



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, November 29, 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 |
| <ul style="list-style-type: none">a. September 2011b. October 2011 | |
| II. Consent Agenda | Attachments |
| <ul style="list-style-type: none">a. Approval of Minutes, October 18, 2011b. Approval of Expenses, October 2011 | |
| III. Old Business | |
|
 | |
| IV. New Business | Attachments |
| <ul style="list-style-type: none">a. Resolution 11-33: Designating signers on Fiscal Accountsb. Resolution 11-34: LOC Signatory Authority | |
| V. Staff Report | |
| <ul style="list-style-type: none">a. Operations Managerb. Fleet & Facilities Manager 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).
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September 2011 Financial Summary

Budget Tracking Figure: 75.00%

1. Operational Expenses:	\$376,211.53
Operational Revenues:	\$30,208.16
Non-Operational Income:	\$416,698.22
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 47.44 %	
3. Cash on Hand:	
Operating:	\$162,072.21
Capital Account:	\$713.67
Treasury Pool:	\$131,570.85
Fuel Fund:	\$31,756.40
EFT Fund:	\$14,838.08
Travel Fund:	\$53.26
Total	\$341,004.47

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%	\$158,417.01	144,356.76	160,431.42	144,357.00	8.76%	9.74%
February	0.60%	\$221,922.91	237,202.39	235,580.33	237,202.00	(6.49%)	(6.44%)
March	0.60%	\$152,115.03	140,635.54	183,483.21	140,636.00	6.26%	8.16%
April	0.60%	\$150,424.11	146,047.89	157,968.46	146,048.00	2.77%	3.00%
May	0.60%	\$191,817.93	193,190.62	189,212.05	193,191.00	(0.73%)	(0.71%)
June	0.60%	\$172,249.94	154,076.61	184,904.11	154,077.00	9.83%	11.79%
July	0.60%	\$191,845.36	157,223.48	170,343.72	157,223.00	20.32%	22.02%
August	0.60%	\$203,110.70	202,548.76	220,407.69	202,549.00	0.25%	0.28%
September	0.90%	\$285,132.17	190,292.86	199,897.06	285,000.00	47.44%	0.05%
October	0.90%		178,731.22	183,167.58	268,500.00	0.00%	0.00%
November	0.90%		221,741.13	226,716.42	339,000.00	0.00%	0.00%
December	0.90%		166,953.12	171,279.08	256,500.00	0.00%	0.00%
Total		1,727,035.16	2,133,000.38	2,283,391.13	2,524,283.00	0.00%	0.00%
Monthly Average		191,892.80	177,750.03	190,282.59	210,356.92		

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%	\$152,115.03	140,635.54	183,483.21	141,000.00	8.16%	7.88%
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%	\$172,249.94	154,076.61	184,904.11	154,000.00	11.79%	11.85%
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%
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October	0.90%		166,953.12	171,279.08	256,500.00	0.00%	0.00%
November	0.90%		158,497.64	144,356.76	216,000.00	0.00%	0.00%
December	0.60%		221,922.91	237,202.39	355,500.00	0.00%	0.00%
Total		1,346,695.24	2,131,861.78	2,268,938.53	2,714,500.00	0.00%	(27.33%)
Monthly Average		192,385.03	177,655.15	189,078.21	226,208.33		

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

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	September	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$17,048.13	\$115,777.43	\$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	0.00%
 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	30,208.16	189,708.05	266,610.00	71.16%
NONOPERATING REVENUES				
Nontransportation				
Rental of Vehicles		895.00		0.00%
Investment (Interest) Income	178.05	1,273.03	4,700.00	27.09%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Public Donations			200.00	0.00%
Other Nontransportation Revenues		260.27	11,100.00	2.34%
Taxes Levied Directly by Transit System - Sales & Use Tax	339,132.17	1,965,141.39	2,714,500.00	72.39%
Local Grants and Contributions				
JTOC	2,333.00	20,997.00	28,000.00	74.99%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
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	0.00%
Special Needs	6,671.00	60,039.00	68,505.00	87.64%
RTAP			3,500.00	0.00%
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	416,698.22	2,664,061.69	3,721,876.00	71.58%
TOTAL REVENUES	446,906.38	2,853,769.74	3,988,486.00	71.55%

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

DRAFT

	September	YTD	Budget	% of Actual vs. Budget
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	6,784.32	46,045.56	59,157.00	77.84%
General Leave	23,381.50	158,009.73	222,393.00	71.05%
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)	207.13	1,657.73	26,764.00	6.19%
Service and User Fees				
Vanpool Services and Fees		320.88	3,500.00	9.17%
Advertising Fees	547.89	6,740.60	15,450.00	43.63%
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		0.00%
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	250.71	2,586.43	3,600.00	71.85%
Drug & Alcohol Services	334.58	3,085.22	4,800.00	64.28%
Other Services & User Fees		60.00		0.00%
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	5,356.59	36,703.04	76,500.00	47.98%
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	293.61	10,353.12	16,970.00	61.01%
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	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,079.20	9,804.14	13,850.00	70.79%
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)		0.00%
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%

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

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	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$931.95	\$10,111.55	\$12,831.00	78.81%
Travel & Meetings	1,119.24	8,000.63	18,650.00	42.90%
Fines & Penalties	68.26	906.67		0.00%
Safety Program (Rodeo & Safety Rewards)			4,000.00	0.00%
Training (Classes, Seminars & Materials)	2,081.36	9,925.05	11,500.00	86.30%
EE CDL and EE Physical Expense	120.00	1,365.00	3,300.00	41.36%
Other Miscellaneous	38.22	100.55	300.00	33.52%
Interest Expense				
Interest on Short-term Debt Obligation	14.89	60.05		0.00%
Leases and Rentals				
Transit Way & Passenger Stations		360.00	1,080.00	33.33%
Passenger Parking Facilities	57.72	57.72	1,056.00	5.47%
Maintenance Shops		157.61		0.00%
Other General Administration Facilities	851.78	4,206.40	11,317.00	37.17%
TOTAL OPERATING EXPENSES	<u>376,211.53</u>	<u>2,776,770.97</u>	<u>3,917,782.00</u>	<u>70.88%</u>

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

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	<u>September</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$307,657.88)	(\$2,716,788.44)
Non-Capital Financing Activities	\$285,132.17	\$4,247,160.11
Investing Activities	<u>\$178.05</u>	<u>\$1,247.01</u>
Total Operating Cash Provided (Used)	(\$22,347.66)	\$1,531,618.68
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities	<u></u>	<u>(\$1,494,424.27)</u>
Net Increase (Decrease) Cash and Equivalent	(\$22,347.66)	\$37,194.41
Cash Balances - Beginning of Period	\$413,474.65	\$353,932.58
CASH BALANCES - END OF PERIOD	<u>\$391,126.99</u>	<u>\$391,126.99</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending September 30, 2011

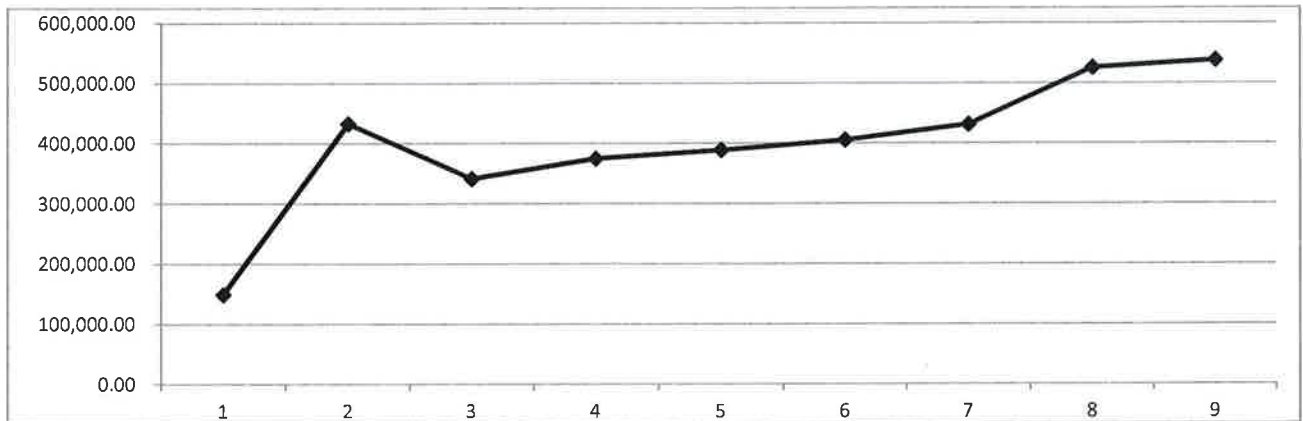
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	September	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$30,208.16	\$189,708.05	\$266,610.00	71.16%
Operating Expenses				
Labor	191,368.70	1,264,606.07	1,787,850.00	70.73%
Benefits	111,050.45	835,129.51	1,112,017.00	75.10%
Services and User Fees	11,937.36	152,978.31	280,848.00	54.47%
Materials & Supplies	44,499.90	375,676.25	514,752.00	72.98%
Utilities	4,338.15	45,414.56	65,270.00	69.58%
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	4,359.03	30,409.45	50,581.00	60.12%
Interest on Debt	14.89	60.05		0.00%
Leases and Rentals	909.50	4,781.73	13,453.00	35.54%
Total Operating Expenses	376,211.53	2,776,770.97	3,917,782.00	70.88%
Operating Income (Loss)	(346,003.37)	(2,587,062.92)	(3,651,172.00)	70.86%
Non-Operating Revenues				
Non-Transportation Revenue	178.05	2,428.30	19,000.00	12.78%
Taxes Levied by Transit	339,132.17	1,965,141.39	2,714,500.00	72.39%
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	416,698.22	2,664,061.69	3,721,876.00	71.58%
Net Income (Loss) Before Transfers In/(Out)	70,694.85	76,998.77	70,704.00	108.90%
Net Income/(Loss)	70,694.85	76,998.77	70,704.00	108.90%

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

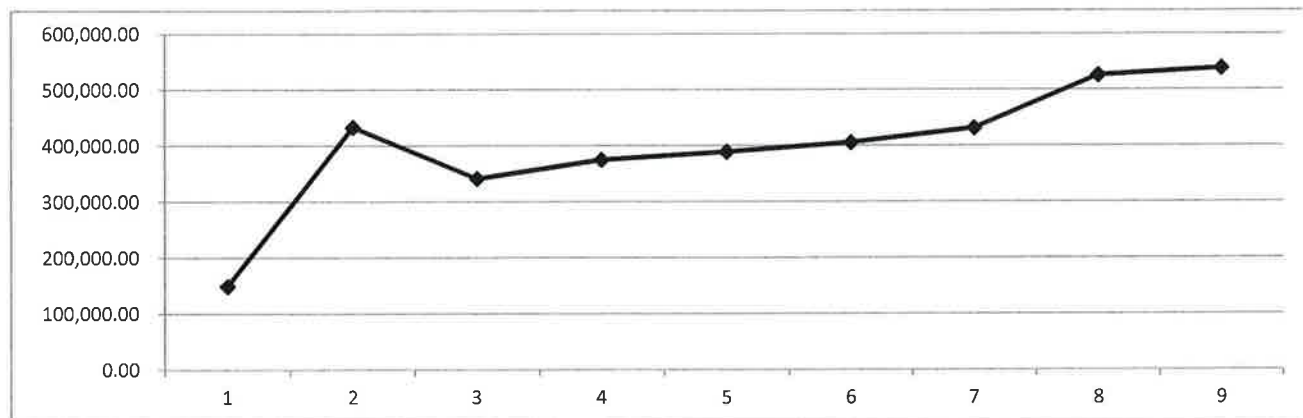
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	April	May	June	July	August	September	October	November	December
INFLOW									
Bank Balance as of end of March	282,973.31								
Operating Income	21,993.00	19,490.00	23,355.00	20,089.00	21,993.00	30,208.16	16,597.85	21,993.00	21,993.00
Sales Tax for Month	146,000.00	191,817.93	172,295.00	191,845.00	202,549.00	285,132.17	305,799.23	339,000.00	256,500.00
Quarterly Grant		348,821.92			135,000.00	77,388.00	41,428.86	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)	(345,278.44)	(376,211.53)	(323,090.92)	(344,838.00)	(344,438.00)
Net Cash at month end	149,355.18	433,161.05	341,497.05	374,953.98	389,217.54	405,734.34	431,469.36	525,957.36	538,345.36



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	389,217.54	405,734.34	431,469.36	525,957.36
Net Inflow/Out flow for month		283,805.87	(91,664.00)	33,456.93	14,263.56	16,516.80	25,735.02	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	389,217.54	405,734.34	431,469.36	525,957.36	538,345.36





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October 2011 Financial Summary

Budget Tracking Figure: 83.33%

1. Operational Expenses:	\$323,090.92
Operational Revenues:	\$16,597.85
Non-Operational Income:	\$335,615.20
Capital Expenses:	\$0.00
Capital income :	\$0.00

2. Sales Tax Received 10/31/2011 for August: \$305,799.23
Sales Tax Received 10/31/2010 for August: \$178,731.22
Sales tax increased from prior year 69.37 %

3. Cash on Hand:	
Operating:	\$255,260.38
Capital Account:	\$727.14
Treasury Pool:	\$131,570.85
Fuel Fund:	\$34,633.20
EFT Fund:	\$6,604.32
Travel Fund:	\$53.26
Total	\$428,849.15

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

Month Received - Cash Basis (Cash Flow)

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Total		2,032,834.39	2,133,000.38	2,283,391.13	2,524,283.00	0.00%	0.00%
Monthly Average		203,283.44	177,750.03	190,282.59	210,356.92		

Month Earned - Accrual Basis (Income Statement)

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October	0.90%		166,953.12	171,279.08	256,500.00	0.00%	0.00%
November	0.90%		158,497.64	144,356.76	216,000.00	0.00%	0.00%
December	0.60%		221,922.91	237,202.39	355,500.00	0.00%	0.00%
Total		1,652,494.47	2,131,861.78	2,268,938.53	2,714,500.00	0.00%	(27.33%)
Monthly Average		206,561.81	177,655.15	189,078.21	226,208.33		

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Ten Months Ending October 31, 2011

DRAFT

	October	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,017.65	\$125,795.08	\$152,000.00	82.76%
Fixed Route Fares - West - JTOC	430.96	3,622.84	4,050.00	89.45%
Dial-a-Ride Fares (DAR)	30.00	8,266.15	11,080.00	74.60%
Vanpools	5,615.00	58,389.00	72,000.00	81.10%
Extended Service			2,700.00	0.00%
 Auxiliary Transportation Revenues				
Advertising Services	439.24	9,582.83	24,000.00	39.93%
Other Services Revenue	65.00	650.00	780.00	83.33%
Total Operating Revenues	16,597.85	206,305.90	266,610.00	77.38%
NONOPERATING REVENUES				
Nontransportation				
Rental of Vehicles	3.57	898.57		0.00%
Investment (Interest) Income	383.54	1,656.57	4,700.00	35.25%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Public Donations			200.00	0.00%
Other Nontransportation Revenues		260.27	11,100.00	2.34%
Taxes Levied Directly by Transit System - Sales & Use Tax	293,799.23	2,258,940.62	2,714,500.00	83.22%
Local Grants and Contributions				
JTOC	2,333.00	23,330.00	28,000.00	83.32%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	4,298.05	30,542.05	35,000.00	87.26%
Rural Mobility Transit Formula	3,399.13	3,399.13	62,743.00	5.42%
Special Needs	7,460.80	67,499.80	68,505.00	98.53%
RTAP			3,500.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	23,937.88	613,149.88	785,628.00	78.05%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	335,615.20	2,999,676.89	3,721,876.00	80.60%
TOTAL REVENUES	352,213.05	3,205,982.79	3,988,486.00	80.38%

Jefferson Transit Authority
Expense Statement - Accrual Basis
For the Ten Months Ending October 31, 2011

DRAFT

	October	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$61,833.83	\$535,273.85	\$639,425.00	83.71%
Operators Overtime - Fixed Route	5,694.35	43,846.03	71,048.00	61.71%
Operators Salaries & Wages - Dial-a-Ride (DAR)	15,744.97	123,794.72	154,057.00	80.36%
Operators Overtime - Dial-a-Ride (DAR)	137.49	6,801.31	10,710.00	63.50%
Other Salaries & Wages	41,270.39	367,079.34	523,771.00	70.08%
Other Overtime	2,870.92	20,712.05	18,997.00	109.03%
Administration Salaries	36,709.78	331,360.50	369,842.00	89.60%
Benefits				
FICA	13,838.57	124,239.47	154,229.00	80.56%
Pension Plans (PERS)	10,201.74	97,548.76	102,572.00	95.10%
Medical Plans	33,409.15	384,470.58	422,550.00	90.99%
Dental Plans	3,479.39	38,537.39	42,082.00	91.58%
Unemployment Insurance (UI)	94.23	2,697.78	3,240.00	83.26%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,280.85	35,072.16	59,955.00	58.50%
Holiday	990.43	47,035.99	59,157.00	79.51%
General Leave	9,995.55	168,005.28	222,393.00	75.54%
Other Paid Absence (Court Duty & Bereavement)	1,106.56	5,175.41	4,400.00	117.62%
Uniforms, Work Clothing & Tools Allowance	664.94	8,750.37	14,675.00	59.63%
Other Benefits (HRA, EAP & Wellness)	72.00	1,729.73	26,764.00	6.46%
Service and User Fees				
Vanpool Services and Fees		320.88	3,500.00	9.17%
Advertising Fees	285.08	7,025.68	15,450.00	45.47%
Professional & Technical Services	2,282.15	84,814.91	115,800.00	73.24%
Temporary Help	4,316.83	5,007.82	40,998.00	12.21%
Contract Maintenance Services (IT Services)	5,589.56	33,185.80	37,000.00	89.69%
Custodial Services	150.00	955.00		0.00%
Security Services	286.61	2,550.28	5,100.00	50.01%
Vehicle Technical Services	588.38	10,309.16	27,750.00	37.15%
Property Maintenance Services	654.73	2,987.10	9,700.00	30.79%
Software Maintenance Fees	1,417.75	15,661.12	17,150.00	91.32%
Postage & Mail Meter Fees	284.22	2,870.65	3,600.00	79.74%
Drug & Alcohol Services	334.58	3,419.80	4,800.00	71.25%
Other Services & User Fees	103.00	163.00		0.00%
Materials and Supplies Consumed				
Fuel	34,348.94	308,021.82	315,502.00	97.63%
Tires	4,786.65	13,619.62	20,500.00	66.44%
Lubrication	260.97	9,089.08	10,000.00	90.89%
Tools	146.96	4,339.58	8,200.00	52.92%
Vehicle Maintenance & Repair Parts	3,624.23	40,327.27	76,500.00	52.72%
Non-Vehicle Maintenance & Repair Parts	504.61	2,657.55	15,500.00	17.15%
Vehicle Accessories		66.89	880.00	7.60%
Park & Ride Materials	271.30	1,496.05	2,000.00	74.80%
Shop Supplies (Maintenance & Cleaning)	798.52	15,197.87	20,500.00	74.14%
Safety & Emergency Supplies		1,141.55	5,250.00	21.74%
Office Supplies	405.31	10,758.43	16,970.00	63.40%
Computer Programs & Supplies		1,820.04	5,250.00	34.67%
Printing (Photocopier, Schedules & Brochures)	4,285.42	16,573.41	15,200.00	109.04%
Other Materials & Supplies			2,500.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,070.95	10,875.09	13,850.00	78.52%
Utilities (Electrical & Propane)	914.43	13,793.89	19,500.00	70.74%
Telephone & Internet	1,728.02	24,458.98	31,920.00	76.63%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,162.83	71,628.30	85,956.00	83.33%
Recoveries of Public Liability & Property Damage Settlements		(2,221.63)		0.00%
Taxes				
State Taxes	788.88	4,465.37	5,135.00	86.96%
Property Taxes		17.90	20.00	89.50%
Vehicle Licensing & Registration Fees		516.50	100.00	516.50%
Other Licensing Fees & Taxes	107.59	1,367.90	1,800.00	75.99%

**Jefferson Transit Authority
Expense Statement - Accrual Basis
For the Ten Months Ending October 31, 2011**

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	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$996.75	\$11,108.30	\$12,831.00	86.57%
Travel & Meetings	528.25	8,528.88	18,650.00	45.73%
Fines & Penalties		906.67		0.00%
Safety Program (Rodeo & Safety Rewards)			4,000.00	0.00%
Training (Classes, Seminars & Materials)	675.00	10,600.05	11,500.00	92.17%
EE CDL and EE Physical Expense	120.00	1,485.00	3,300.00	45.00%
Other Miscellaneous		100.55	300.00	33.52%
Interest Expense				
Interest on Short-term Debt Obligation	14.42	74.47		0.00%
Leases and Rentals				
Transit Way & Passenger Stations		360.00	1,080.00	33.33%
Passenger Parking Facilities		57.72	1,056.00	5.47%
Maintenance Shops		157.61		0.00%
Other General Administration Facilities	862.86	5,069.26	11,317.00	44.79%
TOTAL OPERATING EXPENSES	<u><u>323,090.92</u></u>	<u><u>3,099,861.89</u></u>	<u><u>3,917,782.00</u></u>	<u><u>79.12%</u></u>

Jefferson Transit Authority
Statement of Cash Flows - Cash Basis
For the Ten Months Ending October 31, 2011

DRAFT

	<u>October</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$215,646.61)	(\$2,932,435.05)
Non-Capital Financing Activities	\$305,802.80	\$4,552,962.91
Investing Activities	\$383.54	\$1,630.55
Total Operating Cash Provided (Used)	\$90,539.73	\$1,622,158.41
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities		(\$1,494,424.27)
Net Increase (Decrease) Cash and Equivalent	\$90,539.73	\$127,734.14
Cash Balances - Beginning of Period	\$391,126.99	\$353,932.58
CASH BALANCES - END OF PERIOD	<u>\$481,666.72</u>	<u>\$481,666.72</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Ten Months Ending October 31, 2011

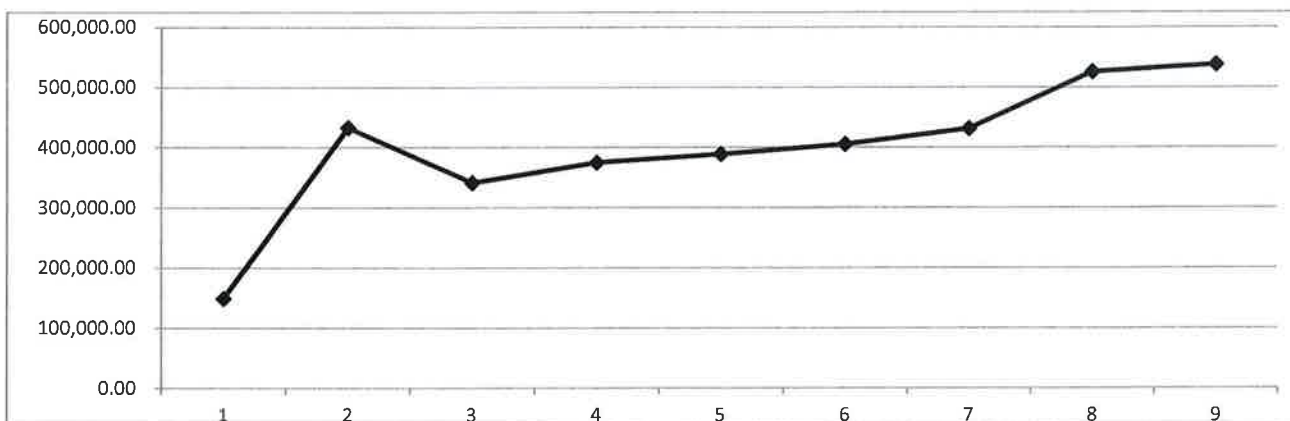
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	October	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,597.85	\$206,305.90	\$266,610.00	77.38%
Operating Expenses				
Labor	164,261.73	1,428,867.80	1,787,850.00	79.92%
Benefits	78,133.41	913,262.92	1,112,017.00	82.13%
Services and User Fees	16,292.89	169,271.20	280,848.00	60.27%
Materials & Supplies	49,432.91	425,109.16	514,752.00	82.59%
Utilities	3,713.40	49,127.96	65,270.00	75.27%
Casualty/Liability Costs	7,162.83	69,406.67	85,956.00	80.75%
Taxes	896.47	6,367.67	7,055.00	90.26%
Miscellaneous Expenses	2,320.00	32,729.45	50,581.00	64.71%
Interest on Debt	14.42	74.47		0.00%
Leases and Rentals	862.86	5,644.59	13,453.00	41.96%
Total Operating Expenses	323,090.92	3,099,861.89	3,917,782.00	79.12%
Operating Income (Loss)	(306,493.07)	(2,893,555.99)	(3,651,172.00)	79.25%
Non-Operating Revenues				
Non-Transportation Revenue	387.11	2,815.41	19,000.00	14.82%
Taxes Levied by Transit	293,799.23	2,258,940.62	2,714,500.00	83.22%
Local Grants & Contributions	2,333.00	23,330.00	33,000.00	70.70%
State Grants & Contributions	15,157.98	101,440.98	169,748.00	59.76%
Federal Grants & Contributions	23,937.88	613,149.88	785,628.00	78.05%
Total Non-Operating Revenues	335,615.20	2,999,676.89	3,721,876.00	80.60%
Net Income (Loss) Before Transfers In/(Out)	29,122.13	106,120.90	70,704.00	150.09%
Net Income/(Loss)	29,122.13	106,120.90	70,704.00	150.09%

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

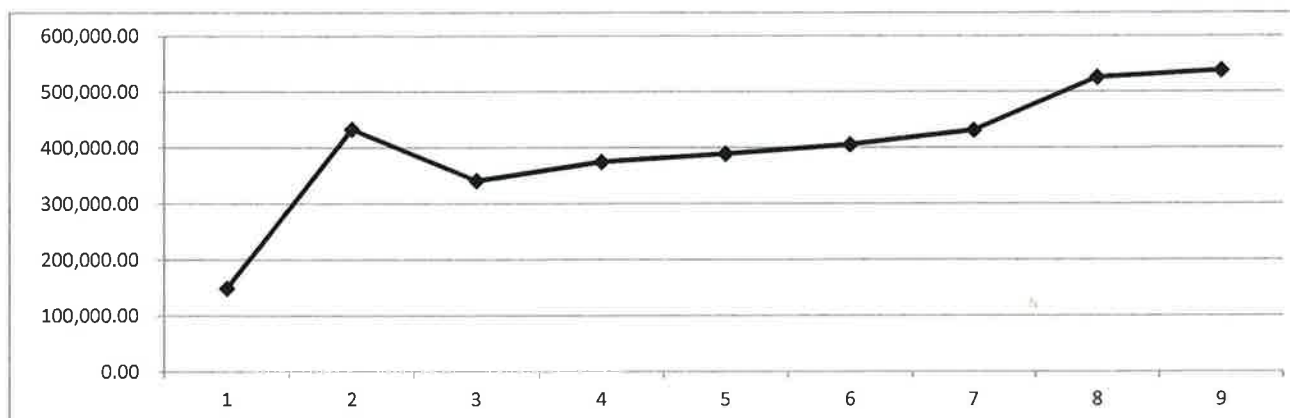
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	April	May	June	July	August	September	October	November	December
INFLOW									
Bank Balance as of end of March	282,973.31								
Operating Income	21,993.00	19,490.00	23,355.00	20,089.00	21,993.00	30,208.16	16,597.85	21,993.00	21,993.00
Sales Tax for Month	146,000.00	191,817.93	172,295.00	191,845.00	202,549.00	285,132.17	305,799.23	339,000.00	256,500.00
Quarterly Grant		348,821.92			135,000.00	77,388.00	41,428.86	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)	(345,278.44)	(376,211.53)	(323,090.92)	(344,838.00)	(344,438.00)
Net Cash at month end	149,355.18	433,161.05	341,497.05	374,953.98	389,217.54	405,734.34	431,469.36	525,957.36	538,345.36



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	389,217.54	405,734.34	431,469.36	525,957.36
Net Inflow/Out flow for month		283,805.87	(91,664.00)	33,456.93	14,263.56	16,516.80	25,735.02	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	389,217.54	405,734.34	431,469.36	525,957.36	538,345.36



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Jefferson Transit Authority Board

Meeting Minutes

Tuesday, October 18, 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 1:35 p.m. Other members present were George Randels, David Sullivan, John Austin, Phil Johnson and Pam Thompson.

STAFF PRESENT

Tammi Rubert, Patty Perry, Ben Arnold, Natalie Patten.

OTHERS PRESENT

Bob Eash, ATU 587, Brenda McMillan

NEW AGENDA ITEMS

No new agenda items

FINANCE REPORT

Robinson stated that the General Manager notified her of some inaccuracies in the September finances. Robinson stated that the September financials are being taken off the agenda and will be reported along with October's Financials at the November meeting.

PUBLIC COMMENT

Public Comment began at 1:37pm.

Brenda McMillan- stated that the bus ride from Forks to Seattle needs to be looked at, that the ride has too long of a wait time in Port Townsend. Her suggestion was to add the 11am Poulsbo bus back into the schedule. McMillan questioned the payroll line items on the list of Account Payable checks. Robinson noted that some of the payroll line items in question were voids.

Robinson asked staff for response to McMillan's schedule suggestion. Rubert stated that she has received a few other requests for the same route and those suggestions are taken into consideration when determining new routes and adjustments. Austin stated that he agrees with the addition of the mid day run. Johnson stated that he recently broke down in Cle Elum and had to travel home on the network of buses and the entire system felt seamless. Eash stated that the Sequim bus was moved back an hour recently and that created a break in the connections and he would like to add that to the list of suggestions. Randels suggested that Transit keep a list of these suggestions for this purpose and Rubert acknowledged that this is happening and in addition Transit is working on a

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policy regarding service changes.

Gerald Braude- stated that during the 3 years he was on the CAC, Jefferson Transit felt a decline. Rates went up, Surcharge was enacted, a tax increase was approved. Braude requested that the Authority Board members let him know how each member got stated on the Authority Board and how they rate their experience on the Board and with Transit. Robinson stated that she was not going to have the Board respond at this moment but they were free to talk with Braude in person after the meeting or at a later date.

Public Comments ended at 1:44pm.

CONSENT AGENDA

Robinson stated that Item C is being taken off the Agenda and it can be brought back up at the November board meeting if it is desirable to do so.

a. Approval of Minutes, September 20, 2011

Robinson stated the following changes to the minutes.

- Page 1, Gordon Neilson is not listed on the first page under others present. He entered the meeting at 1:37pm.
- Page 2, change statement to Robinson asked if Neilson wanted to make public comment. He replied no.
- Page 2 Old Business B. Website Rebuild-Update. Change interact to *interactive*.
- Page 3, General Managers Report. A. Added more description regarding 1967 for those reading who do not know what 1967 is.

b. Approval of Expenses, September 2011

- Operating Checks 89372 TO 89503 with checks numbered 89403 through 89420 and 89440 through 89441 being voided: \$303,065.39 including payroll of \$133,926.46
- Advance Travel Check: -none
- Capital Checks: none

Robinson asked staff about the amount of cancelled checks in September and Patten explained that a temp was hired and the voids were a result of a learning curve on a new system. Robinson addressed McMillan's question about the amount of payroll checks and Patten stated that there were 3 payrolls in the month of September.

c. Approve cancellation of December 20, 2011 Monthly Board Meeting

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

OLD BUSINESS

a. Cultural Resource Survey-Update

Rubert stated that the archeologist has completed the field work and has not identified any archeological sites. They requested geotechnical and environmental data to work on the next phase of the project.

NEW BUSINESS

a. Resolution 11-32: GCA5956-02 Grant Amendment

Rubert stated that this Grant Amendment adds a bus paving line item to the scope of work. Arnold stated that the paving will be done at the entrance to the depot and from the fuel island all the way around to the storage containers.

Motion by Austin, seconded by Randels to approve Resolution 11-32. Motion passed unanimously.

STAFF REPORT-

A. Operations Manager- Perry

- a. Operator testing has been going on all week. JTA is hiring 2 new Extra Board Operators to replace the 2 recent operators that left.
- b. Wooden Boat was very successful. Total Wooden boat ridership was 6741. Total of 5746 rode Wooden Boat specific routes and 595 were increased ridership on the fixed routes using a Wooden Boat pass.
- c. Ridership for September was 24,060. This shows a decrease from August, JTA believes this is due to school starting.
- d. JTA had 1 preventable accident for September.
- e. All Staff Training day will be on November 11, 2011. Paul Hoffman from Spokane Transit will be coming to teach wheelchair securement and safety.

Randels stated that it would be well received by the public to do some publicity to let them know why Transit will be closed and what this training is. Randels further suggested reaching out to Dash to let them know.

Board discussion regarding using PTTV and the local radio station to advertise when there is a change to service and public service announcements.

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B. Fleet & Facilities Manager-Arnold

- a. The fueler position has been refilled by Jake Hollingsworth who was working in Customer Service.
- b. 2 road calls for the month of September. They were both minor issues and did not require being towed into the depot.

Brenda McMillan asked about the Dial-A-Ride numbers. She read off the Ridership report the numbers of 1400 boarding and 1200 runs for the month of September. Robinson stated that staff was already looking at various ways to minimize the runs and consolidate the rides. Bob Eash stated that he schedules Dial a Ride at Clallam Transit and that is the nature of Dial a Ride. Rubert said that JTA has been looking and working on a way to get passengers to join group rides. Perry stated that she has been looking into a "Link" service that will link passengers from the outlying areas to the fixed route buses.

MISCELLANEOUS

EXECUTIVE SESSION

The meeting entered Executive Session at 2:00 pm under terms of RCW: 42.30.110 (g) (i) for personnel matters for 30 minutes. The Executive Session ended at 2:30p.m. No Action is anticipated.

ADJOURNMENT

The meeting was adjourned 2:30 p.m. The next Regular Meeting will be held at 1:30 p.m., November 29, 2011.

Natalie Patten, Clerk of the Board

Date

OPERATING CHECKS-SEPTEMBER 2011

YELLOW LINES ARE VOIDS

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Document Voided	Checkbook ID
277	Jefferson Transit - Payroll	10/12/2011	89504	\$49,457.12	No	OPERATING
101224	Yingling Jr, Kenny	10/14/2011	89505	\$528.25	No	OPERATING
10155	Arnold, Benjimin	10/14/2011	89506	\$22.62	No	OPERATING
10160	Henry, Emma	10/14/2011	89507	\$61.20	Yes	OPERATING
10058	Underdahl, Perry	10/14/2011	89508	\$120.00	No	OPERATING
17	Bank of America	10/19/2011	89509	\$4,088.54	No	OPERATING
109	Intercity Transit	10/20/2011	89510	\$645.00	No	OPERATING
126	Les Schwab Tire Center	10/20/2011	89511	\$4,325.88	No	OPERATING
13	A T & T	10/20/2011	89512	\$435.56	No	OPERATING
134	Broadstripe	10/20/2011	89513	\$125.37	No	OPERATING
14	AWC Drug/Alcohol Testing Consortium	10/20/2011	89514	\$50.00	Yes	OPERATING
142	National Safety Council	10/20/2011	89515	\$325.00	No	OPERATING
160	Olympic Springs	10/20/2011	89516	\$100.85	No	OPERATING
169	Jefferson Healthcare	10/20/2011	89517	\$120.00	No	OPERATING
172	Pacific Office Equipment	10/20/2011	89518	\$203.09	No	OPERATING
179	Pettit Oil Company	10/20/2011	89519	\$8,310.38	No	OPERATING
181	Printery Communications	10/20/2011	89520	\$166.17	No	OPERATING
182	Puget Sound Energy	10/20/2011	89521	\$1,749.84	Yes	OPERATING
189	Romaine Electric	10/20/2011	89522	\$1,174.62	No	OPERATING
193	Ron Turley Associates	10/20/2011	89523	\$1,050.00	No	OPERATING
216	State Auditor's Office	10/20/2011	89524	\$267.52	No	OPERATING
226	Terry's Lock & Safe	10/20/2011	89525	\$471.97	No	OPERATING
229	Leader, The	10/20/2011	89526	\$185.25	No	OPERATING
23	Brinks Incorporated	10/20/2011	89527	\$234.61	No	OPERATING
255	Westbay Auto Parts	10/20/2011	89528	\$320.63	No	OPERATING
283	Annuity Premium Reserve Account	10/20/2011	89529	\$474.00	Yes	OPERATING
32	Carl's Building Supply	10/20/2011	89530	\$498.05	No	OPERATING
335	Labor Arbitration Institute	10/20/2011	89531	\$550.00	No	OPERATING
35A	CenturyLink/Phoenix	10/20/2011	89532	\$80.70	No	OPERATING
372	Pitney Bowes	10/20/2011	89533	\$738.56	Yes	OPERATING
373	Manley Services	10/20/2011	89534	\$634.22	No	OPERATING
38	City of Port Townsend	10/20/2011	89535	\$1,045.94	Yes	OPERATING
4	ADP	10/20/2011	89536	\$411.33	No	OPERATING
42	Colonial Life	10/20/2011	89537	\$411.86	No	OPERATING
455	CASS/CADE Distributing	10/20/2011	89538	\$126.03	No	OPERATING
458	Local Pages, The	10/20/2011	89539	\$59.00	No	OPERATING
479	Summit Law Group	10/20/2011	89540	\$127.50	No	OPERATING
48	Cummins Northwest	10/20/2011	89541	\$211.50	No	OPERATING
489	Express Personnel Professionals	10/20/2011	89542	\$2,479.76	No	OPERATING
55	Miller, Dave	10/20/2011	89543	\$146.96	No	OPERATING
57	L & I	10/20/2011	89544	\$115.00	No	OPERATING
58	WA State Dept of Retirement Systems-PERS	10/20/2011	89545	\$9,843.26	No	OPERATING
623	Office Depot	10/20/2011	89546	\$211.11	No	OPERATING
63	Dex Media West	10/20/2011	89547	\$99.17	No	OPERATING
642	UniFirst Corporation	10/20/2011	89548	\$432.13	No	OPERATING
646	GO USA	10/20/2011	89549	\$510.66	No	OPERATING
649	WCIF c/o Benefit Solutions	10/20/2011	89550	\$42,054.73	No	OPERATING
65	DM Disposal	10/20/2011	89551	\$336.60	No	OPERATING
656	Cintas Corporation	10/20/2011	89552	\$307.68	No	OPERATING
657	Syska, Jessica	10/20/2011	89553	\$150.00	No	OPERATING
664	Copy Cat Graphics	10/20/2011	89554	\$108.40	No	OPERATING
667	SME Solutions	10/20/2011	89555	\$231.08	No	OPERATING
7	Interstate Battery Systems of Seattle	10/20/2011	89556	\$60.00	No	OPERATING
76	First Choice Health	10/20/2011	89557	\$158.40	Yes	OPERATING
88	Gillig Corporation	10/20/2011	89558	\$1,105.72	No	OPERATING
99	Henery Hardware	10/20/2011	89559	\$388.92	No	OPERATING

76	First Choice Health	10/21/2011	89560	\$237.60	Yes	OPERATING
38	City of Port Townsend	10/21/2011	89561	\$1,788.54	Yes	OPERATING
372	Pitney Bowes	10/21/2011	89562	\$1,251.12	Yes	OPERATING
182	Puget Sound Energy	10/21/2011	89563	\$2,664.27	Yes	OPERATING
38	City of Port Townsend	10/21/2011	89564	\$742.60	No	OPERATING
76	First Choice Health	10/21/2011	89565	\$79.20	No	OPERATING
372	Pitney Bowes	10/21/2011	89566	\$512.56	No	OPERATING
182	Puget Sound Energy	10/21/2011	89567	\$914.43	No	OPERATING
277	Jefferson Transit - Payroll	10/26/2011	89568	\$67,673.06	No	OPERATING
57	L & I	10/28/2011	89569	\$13,419.09	No	OPERATING

TOTAL OPERATING CHECKS	\$227,930.21
INCLUDES PAYROLL OF	\$117,130.18



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 11/29/2011

OCTOBER 2011 ACCOUNTS PAYABLE

OPERATING CHECKS:	<u>89504</u>		TO	<u>89569</u>	
OPERATING CHECKS (VOIDED):	89507	89514	89521	89529	89533
	89535	89577	89560	89561	89562
	89563				
CAPITAL CHECKS:	<u>none</u>				
CAPITAL CHECKS (VOIDED):	<u>none</u>				
ADVANCE TRAVEL CHECKS:	<u>none</u>				

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 November 29, 2011.

Board Chair

Clerk of the Board



Agenda Item 4a.

Meeting Date: November 29, 2011

Subject: Resolution 11-33: Designate Check Signers on Fiscal Accounts

Prepared By: Natalie Patten

Approved By: *Tammi Rubert*

Summary: Resolution 11-33 adds Ludwig Becker, Mobility Coordinator as a check signer on the Jefferson County Treasurers Account and the Bank of America Accounts for Jefferson Transit. This Resolution removes Rachel Katz from the check signing authorization.

Tammi Rubert: General Manager, Patty Perry: Operations Manager, Ben Arnold: Fleet & Facilities Manager, David Sullivan: Finance Committee Board Member and Catharine Robinson: Finance Committee Board Member will continue to be check signers enabling Fiscal operations to continue with more than 2 check signers at all times.

Recommendation:

Adopt Resolution 11-33: Designates Check Signers on Fiscal Accounts

Motion for Consideration:

Move to Adopt Resolution 11-33: Designates Check Signers on Fiscal Accounts

RESOLUTION 11-33:

Designating signers for the Fiscal Accounts for Jefferson Transit

A RESOLUTION, of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", designating signers for the Bank of America and Jefferson County Treasurer Accounts for Jefferson Transit.

WHEREAS, the Authority pays claims using warrants or checks; and

WHEREAS, two signatures are required on all accounts payable checks; and

WHEREAS, Jefferson Transit staff have found it convenient to have three or more designated check signers in the event that one of the designees is absent; and

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby authorize Ludwig Becker, Mobility Coordinator to sign checks on the Jefferson County Treasurer and Bank of America accounts for the duration of their employment with Jefferson Transit Authority.

BE IT FURTHER RESOLVED that the Authority does hereby affirm that Rachel Katz is removed from the list of authorized check signers and that Tammi Rubert, Patty Perry, Ben Arnold, Catharine Robinson and David Sullivan shall continue to be authorized to sign checks drawn on Jefferson County Treasurer and Bank of America accounts.

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 November 15, 2011.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Agenda Item: 4b

Meeting Date: November 29, 2011

Subject: Resolution 11-34: Line of Credit Signatory Authority

Prepared By: Natalie Patten

Approved By: *Tammi Rubert*

Summary:

Jefferson Transit has secured a line of credit through Kitsap Bank. This Resolution authorizes signers on the Kitsap Bank Line of Credit Checking Account and gives them the authority to transfer funds from the Kitsap Bank Line of Credit Checking Account to the Jefferson County Treasurers Account for Jefferson Transit. The following individuals have been chosen for signatory authority:

- Tammi Rubert, General Manager
- Patty Perry, Operations Manager
- Catharine Robinson, Finance Subcommittee Member
- David Sullivan, Finance Subcommittee Member

In addition, Sara Crouch, Finance and HR Manager would have full authority to discuss all levels of the line of credit and checking account with Kitsap Bank Representatives.

Recommendation:

Adopt Resolution 11-34: Line of Credit Signatory Authority

Motion for Consideration:

Move to Adopt Resolution 11-34: Line of Credit Signatory Authority

Resolution No. 11-34

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", amending the signatory authority on the Kitsap Bank-Line of Credit Checking Account

WHEREAS, the Authority has secured a line of credit in the amount of \$249,999 from Kitsap Bank for the purpose of meeting cash flow needs; and

WHEREAS, two signatures are required on all monetary accounts resulting in the transferring of funds; and

WHEREAS, funds drawn off the Kitsap Bank Line of Credit Checking Account will need to be transferred to the Jefferson County Treasurers Account for Jefferson Transit, and

WHEREAS, Jefferson Transit staff have found it convenient to have three or more designated check signers in the event that one of the designees is absent; now therefore,

BE IT RESOLVED that the Authority does hereby authorize the following individuals to be signers on the Kitsap Bank Line of Credit Account and have signatory authority for the purpose of transferring funds from the Kitsap Bank Line of Credit Checking Account to the Jefferson County Treasurer Account for Jefferson Transit:

- Tammi Rubert, General Manager
- Patty Perry, Operations Manager
- Catharine Robinson, Finance Subcommittee Member
- David Sullivan, Finance Subcommittee Member

BE IT FURTHER RESOLVED that the Authority does hereby authorize Sara Crouch, Finance & HR Manger to authorized to discuss all levels of the Line of Credit and Checking account with Kitsap Bank Representatives.

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 November 29, 2011.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority