



# JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, November 19, 2013 1:30 p.m.

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

## AGENDA

### Call to Order/Welcome

### Public Comments

### Public Budget Hearing

### New Agenda Items

#### I. Finance Reports

- a. October 2013

#### II. Consent Agenda

- a. Approval of Minutes, October 15, 2013
- b. Approval of Expenses, October 2013
- c. **Resolution 13-20:** Authorization for Jefferson Transit General Manager to sign HRA VEBA Employer Adoption Agreement

#### III. Old Business

- a. Advertising on Buses

#### IV. New Business

- a. **Resolution No. 13-21:** Amending the Credit Card Policy

#### V. Reports

- a. Manager's Report
- b. Operations Report
- c. Maintenance Report
- d. Mobility Coordinator's Report
- e. Project Manager Report

#### VI. Ridership Report

### Public Comments

**Executive Session for discussion regarding property and negotiations per RCW 42.30.110**

### 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).



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

November 14, 2013

TO: Board of Trustees, Jefferson Transit Authority  
FROM: Sara Crouch, Finance/HR Manager  
RE: October 2013 Financial Report

**Financial Summary –**

- Sales Tax for August 2013 came in 5% higher than last year and 4.99% higher than budget.
- Revenue Report – Overall over budget
  - Primarily due to Sales Tax and Advertising
  - State Grant Revenue is significantly over budget due to the transfer of the Sales Tax Equalization dollars to the Consolidated Grant.
  - Federal Grant Revenue is over budget due to the 2013-2015 consolidated grant award being primarily federal dollars. In the past we have received some portion of state funding for East Jefferson, this biennium we received federal funds only for East Jefferson.
- Expense Report – Overall under budget 3.88%
  - Fixed Route/DAR Overtime is over budget due to having only one Extra Board Operator during the first few months of the year; expect to see this overtime gradually decrease over the rest of the year because after the Sunday service cut, we now have 2 Extra Board Operators. HOWEVER, the overtime budget line item is expected to be over budget for the year.
  - FICA is over budget due to the over budget overtime expense
  - PERS is now over budget, it will be over budget due to the unexpected 22% rate increase in July 2013 and the over budget overtime expense
  - Other Paid Absence – Court Duty and Bereavement Leave, had one employee that was on "jury duty" for two weeks, as well as several employees with deaths in the family.
  - "Other Benefits" are over budget and are likely to remain over budget for the year. I neglected to calculate the general leave transfers to VEBA when I calculated the overall budget.
  - Advertising is now over budget – several public meeting notices have been posted in the paper as well as two job advertisements, this over budget condition may resolve prior to the end of the year.
  - Non-Vehicle Maintenance & Repair is over budget due to the purchase of the flower planters located at the depot.
  - Vehicle Licensing is over budget because of the transfer of titles for several vehicles from WSDOT to JTA and we have purchased several new vehicles.
- Capital Activity
  - Capital activity in October for the Facility: Design and Project Management. STP-Flex funding was utilized for the purchase of 5 PCs which will be used as replacements.
  - I have included the FTA Facility Funding tracking report. It details all FTA funding avail/spent on the Facility project.



## October 2013 Financial Summary

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Budget Tracking Figure: 83.33%

1. Operational Expenses:	\$288,418.63
Operational Revenues:	\$21,045.18
Non-Operational Income:	\$381,068.21
Capital Expenses:	\$36,237.33
Capital income:	\$24,363.00

2. Sales Tax Received 10/31/2013 for August 2013:	\$331,339.51
Sales Tax Received 10/31/2012 for August 2012:	\$313,703.24

**\*\*Sales tax increased from prior year 5%\*\***

3. Cash on Hand as of September 30, 2013:	
Operating:	\$1,165,286.74
Operating Reserve (25% Funded):	\$250,000.00
(Minimum Funding Required \$1,020,000)	
Capital Account:	\$48,157.91
Capital Reserve:	\$620,779.69
Fuel Fund:	\$49,546.00
EFT Fund:	\$140,918.07
Travel Fund:	\$1,009.65
Kitsap Bank	\$10.64
<b>Total</b>	<b>\$2,275,708.70</b>

**\*"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/Funding 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 in December 2012 as budgeted.**

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2013

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Monthly Act to Bud Variance	2013 Cumulative Actual Sales Tax Received	2013 Cumulative Budgeted Sales Tax	2013 Cumulative Actual to Budget Variance
January	0.90%	\$263,071.24	\$234,370.59	\$158,497.64	144,356.76	234,371.00	12.25%	\$263,071.24	234,371.00	12.25%
February	0.90%	\$351,349.36	\$331,924.43	\$221,922.91	237,202.39	321,924.00	12.25%	\$624,420.60	556,295.00	12.25%
March	0.90%	\$291,292.37	\$204,854.04	\$152,221.21	140,635.54	206,083.00	41.35%	\$915,712.97	762,378.00	20.11%
April	0.90%	\$252,810.78	\$220,498.65	\$150,424.11	146,047.89	221,822.00	18.48%	\$1,178,523.75	984,200.00	19.74%
May	0.90%	\$259,768.61	\$266,975.22	\$191,817.93	193,190.62	268,577.00	11.61%	\$1,478,292.36	1,252,777.00	18.00%
June	0.90%	\$258,797.23	\$239,889.31	\$172,294.86	154,076.61	241,329.00	7.24%	\$1,737,089.59	1,494,106.00	16.26%
July	0.90%	\$332,014.18	\$256,787.52	\$191,845.36	157,223.48	258,326.00	13.04%	\$2,029,103.77	1,752,434.00	15.79%
August	0.90%	\$351,405.02	\$291,693.72	\$203,110.70	202,548.76	286,823.00	19.75%	\$2,380,508.79	2,045,878.00	16.36%
September	0.90%	\$317,410.71	\$285,111.93	\$268,132.17	190,292.86	315,585.00	10.66%	\$2,697,919.50	2,332,701.00	15.66%
October	0.90%	\$337,339.51	\$313,703.24	\$305,789.23	178,731.22	301,943.00	4.98%	\$3,029,259.01	2,648,286.00	14.39%
November	0.90%		\$314,369.17	\$300,142.06	221,741.13	301,943.00	0.00%	\$0.00	2,950,229.00	
December	0.90%		\$255,862.08	\$239,629.36	166,953.12	241,069.00	0.00%	\$0.00	3,191,298.00	
Total		3,029,259.01	3,226,039.90	2,572,837.54	2,133,000.38	3,191,298.00	0.00%			
Monthly Average		302,925.90	268,836.66	214,403.13	177,750.03	265,941.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Actual to Budgeted Variance	2013 Cumulative Actual Sales Tax Received	2012 Cumulative Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%	\$291,292.37	\$204,954.04	152,221.21	140,635.54	206,083.00	41.35%	\$291,292.37	206,083.00	41.35%
February	0.90%	\$362,810.78	\$220,498.65	150,424.11	146,047.89	221,822.00	18.48%	\$554,103.15	427,905.00	29.48%
March	0.90%	\$259,768.61	\$266,975.22	191,817.93	193,190.62	268,577.00	11.61%	\$853,871.76	696,482.00	22.60%
April	0.90%	\$258,797.23	\$239,889.31	172,294.86	154,076.61	241,329.00	7.24%	\$1,112,668.99	937,811.00	18.65%
May	0.90%	\$292,014.18	\$256,787.52	191,845.36	157,223.48	258,326.00	13.04%	\$1,404,683.17	1,186,139.00	17.43%
June	0.90%	\$351,405.02	\$291,693.72	203,110.70	202,548.76	293,444.00	19.75%	\$1,756,088.19	1,489,583.00	17.89%
July	0.90%	\$317,410.71	\$285,111.93	285,132.17	190,292.86	286,823.00	10.66%	\$2,073,498.90	1,776,406.00	16.72%
August	0.90%	\$337,339.51	\$313,703.24	305,789.23	178,731.22	315,585.00	4.99%	\$2,404,838.41	2,091,991.00	14.95%
September	0.90%		\$314,369.17	300,142.06	221,741.13	301,943.00	0.00%	\$0.00	2,393,934.00	
October	0.90%		\$265,862.08	239,629.36	166,953.12	241,067.00	0.00%	\$0.00	2,635,001.00	
November	0.90%		\$263,071.24	234,370.59	158,497.64	235,777.00	0.00%	\$0.00	2,870,778.00	
December	0.90%		\$361,349.36	331,924.43	221,922.91	323,856.00	0.00%	\$0.00	3,194,634.00	
Total		2,404,838.41	3,284,165.48	2,758,712.01	2,131,861.78	3,194,634.00	0.00%			
Monthly Average		300,604.80	273,680.46	229,892.67	177,655.15	266,219.50				

**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Ten Months Ending October 31, 2013**

	<u>October</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$2,250,459.65	\$1,546,867.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$472,288.74)	(\$3,045,719.62)
Non-Capital Financing Activities	\$331,339.51	\$4,039,328.20
Investing Activities	\$114.62	\$1,380.15
Total Operating Cash Provided/(Used)	(\$140,834.61)	\$994,988.73
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$75,723.95	(\$356,507.73)
Net Increase/(Decrease) Cash and Equivalent	(\$65,110.66)	\$638,481.00
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$2,185,348.99</u></b>	<b><u>\$2,185,348.99</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Ten Months Ending October 31, 2013**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
Operating Revenues	\$20,224.18	\$214,388.21	\$257,803.00	83.16%
Operating Expenses	151,337.17	1,473,256.79	1,747,187.00	84.32%
Labor	85,322.97	992,845.62	1,222,322.00	81.23%
Benefits	6,450.04	117,310.85	199,535.00	58.79%
Services and User Fees	33,036.11	416,758.67	585,806.00	71.14%
Materials & Supplies	3,524.81	48,052.86	66,001.00	72.81%
Utilities	6,704.25	67,092.50	79,932.00	83.94%
Casualty/Liability Costs	405.33	5,717.50	7,795.00	73.35%
Taxes	1,637.95	39,828.55	66,792.00	59.63%
Miscellaneous Expenses		8,001.09	13,206.00	60.59%
Leases and Rentals	288,418.63	3,168,864.43	3,988,576.00	79.45%
Total Operating Expenses	(268,194.45)	(2,954,476.22)	(3,730,773.00)	79.19%
Operating Income (Loss)				
Non-Operating Revenues	114.62	9,956.02	15,950.00	62.42%
Non-Transportation Revenue	281,816.59	3,040,769.09	3,194,633.00	95.18%
Taxes Levied by Transit	1,250.00	15,000.00	17,500.00	85.71%
Local Grants & Contributions	5,813.00	569,783.97	338,284.00	169.44%
State Grants & Contributions	67,911.00	490,854.00	438,420.00	111.96%
Federal Grants & Contributions	356,705.21	4,157,153.68	4,002,787.00	103.86%
Total Non-Operating Revenues				
Net Income (Loss) Before Transfers In/(Out)	88,510.76	1,202,677.46	272,014.00	442.14%
Net Income/(Loss)	88,510.76	1,202,677.46	272,014.00	442.14%

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Ten Months Ending October 31, 2013**

	<u>October</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	\$12,811.78	\$137,526.40	\$167,073.00	82.32%
Fixed Route Fares - West - JTOC	424.80	3,240.62	4,250.00	76.25%
Dial-a-Ride Fares (DAR)	1,232.55	10,823.41	15,000.00	72.16%
Vanpools	5,211.05	48,836.38	60,000.00	81.39%
Extended Service		2,206.00	2,700.00	81.70%
 <b>Auxiliary Transportation Revenues</b>				
Advertising Services	1,300.00	11,926.40	8,000.00	149.08%
Other Services Revenue	65.00	650.00	780.00	83.33%
<b>Total Operating Revenues</b>	<b>21,045.18</b>	<b>215,209.21</b>	<b>257,803.00</b>	<b>83.48%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	114.62	1,380.15	1,850.00	74.60%
Gain (Loss) on Disposition of Capital Items		1,589.25	3,000.00	52.98%
Other Nontransportation Revenues		6,986.62	11,100.00	62.94%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>281,616.59</b>	<b>3,040,769.09</b>	<b>3,194,633.00</b>	<b>95.18%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>		<b>30,790.60</b>		<b>0.00%</b>
 <b>Local Grants and Contributions</b>				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP		2,500.00	2,500.00	100.00%
 <b>State Grants and Contributions</b>				
Rural Mobility Competitive	5,813.00	565,949.00	332,784.00	170.06%
RTAP		3,834.97	3,500.00	109.57%
 <b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	67,911.00	490,854.00	438,420.00	111.96%
 <b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5309, Equipment Assistance (Federal)		114,307.24		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		3,250.40		0.00%
Capital Contributions - FTA 5309, Facility Assistance (Federal)	24,363.00	176,159.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>381,068.21</b>	<b>4,450,870.32</b>	<b>4,002,787.00</b>	<b>111.19%</b>
<b>TOTAL REVENUES</b>	<b>402,113.39</b>	<b>4,666,079.53</b>	<b>4,260,590.00</b>	<b>109.52%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Ten Months Ending October 31, 2013**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$51,056.74	\$501,112.35	\$603,956.00	82.97%
Operators Overtime - Fixed Route	4,307.74	62,134.97	48,592.00	127.87%
Operators Salaries & Wages - Dial-a-Ride (DAR)	14,322.48	130,252.31	165,357.00	78.77%
Operators Overtime - Dial-a-Ride (DAR)	1,735.61	8,914.40	5,786.00	154.07%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,057.78	403,212.51	469,941.00	85.80%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,394.14	20,612.91	27,867.00	73.97%
Administration Salaries	38,462.68	347,017.34	425,688.00	81.52%
<b>Benefits</b>				
FICA	12,596.58	124,705.76	142,443.00	87.55%
Pension Plans (PERS)	14,335.64	137,914.19	138,680.00	99.45%
Medical Plans	33,768.38	343,448.50	431,379.00	79.62%
Dental Plans	3,149.76	32,097.75	41,674.00	77.02%
Unemployment Insurance (UI)		8,480.38	33,180.00	25.56%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,421.79	52,740.75	66,855.00	78.89%
Holiday	(1,445.18)	59,053.84	73,318.00	80.54%
General Leave	14,832.05	187,004.25	232,726.00	80.35%
Other Paid Absence (Court Duty & Bereavement)	1,499.27	11,911.84	7,100.00	167.77%
Uniforms, Work Clothing & Tools Allowance	391.08	4,693.91	14,707.00	31.92%
Other Benefits (HRA, EAP & Wellness)	773.60	30,794.45	40,260.00	76.49%
<b>Service and User Fees</b>				
Vanpool Services and Fees	166.67	1,898.43	3,500.00	54.24%
Advertising Fees	105.50	10,919.21	12,500.00	87.35%
Professional & Technical Services	2,085.16	50,121.23	71,505.00	70.09%
Contract Maintenance Services (IT Services)	724.85	23,068.00	38,780.00	59.48%
Custodial Services			7,200.00	0.00%
Security Services		405.00	2,500.00	16.20%
Vehicle Technical Services	397.58	13,386.91	25,500.00	52.50%
Property Maintenance Services	147.47	1,769.83	10,000.00	17.70%
Software Maintenance Fees	2,235.33	9,501.26	17,150.00	55.40%
Postage & Mail Meter Fees	200.00	2,163.78	3,600.00	60.11%
Drug & Alcohol Services	237.08	2,509.80	4,800.00	52.29%
Other Services & User Fees	150.40	1,567.40	2,500.00	62.70%
<b>Materials and Supplies Consumed</b>				
Fuel	24,688.62	310,359.75	408,586.00	75.96%
Tires	1,185.77	13,465.14	28,400.00	47.41%
Lubrication	(696.67)	7,050.25	10,500.00	67.15%
Tools		4,282.93	9,000.00	47.59%
Vehicle Maintenance & Repair Parts	6,315.42	47,866.89	61,500.00	77.83%
Non-Vehicle Maintenance & Repair Parts		4,546.39	5,000.00	90.93%
Vehicle Accessories		68.21	1,350.00	5.05%
Park & Ride Materials	67.57	399.42	2,000.00	19.97%
Shop Supplies (Maintenance & Cleaning)	1,340.98	11,604.36	14,000.00	82.89%
Safety & Emergency Supplies		450.17	5,050.00	8.91%
Office Supplies	70.11	5,472.05	12,570.00	43.53%
Computer Programs & Supplies		23.77	2,750.00	0.86%
Printing (Photocopier, Schedules & Brochures)	64.31	11,003.66	23,100.00	47.63%
Other Materials & Supplies		165.68	2,000.00	8.28%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	342.06	11,350.11	16,400.00	69.21%
Utilities (Electrical & Propane)	884.26	14,114.46	21,000.00	67.21%
Telephone & Internet	2,298.49	22,588.29	28,601.00	78.98%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	6,704.25	67,092.50	79,932.00	83.94%
<b>Taxes</b>				
State Taxes	405.33	4,184.95	5,445.00	76.86%
Vehicle Licensing & Registration Fees		634.75	550.00	115.41%
Other Licensing Fees & Taxes		897.80	1,800.00	49.88%

**Jefferson Transit Authority  
Expense Statement  
For the Ten Months Ending October 31, 2013**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$909.68	\$9,730.32	\$15,081.00	64.52%
Travel & Meetings	63.27	12,232.56	21,400.00	57.18%
Safety Program (Rodeo & Safety Rewards)		2,966.60	5,000.00	59.33%
Training (Classes, Seminars & Materials)	175.00	13,476.17	22,561.00	59.73%
EE CDL and EE Physical Expense	490.00	1,405.00	2,450.00	57.35%
Other Miscellaneous		17.90	300.00	5.97%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations		168.95	1,080.00	15.64%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities		7,832.14	11,070.00	70.75%
<b>TOTAL OPERATING EXPENSES</b>	<u><b>288,418.63</b></u>	<u><b>3,168,864.43</b></u>	<u><b>3,988,576.00</b></u>	<u><b>79.45%</b></u>



# **Jefferson Transit Authority/FTA Grant WA-0180-02 (Four Corners Facility Project)**

Total Project Cost		\$ 4,083,068.00	Equals Total project award plus total match		<div>Total Project Award and Total Match equal Total Project Cost</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		\$ 596,167.00	Disbursements to date	\$ 172,274.90	Amount spent to date
Remaining Balance		\$ 2,670,287.00	Remaining Balance	\$ 644,339.10	Remaining Available
Team/Disbursements		\$ 596,167.00	JTA Match	\$ 172,274.90	FTA TEAM/ECHO reconciliation
Difference		\$ -	Difference	\$ -	

Amount spent to date

Remaining Available

FTA TEAM/ECHO reconciliation

## **Detail of Disbursements**

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,531.00	\$ 26,025.00	\$ 6,506.27	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,292.00	\$ 59,434.00	\$ 14,858.00	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,593.00	\$ 38,074.00	\$ 9,519.00	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
7/13/2005	\$ 34,546.00	\$ 27,636.00	\$ 6,909.00	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,888.00	\$ 33,510.00	\$ 8,378.00	Inv #PTL 3/2&4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2,7/1,8/2,9/1/2005
5/12/2006	\$ 7,507.50	\$ 6,006.00	\$ 1,501.50	Inv # HMW 1/3,2/1,3/2,3/3/2006; 3626
1/24/2007	\$ 268,064.63	\$ 214,452.00	\$ 53,612.93	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00	\$ -	Inv#2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw
9/24/2008	\$ 140.00	\$ 112.00	\$ 28.00	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw
5/18/2012	\$ 15,825.00	\$ 12,660.00	\$ 3,165.00	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,799.00	\$ 298.00	\$ 1,501.00	Inv# 11308; 17123-1; 9270127
4/30/2013	\$ 14,419.00	\$ 4,360.00	\$ 10,059.00	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.55	\$ 21,226.00	\$ 5,306.55	Inv# 20130419
8/5/2013	\$ 59,813.00	\$ 47,850.00	\$ 11,963.00	Inv#: 20130517; 20130619; 71322; 13-116
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv#: 201307020; 20130810; 071305; 081306; 091311
10/17/2013	\$ 32,128.03	\$ 24,363.00	\$ 7,766.03	Inv#: 20130912; 101311
<b>Total</b>	<b>\$ 758,441.33</b>	<b>\$ 596,167.00</b>	<b>\$ 172,274.90</b>	
<b>Check Figure</b>	<b>\$ 0.57</b>			

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**October 2013**

<b>Current Account Status</b>	<b>Balance per Bank @ 10/31/13</b>	<b>\$ 668,937.60</b>	<b>\$ -</b>
<b>Balance per GL @ 9/30/13</b>		<b>\$ 624,713.71</b>	
	Transfers - In	\$ 78,062.00	
	Reimbursement Cameras/Vans	\$ -	
	Investment Interest	\$ 61.17	
	Transfers - Out (Purchases)	\$ (33,899.28)	
		\$ -	
<b>Balance per GL @ 10/31/13</b>		<b>\$ 668,937.60</b>	

<b>2013 Capital Projects</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	<b>JTA Appropriation</b>
<b>Facility</b>	<b>2013 Beginning Balance</b>	\$ 1,340,000.00	\$ 395,000.00	\$ (395,000.00)
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00	\$ (77,053.00)
	Project Management - December 2012		\$ (1,425.73)	\$ 1,425.73
	Project Management - January 2013		\$ (4,697.75)	\$ 4,697.75
	Federal Reimbursements(373.05)	\$ (298.44)	\$ (74.61)	\$ 74.61
	Project Management - February 2013		\$ (4,271.02)	\$ 4,271.02
	Pre-App Permit Review - JCDOD (809.00)	\$ (647.20)	\$ (161.80)	\$ 161.80
	Attorney Fees (542.50)	\$ (434.00)	\$ (108.50)	\$ 108.50
	TCF Architecture (4098.78)	\$ (3,279.02)	\$ (819.76)	\$ 819.76
	TCF Architecture (26532.35)	\$ (21,226.00)	\$ (5,308.55)	\$ 5,308.55
	Project Management - April 2013	\$ -	\$ (3,152.00)	\$ 3,152.00
	TCF Architecture (54612.79)	\$ (43,590.00)	\$ (10,922.79)	\$ 10,922.79
	Project Management - May 2013	\$ -	\$ (5,391.75)	\$ 5,391.75
	Project Management - June 2013	\$ -	\$ (4,186.42)	\$ 4,186.42
	Jefferson County DCD	\$ (4,160.00)	\$ (1,040.00)	\$ 1,040.00
	Project Management - July 2013	\$ -	\$ (3,543.16)	\$ 3,543.16
	Island Transit - Mezzanine	\$ -	\$ (6,500.00)	\$ 6,500.00
	Project Management - August 2013	\$ -	\$ (2,751.42)	\$ 2,751.42
	TCF Architecture (40257.37)	\$ (32,206.00)	\$ (8,051.37)	\$ 8,051.37
	TCF Architecture (57319.92)	\$ (45,856.00)	\$ (11,463.92)	\$ 11,463.92
	TCF Architecture (30,453.62)	\$ (24,363.00)	\$ (6,090.62)	\$ 6,090.62
	Project Management - September 2013	\$ -	\$ (1,674.41)	\$ 1,674.41
	<b>Ending Balance</b>			<b>\$ (390,419.42)</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	
Transit Shelter New & Replace	<b>2013 Beginning Balance</b>	\$ 64,000.00	\$ 16,000.00	
6-Used Shelters Intercity Transit		\$ (2,550.00)	\$ -	
<b>Project Complete</b>				
Seam Seats	<b>2013 Beginning Balance</b>	\$ 8,480.00	\$ 1,620.00	
		\$ (3,250.40)	\$ (812.60)	
<b>Project Complete</b>				
Kiosks and Signage	<b>2013 Beginning Balance</b>	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, e	<b>2013 Beginning Balance</b>	\$ 28,000.00	\$ 7,000.00	\$ (7,000.00)
PNR Passenger Services Bldg	<b>2013 Beginning Balance</b>	\$ 76,800.00	\$ 19,200.00	\$ (19,200.00)
Sheridan Transit Shelter	<b>2013 Beginning Balance</b>	\$ 185,000.00	\$ 15,000.00	
<b>Project Not Funded</b>				
<b>Revenue Vehicles</b>				
Cutaway Coach	<b>2013 Beginning Balance</b>	\$ 85,000.00	\$ -	
Amtraks	<b>2013 Beginning Balance</b>	\$ 201,318.00	\$ -	
All Vehicles Purchased		\$ (280,782.25)		
<b>Project Complete</b>				
Vehicle Replacement Reserve	<b>2013 Beginning Balance</b>		\$ 23,588.00	
Feb 2013 - Transfer			\$ 23,588.00	\$ (23,588.00)
<b>Project Complete</b>				
<b>Service Vehicles</b>				
Crane, Crew Truck, Shop Pickup	<b>2013 Beginning Balance</b>	\$ 104,000.00	\$ 26,000.00	
Service Pick-up w/Plow		\$ (41,353.27)		
<b>Project Complete</b>				
Green Vehicle	<b>2013 Beginning Balance</b>	\$ 40,000.00	\$ 10,000.00	
<b>Project Not Funded</b>				
<b>Service Equipment</b>				
Cameras & Digital Recorders	<b>2013 Beginning Balance</b>	\$ 150,000.00		
2/11/13 Purchase		\$ (108,474.44)		
<b>Project Complete</b>				
Hydraulic Shop Press	<b>2013 Beginning Balance</b>	\$ 6,400.00	\$ 1,600.00	\$ (1,600.00)
<b>Office Furniture &amp; Equipment</b>				
IT Systems-MS Office Platform U	<b>2013 Beginning Balance</b>	\$ 19,144.00	\$ 4,766.00	\$ (4,766.00)
5 PCs -w/Software		\$ (3,264.44)	\$ (821.86)	\$ 821.86
<b>Balance</b>				<b>\$ (3,964.14)</b>
Radio, MDT & AVL	<b>2013 Beginning Balance</b>	\$ 36,000.00	\$ 24,000.00	\$ (24,000.00)
Trapeze Upgrade	<b>2013 Beginning Balance</b>	\$ 32,000.00	\$ 8,000.00	\$ (8,000.00)

JTA Capital Reserve Account Balance **\$ 668,937.60**  
JTA Appropriated Project Funds Sub-Total **\$ (479,771.56)**

Pending Reimbursements  
Pending Payments  
Cap Purch not in 2013 Budget

**CAPITAL RESERVE BALANCE**

**\$ 189,166.04**

# DRAFT

## Jefferson Transit Authority Board

### Meeting Minutes

Tuesday, October 15, 2013, 1:30 p.m.

701 Harrison Street, Port Townsend, WA

#### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 1:34 p.m. Other members present were David Sullivan, Robert Gray, John Austin and Lloyd Eisenman.

#### STAFF PRESENT

Tammi Rubert, Sara Crouch, John Koschnick, Leesa Monroe and Laura Smedley

#### OTHERS PRESENT

Carol Headley, Tammie Altemose, Darrell Conder, Burt Langsea, Brenda McMillan, Jim Todd and Margaret Lee

#### PUBLIC COMMENT

**Lee** questioned how much notice is given to the public regarding issues and meetings. She also asked what the uses for the board room in the new facility will be. Lee would also like a shelter placed at the new bus stop at Aldrich's Market.

**McMillan** asked how far the bus stop at the new facility will be from the building and if a restroom will be available.

Rubert responded to Lee by stating that a Public Notice was posted at the new facility site and there was a notice in the newspaper about the SEPA review. This notice ran in the newspaper for two weeks. There was a notice sent to all neighbors within 300 feet of the property. Rubert advised the public that in order to receive meeting notices, to call the Department of Community Development and Zoe will put you on a list and inform you of any further proceedings.

Rubert responded to McMillan's question about the bus stop at the new facility explaining that the bus stop will be approximately 200 feet away from the front door. There will be a walkway to the front door. JTA will pull off from the highway and will have a roundabout and a shelter. There will be an ADA accessible restroom for the public in the new facility building. The meeting room will be used for board meetings, committee meetings and training. We have not fully discussed having the public or perhaps attorney offices rent the space.

# DRAFT

Koschnick responded to McMillan's question about the bus stop at Aldrich's Market. He stated that a proposal has been presented to the City of Port Townsend, but the exact location has not yet been determined. Rubert followed by saying that at this point, it cannot be determined if there will be room for a shelter.

Robinson stated that she is familiar with the proposal to the city and she is wondering if it would be possible to include a shelter, even if it is not aligned with the front of the stop. Koschnick responded to Robinson by saying that it would be difficult to place a shelter in that area because of the lack of space, but it is certainly something that can be discussed. Robinson said it would be worth discussing. There is more space on the sidewalk around the parking lot entrance, and if the shelter was placed there and the bus stopped in front of the driveway it could give people shelter for a short time.

Robinson discussed Lee's question regarding keeping current on issues when you're not able to come to a meeting. She asked if the minutes of the Board meeting posted on the web, and in what time frame? Smedley stated the entire Board Packet is posted before this meeting which includes the draft Minutes, the agenda, and all information provided to the staff and Board members. The final minutes are posted on the website after they are approved at the next month's Board meeting. The September minutes will be posted on the website after this meeting and after corrections are made.

Austin asked if there would be some way to notify a list of transit enthusiasts if something will be coming up that might be of interest to them. Rubert commented that JTA has the New Facility Project as part of our website, and that new details occurring with the project are posted there. JTA did not post the SEPA information because we did not control the date for that. The County controls the date of Public Comment and the date of the hearing, which has not yet been announced. It is estimated to be held near the end of January. Rubert will be reporting today on how that will affect the timeline as well. Smedley and Rubert can work on an FYI spot on the website. It would be helpful to have information from the public regarding what they would like to see or learn which is not already available on the website.

Johnson entered the meeting at 1:41 pm.

**Conder** – He receives emails from local libraries with updates and upcoming events. Having an email list might be helpful to get information out to those who are interested in JTA's future events.

## NEW AGENDA ITEM

Rubert stated we will not have a maintenance report today as Arnold is attending a WSTA Maintenance Meeting. Rubert will be reporting for Trone because she is on vacation.

# DRAFT

Robinson announced a change in the Agenda. Carol Headley's retirement will be moved up. She went on to say Headley had been employed by JTA for 25 years. Koschnick presented a certificate to Headley and stated that it celebrates 25 years of dedicated service. There was a round of applause. Koschnick also mentioned that JTA will be celebrating Headley's retirement later this week. She has survived JTA for 25 years, so the theme of the retirement party will be "The Ultimate Survivor". Rubert stated that Headley will be greatly missed.

## **FINANCE REPORT – Crouch**

Crouch presented the September 2013 Financials.

### **Financial Summary**

- Sales tax receipts for July of 2013 were 11% higher than last year and 10.6% higher than budget. Sales tax receipts for the year are 17% higher than last year.

### **Revenue Report**

- Overall, we are over budget primarily due to sales tax receipts. Revenue overall is over budget due to the sales tax receipts.
- In expenses, advertising was over budget due to Public Notices and two (2) employment advertisements.
- Vehicle licensing includes the transfer of titles from WSDOT to JTA. JTA has no control over when the titles will be sent. When they are received, they need to be transferred to JTA which has caused that item to go slightly over budget.

### **Capital Activity**

- Capital activity this year has primarily been Design and Project Management. We did receive notification from the Department of Revenue that JTA will receive a sales tax exemption for the maintenance portion of our new facility project. This will result in approximately \$275,000 cost saving for this project.

Gray asked about PERS. Crouch explained that PERS raised the monthly cost by two (2) percent for the employer rate, which had not been budgeted. Gray also asked about Jury Duty. Crouch explained that entry is for the paid time the employee was on Jury Duty. Employees are paid their regular salary while on Jury Duty.

## **CONSENT AGENDA**

- a. Approval of Minutes, September 17, 2013
- b. Approval of Expenses, September, 2013

***Motion by Sullivan, seconded by Johnson to approve the consent agenda. The motion passed unanimously.***



# DRAFT

## NEW BUSINESS

### a. **Resolution 13-19: Animals on Transit Vehicles Policy**

Rubert explained that this is a revisit of the current Policy with additional language highlighted on the policy and language removed on the second page. This is in response to issues that JTA is having with animals, but we want to continue to welcome them on the bus. JTA is tightening up the language because of cleanliness issues on our buses. We are proposing to add language that states we would like animals to either be leashed, or in a container and must remain on the floor. Also added to the policy would be, "Birds, reptiles, amphibians and rodents must be kept in an enclosed container".

Austin sees problems developing with a driver having to approach a rider to request they remove a dog from their lap. He is in favor of allowing the current policy to continue. Crouch suggested adding, "...must either be on a leash, in a container, or for dogs less than 30 pounds, on the owners lap"; the primary objective being to not allow an animal on a bus seat. Eisenman responded that the problem with allowing the dog on a lap is that the dog moves from the rider's lap to the seat, and the driver is unable to observe the move. This may require the bus to be pulled out of service to be cleaned. Rubert stated that JTA is having issues with dogs urinating on seats, which takes the bus out of service. Johnson stated that the answer may be that the dog can be in a container and the container can sit on the riders lap.

Gray asked about the policy statement which says, "Animals must ride on a space available basis..." He questioned that if a person was blind and had a seeing-eye dog, would make them wait? Rubert answers by saying no. Gray also asked about #5 which talks about an animal physically touching other passengers, such as pawing, etc. He believes if we use the word "etc", that we should offer more than one example of touching. A dog on a leash might still touch a rider. Eisenman responded by stating by having the dog or cat in a container or on a short leash at your feet would not allow the animal to go into the aisle.

Rubert proposed that we end "pawing" with a period and take out "etc" Robinson suggested after "pawing" we add, "...or other intrusive behavior" Robinson also asked why the scope of the policy states this policy applies to all transit operators, rather than operators and vehicles, or all vehicles, as the policy is really applying to the public. Rubert replied the reason this only refers to transit operators is because it is in JTA's Standard Operating Procedures (SOP) which instructs our operators how to handle animals on our buses. The SOP is how we communicate JTA's Policy to the operators.

***Motion by Austin and seconded by Sullivan to adopt Resolution 13-19: with the change adding "or other intrusive behavior" after pawing, and the effective date.***

# DRAFT

Discussion continued with Gray stating he believes that a seeing-eye dog should always be allowed on board while #4 states, "Animals may ride on a space available basis only". Robinson asks to play out the scenario: if a bus is full and someone is at a stop with a service dog, will the driver ask someone to get off the bus to let that person and service animal on board?

Rubert stated that JTA would give equal service to a person with a disability as to a person without a disability. JTA would not provide more than equal service to someone with a service animal over someone else. Sullivan said he would like to think that in Jefferson County, if a bus were full, that someone would accommodate a blind person.

***Austin moves that the Resolution with the afore mentioned changes be adopted. The motion carries unanimously.***

## **b. Proposal: New stop at Aldrich's Market**

Koschnick reported that the City had not responded regarding this stop. Sullivan asked if Aldrich's would be a potential partner for a JTA shelter. He continued by stating there is an awning and chairs there now, but a wind block would work better for riders waiting for the bus. Gray asked if the bus would block Aldrich's driveway while stopping. Koschnick answered the proposal would take one-half of that driveway for approximately thirty seconds each time the bus stopped unless a wheelchair was being loaded or unloaded. Gray suggested notifying the people who live there. Koschnick said that process would be started once the city and JTA start a dialog with Aldrich's. Gray asked if there are other locations where JTA blocks a driveway during a stop. Robinson stated that it is allowed because it is not a permanent park situation and that is why this location is being considered. Parking would not have to be taken away from the front of Aldrich's.

## **STAFF REPORTS**

### **A. General Managers Report – Rubert**

Rubert stated that she will be combining her report with Trone's report.

- Everyone is aware that the Government shutdown is continuing. According to the DOT, during the shutdown, FTA has four (4) people designated as essential to perform life and safety activities in authorizing MAP 21 and to oversee lawful continuation of their functions. Additionally, FTA is unable to obligate grants or make payments to grantees. FTA customarily reimburses public transit agencies for ongoing operations and construction projects. JTA invoiced our reimbursements just before the shutdown. The grant in question now is our quarterly operating grant of which the majority is FTA funded. The shut down is affecting JTA and Rubert wanted the Board to be aware that it is also affecting Van Pool. Our passenger count is down significantly in Van Pools.

# DRAFT

- Work completed in September on our new facility project: JTA held two (2) public meetings; one in the Tri-Area at the County Library and one in Port Townsend at the Cotton Building. There were good questions about ADA access and general access. JTA also met with the County Planning Department and posted the Public Notice.
- JTA also met with TCF. Fixtures were selected and there was discussion about the placement of electrical components. This was an all-day process moving forward with the project. Trone also met with JTA's newest FTA administrator who will be administering our grant. He wanted to tour the site and look at our plans. JTA is still on budget with the contract, but the date for construction will slide a little because of the Conditional Use hearing that will happen later than we anticipated. It is now scheduled for the end of January. The next steps are to continue with the design development.
- September 21, 2013 was JTA's last Farmer's market booth and Rubert wanted to say a thank you to Sue Jones. She was at that booth every weekend allowed. At the last Farmer's Market, she was joined by Monroe and had sixty-nine visitors to the booth with a lot of great questions about riding, van pools, and how to take the bus to Sea-Tac, which seems to be our most popular question.
- Rubert would also like to remind the Board to please come to Headley's retirement party which will take place from 11:00 am to 1:00 pm on Friday, October 18<sup>th</sup>.
- JTA had a meeting with Shirley Moss from the Food Bank. We will be changing the #11 Shuttle routes A and B so there will be service to both sides of the street every one-half hour. This will start once the Walker Street construction is done.
- JTA also signed a cooperative agreement with the Quillayute School District. They provide preventative maintenance on our Forks buses, repairs and record keeping. They also provide a safe place to park our buses.
- JTA is still continuing negotiations with ATU 587.
- Rubert met with Judy Server about the rezoning of our current property. This is an amendment to the City of Port Townsend's comprehensive plan. JTA's application will need to be turned in by March of 2014. A pre-application has been completed and turned into the City. The comprehensive plan will be completed by 2015.
- Rubert met with David Timmons regarding the Visitor's Center. He will be giving JTA an offer this week for the Visitor's center.

Gray asked about the financial reporting for the New Facility, specifically the last disbursements on September 24, 2013 of \$109,000. Crouch explained that this was payment for two (2) TCF invoices.



# DRAFT

## B. Operations Report – Koschnick

### October Employment Anniversaries:

- |                                     |          |
|-------------------------------------|----------|
| • Dispatcher – Karen Kautzman       | 9 years  |
| • Field Supervisor – Lloyd Eisenman | 8 years  |
| • Operator – Carl Thompson          | 15 years |
| • Operator – Rob Bondurant          | 15 years |
| • Dispatcher – Carol Headley        | 25 years |

### September Monthly Highlights:

- The Run Committee met to develop runs for the Fall bid on September 4, 2013. This went into effect on October 7, 2013 and will run through January 4, 2014.
- On September 6 & 7 JTA provided our usual transportation, with the exception of Sunday, for the Wooden Boat Festival. We carried approximately 3,375 passengers on our dedicated shuttles on Friday and Saturday.
- In anticipation of an operator retirement at our Forks base, JTA began recruitment mid-September. We received three (3) applications, with two (2) of the candidates backing out before the hiring process had begun. Fortunately, our third candidate did work out. He is in training now and will be ready to begin driving on October 25, 2013. Ron Scott will be retiring on October 24, 2013.

## C. Mobility Report – Monroe

- The Wooden Boat Festival surveys came back from employees. The only change that will need to be made next year is during the transition from the Park & Ride to Boat Haven. More passes and a longer time to transition will help things to move smoothly next year. The Park & Ride was full on Saturday only.
- Monroe worked at the Farmer's Market with Jones, which coincided with the Film Festival weekend. A lot of visitors were looking for visitor information. Fortunately, JTA's booth offered maps of Port Townsend and recreation guidebooks.
- There is an organization in the community that has been doing The Christmas for Children Program in the community for 30 years. JTA will be partnering with First Federal, Kiwanis, Rotary and Toys for Tots for Christmas this year.

# DRAFT

## F. Ridership Report – Koschnick

- In September, we had an overall increase of approximately four hundred passengers. For the year, our ridership is down 5.29%, which is a little better than last month. Because the summer months are usually the pinnacle of our ridership for the year, ridership will probably start to slow after this.

## PUBLIC COMMENT

**Conder** – As things stand now regarding the Aldrich's situation, he believes most drivers will still stop at the stop sign. Is it possible to get a more uniform stop location until this is resolved? Koschnick answered if this proposal doesn't start moving he will make a decision on where drivers will stop.

**Langsea** – He would like to thank JTA for the fast action on the Food Bank route request. He would like to request a meeting before the schedule change begins.

**Lee** – She would like to know how citizens can put items on the Board Meeting Agenda. She would like to request more information on the Hospital project and JTA's interface with the Hospital. How are Transit, the Hospital and the City working together for the benefit of Transit? Also, she is aware of the overall cost of the New Facility project, but she would like to see a breakdown of the square footage cost.

Robinson suggested that because Trone is the Project Manager on the Sheridan Street project, Lee could talk to her about the Transit part and how things are working together.

Rubert stated that she had just asked the architects about the cost per square foot on the New Facility, and that the cost is approximately \$167 per square foot.

Robinson answered Lee's question regarding adding items to the Agenda. Lee should talk to either Robinson (the Chair) or Rubert.

**Executive Session for discussion regarding property and negotiations per RCW 42.30.110 anticipated to last 20 minutes and there will be no action taken.**

## ADJOURNMENT

The meeting was adjourned at 3:35 pm. The next regular meeting will be held at 1:30 p.m., November 19, 2013.

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Laura Smedley, Clerk of the Board

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Date



1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 11/19/2013

October 2013 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #91948-91994 in the amount of \$134,249.80
- Accounts Payable Voucher #91995 in the amount of \$69,361.07
- Accounts Payable Vouchers #91996-92020 in the amount of \$27,458.62
- Voided Accounts Payable Vouchers #92021-92022
- Accounts Payable Voucher #92023 in the amount of \$74,144.66
- Accounts Payable Voucher #92024 in the amount of \$6,148.92
- Accounts Payable Vouchers #92025-92059 in the amount of \$67,855.52
- EFT Vouchers #5501-5507 in the amount of \$7,129.68
- EFT Vouchers #5508-5514 in the amount of \$7,646.93
- EFT Voucher #152 in the amount of \$78,062.00
- EFT Voucher #153 in the amount of \$24,363.00
- Advance Travel Voucher #321 in the amount of \$217.07
- Advance Travel Voucher #322 in the amount of \$182.94
- Capitol Checks #375-377 in the amount of \$33,899.28
- Capitol Check #378 in the amount of \$2,338.05

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.  
The General Manager has approved these for the consent agenda.  
These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley

Clerk of the Authority

**Agenda Item 2c.****Meeting Date:** November 19, 2013**Subject:** Resolution 13-20: Authorization for JTA General Manager to sign HRA VEBA Employer Adoption Agreement**Prepared By:** Sara Crouch**Approved By:** 

**Summary:** Resolution 13-20 – Authorizing the General Manager of the Jefferson Transit Authority to sign Employer Adoption Agreement documents for our HRA-VEBA plan.

- These are renewal documents for our Employer HRA-VEBA (Health Reimbursement Account - Voluntary Employee Benefit Association) plan).
- The Patient Protection and Affordable Care Act (PPACA) have changed the requirements for all Health Reimbursement Accounts, therefore; we must renew all agreements to comply with the PPACA.

**Recommendation:**

Adopt Resolution 13-20: Authorizing the General Manager of the Jefferson Transit Authority to sign all adoption documents related to the HRA-VEBA.

**Motion for Consideration:**

Move to Adopt Resolution 13-20

**DRAFT**

**Jefferson Transit Authority**

**Resolution No. 13-20**

***Authorization for Jefferson Transit General Manager to sign HRA  
VEBA Employer Adoption Agreement***

WHEREAS, Jefferson Transit Authority has an existing agreement with VEBA Service Group for employee payroll deductions for a Health Reimbursement Account; and,

WHEREAS, the requirements of the Patient Protection and Affordable Care Act (PPACA) have changed the requirements and agreements for VEBA plans; and,

WHEREAS, it is necessary to complete updated Employer Adoption Agreements to remain in compliance with our existing HRA VEBA plan, NOW THEREFORE,

BE IT RESOLVED that the Jefferson Transit Authority Board does hereby; authorize the General Manager to sign the Employer Adoption Documents attached to this resolution as Attachment A.

**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 19<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



**Agenda Item 4a.**

**Meeting Date:** November 19, 2013

**Subject: Resolution 13-21: Amending the Credit Card Policy**

**Prepared By:** Laura Smedley

**Approved By:** Jammi Kulev

**Summary:** Resolution 13-21 – Amending the Credit Card Policy

- Jefferson Transit Authority adopted a Credit Card Policy on November 19, 1996 (Resolution 96-10) and revised that policy on September 17, 2001
- Staff has determined that additional changes are warranted.

**Recommendation:**

Adopt Resolution 13-21: Amending the Credit Card Policy

**Motion for Consideration:**

Move to Adopt Resolution 13-21

**DRAFT**

**Jefferson Transit Authority**

**Resolution No. 13-21**

***Amending the Credit Card Policy***

WHEREAS, Jefferson Transit Authority adopted a Credit Card Policy on November 19, 1996 (Resolution 96-10) governing the use of bank credit cards for Authority Business; and,

WHEREAS, Jefferson Transit Authority revised that credit card policy on September 17, 2001, and

WHEREAS, staff has determined that additional changes to the credit card policy are warranted at this time; now therefore,

BE IT RESOLVED by the Jefferson Transit Authority Board that the Credit card Policy s hereby amended to authorize the General Manager to select the bank credit card with the most favorable terms and conditions to the authority and is subject to review by the General Manager at least every three years, and,

BE IT FURTHER RESOLVED that the amended Credit Card Policy is attached as Exhibit A.

Approved this 19<sup>th</sup> day of November, 2013

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

## **Exhibit A**

### **Jefferson Transit Authority**

### **Credit Card Policy**

- I. The Jefferson Transit Authority Credit Card:
  - a. May only be used for official agency business, including travel and legitimate business purchases and acquisitions, as determined by the Jefferson Transit Finance/HR Manager.
  - b. Is issued to Jefferson Transit Authority by a commercial banking institution select by the General Manager.
  - c. May only be used by authorized agency employees
  - d. Use is authorized and controlled by the Finance/HR Manager.
  - e. The Finance/HR Manager sets the credit limit for each employee but the credit limit is not to exceed \$2500 per credit card account.
  - f. Must be surrendered upon resignation or retirement from Jefferson Transit Authority.
  
- II. Employees authorized to use the credit card must forward all receipts to the Finance Department for payment immediate following use of the credit card, but no less than monthly. Purchases made where a receipt may not be available must be substantiated in writing and approved by the employee's supervisor and the Finance/HR Manager for proper business-related use.
  
- III. Employees authorized to use the credit card must sign the Credit Card Usage Acknowledgement Form herein attached as Exhibit A-1. Jefferson Transit Authority may request reimbursement from employees for any non-business-related purchase made on the credit card, as determined by the Finance/HR manager. In case of dispute, employees may appeal to the General Manager to determine the business-related issues of any expenditure and shall agree to the decision of the General Manager.



**DRAFT**

## **Credit Card Usage**

### **ACKNOWLEDGEMENT**

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*I acknowledge that I have received a Jefferson Transit credit card for conducting official Jefferson Transit business. I agree to follow all established policies regarding credit card use and to adhere to the following rules:*

In particular, I understand that (1) Jefferson Transit credit cards are provided for business use only and that if personal expenses due to travel and or meetings occur the expenses will be reimbursed to Jefferson Transit along with receipts , (2) original receipts must be provided to the Finance Department,(3) in the event of a lost receipt an affidavit of lost receipt must be completed and approved by the General Manager, and (4) credit card privileges may be revoked at any time in the event of abuse or failure to provide original receipts in a timely manner.

I further understand that Jefferson Transit reserves the right to monitor use of all credit card purchases for illegal or improper use. This form will be signed at the beginning of each year.

Please sign and date this acknowledgement and return it to the Finance/HR Department.

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**Employee's Signature**

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**Print Name**

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**Last 4 Digits of Card Number**

**Exp. Date**

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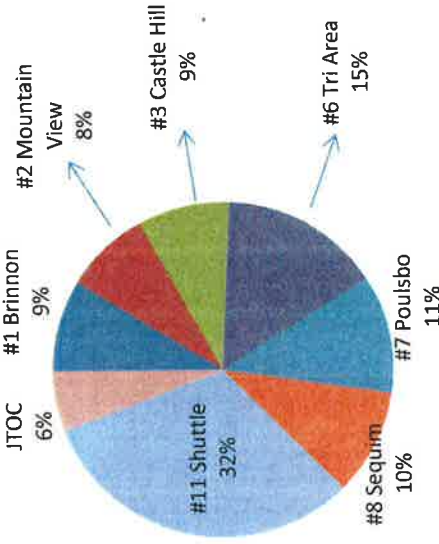
**Today's Date**

# RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

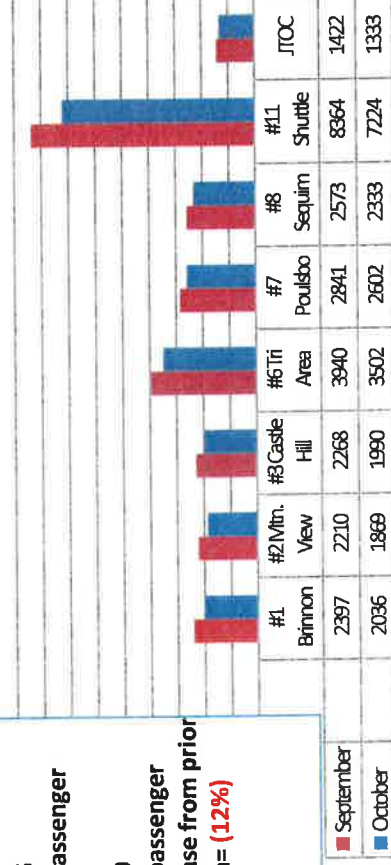
## JTA Monthly Percentage of Ridership- October 2013

October  
Total:  
(100%)  
22889

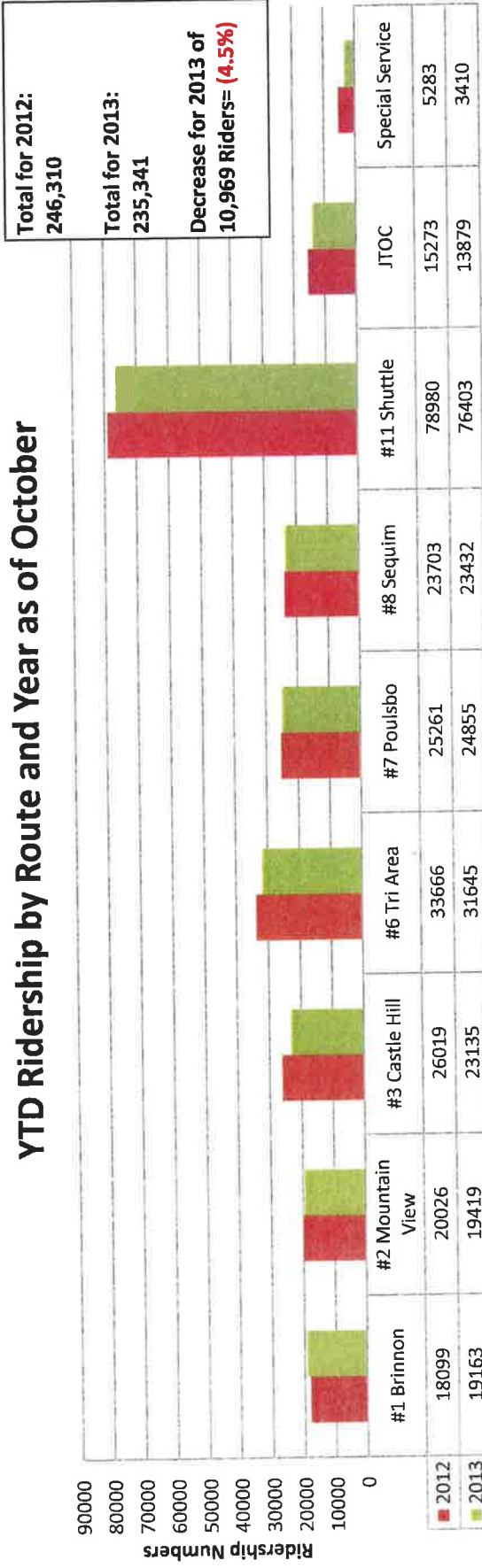


Sept. passenger  
total :  
26,015  
Oct. passenger  
total:  
22,889  
3126 passenger  
decrease from prior  
month= (12%)

### Month to Month Route Comparison



## YTD Ridership by Route and Year as of October



Total for 2012:  
246,310  
Total for 2013:  
235,341  
Decrease for 2013 of  
10,969 Riders= (4.5%)

# JEFFERSON TRANSIT AUTHORITY

## MONTHLY RIDERSHIP REPORT

October, 2013

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
<b>LOCAL</b>									
#2 Mt. View Connector	1869	4	62	316	2338	133	5.91	0.80	14.08
#3 Castle Hill Connector	1990	2	68	316	2876	136	6.30	0.69	14.65
#11 Shuttle	7224	14	204	663	2586	245	10.90	2.79	29.45
<b>LOCAL TOTAL</b>	<b>11083</b>	<b>20</b>	<b>334</b>	<b>1295</b>	<b>7800</b>	<b>514</b>	<b>7.70</b>	<b>1.43</b>	<b>19.39</b>

<b>COMMUTER</b>									
#1 Brinnon	2036	2	114	200	8600	240	10.18	0.24	8.48
#6A Tri Area Loop (5)	1961	2	133	123	3186	102	15.94	0.62	19.21
#6B Tri Area Loop (6)	1541	9	136	100	2590	83	15.41	0.59	18.57
#7 Poulsbo	2602	9	218	200	8380	214	13.01	0.31	12.16
#8 Sequim	2333	22	132	246	8462.4	192	9.48	0.28	12.16
<b>COMMUTER TOTAL</b>	<b>10473</b>	<b>44</b>	<b>733</b>	<b>869</b>	<b>31218</b>	<b>831</b>	<b>12.81</b>	<b>0.41</b>	<b>14.12</b>

<b>2013 SPECIAL EVENTS</b>	<b>Boardings</b>	<b>Runs per event</b>
Rhody Festival 2013	34	
Wooden Boat Festival 2013	3376	7

<b>WEST JEFFERSON</b>	1333	3	27	200	13043	434	6.67	0.10	3.07
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<b>TOTAL MONTHLY</b>	<b>22889</b>	<b>67</b>	<b>1067</b>	<b>2364</b>	<b>52061</b>	<b>1779</b>	<b>9.06</b>	<b>0.65</b>	<b>12.19</b>
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23 Weekdays in Month      4 Saturdays in Month      0 Sundays in Month

### VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1156	9,809	8.4	5

### DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	1527	1432	5983	535	1.07	0.26	2.86	93.43%	7
DAR Mobility Aids	279								

\*Boardings includes Passenger and Attendant if needed