

JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, April 19, 2011 1:30 p.m.

Mountain View Commons

1925 Blaine Street, Port Townsend, WA

AGENDA

- | | | | |
|------------------|------------|--|--------------------|
| 1:30 p.m. | 1. | Call to Order/Welcome | |
| 1:40 p.m. | 2. | Public Comments | |
| 1:50 p.m. | 3. | New Agenda Items | |
| 1:50 p.m. | 4. | CAC Report | |
| 2:00 p.m. | 5. | Public Hearing-Amended 2011 Budget | |
| 2:20 p.m. | 6. | Consent Agenda | Attachments |
| | | a. Approval of Minutes, March 15, 2011 | |
| | | b. Approval of Minutes, March 22, 2011 | |
| | | c. Approval of Minutes, March 25, 2011 | |
| | | d. Approval of Expenses, March 2011 | |
| | | e. Authorize Out of State Travel for Maintenance Manager, Ben Arnold | |
| | | f. Authorize Out of State Travel for Human Resources Manager, Cori Boyd | |
| 2:25 p.m. | 7. | New Business | Attachments |
| | | a. Resolution 11-6: Appoint Interim General Manager as Auditing Officer | |
| | | b. Resolution 11-7: Authorize Interim General Manager to sign checks | |
| | | c. Resolution 11-8: Adopt 2011 Amended Budget | |
| | | d. Resolution 11-9: Line of Credit | |
| | | e. Resolution 11-10: Personal Service Agreement w/Clarity Enterprises, Inc. | |
| | | f. Resolution 11-11: Interlocal Agreement for Summer Youth Pass Program | |
| | | g. Resolution 11-12: Operating Reserve and Capital Reserve Policies | |
| 3:00 p.m. | 8. | Staff Report | |
| | | a. Interim General Managers Report | |
| | | b. Financial Report | Attachment |
| | | c. Operations/Maintenance Report | |
| 3:15 p.m. | 9. | Miscellaneous | |
| 3:30 p.m. | 10. | 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).

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, March 15, 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 and Pam Thompson. Phil Johnson was absent.

STAFF PRESENT

Peggy Hanson, Tina Flores-McCleese, Cori Boyd, Tammi Rubert, Ben Arnold, Patty Perry, Natalie Patten

CAC PRESENT

Ali Dyche

OTHERS PRESENT

Jay Rosapepe, Chauncey Tudhope-Locklear

NEW AGENDA ITEMS

There were no new agenda items

CAC REPORT-Ali Dyche

Dyche stated that the last Citizens Advisory Committee Meeting was cancelled on March 7, 2011. The next meeting is the 4th of April and the Committee will address issues such as cancellations and who has the authority to cancel meetings. Dyche stated that the CAC feels they are a resource of private citizens and only they have the right to decide who can cancel the meetings.

Hanson stated CAC is a very important and vital role for Transit. She stated that the meeting was cancelled by staff on the day of the meeting. An agenda was set and when the meeting was cancelled CAC members were contacted. A cancellation notice was placed at the meeting location for any members not available by phone and an operator was on standby to help any CAC members with transportation if they arrived at the meeting location. Hanson explained that agenda items were requested from the CAC up to 2 weeks in advance and none were sent in. The only items on the Agenda were from Hanson herself.

Dyche discussed how the CAC felt that Transit was a guest at their meetings and Hanson disagreed. Dyche said that the CAC members were discussing a way to relieve Patten from recording their minutes so that Transit would not have to have that burden. Robinson ended the discussion and stated that maybe a committee between the Board and the Citizens Advisory should get together and look at the Bylaws. Robinson placed this topic under Miscellaneous for further discussion at the end of the meeting.

CONSENT AGENDA

a. Approval of Minutes, February 15, 2011

b. Approval of Expenses February 2011

Operating Checks 88664-88791: \$340,635.61, including payroll of \$149,017.16

Total Expenditures: \$340,635.61

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

NEW BUSINESS

a. Resolution 11-4: Collection of Additional Sales & Use Tax

Hanson stated that Resolution 11-4 authorizes the General Manager of Jefferson Transit to enter into a contract with the Department of Revenue as required by law for the administration and collection of the sales and use tax. Resolution 11-4 reflects the additional sales tax increase of 0.3% (three-tenths of one percent) for a new total of 0.9% (nine-tenths of one percent) approved by the voters of Jefferson County, Washington on February 8, 2011. The additional sales and use tax will be imposed effective July 1, 2011. Hanson asked for the Board consideration for approval of the Resolution.

Motioned by Randels, seconded by Austin to approve Resolution 11-4. The motion passed unanimously.

b. Resolution 11-5: Van Pool Shared Use Memorandum of Understanding

Hanson stated Resolution 11-5 is a Resolution for an MOU between Jefferson Transit and Mason County Transportation Benefit Authority. Both agencies have implemented public transportation programs within Mason County and Jefferson County that include providing Vanpool services to the respective citizens of both counties. Hanson stated that the attached Memorandum of Understanding (MOU) would provide for Mason Transit and Jefferson Transit shared use of their vanpool vans. The Contract would be for the period of March 15, 2011 and end on June 30, 2013. Hanson asked for the Board consideration and recommends their approval of the Resolution and Memorandum of Understanding.

Hanson introduced Jay Rosapepe, Operations Manager with Mason Transit and stated that Shamus Mysak of WSDOT, is in full support of the shared use partnership for the vanpool vans. Hanson stated that Patty Perry, Mobility Coordinator or Jay Rosapepe would be more than happy to answer any questions the Board has regarding the MOU. Austin asked about vans operating in the South County and into Mason County. Perry stated that she has just received a request for a group to go from Belfair to Indian Island and she feels that with rising gas prices, she will continue to receive more calls.

Randels questioned whether this type of MOU would extend into the other counties. Rosapepe stated that an MOU will be sent to Grays Harbor Transit this week and Clallam Transit will be receiving one in the next month. Hanson stated that WSDOT is noticing the regional connectivity that is happening on the Peninsula and she hopes that if Jefferson, Mason, Grays Harbor and Clallam are all interconnected that this will persuade Kitsap to join this regional connectivity.

Motioned by Austin, seconded by Randels to approve Resolution 11-5. The motion passed unanimously.

STAFF REPORT

- ***General Manager's Report – Peggy Hanson***

- Natalie Patten will be attending a week long Clerks training in June. She received a scholarship for this training.
- ADA workshop in April will be attended by Patty Perry-Mobility Coordinator, Kaheya Cunningham-CAC Member, Betty Mysak-Dispatcher and Jan Baker-Operator. This training will be covered by RTAP scholarships.
- JTA has entered into a 2 service contracts. The first is GO USA. They provide service to many area agencies and provide many levels of service including online ordering and the convenience of direct shipment. JTA is keeping the same uniform branding but has included new items such as a Hawaiian shirt and a bowling shirt. The second is Brinks Services. This was a previously cancelled service. They have lowered their rates and the service is suitable for the coin and cash counting and transfer.
- Due to good union negotiations, the General Leave calculations have started to show a positive cost reduction to the agency. Randels stated that he believes the public saw the reductions JTA made previous to the election and that played a large part in way people voted. He offered Kudos to JTA for continuing to do good work.
- Ben Arnold, Maintenance Manager priced shelter schedule displays and found them to be upwards of \$500. The Maintenance Department was able to create a cost effective model that cost less than \$50. Arnold passed around photos of the new schedule display. Robinson reminded JTA to contact the City and County governments to make sure all permits are met per the signage code.
- Hanson introduced Tina Flores-McCleese from Clarity who is on a month to month contract and is working in the Finance Manager capacity following Sara Crouch's departure last month.

- ***Finance Report – Tina Flores-McCleese***

Flores-McCleese presented the board members with a brief summary of financials for February: The budget tracking figure is at 16.66%. Operational Expenses for February were \$340,635.61 and operational income was \$15,177.50. Sales tax revenues received in February for December were down 6.44% from the same time last year. Cash on hand: \$551,066.36 in the Operating Account and \$130,944.01 in the Treasury Pool.

Flores-McCleese stated that the budget was hard to ascertain whether the differential in the budget was significant in any way because the budget is presented in a non cyclical way. Randels stated that this was something that was going to be looked at in the next couple of months.

Robinson asked about the labor costs under operating expenses. Boyd stated that these numbers were due to be slightly skewed due to the budget needing to be amended. Austin asked about the Dial-a-Ride overtime numbers on the February report. Hanson stated that the Dial-a-Ride requests that are over a large region are creating a larger cost. Rubert stated that dispatchers and herself are working with the Mobility Coordinator to create group trips to cut down those costs.

- **Operations Report- Tammi Rubert**

- System wide ridership is up 2% for the month.
- Spring Bid was completed and the new schedules are currently being distributed.
- Joint Labor Relations Committee (JLRC) convened on February 17th. The team negotiated Extra Board Rules and with the new rules, all Extra Board work will be assigned to the Extra Board first.
- Winter Weather Plan was activated the week of the 22nd. Patten updated the website by 5:30am and Thompson was checking roads at 3am. The warming bus is activated when weather is 30 degrees or below and has been a huge success.

Chauncey Tudhope-Locklear entered the meeting at 2:14pm

MISCELLANEOUS/CORRESPONDENCE

CAC Conversation-

Robinson stated that collaboration between the Board and CAC on how to best use the CAC as a resource is definitely needed. The Authority Board members have a lot of experience with committees and will come to the table with some expectations on how the process works. Dyche stated that the CAC is interested to know where the CAC is to go from here and to find out how they can best service transit. The CAC had put their agenda on hold during the election and believed they were going to be bringing those topics back to the table. Robinson and Dyche both agreed that the Bylaws may need to be looked at. Austin stated that the other Advisory Committees that he has been involved with and aware of are more information sharing with the public and encouragement to the agency.

Dyche stated that the CAC will be meeting the first Monday of April and she would like to know the needs of the Board and Transit for the CAC to discuss at their next meeting. Dyche also stated that the CAC would like to be given the Customer Comments instead of viewing them in the binder at the Board meeting, at Transit or at the CAC meeting. Hanson said that the role of the CAC is about projects and she was getting ready to present them with the Rider Advocate program. Sullivan said that CAC should look to Olympia and the legislative updates and communicate with other Citizens Committees. Dyche stated she will update the Board next month.

PUBLIC COMMENTS

Chauncey Tudhope-Locklear of the Recyclery announced a "Walk Your Child to School Day" which will be held on May 4, 2011. He is working with Blue Heron and Grant Street School and is trying to raise \$3500 for t-shirts. Port Townsend and Jefferson County is below the average of kids who walk or bike to school and this program is to bring awareness to that. Information can be found on their website at www.sparkinteraction.com/walkday

EXECUTIVE SESSION

The Chair announced that the meeting would go into executive session immediately at 2:45 p.m. to discuss personnel matters under the terms of RCW 42.30.110. The Executive Session concluded at 3:30 p.m. No action was taken

ADJOURNMENT

The meeting was adjourned 3:30 p.m. The next Regular Meeting will be held at 1:30 p.m., April 19, 2011.

Natalie Patten, Clerk of the Board

Date

JEFFERSON TRANSIT AUTHORITY BOARD

Special Meeting Minutes

Tuesday, March 22, 2011, 1:30 p.m.

Jefferson County Commissioners' Chambers

Jefferson County Courthouse

Port Townsend, WA

DRAFT

**DRAFT MINUTES UNTIL APPROVED BY
THE JEFFERSON TRANSIT AUTHORITY
BOARD IN AN OPEN PUBLIC MEETING.**

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 John Austin, George Randels, David Sullivan and Phil Johnson.

OTHERS PRESENT

Cathy Silins, Washington State Department of Transportation

EXECUTIVE SESSION

The meeting immediately went into executive session to discuss a personnel matter per the terms of RCW 42.30.110(1)(g) for approximately one hour.

The Authority Board came out of executive session at 2:30 p.m.

Joe D'Amico entered the meeting.

Motion by Randels, second by Johnson, to accept the resignation submitted March 14, 2011 by Peggy Hanson, to agree to her proposed date of March 28, 2011 as the end of her employment with Jefferson Transit, and to place her on administrative leave at the start of business on March 23, 2011. The motion passed 5 – 0.

Motion by Randels, second by Austin, to delegate to the Finance Committee members of the Authority Board (David Sullivan and Catharine Robinson) the authority to designate personnel to sign checks and attend to other Administrative details. The motion passed 5 – 0.

The Chair announced there would be another special meeting on Friday, March 25, 2011 from 9:00 – 11:00 a.m. in the Commissioners' Chambers. The meeting would consist of another executive session to discuss personnel matters and be followed by discussion and possible action during open session.

ADJOURNMENT

Motion by Austin, second by Johnson to adjourn the meeting. The motion passed 5 – 0. The meeting adjourned at 2:37 P.M.

Minutes submitted by David Sullivan

David Sullivan

JEFFERSON TRANSIT AUTHORITY BOARD

Special Meeting Minutes

Friday, March 25, 2011, 9:00 a.m.

Jefferson County Commissioners' Chambers

Jefferson County Courthouse

Port Townsend, WA

DRAFT

DRAFT MINUTES UNTIL APPROVED BY THE JEFFERSON TRANSIT AUTHORITY BOARD IN AN OPEN PUBLIC MEETING.
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CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 9:03 a.m. Other members present were John Austin, George Randels, David Sullivan and Phil Johnson.

OTHERS PRESENT

Cathy Silins, Washington State Department of Transportation
Dan DiGuilio, Mayor of Port Angeles

EXECUTIVE SESSION

The meeting immediately went into executive session to discuss a personnel matter per the terms of RCW 42.30.110(1)(g) for approximately one hour. The Executive Session was extended for approximately ½ and hour more.

The Authority Board came out of executive session at 10:22 a.m.

Motion by Austin, second by Randels, Authorizing Board Chair Robinson and anyone she designates to help her to negotiate and complete a contract for Interim Manager with Dan DiGuilio.

ADJOURNMENT

The meeting adjourned at 10:29 a.m..

Minutes submitted by David Sullivan

David Sullivan

OPERATING CHECKS

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided	Checkbook ID
277	Jefferson Transit - Payroll	3/3/2011	88795	\$75,058.20	No	OPERATING
650	Jefferson Transit - L&I Taxes	3/3/2011	88796	\$14,872.46	No	OPERATING
281	A.T.U. Local #587	3/10/2011	88797	\$1,971.04	No	OPERATING
351	A.T.U. Local #587 COPE	3/10/2011	88798	\$20.00	No	OPERATING
4	ADP	3/10/2011	88799	\$1,204.18	No	OPERATING
3	Action Communications, INC	3/10/2011	88800	\$72.30	No	OPERATING
19	Bickford Ford-Mercury	3/10/2011	88801	\$355.93	No	OPERATING
643	Berry	3/10/2011	88802	\$114.75	No	OPERATING
48	Cummins Northwest, INC	3/10/2011	88803	\$1,564.16	No	OPERATING
38	City of Port Townsend	3/10/2011	88804	\$734.01	No	OPERATING
42	Colonial Life & Accident Ins. Co.	3/10/2011	88805	\$549.66	No	OPERATING
624	Dept of Retirement Systems -DCP	3/10/2011	88806	\$7,187.50	No	OPERATING
58	WA State Dept of Retirement Systems	3/10/2011	88807	\$14,951.31	No	OPERATING
164	DaimlerChrysler Commercial Buses North America	3/10/2011	88808	\$157.18	No	OPERATING
90	Ding Doctor Glass Services	3/10/2011	88809	\$709.45	No	OPERATING
55	Dave Miller	3/10/2011	88810	\$195.02	No	OPERATING
475	Evergreen Collision Center	3/10/2011	88811	\$162.85	No	OPERATING
10150	Finley, Darrell W.	3/10/2011	88812	\$110.00	No	OPERATING
37	Francis "Chugger" Deane	3/10/2011	88813	\$29.27	No	OPERATING
517	Fastenal	3/10/2011	88814	\$1,353.37	No	OPERATING
88	Gillig Corporation	3/10/2011	88815	\$775.08	No	OPERATING
98	Healthforce OccMed	3/10/2011	88816	\$35.00	No	OPERATING
99	Henery Hardware	3/10/2011	88817	\$244.79	No	OPERATING
10061	Hausmann, Paul	3/10/2011	88818	\$39.00	No	OPERATING
597	Jefferson County Auditor	3/10/2011	88819	\$18,418.60	No	OPERATING
111	J.J. Keller & Associates, INC.	3/10/2011	88820	\$628.60	No	OPERATING
7	Interstate Battery Systems of Seattle	3/10/2011	88821	\$177.53	No	OPERATING
364	IntelliSystems, Inc.	3/10/2011	88822	\$600.00	No	OPERATING
283	Annuity Premium Reserve Account	3/10/2011	88823	\$711.00	No	OPERATING
126	Les Schwab Tire Center	3/10/2011	88824	\$41.02	No	OPERATING

373	Manley Services	3/10/2011	88825	\$1,866.31	No	OPERATING
10146	Michels, Susan	3/10/2011	88826	\$75.44	No	OPERATING
160	Olympic Springs	3/10/2011	88827	\$70.79	No	OPERATING
623	Office Depot	3/10/2011	88828	\$473.02	No	OPERATING
179	Pettit Oil Company	3/10/2011	88829	\$7,374.92	No	OPERATING
10144	Quayle, Casey	3/10/2011	88830	\$59.72	No	OPERATING
172	Pacific Office Equipment	3/10/2011	88831	\$266.20	No	OPERATING
492	Qwest WA	3/10/2011	88832	\$892.18	No	OPERATING
190	Rhododendron Festival	3/10/2011	88833	\$50.00	No	OPERATING
201	Schetky Northwest Sales	3/10/2011	88834	\$363.34	No	OPERATING
282	United Good Neighbors	3/10/2011	88835	\$14.10	No	OPERATING
247	Verizon Wireless	3/10/2011	88836	\$650.40	No	OPERATING
642	UniFirst Corporation	3/10/2011	88837	\$763.76	No	OPERATING
255	Westbay Auto Parts	3/10/2011	88838	\$260.01	No	OPERATING
649	WCIF C/O Benefit Solutions, Inc	3/10/2011	88839	\$45,892.42	No	OPERATING
17	Bank of America	3/11/2011	88840	\$1,859.55	No	OPERATING
651	Clarity Enterprises Inc	3/16/2011	88841	\$6,500.00	No	OPERATING
277	Jefferson Transit - Payroll	3/17/2011	88842	\$72,831.36	No	OPERATING
10172	Kautzman, Karen	3/17/2011	88843	\$34.87	No	OPERATING
4	ADP	3/22/2011	88844	\$1,081.27	No	OPERATING
13	A T & T	3/22/2011	88845	\$594.46	No	OPERATING
637	Allied Industries	3/22/2011	88846	\$649.63	No	OPERATING
134	Broadstripe	3/22/2011	88847	\$125.37	No	OPERATING
35	CenturyLink	3/22/2011	88848	\$139.38	No	OPERATING
48	Cummins Northwest, INC	3/22/2011	88849	\$746.47	No	OPERATING
32	Carl's Building Supply	3/22/2011	88850	\$148.06	No	OPERATING
43	Commercial Brake & Clutch	3/22/2011	88851	\$37.66	No	OPERATING
55	Dave Miller	3/22/2011	88852	\$231.03	No	OPERATING
63	Dex Media West	3/22/2011	88853	\$61.75	No	OPERATING
65	DM Disposal CO., INC	3/22/2011	88854	\$336.60	No	OPERATING
517	Fastenal	3/22/2011	88855	\$512.31	No	OPERATING
76	First Choice Health	3/22/2011	88856	\$79.20	No	OPERATING
88	Gillig Corporation	3/22/2011	88857	\$341.53	No	OPERATING

97	Harris, Mericle, Wakayama	3/22/2011	88858	\$180.00	No	OPERATING
95	Hanson Electric	3/22/2011	88859	\$3,593.41	No	OPERATING
99	Henery Hardware	3/22/2011	88860	\$60.41	No	OPERATING
111	J.J. Keller & Associates, INC.	3/22/2011	88861	\$53.49	No	OPERATING
126	Les Schwab Tire Center	3/22/2011	88862	\$1,414.53	No	OPERATING
458	Local Pages, The	3/22/2011	88863	\$7.18	No	OPERATING
373	Manley Services	3/22/2011	88864	\$805.71	No	OPERATING
388	Madrona Family Medicine	3/22/2011	88865	\$120.00	No	OPERATING
623	Office Depot	3/22/2011	88866	\$328.53	No	OPERATING
160	Olympic Springs	3/22/2011	88867	\$30.00	No	OPERATING
372	Pitney Bowes INC	3/22/2011	88868	\$31.20	No	OPERATING
186	Quillayute Valley School	3/22/2011	88869	\$2,442.16	No	OPERATING
653	Public Fleet Managers Association	3/22/2011	88870	\$100.00	No	OPERATING
182	Puget Sound Energy	3/22/2011	88871	\$1,478.99	No	OPERATING
492	Qwest WA	3/22/2011	88872	\$892.18	No	OPERATING
633	QWEST AZ	3/22/2011	88873	\$85.29	No	OPERATING
211	SOS Printing	3/22/2011	88874	\$288.45	No	OPERATING
223	Tarboo Ridge Extinguishers	3/22/2011	88875	\$855.28	No	OPERATING
247	Verizon Wireless	3/22/2011	88876	\$661.63	No	OPERATING
642	UniFirst Corporation	3/22/2011	88877	\$381.88	No	OPERATING
515	Wilcox & Flegel	3/22/2011	88878	\$29,533.71	No	OPERATING
255	Westbay Auto Parts	3/22/2011	88881	\$45.67	No	OPERATING
524	OlympusNet	3/22/2011	88883	\$252.00	No	OPERATING
259	WSTIP	3/22/2011	88884	\$200.00	No	OPERATING
10077	Lane, Alice	3/23/2011	88885	\$41.38	No	OPERATING
649	WCIF C/O Benefit Solutions, Inc	3/29/2011	88887	\$44,785.91	No	OPERATING
651	Clarity Enterprises Inc	3/30/2011	88888	\$6,500.00	No	OPERATING
277	Jefferson Transit - Payroll	3/31/2011	88889	\$72,270.45	No	OPERATING
			TOTAL	\$455,865.81		

OPERATING CHECK VOIDS

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided	Checkbook ID
10151	Williams, Desiree	3/22/2011	88879	\$235.00	Yes	OPERATING
259	WSTIP	3/22/2011	88880	\$452.00	Yes	OPERATING
649	WCIF C/O Benefit Solutions, Inc	3/22/2011	88882	\$44,785.91	Yes	OPERATING
649	WCIF C/O Benefit Solutions, Inc	3/29/2011	88886	\$44,785.91	Yes	OPERATING
			TOTAL	\$90,258.82		

CAPITAL CHECKS

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided	Checkbook ID
597	Jefferson County Auditor	3/22/2011	324	\$456.50	No	CAPITAL
			TOTAL	\$456.50		

ADVANCE TRAVEL CHECKS

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided	Checkbook ID
10089	Thompson, Pam	3/7/2011	246	\$113.00	No	ADVANCE TRAVEL
10178	Eisenman, Lloyd	3/7/2011	247	\$113.00	No	ADVANCE TRAVEL
10151	Williams, Desiree	3/23/2011	248	\$235.00	No	ADVANCE TRAVEL
			TOTAL	\$461.00		

ELECTRONIC FUNDS TRANSFERS

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	Voided	Checkbook ID
578	Jefferson Transit - Fares	3/14/2011	132	\$33,930.45	No	EFT
			TOTAL	\$33,930.45		



Agenda Item 6e.

Meeting Date: April 19, 2011

Subject: Authorize Out of State Travel for Ben Arnold

Prepared By: Natalie Patten

Approved By: 

Summary:

Maintenance Manager, Ben Arnold is planning to travel to the Gillig Bus Plant in Hayward, California on May 16 to May 21, 2011 to observe the final production of the four new grant funded buses which are due to arrive at JTA in June of 2011 . While there he will conduct the pre delivery inspection of the buses which is required under the grant.

Recommendation:

Approve Ben Arnolds out of state travel.

Motion for Consideration:

Consent Agenda

Fiscal Impact:

Estimated at \$1000.00

**Agenda Item 6f.****Meeting Date:** April 19, 2011**Subject:** *Authorize Out of State Travel for Cori Boyd***Prepared By:** Natalie Patten**Approved By:** **Summary:**

Human Resources Manager, Cori Boyd is planning on attending the Labor Law and Arbitration Institute in Las Vegas, NV from June 12-15, 2011. During the 2 day sessions, she will attend 18 classes which include, Discipline & Discharge, Insubordination, drug testing, FMLA, Off-Duty Misconduct and 13 classes on Union Contracts.

Attendance at these classes will enable her to gain the knowledge of current case law and federal regulations to bring many of JTA's policies current; such as drug testing, electronic device usage, FMLA and various harassment issues. The 13 classes on Union contracts offer education on contract interpretation, negotiations, grievance processes and procedures, past practice case studies and how they impact your workplace and how to avoid arbitration during negotiations.

Recommendation:

Approve Cori Boyd's out of state travel.

Motion for Consideration:

Consent Agenda

Fiscal Impact:

Estimated at \$1100.00



Agenda Item 7a.

Meeting Date: April 19, 2011

Subject: Resolution 11-6: Appoint Interim General Manager as Auditing Officer

Prepared By: Natalie Patten

Approved By: [Signature]

Summary:

The role of the auditor is to review and certify accounts payable vouchers (Chapter 42.24 RCW). Interim General Manager, Dan DiGuilio needs to be appointed as the Auditing Officer for Jefferson Transit.

Recommendation:

Assign auditor role to Interim General Manager, Dan DiGuilio.

Motion for Consideration:

Approve Resolution 11-6: Appoint Interim General Manager Dan DiGuilio as Auditing Officer.

Fiscal Impact:

None

Jefferson Transit Authority

Resolution No. 11-6

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the “Authority”, to transfer the role of Auditing Officer to the Interim General Manager.

WHEREAS, RCW 42.24.080 requires that prior to the payment of any claims presented against any county, city, district, or other municipal corporation or political subdivision by any persons furnishing materials, rendering services, performing labor or providing any other contractual services, an auditing officer shall audit said claim; and

WHEREAS, RCW 42.24.080 requires an authentication and certification by an auditing officer that the materials have been furnished, the services rendered or the labor performed and that the claims represent a just, due and unpaid obligation; and

WHEREAS, RCW 42.24.080 states that no claim shall be paid without such authentication and certification by an auditing officer; and

WHEREAS, The role of auditing officer for the Authority has traditionally been filled by the General Manager; and

WHEREAS, the position of General Manager is currently vacant; and

WHEREAS, the Authority has appointed an Interim General Manager while seeking a permanent replacement for the vacant position; now therefore,

BE IT RESOLVED that the Authority does hereby appoint Dan DiGuilio, Interim General Manager, as the auditing officer with all the responsibilities therein for the duration of his employment as Interim General Manager.

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 April 19, 2011.

Chair

Vice-Chair

Member

Member

Attest:

Member

Clerk of the Authority



Agenda Item 7b.

Meeting Date: April 19, 2011

Subject: Resolution 11-7: Authorize General Manager to Sign Checks

Prepared By: Natalie Patten

Approved By: [Signature]

Summary:

The role of check signer needs to be reassigned to the new Interim General Manager, Dan DiGuilio. Currently Cori Boyd, Human Resources and Tammi Rubert, Operations Manager are signers but it is preferred to have a third signer. Jefferson Transit does require two signers on all accounts payable checks.

Recommendation:

Assign Interim General Manager Dan DiGuilio as a check signer in addition to Cori Boyd and Tammi Rubert. Accounts to be a signer for include Jefferson County Treasurer accounts and Jefferson Transit's Bank of America accounts (Advance Travel and EFT/Fare)

Motion for Consideration:

Approve Resolution 10-12: Authorize Interim General Manager to Sign Checks.

Fiscal Impact:

None

Jefferson Transit Authority

Resolution No. 11-7

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the “Authority”, authorizing the Interim General Manager to sign checks.

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 designated check signers in the event that one of the designees is absent; and

WHEREAS, the vacancy of the General Manager position has left only two individuals authorized to sign checks; now therefore,

BE IT RESOLVED that the Authority does hereby authorize Dan DiGuilio, Interim General Manager, to sign checks drawn on Jefferson County Treasurer and Bank of America accounts for the duration of his employment as Interim General Manager, and

BE IT FURTHER RESOLVED that the Authority does hereby affirm that Peggy Hanson is removed from the list of authorized check signers and that Cori Boyd and Tammi Rubert 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 April 19, 2011.

Chair

Vice-Chair

Member

Member

Attest:

Member

Clerk of the Authority



Agenda Item 7c.

Meeting Date: April 19, 2011

Subject: Resolution 11-8: Adopt 2011 Amended Budget

Prepared By: Natalie Patten

Approved By: [Signature]

Summary: The State of Washington requires that the Authority annually adopt a budget covering the programs and activities of the Authority. The 2011 Operating and Capital Fund Budget was adopted on December 28, 2010 under Resolution 10-23. Resolution 11-8 adopts an amended 2011 Operating and Capital Fund Budget of Jefferson Transit Authority.

Recommendation:

Adopt the Amended 2011 Operating and Capital Fund Budget.

Motion for Consideration:

Move to Adopt the Amended 2011 Operating and Capital Fund Budget.

JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating Revenues
2011 Operating Budget
Operating - Summary By Department

						.10	.41	.42	.16	.50
	BARS		2010 Actual	2011 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
OPERATING REVENUES:										
PASSENGER FARES FOR TRANSIT SERVICES	401.00	5.72%	\$ 228,755	\$ 241,830	\$ 241,830					
OTHER TRANSIT FARES	402.00	0.00%	0	0	0					
CHARTER SERVICE REVENUES	405.00	0.00%	0	0	0					
AUXILIARY TRANSPORTATION REVENUES	406.00	82.29%	13,594	24,780	24,780					
Total Operating Revenues		10.01%	242,349	266,610	266,610	0	0	0	0	0
OPERATING EXPENSES:										
LABOR	501.00	(1.39%)	1,736,246	1,712,162		1,058,222	173,611	112,584	245,571	122,174
BENEFITS	502.00	7.64%	1,046,089	1,126,001		687,102	110,281	84,749	151,028	92,842
SERVICES AND USER FEES	503.00	14.87%	232,296	266,850		0	13,250	47,700	186,850	19,050
MATERIALS AND SUPPLIES CONSUMED	504.00	(4.98%)	501,186	476,250		14,730	366,050	27,600	25,720	42,150
UTILITIES	505.00	22.38%	53,335	65,270		16,100	8,550	5,050	31,370	4,200
CASUALTY AND LIABILITY COSTS	506.00	(7.24%)	92,666	85,956		0	0	0	85,956	0
TAXES	507.00	14.77%	6,147	7,055		0	0	0	7,055	0
PURCHASED TRANSPORTATION SERVICE	508.00	0.00%	0	0		0	0	0	0	0
MISCELLANEOUS EXPENSES	509.00	15.99%	43,607	50,581		12,700	7,950	200	25,126	4,605
LEASES AND RENTALS	512.00	34.53%	10,000	13,453		2,136	0	0	900	10,417
Total Operating Expenses		2.20%	3,721,572	3,803,578	0	1,790,990	679,691	277,883	759,576	295,438
OPERATING INCOME (LOSS)		1.66%	(3,479,223)	(3,536,968)	266,610	(1,790,990)	(679,691)	(277,883)	(759,576)	(295,438)
NONOPERATING REVENUES (EXPENSES)										
NONTRANSPORTATION REVENUES	407.00	(31.26%)	27,641	19,000	19,000					
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	408.00	28.02%	2,120,325	2,714,500	2,714,500					
LOCAL GRANTS AND CONTRIBUTIONS	409.00	5.60%	31,249	33,000	33,000					
STATE GRANTS AND CONTRIBUTIONS	411.00	(13.36%)	207,471	179,748	179,748					
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	413.00	0.00%	785,628	785,628	785,628					
Total Nonoperating Revenues (Expenses)		17.64%	3,172,314	3,731,877	3,731,877	0	0	0	0	0
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)		(163.51%)	(306,910)	194,909	3,998,487	(1,790,990)	(679,691)	(277,883)	(759,576)	(295,438)
Transfers In (Out) - Interfund	420.00	0.00%	306,910	(194,909)	(195,484)					
NET INCOME (LOSS)		(86.67%)	0	0	3,803,003	(1,790,990)	(679,691)	(277,883)	(759,576)	(295,438)

JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating Revenues
2011 Operating Budget w/Successful Levy
Operating - By Department

						.10	.41	.42	.16	.50
	BARS	% Change	2010 Actual	2011 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
OPERATING REVENUES:										
PASSENGER FARES FOR TRANSIT SERVICES										
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	1.49%	10,917	11,080	11,080					
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					
		5.72%	228,755	241,830	241,830	0	0	0	0	0
OTHER TRANSIT FARES										
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
CHARTER SERVICE REVENUES										
Charter Service Revenues	405.01	0.00%	0	0	0					
		0.00%	0	0	0	0	0	0	0	0
AUXILIARY TRANSPORTATION REVENUES										
Advertising Services	406.01	87.30%	12,814	24,000	24,000					
Other Services Revenue	406.02	0.00%	780	780	780					
		82.29%	13,594	24,780	24,780	0	0	0	0	0
Total Operating Revenues		10.01%	242,349	266,610	266,610	0	0	0	0	0

					.10	.41	.42	.16	.50	
	BARS	% Change	2010 Actual	2011 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
OPERATING EXPENSES:										
LABOR										
Operators' Salaries & Wages - Fixed Route	501.01	(5.64%)	684,539	581,360		479,168	0	0	0	102,192
Operators' Overtime				64,596		53,241	0	0	0	11,355
Operators' Salaries & Wages - Dial-a-Ride (DAR)	501.04	(13.78%)	184,317	148,593		148,593	0	0	0	0
Operators' DAR Overtime				10,330		10,330	0	0	0	0
Other Salaries & Wages	501.02	22.38%	471,390	556,681		267,901	113,611	108,644	66,525	0
Other Overtime				20,191		9,717	4,121	3,940	2,413	0
Management Salaries	501.03	(16.56%)	396,000	330,411		89,273	55,879	0	176,633	8,627
		(1.39%)	1,736,246	1,712,162	0	1,058,222	173,611	112,584	245,571	122,174
BENEFITS										
FICA	502.01	0.82%	146,531	147,732		92,462	14,799	9,400	20,436	10,636
Pension Plans (PERS)	502.02	(2.45%)	100,736	98,266		60,839	10,011	6,440	14,002	6,974
Medical Plans	502.03	1.62%	379,809	385,950		241,530	39,840	22,410	49,800	32,370
Dental Plans	502.04	6.17%	43,471	46,151		28,882	4,764	2,680	5,955	3,871
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	52.82%	36,662	56,026		36,836	6,816	5,804	1,725	4,846
Holiday	502.07	32.49%	43,403	57,505		32,856	6,159	3,731	10,674	4,086
General Leave	502.08	(8.85%)	233,699	213,012		138,857	21,324	12,777	25,993	14,061
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	58.56%	9,256	14,676		7,920	4,068	1,587	0	1,100
Other Benefits (HRA, EAP & Wellness)	502.11	87.91%	14,243	26,764		13,500	2,500	2,000	6,764	2,000
		7.64%	1,046,089	1,126,001	0	687,102	110,281	84,749	151,028	92,842
SERVICES AND USER FEES										
Vanpool Services and Fees	503.01	600.01%	500	3,500		0	0	0	3,500	0
Advertising Fees	503.02	(35.82%)	24,073	15,450		0	0	0	14,400	1,050
Professional & Technical Services	503.03	31.91%	72,623	95,800		0	3,500	5,400	86,900	0
Temporary Help	503.04	1,604.99%	880	15,000		0	0	0	15,000	0
Contract Maintenance Services (IT Services)	503.05	(32.36%)	54,702	37,000		0	0	0	37,000	0
Custodial Services	503.06	0.00%	4,390	0		0	0	0	0	0
Security Services	503.07	0.23%	5,088	5,100		0	0	600	4,500	0
Vehicle Technical Services	503.08	(12.22%)	31,611	27,750		0	9,750	0	0	18,000
Property Maintenance Services	503.09	228.07%	12,711	41,700		0	0	41,700	0	0
Software Maintenance Fees	503.12	(8.21%)	18,684	17,150		0	0	0	17,150	0
Postage & Mail Meter 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
		14.87%	232,296	266,850	0	0	13,250	47,700	186,850	19,050
MATERIALS AND SUPPLIES CONSUMED										
Fuel	504.01	(8.89%)	304,044	277,000		0	240,000	0	0	37,000
Tires	504.02	20.58%	17,002	20,500		0	20,500	0	0	0
Lubrication	504.03	41.56%	7,064	10,000		0	10,000	0	0	0
Tools	504.04	51.39%	5,416	8,200		0	6,200	2,000	0	0
Vehicle Maintenance & Repair Parts	504.05	(20.55%)	96,287	76,500		0	76,500	0	0	0
Non-Vehicle Maintenance & Repair Parts	504.06	38.67%	11,178	15,500		0	0	15,500	0	0
Vehicle Accessories	504.07	555.51%	134	880		280	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	10.59%	18,536	20,500		0	12,000	6,500	0	2,000
Safety & Emergency Supplies	504.11	1,263.71%	385	5,250		2,500	450	1,500	500	300
Office Supplies	504.13	13.35%	14,971	16,970		4,750	400	100	11,070	650
Computer Programs & Supplies	504.14	81.31%	2,896	5,250		700	0	0	4,000	550
Printing (Photocopier, Schedules & Brochures)	504.15	(31.46%)	22,176	15,200		6,500	0	0	7,650	1,050
Other Materials & Supplies	504.99	5,803.09%	42	2,500		0	0	0	2,500	0
		(4.98%)	501,186	476,250	0	14,730	366,050	27,600	25,720	42,150

					.10	.41	.42	.16	.50	
	BARS	% Change	2010 Actual	2011 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
UTILITIES										
Water, Sewer & Solid Garbage	505.01	3.38%	13,398	13,850		6,000	550	2,300	5,000	0
Utilities (Electrical & Propane)	505.02	35.59%	14,382	19,500		3,500	8,000	2,750	5,250	0
Telephone & Internet	505.03	24.91%	25,555	31,920		6,600	0	0	21,120	4,200
		22.38%	53,335	65,270	0	16,100	8,550	5,050	31,370	4,200
CASUALTY AND LIABILITY COSTS										
Premiums for Public Liability & Property Damage Insurance	506.01	(3.22%)	88,820	85,956		0	0	0	85,956	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
		(7.24%)	92,666	85,956	0	0	0	0	85,956	0
TAXES										
State Taxes (B&O)	507.02	9.14%	4,705	5,135		0	0	0	5,135	0
Property Tax	507.03	11.96%	18	20		0	0	0	20	0
Vehicle Licensing & Registration Fees	507.04	(54.82%)	221	100		0	0	0	100	0
Other Licensing Fees & Taxes	507.99	49.63%	1,203	1,800		0	0	0	1,800	0
		14.77%	6,147	7,055	0	0	0	0	7,055	0
PURCHASED TRANSPORTATION SERVICE										
Purchased Transportation Service	508.01	0.00%	0	0		0	0	0	0	0
		0.00%	0	0	0	0	0	0	0	0
MISCELLANEOUS EXPENSES										
Dues & Subscriptions	509.01	15.35%	11,124	12,831		400	1,250	0	11,076	105
Travel & Meetings	509.02	(4.78%)	19,587	18,650		6,400	4,000	0	4,750	3,500
Fines & Penalties	509.03	0.00%	1,350	0		0	0	0	0	0
Safety Program (Rodeo & Safety Rewards)	509.05	90.95%	2,095	4,000		0	0	0	4,000	0
Training (Classes, Seminars & Materials)	509.06	58.92%	7,236	11,500		3,400	2,500	0	5,000	600
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
		15.99%	43,607	50,581	0	12,700	7,950	200	25,126	4,605
LEASES AND RENTALS										
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%	9,089	11,317		0	0	0	900	10,417
		34.53%	10,000	13,453	0	2,136	0	0	900	10,417
Total Operating Expenses		2.20%	3,721,572	3,803,578	0	1,790,990	679,691	277,883	759,576	295,438
OPERATING INCOME (LOSS)		0.00%	(3,479,223)	(3,536,968)	266,610	(1,790,990)	(679,691)	(277,883)	(759,576)	(295,438)

						.10	.41	.42	.16	.50
	BARS	% Change	2010 Actual	2011 Budget	Revenue	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
NONOPERATING REVENUES (EXPENSES)										
NONTRANSPORTATION REVENUES										
Rental of Revenue Vehicles	407.01	0.00%	0	0	0					
Investment (Interest) Income	407.02	26.82%	3,706	4,700	4,700					
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					
		(31.26%)	27,641	19,000	19,000	0	0	0	0	0
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM										
Taxes Levied Directly by Transit System - Sales & Use Tax	408.01	28.02%	2,120,325	2,714,500	2,714,500					
LOCAL GRANTS AND CONTRIBUTIONS										
Local Grants and Contributions - JTOC	409.01	(10.40%)	31,249	28,000	28,000					
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					
		5.60%	31,249	33,000	33,000	0	0	0	0	0
STATE GRANTS AND CONTRIBUTIONS*										
State Grants and Contributions - Rural Mobility Competitive	411.01	(0.01%)	35,002	35,000	35,000					
State Grants and Contributions - Rural Mobility Transit Formula	411.02	(10.37%)	70,001	62,743	62,743					
State Grants and Contributions - Special Needs	411.03	(19.86%)	97,964	78,505	78,505					
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					
		(13.36%)	207,471	179,748	179,748	0	0	0	0	0
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)*										
Federal Grants and Contributions - FTA 5311	413.01	0.00%	785,628	785,628	785,628					
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					
		0.00%	785,628	785,628	785,628	0	0	0	0	0
Total Nonoperating Revenues (Expenses)		17.64%	3,172,314	3,731,877	3,731,877	0	0	0	0	0
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)		0.00%	(306,910)	194,909	3,998,487	(1,790,990)	(679,691)	(277,883)	(759,576)	(295,438)
Transfers In (Out) - Interfund	420.00	0.00%	306,910	(194,909)	(195,484)					
NET INCOME (LOSS)		(86.67%)	0	0	3,803,003	(1,790,990)	(679,691)	(277,883)	(759,576)	(295,438)

* 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
Resolution No. 11-8

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the “Authority”, to adopt an Amended 2011 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 April 19, 2011; now therefore

BE IT RESOLVED by the Board of Directors of the Jefferson County Public Transportation Benefit Area that the following amended budgets be adopted for 2011.

Section 1 Operating Fund Budget. Total operating expenses of \$3,803,578, total operating revenues of \$266,610, and total non-operating revenues of \$3,731,877. The schedule of planned expenditures and projected revenues is attached as Exhibit 1.

Section 2 Capital Fund Budget. Total capital expenses of \$1,731,250 and total capital revenues of \$1,651,000. 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 April 19,2011.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Agenda Item 7d.

Meeting Date: April 19, 2011

Subject: Resolution 11-9: Authorize Line of Credit

Prepared By: Natalie Patten

Approved By: [Signature]

Summary:

Jefferson Transit needs to obtain a line of credit in an effort to be responsive to future cash demands. Under Resolution 11-2, JTA staff has researched and determined that they would like to secure a line of credit with Kitsap Bank. This Resolution, 11-9 would authorize JTA staff to execute the appropriate documents to secure a line of credit in the amount of \$150,000 with Kitsap Bank. Susan Whitmire from Kitsap Bank will be in attendance at the Board Meeting to discuss the documents and the line of credit.

Recommendation:

Move to Approve Resolution 11-9: Authorize Line of Credit

Motion for Consideration:

Approve Resolution 11-9: Authorize Line of Credit

Jefferson Transit Authority

Resolution No. 11-9

Authorization for Jefferson Transit to secure and obtain a Line of Credit

WHEREAS, Jefferson Transit Authority has experienced a significant reduction in sales tax revenue over the past three (3) years; and,

WHEREAS, the reduction in sales tax revenue has significantly reduced operational cash flows for Jefferson Transit Authority; and,

WHEREAS, Jefferson Transit Authority, in an effort to be responsive to future cash demands, wants to be prepared in the event of a short term operational cash flow deficiency in the coming year; NOW THEREFORE,

BE IT RESOLVED that the Jefferson Transit Authority Board does hereby;

- Authorize the Jefferson Transit Board Chair to sign and secure a \$150,000 Line of Credit Loan with Kitsap Bank to be used in operational cash flow shortage situations;
- Authorize the Interim General Manager, and or his designee, to be signers on Line of Credit Loan with Kitsap Bank in the event of an operational cash flow deficiency.

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 this 19th day of April, 2011.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Agenda Item 7e.

Meeting Date: April 19, 2011

*Subject: Resolution 11-10: Personal Service Agreement
w/Clarity Enterprises, Inc.*

Prepared By: Natalie Patten

Approved By: [Signature]

Summary:

This Personal Service Agreement is between Jefferson Transit Authority and Clarity Enterprises, Inc for the services provided by Tina Flores-McCleese.

Tina Flores-McCleese is working in the capacity of Temporary Finance Administrator. The agreement is for the term of April 6 to April 30, 2011. JTA agrees to pay Clarity Enterprises, Inc an amount not to exceed \$13,000 for services rendered.

Recommendation:

Move to Approve Resolution 11-10: Personal Service Agreement w/Clarity Enterprises, Inc.

Motion for Consideration:

Approve Resolution 11-10: Personal Service Agreement w/Clarity Enterprises, Inc.

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT, is made and entered into in duplicate this 6th day of April, 2011, by and between JEFFERSON TRANSIT AUTHORITY, a Public Transportation Benefit Area operating in the state of Washington, hereinafter referred to as "JTA" and Clarity Enterprises, Inc, hereinafter referred to as the "SERVICE PROVIDER."

RECITALS:

WHEREAS, JTA desires to have certain services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient JTA resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. Scope of Services.

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Exhibit "A" attached hereto and incorporated herein (the "Project").

2. Term.

The Project shall begin on April 6, 2011, and shall be completed no later than April 30, 2011, unless sooner terminated according to the provisions herein.

3. Compensation and Method of Payment.

- 3.1 Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by JTA.
- 3.2 No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

- 5.2 In the performance of the services herein contemplated the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of JTA and shall be subject to JTA'S general rights of inspection and review to secure the satisfactory completion thereof.

6. Service Provider Employees/agents.

JTA may at its sole discretion require the SERVICE PROVIDER to remove an employee(s), agent(s) or servant(s) from employment on this Project. The SERVICE PROVIDER may however employ that (those) individual(s) on other non-JTA related projects.

7. Hold Harmless/Indemnification.

- 7.1 Consultant shall defend, indemnify and hold JTA, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of JTA.
- 7.2 No liability shall attach to JTA by reason of entering into this Agreement except as expressly provided herein.

8. Insurance.

The SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the SERVICE PROVIDER, its agents, representatives, or employees.

- 8.1 Minimum Scope of Insurance. SERVICE PROVIDER shall obtain insurance of the types described below:
- 8.1.1 Commercial General Liability insurance shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. JTA shall be named as an insured under the SERVICE PROVIDER's Commercial General Liability insurance policy with respect to the work performed for JTA.
- 8.1.2 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

- 11.3 Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
- 11.4 If any assignment and/or subcontracting has been authorized by JTA, said Assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

12. Assignment/subcontracting.

- 12.1 The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the JTA, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. JTA reserves the right to reject without cause any such assignment.
- 12.2 Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.
- 12.3 Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by JTA.

13. Changes.

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

14. Maintenance and Inspection of Records.

- 14.1 The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid Pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by JTA, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

- 19.2 Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Jefferson County, Washington.

20. Severability.

- 20.1 If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 20.2 If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision that may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

21. Entire Agreement.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

JTA

SERVICE PROVIDER:

Dan DiGuilio
Interim General Manager

Tina Flores-McCleese
Principal

Attest:



April 4, 2011

Jefferson Transit
Dan DiGuilio
1615 Sims Way
Port Townsend WA 98368

Dear Mr. DiGuilio:

Thank you so much for the opportunity to work with your organization. The work that was outlined has been started and there has been progress.

The following were projects that were identified and I am including a brief update of current status:

1. **Maintain ongoing monthly functions, including producing financials and attending meetings as required.**
*Financials for the month of February were completed and presented.
Financials for the month of March have not been completed.*
2. **Provide grant reporting for funding**
Grant reporting for first quarter which is reliant on financials for the month of March has not been completed.
3. **Amended budget overview and entry into system**
Some review of budget was done, packet as approved for expected presentation at March meeting was completed.

Any further adjustments to proposed budget are yet to be determined and are not complete.

Entry into financial system is dependent upon board approval and is not complete.
4. **Produce year-end report for audit by 5/30/11, requiring reconciliation of remaining un-reconciled general ledger accounts.**
Work to reconcile accounts to close 2010 year has begun. There are only a few accounts left, but they will be the most challenging due to complexity and sheer variety of activity flowing through. Measures have been taken to separate the activity into separate accounts to ease the difficulty of future reconciliation. I would estimate that the reconciliation remaining is



approximately 60% including a fair amount of capital activity that occurred throughout 2010.

Once the reconciliation is complete, the final reports can be generated and the summary report can be completed for submission which has not been started at this time.

5. **Obtain FRX support to build needed reports to support ongoing functions** in a more efficient manner (may require outside contractor to complete)
Called upon existing contractor to provide support in building reports that would be useful in the day to day management. Those reports have been developed and may useful also for monthly board reporting and analysis.

6. **Assess staff configuration and work with HR to fill Finance position on permanent basis.**
I am happy to share my observations with you and any ideas to streamline processes.

As presented earlier, the time required to accomplish the work set out will be time consuming on the front end and taper over time. To effectively be able to accomplish the projects set forth, I will require access and support of the staff, data and system physically in the office as well as remotely.

In the event that the position is not quite filled by the end of April 2011, I would be able to provide, in advance, a plan for the remainder of the time as the time table becomes evident.

As you know, your financial data is critical to your organization. Ultimately, I believe that our goal is to keep up with the processes in place, be able to rely on interim information, and that we set up the conditions for success for the next candidate. On a go forward basis, I believe the job is completely manageable and clearing up some of the previous back load will help smooth the path and reduce some of the learning curve and your business can move forward putting additional improvements in place.

I look forward to working together to help your organization be the best it can be.

Sincerely,

Tina Flores-McCleese

734 Water Street
Suite 203
Port Townsend
WA 98368

P360.385.9963
F360.379.5475
M360.301.4438

tina@clarityei.com
www.Clarityei.com

Jefferson Transit Authority

Resolution No. 11-10

A RESOLUTION of the Board of the Jefferson Transit Authority (JTA) for the purpose of entering into an Personal Service Agreement between Jefferson Transit Authority and Clarity Enterprises, Inc for the purpose Financial services.

WHEREAS, the Board of Jefferson Transit ("Authority Board") has determined it is in need of a temporary Finance Director and is in need to have certain services and/or tasks performed relating to Jefferson Transit's Finances; and

WHEREAS, sufficient JTA resources are not available to provide such services; and

WHEREAS, Clarity Enterprises, Inc, represents that they are qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth; now, therefore,

BE IT RESOLVED THAT:

The Authority Board hereby accepts the terms and conditions of the Personal Service Agreement as set forth in "Exhibit A and Exhibit B" which is attached to this resolution and made a part thereof by this reference.

The Authority Board hereby authorizes the General Manager to execute the Personal Service Agreement 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.

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 April 19, 2011.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

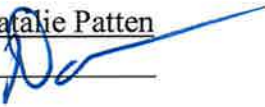


Agenda Item 7f.

Meeting Date: April 19, 2011

Subject: Resolution 11-11: Interlocal Agreement for Summer Youth Pass Program

Prepared By: Natalie Patten

Approved By: 

Summary: Jefferson Transit Authority, Mason County Transportation Authority, Clallam Transit System and Grays Harbor Transportation Authority would like to enter into a new interlocal agreement for a Summer Youth Pass Program. This is a 3 year program that offers youth the opportunity to purchase a \$10 summer bus pass that is accepted on each of the systems fixed route buses for the period from Memorial Day until Labor Day. This program expands the geographical area available to the pass holder.

Recommendation:

Approve Resolution 11-11: Authorizing an Interlocal Agreement for a Summer Youth Pass Program

Motion for Consideration:

Move to Approve Resolution 11-11

INTERLOCAL AGREEMENT

This INTERLOCAL AGREEMENT is made by and between the Clallam Transit System ("CTS"), Grays Harbor Transportation Authority ("GRAYS HARBOR"), Jefferson Transit Authority ("JEFFERSON"), and Mason County Transportation Authority ("MASON") known collectively as the Parties ("THE PARTIES").

REPRESENTATIONS:

1. CTS, GRAYS HARBOR, JEFFERSON, and MASON are each public transportation benefit authorities (PTBAs), organized under the provisions of Chapter 36.57A, RCW, and are municipal corporations of the State of Washington.
2. Each of THE PARTIES operates a public transportation service within its respective county.
3. Each of THE PARTIES, as part of the operation of such public transportation service, provides for a "Summer Youth Pass Program". The program permits certain persons to purchase a bus pass which is valid from the day after Memorial Day Observed through the Saturday prior to Labor Day, and which permits the holder of that pass to ride the bus within the respective jurisdiction for no further charge than initially paid for the pass, during the effective dates of the pass.
4. THE PARTIES are desirous of expanding the geographical area available to holders of these passes, by agreeing that each will fully honor such a pass issued by another of the entities.

NOW, THEREFORE, in consideration of the above representations and the mutual covenants and promises contained in this AGREEMENT, and pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34, RCW, it is agreed between THE PARTIES as follows:

1. During calendar years 2011-2013, each of THE PARTIES will fully honor a "Summer Youth Pass" issued by any other of THE PARTIES from 12:01 a.m. on the day after Memorial Day Observed, through 11:59 p.m. on the Saturday prior to Labor Day. During this period of time, none of the entities shall charge any persons presenting such a pass any additional fee or charge for riding their respective bus systems anywhere within the service area of the party.
2. This AGREEMENT shall only apply to use of the passes on fixed-route services.
3. Each of THE PARTIES agrees to provide the others, within ten (10) days of the date of the execution of this AGREEMENT, with a specimen copy of the pass to which this AGREEMENT applies. The obligation to honor passes shall only apply to originals of such specimen passes.
4. Any person using such a pass shall be subject, at all times and places, to all rules and policies of THE PARTY'S system upon whom they may be riding.

5. This AGREEMENT may be terminated by any of the PARTIES, without cause, at the end of each annual summer period with written notice to the other PARTIES.
6. THE PARTIES further agree, during the fourth quarter of 2013, to review together the effectiveness of this AGREEMENT and, at that time, to consider execution of a similar agreement.

Dated this _____ day of _____ 2011.

Clallam Transit System

By Terry G. Weed
Its General Manager

Grays Harbor Transportation Authority

By Mark Carlin
Its Manager

Jefferson Transit Authority

By Daniel A. Di Guilio
Its General Manager

Mason County Transportation Authority

By Dave O'Connell
Its General Manager

Jefferson Transit Authority

Resolution No. 11-11

A RESOLUTION of the Board of the Jefferson Transit Authority for the purpose of entering into an Interlocal Agreement between Jefferson Transit Authority, Grays Harbor Transportation Authority, Clallam Transit System and Mason County Transportation Authority related to the "Summer Youth Pass Program" for calendar years 2011 through 2013.

WHEREAS, the Board of Jefferson Transit ("Authority Board") has determined it to be desirable to enter into an Interlocal Agreement with the Clallam Transit System, Grays Harbor Transportation Authority, and Mason County Transportation Authority related to the "Summer Youth Pass Program" for calendar years 2011 through 2013; and

WHEREAS, the Clallam Transit System, Grays Harbor Transportation Authority, and Mason County Transportation Authority have indicated their desire to enter into the Interlocal Agreement upon approval by their respective Boards; and

WHEREAS, the Authority Board has determined it is in the public interest that this interlocal agreement be entered into for the benefit of public transportation services within the Public Transportation Benefit Area (PTBA); now, therefore,

BE IT RESOLVED THAT:

Section 1.

The Authority Board hereby accepts the terms and conditions of the Interlocal Agreement 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 Interlocal Agreement 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.

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 April 19, 2011.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority




Agenda Item 7g.

Meeting Date: April 19, 2011

Subject: Resolution 11-12: Operating Reserve and Capital Reserve Policies

Prepared By: Natalie Patten

Approved By: 

Summary:

Resolution 11-12 adopts the creation of an Operating and Capital Reserve Fund Policy for Jefferson Transit.

Recommendation:

Move to adopt Resolution 11-12: Operating Reserve and Capital Reserve Policies

Motion for Consideration:

Approve Resolution 11-12: Adopt Operating Reserve and Capital Reserve Policies

<i>Title:</i> Capital and Operating Reserve Fund	<i>Resolution:</i> 11-12
<i>Author:</i> Dan DiGuilio	<i>Effective Date:</i> April 19, 2011



Jefferson Transit Authority

Operating and Capital Reserve Fund Policy

Effective April 19, 2011

Section 1-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 \$5,000 in cost not covered by other funds. Examples of projects are passenger carrying vehicles, service vehicles replacement, shelters and non bus-stop improvements, bus engine replacements and other major 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 the anticipated projects over the six-year TDP planning period. The minimum level of funding is the amount equal to the required match for grant funds (STP, planning, and other non-vehicle sources of grant funding) available to JTA.

Section 2-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 level of working capital is adequate.) Working capital 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.

Jefferson Transit Authority

Resolution No. 11-12

A RESOLUTION of the Board of the Jefferson Transit Authority for the purpose
of Adopting a 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 implement a 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 “Operating and Capital Fund
Reserve Policy 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 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 April 19, 2011.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



March 2011 Financial Summary

Budget Tracking Figure: 25.00%

1. Operational Expenses:	\$320,842.57
Operational Income:	\$20,387.63
Non-Operational Income:	\$282,990.44
Capital Expenses:	\$456.50
Capital income :	\$0.00

****Capital Income is reimbursement for prior expenditures****

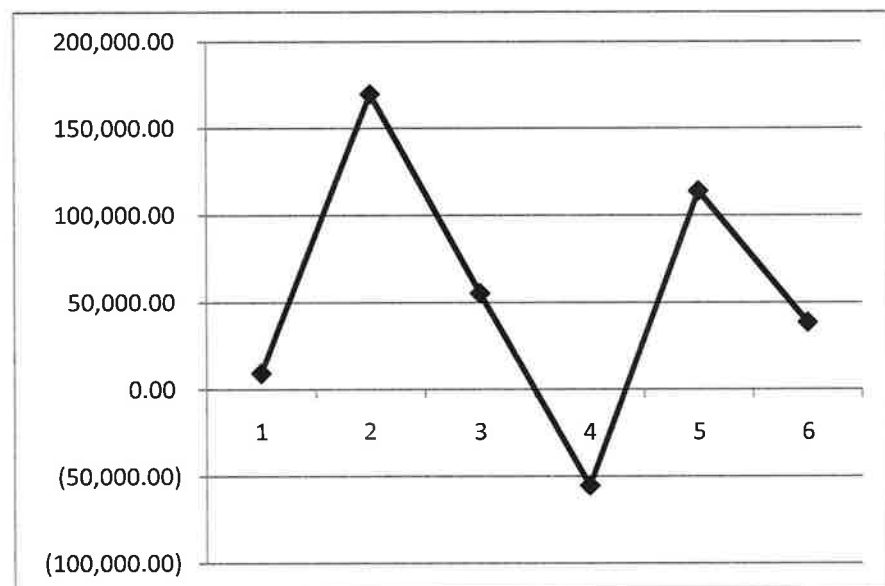
2. Sales Tax Received 3/31/11 for January:	\$152,115.03
Sales Tax Received 3/31/10 for January:	\$140,635.54

****Sales tax up from prior year 8.16%****

3. Cash on Hand:	
Operating:	\$282,973.31
Capital Account:	<\$327.56>
Treasury Pool:	\$130,944.01

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

	April	May	June	July	August	September
INFLOW						
Bank Balance as of end of March	282,973.31					
Operating Income	21,993.00	22,193.00	21,993.00	21,993.00	21,993.00	24,493.00
Sales Tax for Month of February 2011	146,000.00	193,191.00	154,077.00	157,223.00	202,549.00	190,293.00
Quarterly Grant		235,000.00			235,000.00	
OUTFLOW						
March Liabilities payable in April	(66,708.86)					
Payroll deductions - 3 payrolls	(27,750.00)					
Quarterly taxes	(15,000.00)					
Expected Current month expenses	(332,110.05)	(290,102.09)	(290,426.31)	(289,798.24)	(290,426.31)	(290,146.39)
	9,397.40	169,679.31	55,323.00	(55,259.24)	113,856.45	38,496.06



***Sales tax and other revenue is not received until last day of the month which results in inability to meet all obligations of the organization.**

Current calculations anticipate that the shortfall before month end to be 130K.

****Available cash in the month of April will drop to a drastically low level. Emergency measures will need to be taken, staff will have to hold payments possibly incurring additional fees and/or interruption of services.**

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

	March	Year to Date
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$423,858.93)	(\$996,131.32)
Non-Capital Financing Activities	\$156,145.03	\$1,055,501.57
Investing Activities	\$151.95	\$436.93
Total Operating Cash Provided (Used)	(\$267,561.95)	\$59,807.18
Capital Cash Provided (Used) by:		
Net Increase (Decrease) Cash and Equivalent	(\$267,561.95)	\$59,807.18
Cash Balances - Beginning of Period	\$681,301.71	\$353,932.58
CASH BALANCES - END OF PERIOD	\$413,739.76	\$413,739.76

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

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$20,387.63	\$62,717.76	\$266,610.00	23.52%
Operating Expenses				
Labor	130,915.46	422,316.24	1,503,180.00	28.09%
Benefits	94,009.88	288,120.44	940,058.00	30.65%
Services and User Fees	20,579.25	61,844.78	248,500.00	24.89%
Materials & Supplies	54,736.76	122,905.17	476,250.00	25.81%
Utilities	8,632.07	22,284.65	65,270.00	34.14%
Casualty/Liability Costs	7,162.83	21,488.49	92,000.00	23.36%
Taxes	990.87	2,020.12	7,055.00	28.63%
Miscellaneous Expenses	3,815.45	9,447.10	50,581.00	18.68%
Leases and Rentals		360.00	13,453.00	2.68%
Total Operating Expenses	320,842.57	950,786.99	3,396,347.00	27.99%
Operating Income (Loss)	(300,454.94)	(888,069.23)	(3,129,737.00)	28.38%
Non-Operating Revenues				
Non-Transportatio Revenue	931.95	1,347.68	19,000.00	7.09%
Taxes Levied by Transit	204,670.49	502,300.18	2,182,885.00	23.01%
Local Grants & Contributions	2,333.00	6,999.00	33,000.00	21.21%
State Grants & Contributions	9,587.00	28,761.00	179,748.00	16.00%
Federal Grants & Contributions	65,468.00	196,404.00	785,629.00	25.00%
Total Non-Operating Revenues	282,990.44	735,811.86	3,200,262.00	22.99%
Net Income (Loss) Before Transfers In/(Out)	(17,464.50)	(152,257.37)	70,525.00	(215.89%)
Net Income/(Loss)	(17,464.50)	(152,257.37)	70,525.00	(215.89%)

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

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$20,387.63	\$62,717.76	\$266,610.00	23.52%
Operating Expenses				
Labor	130,915.46	422,316.24	1,503,180.00	28.09%
Benefits	94,009.88	288,120.44	940,058.00	30.65%
Services and User Fees	20,579.25	61,844.78	248,500.00	24.89%
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Taxes	990.87	2,020.12	7,055.00	28.63%
Miscellaneous Expenses	3,815.45	9,447.10	50,581.00	18.68%
Leases and Rentals		360.00	13,453.00	2.68%
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Operating Income (Loss)	(300,454.94)	(888,069.23)	(3,129,737.00)	28.38%
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Total Non-Operating Revenues	282,990.44	735,811.86	3,200,262.00	22.99%
Net Income (Loss) Before Transfers In/(Out)	(17,464.50)	(152,257.37)	70,525.00	(215.89%)
Net Income/(Loss)	(17,464.50)	(152,257.37)	70,525.00	(215.89%)

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

	<u>March</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$423,858.93)	(\$996,131.32)
Non-Capital Financing Activities	\$156,145.03	\$1,055,501.57
Investing Activities	<u>\$151.95</u>	<u>\$436.93</u>
Total Operating Cash Provided (Used)	(\$267,561.95)	\$59,807.18
Capital Cash Provided (Used) by:		
Net Increase (Decrease) Cash and Equivalent	<u>(\$267,561.95)</u>	<u>\$59,807.18</u>
Cash Balances - Beginning of Period	\$681,301.71	\$353,932.58
CASH BALANCES - END OF PERIOD	<u><u>\$413,739.76</u></u>	<u><u>\$413,739.76</u></u>

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Three Months Ending March 31, 2011

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,639.48	\$33,651.57	\$152,000.00	22.14%
Fixed Route Fares - West - JTOC	364.50	1,142.00	4,050.00	28.20%
Dial-a-Ride Fares (DAR)	1,506.65	4,041.56	11,080.00	36.48%
Vanpools	6,337.00	17,452.00	72,000.00	24.24%
Extended Service			2,700.00	0.00%
Auxiliary Transportation Revenues				
Advertising Services	475.00	6,235.63	24,000.00	25.98%
Other Services Revenue	65.00	195.00	780.00	25.00%
Total Operating Revenues	20,387.63	62,717.76	266,610.00	23.52%
NONOPERATING REVENUES				
Nontransportation				
Rental of Vehicles	780.00	780.00		0.00%
Investment (Interest) Income	151.95	462.95	4,700.00	9.85%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Public Donations			200.00	0.00%
Other Nontransportation Revenues		104.73	11,100.00	0.94%
Taxes Levied Directly by Transit System - Sales & Use Tax	204,670.49	502,300.18	2,182,885.00	23.01%
Local Grants and Contributions				
JTOC	2,333.00	6,999.00	28,000.00	25.00%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	2,916.00	8,748.00	35,000.00	24.99%
Rural Mobility Transit Formula			62,743.00	0.00%
Special Needs	6,671.00	20,013.00	78,505.00	25.49%
RTAP			3,500.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	65,468.00	196,404.00	785,629.00	25.00%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	282,990.44	735,811.86	3,200,262.00	22.99%
TOTAL REVENUES	303,378.07	798,529.62	3,466,872.00	23.03%

Jefferson Transit Authority
Expense Statement - Accrual Basis
For the Three Months Ending March 31, 2011

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$57,419.47	\$152,351.96	\$519,647.00	29.32%
Operators Overtime - Fixed Route	5,190.26	15,632.02	57,739.00	27.07%
Operators Salaries & Wages - Dial-a-Ride (DAR)	14,564.63	41,341.56	102,431.00	40.36%
Operators Overtime - Dial-a-Ride (DAR)	80.76	3,216.60	7,121.00	45.17%
Other Salaries & Wages	24,116.57	108,110.98	441,299.00	24.50%
Other Overtime	776.90	5,679.95	16,005.00	35.49%
Administration Salaries	28,766.87	95,983.17	358,938.00	26.74%
Benefits				
FICA	11,364.91	36,145.00	128,358.00	28.16%
Pension Plans (PERS)	8,369.57	25,088.20	85,558.00	29.32%
Medical Plans	36,514.85	109,549.57	368,520.00	29.73%
Dental Plans	3,837.18	11,540.70	43,956.00	26.26%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,389.58	10,223.81	43,015.00	23.77%
Holiday	2,699.01	19,924.70	40,517.00	49.18%
General Leave	27,158.56	68,603.41	186,015.00	36.88%
Other Paid Absence (Court Duty & Bereavement)	546.77	3,032.14	4,400.00	68.91%
Uniforms, Work Clothing & Tools Allowance	50.25	3,537.71	13,955.00	25.35%
Other Benefits (HRA, EAP & Wellness)	79.20	475.20	25,764.00	1.84%
Service and User Fees				
Vanpool Services and Fees	60.00	60.00	3,500.00	1.71%
Advertising Fees	258.68	962.53	15,450.00	6.23%
Professional & Technical Services	15,674.90	42,021.20	92,450.00	45.45%
Temporary Help	329.26	329.26		0.00%
Contract Maintenance Services (IT Services)	2,930.25	9,942.50	37,000.00	26.87%
Security Services	290.81	380.81	5,100.00	7.47%
Vehicle Technical Services	(1,224.79)	882.56	27,750.00	3.18%
Property Maintenance Services	197.55	579.75	41,700.00	1.39%
Software Maintenance Fees	1,417.75	4,550.99	17,150.00	26.54%
Postage & Mail Meter Fees	360.26	1,131.44	3,600.00	31.43%
Drug & Alcohol Services	284.58	1,003.74	4,800.00	20.91%
Materials and Supplies Consumed				
Fuel	31,696.68	81,339.79	277,000.00	29.36%
Tires	1,170.94	2,354.84	20,500.00	11.49%
Lubrication	3,610.26	6,161.92	10,000.00	61.62%
Tools	530.19	2,348.72	8,200.00	28.64%
Vehicle Maintenance & Repair Parts	8,307.77	12,732.19	76,500.00	16.64%
Non-Vehicle Maintenance & Repair Parts	447.27	1,147.61	15,500.00	7.40%
Vehicle Accessories		23.73	880.00	2.70%
Park & Ride Materials	724.08	817.61	2,000.00	40.88%
Shop Supplies (Maintenance & Cleaning)	1,479.61	5,258.77	20,500.00	25.65%
Safety & Emergency Supplies	46.85	704.07	5,250.00	13.41%
Office Supplies	1,369.92	4,586.86	16,970.00	27.03%
Computer Programs & Supplies	992.26	1,068.13	5,250.00	20.35%
Printing (Photocopier, Schedules & Brochures)	4,360.93	4,360.93	15,200.00	28.69%
Other Materials & Supplies			2,500.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,088.12	3,236.01	13,850.00	23.36%
Utilities (Electrical & Propane)	2,879.90	7,002.09	19,500.00	35.91%
Telephone & Internet	4,664.05	12,046.55	31,920.00	37.74%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,162.83	21,488.49	92,000.00	23.36%
Taxes				
State Taxes	426.78	1,222.95	5,135.00	23.82%
Property Taxes		17.90	20.00	89.50%
Vehicle Licensing & Registration Fees	456.50	456.50	100.00	456.50%
Other Licensing Fees & Taxes	107.59	322.77	1,800.00	17.93%

Jefferson Transit Authority
Expense Statement - Accrual Basis
For the Three Months Ending March 31, 2011

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$925.24	\$2,699.80	\$12,831.00	21.04%
Travel & Meetings	1,277.51	4,130.60	18,650.00	22.15%
Fines & Penalties	356.70	356.70		0.00%
Safety Program (Rodeo & Safety Rewards)			4,000.00	0.00%
Training (Classes, Seminars & Materials)	1,000.00	1,500.00	11,500.00	13.04%
EE CDL and EE Physical Expense	230.00	718.00	3,300.00	21.76%
Other Miscellaneous	26.00	42.00	300.00	14.00%
Leases and Rentals				
Transit Way & Passenger Stations		360.00	1,080.00	33.33%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities			11,317.00	0.00%
TOTAL OPERATING EXPENSES	<u><u>320,842.57</u></u>	<u><u>950,786.99</u></u>	<u><u>3,396,347.00</u></u>	<u><u>27.99%</u></u>

Jefferson Transit Operations Report

March 2011

	Current Mar 2011			Avg.	
	W/C	Bicycle	Total	Riders/ Trip	Riders/ Hour
SE Connector	0	0	0	0.00	0.00
SE Connector / Sat.	0	0	0	0.00	0.00
SE Connector / Sun.	0	0	0	0.00	0.00
Mountain View Connector	16	28	1470	5.83	13.89
Mountain View Connector/ Sat	3	55	249	6.23	14.82
Mountain View Connector/ Sun	0	1	107	2.38	5.66
NW Connector	0	0	0	0.00	0.00
NW Connector / Sat.	0	0	0	0.00	0.00
NW Connector / Sun.	0	0	0	0.00	0.00
Castle Hill Connector	8	76	1923	7.63	17.34
Castle Hill Connector / Sat	5	9	258	6.45	14.66
Castle Hill Connector / Sun	0	11	167	3.71	8.43
Downtown Shuttle	25	169	6847	13.59	33.96
Downtown Shuttle / Sat.	6	9	931	11.64	29.09
Downtown Shuttle / Sun.	1	9	559	6.21	15.53
North Beach	0	0	0	0.00	0.00
North Beach / Sat.	0	0	0	0.00	0.00
North Beach / Sun	0	0	0	0.00	0.00
Ft. Worden	0	0	0	0.00	0.00
Ft. Worden / Sat.	0	0	0	0.00	0.00
Ft. Worden / Sun.	0	0	0	0.00	0.00
Castle Hill	0	0	0	0.00	0.00
Castle Hill / Sat.	0	0	0	0.00	0.00
Castle Hill / Sun.	0	0	0	0.00	0.00
Subtotal Local	64	367	12,511	2.65	6.39
Brinnon	0	120	1914	11.39	7.91
Brinnon / Sat.	1	4	92	5.75	4.00
Tri Area	2	107	2559	13.54	12.42
Tri Area / Sat.	0	9	171	10.69	9.83
Tri Area / Sun.	0	9	77	5.13	4.70
Poulsbo	7	88	2,329	13.86	9.97
Poulsbo / Sat.	0	6	154	9.63	6.94
Sequim	2	76	2,113	10.06	11.84
Sequim / Sat.	0	4	83	5.19	6.10
Subtotal Commuter	12	423	9,492	9.47	8.19
West Jefferson	10	36	1381	7.67	4.53

Fixed Route	86	826	23,384	6.06	7.29
Dial-A-Ride	-	-	1,754	-	-
Vanpool (previous month)	-	-	1,280	-	-
Food Bank	-	-	-	-	-
Contracts & Special Events	0	0	0	0.00	0.00
Total Riders:	86	826	26,418	-	-

Miscellaneous Ridership Data:					
DAR - ADA	-	-	1,754	-	-
ADA Enrollees	-	-	10	-	-

Annual Month to Date Comparison				
Ridership:	2009	2010	2011	% Chg 10-11
Fixed Route	79,338	80,761	63,729	(21.09%)
Dial-A-Ride	4,512	4,067	4,588	12.81%
Vanpool	1,496	1,924	3,960	105.82%
Food Bank	55	0	0	-
Contracts & Special Events	0	0	0	0.00%
Total Riders	85,401	86,752	72,277	(16.69%)

Annual Month-to-Date Comparison				
Miscellaneous Ridership Data:	2009	2010	2011	% Chg 10-11
DAR - ADA	4,065	4,067	4,588	12.81%
DAR - Medicaid (Paratransit)	447	0	0	-
ADA Enrollees	23	40	34	(15.00%)
Community Van Rentals	23	0	0	-

[illegible]

Last Year Mar 2010	Avg.		
	Total	Riders/ Trip	Riders/ Hour
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	0	0.00	0.00
	6,902	8.34	31.23
	798	9.85	36.27
	571	5.29	19.69
	1,028	4.47	8.94
	171	7.13	14.25
	108	3.38	6.75
	885	3.85	10.06
	107	4.46	11.89
	109	3.41	9.08
	5,034	10.42	22.37
	634	12.43	26.42
	460	6.76	14.38
	16,807	6.65	17.61
	2,356	12.80	10.61
	137	7.61	6.52
	3,305	14.37	16.28
	121	13.44	15.13
	107	8.92	10.09
	2,723	11.84	10.39
	175	14.58	12.50
	2,362	10.27	12.70
	147	12.25	13.36
	11,433	11.79	11.95
	1,212	6.18	4.31

29,452	-	-
1,440	-	-
659	-	-
0	-	-
0	-	-
31,551	-	-

Miscellaneous Ridership Data:		
1,440	-	-
13	-	-

Last Month		Avg.	
Feb 2011		Riders/	Riders/
<u>Total</u>	<u>Trip</u>	<u>Trip</u>	<u>Hour</u>
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
1283	5.35	5.58	
178	3.56	3.75	
113	2.51	2.66	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
1533	6.39	6.67	
243	4.86	5.12	
187	4.16	4.40	
5994	12.49	26.06	
904	9.04	19.03	
583	6.48	13.72	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
0	0.00	0.00	
11,018	2.28	3.62	
1609	9.14	6.41	
72	3.60	2.60	
2381	13.53	9.90	
131	6.55	4.79	
83	13.83	10.12	
1,786	10.15	7.52	
205	10.25	7.59	
1,804	8.20	7.85	
87	4.35	4.08	
8,158	8.84	6.76	
1,257	6.76	3.73	

20,433	-	-
1,324	-	-
1,408	-	-
-	-	-
0	-	-
23,165	-	-

Miscellaneous Ridership Data:		
1,408	>	>
10	>	>

Annual Year to Date Comparison			
Ridership:	2009	2010	2011
Fixed Route	345355	255437	63,729
Dial-A-Ride	17490	17613	4,588
Vanpool	11848	16668	3,960
Food Bank	200	0	0
Contract & Special Events	72074	6346	0
Total Riders	446967	296064	72277

CUSTOMER CONTACTS			
MARCH	2009	2010	2011
Complaints	1	3	1
Commendations	1	3	2
Service Requests	1	4	1
Other	3	3	2

Average Fare Revenue per Passenger Trip				
<u>Mar 2011</u>			<u>Mar 2010</u>	
	<u>Month</u>	<u>YTD AV</u>	<u>Month</u>	<u>YTD AV</u>
East Co. FR	\$0.657	\$0.792	\$0.475	\$0.470
West Co. FR	\$0.360	\$0.329	\$0.229	\$0.262
Dial-a-Ride	\$0.866	\$0.893	\$0.714	\$0.857

- please refer to monthly financial reports for current fare data