

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, April 21, 2015, 1:30 pm  
701 Harrison Street, Port Townsend, WA

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

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:30 p.m. Other members present was Catharine Robinson, David Sullivan, Kathleen Kler, Robert Gray and Lloyd Eisenman for Karen Kautzman.

### **STAFF PRESENT**

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet & Facilities Manager Ben Arnold, Operations Manager John Koschnick, Mobility and Outreach Manager Leesa Monroe and Executive Assistant/Clerk of the Board Laura Smedley.

### **PUBLIC COMMENT**

Burt Langsea commented on Sunday service during the Wooden Boat Festival and the possibility of service for the Fourth of July fireworks celebration.

Brenda McMillan commented on marketing.

Steve Oakford commented on Sunday service during the Wooden Boat Festival.

Response: John Koschnick will respond to the Wooden Boat Festival comments during his operations report.

There was a discussion about who will be funding and promoting the Fourth of July celebration in 2015.

### **PUBLIC DISADVANTAGED BUSINESS ENTERPRISE (DBE) HEARING**

Robert Gray asked who certifies that the companies are that are in compliance with DBE. Sara Crouch responded that it was the Office of Women and Minority Business Enterprise.

***Motion: Catharine Robinson moved to approve Resolution 15-05: To Review and Update the DBE Goal. David Sullivan seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

## **NEW AGENDA ITEM**

Tammi Rubert requested adding a discussion regarding the June 2015 Authority Board Meeting.

### **FINANCE REPORT - Sara Crouch**

Please see Attachment A

Ms. Crouch reported on the following items:

- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity for March
- March Financial Summary

## **CONSENT AGENDA**

### **a. Approval of Minutes March 17, 2015**

- Catharine Robinson requested that it be noted on Page 5 that she and Robert Gray recused themselves from the Executive Session.
- Robert Gray requested that it be noted there was discussion regarding the shelter on Discovery Road at Grant Street.

***Motion: Kathleen Kler moved to approve the March 17, 2015 minutes with changes. Catharine Robinson seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

### **b. Approval of Expenses, March 2015**

***Motion: David Sullivan moved to approve the March 2015 expenses. Catharine Robinson seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

### **c. Resolution 15-07: Third Amendment to GCB 1613**

Sara Crouch stated on Page 3 under "Total Funds" and "FTA 5311", the amount of \$1,275,000 should actually read \$1,096,098. The revised version is available for signature. Ms. Crouch clarified that the body of the resolution was correct.

***Motion: Catharine Robinson moved to approve Resolution 15-07: Third Amendment to GCB 1613. Kathleen Kler seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

## **OLD BUSINESS**

### **Resolution 15-04: To Rescind Resolution 83-05**

This Resolution rescinds the non-represented employee policy. Both represented and non-represented employee policies will now be contained in one manual. This will avoid inconsistencies and duplicates in policies.

***Motion: Kathleen Kler moved to approve Resolution 15-04: To Rescind Resolution 83-05. Catharine Robinson seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

## **NEW BUSINESS**

### **Resolution 15-06: Procurement Policy Update**

The shared procurement portal will no longer be available at the end of 2015. JTA will now use the Municipal Research and Services Center (MRSC) Small Public Works Roster.

***Motion: Catharine Robinson moved to adopt Resolution 15-03: Amendment to the 2015 Capital Budget with changes. David Sullivan seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

### **Resolution 15-08: Small Works Roster Process**

With this resolution, JTA is agreeing to use the MRSC Small Public Works Roster process.

Catharine Robinson was not able to locate the process for jobs between \$35,000 and \$150,000. She would like to see more detailed information before approving this Resolution.

***It was decided to table Resolution 15-08 until more information can be located.***

### **Resolution 15-09: Amend Appendix A of Resolution 11-23**

Two vehicles that are still in use by JTA were included in Appendix A of Resolution 11-23 as surplus property. Appendix A will be amended to remove bus numbers 19 and 96.

***Motion: Kathleen Kler moved to adopt Resolution 15-09: Amend Appendix A of Resolution 11-23. Catharine Robinson seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

## **Discussion regarding the June 2015 Authority Board Meeting**

Tammi Rubert reported June will be a very busy month for JTA. The keys for the new facility should be in hand by June 5<sup>th</sup>, a Grand Opening Celebration is planned for June 12<sup>th</sup>, and JTA's move to the new facility is scheduled for June 13<sup>th</sup> and 14<sup>th</sup>. JTA is requesting the June 16<sup>th</sup> Authority Board meeting be canceled.

Catharine Robinson suggested that because a schedule is adopted each year, a motion is needed to cancel the June meeting.

***Motion: Catharine Robinson moved to suspend having a June 2015 Board meeting. Kathleen Kler seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

## **REPORTS**

### **General Managers Report – Tammi Rubert**

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Updates
- Meeting Updates
- New Facility Updates
  - ✓ Grand Opening Ceremony planned for June 12, 2015
- Haines Place Transit Center Updates
  - ✓ Open for business May 18, 2015
  - ✓ Open House May 22, 2015
- Farmers Market Update
- IT Updates

There was a discussion about parking in downtown Port Townsend.

### **Operations Report – John Koschnick**

Please see Attachment C

John Koschnick reported on the following items:

- April Employment Anniversary
- Highlights for March and April
- Sunday service for Wooden Boat Festival
  - a. New information regarding charter service for the Wooden Boat Festival was located on the Federal Transit Administration (FTA) website. Demand/Response Service information was found, which appears similar to

Wooden Boat Festival service. It states there are three (3) things that would have to be done to provide that service:

1. JTA cannot charge a premium fare.
2. The service cannot be subsidized by a third party.
3. The service would be available to the public.

It appears JTA would be able to provide this service, but it must be totally subsidized by JTA. The Board requested that we continue looking into this, and also explore the possibility of having another government entity help with funding.

- A Rider Alert was posted on buses, in shelters and on our website that outlines the changes that go into effect June 15, 2015 related to the move to our new facility. This alert is an overview of all changes. Future Rider Alerts will address each change in more detail.

### **Maintenance Report – Ben Arnold**

Please see Attachment D

Ben Arnold reported on the following items:

- Moving Updates
- Painting of Haines Place Park & Ride structure.
- Shelter Updates

### **RIDERSHIP**

March ridership was up 8.66% from February, but down 3.85% from last year at this time. In studying route year-to-date information, it appears that Brinnon and Mt. View ridership is up approximately 3%, Fort Worden is up 6% and the Shuttle is up 6%.

Boarding's per hour for Dial-A-Ride were down slightly from last month, and On-Time Scheduled Performance remained about the same.

There was a discussion about vanpool ridership. JTA currently has four (4) operating vanpools and six (6) still available. There are seven (7) and fifteen (15) passenger vans available.

### **PUBLIC COMMENT**

Darrell Conder asked about the Transportation Package, and if there will be a bus route traveling to the new facility in time for the scheduled Board Meetings.

Steve Oakford asked about Castle Hill service.

Dan Toepper asked about the small works roster process.

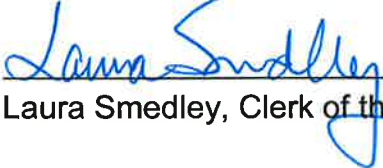
In response to Mr. Conder's inquiry about bus service to 63 Four Corners Road for the Board meetings, the Tri-Area #6A will arrive at 1:10 pm in time for the 1:30 pm meeting.


### **EXECUTIVE SESSION**

Executive Session was canceled.

### **ADJOURNMENT**

The meeting was adjourned at 3:01 pm. The next regular meeting will be held Tuesday, May 19, 2015, at 1:30 p.m.

  
\_\_\_\_\_  
Laura Smedley, Clerk of the Board

  
\_\_\_\_\_  
Date



**1615 W. Sims Way, Port Townsend, WA 98368**

Attachment A

April 16, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: March 2015 Financial Report

The end of the first quarter of 2015 shows revenue and expense reports that are more useful, but it is still too early in the year to recognize trends. April will have cash-flow activity due to the transfer to reserve funds for the end of year 2014.

**Sales Tax Analysis Reports –**

- Sales tax for January 2015 is 2% higher than received for January 2014. It is .28% lower than budgeted.
- I have also included a bar graph showing the sales tax receipts per month since 2015. The graph provides a clearer understanding of how sales tax receipts are performing compared to prior years. For instance, if you compare the monthly receipts for 2013 to 2014 you can see that until October 2014, sales tax receipts were on track to be less than 2013. An exceptionally good September and October return brought the two years sales tax receipts in line.

**Revenue Report –**

- Operating Revenues are slightly down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

**Expense Report –**

- Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be "expensed" from the inventory.
- Computer Programs & Supplies is over budget and I expect that will remain over budget.
- The remaining over budget or under budget figures are due to timing.

**Capital Activity –**

- Capital activity in March: Construction, Project Management and Construction Phase design services, purchase of Solar Lighting for Shelters, Trapeze upgrade software payment.



## March 2015 Financial Summary

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Budget Tracking Figure: 25%

1. Operational Expenses:	\$312,556.46
Operational Revenues:	\$16,483.84
Non-Operational Income:	\$398,918.92
Capital Expenses:	\$400,845.37
Capital Income:	\$333,504.30
2. Sales Tax Received 3/31/2015 for January 2015:	\$261,817.97
Sales Tax Received 3/31/2014 for January 2014:	\$256,028.91
**Sales tax increased from prior year 2%**	
3. Cash on Hand as of March 31, 2015*:	
Operating:	\$1,645,721.27
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$325,889.75
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$34,435.14
Bond Reserve:	\$85,250.00
EFT Fund:	\$113,781.55
Travel Fund:	\$725.01
Kitsap Bank	\$10.64
Total	\$3,810,634.05**

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

\*\*Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	1,098,510.00	
May	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	2,302,707.00	
September	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,645,346.00	
October	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,968,821.00	
November	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	3,278,312.00	
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$897,970.98	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$299,323.66	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Accrual Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$261,817.97	262,430.00	(0.23%)
February	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	514,400.00	
March	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	1,718,597.00	
July	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,061,236.00	
August	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,384,711.00	
September	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	2,694,202.00	
October	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	2,941,295.00	
November	0.90%		\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$261,817.97	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$261,817.97	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

## 3



**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$3,885,850.31	\$3,959,529.97
Operating Cash Provided/(Used) by:		
Operating Activities	(\$660,775.61)	(\$1,159,293.99)
Non-Capital Financing Activities	\$545,557.56	\$1,188,680.85
Investing Activities	\$325.36	\$808.36
Total Operating Cash Provided/(Used)	(\$114,892.69)	\$30,195.22
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$43,792.30	(\$174,975.27)
Net Increase/(Decrease) Cash and Equivalent	(\$71,100.39)	(\$144,780.05)
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$3,814,749.92</u></b>	<b><u>\$3,814,749.92</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$16,483.84</b>	<b>\$47,053.49</b>	<b>\$209,680.00</b>	<b>22.44%</b>
<b>Operating Expenses</b>				
Labor	155,598.89	431,453.73	1,884,121.00	22.90%
Benefits	96,716.63	342,433.08	1,423,526.00	24.06%
Services and User Fees	8,701.14	26,886.92	182,150.00	14.76%
Materials & Supplies	35,875.63	112,180.15	605,010.00	18.54%
Utilities	3,522.16	13,856.42	83,690.00	16.56%
Casualty/Liability Costs	8,761.66	26,284.98	108,480.00	24.23%
Taxes	437.97	1,266.40	8,028.00	15.77%
Miscellaneous Expenses	2,776.25	12,587.78	83,441.00	15.09%
Leases and Rentals	166.13	2,628.60	24,240.00	10.84%
<b>Total Operating Expenses</b>	<b>312,556.46</b>	<b>969,578.06</b>	<b>4,402,686.00</b>	<b>22.02%</b>
<b>Operating Income (Loss)</b>	<b>(296,072.62)</b>	<b>(922,524.57)</b>	<b>(4,193,006.00)</b>	<b>22.00%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	2,711.53	6,121.38	13,011.00	47.05%
Taxes Levied by Transit	293,871.97	860,314.98	3,514,918.00	24.48%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	21,917.84	65,541.27	199,600.00	32.84%
Federal Grants & Contributions	68,471.00	205,413.00	814,932.00	25.21%
<b>Total Non-Operating Revenues</b>	<b>398,918.92</b>	<b>1,151,837.21</b>	<b>4,581,353.00</b>	<b>25.14%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>102,846.30</b>	<b>229,312.64</b>	<b>388,347.00</b>	<b>59.05%</b>
<b>Net Income/(Loss)</b>	<b>102,846.30</b>	<b>229,312.64</b>	<b>388,347.00</b>	<b>59.05%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Three Months Ending March 31, 2015**

	<u>March</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	\$11,468.46	\$33,278.64	\$142,800.00	23.30%
Fixed Route Fares - West - JTOC	411.06	773.77	5,400.00	14.33%
Dial-a-Ride Fares (DAR)	775.32	2,520.08	13,200.00	19.09%
Vanpools	3,764.00	10,286.00	45,000.00	22.86%
Extended Service			2,500.00	0.00%
 <b>Auxiliary Transportation Revenues</b>				
Other Services Revenue	65.00	195.00	780.00	25.00%
<b>Total Operating Revenues</b>	<b>16,483.84</b>	<b>47,053.49</b>	<b>209,680.00</b>	<b>22.44%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	325.36	808.36	1,704.00	47.44%
Other Nontransportation Revenues	2,386.17	5,313.02	11,307.00	46.99%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>293,871.97</b>	<b>860,314.98</b>	<b>3,514,918.00</b>	<b>24.48%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>	<b>10,696.58</b>	<b>10,696.58</b>	<b>21,392.00</b>	<b>50.00%</b>
 <b>Local Grants and Contributions</b>				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
 <b>State Grants and Contributions</b>				
Rural Mobility Competitive	21,665.00	64,995.00	193,600.00	33.57%
RTAP	252.84	546.27	6,000.00	9.10%
 <b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	68,471.00	205,413.00	814,932.00	25.21%
 <b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	311,775.30	375,964.40		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	21,729.00	423,561.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>732,423.22</b>	<b>1,951,362.61</b>	<b>4,581,353.00</b>	<b>42.59%</b>
<b>TOTAL REVENUES</b>	<b>748,907.06</b>	<b>1,998,416.10</b>	<b>4,791,033.00</b>	<b>41.71%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Three Months Ending March 31, 2015**

	March	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$54,722.21	\$150,624.87	\$614,707.00	24.50%
Operators Overtime - Fixed Route	1,807.61	9,687.20	53,864.00	17.98%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,114.76	28,772.98	157,420.00	18.28%
Operators Overtime - Dial-a-Ride (DAR)	33.96	1,186.17	7,269.00	16.32%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,162.74	117,562.38	530,549.00	22.16%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,821.54	7,828.48	44,322.00	17.66%
Administration Salaries	43,936.07	115,791.65	475,990.00	24.33%
<b>Benefits</b>				
FICA	12,728.15	37,724.47	178,869.00	21.09%
Pension Plans (PERS)	14,680.15	51,657.77	226,231.00	22.83%
Medical Plans	38,102.05	114,306.15	499,313.00	22.89%
Dental Plans	3,052.00	9,156.00	43,695.00	20.95%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,185.84	10,952.47	72,009.00	15.21%
Holiday	455.10	41,975.65	84,850.00	49.47%
General Leave	18,942.61	63,771.93	254,955.00	25.01%
Other Paid Absence (Court Duty & Bereavement)	1,273.39	2,818.40	14,686.00	19.19%
Uniforms, Work Clothing & Tools Allowance	506.27	2,075.10	13,350.00	15.54%
Other Benefits (HRA, EAP & Wellness)	2,791.07	7,995.14	26,500.00	30.17%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	369.26	3,688.26	18,250.00	20.21%
Professional & Technical Services	5,349.97	11,780.27	77,050.00	15.29%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services		2,865.93	30,750.00	9.32%
Property Maintenance Services	1,052.47	1,399.84	12,500.00	11.20%
Software Maintenance Fees	1,581.94	5,545.82	23,175.00	23.93%
Postage & Mail Meter Fees		539.30	3,600.00	14.98%
Drug & Alcohol Services	232.50	697.50	4,800.00	14.53%
Other Services & User Fees	115.00	370.00	2,500.00	14.80%
<b>Materials and Supplies Consumed</b>				
Fuel	24,698.44	67,235.69	407,000.00	16.52%
Tires	1,516.68	3,707.02	31,500.00	11.77%
Lubrication	509.08	2,700.14	10,550.00	25.59%
Tools	165.16	851.00	10,000.00	8.51%
Vehicle Maintenance & Repair Parts	7,125.32	25,171.02	62,000.00	40.60%
Non-Vehicle Maintenance & Repair Parts	38.58	1,179.18	8,240.00	14.31%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		5.45	3,000.00	0.18%
Shop Supplies (Maintenance & Cleaning)	798.67	2,894.66	18,500.00	15.65%
Safety & Emergency Supplies	71.44	71.44	8,550.00	0.84%
Office Supplies	152.48	974.41	13,420.00	7.26%
Computer Programs & Supplies		1,287.35	2,750.00	46.81%
Printing (Photocopier, Schedules & Brochures)	799.78	6,102.79	26,150.00	23.34%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,220.45	3,807.85	26,920.00	14.15%
Utilities (Electrical & Propane)		2,780.34	23,475.00	11.84%
Telephone & Internet	2,301.71	7,268.23	33,295.00	21.83%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	8,761.66	26,284.98	108,480.00	24.23%
<b>Taxes</b>				
State Taxes	318.14	906.91	4,278.00	21.20%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	359.49	3,000.00	11.98%

**Jefferson Transit Authority  
Expense Statement  
For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$1,168.33	\$3,275.35	\$15,591.00	21.01%
Travel & Meetings	1,317.92	2,455.52	29,900.00	8.21%
Safety Program (Rodeo & Safety Rewards)		610.66	6,500.00	9.39%
Training (Classes, Seminars & Materials)	290.00	6,034.25	26,550.00	22.73%
EE CDL and EE Physical Expense		212.00	4,600.00	4.61%
Other Miscellaneous			300.00	0.00%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	95.28	413.82	1,800.00	22.99%
Service Vehicles & Equipment	70.85	70.85	9,000.00	0.79%
Other General Administration Facilities		2,143.93	13,440.00	15.95%
<b>TOTAL OPERATING EXPENSES</b>	<u><u>312,556.46</u></u>	<u><u>969,578.06</u></u>	<u><u>4,402,686.00</u></u>	<u><u>22.02%</u></u>

Total Project Cost		\$ 4,083,068.00	Equals Total project award plus total match		<div> <p>Total Project Award and Total Match equal Total Project Cost</p> </div>
FTA FUNDS AWARDED TO JTA			JTA MATCH		
Original	\$	560,000.00	Match Required	\$ 816,614.00	
1st Amendment	\$	423,679.00			
	\$	970,874.00			
	\$	380,361.00			
2nd Amendment	\$	931,540.00			
Total Project Award from FTA	\$	3,266,454.00	Total Match	\$ 816,614.00	
Disbursements to date	\$	3,212,636.00	Disbursements to date	\$ 816,614.00	Amount spent to date
Remaining Balance	\$	53,818.00	Remaining Balance	\$ -	JTA Has met the FTA match
Team/Disbursements	\$	3,212,636.00	JTA Match	\$ 816,614.00	FTA TEAM/ECHO reconciliation
Difference	\$	-	Difference	\$ -	

Page 1 of 1

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**March 2015**

<b>Current Account Status</b>	<b>Balance per Bank @ 3/31/15</b>	<b>\$ 1,680,864.12</b>	<b>\$ -</b>
<b>Balance per GL @ 2/28/15</b>		<b>\$ 2,003,338.66</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 78,240.00	
	Investment Interest	\$ 130.83	
	Transfers - Out (Purchases)	\$ (400,845.37)	
	Transfers - Out (Bond Reserves)	\$ -	
<b>Balance per GL @ 3/31/15</b>		<b>\$ 1,680,864.12</b>	

<b>2015 Capital Projects</b>				
<b>Facility</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	<b>JTA Appropriation</b>
	<b>2015 Budgeted Balance</b>	\$ 480,000.00	\$ 120,000.00	\$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00	\$ (77,054.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)
<b>Monthly Payments</b>		\$ -	\$ -	\$ -
Jan-15	Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13)	\$ 44,614.13
Feb-15	Pease, TCF, PT, Materials Testing	\$ (476,249.84)	\$ (119,062.46)	\$ 119,062.46
Mar-15	Pease, TCF, PT, Materials Testing, Projector	\$ (311,775.30)	\$ (77,943.82)	\$ 77,943.82
Apr-15				
May-15				
Jun-15				
Jul-15				
Aug-15				
Sep-15				
Oct-15				
Nov-15				
Dec-15				
	<b>Ending Balance</b>			<b>\$ (976,842.59)</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	
Transit Shelter New & Replace	<b>2015 Beginning Balance</b>	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
	Solar Lighting for Shelters	\$ (3,316.80)	\$ (829.20)	\$ 829.20
Kiosks and Signage	<b>2015 Beginning Balance</b>	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	<b>2015 Beginning Balance</b>	\$ -	\$ 35,000.00	\$ (35,000.00)
Four Corners PNR	<b>2015 Beginning Balance</b>	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
<b>Revenue Vehicles</b>				
Cut-a-Way Vehicles	<b>2015 Beginning Balance</b>	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
<b>Service Vehicles</b>				
<b>Service Equipment</b>				
<b>Office Furniture &amp; Equipment</b>				
IT Systems/Trapeze Upgrades	<b>2014 Beginning Balance</b>	\$ 47,090.00	\$ 11,772.00	\$ (11,772.00)
	Trapeze Upgrade 50%	\$ (5,584.20)	\$ (1,396.05)	\$ 1,396.05
	<b>Balance</b>			<b>\$ (10,375.95)</b>

JTA Capital Reserve Account Balance \$ 1,680,864.12  
JTA Appropriated Project Funds Sub-Total \$ (1,158,007.34)

Pending Reimbursements  
Pending Payments

**CAPITAL RESERVE BALANCE** \$ 522,856.78

**Total 2014 Budgeted Capital Projects** \$ 3,261,132.00



1615 W. Sims Way, Port Townsend, WA 98368

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**General Manager's Report**  
**Attachment B**

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April 21, 2015

**Legislative Updates**

The House Transportation Committee passed its version of a statewide transportation package. It appears to be good news for transit, with \$760 million in new funding for transit over a 16 year period. The primary goal was to maintain the existing state funding and programs. With the exception of the \$13 million a year in direct operating distribution (which was going to sunset in July 2015), the House version maintains the existing funding and programs and also add new funding.

Negotiations on the package began on April 15, 2015, between Representative Clibborn, Senator King and other members of both parties. The Legislative session will end April 26<sup>th</sup>, and there may not be a transportation package at that time. The time frame for Special Session to begin is unknown at this time.

**Washington State Transit Association (WSTA)**

Upcoming WSTA Board and Committee meetings:

- WSTA Clerks of the Authority Committee Meeting: April 27-28 in Walla Walla
- WSTA Officer's Call: May 15<sup>th</sup>
- 2015 Spring Maintenance Forum: May 19-20, 2015 in Pasco
- WSTA 2<sup>nd</sup> Quarter Board Meeting: June 4-5 in Moses Lake (will not be attending)
- WSTA Finance Committee/WSTIP Quarterly Meeting: June 24-26 (Spokane)

**Update on New Facility Project**

**Site Work Complete**

- Fuel Tank Delivered
- Wood Ceilings in Board Room
- Hardboard in Shop
- Mezzanine Installed
- All Contract Finished

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- Installation of Septic System
- Water Meter Installed
- Electric Meter Installed
- Doors Installed (without windows)
- Painting
- Carpet Installed (except Board Room)
- Siding on Building A

### **Work Planned (May)**

- Continue Landscaping
- Finish installing Built-in Desk in Lobby
- Finishing Detail for Bathrooms
- Finish Hanging Wood Ceilings in Commons
- Trapeze for Piping Lubrication in Maintenance Bay (air, lube)
- Eco Lift Installation (waiting for delivery of lift)
- Continue Fuel Island Canopy Work
- Reclaim Wood Outside Commons Area
- Rail, Electrical for Mezzanine in Maintenance Shop
- Inspection of Septic System
- Office Door Windows and Windows in Maintenance Offices
- Exhaust for Stove in Kitchen
- Waiting for Exhaust System in Maintenance Bay
- Waiting for Water Reclaim System Delivery (May 1<sup>st</sup>)
- Installation of Heat Pumps
- Installation of Fencing
- Installation of Baseboard
- Monument Sign
- Internal Lighting Fixtures (Completed by June 1<sup>st</sup> )

### **Schedule/Budget Status:**

- Substantial Completion and Occupancy date June 5, 2015
- 90 day Final Acceptance Period
- On budget
- Punch list to begin in May
- Starting in May, training will begin on HVAC, Plumbing, Lube Equipment and Reels, Lighting Controls, Intercom System, Fire System, Security System, Generator System.

### **Miscellaneous Items:**

JTA's move to the Haines Place Transit Center is progressing. We have adjusted the timeline for the move because of some repairs, construction and painting needed in the building. We anticipate being open for business on Monday, May 18, 2015, with an Open House scheduled on Friday May 22, 2015 from 1:00pm to 3:00pm.

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The start date is dependent upon the ability to have the physical needs in place required to do business (computer, phones, cash register, etc.).

Leesa Monroe has accepted the additional responsibility of managing the Haines Place Transit Center, the Customer Service, and the Field Supervisors. She began her new duties on April 20, 2015.

### **Farmers' Market**

Our very own Sue Jones represented Jefferson Transit at the Farmers' Market on Saturday April 4, 2015(opening day). JTA had 168 visitors to our booth, which is a new record.

Complaints were very few, one person asked for the restoration of Sunday service. One gentleman commented on the stress of transferring from one bus to another; Sue urged the passenger to communicate with his driver to ensure a smooth connection.

Sue received many positive comments from passengers about their trip on Jefferson Transit. According to Sue, tourists were very appreciative of the maps & Getaway booklets and **TRY TRANSIT** is a great theme!

### **IT Updates:**

On Monday April 13, 2015 a Trojan.Ransom.ED virus penetrated the JTA network. The Sonic Firewall, Anti-Malware, Geo Blocks and Trojan Libraries were ineffective in blocking this virus. By the time it was stopped it had encrypted over 57 thousand files on all the servers. The only option Mike (IT) had for recovery was the backups. By April 16<sup>th</sup>, recovery was complete.

### **Corrective Actions:**

- Backup procedure has been modified to make recovery faster.
- JTA will procure a dedicated backup server with specialized software to improve the capability and backups and recoveries.
- JTA will conduct a network security audit and survey to verify setting and configuration are appropriate and effective.
- Formal training was and will continue to be conducted to help all JTA users understand how to prevent recurrence and mitigate infestations when possible.

### **Projects in Progress:**

- Continue to Improve Network Security
- Migrate remaining Windows XP Workstations
- Renegotiate Phone Service (contract under review with attorney)
- Support Move to Haines Place Transit Center and 63 Four Corners Road.
- Upgrade Trapeze
- Upgrade Great Plains

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**Administrative Offices (360) 385-3020**



**1615 W. Sims Way, Port Townsend, WA 98368**

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**Maintenance Report for April, 2015  
Attachment C**

1. In preparation for our move to 63 Four Corners Road we sent out bid packs and gave several tours and explained what we expected out of our movers, and the time line to do so.
2. Maintenance is preparing the move to the Haines Place Transit Center. We are working on a plan to move some furniture and counter tops to configure a customer service area, an employee break room, an exercise room and a road supervisor office.
3. Bid requests have been sent out to several businesses to paint the Haines Place Park & Ride structure.
4. The Quilcene shelter is scheduled to be set on the concrete pad Thursday.



**1615 West Sims Way, Port Townsend, WA 98368**

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**OPERATIONS REPORT – April 21, 2015  
Attachment D**

**April Employment Anniversaries:**

Perry Underdahl    4/9/1991    24Years

**March / April Monthly Highlights:**

**March 25 thru 27:** Attended the quarterly Operations Committee meeting hosted by CTRAN in Vancouver, WA. It was a good chance to see Jeff Hamm and to see the impact he has had on transit in Washington and Oregon.

**March 30:** Final conference call with Chris DeVoll from WSTIP regarding best practices for mobility device securement.

Met with Zoe Ann Lamp regarding the upcoming PRTPO Transportation Tour, happening June 19.

**March 31 & April 8 & 14:** Held LRC meetings with the union to discuss changes related to our new facility.

This Friday (**April 24**) I will be meeting with Earl Murman and Alex Wisnieski regarding the future plans for Mountain View Commons and the YMCA.