

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, February 16, 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 Vice-Chair Catharine Robinson at 1:34 p.m. Other members present were David Sullivan, Kathleen Kler, David Faber and Karen Kautzman. Phil Johnson was excused.

STAFF PRESENT

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

PUBLIC COMMENT

Thuy Langsea commented on staffing.

Scarlett Sankey commented on the Staff and Board.

Tim Morgan asked about the status of a request for a shelter at 7th & Maude and requested schedule time-point changes.

Burt Langsea commented on personnel matters and the Open Public Meetings Act.

Brenda McMillan asked about differences between the capital and operations accounts.

Sara Crouch explained the operations and capital reserve policies.

Leesa Monroe responded to Tim Morgan by stating information is being gathered for his shelter request, and his schedule requests will be considered during the next schedule change beginning in March.

Michelle Gransgaard commented on the interim Operations Manager.

Catharine Robinson commented on personnel matters. The Board does not have hire and fire authority over any position except for the General Manager. An individual or employee has a right to privacy.

Tammi Rubert requested Scarlett Sankey contact her for answers.

Darrell Conder commented on a Citizen's Advisory Committee (CAC) and the need for dialog.

Catharine said the CAC will be on the agenda in March. She also commented that the Board and Staff are always available for questions and a dialog outside of the Public Meeting format.

NEW AGENDA ITEMS

There will be no maintenance report today. The executive session will include personnel.

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

Corrections to the January Finance Report: under the Sales Tax Analysis Report, the percentage of Sales Tax for November 2015 was left out. That number should be 13%. Where it says "higher than received for October 2014", should be changed to November 2014. The next sentence states; Cumulative JTA is up 10% compared to 2015; should be 2016.

CONSENT AGENDA

- a. Approval of Minutes, January 19, 2016**
- b. Approval of Expenses, January 2016**
- c. Surplus Property Valued Under \$5,000**

Corrections to the Minutes: under Ridership, "There was an overall decrease in ridership of 2.87% for 2016", should be 2015. Under Call to Order/Welcome: Lloyd Eisenman attended in place of Karen Kautzman.

Motion: David Sullivan moved to approve the January 2016 Consent Agenda with changes. Kathleen Kler seconded.

Vote: The motion carried unanimously, 4-0 by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

a. 2016 Authority Board Member Elections

There was a discussion regarding Board Member Elections.

Motion: David Faber moved to nominate Catharine Robinson as Board Chair and David Sullivan as Vice Chair. Kathleen Kler seconded.

Vote: The motion carried unanimously, 4-0 by voice vote.

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Update
- New Facility Update
- WSTA Update
- Bike & Ride Project Update
- Sale of West Sims Way
- Miscellaneous Items

The Board asked about follow-up to the electric bus presentation. Ms. Rubert will be looking into other electric bus companies referred by other agencies.

OPERATIONS/MOBILITY REPORT – Leesa Monroe

Please see Attachment C

Leesa Monroe reported on the following items:

- Run Cut Committee
- On-time Performance Database
- Employment Anniversaries
- Vanpool Year End Numbers

RIDERSHIP

Ridership has, for the most part, remained the same as last month. The on-time report showed the #1 Brinnon is often delayed due to afternoon school traffic.

The #7 Poulsbo runs late because we have been holding for ferry connections from Kitsap Transit.

David Faber asked how the information for the On-time Compliance Report is gathered. Ms. Monroe said it is gathered by drivers contacting dispatch. Drivers report when they are more than 5 minutes down.

Catharine Robinson asked if the drivers call at time points. Ms. Monroe said they call dispatch when they are delayed, when they enter the Park & Ride or are off for a break or lunch. Also, when the route departs the Park & Ride and arrives at their destination.

PUBLIC COMMENT

Brenda McMillan commented on Field Supervisor hours.

Tammi Rubert said if someone calls in sick, the dispatcher fills the shift. A field supervisor is not the first option to fill a shift. The union extraboard rules need to be followed to fill shifts. Leesa Monroe said we prefer to have her there until the last Poulsbo run departs.

Debbie Jahnke asked about the lawsuit with the City of Port Townsend.

Burt Langsea would like to see more information gathered from operators.

EXECUTIVE SESSION


Executive Session per RCW 42.30.110 for discussion regarding property and personnel with no action anticipated.

Executive Session began at 2:52 p.m.

Executive Session ended at 3:19 p.m.

ADJOURNMENT

The meeting was adjourned at 3:19 p.m. The next regular meeting will be held Tuesday, March 15, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board

3-15-16

Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

February 11, 2016

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

The revenue and expense financial reports in the first few months of any fiscal year are not very informative. JTA budgets by taking an entire line item budget and dividing by 12 months. We do not do a month to month budget because it would be too labor intensive to identify individual line item trends. I have explained some of the budget anomalies below. Your budget tracking percentage for January is 8.33%. Typically we use that tracking figure as a guideline for monitoring expenses. Unfortunately expenses do not always follow the "same amount spent each month" trend.

Sales Tax Analysis Reports –

- Sales tax for November 2015 is % higher than received for October 2014. Cumulatively JTA is up 10% compared to 2015 and up 12% to the budgeted sales tax figures. There are two sales tax reports because we report both cash basis and accrual basis. The sales tax chart is accrual based, meaning it is through November 2015.

Revenue Report –

- We expect January farebox revenue to be under budget because due to ridership being down during the winter months.

Expense Report – Mostly timing issues with Over budget items

- **Labor** – Fixed route and Other overtime is over budget, primarily due to the worked holiday.
- **Benefits** – Holiday is over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
- **Service and User Fees** –
 - Contracted IT Services - are over budget expect it will even out as the year progresses.
 - Property Maintenance Services – removal of over grown bush and concrete work at Haines Place Transit Center, will monitor expect it to even out as year progresses.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in January: no capital activity, but note that Facility Project has not yet closed, there was no 2016 budget authority requested for the project because we expected it to be complete before the end of the year. The budgeted balance remaining at the end of the year was \$465K. We will request a supplemental budget amendment to cover the retainage payment for the Facility project.



January 2016 Financial Summary

Budget Tracking Figure: 8.33%

1. Operational Expenses:	\$332,900.18
Operational Revenues:	\$15,392.29
Non-Operational Income:	\$416,201.97
Capital Expenses:	\$0.00
Capital Income:	\$0.00

2. Sales Tax Received 1/31/2016 for November 2015:	\$300,908.64
Sales Tax Received 1/31/2015 for November 2014:	\$261,865.96

****Sales tax increased from prior year 13%****

3. Cash on Hand as of January 31, 2016*:	
Operating:	\$1,469,067.30
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$568,906.64
Capital Reserve (24% Funded):	\$573,263.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$20,498.10
Bond Reserve:	\$85,250.00
EFT Fund:	\$94,594.31
Travel Fund:	\$1,470.03

Total **\$3,384,625.07****

**"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

2016

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2015 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 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%		\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	573,624.00	
March	0.90%		\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	0.00%	\$0.00	840,678.00	
April	0.90%		\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$300,908.64	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$300,908.64	\$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 Actual to Budgeted Variance	2016 Cumulative Actual Sales Tax Received	2016 Cumulative Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%		\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	0.00%	\$0.00	267,054.00	
February	0.90%		\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
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	\$361,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$0.00	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$0.00	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

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	2015	2015	2015
							Monthly Act to Bud Variance	Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	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%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$1,169,417.80	1,098,510.00	6.45%
May	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$1,490,072.16	1,392,994.00	6.97%
June	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,792,903.96	1,652,536.00	8.49%
July	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$2,085,263.07	1,939,496.00	7.52%
August	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$2,479,672.27	2,302,707.00	7.69%
September	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,850,816.94	2,645,346.00	7.77%
October	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$3,228,106.20	2,968,821.00	8.73%
November	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$3,627,956.45	3,278,312.00	10.67%
December	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,949,274.80	3,525,405.00	12.02%
Total		\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	10.73%			
Monthly Average		\$329,106.23	\$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	2015	2015	2015
							Actual to Budgeted Variance	Cumulative Actual Sales Tax Received	Cumulative Actual Budgeted Sales Tax	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%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$533,264.79	514,400.00	3.67%
March	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$853,919.15	808,884.00	5.57%
April	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,156,750.95	1,068,426.00	8.27%
May	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$1,449,110.06	1,355,386.00	6.91%
June	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$1,843,519.26	1,718,597.00	7.27%
July	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,214,663.93	2,061,236.00	7.44%
August	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$2,591,953.19	2,384,711.00	8.69%
September	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$2,991,803.44	2,694,202.00	11.05%
October	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,313,121.79	2,941,295.00	12.64%
November	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$3,614,030.43	3,182,967.00	13.54%
December	0.90%	\$321,318.35	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$3,614,030.43	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$328,548.22	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Month Ending January 31, 2016**

	January	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,576,936.62	\$3,576,936.62
Operating Cash Provided/(Used) by:		
Operating Activities	(\$493,040.08)	(\$493,040.08)
Non-Capital Financing Activities	\$301,664.83	\$301,664.83
Investing Activities	\$433.51	\$433.51
Total Operating Cash Provided/(Used)	(\$190,941.74)	(\$190,941.74)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$769.98)	(\$769.98)
Net Increase/(Decrease) Cash and Equivalent	(\$191,711.72)	(\$191,711.72)
CASH BALANCES - END OF PERIOD	\$3,385,224.90	\$3,385,224.90

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Month Ending January 31, 2016**

	January	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,392.29	\$15,392.29	\$215,600.00	7.14%
Operating Expenses				
Labor	137,102.68	137,102.68	1,937,683.00	7.08%
Benefits	135,158.41	135,158.41	1,538,325.00	8.79%
Services and User Fees	9,045.67	9,045.67	198,970.00	4.55%
Materials & Supplies	35,636.05	35,636.05	555,310.00	6.42%
Utilities	3,498.59	3,498.59	89,967.00	3.89%
Casualty/Liability Costs	9,880.42	9,880.42	120,000.00	8.23%
Taxes	414.14	414.14	8,158.00	5.08%
Miscellaneous Expenses	2,164.22	2,164.22	72,877.00	2.97%
Leases and Rentals			23,928.00	0.00%
Total Operating Expenses	332,900.18	332,900.18	4,545,218.00	7.32%
Operating Income (Loss)	(317,507.89)	(317,507.89)	(4,329,618.00)	7.33%
Non-Operating Revenues				
Non-Transportation Revenue	1,172.33	1,172.33	13,800.00	8.50%
Taxes Levied by Transit	326,290.64	326,290.64	3,817,621.00	8.55%
Local Grants & Contributions	1,250.00	1,250.00	17,500.00	7.14%
State Grants & Contributions	20,696.67	20,696.67	251,579.00	8.23%
Federal Grants & Contributions	66,792.33	66,792.33	801,284.00	8.34%
Total Non-Operating Revenues	416,201.97	416,201.97	4,901,784.00	8.49%
Net Income (Loss) Before Transfers In/(Out)	98,694.08	98,694.08	572,166.00	17.25%
Net Income/(Loss)	98,694.08	98,694.08	572,166.00	17.25%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Month Ending January 31, 2016**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,704.66	\$10,704.66	\$142,800.00	7.50%
Fixed Route Fares - West - JTOC	167.65	167.65	4,500.00	3.73%
Dial-a-Ride Fares (DAR)	761.55	761.55	10,800.00	7.05%
Vanpools	3,758.43	3,758.43	55,000.00	6.83%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,392.29	15,392.29	215,600.00	7.14%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	433.51	433.51	3,000.00	14.45%
Other Nontransportation Revenues	738.82	738.82	10,800.00	6.84%
Taxes Levied Directly by Transit System - Sales & Use Tax	326,290.64	326,290.64	3,817,621.00	8.55%
Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,696.67	20,696.67	248,579.00	8.33%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	66,792.33	66,792.33	801,284.00	8.34%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	416,201.97	416,201.97	4,901,784.00	8.49%
TOTAL REVENUES	431,594.26	431,594.26	5,117,384.00	8.43%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2016**

	January	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$44,417.21	\$44,417.21	\$634,498.00	7.00%
Operators Overtime - Fixed Route	6,974.59	6,974.59	58,406.00	11.94%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,605.64	8,605.64	145,464.00	5.92%
Operators Overtime - Dial-a-Ride (DAR)	336.03	336.03	6,970.00	4.82%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,031.07	38,031.07	520,272.00	7.31%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,676.96	4,676.96	40,693.00	11.49%
Administration Salaries	34,061.18	34,061.18	531,380.00	6.41%
Benefits				
FICA	14,654.79	14,654.79	186,057.00	7.88%
Pension Plans (PERS)	18,747.63	18,747.63	258,449.00	7.25%
Medical Plans	38,287.95	38,287.95	565,613.00	6.77%
Dental Plans	3,025.35	3,025.35	42,235.00	7.16%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,264.98	4,264.98	71,932.00	5.93%
Holiday	30,701.62	30,701.62	87,360.00	35.14%
General Leave	23,049.57	23,049.57	262,825.00	8.77%
Other Paid Absence (Court Duty & Bereavement)	556.23	556.23	14,686.00	3.79%
Uniforms, Work Clothing & Tools Allowance	1,313.99	1,313.99	10,100.00	13.01%
Other Benefits (HRA, EAP & Wellness)	556.30	556.30	30,000.00	1.85%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees			18,250.00	0.00%
Professional & Technical Services	3,201.51	3,201.51	83,530.00	3.83%
Contract Maintenance Services (IT Services)	654.39	654.39	5,500.00	11.90%
Security Services	142.50	142.50	5,000.00	2.85%
Vehicle Technical Services	393.32	393.32	38,750.00	1.02%
Property Maintenance Services	2,814.71	2,814.71	13,000.00	21.65%
Software Maintenance Fees	1,335.25	1,335.25	21,540.00	6.20%
Postage & Mail Meter Fees	278.16	278.16	3,100.00	8.97%
Drug & Alcohol Services	225.83	225.83	4,800.00	4.70%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	20,425.87	20,425.87	340,000.00	6.01%
Tires	4,123.06	4,123.06	35,000.00	11.78%
Lubrication	683.84	683.84	10,550.00	6.48%
Tools	1,388.94	1,388.94	10,000.00	13.89%
Vehicle Maintenance & Repair Parts	3,218.94	3,218.94	66,500.00	4.84%
Non-Vehicle Maintenance & Repair Parts	173.84	173.84	8,240.00	2.11%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	110.87	110.87	4,000.00	2.77%
Shop Supplies (Maintenance & Cleaning)	2,786.31	2,786.31	18,500.00	15.06%
Safety & Emergency Supplies			7,050.00	0.00%
Office Supplies	1,247.83	1,247.83	14,920.00	8.36%
Computer Programs & Supplies	769.01	769.01	7,750.00	9.92%
Printing (Photocopier, Schedules & Brochures)	604.04	604.04	29,450.00	2.05%
Other Materials & Supplies	103.50	103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	912.37	912.37	27,170.00	3.36%
Utilities (Electrical & Propane)			23,475.00	0.00%
Telephone & Internet	2,586.22	2,586.22	39,322.00	6.58%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	9,880.42	120,000.00	8.23%
Taxes				
State Taxes	287.98	287.98	4,408.00	6.53%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	126.16	3,000.00	4.21%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2016**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,481.28	\$1,481.28	\$16,727.00	8.86%
Travel & Meetings	182.94	182.94	29,650.00	0.62%
Safety Program (Roadeo & Safety Rewards)			6,500.00	0.00%
Training (Classes, Seminars & Materials)	60.00	60.00	14,900.00	0.40%
EE CDL and EE Physical Expense	440.00	440.00	4,800.00	9.17%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations			1,800.00	0.00%
Service Vehicles & Equipment			9,000.00	0.00%
Other General Administration Facilities			13,128.00	0.00%
TOTAL OPERATING EXPENSES	<u>332,900.18</u>	<u>332,900.18</u>	<u>4,545,218.00</u>	<u>7.32%</u>

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

Current Account Status	Balance per Bank @ 1/31/16	\$ 1,152,464.15	\$ -
	Balance per GL @ 11/30/15	\$ 1,152,347.18	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 116.97	
	Transfers - Out (Purchases)	\$ -	
	Transfers - Out (Bond Reserves)	\$ -	
	Balance per GL @ 1/31/16	\$ 1,152,464.15	

2016 Capital Projects		Grant Funding	JTA Funding	JTA Appropriation
Facility	2016 Budgeted Balance	\$ -	\$ -	\$ -
	Retainage still to be paid on this project, will require a budget adjustment.			\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -		\$ -
				\$ -
				\$ -
				\$ -
	Ending Balance			\$ -
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2016 Beginning Balance	\$ 6,249.00	\$ 1,562.00	\$ (1,562.00)
				\$ -
				\$ -
Kiosks and Signage	2016 Beginning Balance	\$ 6,500.00	\$ 1,500.00	\$ (1,500.00)
PNR Upgrades (banners, signs, etc)	2016 Beginning Balance	\$ -	\$ 60,000.00	\$ (60,000.00)
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	Ending Balance			\$ (323,062.00)
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	2016 Supplemental Budget		\$ 124,500.00	\$ (124,500.00)
Generator, Snorkle Lift, PL Vacuum				
	Ending Balance			\$ (124,500.00)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
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			\$ (221,432.00)
JTA Capital Reserve Account Balance				\$ 1,152,464.15
JTA Appropriated Project Funds Sub-Total				\$ (861,289.00)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE

\$ 291,175.15

Total 2016 Budgeted Capital Projects JTA Outlay

\$ 861,289.00



1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report Attachment B

February 16, 2016

Legislative Updates

There has been a development that could impact the tone of the remainder of the legislative session. The Senate voted not to confirm Secretary Lynn Peterson as the Secretary of the Washington State Department of Transportation (WSDOT). Her employment was terminated at the end of that day.

We are past the cut-off for bills to pass out of the House of Origin Policy Committee and their fiscal committees. Each Chamber will spend their time on the floor until February 17th, which is the House of Origin floor cut-off. Bills that do not pass out of their original House are technically "dead" after that date.

We are still watching HB 2029 which would require that the board of a Public Transportation Benefit Area (PTBA) would have proportional representation based on population. There is a possibility that this bill will be amended so that it would not apply to a PTBA with a population of less than 400,000.

There was also a fossil fuel carbon pollution tax proposal, which is framed to dedicate 25% of the revenues collected from the tax on fossil fuels to programs and projects that support public transportation. However, this proposal would impose the carbon tax on transit, which will increase our operating costs.

Update on New Facility Project

Schedule/Budget Status:

We are still in the closeout phase of the project. Pease Construction is completing the final items on the punch list.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Outstanding items are:

- Completion of the Monument sign (The wood is to be installed today, flashing cap end of next week) Once the cap is made the contractor will come to the site to finish sign and train JTA employees.
- Completion of punch list items

There is one more change order left, which is for the tent credit and electrical hot box for the 2' water main.

Pease Construction is waiting for affidavits from the subs for wages paid. Then Pease Construction will submit to L&I, and then JTA can release the retainage.

Washington State Transit Association (WSTA)

WSTA works with our state legislature on transit's behalf, which enables all the transit systems in Washington State a united voice.

Upcoming WSTA Board and Committee meetings:

- Vanpool Committee Mtg., Redmond - March 4
- HR Committee Mtg., Shelton – March 18
- SMTA & Finance Committee Mtgs., Vancouver – March 23
- Operations Committee Mtg., Pullman – March 23-25

Miscellaneous Items

January 28th was the 1st Quarter Board Meeting and Legislative Conference. Representative Judy Clibborn and Representative Denny Heck discussed the successful negotiations of a transportation package. WSTA member's agencies discuss current topics facing public transportation in Washington State, such as demand for service, congestion, funding issues and disruptive change. (emerging technologies and business models are challenging organizations to redefine how people communicate, work, travel and transact. (gas tax is not working/electric vehicles)

Jefferson Transit will be sending Requests for Proposal's (RFP's) to the five Architectural & Engineering (A&E) firms selected from Municipal Research and Service Center (MRSC). The Authority has previously approved Jefferson Transit using MRSC for a convenient way to contact businesses about small public works project, consulting and contracting of goods or services.

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Jefferson Transit received an unsolicited offer on 1615 West Sims Ways in June 2015, and then promptly advertised the property to the public. JTA closed on the property February 11, 2016. We await disposition instructions from WSDOT for the use of the proceeds.

Currently, Jefferson Transit is conducting a complete review of transit service to identify poor performing routes, develop targeted improvements and, if unable to improve performance, create a plan to allocate underutilized bus hours to new or revised routes.



63 4 Corners Road, Port Townsend, WA 98368

Operations and Mobility Report

February 16, 2016

Attachment C

- Vanpool year end mileage is 79,245 miles, which is 8500 miles less than last year. (87,764 in 2014)
JTA had the same number of vans on the road in 2014 and 2015. The difference in part is because of the number of days they drove. In 2014 vanpools collectively reported 1021 days of driving, in 2015, they reported 955 days of driving. I believe people drove more because of lower gas prices, and there was a group who rode their motorcycles during the summer. Gas prices and weather are two things we do not have control over.

In Operations

- Anniversaries – Alice Lane: 20 year anniversary (2/5/1996)
- In March, Operations will begin working on the run cut to be in place April 25 through September 3. The run cut is the time when drivers sign for shifts, we do this contractually three times a year. I have a lot of experience putting runs together. With 20 years of experience in transit, I have put together runs for 1200 to 1800 daily Dial-A-Ride trips for efficiency and cost effectiveness. Jefferson Transit usually averages 40 to 50 Dial-A-Ride trips per day.