(785,628.00)	(75.00%)
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	362,520.17	2,598,762.78	(3,278,380.00)	(79.27%)
TOTAL REVENUES	392,729.83	2,788,472.33	(3,011,770.00)	(92.59%)

Jefferson Transit Authority
Expense Statement - Accrual Basis
For the Nine Months Ending September 30, 2011

	September	YTD	Budget	TARGET 75%
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$70,563.87	\$473,440.02	\$639,425.00	74.04%
Operators Overtime - Fixed Route	6,865.80	38,151.68	71,048.00	53.70%
Operators Salaries & Wages - Dial-a-Ride (DAR)	17,515.52	108,049.75	154,057.00	70.14%
Operators Overtime - Dial-a-Ride (DAR)	563.17	6,663.82	10,710.00	62.22%
Other Salaries & Wages	48,649.74	325,808.95	523,771.00	62.20%
Other Overtime	4,250.75	17,841.13	18,997.00	93.92%
Administration Salaries	42,959.85	294,650.72	369,842.00	79.67%
Benefits				
FICA	16,574.06	110,400.90	154,229.00	71.58%
Pension Plans (PERS)	15,491.94	87,347.02	102,572.00	85.16%
Medical Plans	37,328.51	351,061.43	422,550.00	83.08%
Dental Plans	3,899.94	35,058.00	42,082.00	83.31%
Unemployment Insurance (UI)		2,603.55	3,240.00	80.36%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,613.18	30,791.31	59,955.00	51.36%
Holiday	7,417.60	46,678.84	59,157.00	78.91%
General Leave	22,322.91	156,951.14	222,393.00	70.57%
Other Paid Absence (Court Duty & Bereavement)	1,971.06	4,068.85	4,400.00	92.47%
Uniforms, Work Clothing & Tools Allowance	798.81	8,085.43	14,675.00	55.10%
Other Benefits (HRA, EAP & Wellness)	286.33	1,736.93	26,764.00	6.49%
Service and User Fees				
Vanpool Services and Fees		320.88	3,500.00	9.17%
Advertising Fees	420.98	6,613.69	15,450.00	42.81%
Professional & Technical Services	4,133.17	82,532.76	115,800.00	71.27%
Temporary Help		690.99	40,998.00	1.69%
Contract Maintenance Services (IT Services)	2,946.30	27,596.24	37,000.00	74.58%
Custodial Services	300.00	805.00		
Security Services	414.27	2,263.67	5,100.00	44.39%
Vehicle Technical Services	253.57	9,720.78	27,750.00	35.03%
Property Maintenance Services	289.12	2,332.37	9,700.00	24.05%
Software Maintenance Fees	2,467.75	14,243.37	17,150.00	83.05%
Postage & Mail Meter Fees	125.00	2,460.72	3,600.00	68.35%
Drug & Alcohol Services	384.58	3,135.22	4,800.00	65.32%
Other Services & User Fees		60.00		
Materials and Supplies Consumed				
Fuel	35,518.83	273,672.88	315,502.00	86.74%
Tires	124.08	8,832.97	20,500.00	43.09%
Lubrication	541.32	8,828.11	10,000.00	88.28%
Tools	682.83	4,192.62	8,200.00	51.13%
Vehicle Maintenance & Repair Parts	5,229.23	36,575.68	76,500.00	47.81%
Non-Vehicle Maintenance & Repair Parts	644.21	2,152.94	15,500.00	13.89%
Vehicle Accessories		66.89	880.00	7.60%
Park & Ride Materials		1,224.75	2,000.00	61.24%
Shop Supplies (Maintenance & Cleaning)	1,042.96	14,399.35	20,500.00	70.24%
Safety & Emergency Supplies		1,141.55	5,250.00	21.74%
Office Supplies	247.52	10,307.03	16,970.00	60.74%
Computer Programs & Supplies		1,820.04	5,250.00	34.67%
Printing (Photocopier, Schedules & Brochures)	295.47	12,287.99	15,200.00	80.84%
Other Materials & Supplies			2,500.00	
Utilities				
Water, Sewer & Solid Garbage	1,382.54	10,107.48	13,850.00	72.98%
Utilities (Electrical & Propane)	833.64	12,879.46	19,500.00	66.05%
Telephone & Internet	2,425.31	22,730.96	31,920.00	71.21%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,162.83	64,465.47	85,956.00	75.00%
Recoveries of Public Liability & Property Damage Settlements		(2,221.63)		
Taxes				
State Taxes	463.13	3,676.49	5,135.00	71.60%
Property Taxes		17.90	20.00	89.50%
Vehicle Licensing & Registration Fees		516.50	100.00	516.50%
Other Licensing Fees & Taxes	107.59	1,260.31	1,800.00	70.02%
Miscellaneous				
Dues & Subscriptions	\$671.75	\$9,851.35	\$12,831.00	76.78%
Travel & Meetings	670.76	7,552.15	18,650.00	40.49%
Fines & Penalties	1.77	840.18		
Safety Program (Rodeo & Safety Rewards)			4,000.00	
Training (Classes, Seminars & Materials)	1,882.36	9,726.05	11,500.00	84.57%
EE CDL and EE Physical Expense	120.00	1,365.00	3,300.00	41.36%
Other Miscellaneous		62.33	300.00	20.78%
Leases and Rentals				
Transit Way & Passenger Stations		360.00	1,080.00	33.33%
Passenger Parking Facilities			1,056.00	
Maintenance Shops		157.61		
Other General Administration Facilities	851.78	4,206.40	11,317.00	37.17%
TOTAL OPERATING EXPENSES	374,707.69	2,775,221.97	3,917,782.00	70.84%

Jefferson Transit Authority
Statement of Cash Flows - Cash Basis
For the Nine Months Ending September 30, 2011

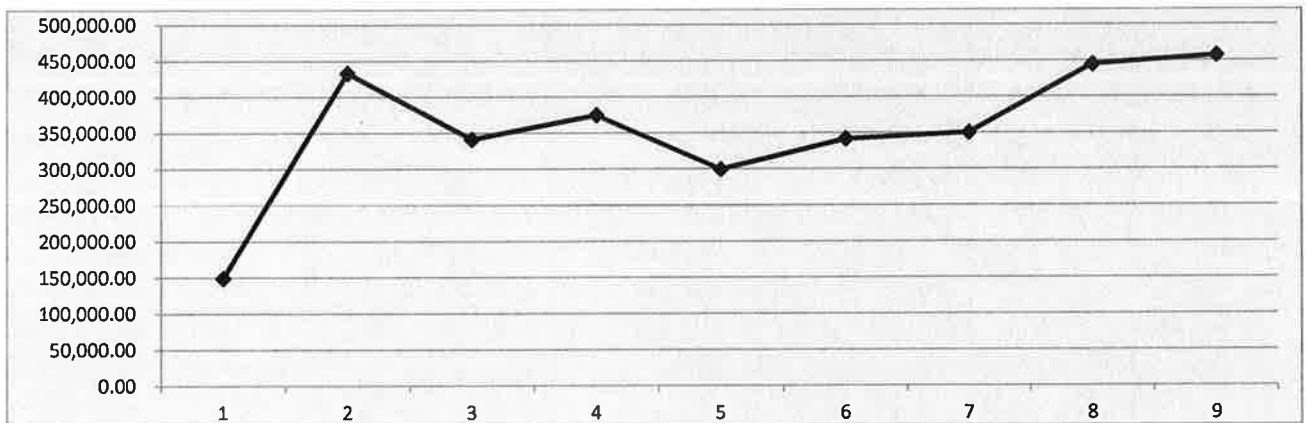
	<u>September</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$310,309.65)	(\$2,712,256.94)
Non-Capital Financing Activities	\$159.60	\$3,962,513.35
Investing Activities	(\$159.60)	\$583.55
	<hr/>	<hr/>
Total Operating Cash Provided (Used)	(\$310,309.65)	\$1,250,839.96
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities		(\$1,494,424.27)
	<hr/>	<hr/>
Net Increase (Decrease) Cash and Equivalent	(\$310,309.65)	(\$243,584.31)
Cash Balances - Beginning of Period	\$420,657.92	\$353,932.58
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CASH BALANCES - END OF PERIOD	\$110,348.27	\$110,348.27
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Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending September 30, 2011

	September	YTD	Budget	TARGET 75%
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$30,209.66	\$189,709.55	\$266,610.00	71.16%
Operating Expenses				
Labor	191,368.70	1,264,606.07	1,787,850.00	70.73%
Benefits	110,704.34	834,783.40	1,112,017.00	75.07%
Services and User Fees	11,734.74	152,775.69	280,848.00	54.40%
Materials & Supplies	44,326.45	375,502.80	514,752.00	72.95%
Utilities	4,641.49	45,717.90	65,270.00	70.04%
Casualty/Liability Costs	7,162.83	62,243.84	85,956.00	72.41%
Taxes	570.72	5,471.20	7,055.00	77.55%
Miscellaneous Expenses	3,346.64	29,397.06	50,581.00	58.12%
Leases and Rentals	851.78	4,724.01	13,453.00	35.11%
Total Operating Expenses	374,707.69	2,775,221.97	3,917,782.00	70.84%
Operating Income (Loss)	(344,498.03)	(2,585,512.42)	(3,651,172.00)	70.81%
Non-Operating Revenues				
Non-Transportation Revenue	(159.60)	1,764.84	19,000.00	9.29%
Taxes Levied by Transit	285,291.77	1,900,505.94	(2,714,500.00)	(70.01%)
Local Grants & Contributions	2,333.00	20,997.00	33,000.00	63.63%
State Grants & Contributions	9,587.00	86,283.00	169,748.00	50.83%
Federal Grants & Contributions	65,468.00	589,212.00	(785,628.00)	(75.00%)
Total Non-Operating Revenues	362,520.17	2,598,762.78	(3,278,380.00)	(79.27%)
Net Income (Loss) Before Transfers In/(Out)	18,022.14	13,250.36	(6,929,552.00)	
Net Income/(Loss)	18,022.14	13,250.36	(6,929,552.00)	

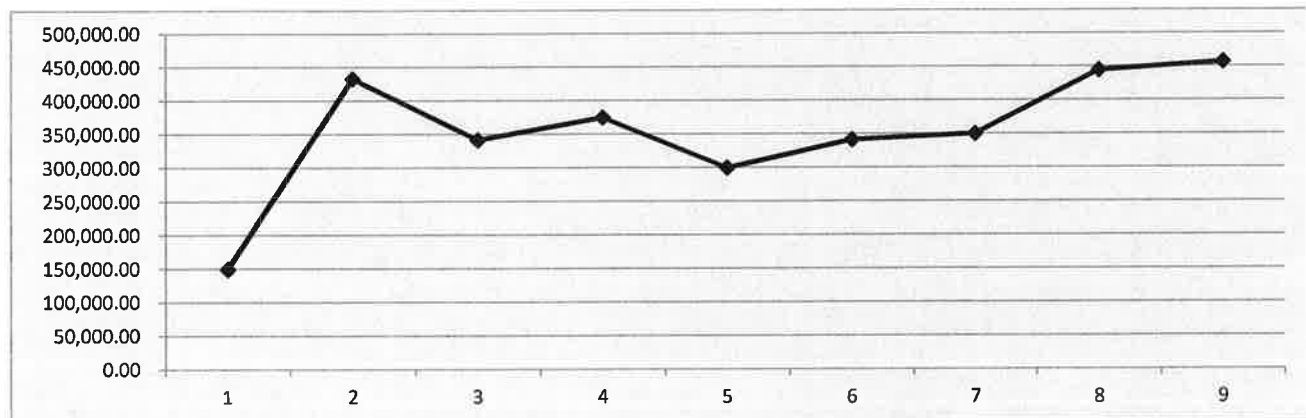
JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating Revenues
2011 Cashflow Projections based on Operating Budget
Operating - Combined Departments

	April	May	June	July	August	September	October	November	December
INFLOW									
Bank Balance as of end of March	282,973.31								
Operating Income	21,993.00	19,490.00	23,355.00	20,089.00	16,449.00	30,209.66	21,993.00	21,993.00	21,993.00
Sales Tax for Month	146,000.00	191,817.93	172,295.00	191,845.00	203,110.70	285,132.17	268,500.00	339,000.00	256,500.00
Quarterly Grant		348,821.92			101,164.05	101,395.72	78,333.00	78,333.00	78,333.00
OUTFLOW									
March Liabilities payable in April	(66,708.86)								
Payroll deductions - 3 payrolls	(27,750.00)								
Quarterly taxes	(15,000.00)						(15,000.00)		
Expected Current month expenses	(192,152.27)	(276,323.98)	(287,314.00)	(178,477.07)	(396,027.18)	(374,707.69)	(345,278.00)	(344,838.00)	(344,438.00)
Net Cash at month end	149,355.18	433,161.05	341,497.05	374,953.98	299,650.55	341,680.41	350,228.41	444,716.41	457,104.41



CASH FLOW WITH CREDIT LINE IN PLACE

Net Cash at month end	149,355.18	149,355.18	433,161.05	341,497.05	374,953.98	299,650.55	341,680.41	350,228.41	444,716.41
Net Inflow/Out flow for month		283,805.87	(91,664.00)	33,456.93	(75,303.43)	42,029.86	8,548.00	94,488.00	12,388.00
Use credit line									
Pay back credit line									
Net Cash at month end	149,355.18	433,161.05	341,497.05	374,953.98	299,650.55	341,680.41	350,228.41	444,716.41	457,104.41



Jefferson Transit
Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year 2011

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2011	2010 Tax	2009 Tax	2011 Budget	2011 Actual to 2010 Variance	2011 Actual to Budgeted Variance
January	0.60%	\$158,497.64	144,356.76	160,431.42	168,832.00	8.81%	(6.12%)
February	0.60%	\$222,097.62	237,202.39	235,580.33	232,818.00	(6.41%)	(4.60%)
March	0.60%	\$152,221.21	140,635.54	183,483.21	141,000.00	6.31%	7.96%
April	0.60%	\$150,424.11	146,047.89	157,968.46	146,000.00	2.77%	3.03%
May	0.60%	\$191,817.93	193,190.62	189,212.05	193,000.00	(0.73%)	(0.61%)
June	0.60%	\$172,294.86	154,076.61	184,904.11	154,000.00	9.85%	11.88%
July	0.60%	\$191,845.36	157,223.48	170,343.72	157,000.00	20.32%	22.19%
August	0.60%	\$203,110.70	202,548.76	220,407.69	203,000.00	0.25%	0.05%
September	0.90%	\$285,132.17	190,292.86	199,897.06	285,000.00	47.44%	0.05%
October	0.90%	\$0.00	178,731.22	183,167.58	268,500.00	0.00%	0.00%
November	0.90%	\$0.00	221,741.13	226,716.42	339,000.00	0.00%	0.00%
December	0.90%	\$0.00	166,953.12	171,279.08	256,500.00	0.00%	0.00%
Total		1,727,441.60	2,133,000.38	2,283,391.13	2,544,650.00	10.00%	3.00%
Monthly Average		191,937.96	177,750.03	190,282.59	212,054.17		

Budget thru Sept 30, 2011

1,680,650.00

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2011	2010 Tax	2009 Tax	2011 Budget	2011 Actual to 2010 Variance	2011 Actual to Budgeted Variance
January	0.60%	\$152,221.21	140,635.54	183,483.21	141,000.00	8.24%	7.96%
February	0.60%	\$150,424.11	146,047.89	157,968.46	146,000.00	3.00%	3.03%
March	0.60%	\$191,817.93	193,190.62	189,212.05	193,000.00	(0.71%)	(0.61%)
April	0.60%	\$172,294.86	154,076.61	184,904.11	154,000.00	11.82%	11.88%
May	0.60%	\$191,845.36	157,223.48	170,343.72	157,000.00	22.02%	22.19%
June	0.60%	\$203,110.70	202,548.76	220,407.69	203,000.00	0.28%	0.05%
July	0.90%	\$285,132.17	190,292.86	199,897.06	285,000.00	49.84%	0.05%
August	0.90%	\$0.00	178,731.22	183,167.58	268,500.00	0.00%	0.00%
September	0.90%	\$0.00	221,741.13	226,716.42	339,000.00	0.00%	0.00%
October	0.90%	\$0.00	166,953.12	171,279.08	256,500.00	0.00%	0.00%
November	0.90%	\$0.00	158,417.01	144,356.76	216,000.00	0.00%	0.00%
December	0.90%	\$0.00	222,097.62	237,202.39	355,500.00	0.00%	0.00%
Total		1,346,846.34	2,131,955.86	2,268,938.53	2,714,500.00	13.75%	5.00%
Monthly Average		192,406.62	177,662.99	189,078.21	226,208.33		

Budget thru Sept 30, 2011

1,279,000.00

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Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 20, 2011, 1:30 p.m.

Mountain View Commons

1925 Blaine St., Port Townsend, WA

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:30 p.m. Other members present were George Randels, David Sullivan, John Austin, Phil Johnson and Pam Thompson.

STAFF PRESENT

Tammi Rubert, Teresa Lange, Patty Perry, Rachel Katz, Ben Arnold, Natalie Patten and Kenny Yingling

OTHERS PRESENT

Nicholas Johnson-PT Leader

PUBLIC COMMENT

No public comments

NEW AGENDA ITEMS

General Manager requests an Executive Session under RCW 42.30.110 (g) (i) for the end of the meeting. Executive Session will be added to the agenda as the last item.

FINANCE REPORT- Lange

Finance Manager Lange presented the board members with a brief summary of financials for August: The budget tracking figure is at 66.64%. Operational Expenses for August were \$396,027.18 and operational income was \$16,448.83. Non operational income was at \$392,251.12. Sales tax revenues received in August for June were up .277% from the same time last year. Sales tax revenues received in August were \$203,110.70. Cash on hand: \$167,384.32 in the Operating Account, \$695.38 in the Capital Account and \$131,570.85 in the Treasury Pool.

Sales tax revenue spreadsheet shows that the August revenue is slightly ahead for the year. Lange reported that the Income and Expense Statement are each under budget and she anticipates coming out ahead for the year. Lange stated that JTA has not had to use the line of credit and with the increase in Sales tax starting in September you should start to see those increases in October.

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Gordon Neilson entered the meeting at 1:37pm.

Randels asked Lange about the difference in ending cash balances on the Statement of Cash Flows. He questioned why the August ending balance did not match the year to date balance. He asked if Lange could look into it and see if they are supposed to match or if they are different for another reason.

Robinson asked about Randels question from August regarding the Revenue Statement ending percentages. Lange reported that there was a glitch in the calculation that has since been fixed.

Discussion regarding the sales tax analysis. Lange reported that we are ahead of the budgeted projections and asked if the Board would like any different formats to see the analysis. Robinson stated that they could talk about that during the finance committee meeting, Lange said she would provide examples.

Robinson asked if Neilson wanted public comment. He replied no.

CONSENT AGENDA

a. Approval of Minutes, August 20, 2011

Robinson noted that the finance section of the minutes needed to be updated from the correct month, since the section that is contained is from the July meeting.

b. Approval of Expenses, August 2011

- Operating Checks 89230-89371 with checks numbered 89366, 89367 and 89369 being voided: \$469,684.58 including payroll of \$202,634.21
- Advance Travel Checks 259-260: \$563.00.
- Capital Checks: 330: \$2103.35.

Motion by Austin, seconded by Johnson to approve the consent agenda with changes as noted. The motion passed unanimously.

Robinson asked that all minutes state draft on them until they are adopted. Draft should appear on each page.

OLD BUSINESS

a. Cultural Resource Survey-Update

Rubert reported that AMEC has signed the contract and field work is to be started shortly.

b. Website Rebuild-Update

Rubert reported that Insideout Solutions is sending over the contract for the website rebuild and will start that process in the next couple of weeks. The website will be updated and current and will be a more interact user friendly version for riders.

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Robinson asked about Google Transit and the website. Rubert stated that Inside out is creating an add on to make the Google Transit app easier for users. Neilson commented that Google Transit is behind in their updating because Google Transit has been such a success.

NEW BUSINESS

a. Resolution 11-31: Interlocal Fuel Risk Management Agreement

Rubert reported that Grant Transit has cancelled their involvement with the Agreement and by doing so created an excess of fuel. Clallam Transit accepted 4000 gallons of fuel and Jefferson Transit will accept the other 2000 gallons. Randels asked why Grant Transit pulled out of the contract and Rubert reported that it was her understanding that the Grant Transit Board was hesitant because the contract did not have a guaranteed cost. Lange reported that JTA is \$29,000 ahead with the Fuel Hedge Fund. It has been very beneficial to JTA. The corrected Agreement will arrive at JTA in the next few days.

Motion by Randels, seconded by Austin to approve Resolution 11-31 authorizing the General Manager to sign the Agreement with the amendment changes (Grant County being taken off agreement and JTA's increased fuel amount). The motion passed unanimously.

GENERAL MANAGER REPORT-

- a. Rubert reported that 1967 was used during Wooden Boat.
- b. The asphalt project is going forward. JTA has requested 3 bids and received 3 for approximately 5800 square feet of asphalt overlay to our existing surface. This will not involve any ground disturbances. JTA is waiting for WSDOT to enter the project into TEAM and amend the grant agreement.
- c. JTA will be renewing the Quileute Valley School District contract which provides preventative maintenance and repair for the West End. There was just a small change to the retirement percentage rate which increased the monthly cost by only 2%.
- d. Ludwig Becker was hired as the Mobility Coordinator. He has been an Operator with Jefferson Transit and JTA welcomes him to his new position.
- e. The State Audit came back with no findings.

STAFF REPORT-

A. Operations Manager- Perry

- a. August ridership was at 27, 421. This is an increase over 2010 YTD of 3,112. This is significant because this is the first month that you can see the true results of adding the shuttle back in to rotation.
- b. Staff attended the WSTA Symposium in Kennewick, WA for training, to watch two JTA Operators compete in the WSTA Rodeo and to honor JTA Wall of Fame Winner Kenny Yingling. Lloyd Eisenman took 2nd place overall in the 30 foot division and Darrell Finley placed 1st place overall in the body on Chassis division.
- c. There was one preventable accident in August.

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- d. Wooden Boat Ridership was 6,741. This was a very successful year. Perry thanked, staff, Maintenance and all the volunteers for making this Wooden Boat so successful.
- e. Operator Burt Langsea is retiring from JTA and there will be a retirement party on 09/21/2011 at 2pm. Everyone is welcome. Burt has been with JTA for 5 years and in Transit for over 20.

B. Fleet & Facilities Manager-Arnold

- a. Arnold said that the contract for the repaving contract has been chosen and the project is moving forward.

MISCELLANEOUS

Sullivan asked about the WSTIP Risk Pool and JTA is on a list to update. Rubert stated that she just last month sent in the new information for updates.

EXECUTIVE SESSION

The meeting entered Executive Session at 2:10 pm under terms of RCW: 42.30.110 (g) (i) for personnel matters for 20 minutes. The Executive Session ended at 2:30p.m.

ADJOURNMENT

The meeting was adjourned 2:30 p.m. The next Regular Meeting will be held at 1:30 p.m., October 18, 2011.

Natalie Patten, Clerk of the Board

Date

OPERATING CHECKS-SEPTEMBER 2011

Checkbook ID	Vendor Name	Document Type	Document Date	Document Number	Document Amount	Document Voided
OPERATING	Jefferson Transit - Petty Cash	Payment	9/8/2011	89372	\$1,080.00	No
OPERATING	Action Communications, INC	Payment	9/12/2011	89373	\$130.36	No
OPERATING	ADP	Payment	9/12/2011	89374	\$999.29	No
OPERATING	A.T.U. Local #587 COPE	Payment	9/12/2011	89375	\$10.00	No
OPERATING	A.T.U. Local #587	Payment	9/12/2011	89376	\$982.60	No
OPERATING	Bickford Ford-Mercury	Payment	9/12/2011	89377	\$161.02	No
OPERATING	Brilliant Marketing Ideas	Payment	9/12/2011	89378	\$454.63	No
OPERATING	Broadstripe	Payment	9/12/2011	89379	\$125.37	No
OPERATING	Bank of America	Payment	9/12/2011	89380	\$2,294.16	No
OPERATING	Brinks Incorporated	Payment	9/12/2011	89381	\$70.00	No
OPERATING	Cintas Corporation	Payment	9/12/2011	89382	\$251.56	No
OPERATING	City of Port Townsend	Payment	9/12/2011	89383	\$709.82	No
OPERATING	Colonial Life & Accident Ins. Co.	Payment	9/12/2011	89384	\$503.91	No
OPERATING	Cummins Northwest, INC	Payment	9/12/2011	89385	\$530.83	No
OPERATING	CASS/CADE Distributing INC.	Payment	9/12/2011	89386	\$195.24	No
OPERATING	Copy Cat Graphics & Signs, LLC	Payment	9/12/2011	89387	\$433.60	No
OPERATING	Commercial Brake & Clutch	Payment	9/12/2011	89388	\$70.11	No
OPERATING	WA State Dept of Retirement Systems	Payment	9/12/2011	89389	\$24,746.55	No
OPERATING	Dept of Retirement Systems -DCP	Payment	9/12/2011	89390	\$1,587.50	No
OPERATING	Dave Miller	Payment	9/12/2011	89391	\$24.90	No
OPERATING	DM Disposal CO., INC	Payment	9/12/2011	89392	\$336.60	No
OPERATING	First Choice Health	Payment	9/12/2011	89393	\$79.20	No
OPERATING	GO USA	Payment	9/12/2011	89394	\$83.03	No
OPERATING	Henery Hardware	Payment	9/12/2011	89395	\$152.29	No
OPERATING	Henry, Emma	Payment	9/12/2011	89396	\$66.00	No
OPERATING	Imperial Supplies LLC	Payment	9/12/2011	89397	\$69.71	No
OPERATING	Jessica Syska	Payment	9/12/2011	89398	\$365.00	No
OPERATING	Annuity Premium Reserve Account	Payment	9/12/2011	89399	\$237.00	No
OPERATING	Link Transit	Payment	9/12/2011	89400	\$28.71	No
OPERATING	Pollack, Mike	Payment	9/12/2011	89401	\$45.98	No
OPERATING	Manley Services	Payment	9/12/2011	89402	\$1,488.52	No
OPERATING	Office Depot	Payment	9/12/2011	89403	\$277.24	Yes
OPERATING	Olympic Springs	Payment	9/12/2011	89404	\$70.85	Yes
OPERATING	Pettit Oil Company	Payment	9/12/2011	89405	\$10,671.90	Yes
OPERATING	Puget Sound Energy	Payment	9/12/2011	89406	\$835.41	Yes
OPERATING	Pacific Northwest Public Purchasing Assoc	Payment	9/12/2011	89407	\$250.00	Yes
OPERATING	Romaine Electric	Payment	9/12/2011	89408	\$1,455.32	Yes
OPERATING	SME Solutions, LLC	Payment	9/12/2011	89409	\$420.00	Yes
OPERATING	SOS Printing	Payment	9/12/2011	89410	\$290.05	Yes
OPERATING	Schetky Northwest Sales	Payment	9/12/2011	89411	\$23.52	Yes
OPERATING	Oestrich, Todd	Payment	9/12/2011	89412	\$61.00	Yes
OPERATING	Toyota Lift NW	Payment	9/12/2011	89413	\$385.78	Yes
OPERATING	WA State Transit Association	Payment	9/12/2011	89414	\$1,535.00	Yes
OPERATING	United Good Neighbors	Payment	9/12/2011	89415	\$7.05	Yes
OPERATING	HRA VEBA Trust	Payment	9/12/2011	89416	\$649.82	Yes
OPERATING	UPS Store	Payment	9/12/2011	89417	\$10.00	Yes
OPERATING	UniFirst Corporation	Payment	9/12/2011	89418	\$137.42	Yes
OPERATING	Westbay Auto Parts	Payment	9/12/2011	89419	\$77.64	Yes
OPERATING	WCIF C/O Benefit Solutions, Inc	Payment	9/12/2011	89420	\$46,312.43	Yes
OPERATING	Office Depot	Payment	9/12/2011	89421	\$277.24	No
OPERATING	Olympic Springs	Payment	9/12/2011	89422	\$70.85	No
OPERATING	Pettit Oil Company	Payment	9/12/2011	89423	\$10,671.90	No
OPERATING	Puget Sound Energy	Payment	9/12/2011	89424	\$835.41	No
OPERATING	Pacific Northwest Public Purchasing Assoc	Payment	9/12/2011	89425	\$250.00	No
OPERATING	Romaine Electric	Payment	9/12/2011	89426	\$1,455.32	No
OPERATING	SME Solutions, LLC	Payment	9/12/2011	89427	\$420.00	No
OPERATING	SOS Printing	Payment	9/12/2011	89428	\$290.05	No
OPERATING	Schetky Northwest Sales	Payment	9/12/2011	89429	\$23.52	No

OPERATING	Oestrich, Todd	Payment	9/12/2011 89430	\$61.00	No
OPERATING	Toyota Lift NW	Payment	9/12/2011 89431	\$385.78	No
OPERATING	WA State Transit Association	Payment	9/12/2011 89432	\$1,535.00	No
OPERATING	United Good Neighbors	Payment	9/12/2011 89433	\$7.05	No
OPERATING	HRA VEBA Trust	Payment	9/12/2011 89434	\$649.82	No
OPERATING	UPS Store	Payment	9/12/2011 89435	\$10.00	No
OPERATING	UniFirst Corporation	Payment	9/12/2011 89436	\$137.42	No
OPERATING	Westbay Auto Parts	Payment	9/12/2011 89437	\$77.64	No
OPERATING	WCIF C/O Benefit Solutions, Inc	Payment	9/12/2011 89438	\$46,312.43	No
OPERATING	Jefferson Transit - Payroll	Payment	9/14/2011 89440	\$60,000.00	Yes
OPERATING	Jefferson Transit - Payroll	Payment	9/14/2011 89441	\$60,000.00	Yes
OPERATING	Jefferson Transit - Payroll	Payment	9/14/2011 89442	\$60,000.00	No
OPERATING	Lane, Alice	Payment	9/26/2011 89443	\$81.44	No
OPERATING	Teressa Lange	Payment	9/26/2011 89444	\$60.00	No
OPERATING	Rubert, Tammi	Payment	9/26/2011 89445	\$60.00	No
OPERATING	Johnny K Designs, INC	Payment	9/26/2011 89446	\$175.00	No
OPERATING	A T & T	Payment	9/26/2011 89447	\$433.69	No
OPERATING	Northwest Pump & Equipment	Payment	9/26/2011 89448	\$339.54	No
OPERATING	Pacific Office Equipment	Payment	9/26/2011 89449	\$244.94	No
OPERATING	Printery Communications	Payment	9/26/2011 89450	\$729.84	No
OPERATING	Bickford Ford-Mercury	Payment	9/26/2011 89451	\$35.74	No
OPERATING	Terry's Lock & Safe	Payment	9/26/2011 89452	\$332.45	No
OPERATING	Leader, The	Payment	9/26/2011 89453	\$244.25	No
OPERATING	Brinks Incorporated	Payment	9/26/2011 89454	\$157.27	No
OPERATING	Verizon Wireless	Payment	9/26/2011 89455	\$675.00	No
OPERATING	Westbay Auto Parts	Payment	9/26/2011 89456	\$64.03	No
OPERATING	A.T.U. Local #587	Payment	9/26/2011 89457	\$982.60	No
OPERATING	United Good Neighbors	Payment	9/26/2011 89458	\$7.05	No
OPERATING	Annuity Premium Reserve Account	Payment	9/26/2011 89459	\$237.00	No
OPERATING	CenturyLink	Payment	9/26/2011 89460	\$1,169.25	No
OPERATING	A.T.U. Local #587 COPE	Payment	9/26/2011 89461	\$10.00	No
OPERATING	IntelliSystems, Inc.	Payment	9/26/2011 89462	\$135.00	No
OPERATING	Manley Services	Payment	9/26/2011 89463	\$48.73	No
OPERATING	ADP	Payment	9/26/2011 89464	\$698.54	No
OPERATING	CASS/CADE Distributing INC.	Payment	9/26/2011 89465	\$149.54	No
OPERATING	Evergreen Collision Center	Payment	9/26/2011 89466	\$117.83	No
OPERATING	Cummins Northwest, INC	Payment	9/26/2011 89467	\$1,623.51	No
OPERATING	HRA VEBA Trust	Payment	9/26/2011 89468	\$701.46	No
OPERATING	Harlow's Bus Sales Inc	Payment	9/26/2011 89469	\$86.00	No
OPERATING	Fastenal	Payment	9/26/2011 89470	\$30.72	No
OPERATING	Dave Miller	Payment	9/26/2011 89471	\$622.30	No
OPERATING	Dept of Retirement Systems -DCP	Payment	9/26/2011 89472	\$9,820.15	No
OPERATING	Dex Media West	Payment	9/26/2011 89473	\$62.69	No
OPERATING	UniFirst Corporation	Payment	9/26/2011 89474	\$282.80	No
OPERATING	Cintas Corporation	Payment	9/26/2011 89475	\$307.68	No
OPERATING	Diamond Manufacturing, Inc	Payment	9/26/2011 89476	\$1,000.00	No
OPERATING	Associated Petroleum Products, Inc	Payment	9/26/2011 89477	\$33,862.34	No
OPERATING	Interstate Battery Systems of Seattle	Payment	9/26/2011 89478	\$299.43	No
OPERATING	Fleetpride	Payment	9/26/2011 89479	\$29.56	No
OPERATING	Gillig Corporation	Payment	9/26/2011 89480	\$1,242.42	No
OPERATING	Hanson Electric	Payment	9/26/2011 89481	\$2,915.75	No
OPERATING	Henery Hardware	Payment	9/26/2011 89482	\$192.91	No
OPERATING	Jefferson Transit - Payroll	Payment	9/28/2011 89484	\$73,926.46	No
OPERATING	Hausmann, Paul	Payment	9/30/2011 89485	\$32.32	No
OPERATING	Teressa Lange	Payment	9/30/2011 89486	\$79.56	No
OPERATING	Insideout Solutions	Payment	9/30/2011 89487	\$1,620.00	No
OPERATING	Johnny K Designs, INC	Payment	9/30/2011 89488	\$15.23	No
OPERATING	Les Schwab Tire Center	Payment	9/30/2011 89489	\$1,233.22	No
OPERATING	North Coast Electric Co.	Payment	9/30/2011 89490	\$105.12	No
OPERATING	Quillayute Valley School	Payment	9/30/2011 89491	\$987.52	No
OPERATING	Terry's Lock & Safe	Payment	9/30/2011 89492	\$6.54	No
OPERATING	Westbay Auto Parts	Payment	9/30/2011 89493	\$1,158.20	No
OPERATING	A.T.U. Local #587	Payment	9/30/2011 89494	\$680.68	No

OPERATING	HRA VEBA Trust	Payment	9/30/2011 89495	\$181.05	No
OPERATING	Cintas Corporation	Payment	9/30/2011 89496	\$102.56	No
OPERATING	Jessica Syska	Payment	9/30/2011 89497	\$150.00	No
OPERATING	Double D Electrical, INC	Payment	9/30/2011 89498	\$48.69	No
OPERATING	PNPPA	Payment	9/30/2011 89499	\$410.00	No
OPERATING	Ergometrics	Payment	9/30/2011 89500	\$97.36	No
OPERATING	Gillig Corporation	Payment	9/30/2011 89501	\$120.89	No
OPERATING	Healthforce OccMed	Payment	9/30/2011 89502	\$50.00	No
OPERATING	Henery Hardware	Payment	9/30/2011 89503	\$7.62	No
TOTAL OPERATING CHECKS				\$303,065.39	
INCLUDES PAYROLL OF				\$133,926.46	



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 10/18/2011

SEPTEMBER 2011 ACCOUNTS PAYABLE

OPERATING CHECKS: 89372 TO 89503

OPERATING CHECKS (VOIDED): 89403 through 89420
89440 through 89441

CAPITAL CHECKS: none

CAPITAL CHECKS (VOIDED): none

ADVANCE TRAVEL CHECKS: none

Certification

The undersigned duly qualified Board Chair, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the above check numbers were presented before the Jefferson Transit Authority Board and were reviewed by such. These expenses were approved during the consent agenda at a legally convened meeting of the Jefferson Transit Authority Board held on October 18, 2011.

Board Chair

Clerk of the Board



**Consent
Agenda
Item C**

Consent Agenda Item C.

Meeting Date: October 18, 2011

Subject: Approve cancellation of December 20, 2011 Board Meeting

Prepared By: Natalie Patten

Approved By: 

Summary: JTA staff would like the Board to approve the cancellation of the December 2011 Authority Board Meeting due to conflicting schedules and year end work load

Recommendation: Approve the cancellation of the December 20, 2011 Board Meeting.



Agenda Item 4a.

Meeting Date: October 18, 2011

Subject: **Resolution 11-32: Amendment 2 to GCA 5956-STP Flex Grant**

Prepared By: Natalie Patten

Approved By: 

Summary: Amendment 02 redistributes already awarded funds to add a bus paving line item to the Scope of Work for Project A under Grant GCA 5956. Resolution 11-32 authorizes the Authority Chair to sign and execute the grant amendment.

Recommendation:

Adopt Resolution 11-32: Amendment 2 to GCA5956-STP Flex Grant

Motion for Consideration:

Move to Adopt Resolution 11-32: Amendment 2 to GCA5956-STP Flex Grant

JEFFERSON TRANSIT AUTHORITY

RESOLUTION 11-32:

**Authorize the Authority Chair to sign and execute the
Second Amendment to Grant Agreement GCA 5956**

A RESOLUTION, authorizing the Authority Chair to sign and execute the Second Amendment to Grant Agreement GCA 5956 between Jefferson Transit Authority and the Washington State Department of Transportation.

WHEREAS, both PARTIES agree to amend AGREEMENT GCA 5956 to redistribute funding to add a bus paving line item, and;

WHEREAS, both PARTIES agree to amend AGREEMENT GCA 5956 to Replace Exhibit I, Funding by Project-Project A with the new scope of work as outlined in the before mentioned GCA 5956-2 Grant Amendment.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Transit Authority Board as follows:

1. The following Amendments are hereby incorporated into AGREEMENT GCA 5956, AND
2. The Chair of the Authority is hereby authorized to sign Amendment 02 to GCA 5956 with the Washington State Department of Transportation.

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 October 18, 2011.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

The SECOND AMENDMENT to AGREEMENT GCA5956 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Jefferson Transit (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

WHEREAS, both PARTIES agree to amend AGREEMENT GCA5956 to redistribute funding to add a bus paving line item;

NOW THEREFORE, the following AMENDMENT is hereby incorporated into AGREEMENT GCA5956:

1. Replace *Exhibit I, Funding by Project – Project A* with the following:

Funding by Project:

PROJECT A

Scope of Work: Purchase and applicable installation of the equipment listed below using funds transferred into the FTA 5311 program from the Surface Transportation Program (STP).

Equipment	Funding		
	FTA 5311 (STP) (80%)	Contractor Funds (20%)	Total Project Cost (100%)
IT Systems & Telephony	\$62,526	\$15,632	\$78,158
Trapeze Updates/Fixed Route	\$32,000	\$8,000	\$40,000
OpScan Radio System and AVL	\$120,000	\$30,000	\$150,000
One Small Vehicle Hoist, Brake Machine, Big Tire Machine, Filter Crusher, Ford Diagnostic Tool, Cummins Diagnostic Tool, Hydraulic Shop Press, Hose Assembly System, 4 workstations	\$42,800	\$10,700	\$53,500
One Forklift, Repower Facilities Van, 4WD Service Vehicle	\$47,600	\$11,900	\$59,500
Five (5) Transit Shelters	\$5,000	\$1,250	\$6,250
Fifteen (15) Head-Signage Luminators	\$40,000	\$10,000	\$50,000
Bus Lot Paving and Rehabilitation	\$20,000	\$5,000	\$25,000
Total	\$369,926	\$92,482	\$462,408

Budget: The amounts per item are for budget purposes only, it is understood that the actual costs per item may vary. However, the proportionate federal share for each item may not exceed 80% of the total cost of each item or group of items listed above.

2. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the “AGREEMENT” shall mean “AGREEMENT as amended.”

3. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

By: _____
Brian Lagerberg, Director
Public Transportation Division

By: _____
Authorized Representative

Title: _____

Print Name: _____

Date: _____

Date: _____

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

September, 2011

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	1912	17	93	340	2516	143	5.62	0.76	13.39
#3 Castle Hill Connector	2495	15	192	340	3094	146	7.34	0.81	17.07
#11 Shuttle	8354	73	287	680	2652	252	12.29	3.15	33.20
LOCAL TOTAL	12761	105	572	1360	8262	541	8.42	1.57	21.22

COMMUTER									
#1 Brinnon	1816	15	254	192	8160	207	9.46	0.22	8.76
#6A Tri Area Loop (5)	1765	4	115	126	3263	105	14.01	0.54	16.88
#6B Tri Area Loop (6)	1227	1	130	100	2590	83	12.27	0.47	14.78
#7 Poulsbo	2563	2	180	192	8045	205	13.35	0.32	12.48
#8 Sequim	2569	15	231	236	8118.4	184	10.89	0.32	13.96
COMMUTER TOTAL	9940	37	910	846	30177	784	11.99	0.37	13.37

2011 SPECIAL EVENTS	Boardings	Runs per event	**Wooden Boat 2011 numbers total 6741. This includes Wooden Boat specific routes (5746) and Wooden Boat traffic on fixed route (995)**
Rhody Festival 05-21-2011	162	2	
Wooden Boat Festival 09-11, 2011	5746	3	

WEST JEFFERSON	1359	7	61	192	13128	425	7.08	0.10	3.20
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TOTAL MONTHLY	24060	149	1482	2398	51567	1750	9.16	0.68	12.60
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Weekdays in Month Saturdays in Month Sundays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van
Vanpool	1532	10355	6.76

DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	New Applicants
Dial A Ride	1403	1290	6346	521	1.09	0.22	2.70	16

*Boardings includes Passenger and Attendant if needed

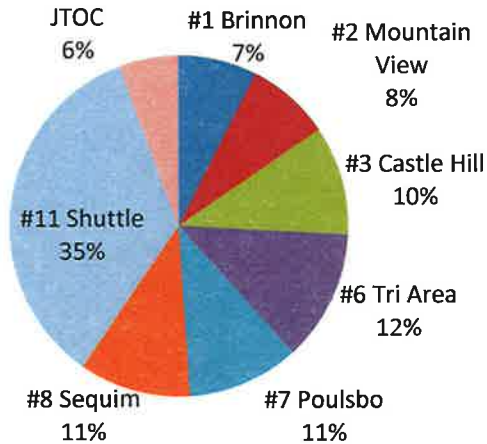
RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

JTA Monthly Percentage of Ridership- September 2011

Total
Ridership for
September
2011

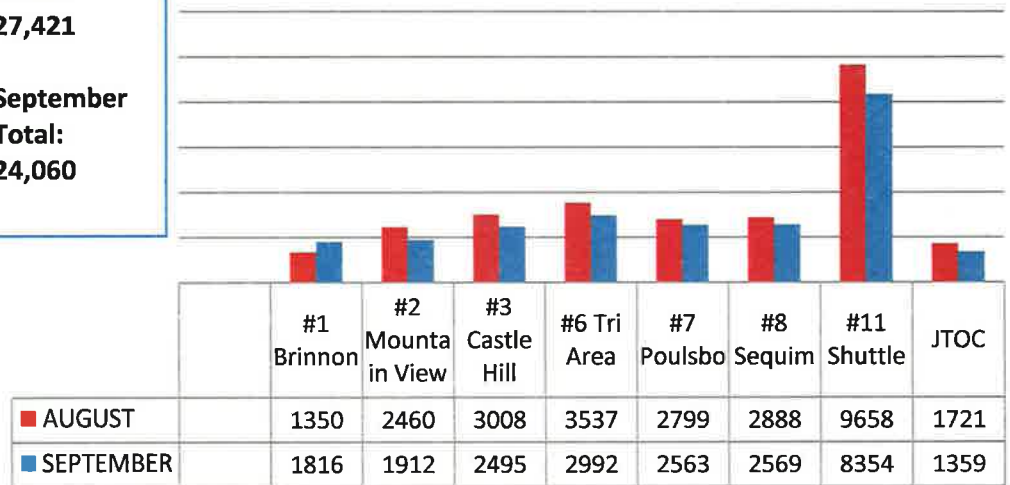
**24060
(100%)**



August
Total :
27,421

September
Total:
24,060

Month to Month Route Comparison



YTD Ridership by Route and Year as of August

