



**JEFFERSON TRANSIT  
AUTHORITY BOARD MEETING**  
Tuesday, December 20, 2011 1:30 p.m.  
Mountain View Commons  
1925 Blaine Street, Port Townsend, WA  
**AGENDA**

**Call to Order/Welcome**

**Public Comments**

**New Agenda Items**

**Public Hearing - 2012 Budgets**

- I. Finance Reports** Attachments
  - a. November 2011
- II. Consent Agenda** Attachments
  - a. Approval of Minutes, Budget Workshop November 29, 2011
  - b. Approval of Minutes, Regular Meeting November 29, 2011
  - b. Approval of Expenses, November 2011
- III. Old Business**
  - a. AMEC contract for Asphalt work
  - b.
- IV. New Business** Attachments
  - a. **Resolution 11-35: Operating and Capital Reserve Account Amendment**
  - b. **Resolution 11-36: 2012 Operating and Capital Budget**
  - c. **Resolution 11-37: Designating Fiscal Account Signers**
  - d. Ad Hoc Committee for Service Design
- V. Reports**
  - a. General Manager Report
  - b. Operations Manager Report
  - c. 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).



## November 2011 Financial Summary

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### Budget Tracking Figure: 91.63%

1. Operational Expenses:	\$264,918.76
Operational Revenues:	\$19,944.38
Non-Operational Income:	\$1,037,332.76
Capital Expenses:	\$8,887.90
Capital income :	\$0.00

2. Sales Tax Received 11/30/2011 for September:	\$300,142.06
Sales Tax Received 11/30/2010 for September:	\$221,741.13

**\*\*Sales tax increased from prior year 35.36 %\*\***

3. Cash on Hand:	
Operating:	\$918,434.83
Capital Account:	\$20,739.37
Treasury Pool:	\$321,570.85
Fuel Fund:	\$37,891.60
EFT Fund:	\$4,660.02
Travel Fund:	\$53.26
Kitsap Bank	\$14.89
Total	\$1,303,364.82

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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
January	0.60%	\$158,417.01	144,356.76	160,431.42	144,357.00
February	0.60%	\$221,922.91	237,202.39	235,580.33	237,202.00
March	0.60%	\$152,115.03	140,635.54	183,483.21	141,000.00
April	0.60%	\$150,424.11	146,047.89	157,968.46	146,000.00
May	0.60%	\$191,817.93	193,190.62	189,212.05	193,000.00
June	0.60%	\$172,249.94	154,076.61	184,904.11	154,000.00
July	0.60%	\$191,845.36	157,223.48	170,343.72	157,000.00
August	0.60%	\$203,110.70	202,548.76	220,407.69	203,000.00
September	0.90%	\$285,132.17	190,292.86	199,897.06	285,000.00
October	0.90%	\$305,799.23	178,731.22	183,167.58	268,500.00
November	0.90%	\$300,142.06	221,741.13	226,716.42	339,000.00
December	0.90%		166,953.12	171,279.08	256,500.00
Total		2,332,976.45	2,133,000.38	2,283,391.13	2,524,559.00
Monthly Average		212,088.77	177,750.03	190,282.59	210,379.92

Month Earned - Accrual Basis (Income Statement)					
Month Recognized	Tax Rate	2011	2010 Tax	2009 Tax	2011 Budget
January	0.60%	\$152,115.03	140,635.54	183,483.21	141,000.00
February	0.60%	\$150,424.11	146,047.89	157,968.46	146,000.00
March	0.60%	\$191,817.93	193,190.62	189,212.05	193,000.00
April	0.60%	\$172,249.94	154,076.61	184,904.11	154,000.00
May	0.60%	\$191,845.36	157,223.48	170,343.72	157,000.00
June	0.60%	\$203,110.70	202,548.76	220,407.69	203,000.00
July	0.90%	\$285,132.17	190,292.86	199,897.06	285,000.00
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September	0.90%	\$300,142.06	221,741.13	226,716.42	339,000.00
October	0.90%		166,953.12	171,279.08	256,500.00
November	0.90%		158,497.64	144,356.76	216,000.00
December	0.60%		221,922.91	237,202.39	355,500.00
Total		1,952,636.53	2,131,861.78	2,268,938.53	2,714,500.00
Monthly Average		216,959.61	177,655.15	188,078.21	226,208.33

**Jefferson Transit Authority**  
**Statement of Cash Flows - Cash Basis**  
**For the Eleven Months Ending November 30, 2011**

**DRAFT**

	November	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Operating Cash Provided (Used) by:		
Operating Activities	(\$296,035.99)	(\$3,224,816.44)
Non-Capital Financing Activities	\$1,119,722.88	\$5,671,787.22
Investing Activities	\$264.02	\$1,894.57
Total Operating Cash Provided (Used)	\$823,950.91	\$2,448,865.35
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities	(\$8,887.90)	(\$1,503,312.17)
Net Increase (Decrease) Cash and Equivalent	\$815,063.01	\$945,553.18
Cash Balances - Beginning of Period	\$484,422.75	\$353,932.58
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$1,299,485.76</b>	<b>\$1,299,485.76</b>

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**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Eleven Months Ending November 30, 2011**

	November	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$19,944.38</b>	<b>\$228,540.78</b>	<b>\$266,610.00</b>	<b>85.72%</b>
<b>Operating Expenses</b>				
Labor	159,308.68	1,588,176.48	1,787,850.00	88.83%
Benefits	71,695.16	975,114.19	1,112,017.00	87.69%
Services and User Fees	13,859.59	183,130.79	280,848.00	65.21%
Materials & Supplies	(1,257.57)	423,848.02	514,752.00	82.34%
Utilities	6,474.50	55,602.46	65,270.00	85.19%
Casualty/Liability Costs	6,684.61	76,091.28	85,956.00	88.52%
Taxes	1,140.66	7,508.33	7,055.00	106.43%
Miscellaneous Expenses	3,245.16	35,974.61	50,581.00	71.12%
Interest on Debt	2,905.11	2,979.58		0.00%
Leases and Rentals	862.86	6,507.45	13,453.00	48.37%
<b>Total Operating Expenses</b>	<b>264,918.76</b>	<b>3,354,933.19</b>	<b>3,917,782.00</b>	<b>85.63%</b>
<b>Operating Income (Loss)</b>	<b>(244,974.38)</b>	<b>(3,126,392.41)</b>	<b>(3,651,172.00)</b>	<b>85.63%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	264.02	2,180.86	19,000.00	11.48%
Taxes Levied by Transit	177,142.06	2,436,082.68	2,714,500.00	89.74%
Local Grants & Contributions	3,686.18	27,016.18	33,000.00	81.87%
State Grants & Contributions	815,464.10	916,905.08	169,748.00	540.16%
Federal Grants & Contributions	40,776.40	653,926.28	785,628.00	83.24%
<b>Total Non-Operating Revenues</b>	<b>1,037,332.76</b>	<b>4,036,111.08</b>	<b>3,721,876.00</b>	<b>108.44%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>792,358.38</b>	<b>909,718.67</b>	<b>70,704.00</b>	<b>1,286.66%</b>
<b>Net Income/(Loss)</b>	<b>792,358.38</b>	<b>909,718.67</b>	<b>70,704.00</b>	<b>1,286.66%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Eleven Months Ending November 30, 2011**

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	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$10,678.21	\$137,983.79	\$152,000.00	90.78%
Fixed Route Fares - West - JTOC	211.92	3,834.76	4,050.00	94.69%
Dial-a-Ride Fares (DAR)	3,105.01	11,371.16	11,080.00	102.63%
Vanpools	5,504.00	63,893.00	72,000.00	88.74%
Extended Service			2,700.00	0.00%
 <b>Auxiliary Transportation Revenues</b>				
Advertising Services	380.24	9,963.07	24,000.00	41.51%
Other Services Revenue	65.00	1,495.00	780.00	191.67%
<b>Total Operating Revenues</b>	<b>19,944.38</b>	<b>228,540.78</b>	<b>266,610.00</b>	<b>85.72%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	264.02	1,920.59	4,700.00	40.86%
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%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>177,142.06</b>	<b>2,436,082.68</b>	<b>2,714,500.00</b>	<b>89.74%</b>
 <b>Local Grants and Contributions</b>				
JTOC	1,250.00	24,580.00	28,000.00	87.79%
WSTIP			2,500.00	0.00%
Miscellaneous	2,436.18	2,436.18	2,500.00	97.45%
 <b>State Grants and Contributions</b>				
Rural Mobility Competitive	775,673.05	806,215.10	35,000.00	2,303.47%
Rural Mobility Transit Formula	13,596.13	16,995.26	62,743.00	27.09%
Special Needs	26,194.92	93,694.72	68,505.00	136.77%
RTAP			3,500.00	0.00%
 <b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	40,776.40	653,926.28	785,628.00	83.24%
 <b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>1,037,332.76</b>	<b>4,036,111.08</b>	<b>3,721,876.00</b>	<b>108.44%</b>
<b>TOTAL REVENUES</b>	<b>1,057,277.14</b>	<b>4,264,651.86</b>	<b>3,988,486.00</b>	<b>106.92%</b>

**Jefferson Transit Authority**  
**Expense Statement - Accrual Basis**  
**For the Eleven Months Ending November 30, 2011**

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	November	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$53,738.34	\$589,012.19	\$639,425.00	92.12%
Operators Overtime - Fixed Route	7,324.97	51,171.00	71,048.00	72.02%
Operators Salaries & Wages - Dial-a-Ride (DAR)	13,641.31	137,436.03	154,057.00	89.21%
Operators Overtime - Dial-a-Ride (DAR)	628.87	7,430.18	10,710.00	69.38%
Other Salaries & Wages	51,627.01	418,706.35	523,771.00	79.94%
Other Overtime	4,272.07	24,984.12	18,997.00	131.52%
Administration Salaries	28,076.11	359,436.61	369,842.00	97.19%
<b>Benefits</b>				
FICA	12,616.12	136,855.59	154,229.00	88.74%
Pension Plans (PERS)	10,685.77	108,234.53	102,572.00	105.52%
Medical Plans	34,767.69	410,674.19	422,550.00	97.19%
Dental Plans	3,473.39	40,750.77	42,082.00	96.84%
Unemployment Insurance (UI)		2,697.78	3,240.00	83.26%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,663.64	38,735.80	59,955.00	64.61%
Holiday	2,955.80	49,991.79	59,157.00	84.51%
General Leave	2,943.55	170,948.83	222,393.00	76.87%
Other Paid Absence (Court Duty & Bereavement)		5,175.41	4,400.00	117.62%
Uniforms, Work Clothing & Tools Allowance	441.60	9,191.97	14,675.00	62.64%
Other Benefits (HRA, EAP & Wellness)	147.60	1,857.53	26,764.00	6.94%
<b>Service and User Fees</b>		320.88	3,500.00	9.17%
Vanpool Services and Fees		7,978.43	15,450.00	51.64%
Advertising Fees	952.75	87,776.88	115,800.00	75.80%
Professional & Technical Services	2,961.97	7,596.44	40,998.00	18.53%
Temporary Help	2,588.62	35,796.05	37,000.00	96.75%
Contract Maintenance Services (IT Services)	2,610.25	1,405.00		0.00%
Custodial Services	450.00	2,881.84	5,100.00	56.51%
Security Services	331.56	11,625.16	27,750.00	41.89%
Vehicle Technical Services	1,316.00	3,185.90	9,700.00	32.84%
Property Maintenance Services	198.80	17,078.87	17,160.00	99.59%
Software Maintenance Fees	1,417.75	3,435.96	3,600.00	95.44%
Postage & Mail Meter Fees	565.31	3,704.38	4,800.00	77.17%
Drug & Alcohol Services	284.58	345.00		0.00%
Other Services & User Fees	182.00			
<b>Materials and Supplies Consumed</b>				
Fuel	(10,302.40)	297,715.85	315,502.00	94.36%
Tires	(1,138.74)	12,480.88	20,500.00	60.88%
Lubrication	1,157.28	10,246.36	10,000.00	102.46%
Tools	918.62	5,258.20	8,200.00	64.12%
Vehicle Maintenance & Repair Parts	2,672.01	42,999.28	76,500.00	56.21%
Non-Vehicle Maintenance & Repair Parts	229.34	2,886.89	15,500.00	18.63%
Vehicle Accessories		66.89	880.00	7.60%
Park & Ride Materials	23.20	1,519.25	2,000.00	75.96%
Shop Supplies (Maintenance & Cleaning)	1,298.52	16,496.39	20,500.00	80.47%
Safety & Emergency Supplies	146.92	1,288.47	5,250.00	24.54%
Office Supplies	759.41	11,517.84	16,970.00	67.87%
Computer Programs & Supplies	202.49	2,022.53	5,250.00	38.52%
Printing (Photocopier, Schedules & Brochures)	2,775.78	19,349.19	15,200.00	127.30%
Other Materials & Supplies			2,500.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,038.08	11,913.17	13,850.00	86.02%
Utilities (Electrical & Propane)	2,324.78	16,118.67	19,500.00	82.66%
Telephone & Internet	3,111.64	27,570.62	31,920.00	86.37%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	7,162.83	78,791.13	85,956.00	91.66%
Recoveries of Public Liability & Property Damage Settlements	(478.22)	(2,699.85)		0.00%
<b>Taxes</b>				
State Taxes	703.06	5,168.43	5,135.00	100.65%
Property Taxes		17.90	20.00	89.50%
Vehicle Licensing & Registration Fees		516.50	100.00	516.50%
Other Licensing Fees & Taxes	437.60	1,805.50	1,800.00	100.31%

**Jefferson Transit Authority**  
**Expense Statement - Accrual Basis**  
**For the Eleven Months Ending November 30, 2011**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$743.34	\$11,851.64	\$12,831.00	92.37%
Travel & Meetings	586.93	9,115.81	18,650.00	48.88%
Fines & Penalties	(54.56)	852.11		0.00%
Safety Program (Rodeo & Safety Rewards)			4,000.00	0.00%
Training (Classes, Seminars & Materials)	1,678.45	12,278.50	11,500.00	106.77%
EE CDL and EE Physical Expense	291.00	1,776.00	3,300.00	53.82%
Other Miscellaneous		100.55	300.00	33.52%
<b>Interest Expense</b>				
Interest on Short-term Debt Obligation	2,905.11	2,979.58		0.00%
<b>Leases and Rentals</b>				
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	5,932.12	11,317.00	52.42%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>264,918.76</u></b>	<b><u>3,354,933.19</u></b>	<b><u>3,917,762.00</u></b>	<b><u>85.63%</u></b>



# **Jefferson Transit Authority Board**

## **2012 Budget Workshop**

Special Meeting Minutes

Tuesday, November 29, 2011, 10:00 a.m.

Pope Marine Building

Port Townsend, WA

### **CALL TO ORDER/WELCOME**

The Meeting was called to order by Jefferson Transit Authority Board Vice Chair Phil Johnson at 10:05 a.m. Other members present were John Austin, George Randels, David Sullivan, Catharine Robinson and Pam Thompson.

### **STAFF PRESENT**

Tammi Rubert, Sara Crouch, Natalie Patten, Patty Perry

### **OTHERS PRESENT**

Brenda McMillan, Gerald Braude

### **Staff report: Sara Crouch**

Crouch presented the proposed 2012 Budget for discussion and review, the proposal contains a summary of the entire budget, graphs that show the delineation of funds and expenses, a sales tax graph, detail for each department by line item, month to month cash flow comparison and a capital budget.

Crouch stated that JTA is healthier than in recent years but JTA needs to be in recovery mode. The surplus is projected at \$386,000 and this is only \$46,000 over our projected per month expenses. JTA needs to be conservative and careful. JTA invoiced the state money and “drew down” \$684,000. This “draw down” is all of the state money that will be received through the coming year. This money needs to last. There is no such thing as 100% funding anymore. A match will be needed for purchases.

Discussion regarding the 2011/2012 surplus amount. Crouch stated that because of the “draw down” of state funds, the amounts appear to be increased but those funds need to be lived off of for the next 2 years.

Johnson asked what the chances are of getting a match for the federal capital funds. Crouch stated that it would be ideal and is something she is looking into. In addition to the new facility, depending on how long the process takes, there may be some capital improvements needed on the current building, new buses etc.



*Gerald Braude entered the meeting at 10:09am*

*John Austin entered the meeting at 10:10am*

Rubert mentioned a possible interlocal agreement with the PUD.

*Catharine Robinson entered the meeting at 10:13am*

Discussion regarding PUD and partnerships within the community. PUD, Chimacum & Port Townsend Schools.

Crouch stated that a Grant and Procurement Officer is needed for JTA and has been included in the 2012 Budget. Robinson asked how much would it cost for this position. Crouch stated \$45,000 with Benefits which would be \$67,500. Robinson said that JTA is heavily dependent on grants and this position is very important.

Robinson asked what JTA is in risk of losing with the State budgets? Crouch stated that is why they “drew down” the state money so that they wouldn’t be in risk of losing it. There are a few other state grants for Project B-Olympic Connection that will be invoiced during the year. The money that was “drawn down” was for Project A-East Jefferson County/Operating.

Discussion regarding Health Care costs, material and supplies and the increase of fuel costs. Crouch pointed out that training costs have increased significantly since 2010 due to new staff. Total training costs for 2012 are budgeted for \$30,000

Robinson stated that the benefits costs are concerning. She suggested looking into contacting the union to help more with healthcare costs. The City of Port Townsend has had to do this as well. Rubert stated that a small reprieve was added to the last contract in that all new employees pay a larger portion of their medical expenses. Robinson stated that this was outside of the contractual obligation and is something that would benefit JTA to look into. Sullivan asked when the contract ends. Crouch stated 2013.

Crouch stated that she would like to have a budget progress workshop in June to see how the budget for 2012 is doing. Crouch is looking at this budget as a benchmark due to the increased sales tax.

The capital budget only has two expenditures. The Asphalt project on the current property and the design of the new building. Robinson asked if there are any scheduled bus replacements for 2012. Crouch stated no. Johnson asked what the cost for the Asphalt project is? Crouch stated that she didn’t have those numbers with her but there is a 25% match on the project.

Discussion regarding waiting until June for a progress meeting. Robinson suggests having one in

March. Discussion regarding the State being done with their budgets by March and any information effecting Transit shall be done by then. Johnson asked about receiving any design build proposals. Rubert stated that due to the project being federally funded, they cannot accept any unsolicited proposals. The project will go out to a bid process. Robinson reminded the Board that if any unsolicited bids are given to them, return them or give them to Rubert to return.

McMillian asked about being able to make public comment. Robinson stated that there will be time for public comment but first the board is going to go through the budget department by department.

Austin asked about an almost 100% jump on miscellaneous expenses. Crouch stated that miscellaneous expenses have increased across the board in departments for training and travel for training. Robinson asked Crouch about the 2011 training numbers. Crouch stated that JTA was very conservative with training money in 2011 and because of high staff turnover a need is present for increased training. Miscellaneous expenses also include the following line items: Dues and subscriptions, travel and meetings, fines and penalties, safety program, training classes, seminars and CDL expense. In 2011 the budget for training alone was \$11,500. A little over \$10,000 was spent, but that is just the training portion of the miscellaneous expense.

Robinson asked about the CDL increase. Crouch stated that they are due every two years, so that cost would show an increase for 2012.

Discussion regarding Overtime costs for 2012. Crouch stated that she used the industry standard of 10% for operators, 6% for Dial A Ride and 6% for Mechanics, Building Facility and Dispatchers .

Robinson expressed how important training is for professionals. She supports the Certified Municipal Clerks trainings, General Manager and Finance Training.

Randels asked about other paid absences and how 2010 showed a huge increases over 2011 and what is budgeted for 2012. Crouch stated that in 2010, the union negotiations increased that line item significantly and that will happen again in 2013.

Austin asked about the Professional and Technical service. Crouch stated that these expenditures include ADP, a State Audit, Manley and \$40,000 for a Comprehensive Plan. There are also some expenditures for some fuel system software.

Discussion regarding Unemployment increases. Due to the separation of a few employees that do qualify for unemployment, these have increased.

Robinson asked that Crouch go "line by line" through the budget and discuss any increase or major changes.

Crouch noted:

- Dial A Ride, Operators, Salaries and Wages are going down. The Extra Board work

assignment is working.

- Management Salaries in 2010 were down and are now maintaining.
- Medical Plans have increased from 2010 but is actually showing a \$40,000 decrease over 2011 due to JTA getting out of the Composite rate.
- The 2011-2013 ATU Contract added in 2 additional holidays, therefore the 2012 budget shows an increase.
- Uniform Allowance is dictated by the ATU Contract. \$200 per employee with a carryover of \$400. Crouch stated she took the current balance and added in the 2012 allotment.
- Wellness Program. This was a discontinued program in 2011. This program costs about \$300 per program and is a benefit to employees. Robinson noted that AWC does give some return to the City for their participation in a wellness program.
- Office Supplies- The Records Retention program will cause an increase in this category but this is something that is always monitored.
- JTOC- Computer System. This computer is non-functioning and is being replaced. The additional money budgeted is for the ADP timeclock and computer hardware.
- Other Materials and Supplies- This is for a new pass/employee ID system, a coin counter and a check reader.
- Telephone & Internet- Increased trunk to increase the capacity and speed. Randels asked about this becoming obsolete when fiber optics are on their way. Crouch and Rubert stated they will look into that before any decisions are made.

Austin asked about how the training budget was determined. Crouch stated that some of it was contractual and the rest was based on the need of the employees and costs gained from WSTIP, WSTA and other training sources.

Crouch noted that under JTOC the line item needs to be decreased on page 4 under local contributions by \$13,000. The Quinault Tribe contacted Crouch and stated that they will not be funding JTOC this quarter. Discussion regarding JARC funding.

Discussion regarding the reserve accounts and the Capital budget. Money needs to be put in the reserves. Crouch anticipates a 5 year recovery and JTA needs to plan ahead.

Robinson opened up the meeting to public comment at 11:22am

Brenda McMillian asked why JTA is talking about the new facility at all? Robinson stated that JTA has a Federal Grant and the portion that would be used in 2012 for that is only a 20% cost to JTA for the design. Crouch stated that if JTA cannot complete the project and the Feds take the remaining money back, JTA would be responsible for what was already spent towards the project.

McMillian asked about a Manager in the West End. Rubert stated that currently a Clallam supervisor is working with the JTOC drivers in Forks and what is being looked at is a Jefferson

Transit part time employee would work in Forks instead. This would be a decrease in cost to hire a part time person for this position.

McMillian asked about out of state travel. Crouch stated that they were not looking at any out of state travel this year except Desiree Williams, RTA Training and the State Rodeo winner if qualified. All Out of State travel requires board approval before hand. McMillian asked about staff traveling to these trainings.

McMillian asked Crouch what the normal administrative percentage is of a budget for a typical transit agency.

Gerald Braude asked about the Four Corners site and the necessity of having one. Braude stated that he has heard that the current facility has a good 50 years left. Braude also questioned the buses running from town to Four Corners and back and whether or not that was taken into account when the Park & Ride was built. Perry talked about a link system that would connect the people at the Park & Ride with the Four Corners Site. Crouch stated that she believes the public will see a different transit.

Braude questioned the 5 year recovery time Crouch spoke of. Crouch stated that to be able to maintain the First Rate Transit System that is in place, JTA needs to be conservative. JTA is the only transit system in the area that still works 7 days a week and connects with the entire peninsula.

Braude questioned the routing system currently in place. Perry stated that the system needs some stability and continuity. Randels stated that it is good to keep your eye on stability, but not forget about progress. Perry said that staff is always looking at the customers suggestions when looking at any changes.

## **ADJOURNMENT**

The meeting was adjourned at 11:40 a.m.

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Natalie Patten, Clerk of the Board

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Date

# DRAFT

## Jefferson Transit Authority Board

### Meeting Minutes

Tuesday, November 29, 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, Patty Perry, Natalie Patten, Alice Lane

#### **OTHERS PRESENT**

Bob Eash, ATU 587

#### **PUBLIC COMMENT**

**Public Comment began at 1:32pm.**

Alice Lane- stated she is a 16 year employee for Jefferson Transit. Lane stated she gets many comments from customers on how wonderful the system is and how much they appreciate it. In the past 16 years, she has seen over 200 hours of service cut. In the last cut, the system lost 40 hours. The public is hearing rumors that the board is considering making the shuttle a free service. The revenue that the shuttle generates could be used to fill the hole in the Poulsbo mid day run. Customers are constantly getting stranded in Poulsbo because there is a 6.5 hour window of no service. When you give the service for free, it has no value. When customers buy their passes they are proud of them, they are investing in the service. When you start to give it away, it becomes worthless.

Johnson stated that he rode the Poulsbo bus recently and that bus was full. Robinson stated that the board is currently looking at the 2012 budget and that staff and the board do hear the public and recognize the public's needs when determining what service to take away and add in. Robinson also noted that the rumor of the free shuttle service is nothing more than a rumor. Randels stated that he understands why the free shuttle would be desirable but hopes to encourage the board to take serious thought before going down that road. Any token or fee for a service has value and the fares brings value to the system. Austin asked if staff is being directed to look into adding back in the mid day Poulsbo. Robinson stated that the 2012 budget didn't have an increase in cost for additional service but it could be looked at.

**Public Comments ended at 1:40pm.**

# DRAFT

## NEW AGENDA ITEMS

No new agenda items

## FINANCE REPORT

Crouch presented the September and October Financials. The Financial Summary page has been amended to include all Fiscal Accounts. The Summary now details out the cash on hand in the Operating Account, Capital Account, Treasury Pool, Fuel Fund, EFT Fund and the Travel Fund.

Crouch noted that there were several areas that needed corrections as she was compiling the financials from prior months. Due to this, the Financials are in draft format. She will be making those corrections as she works through the system to ensure accurate reporting.

For September the budget tracking figure is at 75.00%. Operational Expenses for September were \$376,211.53 and operational income was \$30,208.16. Non operational income was at \$416,698.22. Sales tax revenues received in September for July were up .47.44% from the same time last year. Sales tax revenues received in September were \$285,132.17. Cash on hand: \$162,072.21 in the Operating Account, \$713.67 in the Capital Account, \$131,570.85 in the Treasury Pool, \$31,756.40 in the Fuel Fund Account, \$14,838.08 in the EFT Fund Account and \$53.26 in the Travel Fund Account

For October the budget tracking figure is at 83.33%. Operational Expenses for October were \$323,090.92 and operational income was \$16,597.85. Non operational income was at \$335,615.20. Sales tax revenues received in October for August were up 69.37% from the same time last year. Sales tax revenues received in October were \$305,799.23. Cash on hand: \$255,260.38 in the Operating Account, \$727.14 in the Capital Account, \$131,570.85 in the Treasury Pool, \$34,633.20 in the Fuel Fund Account, \$6,604.32 in the EFT Fund Account and \$53.26 in the Travel Fund Account

Sullivan stated he would like to see a year to date percentage on the Sales Tax Analysis form. Austin asked if we could have a value of our real estate on one of the documents.

## CONSENT AGENDA

### a. Approval of Minutes, October 18, 2011

Robinson stated the following changes to the minutes.

- Page 1, under public comments, 1<sup>st</sup> paragraph 2<sup>nd</sup> to last word should be were instead of “where”.
- Page 2, 3<sup>rd</sup> line of Gerald Braude’s comments “stated” should be started.
- Page 4, Under Executive Session, “No Action is anticipated” should be no action was taken.

# DRAFT

- Page 4, Under Fleet & Facilities Manager Report, “refilled” should be filled.
- Under the Accounts Payable Authorization form, under voided checks, “89577 “ should be 89557

**b. Approval of Expenses, October 2011**

- Operating Checks 89504 TO 89569 with checks numbered 89507, 89514, 89521, 89529, 89533, 89535, 89557, 89560, 89561, 89562 and 89563 being voided: \$227,930.21 including payroll of \$117,130.18
- Advance Travel Check: -none
- Capital Checks: none

***Motion by Randels, seconded by Sullivan to approve the consent agenda with changes as noted to the minutes and the accounts payable report. The motion passed unanimously.***

## OLD BUSINESS

None

## NEW BUSINESS

**a. Resolution 11-33: Designates Check Signers on Fiscal Accounts**

Robinson and Johnson questioned the need for so many signers. Robinson believes the board members were put on as signers during the transition phase. Discussion regarding the need for more than two check signers when two signatures are required. Johnson proposed taking the board members off as check signers because staff is no longer in transition. Randels suggests signing this resolution for the interim and having a new resolution presented in December or January after staff can look at the configuration again.

***Motion by Johnson, seconded by Randels to approve Resolution 11-33 with the correction to the word “their” in the first be it resolved. Motion passed unanimously.***

**b. Resolution 11-34: Line of Credit Signatory Authority**

Resolution 11-34 adds and authorizes Sara Crouch, Finance and HR Manager to have full authority to discuss all levels of the line of credit and checking account with Kitsap Bank Representatives.

Discussion regarding the activation and interest fees accessed on the line of credit. Crouch stated that the line of credit can be terminated in March 2012. Robinson questioned whether the original resolution had a process to access the line of credit. Patten said she would pull the resolution and give a copy to Crouch.



# DRAFT

*Motion by Randels, seconded by Sullivan to approve Resolution 11-34 with the correction of the words "to authorized" to be taken out and the word "Manger" to be changed to Manager in the paragraph BE IT FURTHER RESOLVED. Motion passed unanimously.*

## STAFF REPORT-

### A. Operations Manager- Perry

- a. JTA tested, trained and hired 2 new operators in October. Gordon Meling and Eric Kaahanui were hired to refill empty positions.
- b. Washington State Transit Insurance Pool awarded Jefferson Transit a \$2500 Safety Award and Incentive Grant. Jefferson Transit will be holding a safety banquet on December 11, 2011 to present longevity and safety awards. Chris DeVoll from WSTIP will be attending and showing a presentation on safety.
- c. In October, JTA had no accidents
- d. October Ridership was 23,527. This shows a slight increase of 543 riders from September. Ridership is showing an increase of 16,815 riders from 2010.
- e. Dial A Ride had 9 new applicants in October.
- f. Mason Transit gifted Jefferson Transit with two used Vanpool vans a few months back and 1 van went into the vanpool program and the 2<sup>nd</sup> went into revitalizing the Community Van program. JTA went through WSTIP to ensure there were no issues with using this size van for the program, which was the problem with the vans used in the program previously. Robinson questioned the policy of use and procedures for the program. JTA complied with WSTIP's requirements regarding proof of insurance on any users of the Community Van.
- g. JTA has been contacted by local youth agencies, police department and the schools to help with a youth problem at the park and ride. Thompson has increased her patrols at the park and ride.

## MISCELLANEOUS

Austin was wondering about the good gesture of sending a bus pass to those individuals that write comments in when they are being missed at bus stops. Robinson would like some clarification from the state auditor regarding the distribution of free passes since this question was brought up to the auditor. Crouch stated that she just recently sent over the information the auditor requested and is awaiting his response.

## ADJOURNMENT

The meeting was adjourned 2:25 p.m. The next Regular Meeting will be held at 1:30 p.m., December 20, 2011.

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Natalie Patten, Clerk of the Board

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Date

NOVEMBER 2011 AP REGISTER

Vendor ID	Vendor Name	Document Type	Document Date	Document Number	Document Amount	Voided	Checkbook ID
670	AMEC Earth & Environmental	Payment	11/29/2011	331	\$8,887.90	No	CAPITAL
578	Jefferson Transit - Fares	Payment	11/21/2011	135	\$15,214.25	Yes	EFT
578	Jefferson Transit - Fares	Payment	11/21/2011	136	\$15,214.25	No	EFT
10077	Lane, Alice	Payment	11/2/2011	89570	\$50.00	No	OPERATING
10115	Bondurant, Rob	Payment	11/2/2011	89571	\$61.00	No	OPERATING
10140	Becker, Ludwig	Payment	11/2/2011	89572	\$33.60	No	OPERATING
10199	Bruhn, Conrad	Payment	11/2/2011	89573	\$120.98	No	OPERATING
126	Les Schwab Tire Center	Payment	11/2/2011	89574	\$1,491.17	No	OPERATING
14	AWCC Drug/Alcohol Testing Consortium	Payment	11/2/2011	89575	\$50.00	Yes	Wrong vendor
172	Pacific Office Equipment	Payment	11/2/2011	89576	\$246.81	No	OPERATING
179	Pettit Oil Company	Payment	11/2/2011	89577	\$9,405.68	No	OPERATING
181	Printery Communications	Payment	11/2/2011	89578	\$4,292.43	No	OPERATING
186	Quillayute Valley School	Payment	11/2/2011	89579	\$1,259.24	No	OPERATING
23	Brinks Incorporated	Payment	11/2/2011	89580	\$84.00	No	OPERATING
258	WA State Transit Association	Payment	11/2/2011	89581	\$30.00	No	OPERATING
281	ATU Local #587	Payment	11/2/2011	89582	\$1,820.70	No	OPERATING
282	United Good Neighbors	Payment	11/2/2011	89583	\$14.10	No	OPERATING
283	Annuity Premium Reserve Account	Payment	11/2/2011	89584	\$948.00	Yes	Invoice entered twice, reissued corrected
320	Emerald Services	Payment	11/2/2011	89585	\$192.00	No	OPERATING
339	Air Flo Heating	Payment	11/2/2011	89586	\$369.52	No	OPERATING
351	ATU Local #587 COPE	Payment	11/2/2011	89587	\$15.00	No	OPERATING
358	CenturyLink/Seattle	Payment	11/2/2011	89588	\$1,064.39	No	OPERATING
373	Manley Services	Payment	11/2/2011	89589	\$198.00	No	OPERATING
38	City of Port Townsend	Payment	11/2/2011	89590	\$734.35	No	OPERATING
4	ADP	Payment	11/2/2011	89591	\$1,112.06	No	OPERATING
455	CASS/CADE Distributing	Payment	11/2/2011	89592	\$42.34	No	OPERATING
48	Cummins Northwest	Payment	11/2/2011	89593	\$1,868.48	No	OPERATING
481	HRA VEBA Trust	Payment	11/2/2011	89594	\$1,303.88	No	OPERATING
489	Express Personnel Professionals	Payment	11/2/2011	89595	\$3,356.44	No	OPERATING
57	L & I	Payment	11/2/2011	89596	\$95.00	No	OPERATING
58	WA State Dept of Retirement Systems-PERS	Payment	11/2/2011	89597	\$8,437.34	No	OPERATING
592	Marcy Jaffe Company	Payment	11/2/2011	89598	\$2,580.00	No	OPERATING
623	Office Depot	Payment	11/2/2011	89599	\$153.87	No	OPERATING
624	DCP	Payment	11/2/2011	89600	\$1,387.50	No	OPERATING
646	GO USA	Payment	11/2/2011	89601	\$254.18	No	OPERATING
649	WCIF c/o Benefit Solutions	Payment	11/2/2011	89602	\$43,014.68	No	OPERATING
656	Cintas Corporation	Payment	11/2/2011	89603	\$185.04	No	OPERATING
657	Syska, Jessica	Payment	11/2/2011	89604	\$150.00	No	OPERATING
659A	Genuine Auto Glass	Payment	11/2/2011	89605	\$162.90	No	OPERATING
661	Associated Petroleum Products	Payment	11/2/2011	89606	\$33,882.89	No	OPERATING
71	Employment Security Department UI Tax	Payment	11/2/2011	89607	\$94.23	No	OPERATING
88	Gillig Corporation	Payment	11/2/2011	89608	\$163.34	No	OPERATING
95	Hanson Electric	Payment	11/2/2011	89609	\$5,559.01	No	OPERATING
98	Healthforce OccMed	Payment	11/2/2011	89610	\$50.00	No	OPERATING
99	Henry Hardware	Payment	11/2/2011	89611	\$372.92	No	OPERATING
283	Annuity Premium Reserve Account	Payment	11/3/2011	89612	\$474.00	No	OPERATING
42	Colonial Life	Payment	11/3/2011	89613	\$411.86	No	OPERATING
522	Department of Licensing	Payment	11/3/2011	89614	\$320.00	No	OPERATING
577	Jefferson Transit - Payroll	Payment	11/8/2011	89615	\$65,517.78	No	OPERATING
10220	Perry, Patricia	Payment	11/17/2011	89616	\$201.89	No	OPERATING

17	Bank of America	Payment	11/18/2011	89617	\$277.08	No	OPERATING
657	Syska, Jessica	Payment	11/18/2011	89618	\$150.00	No	OPERATING
658	Kitsap Bank	Payment	11/18/2011	89619	\$100.00	Yes	OPERATING
277	Jefferson Transit - Payroll	Payment	11/21/2011	89620	\$78,956.07	No	OPERATING
10150	Finley, Darrell W	Payment	11/29/2011	89621	\$111.18	No	OPERATING
247	Verizon Wireless	Payment	11/29/2011	89622	\$675.94	No	OPERATING
255	Westbay Auto Parts	Payment	11/29/2011	89623	\$134.57	No	OPERATING
37	Francis "Chugger" Deane	Payment	11/29/2011	89624	\$31.17	No	OPERATING
373	Manley Services	Payment	11/29/2011	89625	\$682.00	No	OPERATING
4	ADP	Payment	11/29/2011	89626	\$253.01	No	OPERATING
48	Cummins Northwest	Payment	11/29/2011	89627	\$390.99	No	OPERATING
517	Fastenal	Payment	11/29/2011	89628	\$35.86	No	OPERATING
623	Office Depot	Payment	11/29/2011	89629	\$221.10	No	OPERATING
656	Cintas Corporation	Payment	11/29/2011	89630	\$113.89	No	OPERATING
662	Miller, Freedman & Associates	Payment	11/29/2011	89631	\$735.00	No	OPERATING
88	Gillig Corporation	Payment	11/29/2011	89632	\$273.07	No	OPERATING
95	Hanson Electric	Payment	11/29/2011	89633	\$2,915.75	No	OPERATING
99	Henery Hardware	Payment	11/29/2011	89634	\$101.49	No	OPERATING
646	GO USA	Payment	11/29/2011	89635	\$320.10	No	OPERATING
663	PNPPA	Payment	11/29/2011	89636	\$160.00	No	OPERATING
671	First Aid Professionals	Payment	11/29/2011	89637	\$1,152.00	No	OPERATING
7	Interstate Battery Systems of Seattle	Payment	11/29/2011	89638	\$202.49	No	OPERATING
74	Ferrilligas	Payment	11/29/2011	89639	\$1,301.59	No	OPERATING
76	First Choice Health	Payment	11/29/2011	89640	\$79.20	No	OPERATING
1	A+ Equipment Rentals	Payment	11/29/2011	89641	\$2.36	No	OPERATING
101229	Lange, Teresa	Payment	11/29/2011	89642	\$130.36	No	OPERATING
10160	Henry, Emma	Payment	11/29/2011	89643	\$107.10	No	OPERATING
108	Insideout Solutions	Payment	11/29/2011	89644	\$540.00	No	OPERATING
126	Les Schwab Tire Center	Payment	11/29/2011	89645	\$718.53	No	OPERATING
13	A T & T	Payment	11/29/2011	89646	\$433.78	No	OPERATING
134	Broadstripe	Payment	11/29/2011	89647	\$137.37	No	OPERATING
160	Olympic Springs	Payment	11/29/2011	89648	\$40.85	No	OPERATING
169	Jefferson Healthcare	Payment	11/29/2011	89649	\$120.00	No	OPERATING
175	Peninsula Daily News	Payment	11/29/2011	89650	\$84.00	No	OPERATING
182	Puget Sound Energy	Payment	11/29/2011	89651	\$1,023.19	No	OPERATING
186	Quillayute Valley School	Payment	11/29/2011	89652	\$2,178.86	No	OPERATING
19	Bickford Ford-Mercury	Payment	11/29/2011	89653	\$175.58	No	OPERATING
201	Schetky NW Sales	Payment	11/29/2011	89654	\$74.98	No	OPERATING
226	Terry's Lock & Safe	Payment	11/29/2011	89655	\$29.43	No	OPERATING
23	Brinks Incorporated	Payment	11/29/2011	89656	\$220.61	No	OPERATING
249	WA State Dept of Ecology	Payment	11/29/2011	89657	\$628.00	No	OPERATING
258	WA State Transit Association	Payment	11/29/2011	89658	\$230.00	No	OPERATING
259	WSTIP	Payment	11/29/2011	89659	\$100.00	No	OPERATING
281	ATU Local #587	Payment	11/29/2011	89660	\$895.90	No	OPERATING
282	United Good Neighbors	Payment	11/29/2011	89661	\$7.05	No	OPERATING
283	Annuity Premium Reserve Account	Payment	11/29/2011	89662	\$237.00	No	OPERATING
312	Gallam Transit System	Payment	11/29/2011	89663	\$1,450.00	No	OPERATING
35	CenturyLink/Carol Stream	Payment	11/29/2011	89664	\$163.07	No	OPERATING
351	ATU Local #587 COPE	Payment	11/29/2011	89665	\$7.50	No	OPERATING
35A	CenturyLink/Phoenix	Payment	11/29/2011	89666	\$86.69	No	OPERATING
35B	CenturyLink/Seattle	Payment	11/29/2011	89667	\$927.55	No	OPERATING
372	Pitney Bowes	Payment	11/29/2011	89668	\$74.00	No	OPERATING
435	Kitsap Towing	Payment	11/29/2011	89669	\$547.34	No	OPERATING
458	Local Pages, The	Payment	11/29/2011	89670	\$113.00	No	OPERATING

Voided, not needed

481	HRA VEBA Trust	Payment	11/29/2011	89671	\$631.35	No	OPERATING	
489	Express Personnel Professionals	Payment	11/29/2011	89672	\$1,069.25	No	OPERATING	
58	WA State Dept of Retirement Systems-PERS	Payment	11/29/2011	89673	\$16,015.37	No	OPERATING	
624	DCP	Payment	11/29/2011	89674	\$1,237.50	No	OPERATING	
63	Dex Media West	Payment	11/29/2011	89675	\$101.75	No	OPERATING	
631	Lithrex NW	Payment	11/29/2011	89676	\$2,474.30	No	OPERATING	
638	Jefferson Transit - Public Utilities Tax	Payment	11/29/2011	89677	\$320.18	No	OPERATING	
247	Unifirst Corporation	Payment	11/29/2011	89678	\$82.05	No	OPERATING	
255	Verizon Wireless	Payment	11/29/2011	89679	\$665.24	No	OPERATING	
4	Westbay Auto Parts	Payment	11/29/2011	89680	\$226.12	No	OPERATING	
517	ADP	Payment	11/29/2011	89681	\$427.62	No	OPERATING	
623	Fastenal	Payment	11/29/2011	89682	\$647.18	No	OPERATING	
656	Office Depot	Payment	11/29/2011	89683	\$360.74	No	OPERATING	
670	Cintas Corporation	Payment	11/29/2011	89684	\$341.67	No	OPERATING	Chk written on wrong acct, s/b Capital
88	AMEC Earth & Environmental	Payment	11/29/2011	89685	\$8,887.90	Yes	OPERATING	
99	Gillig Corporation	Payment	11/29/2011	89686	\$727.79	No	OPERATING	
658	Henery Hardware	Payment	11/29/2011	89687	\$96.71	No	OPERATING	
247	Kitsap Bank	Payment	11/30/2011	89688	\$2,890.22	No	OPERATING	
255	Verizon Wireless	Payment	11/29/2011	89699	\$665.24	Yes	OPERATING	Wrong check number entered
4	Westbay Auto Parts	Payment	11/29/2011	89700	\$226.12	Yes	OPERATING	Wrong check number entered
517	ADP	Payment	11/29/2011	89701	\$427.62	Yes	OPERATING	Wrong check number entered
623	Fastenal	Payment	11/29/2011	89702	\$647.18	Yes	OPERATING	Wrong check number entered
656	Office Depot	Payment	11/29/2011	89703	\$360.74	Yes	OPERATING	Wrong check number entered
670	Cintas Corporation	Payment	11/29/2011	89704	\$341.67	Yes	OPERATING	Wrong check number entered
88	AMEC Earth & Environmental	Payment	11/29/2011	89705	\$8,887.90	Yes	OPERATING	Wrong check number entered
99	Gillig Corporation	Payment	11/29/2011	89706	\$727.79	Yes	OPERATING	Wrong check number entered
	Henery Hardware	Payment	11/29/2011	89707	\$96.71	Yes	OPERATING	Wrong check number entered

TOTAL OPERATING \$321,707.29  
 INCLUDES PAYROLL OF: \$144,473.85  
 EFT: \$15,214.25  
 CAPITAL: \$8,887.90



1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 12/20/2011

NOVEMBER 2011 ACCOUNTS PAYABLE

OPERATING CHECKS:	<u>89570</u>		TO	<u>89707</u>	
OPERATING CHECKS (VOIDED):	89575	89584	89619	89685	89699
	89700	89701	89702	89703	89704
	89705	89706	89707		
CAPITAL CHECKS:	<u>331</u>				
CAPITAL CHECKS (VOIDED):	<u>none</u>				
ADVANCE TRAVEL CHECKS:	<u>none</u>				
EFT CHECKS:	<u>135-136</u>				
EFT CHECKS-VOIDED:	<u>135</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 December 20, 2011.

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Board Chair

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Clerk of the Board





*Agenda Item 4a.*

*Meeting Date: December 20, 2011*

*Subject: Resolution 11-35: Operating Reserve and Capital Reserve Policies Amendment*

*Prepared By: Natalie Patten*

*Approved By: [Signature]*

**Summary:**

Resolution 11-35 adopts the Amended Operating and Capital Reserve Fund Policy for Jefferson Transit. The revised policy clarifies appropriate amounts in the reserve accounts and fund balance.

**Recommendation:**

Move to adopt Resolution 11-35: Amended Operating Reserve and Capital Reserve Policies

**Motion for Consideration:**

Approve Resolution 11-35: Amended Operating Reserve and Capital Reserve Policies

<i>Title:</i> <b>Capital and Operating Reserve Fund</b>	<i>Resolution:</i> <b>11-35</b>
<i>Author:</i> <b>Dan DiGuilio-Original Author</b> <b>Sara Crouch-Amended Author</b>	<i>Effective Date:</i> <b>April 19, 2011 Resolution 11-12</b> <b>December 20, 2011-Amended</b>



**DRAFT**

*Jefferson Transit Authority*

## **Operating and Capital Reserve Fund Policy**

**Effective April 19, 2011**  
**Amended December 20, 2011**



## **Section 1-Operating Reserve Fund**

In order to provide a consistent level of service over a multi-year period, an Operating Reserve Fund has been established to set aside monies (within the General Fund investment accounts) to enable Jefferson Transit to have funds on hand to cover fluctuations in operating revenue or unexpected increases in operating costs. In order to provide sufficient funding to cover variations in sales tax revenue over at least five years, the funding level should be 25% of the year's operating expense budget (including depreciation funding for capital replacement). The Operating Reserve will be funded at year-end if revenue exceeds the System's expenses, provided needed contributions to other reserve funds have been made and the Operating Fund Balance is adequate. Operating Fund Balance should be at least one month's operating expense (excluding depreciation). The Board shall review and approve the use of Operating Reserve Funds as part of the budgeting process or during the year in the case of unexpected increases in operating expenses or decreases in operating revenue. The Finance Manager will periodically report the status of the Operating Reserve Fund. This policy will be reviewed annually, when the budget is presented to the board, to ensure that a sufficient fund balance and operating reserve is maintained for current economic conditions.

## **Section 2-Capital Fund**

The Capital Fund is established to set aside monies (within the General Fund investment accounts) to provide for the funding, whether in whole or as the match for a grant, of projects and items exceeding \$5000 in cost not covered by other funds. Examples of projects are passenger carrying vehicles, service pieces of equipment, computers, software, and peripheral upgrades and purchases as well as completion of major planning projects or the design and installation of major systems such as the radio communication network. The goal is to provide a level of annual funding sufficient to cover JTA's funding match for those TDP projects that are grant funded and to provide funding to cover the anticipated projects fully funded by JTA in the TDP planning period. The minimum level of annual funding in the account is \$100,000.00 (One hundred thousand dollars). The maximum level of funding is the minimum level plus the total funding required to for the six-year TDP planning period.

Jefferson Transit Authority

Resolution No. 11-35

A RESOLUTION of the Board of the Jefferson Transit Authority for the purpose  
of Adopting an Amended Operating and Capital Reserve Fund Policy

WHEREAS, the Authority Board is responsible for setting Financial Policy for Jefferson Transit;  
and,

WHEREAS, Jefferson Transit Authority wishes to amend the current policy establishing Reserve  
Funds for Operating expenses and Capital purchases. Now, therefore,

BE IT RESOLVED BY THE BOARD THAT:

Section 1

The Authority Board of Jefferson Transit does hereby adopt the "Amended Operating and  
Capital Fund Reserve Policy dated December 20, 2011 as set forth in "Exhibit A" which is  
attached to this resolution and made a part thereof by this reference.

Section 2

The Authority Board hereby authorizes the General Manager to execute the Operating and  
Capital Reserve Fund Policy Amendment as referenced in Section 1 and to carry out and fulfill  
the conditions and provisions as contained therein to the best interest and benefit of Jefferson  
Transit.

Section 3

This policy is effective immediately

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 December 20, 2011.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority



***Agenda Item 4b.***

***Meeting Date:*** December 20, 2011

***Subject: Resolution 10-36: Adopt 2012 Operating and Capital Fund Budget***

***Prepared By:*** Natalie Patten

***Approved By:*** *Damm Robert*

**Summary:** The State of Washington requires that the Authority annually adopt a budget covering the programs and activities of the Authority. Resolution 10-36 adopts the 2011 Operating and Capital Fund Budget of Jefferson Transit Authority.

**Recommendation:**

Adopt the 2012 Operating and Capital Fund Budget.

**Motion for Consideration:**

Move to Adopt the 2012 Operating and Capital Fund Budget.



# 2012 Proposed Budget

**1**

**2012 OPER BUDGET SUMMARY**

**2**

**2012 OPER BUDGET GRAPHS**

**3**

**2012 OPER BUDGET BY DEPT**

**4**

**2012 OPER BUDGET BY MONTH**

**5**

**2012 CAPITAL BUDGET**

**6**

**7**

**8**

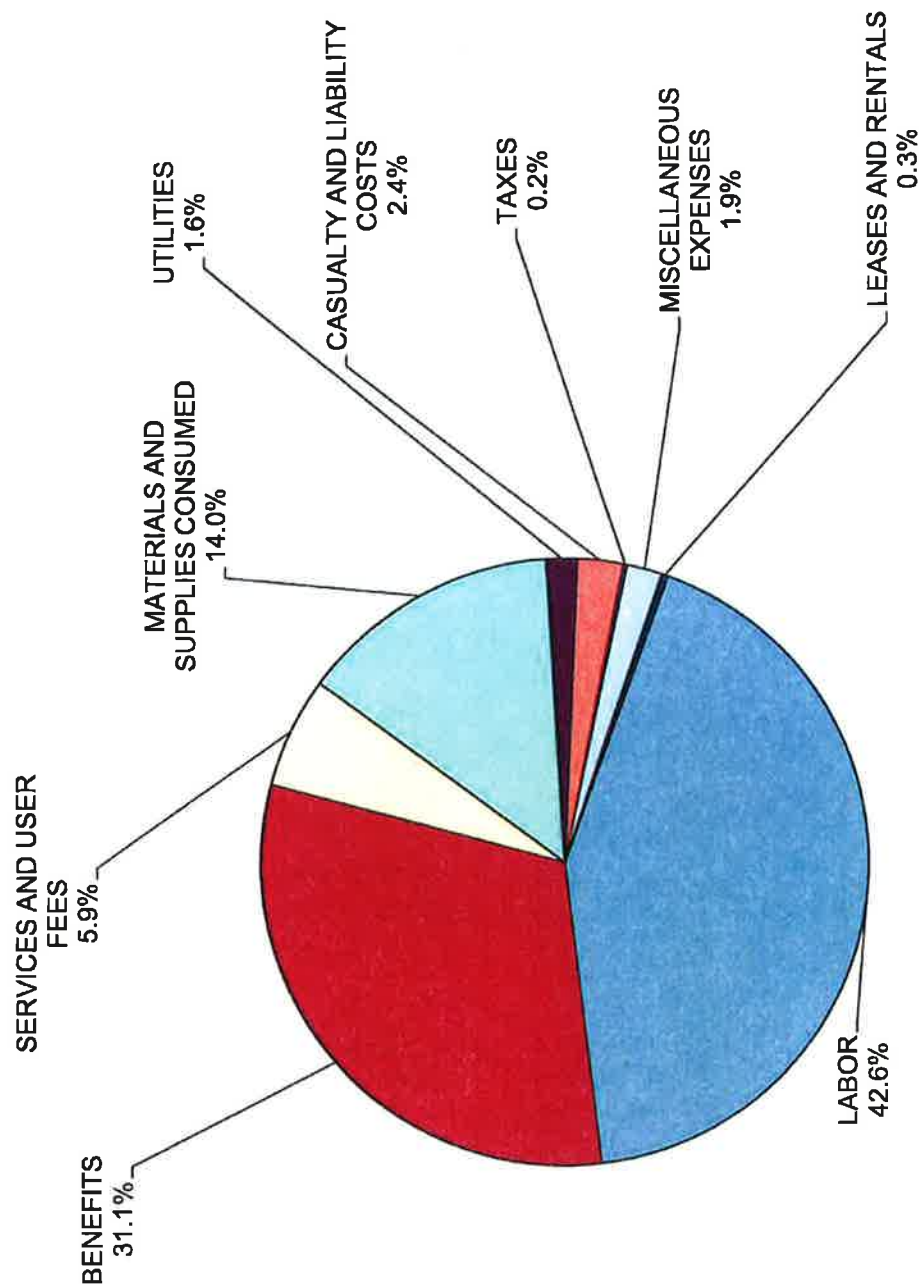
**9**

**10**

**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Operating Revenues, Expenses and Nonoperating Revenues**  
**2012 Operating Budget**  
**Operating - Summary By Department**

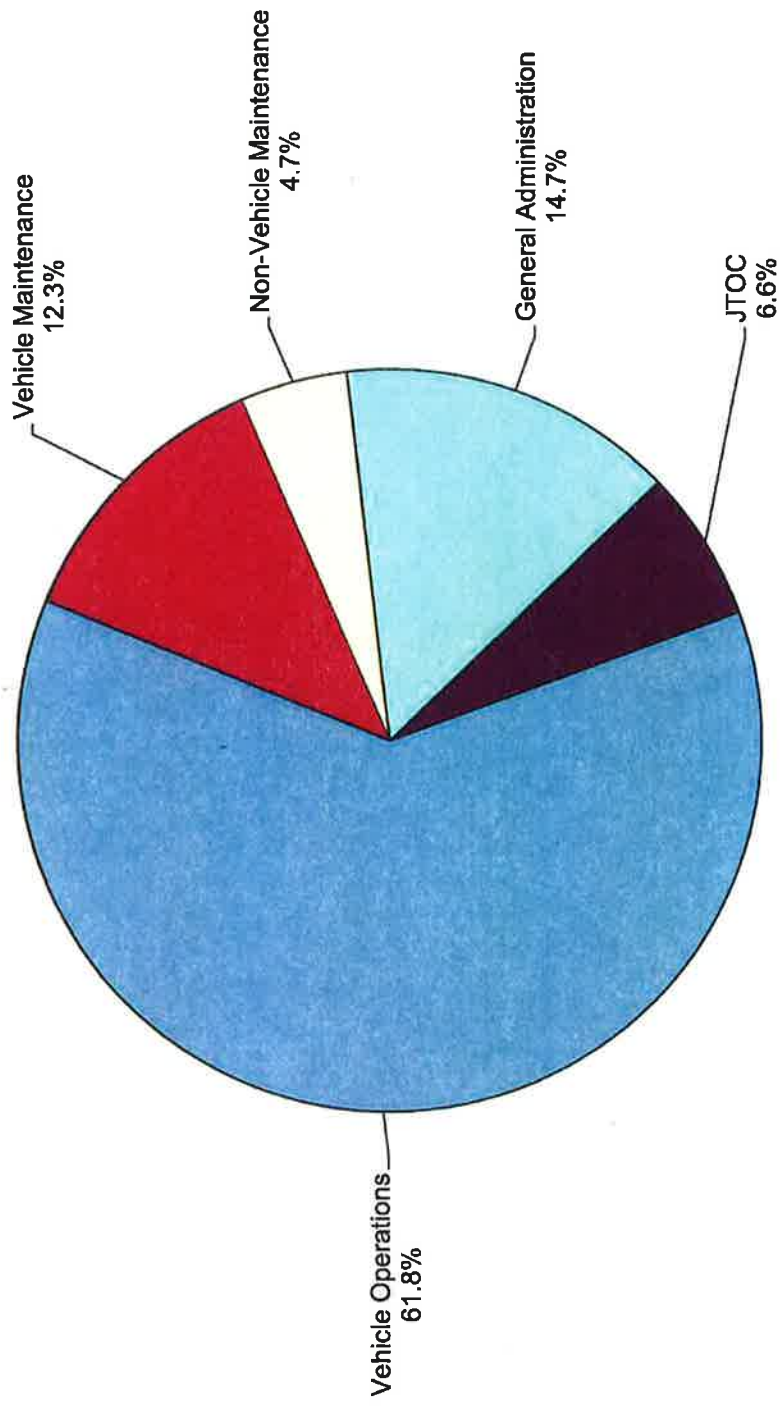
BARS	2010 Actual	2012 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
<b>OPERATING REVENUES:</b>								
PASSENGER FARES FOR TRANSIT SERVICES	6.15%	\$ 228,755	\$ 242,830					
OTHER TRANSIT FARES	0.00%	0	0					
CHARTER SERVICE REVENUES	0.00%	0	0					
AUXILIARY TRANSPORTATION REVENUES	(20.70%)	13,594	10,780					
<b>Total Operating Revenues</b>	<b>4.65%</b>	<b>242,349</b>	<b>253,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES:</b>								
LABOR	(3.28%)	1,736,246	1,679,278	1,037,051	206,846	78,452	246,216	110,714
BENEFITS	17.05%	1,046,089	1,224,421	756,421	136,405	71,396	175,778	84,422
SERVICES AND USER FEES	0.40%	232,296	233,230	2,500	20,250	21,000	175,680	13,800
MATERIALS AND SUPPLIES CONSUMED	9.89%	501,186	550,770	22,200	418,250	19,600	24,670	66,050
UTILITIES	20.69%	53,335	64,370	10,500	6,200	6,300	33,370	8,000
CASUALTY AND LIABILITY COSTS	3.55%	92,666	95,956	0	0	0	95,956	0
TAXES	18.02%	6,147	7,255	0	0	0	7,255	0
MISCELLANEOUS EXPENSES	70.23%	43,607	74,231	17,800	10,450	1,700	40,776	3,505
LEASES AND RENTALS	34.53%	10,000	13,453	2,136	0	0	900	10,417
<b>Total Operating Expenses</b>	<b>5.95%</b>	<b>3,721,572</b>	<b>3,942,963</b>	<b>0</b>	<b>1,848,607</b>	<b>198,447</b>	<b>800,601</b>	<b>296,907</b>
<b>OPERATING INCOME (LOSS)</b>	<b>6.04%</b>	<b>(3,479,223)</b>	<b>(3,689,353)</b>	<b>(1,848,607)</b>	<b>(798,401)</b>	<b>(198,447)</b>	<b>(800,601)</b>	<b>(296,907)</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>								
NONTRANSPORTATION REVENUES	(34.88%)	27,641	18,000					
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	58.01%	2,120,325	3,350,276					
LOCAL GRANTS AND CONTRIBUTIONS	(36.00%)	31,249	20,000					
STATE GRANTS AND CONTRIBUTIONS	(10.64%)	207,471	185,396					
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	(37.72%)	785,628	489,282					
<b>Total Nonoperating Revenues (Expenses)</b>	<b>28.08%</b>	<b>3,172,314</b>	<b>4,062,955</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)</b>	<b>(221.73%)</b>	<b>(306,910)</b>	<b>373,602</b>	<b>(1,848,607)</b>	<b>(798,401)</b>	<b>(198,447)</b>	<b>(800,601)</b>	<b>(296,907)</b>
Transfers In (Out) - Interfund	0.00%	306,910	(373,602)					
<b>NET INCOME (LOSS)</b>	<b>0.00%</b>	<b>0</b>	<b>(0)</b>	<b>(1,848,607)</b>	<b>(798,401)</b>	<b>(198,447)</b>	<b>(800,601)</b>	<b>(296,907)</b>

## Operating Expenses - 2012 Budget

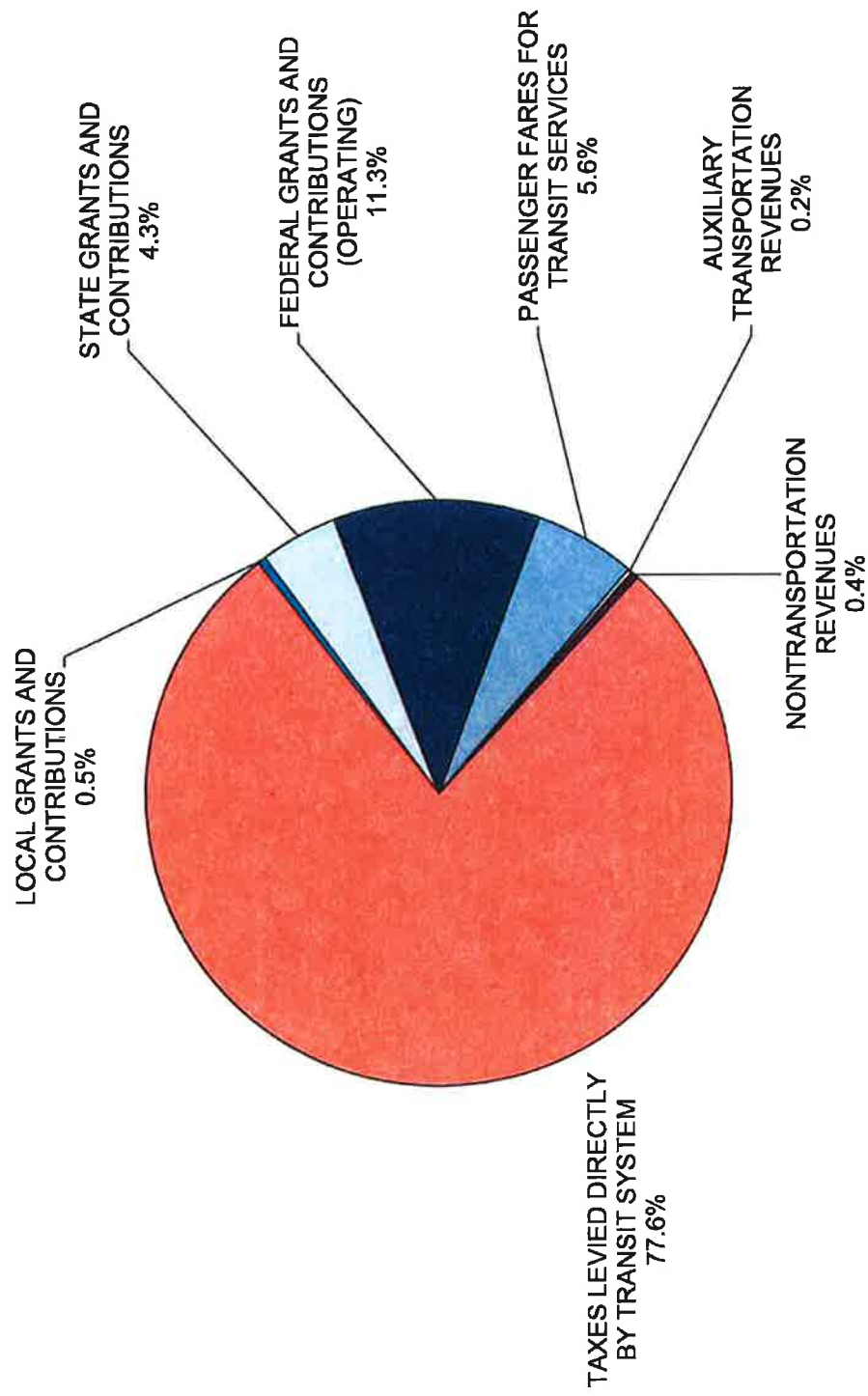




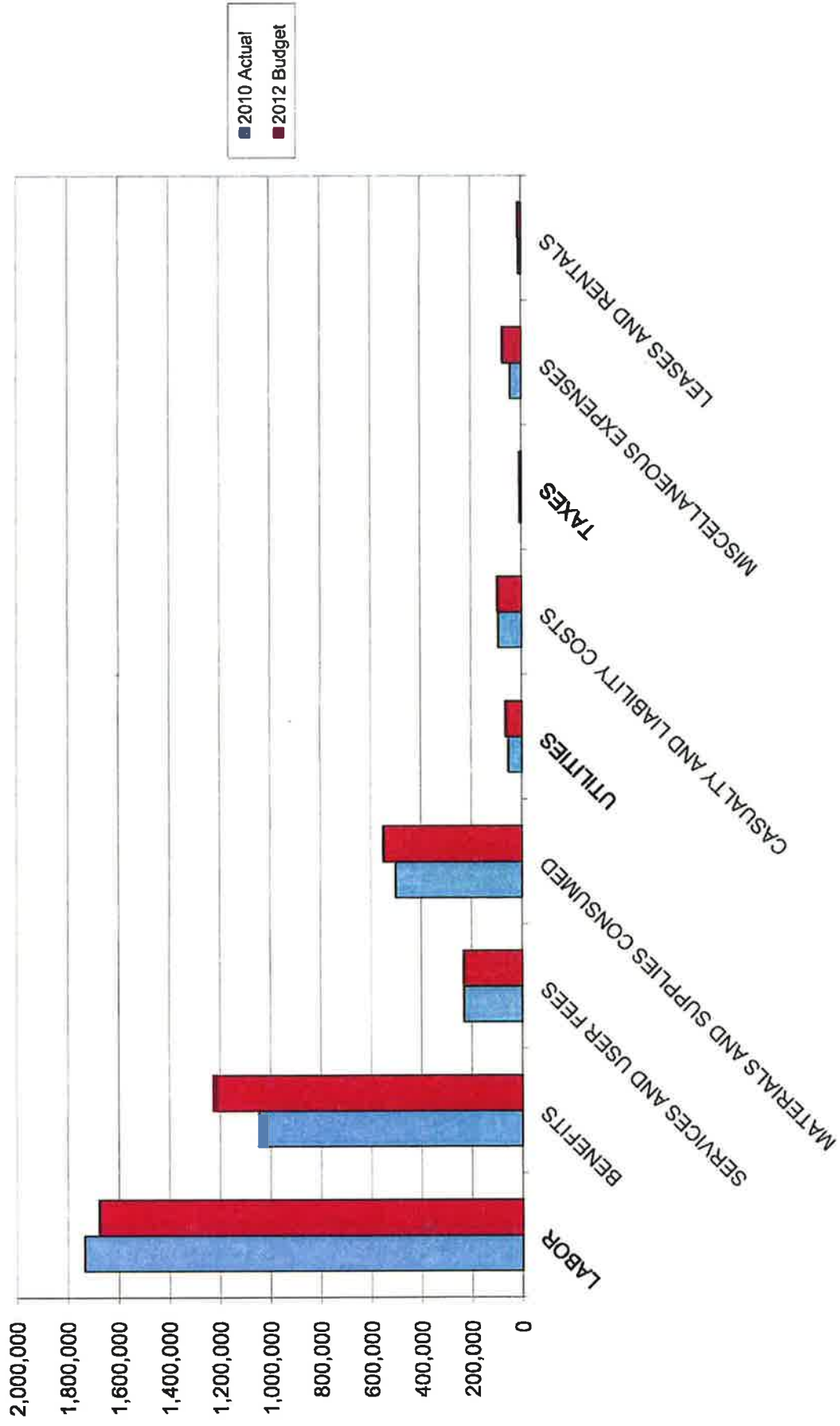
# Labor Expense by Cost Center - 2012 Budget



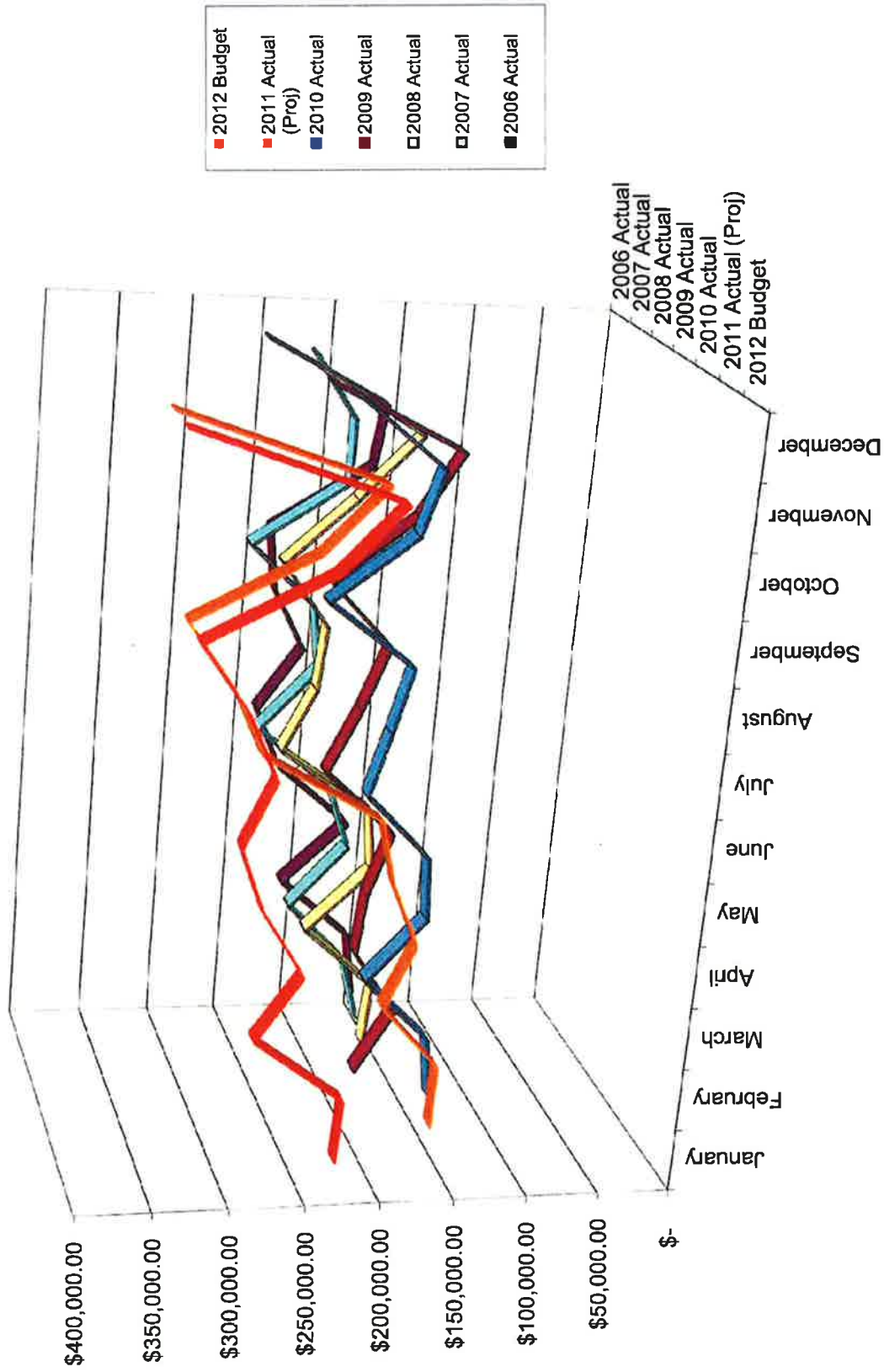
## Sources of Revenue - 2012 Budget



## 2010 Actual vs. 2012 Budget Expenses



# Sales Tax Collections (2006 - 2011 Actual & 2012 Budget)



**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Operating Revenues, Expenses and Nonoperating Revenues**  
**2012 Operating Budget**  
**Operating - By Department**

		BARS	% Change	2010 Actual	2012 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
<b>OPERATING REVENUES:</b>											
<b>PASSENGER FARES FOR TRANSIT SERVICES</b>											
	Fixed Route Fares - East	401.01	5.51%	\$ 144,064	\$ 152,000	\$ 152,000					
	Fixed Route Fares - West - JTOC	401.02	1.55%	3,988	4,050	4,050					
	Dial-a-Ride Fares (DAR)	401.03	10.65%	10,917	12,080	12,080					
	Vanpools	401.05	3.42%	69,619	72,000	72,000					
	Community Vans	401.06	0.00%	0	0	0					
	Extended Service	401.07	1,516.77%	167	2,700	2,700					
			6.15%	228,755	242,830	242,830	0	0	0	0	0
<b>OTHER TRANSIT FARES</b>											
	Other Contract Transit Fares - Local & State Government	402.01	0.00%	0	0	0					
	Other Contract Transit Fares - Paratransit	402.02	0.00%	0	0	0					
	Other Contract Transit Fares - Other	402.03	0.00%	0	0	0					
			0.00%	0	0	0	0	0	0	0	0
<b>CHARTER SERVICE REVENUES</b>											
	Charter Service Revenues	405.01	0.00%	0	0	0					
			0.00%	0	0	0	0	0	0	0	0
<b>AUXILIARY TRANSPORTATION REVENUES</b>											
	Advertising Services	406.01	(21.96%)	12,814	10,000	10,000					
	Other Services Revenue	406.02	0.00%	780	780	780					
			(20.70%)	13,594	10,780	10,780	0	0	0	0	0
	Total Operating Revenues		4.65%	242,349	253,610	253,610	0	0	0	0	0
<b>OPERATING EXPENSES:</b>											
<b>LABOR</b>											
	Operators' Salaries & Wages - Fixed Route	501.01	2.64%	684,539	632,356		542,413	0	0	0	89,943
	Operators' Overtime				70,262		60,268	0	0	0	9,994
	Operators' Salaries & Wages - Dial-a-Ride (DAR)	501.04	(26.36%)	184,317	127,590		127,590	0	0	0	0
	Operators' DAR Overtime				8,144		8,144	0	0	0	0
	Other Salaries & Wages	501.02	(5.91%)	471,390	417,030		200,716	139,431	76,882	0	0
	Other Overtime				26,505		12,812	12,124	1,569	0	0
	Management Salaries	501.03	0.35%	396,000	397,391		85,108	55,290	0	246,216	10,777
			(3.28%)	1,736,246	1,679,278	0	1,037,051	206,846	78,452	246,216	110,714

		BARS	% Change	2010 Actual	2012 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
<b>BENEFITS</b>											
FICA		502.01	4.69%	146,531	153,403		97,393	18,688	6,895	20,767	9,861
Pension Plans (PERS)		502.02	24.53%	100,736	125,460		87,497	12,641	4,587	14,229	6,496
Medical Plans		502.03	8.04%	379,609	410,350		256,608	47,520	19,008	60,890	26,334
Dental Plans		502.04	(1.77%)	43,471	42,702		27,552	4,920	2,583	4,920	2,727
Unemployment Insurance (UI)		502.05	345.86%	16,938	75,520		29,920	0	17,920	15,680	12,000
Workers' Compensation Insurance - Labor & Industries (L&I)		502.06	60.88%	36,662	58,983		39,502	8,881	4,609	1,701	4,289
Holiday		502.07	61.81%	43,403	70,233		43,359	8,699	3,262	10,265	4,547
General Leave		502.08	(2.78%)	233,699	227,210		149,547	27,438	8,582	27,575	14,068
Other Paid Absence (Court Duty & Bereavement)		502.09	(79.38%)	21,341	4,400		3,500	0	0	0	900
Uniforms, Work Clothing & Tools Allowance		502.10	88.10%	9,256	17,410		8,542	5,118	2,849	0	1,100
Other Benefits (HRA, EAP & Wellness)		502.11	17.05%	1,046,089	1,224,421		756,421	136,405	71,396	175,778	84,422
<b>SERVICES AND USER FEES</b>											
Vanpool Services and Fees		503.01	600.01%	500	3,500		0	0	0	3,500	0
Advertising Fees		503.02	(46.79%)	24,073	13,050		0	0	0	12,000	1,050
Professional & Technical Services		503.03	41.35%	72,623	102,850		2,500	7,500	10,000	82,850	0
Temporary Help		503.04	582.00%	880	6,000		0	0	0	6,000	0
Contract Maintenance Services (IT Services)		503.05	(24.17%)	54,702	41,480		0	0	0	41,480	0
Custodial Services		503.06	0.00%	4,390	0		0	0	0	0	0
Security Services		503.07	8.09%	5,088	5,500		0	0	1,000	4,500	0
Vehicle Technical Services		503.08	(19.33%)	31,611	25,500		0	12,750	0	0	12,750
Property Maintenance Services		503.09	(21.33%)	12,711	10,000		0	0	10,000	0	0
Software Maintenance Fees		503.12	(8.21%)	18,684	17,150		0	0	0	17,150	0
Postage & Mail Miler Fees		503.13	21.70%	2,958	3,600		0	0	0	3,600	0
Drug & Alcohol Services		503.14	20.75%	3,975	4,800		0	0	0	4,800	0
Other Services & User Fees		503.99	0.00%	101	0		0	0	0	0	0
<b>MATERIALS AND SUPPLIES CONSUMED</b>											
Fuel		504.01	15.11%	304,044	350,000		0	300,000	0	0	50,000
Tires		504.02	44.10%	17,002	24,500		0	20,500	0	0	4,000
Lubrication		504.03	126.50%	7,064	16,000		0	15,000	0	0	1,000
Tools		504.04	66.16%	5,416	9,000		0	7,000	2,000	0	0
Vehicle Maintenance & Repair Parts		504.05	(32.49%)	96,287	65,000		0	65,000	0	0	0
Non-Vehicle Maintenance & Repair Parts		504.06	(55.27%)	11,178	5,000		0	0	5,000	0	0
Vehicle Accessories		504.07	1,091.87%	134	1,600		1,000	0	0	0	600
Park & Ride Materials		504.08	89.69%	1,054	2,000		0	0	2,000	0	0
Shop Supplies (Maintenance & Cleaning)		504.09	7.80%	18,536	20,000		0	9,000	9,000	0	2,000
Safety & Emergency Supplies		504.11	2,055.97%	385	8,300		5,000	1,000	1,500	500	300
Office Supplies		504.13	(12.70%)	14,971	13,070		1,500	750	100	10,070	660
Computer Programs & Supplies		504.14	235.00%	2,896	9,700		700	0	0	4,000	5,000
Printing (Photocopier, Schedules & Brochures)		504.15	(2.60%)	22,176	21,600		14,000	0	0	5,100	2,500
Other Materials & Supplies		504.99	#####	42	5,000		0	0	0	5,000	0
<b>TOTAL</b>			<b>9.89%</b>	<b>501,186</b>	<b>550,770</b>	<b>0</b>	<b>22,200</b>	<b>418,250</b>	<b>19,600</b>	<b>24,670</b>	<b>86,050</b>

	BARS	% Change	2010 Actual	2012 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
<b>UTILITIES</b>										
Water, Sewer & Solid Garbage	505.01	4.50%	13,398	14,000		5,000	700	3,300	5,000	0
Utilities (Electrical & Propane)	505.02	16.46%	14,382	16,750		3,000	5,500	3,000	5,250	0
Telephone & Internet	505.03	31.56%	25,555	33,620		2,500			23,120	8,000
		20.69%	53,335	64,370	0	10,500	6,200	6,300	33,370	8,000
<b>CASUALTY AND LIABILITY COSTS</b>										
Premiums for Public Liability & Property Damage Insurance	506.01	8.03%	88,820	95,956		0	0	0	95,956	0
Payouts for Insured Public Liability & Property Damage Settlements	506.02	0.00%	5,000	0		0	0	0	0	0
Recoveries of Public Liability & Property Damage Settlements	506.03	0.00%	(1,154)	0		0	0	0	0	0
		3.55%	92,666	95,956	0	0	0	0	95,956	0
<b>TAXES</b>										
State Taxes (B&O)	507.02	3.82%	4,705	4,885		0	0	0	4,885	0
Property Tax	507.03	11.96%	18	20		0	0	0	20	0
Vehicle Licensing & Registration Fees	507.04	148.57%	221	550		0	0	0	550	0
Other Licensing Fees & Taxes	507.99	49.63%	1,203	1,800		0	0	0	1,800	0
		18.02%	6,147	7,255	0	0	0	0	7,255	0
<b>PURCHASED TRANSPORTATION SERVICE</b>										
Purchased Transportation Service	508.01	0.00%	0	0		0	0	0	0	0
		0.00%	0	0	0	0	0	0	0	0
<b>MISCELLANEOUS EXPENSES</b>										
Dues & Subscriptions	509.01	37.82%	11,124	15,331		500	1,250	0	13,476	105
Travel & Meetings	509.02	11.81%	19,587	21,900		6,400	5,000	1,000	7,500	2,000
Fines & Penalties	509.03	0.00%	1,350	0		0	0	0	0	0
Safety Program (Roadside & Safety Rewards)	509.05	305.79%	2,095	8,500		4,000	0	0	4,500	0
Training (Classes, Seminars & Materials)	509.06	244.10%	7,236	24,900		4,400	4,000	500	15,000	1,000
EE CDL and EE Physical Expenses	509.07	80.82%	1,825	3,300		2,500	200	200	0	400
Other Miscellaneous Expenses	509.99	(23.17%)	390	300		0	0	0	300	0
		70.23%	43,607	74,231	0	17,800	10,450	1,700	40,776	3,505
<b>LEASES AND RENTALS</b>										
Transit Way & Passenger Stations	512.01	33.33%	810	1,080		1,080	0	0	0	0
Passenger Parking Facilities	512.03	944.61%	101	1,056		1,056	0	0	0	0
Passenger Revenue Vehicles	512.04	0.00%	0	0		0	0	0	0	0
Service Vehicles & Equipment	512.05	0.00%	0	0		0	0	0	0	0
Operating Yards	512.06	0.00%	0	0		0	0	0	0	0
Maintenance Shops	512.07	0.00%	0	0		0	0	0	0	0
Other General Administration Facilities	512.08	24.51%	9,069	11,317		0	0	0	0	0
		34.53%	10,000	13,453	0	2,136	0	0	900	10,417
<b>Total Operating Expenses</b>		5.95%	3,721,572	3,942,963	0	1,848,607	798,401	198,447	800,601	296,907
<b>OPERATING INCOME (LOSS)</b>		0.00%	(3,479,223)	(3,689,353)	253,610	(1,848,607)	(798,401)	(198,447)	(800,601)	(296,907)



	BARS	% Change	2010 Actual	2012 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
<b>NONOPERATING REVENUES (EXPENSES)</b>										
<b>NONTRANSPORTATION REVENUES</b>										
Rental of Revenue Vehicles	407.01	0.00%	0	0	0					
Investment (Interest) Income	407.02	(0.16%)	3,706	3,700	3,700					
Extraordinary Items	407.03	0.00%	0	0	0					
Special Items	407.04	0.00%	(10,000)	0	0					
Gain (Loss) on Disposition of Capital Items	407.05	72.24%	1,742	3,000	3,000					
Public Donations - Miscellaneous	407.06	0.00%	0	200	200					
Other Nontransportation Revenues	407.99	(65.52%)	32,193	11,100	11,100					
		(34.88%)	27,641	18,000	18,000	0	0	0	0	0
	408.01	58.01%	2,120,325	3,350,276	3,350,276					
<b>TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM</b>										
Taxes Levied Directly by Transit System - Sales & Use Tax										
<b>LOCAL GRANTS AND CONTRIBUTIONS</b>										
Local Grants and Contributions - JTOC	409.01	(52.00%)	31,249	15,000	15,000					
Local Grants and Contributions - WSTIP	409.02	0.00%	0	2,500	2,500					
Local Grants and Contributions - Miscellaneous	409.99	0.00%	0	2,500	2,500					
		(36.00%)	31,249	20,000	20,000	0	0	0	0	0
<b>STATE GRANTS AND CONTRIBUTIONS*</b>										
State Grants and Contributions - Rural Mobility Competitive	411.01	47.35%	35,002	51,577	51,577					
State Grants and Contributions - Rural Mobility Transit Formula	411.02	(41.73%)	70,001	40,790	40,790					
State Grants and Contributions - Special Needs	411.03	(8.61%)	97,964	89,530	89,530					
State Grants and Contributions - RTAP	411.04	(22.28%)	4,504	3,500	3,500					
State Grants and Contributions - Miscellaneous	411.99	0.00%	0	0	0					
		(10.84%)	207,471	185,396	185,396	0	0	0	0	0
<b>FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)*</b>										
Federal Grants and Contributions - FTA 5311	413.01	(37.72%)	785,628	489,282	489,282					
Federal Grants and Contributions - FTA 5311(f)	413.02	0.00%	0	0	0					
Federal Grants and Contributions - Miscellaneous	413.99	0.00%	0	0	0					
		(37.72%)	785,628	489,282	489,282	0	0	0	0	0
Total Nonoperating Revenues (Expenses)		28.08%	3,172,314	4,062,955	4,062,955	0	0	0	0	0
<b>NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)</b>										
		0.00%	(306,910)	373,602	4,316,565	(1,848,607)	(798,401)	(198,447)	(800,601)	(296,907)
Transfers In (Out) - Interfund	420.00	0.00%	306,910	(373,602)	(373,602)					
		0.00%	0	(0)	3,942,963	(1,848,607)	(798,401)	(198,447)	(800,601)	(296,907)
<b>NET INCOME (LOSS)</b>										

\* Please note, the figures in the State Grants/Contributions and Federal Grants/Contributions include grant funding that is to be awarded in June 2011. JTA received an "A" rating for this funding and expects that funds will be awarded, an adjustment may have to be made.

**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Operating Revenues, Expenses and Nonoperating Revenues**  
**2012 Operating Budget**  
**Operating - Combined Departments**

BARS	% Change	2010 Actual	2012 Budget	January	February	March	April	May	June	July	August	September	October	November	December
OPERATING REVENUES															
PASSENGER FARES FOR TRANSIT SERVICES															
Fixed Route Fares - East															
401.01	5.41%	144,064	152,000	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667	\$ 12,667
401.02	1.55%	3,988	4,000	338	338	338	338	338	338	338	338	338	338	338	338
401.03	10.65%	10,917	12,000	1,007	1,007	1,007	1,007	1,007	1,007	1,007	1,007	1,007	1,007	1,007	1,007
401.05	3.42%	69,619	72,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
401.06	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
401.07	1.51%	10,000	10,000	0	0	0	0	0	0	0	0	3,500	0	0	0
Fixed Route Fares - West - JTOC															
401.08	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Vans															
401.09	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extended Service															
401.10	6.15%	228,755	242,500	20,011	20,011	20,011	20,011	20,211	20,311	20,311	20,311	22,511	20,311	20,311	20,311
OTHER TRANSIT FARES															
Other Contract Transit Fares - Local & State Government															
402.01	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Contract Transit Fares - Paratransit															
402.02	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Contract Transit Fares - Other															
402.03	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHARTER SERVICE REVENUES															
Charter Service Revenues															
405.01	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AUXILIARY TRANSPORTATION REVENUES															
Amortizing Service															
406.01	(21.95%)	12,814	10,000	833	833	833	833	833	833	833	833	833	833	833	833
Char Service Revenue															
406.02	0.00%	783	783	65	65	65	65	65	65	65	65	65	65	65	65
Total Operating Revenues															
20,959 20,958 20,958 20,959 21,109 20,959 20,959 20,959 20,959 20,959 20,959 20,959 23,409 20,959 20,959 20,959															
OPERATING EXPENSES															
LABOR															
Operator's Salaries & Wages - Fixed Route															
501.01	(7.62%)	684,639	632,356	53,262	53,064	63,516	69,516	57,543	60,516	57,543	60,516	57,543	60,516	57,543	57,543
Operator's Overtime															
501.10	(30.78%)	120,262	83,505	5,965	5,965	6,052	6,052	5,754	6,052	5,754	6,052	5,754	6,052	5,754	5,754
Operator's Salaries & Wages - Chair-Ride (DAR)															
501.04	(30.78%)	184,317	127,590	11,647	11,647	11,047	11,047	11,072	11,647	11,072	11,647	11,072	11,647	11,072	11,072
Operator's DAR Overtime															
501.02	(11.55%)	471,390	417,021	34,177	34,177	36,999	36,999	35,157	36,999	35,157	36,999	35,157	36,999	35,157	35,157
Other Salaries & Wages															
501.20	0.35%	386,000	387,391	32,561	32,561	32,561	32,561	32,561	32,561	32,561	32,561	32,561	32,561	32,561	32,561
Managerial Salaries															
501.03	(3.28%)	1,740,246	1,572,276	138,638	139,276	153,317	153,317	143,317	153,317	143,317	153,317	143,317	153,317	143,317	143,317
BENEFITS															
502.01	4.89%	146,231	158,403	12,679	12,679	12,805	12,805	12,805	12,805	12,805	12,805	12,805	12,805	12,805	12,805
Pension Plans (PERS)															
502.02	24.03%	100,736	125,400	10,252	10,252	10,474	10,474	10,474	10,474	10,474	10,474	10,474	10,474	10,474	10,474
Medical Plans															
502.03	8.14%	379,800	410,500	33,163	33,068	33,068	33,068	33,068	33,068	33,068	33,068	33,068	33,068	33,068	33,068
Dental Plans															
502.04	(1.77%)	42,702	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567
Unemployment Insurance (UI)															
502.05	345.66%	16,938	73,520	1,000	1,000	1,000	1,000	8,880	9,220	9,220	9,220	9,220	9,220	9,220	9,220
Workers' Compensation Insurance - Labor & Industries (L&I)															
502.06	61.81%	36,682	58,383	4,525	4,584	5,072	5,072	4,822	5,072	4,822	5,072	4,822	5,072	4,822	4,822
Holiday															
502.07	61.81%	43,403	70,223	3,249	3,249	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584
General Leave															
502.08	(7.38%)	233,699	227,210	22,435	18,424	18,663	18,663	18,608	18,663	18,608	18,663	18,608	18,663	18,608	18,608
Other Paid Absence (Court Duty & Bereavement)															
502.09	(7.38%)	21,341	4,400	367	367	367	367	367	367	367	367	367	367	367	367
Uniforms, Work Clothing & Tools Allowance															
502.10	68.10%	9,256	17,410	3,106	3,100	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
Other Benefits (P&A, EAP & Wellness)															
502.11	172.15%	14,243	38,760	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,230	3,230
SERVICES AND USER FEES															
Vanpool Service and Fees															
503.01	600.01%	500	3,500	292	292	292	292	292	292	292	292	292	292	292	292
Professional & Technical Services															
503.02	(46.75%)	24,073	13,560	1,088	1,088	1,088	1,088	1,088	1,088	1,088	1,088	1,088	1,088	1,088	1,088
Temporary Help															
503.03	41.55%	72,623	102,650	8,275	8,275	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600
Contract Maintenance Services (IT Services)															
503.04	582.00%	6,000	6,000	0	0	0	0	0	0	0	0	0	0	0	0
Customal Services															
503.05	24.17%	54,702	41,480	3,457	3,457	3,457	3,457	3,457	3,457	3,457	3,457	3,457	3,457	3,457	3,457
Security Services															
503.06	8.00%	4,350	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Technical Services															
503.07	8.09%	5,088	5,500	458	458	458	458	458	458	458	458	458	458	458	458
Property Maintenance Services															
503.08	(19.33%)	31,611	25,500	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125	2,125
Software Maintenance Fees															
503.09	(31.39%)	12,711	10,000	833	833	833	833	833	833	833	833	833	833	833	833
Postage & Mail Matter Fees															
503.10	(8.21%)	18,884	17,150	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429
Dry Cleaning & Laundry Fees															
503.11	21.70%	2,868	3,800	300	300	300	300	300	300	300	300	300	300	300	300
Dry & Alterations Fees															
503.12	20.75%	4,800	4,800	400	400	400	400	400	400	400	400	400	400	400	400
Other Services & User Fees															
503.99	0.00%	216,296	216,296	18,562	18,562	18,562	18,562	18,562	18,562	18,562	18,562	18,562	18,562	18,562	18,562

# Operating - Combined Departments

BARS	% Change	2010 Actual	2012 Budget	January	February	March	April	May	June	July	August	September	October	November	December
<b>MATERIALS AND SUPPLIES CONSUMED</b>															
504 01	15.11%	304,044	350,000	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167
504 02	44.10%	17,002	24,500	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042
504 03	126.59%	7,054	16,000	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333
504 04	66.18%	5,416	9,000	750	750	750	750	750	750	750	750	750	750	750	750
504 05	(32.45%)	95,207	65,000	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417
504 06	(55.27%)	11,178	3,000	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178
504 07	1,306.00%	1,306	1,306	133	133	133	133	133	133	133	133	133	133	133	133
504 08	69.59%	1,054	2,000	167	167	167	167	167	167	167	167	167	167	167	167
504 09	7.89%	18,526	20,000	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657
504 11	2,045.97%	389	8,500	692	692	692	692	692	692	692	692	692	692	692	692
504 13	(12.70%)	14,971	13,072	1,089	1,089	1,089	1,089	1,089	1,089	1,089	1,089	1,089	1,089	1,089	1,089
504 14	235.00%	2,895	9,700	808	808	808	808	808	808	808	808	808	808	808	808
504 15	(2.67%)	22,176	21,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
504 99	9.69%	501,188	550,770	417	417	417	417	417	417	417	417	417	417	417	417
<b>UTILITIES</b>															
505 01	4.30%	13,359	14,000	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167
505 02	16.48%	14,362	16,750	1,356	1,356	1,356	1,356	1,356	1,356	1,356	1,356	1,356	1,356	1,356	1,356
505 03	31.26%	23,653	33,600	2,602	2,602	2,602	2,602	2,602	2,602	2,602	2,602	2,602	2,602	2,602	2,602
	25.67%	53,351	64,350	3,924	3,924	3,924	3,924	3,924	3,924	3,924	3,924	3,924	3,924	3,924	3,924
<b>CASUALTY AND LIABILITY COSTS</b>															
506 01	8.01%	68,820	95,956	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995
506 02	0.00%	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	0
506 03	0.00%	(1,541)	0	0	0	0	0	0	0	0	0	0	0	0	0
	3.55%	92,156	100,956	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995	7,995
<b>TAXES</b>															
507 02	3.82%	4,705	4,865	403	403	403	403	407	403	403	403	403	403	403	403
507 03	11.95%	18	20	2	2	2	2	2	2	2	2	2	2	2	2
507 04	148.57%	221	550	46	46	46	46	46	46	46	46	46	46	46	46
507 99	49.63%	1,200	1,800	150	150	150	150	150	150	150	150	150	150	150	150
	18.10%	6,147	7,255	600	600	600	600	604	600	600	600	600	600	600	600
<b>PURCHASED TRANSPORTATION SERVICE</b>															
508 01	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>MISCELLANEOUS EXPENSES</b>															
509 01	37.82%	11,124	15,331	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278	1,278
509 02	11.81%	19,897	21,900	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825
509 03	0.00%	1,350	0	0	0	0	0	0	0	0	0	0	0	0	0
509 05	305.79%	2,085	6,500	708	708	708	708	708	708	708	708	708	708	708	708
509 06	244.10%	7,236	24,900	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
509 07	80.82%	1,825	3,300	275	275	275	275	275	275	275	275	275	275	275	275
509 99	(23.17%)	990	300	25	25	25	25	25	25	25	25	25	25	25	25
	70.23%	43,627	74,231	4,411	4,411	4,411	4,411	4,411	4,411	4,411	4,411	4,411	4,411	4,411	4,411

Operating - Combined Departments

BAKS	% Change	2010 Actual	2012 Budget	January	February	March	April	May	June	July	August	September	October	November	December
LEASES AND RENTALS															
512 01	33.33%	510	1,080	90	50	90	100	90	90	90	90	90	90	90	90
512 03	944.61%	101	1,056	88	88	88	88	88	88	88	88	88	88	88	88
512 04	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
512 05	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
512 06	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
512 07	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
512 08	24.51%	8,089	11,137	943	943	943	943	943	943	943	943	943	943	943	943
512 09	34.53%	10,000	13,653	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121
	5.99%	3,121,372	3,242,863	332,653	338,380	332,607	332,767	338,100	338,107	338,117	338,627	338,465	338,627	338,117	338,117
	0.00%	(3,479,223)	(3,688,253)	(332,044)	(337,470)	(331,791)	(331,798)	(337,071)	(338,018)	(337,207)	(338,018)	(338,055)	(338,018)	(337,207)	(337,207)
OPERATING INCOME (LOSS)															
NONOPERATING REVENUES (EXPENSES)															
NONTRANSPORTATION REVENUES															
Rental of Revenue Vehicles															
407 01	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
407 02	(0.19%)	3,706	3,706	308	308	308	308	308	308	308	308	308	308	308	308
407 03	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
407 04	0.00%	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0
407 05	7.00%	1,742	3,000	250	250	250	250	250	250	250	250	250	250	250	250
407 06	0.00%	0	0	17	17	17	17	17	17	17	17	17	17	17	17
407 09	(65.57%)	32,190	11,100	925	925	925	925	925	925	925	925	925	925	925	925
	(34.80%)	27,641	18,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
408 01	58.01%	2,120,325	3,350,276	228,173	228,636	287,727	293,579	287,768	304,666	285,132	305,799	335,000	266,500	216,000	355,540
LOCAL GRANTS AND CONTRIBUTIONS															
408 01	(32.00%)	31,245	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
408 02	0.00%	0	0	208	208	208	208	208	208	208	208	208	208	208	208
408 09	0.00%	31,245	20,000	208	208	208	208	208	208	208	208	208	208	208	208
	(35.07%)	31,245	20,000	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667
STATE GRANTS AND CONTRIBUTIONS															
411 01	47.93%	35,000	51,977	4,298	4,298	4,298	4,298	4,298	4,298	4,298	4,298	4,298	4,298	4,298	4,298
411 02	(41.73%)	70,001	40,760	3,399	3,399	3,399	3,399	3,399	3,399	3,399	3,399	3,399	3,399	3,399	3,399
411 03	(18.61%)	97,944	89,530	7,461	7,461	7,461	7,461	7,461	7,461	7,461	7,461	7,461	7,461	7,461	7,461
411 04	(22.28%)	4,504	3,500	292	292	292	292	292	292	292	292	292	292	292	292
411 09	(10.61%)	207,471	185,386	15,450	15,450	15,450	15,450	15,450	15,450	15,450	15,450	15,450	15,450	15,450	15,450
FEDERAL GRANTS AND CONTRIBUTIONS (EXPENSES)															
413 01	(37.72%)	785,628	489,282	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774
413 02	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
413 09	(37.72%)	785,628	489,282	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774	40,774
	28.66%	3,172,314	4,082,855	307,342	305,076	347,117	317,165	347,154	394,056	347,522	365,194	391,790	315,050	275,590	475,860
	0.00%	(308,610)	373,602	(24,481)	(22,444)	(35,319)	(5,967)	(30,087)	(46,038)	(27,315)	(27,315)	(83,334)	(12,100)	(47,817)	(97,663)
420 10	0.00%	306,910	(373,602)	0	0	0	0	0	0	0	0	0	0	0	(373,602)
	0.00%	0	0	(24,481)	(22,444)	(35,319)	(5,967)	(30,087)	(46,038)	(27,315)	(27,315)	(83,334)	(12,100)	(47,817)	(275,819)
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)															
Transfers In (Out) - Inland															
NET INCOME (LOSS)															

**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Capital Outlays, Revenues and Contributions**  
**2011 Capital Budget**  
**Capital Expenditures and Nonoperating Revenues**

	BARS	Total	Total JTA Outlay	Total Contributed Capital	Grant Source
<b>Capital Assets - Land</b>					
N/A		0	0	0	
	151.00	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Capital Assets - Facility</b>					
New Facility - Design & Drawings		100,000	20,000	80,000	New Facility, WA 03-0180
	152.00	<u>100,000</u>	<u>20,000</u>	<u>80,000</u>	
<b>Capital Assets - Other Building &amp; Structures</b>					
Asphalt Project		25,000	5,000	20,000	STP Flex
	153.00	<u>25,000</u>	<u>5,000</u>	<u>20,000</u>	
<b>Capital Assets - Revenue Vehicles</b>					
	154.00	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Capital Assets - Service Vehicles</b>					
	155.00	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Capital Assets - Service Equipment</b>					
	156.00	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Capital Assets - Office Furniture &amp; Equipment</b>					
	157.00	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Capital Assets - Construction in Progress</b>					
N/A		0	0	0	
	168.00	<u>0</u>	<u>0</u>	<u>0</u>	
<b>TOTAL CAPITAL ADDITIONS</b>		<u><u>125,000</u></u>	<u><u>25,000</u></u>	<u><u>100,000</u></u>	
<b>CAPITAL CONTRIBUTIONS - LOCAL / STATE / FEDERAL</b>					
Capital Contributions - Local	414.06	0	0	0	
Capital Contributions - State	414.01	0	0	0	
Capital Contributions - Federal	414.07	0	0	0	
Capital Contributions - FTA 5309, Equipment Assistance (Federal)	414.02	0	0	0	
Capital Contributions - FTA 5309, Facility Assistance (Federal)	414.05	80,000	0	80,000	
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	414.03	0	0	0	
Capital Contributions - FTA 5311, Equipment Assistance/STP Flex (Federal)	414.09	0	0	0	
Capital Contributions - FTA 5311, ARRA Vehicle Assistance (Federal)	414.08	20,000	0	20,000	
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	414.04	0	0	0	
		<u>100,000</u>	<u>0</u>	<u>100,000</u>	
<b>CAPITAL CONTRIBUTIONS - OTHER</b>					
Capital Contributions - Other	415.01	0	0	0	
<b>Total Capital Contributions - Other / Local / State / Federal</b>		<u>100,000</u>	<u>0</u>	<u>100,000</u>	
<b>CAPITAL CONTRIBUTIONS - JEFFERSON TRANSIT</b>					
Contributions From Capital Reserves		25,000	25,000	0	
<b>Total Capital Contributions - Jefferson Transit</b>		<u>25,000</u>	<u>25,000</u>	<u>0</u>	
<b>TOTAL CAPITAL CONTRIBUTIONS</b>		<u><u>125,000</u></u>	<u><u>25,000</u></u>	<u><u>100,000</u></u>	

## Jefferson Transit Authority

### Resolution No. 11-36

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to adopt its 2012 Budgets.

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

WHEREAS public comment has been taken regarding the proposed budgets at a legally advertised public hearing on December 20, 2011; now therefore

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

Section 1 Operating Fund Budget. Total operating expenses of \$3,972,963, total operating revenues of \$253,610, and total non-operating revenues of \$4,075,955. The schedule of planned expenditures and projected revenues is attached as Exhibit 1.

Section 2 Capital Fund Budget. Total capital expenses of \$125,000 and total capital revenues of \$100,000. The schedule of planned expenditures and projected revenues is attached as Exhibit 2.

#### 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 December 20, 2011.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority



***Agenda Item 4a.***

***Meeting Date:*** December 20, 2011

***Subject:*** Resolution 11-37: Designate Check Signers on Fiscal Accounts

***Prepared By:*** Natalie Patten

***Approved By:*** Tammi Rubert

**Summary:** Resolution 11-37 designates Tammi Rubert, General Manager and Sara Crouch, Finance Manager as primary check signers and Ben Arnold, Fleet & Facilities Manager and Patty Perry, Operations Manager as secondary back up check signers on the Jefferson County Treasurers Account and the Bank of America Accounts for Jefferson Transit.

This resolution also removes Catharine Robinson, David Sullivan and Ludwig Becker as check signers with the Jefferson County Treasurers Account and the Bank of America Accounts for Jefferson Transit.

**Recommendation:**

Adopt Resolution 11-37: Designates Check Signers on Fiscal Accounts

**Motion for Consideration:**

Move to Adopt Resolution 11-37: Designates Check Signers on Fiscal Accounts

## RESOLUTION 11-37:

## 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 Tammi Rubert, General Manager and Sara Crouch, Finance Manager to be primary check signers and Ben Arnold, Fleet & Facilities Manager and Patty Perry, Operations Manager to be secondary back up check signers on Jefferson County Treasurer and Bank of America accounts for the duration of their employment with Jefferson Transit Authority or until revoked by Resolution.

BE IT FURTHER RESOLVED that the Authority does hereby affirm that Catharine Robinson, David Sullivan and Ludwig Becker be removed as check signers on all Jefferson Transit Fiscal Accounts through the Jefferson County Treasurer and Bank of America.

## 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 December 20, 2011.

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Chair

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Vice Chair

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Member

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Member

Attest:

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Member

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Clerk of the Board



## November, 2011

COMMUTER										
#1	Brinnon	1531	0	107	180	7650	194	8.51	0.20	7.88
#6A	Tri Area Loop (5)	1639	0	66	118	3056	98	13.89	0.54	16.73
#6B	Tri Area Loop (6)	996	2	72	94	2435	78	10.60	0.41	12.77
#7	Poulsbo	2097	6	111	180	7542	193	11.65	0.28	10.89
#8	Sequim	2000	0	158	220	7568	172	9.09	0.26	11.66
COMMUTER TOTAL		8263	8	514	792	28251	735	10.75	0.34	11.98

<b>WEST JEFFERSON</b>	1149	2	46	180	12136	352	6.38	0.09	3.26
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20 Weekdays in Month      5 Saturdays in Month      4 Sundays in Month

	Passenger	Miles	Average Riders
	Trips	Travelled	Per Van
Vanpool	1286	9867	7.67

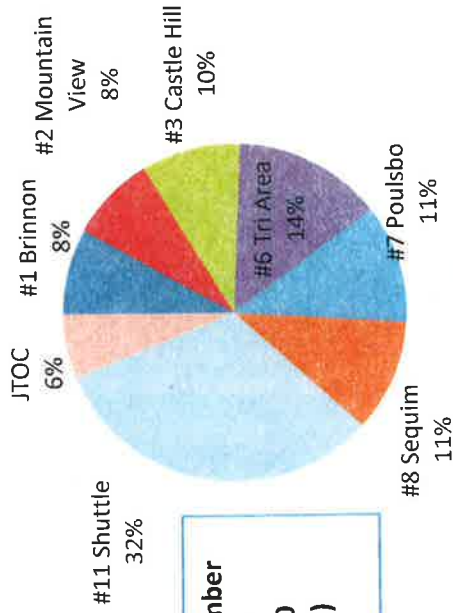
	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	New Applicants
Dial A Ride	1482	1382	6155	539	1.07	0.24	2.75	9

*\*Boardings includes Passenger and Attendant if needed*

# RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

## JTA Monthly Percentage of Ridership- November 2011

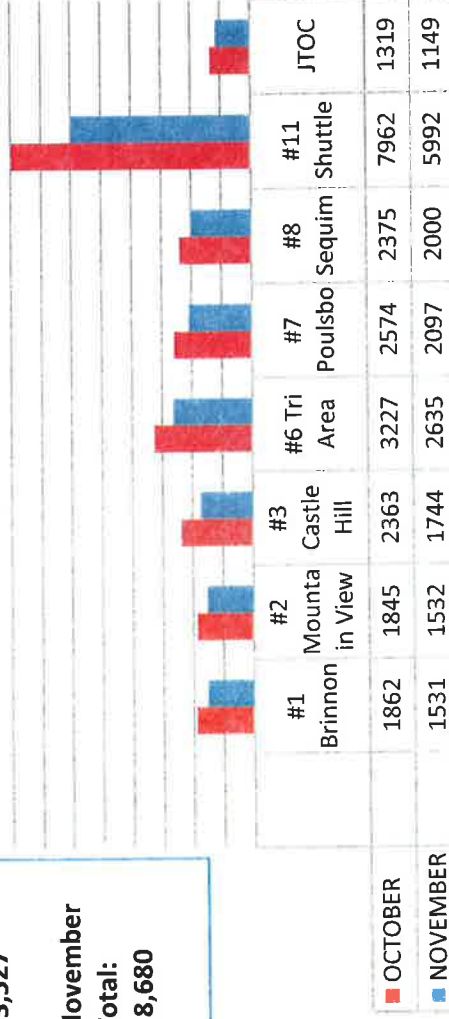


**November Total: 18,680 (100%)**

## Month to Month Route Comparison

**October Total: 23,527**

**November Total: 18,680**



## YTD Ridership by Route and Year as of November



**Total for 2010: 243,076**  
**Total for 2011: 260,475**  
**Increase for 2011 of 17,399 Riders**