

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, December 20, 2016, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 1:37 p.m. Other members present were David Sullivan, and David Faber with Phil Johnson excused. A quorum was present.

STAFF PRESENT

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

PUBLIC COMMENT

Debbie Jahnke stated the Port Commission approved the concept of the dog park and they need to determine the official boundaries of JTA's property to continue planning. They will be fundraising for fencing and gates, etc.

Brenda McMillan would like a discussion on the 2017 Board Meeting schedule and believes the Board should vote against this.

Burt Langsea would like to continue seeing regular monthly meetings.

Darrell Conder would like to see a full Board available before a decision is made regarding monthly Board Meetings.

PUBLIC BUDGET MEETING

Sara Crouch said there have been two reductions and one addition to the Capital budget. A copy with the reductions is included in the packet. There is also a copy of the latest draft and the revised resolution for each Board Member.

PUBLIC COMMENT

With no comments from the public or the Board, the Public Hearing is closed at 1:47 pm and we will have action under New Business.

NEW AGENDA ITEMS

Resolution 16-18 will be removed from the Consent Agenda and added to New Business.

CONSENT AGENDA

- a. Approval of Minutes, November 22, 2016
- b. Approval of Expenses, November 2016
- c. Surplus Property Valued Under \$5,000

Motion: David Sullivan moved to approve the Consent Agenda with changes as noted. David Faber seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

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

It was requested that Sara create a report that would outline the funding sources from State and Federal grants.

OLD BUSINESS

There was none.

NEW BUSINESS

- a. Resolution 16-17: Adopt 2017 Proposed Budget

Motion: David Sullivan moved to approve Resolution 16-17 Adopting the 2017 Operating and Capital Budget with the additions made by staff to the Capital Budget. David Faber seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

b. Resolution 16-19: Purchasing Policy

JTA is required to update our Purchasing Policy to current Federal Transit Authority (FTA) standards.

Motion: David Faber moved to approve Resolution 16-19 approving the Purchasing Policy. David Sullivan seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

c. Resolution 16-18: 2017 Board Meeting Schedule

There was discussion regarding the pros and cons of having a meeting every other month. The main point emphasized was that this is a business meeting for Authority Board members to act on business having to do with JTA. Decisions are not made without Board approval and are made in an open public meeting.

If the decision is made to meet every other month, it was suggested that Board members and JTA staff keep the third Tuesday afternoon of the month open in case a meeting is needed.

Motion: David Sullivan moved to approve Resolution 16-18: 2017 Board Meeting Schedule. David Faber seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Tammi Rubert updated the Board on the following items:

- JTA is looking into hearing aid devices for the public.
- 4 Corners Park and Ride progress update.

OPERATIONS AND MOBILITY REPORT – Leesa Monroe

Please see Attachment B

Leesa Monroe reported on the following items:

- Toys for Tots
- Kitsap Transit's new Transfer Center
- Snow Update

MAINTENANCE REPORT – Ben Arnold

Please see Attachment C

Ben Arnold reported on the following items:

- Facility heating repair update

RIDERSHIP – Leesa Monroe

On-time performance is at 93%. The primary reasons for the shuttle being behind schedule is high ridership and the extra boarding time required for ADA clients.

PUBLIC COMMENT

Debbie Jahnke asked about bathroom updates. She also suggested keeping handwashing separate from the toilets.

Brenda McMillan requested a CAC update.

Burt Langsea stated that the Board seems secretive. The Board and staff refuse to give details on personnel decisions.

Darrell Conder asked if JTA was able to use the new snow plow.

We have had five CAC applications. The desired minimum number of people is seven, with representation from several categories from the community including businesses, education, and ridership. We are trying to get a cross section of people who are interested in promoting transit within their areas of work, geography or contacts.

Executive Session for discussion regarding litigation per RCW 42.30.110 (1) (i) with no action anticipated.

Executive Session began at 2:53 pm

Executive Session ended at 3:12 pm

ADJOURNMENT

The meeting was adjourned at 3:12 pm. The next regular meeting will be held Tuesday, February 21, 2017, at 1:30 pm at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

December 14, 2016

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: November 2016 Financial Report

The budget tracking percentage for November is 91.6%.

Sales Tax Analysis Reports –

- Sales tax for September 2016 was 15% higher than received for September 2015. Cumulatively, JTA is up 14% compared to 2015.

Revenue Report –

- East side farebox and JTOC (west side service) farebox, and DAR are tracking above budget, and vanpool is performing below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.
- Mr. Faber asked about the budget variance in the state grant funding and federal grant funding during November's Board Meeting. Because there are different requirements for the funding (i.e. a different fiscal year end for each type of funding; state funding may expire before federal funding or vice versa; federal funding may not be obligated in time for disbursement, etc.) we may be asked to spend more of one type of funding earlier/later or not equally over the biennium.

The other factor that affects the variance is the State Rural Mobility Formula funds (aka sales tax equalization funds). We cannot predict from year to year the amount of this annual grant funding. The funding "formula" compares prior year sales tax collections for all qualifying transit agencies. JTA typically uses this funding in our operating grant.

Expense Report – JTA is tracking 13.3% below budget as of November 2016

- **Labor** – Fixed route, DAR, and other overtime are over budget.
- **Benefits** – Unemployment insurance is over budget, all other benefits are trending below budget.
- **Service and User Fees** – Contract Maintenance Services (IT Services) – over budget due to radio survey and shadow IT service. In the event our IT Administrator is unable to perform his duties, the shadow IT service will provide manpower that is familiar with our server and applications.
- **Materials and Supplies Consumed -**
 - Vehicle Maintenance & Repair Parts – over budget, several high dollar repairs.
 - Shop Supplies – over budget, increased costs for this line item.
- **Utilities** – Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is on budget without the current month, and it is expected it will be over budget.
- **Casualty and Liability Costs** – performing at budget
- **Taxes** – Trending below budget
- **Miscellaneous** – Trending below budget
- **Leases and Rentals** – Transit Way & Passenger Stations – The Port-a-Potty at HPTC has had to be serviced every two weeks instead of once a month during the summer.

Capital Activity –

- Capital activity in November: SCJ Alliance, HPTC Lighting Project



November 2016 Financial Summary

Budget Tracking Figure: 91.6%

1. Operational Expenses:	\$315,969.18
Operational Revenues:	\$14,173.96
Non-Operational Income:	\$447,844.52
Capital Expenses:	\$32,965.63
Capital Income:	\$69,870.03

2. Sales Tax Received 11/30/2016 for September 2016:	\$460,953.02
Sales Tax Received 11/30/2015 for September 2015:	\$399,850.25

****Sales tax increased from prior year 15%****

3. Cash on Hand as of November 30, 2016*:	
Operating:	\$2,074,563.55
Operating Reserve (81% Funded):	\$950,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$395,913.26
Capital Reserve (42% Funded)***:	\$1,534,632.69
(TDP Funding Match \$2,544,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$69,880.20
Bond Reserve:	\$85,250.00
EFT Fund:	\$177,330.53
Travel Fund:	\$1,500.00

Total **\$5,864,585.23****

*"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.

***Balance 1,534,632.69 minus current year project obligations.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016	2016	2016	2016
							Monthly Act to Bud Variance	Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
August	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,881,836.51	2,454,196.00	17.42%
September	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$3,281,279.84	2,832,764.00	15.83%
October	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$3,703,343.25	3,167,980.00	16.90%
November	0.90%	\$460,953.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.64%	\$4,164,296.27	3,543,829.00	17.51%
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$4,164,296.27	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$378,572.39	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016	2016	2016	2016
							Actual to Budgeted Variance	Cumulative Accrual Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
March	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
June	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,152,000.40	1,880,572.00	14.43%
July	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$2,551,443.73	2,259,140.00	12.94%
August	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$2,973,507.14	2,594,356.00	14.61%
September	0.90%	\$460,963.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.65%	\$3,434,470.16	2,970,205.00	15.63%
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$3,434,470.16	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$381,607.80	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eleven Months Ending November 30, 2016

	<u>November</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,318,476.02	\$3,576,936.62
Operating Cash Provided/(Used) by:		
Operating Activities	\$37,339.36	(\$3,363,348.94)
Non-Capital Financing Activities	\$466,313.84	\$5,251,639.04
Investing Activities	\$1,755.37	\$14,593.94
Total Operating Cash Provided/(Used)	\$505,408.57	\$1,902,884.04
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$42,628.42	\$386,692.35
Net Increase/(Decrease) Cash and Equivalent	\$548,036.99	\$2,289,576.39
CASH BALANCES - END OF PERIOD	\$5,866,513.01	\$5,866,513.01

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending November 30, 2016

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,173.96	\$189,244.94	\$215,600.00	87.78%
Operating Expenses				
Labor	156,836.76	1,704,742.93	1,937,683.00	87.98%
Benefits	105,783.41	1,158,348.47	1,538,325.00	75.30%
Services and User Fees	5,301.22	133,255.76	198,970.00	66.97%
Materials & Supplies	30,837.00	338,481.06	555,310.00	60.95%
Utilities	2,920.76	62,023.46	89,967.00	68.94%
Casualty/Liability Costs	9,880.42	108,684.62	120,000.00	90.57%
Taxes	272.99	4,664.79	8,158.00	57.18%
Miscellaneous Expenses	3,824.92	44,927.23	72,877.00	61.65%
Leases and Rentals	274.20	13,396.52	23,928.00	55.99%
Total Operating Expenses	315,931.68	3,568,524.84	4,545,218.00	78.51%
Operating Income (Loss)	(301,757.72)	(3,379,279.90)	(4,329,618.00)	78.05%
Non-Operating Revenues				
Non-Transportation Revenue	2,736.88	604,680.63	13,800.00	4,381.74%
Taxes Levied by Transit	352,207.02	4,170,266.27	3,817,621.00	109.24%
Local Grants & Contributions	1,250.00	16,250.00	17,500.00	92.86%
State Grants & Contributions	43,138.96	439,821.53	251,579.00	174.82%
Federal Grants & Contributions	48,511.66	533,770.32	801,284.00	66.61%
Total Non-Operating Revenues	447,844.52	5,764,788.75	4,901,784.00	117.61%
Net Income (Loss) Before Transfers In/(Out)	146,086.80	2,385,508.85	572,166.00	416.93%
Net Income/(Loss)	146,086.80	2,385,508.85	572,166.00	416.93%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eleven Months Ending November 30, 2016**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$9,708.01	\$131,634.40	\$142,800.00	92.18%
Fixed Route Fares - West - JTOC	201.73	4,519.96	4,500.00	100.44%
Dial-a-Ride Fares (DAR)	803.66	10,014.45	10,800.00	92.73%
Vanpools	3,460.56	40,541.22	55,000.00	73.71%
Extended Service		2,534.91	2,500.00	101.40%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,173.96	189,244.94	215,600.00	87.78%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,755.37	14,593.94	3,000.00	486.46%
Gain (Loss) on Disposition of Capital Items		581,704.16		0.00%
Public Donations	44.00	74.40		0.00%
Other Nontransportation Revenues	937.51	8,308.13	10,800.00	76.93%
Taxes Levied Directly by Transit System - Sales & Use Tax	352,207.02	4,170,266.27	3,817,621.00	109.24%
Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP		2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	435,089.00	248,579.00	175.03%
RTAP	3,599.96	4,732.53	3,000.00	157.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	533,770.32	801,284.00	66.61%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		34,335.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		35,535.03		0.00%
Total Nonoperating Revenues	447,844.52	5,834,658.78	4,901,784.00	119.03%
TOTAL REVENUES	462,018.48	6,023,903.72	5,117,384.00	117.71%

Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2016

	November	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$56,381.61	\$565,715.44	\$634,498.00	89.16%
Operators Overtime - Fixed Route	2,257.54	63,407.39	58,406.00	108.56%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,506.95	112,898.01	145,464.00	77.61%
Operators Overtime - Dial-a-Ride (DAR)	1,021.67	8,934.73	6,970.00	128.19%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	35,785.05	441,730.84	520,272.00	84.90%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,639.38	45,167.30	40,693.00	111.00%
Administration Salaries	46,244.56	466,889.22	531,380.00	87.86%
Benefits				
FICA	12,442.31	143,653.90	186,057.00	77.21%
Pension Plans (PERS)	17,979.88	212,346.23	258,449.00	82.16%
Medical Plans	38,435.91	403,471.74	565,813.00	71.33%
Dental Plans	3,039.69	32,140.33	42,235.00	76.10%
Unemployment Insurance (UI)		15,371.20	9,068.00	169.51%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,014.06	47,826.89	71,932.00	66.49%
Holiday	6,114.76	60,803.19	87,360.00	69.60%
General Leave	22,016.78	209,590.83	262,825.00	79.75%
Other Paid Absence (Court Duty & Bereavement)	700.72	5,944.24	14,686.00	40.48%
Uniforms, Work Clothing & Tools Allowance	92.03	5,509.33	10,100.00	54.55%
Other Benefits (HRA, EAP & Wellness)	947.27	21,690.79	30,000.00	72.30%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	493.00	10,860.19	18,250.00	59.51%
Professional & Technical Services	1,557.79	68,168.20	83,530.00	81.61%
Contract Maintenance Services (IT Services)	773.89	6,260.33	5,500.00	113.82%
Security Services	210.00	1,698.05	5,000.00	33.96%
Vehicle Technical Services		18,306.29	38,750.00	47.24%
Property Maintenance Services	834.21	9,277.78	13,000.00	71.37%
Software Maintenance Fees	935.53	12,964.77	21,540.00	60.19%
Postage & Mail Meter Fees	120.97	2,624.32	3,100.00	84.66%
Drug & Alcohol Services	225.83	2,936.13	4,800.00	61.17%
Other Services & User Fees	150.00	159.70	2,500.00	6.39%
Materials and Supplies Consumed				
Fuel	20,395.96	165,211.01	340,000.00	48.59%
Tires	1,368.31	17,739.51	35,000.00	50.68%
Lubrication	368.40	6,170.38	10,550.00	58.49%
Tools	(49.82)	8,155.09	10,000.00	81.55%
Vehicle Maintenance & Repair Parts	5,366.02	83,462.97	66,500.00	125.51%
Non-Vehicle Maintenance & Repair Parts	69.79	3,584.27	8,240.00	43.50%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	230.17	622.76	4,000.00	15.57%
Shop Supplies (Maintenance & Cleaning)	777.00	19,483.13	18,500.00	105.31%
Safety & Emergency Supplies		221.29	7,050.00	3.14%
Office Supplies	823.40	9,354.53	14,920.00	62.70%
Computer Programs & Supplies	1,225.62	7,318.48	7,750.00	94.43%
Printing (Photocopier, Schedules & Brochures)	262.15	16,946.28	29,450.00	57.54%
Other Materials & Supplies		211.36	2,000.00	10.57%
Utilities				
Water, Sewer & Solid Garbage	148.82	9,193.25	27,170.00	33.84%
Utilities (Electrical & Propane)		19,841.63	23,475.00	84.52%
Telephone & Internet	2,771.94	32,988.58	39,322.00	83.89%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	108,684.62	120,000.00	90.57%
Taxes				
State Taxes	272.99	3,634.08	4,408.00	82.44%
Vehicle Licensing & Registration Fees		33.00	750.00	4.40%
Other Licensing Fees & Taxes		997.71	3,000.00	33.26%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2016**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,538.26	\$10,248.13	\$16,727.00	61.27%
Travel & Meetings	1,549.66	17,507.09	29,650.00	59.05%
Fines & Penalties		14.00		0.00%
Safety Program (Roadeo & Safety Rewards)	500.00	4,546.16	6,500.00	69.94%
Training (Classes, Seminars & Materials)	135.00	10,837.65	14,900.00	72.74%
EE CDL and EE Physical Expense	102.00	1,749.00	4,800.00	36.44%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation	37.50	18,290.00	35,755.00	51.15%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	2,379.88	1,800.00	132.22%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		10,975.76	13,128.00	83.61%
TOTAL OPERATING EXPENSES	<u>315,969.18</u>	<u>3,586,814.84</u>	<u>4,580,973.00</u>	<u>78.30%</u>

Jefferson Transit
 Treasury Pool Investments Account (Capital) and Checking Account
 Capital Projects Tracking Report
 November 2016

Current Account Status	Balance per Bank @ 11/30/16	\$ 1,930,545.95	\$ -
Balance per GL @ 10/31/16		\$ 1,919,980.16	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 42,718.32	
	Investment Interest	\$ 813.10	
	Transfers - Out (Purchases)	\$ (32,965.63)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 11/30/16		\$ 1,930,545.95	

2016 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00	\$ (465,648.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -	\$ -	\$ -
Feb-16	TCF Architecture		\$ (4,385.90)	\$ 4,385.90
Mar-16	Correctional Industries		\$ (328.48)	\$ 328.48
Apr-16	TCF, Pease		\$ (82,881.81)	\$ 82,881.81
May-16	TCF		\$ (187.09)	\$ 187.09
Jun-16	TCF, Pease		\$ (254,513.94)	\$ 254,513.94
Jul-16	TCF		\$ (198.99)	\$ 198.99
Aug-16	TCF		\$ (1,200.31)	\$ 1,200.31
	Ending Balance			\$ (141,975.68)
Other Building and Structures		Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
				\$ -
				\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00	\$ (120,000.00)
	<i>Tree Removal & IT Upgrades</i>		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	<i>SCJ Alliance</i>	\$ (13,474.12)	\$ (3,368.53)	\$ 3,368.53
	<i>SCJ Alliance</i>	\$ (7,347.03)	\$ (1,836.76)	\$ 1,836.76
	<i>SCJ Alliance</i>	\$ (13,514.22)	\$ (3,378.55)	\$ 3,378.55
	<i>SCJ Alliance</i>	\$ (18,943.08)	\$ (4,235.77)	\$ 4,235.77
	Ending Balance			\$ (368,158.60)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment				
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	<i>Snorkle Lift</i>		\$ 24,841.10	\$ (24,841.10)
	Ending Balance			\$ (149,341.10)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
	Feb-16 <i>Laptop</i>	\$ 866.00	\$ 173.28	\$ 173.28
	Mar-16 <i>Use tax, BU/Mail Archive Software, Laptops, &</i>	\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
	Apr-16 <i>Use tax, Monitors, Servers,</i>	\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
	May-16 <i>Use Tax, Spare PCs, Monitors</i>	\$ 2,789.15	\$ 692.90	\$ 692.90
	Jun-16 <i>Use tax, Shop Laptops, Monitors</i>	\$ 1,428.34	\$ 357.08	\$ 357.08
	Sep-16 <i>Use Tax, Backup Server</i>	\$ 3,256.06	\$ 814.01	\$ 814.01
	Oct-16 <i>HPTC Lighting Project</i>	\$ 4,135.79	\$ 1,033.95	\$ 1,033.95
	Nov-16 <i>HPTC Lighting Project</i>	\$ 3,767.04	\$ 941.76	\$ 941.76
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (211,471.67)

JTA Capital Reserve Account Balance	\$ 1,930,545.95
JTA Appropriated Project Funds Sub-Total	\$ (1,388,914.38)

Pending Reimbursements
 Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 543,631.57

Total 2016 Budgeted Capital Projects JTA Outlay \$ 1,387,058.00



63 4 Corners Road, Port Townsend, WA 98368

**Operations Board Report
December 2016
Attachment B**

For the third year, Jefferson Transit partnered with the Kiwanis collecting toys on Saturday, December 3rd for Toys for Tots. The Kiwanis continue to grow this event. There was a food vendor this year, Mo's BBQ, and he donated his proceeds to Toys for Tots. The Marine recruiters brought 25 Marine recruits and teens that they are mentoring. Their attendance raised the exposure for this event, and it was a successful year.

On Monday, December 5th our Poulsbo service began using the North Viking Park and Ride. JTA and Kitsap Transit are monitoring our connection times.

The first day of snow this month was Friday, December 9th. Two routes were affected, the Brinnon did not travel to Triton Cove in the morning, and Mason Transit also canceled their service to Triton Cove. Poulsbo service bypassed Paradise Bay and detoured onto Highway 19. We also had snow in Port Townsend on Saturday, December 17th.



63 4 Corners Road, Port Townsend, WA 98368

Maintenance Board Report

December 2016

Attachment C

JTA has been having issues with the facility heating system for the last couple of months. About ten days ago the heat on the front side of the building quit working completely. A technician from Advanced Heating and Air Conditioning did a lot of troubleshooting one day, the company then sent their commercial repairman. He discovered the problem, has ordered parts, and will return to replace the defective parts next week.