



**JEFFERSON TRANSIT AUTHORITY
REGULAR BOARD MEETING
Tuesday, October 17, 2017, 1:30 p.m.
Jefferson Transit Boardroom
63 4 Corners Road, Port Townsend, WA**

AGENDA

Call to Order/Welcome

New Agenda Items

Public Comments

I. Finance Reports

- a. September 2017
- b. August 2017

II. Consent Agenda

- a. Approval of Minutes, August 15, 2017
- b. Approval of Special Meeting Minutes, September 6, 2017
- c. Approval of Expenses, September 2017
- d. Approval of Expenses, August 2017

III. Old Business

IV. New Business

- a. **Resolution 17-25:** Bond Defeasance
- b. **Resolution 17-26:** Grant Agreement GCB2808
- c. **Resolution 17-27:** Salary Matrix
- d. **Resolution 17-28:** Vanpool Policy Change

V. Reports

- a. General Managers Report
- b. Operations Report
- c. Maintenance Report

VI. Ridership Report

Public Comments

Executive Session for discussion regarding personnel per RCW 42.30.110(1)(g)

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 TDD/TTY users dial 711 to reach a relay operator.



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

October 12, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: September 2017 Financial Report

The budget tracking percentage for September is 75%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Sales tax for July 2017 is .01% lower than received for July 2016. Cumulatively Sales tax is 2% higher than 2016; 15% higher than budgeted.

Revenue Report –

- Operating revenue is 3.52% below budget. This is primarily due to the loss of two vanpools. The Vanpool TranServ issue is resolved. The Point and Pay system will be operational by the end of the year and require a slight change to the vanpool pricing policy. The policy change is part of today's board packet.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

Overall, JTA expenses are 7% BELOW budget.

- **Labor –** Labor is 3.22% below budget.
 - **Regular Wages** - Fixed Route and DAR are slightly over budget, RouteMatch training for operators is the primary reason these wages are over budget.
 - **Overtime** - Under budget for all departments except "Other Overtime". Other overtime includes overtime for the Maintenance Department. Overtime costs in Maintenance are higher than budgeted, this may result in a budget adjustment later in the year.
- **Benefits –** Benefits are 7% below budget
- **Services and User Fees –** S/U Fees are 16.98% below budget
 - **Property Maintenance Services** - Over budget due to summer pavement reseal and stripping project. This project was originally in the Capital budget, but it was not properly classified, it is maintenance and does not add value to the park and ride (it preserves current value).
- **Materials and Supplied Consumed –** M/S Consumed is 17.24% below budget
 - **Vehicle Maintenance & Repair Parts** – monitoring, several high dollar repairs, over budget by 8.42%. This line item will be over budget for the year.
 - **Shop Supplies** – over budget, monitoring, may be a timing issue.
 - **Computer Programs and Supplies** – purchased solid state hard drives for the camera systems in the vehicles. This was budgeted, but the final cost was more than anticipated in the budget.
- **Leases and Rentals –** L/R are 13.59% below budget
 - **Transit Way and Passenger Stations** – over budget due to increased rental and other costs for port-a-potty at Haines Place Transit Center

Capital Activity –

- Capital activity in September: Park and Ride Project; Route Match



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Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

Overall, JTA expenses are 7.33% BELOW budget.

- **Labor –** Labor is 3.22% below budget.
 - **Regular Wages** - Fixed Route and DAR are slightly over budget, RouteMatch training for operators is the primary reason these wages are over budget.
 - **Overtime** - Under budget for all departments except "Other Overtime". Other overtime includes overtime for the Maintenance Department. Overtime costs in Maintenance are higher than budgeted, this may result in a budget adjustment later in the year.
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September 2017 Financial Summary

Budget Tracking Figure: 75%

1. Operational Expenses:	\$339,923.03
Operational Revenues:	\$16,780.64
Non-Operational Income:	\$504,528.17
Capital Expenses:	\$31,486.13
Capital Income:	\$0.00
2. Sales Tax Received 9/30/2017 for July 2017:	\$399,053.15
Sales Tax Received 9/30/2016 for July 2016:	\$399,443.33
Sales tax decreased from prior year .01%	
3. Cash on Hand as of September 30, 2017*:	
Operating:	\$1,730,125.54
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,046,675.35
Capital Reserve (80% Funded):	\$1,643,425.44
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$56,887.30
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,060.18
Travel Fund:	\$1,472.00

Total **\$6,539,410.81****

*"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

2017

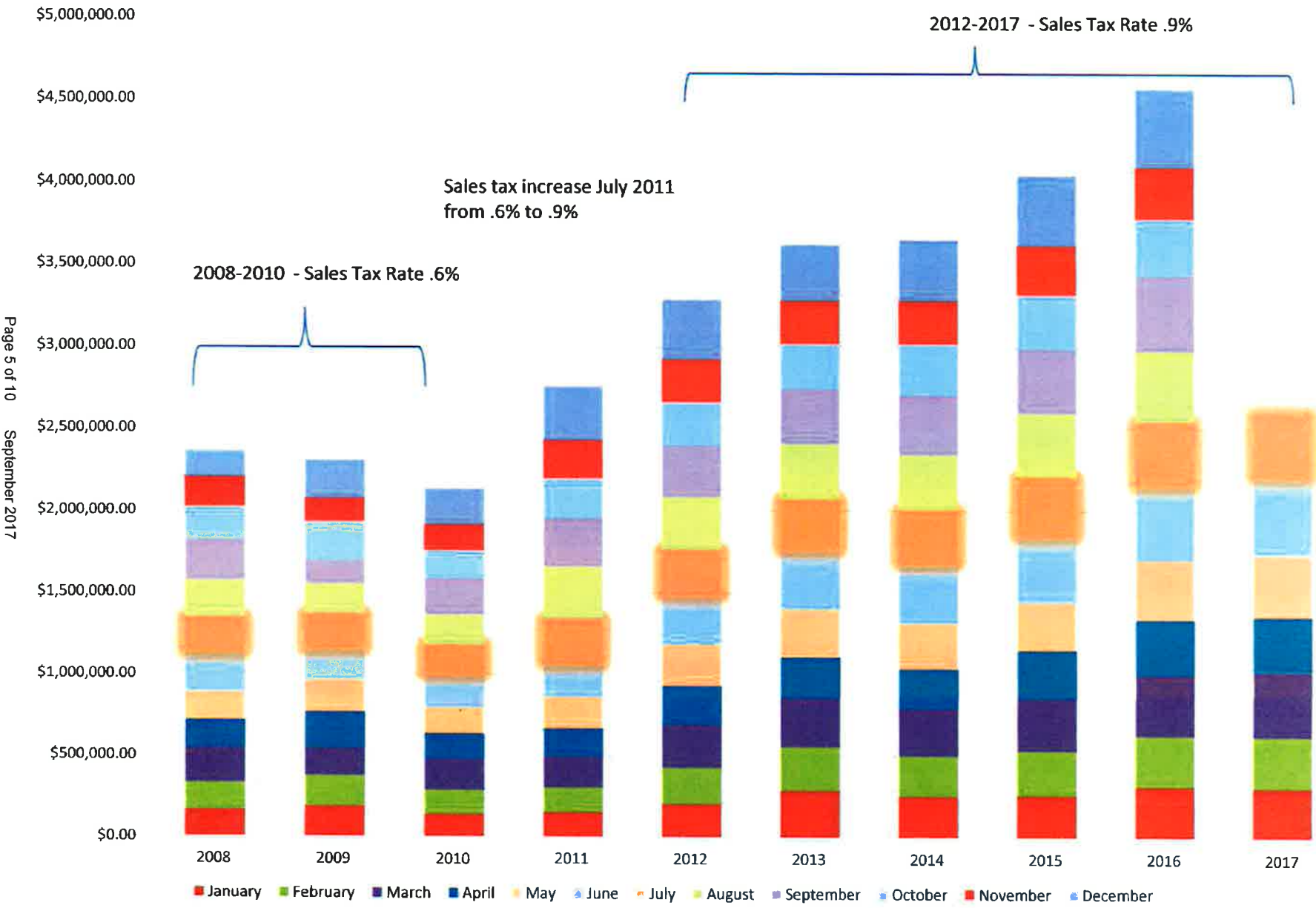
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Actual Sales Tax Received	2017 Cumulative Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$1,408,948.12	1,117,554.00	26.07%
May	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,813,513.79	1,444,621.00	25.54%
June	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$2,152,535.28	1,753,509.00	22.76%
July	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$2,528,063.17	2,051,899.00	23.21%
August	0.90%	\$465,923.53	\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	15.82%	\$2,993,986.70	2,454,196.00	21.99%
September	0.90%	\$399,053.15	\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	5.41%	\$3,393,039.85	2,832,764.00	19.78%
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$3,393,039.85	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$377,004.43	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Actual Sales Tax Received	2017 Cumulative Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$619,528.54	543,930.00	13.90%
March	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,024,094.21	870,997.00	17.58%
April	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$1,363,115.70	1,179,885.00	15.53%
May	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$1,738,643.59	1,478,275.00	17.61%
June	0.90%	\$465,923.53	\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	15.82%	\$2,204,567.12	1,880,572.00	17.23%
July	0.90%	\$399,053.15	\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	5.41%	\$2,603,620.27	2,259,140.00	15.25%
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$2,603,620.27	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$371,945.75	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Nine Months Ending September 30, 2017

	September	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,458,881.39	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$320,585.77)	(\$3,052,334.33)
Non-Capital Financing Activities	\$403,350.11	\$4,208,078.81
Investing Activities	\$5,470.23	\$38,105.99
Total Operating Cash Provided/(Used)	\$88,234.57	\$1,193,850.47
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$568.75)	(\$417,132.06)
Net Increase/(Decrease) Cash and Equivalent	\$87,665.82	\$776,718.41
CASH BALANCES - END OF PERIOD	\$6,546,547.21	\$6,546,547.21

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending September 30, 2017

	September	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,780.64	\$146,535.07	\$205,000.00	71.48%
Operating Expenses				
Labor	151,514.56	1,423,032.64	1,982,558.00	71.78%
Benefits	119,814.86	1,058,655.84	1,556,799.00	68.00%
Services and User Fees	11,855.02	141,884.85	244,530.00	58.02%
Materials & Supplies	40,620.39	315,039.09	545,460.00	57.76%
Utilities	3,434.13	52,049.82	80,020.00	65.05%
Casualty/Liability Costs	10,211.33	91,952.01	127,000.00	72.40%
Taxes	323.20	2,843.35	7,953.00	35.75%
Miscellaneous Expenses	1,875.34	32,365.85	87,665.00	36.92%
Interest on Debt		17,675.00		0.00%
Leases and Rentals	274.20	11,447.75	18,640.00	61.41%
Total Operating Expenses	339,923.03	3,146,945.80	4,650,625.00	67.67%
Operating Income (Loss)	(323,142.39)	(3,000,410.73)	(4,445,625.00)	67.49%
Non-Operating Revenues				
Non-Transportation Revenue	5,759.02	44,086.51	24,000.00	183.61%
Taxes Levied by Transit	396,334.15	3,314,685.47	3,931,572.00	84.31%
Local Grants & Contributions	1,250.00	15,250.00	17,500.00	87.14%
State Grants & Contributions	11,976.00	295,773.85	251,579.00	117.57%
Federal Grants & Contributions	89,209.00	780,894.32	801,284.00	97.46%
Total Non-Operating Revenues	504,528.17	4,450,670.15	5,025,935.00	88.55%
Net Income (Loss) Before Transfers In/(Out)	181,385.78	1,450,259.42	580,310.00	249.91%
Net Income/(Loss)	181,385.78	1,450,259.42	580,310.00	249.91%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Nine Months Ending September 30, 2017

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,377.18	\$104,873.34	\$144,000.00	72.83%
Fixed Route Fares - West - JTOC	301.41	3,262.06	4,500.00	72.49%
Dial-a-Ride Fares (DAR)	914.09	7,911.07	10,800.00	73.25%
Vanpools	1,836.48	28,137.12	43,200.00	65.13%
Extended Service	2,351.48	2,351.48	2,500.00	94.06%
 Auxiliary Transportation Revenues				
Total Operating Revenues	16,780.64	146,535.07	205,000.00	71.48%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	5,470.23	38,105.99	12,000.00	317.55%
Gain (Loss) on Disposition of Capital Items		514.15	1,200.00	42.85%
Public Donations	1.37	7.82		0.00%
Other Nontransportation Revenues	287.42	5,438.55	10,800.00	50.36%
Taxes Levied Directly by Transit System - Sales & Use Tax	396,334.15	3,314,685.47	3,931,572.00	84.31%
Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP		4,000.00	2,500.00	160.00%
State Grants and Contributions				
Rural Mobility Competitive	11,976.00	294,524.00	248,579.00	118.48%
RTAP		1,249.85	3,000.00	41.66%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	89,209.00	780,894.32	801,284.00	97.46%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		607,412.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
Total Nonoperating Revenues	504,528.17	5,336,930.63	5,025,935.00	106.19%
TOTAL REVENUES	521,308.81	5,483,465.70	5,230,935.00	104.83%

Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2017

	September	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$47,889.44	\$490,990.48	\$647,222.00	75.86%
Operators Overtime - Fixed Route	7,704.43	29,990.54	71,253.00	42.09%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,616.70	94,238.63	124,973.00	75.41%
Operators Overtime - Dial-a-Ride (DAR)	1,633.88	6,940.46	12,521.00	55.43%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	30,939.45	330,559.39	518,571.00	63.74%
Other Overtime (Mntce, Dispatch, Cust Serv)	7,681.90	52,908.69	40,314.00	131.24%
Administration Salaries	48,048.76	417,404.45	567,704.00	73.53%
Benefits				
FICA	13,944.17	123,083.29	195,329.00	63.01%
Pension Plans (PERS)	22,048.91	188,379.54	264,224.00	71.30%
Medical Plans	42,909.90	381,329.41	551,400.00	69.16%
Dental Plans	3,174.19	27,894.80	45,636.00	61.12%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,595.56	50,586.23	69,922.00	72.35%
Holiday	8,128.38	68,049.51	90,777.00	74.96%
General Leave	22,902.12	189,292.18	263,289.00	71.90%
Other Paid Absence (Court Duty & Bereavement)	468.18	5,637.13	14,686.00	38.38%
Uniforms, Work Clothing & Tools Allowance	333.16	5,706.78	10,100.00	56.50%
Other Benefits (HRA, EAP & Wellness)	310.29	14,175.77	29,436.00	48.16%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	514.00	13,316.12	18,250.00	72.97%
Professional & Technical Services	7,809.68	55,310.21	110,530.00	50.04%
Contract Maintenance Services (IT Services)	763.00	7,423.78	14,500.00	51.20%
Security Services		1,057.50	5,000.00	21.15%
Vehicle Technical Services	927.09	18,580.84	38,250.00	48.58%
Property Maintenance Services	336.10	31,986.32	14,500.00	220.60%
Software Maintenance Fees	1,055.92	9,902.80	30,100.00	32.90%
Postage & Mail Meter Fees	10.48	1,753.33	3,100.00	56.56%
Drug & Alcohol Services	438.75	2,553.75	4,800.00	53.20%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	22,766.26	160,776.43	295,000.00	54.50%
Tires	1,567.78	19,784.00	35,000.00	56.53%
Lubrication	1,520.19	6,164.26	10,550.00	58.43%
Tools	1,175.17	5,114.67	18,000.00	28.41%
Vehicle Maintenance & Repair Parts	7,675.58	67,985.90	81,500.00	83.42%
Non-Vehicle Maintenance & Repair Parts	103.58	1,914.20	8,240.00	23.23%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	2,129.10	2,553.40	3,750.00	68.09%
Shop Supplies (Maintenance & Cleaning)	2,267.28	16,426.72	20,500.00	80.13%
Safety & Emergency Supplies		131.90	7,050.00	1.87%
Office Supplies	711.42	7,534.16	14,920.00	50.50%
Computer Programs & Supplies	197.56	13,054.40	14,150.00	92.26%
Printing (Photocopier, Schedules & Brochures)	508.47	13,599.05	33,450.00	40.65%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	795.78	8,270.11	14,100.00	58.65%
Utilities (Electrical & Propane)		17,472.27	27,000.00	64.71%
Telephone & Internet	2,638.35	26,307.44	38,920.00	67.59%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.33	91,952.01	127,000.00	72.40%
Taxes				
State Taxes	323.20	2,780.00	4,203.00	66.14%
Vehicle Licensing & Registration Fees		10.00	750.00	1.33%
Other Licensing Fees & Taxes		53.35	3,000.00	1.78%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2017**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$595.59	\$8,543.01	\$17,007.00	50.23%
Travel & Meetings	1,326.36	15,440.70	32,150.00	48.03%
Safety Program (Roadeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)		5,148.44	24,408.00	21.09%
EE CDL and EE Physical Expense		3,165.00	4,800.00	65.94%
Other Miscellaneous	(46.61)	68.70	300.00	22.90%
Interest Expense				
Interest on Long-term Debt Obligation		17,675.00	35,755.00	49.43%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	2,467.80	3,000.00	82.26%
Service Vehicles & Equipment		59.95	2,500.00	2.40%
Other General Administration Facilities		8,920.00	13,140.00	67.88%
TOTAL OPERATING EXPENSES	<u>339,923.03</u>	<u>3,146,945.80</u>	<u>4,686,380.00</u>	<u>67.15%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
9/31/2017

Current Account Status	Balance per Bank @ 9/31/2017	\$ 2,816,100.79	\$ -
Balance per GL @ 8/31/17		\$ 2,843,816.08	
	Transfers - In		
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 2,970.84	
	Transfers - Out (Purchases)	\$ (31,486.13)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 9/31/2017		\$ 2,816,100.79	
Balance in Capital Account	Outstanding Checks		\$ 2,816,100.79
2017 Capital Projects			
Facility	2017 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Min Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
	Apr 2017		\$ (1,035.50)
	May 2017		\$ (841.07)
	June 2017		\$ (340.63)
	July 2017		\$ (820.23)
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	Jan 2017 SCJ Alliance	\$ (1,282.80)	\$ (320.70)
	Mar 2017 SCJ Alliance	\$ (4,588.40)	\$ (1,147.10)
	Apr 2017 SCJ Alliance, Advertising	\$ (12,005.38)	\$ (3,001.35)
	May 2017 SCJ Alliance	\$ (9,801.48)	\$ (2,450.37)
	June 2017 SCJ, Hoch Const	\$ (68,325.00)	\$ (17,081.25)
	July 2017 SCJ, Hoch Const	\$ (397,925.61)	\$ (99,481.40)
	August 2017 SCJ	\$ (24,160.91)	\$ (6,040.23)
	September 2017 SCJ	\$ (8,049.70)	\$ (2,012.43)
	JTA Funded Balance		\$ 262,427.74
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 278,000.00	\$ 100,000.00
	Apr 2017	\$ (274,618.70)	\$ (94,190.28)
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 628,262.72
Service Vehicles			
Service Equipment			
Generator 63 4 Corners	2017 Beginning Budget (\$34,301.10, under budget)	\$ -	\$ 90,698.90
	Purchased August 2017		\$ (90,698.90)
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)	\$ -	\$ 32,155.00
	Purchased 2/28/2017		\$ (32,155.00)
	JTA Funded Balance		\$ -
Office Furniture & Equipment			
New Finance/Mntce/Ops Softwar	2017 Beginning Budget	\$ -	\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.28)
	May 2017 - RTA Upgrade		\$ (3,161.00)
	July 2017 - RTA Upgrade		\$ (539.55)
Route Match	2016/2017 Beginning Budget	\$ -	\$ 164,000.00
Add ons Apprvd 2/21/2017			\$ 48,000.00
	Mar 2017 - Routematch		\$ (50,878.50)
	Apr 2017 - Routematch		\$ (9,007.09)
	May 2017 - Routematch IT		\$ (35,383.21)
	June 2017 - Routematch		\$ (28,800.00)
	July 2017 - Routematch		\$ (2,711.50)
	August 2017 - Routematch		\$ (37,989.00)
	September 2017 - Routematch		\$ (21,424.00)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4318 Grant: \$1085 JTA)	\$ 4,281.44	\$ 1,065.36
	Purchased Feb 2017 - Facility Wide WIFI	\$ (4,281.44)	\$ (1,065.36)
Comprehensive Plan	2017 Beginning Budget	\$ -	\$ 60,000.00
	JTA Funded Balance		\$ 266,884.89
JTA Capital Balance		\$ 2,816,100.79	
JTA Committed Project Funds Sub-Total		\$ (1,048,678.36)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 1,768,426.44	



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

September 25, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: August 2017 Financial Report

The budget tracking percentage for August is 66.64%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Sales tax for June 2017 is 4% higher than received for June 2016.

Revenue Report –

- Operating revenue is 3.35% below budget. JTOC farebox revenue is a timing issue. Vanpool revenue will be lower than budgeted with the loss of two vanpools. The Vanpool TranServ issue is resolved but some individuals are still experiencing issues. JTA is pursuing other debit card payment options, we have signed a contract with PointandPay to provide debit/credit card purchasing options.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

Overall, JTA expenses are 6.9% BELOW budget.

- **Labor** – Labor is 2.5% below budget.
 - **Regular Wages** - Fixed Route and DAR are slightly over budget, RouteMatch training for operators is the primary reason these wages are over budget.
 - **Overtime** - Under budget for all departments except "Other Overtime". Other overtime includes overtime for the Maintenance Department. Overtime costs in Maintenance are higher than budgeted, this may result in a budget adjustment later in the year.
- **Benefits** – Benefits are 6.4% below budget
 - Holiday Leave – on track now.
- **Services and User Fees** – S/U Fees are 13.5% below budget
 - Property Maintenance Services - Over budget due to pavement reseal and stripping project. This project was originally in the Capital budget, but it was not properly classified, it is maintenance and does not add value to the park and ride (it preserves current value).
- **Materials and Supplied Consumed** – M/S Consumed is 16.3% below budget
 - Vehicle Maintenance & Repair Parts – monitoring, several high dollar repairs, over budget by 7.32%. This line item will be over budget for the year.
 - Shop Supplies – over budget, monitoring, may be a timing issue.
 - Computer Programs and Supplies – purchased solid state hard drives for the camera systems in the vehicles. This was budgeted, but the final cost was more than anticipated in the budget.
- **Leases and Rentals** – L/R are 12.7% below budget
 - Transit Way and Passenger Stations – over budget due to increased rental and other costs for port-a-potty at Haines Place Transit Center

Capital Activity –

- Capital activity in August: Park and Ride Project; Route Match; and Generator install at 4 Corners



August 2017 Financial Summary

Budget Tracking Figure: 66.64%

1. Operational Expenses:	\$375,991.33
Operational Revenues:	\$13,962.46
Non-Operational Income:	\$495,148.63
Capital Expenses:	\$158,889.04
Capital Income:	\$0.00
2. Sales Tax Received 8/31/2017 for June 2017:	\$465,923.53
Sales Tax Received 8/31/2016 for June 2016:	\$447,138.73
Sales tax increased from prior year 4%	
3. Cash on Hand as of August 31, 2017*:	
Operating:	\$1,641,357.69
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,070,111.78
Capital Reserve (81% Funded):	\$1,648,504.30
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$50,131.34
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,288.51
Travel Fund:	\$1,472.00
Total	\$6,452,206.62**

**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

2017

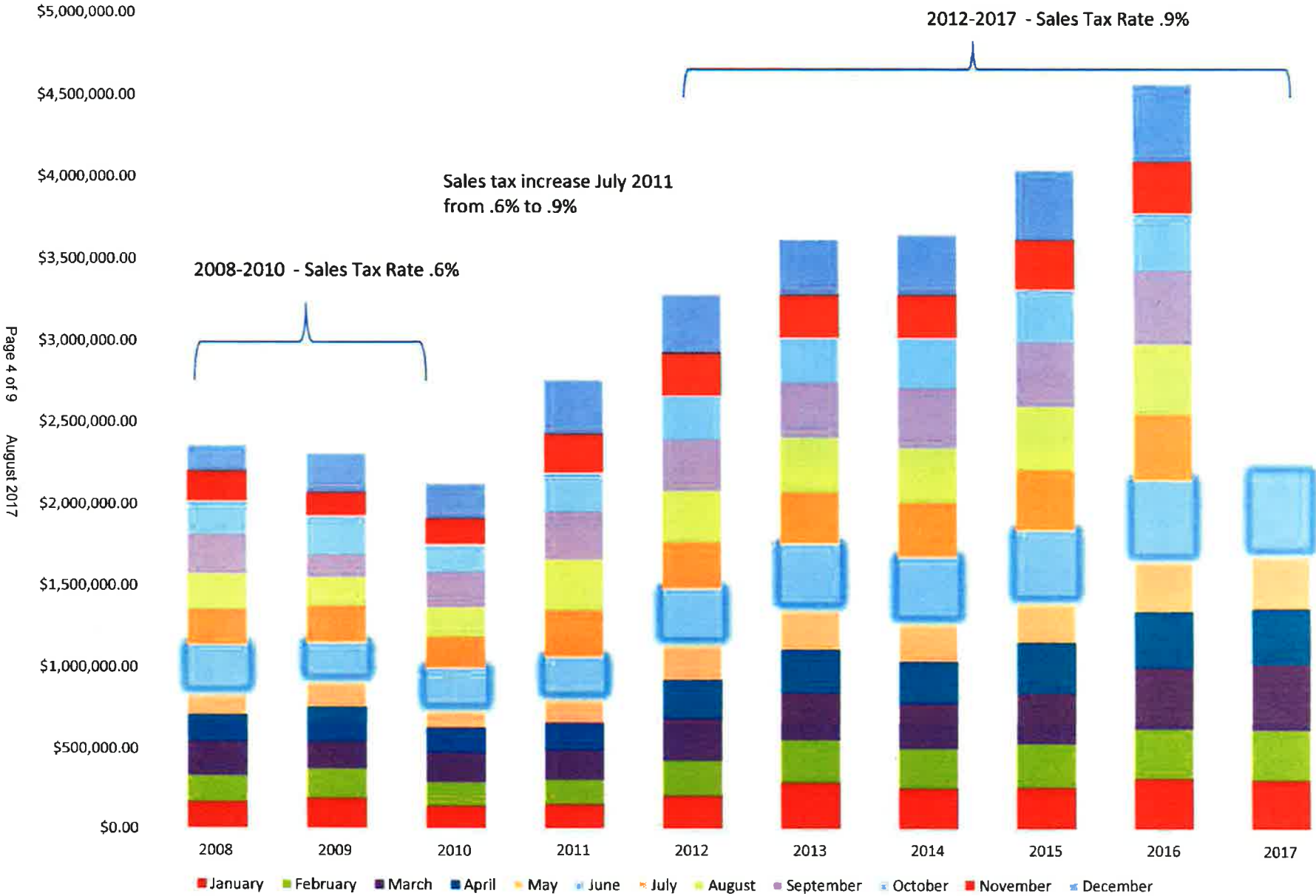
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Actual Sales Tax Received	2017 Cumulative Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$1,408,948.12	1,117,554.00	26.07%
May	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,813,513.79	1,444,621.00	25.54%
June	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$2,152,535.28	1,753,509.00	22.76%
July	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$2,528,063.17	2,051,899.00	23.21%
August	0.90%	\$465,923.53	\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	15.82%	\$2,993,986.70	2,454,196.00	21.99%
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$2,993,986.70	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$374,248.34	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Actual Sales Tax Received	2017 Cumulative Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$619,528.54	543,930.00	13.90%
March	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,024,094.21	870,997.00	17.58%
April	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$1,363,115.70	1,179,885.00	15.53%
May	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$1,738,643.59	1,478,275.00	17.61%
June	0.90%	\$465,923.53	\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	15.82%	\$2,204,567.12	1,880,572.00	17.23%
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$2,204,567.12	\$4,568,006.47	\$3,988,317.48	\$3,650,800.64	\$3,931,572.00	0.00%			
Monthly Average		\$367,427.85	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eight Months Ending August 31, 2017

	<u>August</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,526,975.98	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$508,706.83)	(\$2,731,748.56)
Non-Capital Financing Activities	\$466,593.08	\$3,804,728.70
Investing Activities	<u>\$5,505.29</u>	<u>\$32,635.76</u>
Total Operating Cash Provided/(Used)	(\$36,608.46)	\$1,105,615.90
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>(\$31,486.13)</u>	<u>(\$416,563.31)</u>
Net Increase/(Decrease) Cash and Equivalent	(\$68,094.59)	\$689,052.59
CASH BALANCES - END OF PERIOD	<u><u>\$6,458,881.39</u></u>	<u><u>\$6,458,881.39</u></u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eight Months Ending August 31, 2017

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,962.46	\$129,754.43	\$205,000.00	63.29%
Operating Expenses				
Labor	164,341.85	1,271,518.08	1,982,558.00	64.14%
Benefits	113,656.21	938,840.78	1,558,799.00	60.31%
Services and User Fees	36,260.65	130,029.63	244,530.00	53.18%
Materials & Supplies	37,993.44	274,418.70	545,460.00	50.31%
Utilities	5,535.04	48,615.69	80,020.00	60.75%
Casualty/Liability Costs	10,211.33	81,740.68	127,000.00	64.36%
Taxes	268.92	2,520.15	7,953.00	31.69%
Miscellaneous Expenses	6,334.69	30,250.51	87,665.00	34.51%
Interest on Debt		17,675.00		0.00%
Leases and Rentals	1,389.20	11,173.55	18,640.00	59.94%
Total Operating Expenses	375,991.33	2,806,782.77	4,650,625.00	60.35%
Operating Income (Loss)	(362,028.87)	(2,677,028.34)	(4,445,625.00)	60.22%
Non-Operating Revenues				
Non-Transportation Revenue	5,505.74	38,307.49	24,000.00	159.61%
Taxes Levied by Transit	398,842.53	2,918,351.32	3,931,572.00	74.23%
Local Grants & Contributions	2,750.00	14,000.00	17,500.00	80.00%
State Grants & Contributions	(31,717.99)	283,797.85	251,579.00	112.81%
Federal Grants & Contributions	119,768.65	691,685.32	801,284.00	86.32%
Total Non-Operating Revenues	495,148.93	3,946,141.98	5,025,935.00	78.52%
Net Income (Loss) Before Transfers In/(Out)	133,120.06	1,269,113.64	580,310.00	218.70%
Net Income/(Loss)	133,120.06	1,269,113.64	580,310.00	218.70%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eight Months Ending August 31, 2017**

	August	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,439.80	\$93,496.16	\$144,000.00	64.93%
Fixed Route Fares - West - JTOC	633.77	2,960.65	4,500.00	65.79%
Dial-a-Ride Fares (DAR)	911.29	6,996.98	10,800.00	64.79%
Vanpools	1,977.60	26,300.64	43,200.00	60.88%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	13,962.46	129,754.43	205,000.00	63.29%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	5,505.29	32,635.76	12,000.00	271.96%
Gain (Loss) on Disposition of Capital Items		514.15	1,200.00	42.85%
Public Donations	0.45	6.45		0.00%
Other Nontransportation Revenues		5,151.13	10,800.00	47.70%
Taxes Levied Directly by Transit System - Sales & Use Tax	398,842.53	2,918,351.32	3,931,572.00	74.23%
Local Grants and Contributions				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP	1,500.00	4,000.00	2,500.00	160.00%
State Grants and Contributions				
Rural Mobility Competitive	(31,717.99)	282,548.00	248,579.00	113.67%
RTAP		1,249.85	3,000.00	41.66%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	119,768.65	691,685.32	801,284.00	86.32%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		607,412.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
Total Nonoperating Revenues	495,148.93	4,832,402.46	5,025,935.00	96.15%
TOTAL REVENUES	509,111.39	4,962,156.89	5,230,935.00	94.86%

Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2017

	August	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$55,224.17	\$443,101.04	\$647,222.00	68.46%
Operators Overtime - Fixed Route	3,476.46	22,286.11	71,253.00	31.28%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,290.44	86,621.93	124,973.00	69.31%
Operators Overtime - Dial-a-Ride (DAR)	1,402.45	5,306.58	12,521.00	42.38%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	33,787.44	299,819.94	518,571.00	57.78%
Other Overtime (Mntce, Dispatch, Cust Serv)	8,171.16	45,226.79	40,314.00	112.19%
Administration Salaries	52,989.73	369,355.69	567,704.00	65.06%
Benefits				
FICA	14,445.61	109,139.12	195,329.00	55.87%
Pension Plans (PERS)	23,371.00	166,330.63	264,224.00	62.95%
Medical Plans	42,762.23	338,419.51	551,400.00	61.37%
Dental Plans	3,165.36	24,720.61	45,636.00	54.17%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,649.40	44,990.67	69,922.00	64.34%
Holiday	327.21	59,921.13	90,777.00	66.01%
General Leave	22,834.65	166,390.06	263,289.00	63.20%
Other Paid Absence (Court Duty & Bereavement)	84.42	5,168.95	14,686.00	35.20%
Uniforms, Work Clothing & Tools Allowance	79.18	5,373.62	10,100.00	53.20%
Other Benefits (HRA, EAP & Wellness)	937.15	13,865.48	29,436.00	47.10%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,009.00	12,802.12	18,250.00	70.15%
Professional & Technical Services	5,037.64	47,500.53	110,530.00	42.98%
Contract Maintenance Services (IT Services)	763.00	6,660.78	14,500.00	45.94%
Security Services	210.00	1,057.50	5,000.00	21.15%
Vehicle Technical Services	1,888.28	17,653.75	38,250.00	46.15%
Property Maintenance Services	26,094.55	31,650.22	14,500.00	218.28%
Software Maintenance Fees	783.43	8,846.88	30,100.00	29.39%
Postage & Mail Meter Fees	201.00	1,742.85	3,100.00	56.22%
Drug & Alcohol Services	273.75	2,115.00	4,800.00	44.06%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	21,885.26	138,010.17	295,000.00	46.78%
Tires	3,045.15	18,216.22	35,000.00	52.05%
Lubrication	1,472.34	4,644.07	10,550.00	44.02%
Tools	905.01	3,939.50	18,000.00	21.89%
Vehicle Maintenance & Repair Parts	6,975.70	60,310.32	81,500.00	74.00%
Non-Vehicle Maintenance & Repair Parts	218.08	1,810.62	8,240.00	21.97%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	310.62	424.30	3,750.00	11.31%
Shop Supplies (Maintenance & Cleaning)	1,841.35	14,159.44	20,500.00	69.07%
Safety & Emergency Supplies		131.90	7,050.00	1.87%
Office Supplies	231.66	6,822.74	14,920.00	45.73%
Computer Programs & Supplies	602.32	12,856.84	14,150.00	90.86%
Printing (Photocopier, Schedules & Brochures)	505.95	13,092.58	33,450.00	39.14%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	988.12	7,474.33	14,100.00	53.01%
Utilities (Electrical & Propane)	1,660.36	17,472.27	27,000.00	64.71%
Telephone & Internet	2,886.56	23,669.09	38,920.00	60.81%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.33	81,740.68	127,000.00	64.36%
Taxes				
State Taxes	268.92	2,456.80	4,203.00	58.45%
Vehicle Licensing & Registration Fees		10.00	750.00	1.33%
Other Licensing Fees & Taxes		53.35	3,000.00	1.78%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2017**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$973.53	\$7,947.42	\$17,007.00	46.73%
Travel & Meetings	3,042.55	14,114.34	32,150.00	43.90%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,610.00	5,148.44	24,408.00	21.09%
EE CDL and EE Physical Expense	662.00	2,925.00	4,800.00	60.94%
Other Miscellaneous	46.61	115.31	300.00	38.44%
Interest Expense				
Interest on Long-term Debt Obligation		17,675.00	35,755.00	49.43%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	2,193.60	3,000.00	73.12%
Service Vehicles & Equipment		59.95	2,500.00	2.40%
Other General Administration Facilities	1,115.00	8,920.00	13,140.00	67.88%
TOTAL OPERATING EXPENSES	<u>375,991.33</u>	<u>2,806,782.77</u>	<u>4,686,380.00</u>	<u>59.89%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
August 2017

Current Account Status	Balance per Bank @ 8/31/17	\$ 2,843,616.08	\$ -
Balance per GL @ 7/31/17		\$ 2,999,621.41	
	Transfers - In		
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 2,983.71	
	Transfers - Out (Purchases)	\$ (168,989.04)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 8/31/17		\$ 2,843,616.08	
Balance in Capital Account	Outstanding Checks	\$ 2,843,616.08	
2017 Capital Projects			
Facility		Grant Funding	JTA Funding
	2017 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Min Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
	Apr 2017		\$ (1,035.50)
	May 2017		\$ (841.07)
	June 2017		\$ (340.63)
	July 2017		\$ (820.23)
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	Jan 2017 SCJ Alliance	\$ (1,282.80)	\$ (320.70)
	Mar 2017 SCJ Alliance	\$ (4,588.40)	\$ (1,147.10)
	Apr 2017 SCJ Alliance, Advertising	\$ (12,005.38)	\$ (3,001.35)
	May 2017 SCJ Alliance	\$ (9,801.48)	\$ (2,450.37)
	June 2017 SCJ, Hoch Const	\$ (68,325.00)	\$ (17,081.25)
	July 2017 SCJ, Hoch Const	\$ (397,925.61)	\$ (99,481.40)
	August 2017 SCJ, Hoch Const	\$ (24,160.91)	\$ (6,040.23)
	JTA Funded Balance		\$ 254,440.17
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 276,000.00	\$ 100,000.00
	Apr 2017	\$ (274,618.70)	\$ (94,190.28)
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 48,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 528,262.72
Service Vehicles			
Service Equipment			
Generator 63 4 Corners	2017 Beginning Budget (\$34,301.10, under budget)		\$ 90,698.90
	<i>Purchased August 2017</i>		\$ (90,698.90)
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)		\$ 32,155.00
	<i>Purchased 2/28/2017</i>		\$ (32,155.00)
	JTA Funded Balance		\$ -
Office Furniture & Equipment			
New Finance/Mntce/Ops Softwar	2017 Beginning Budget		\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.26)
	May 2017 - RTA Upgrade		\$ (3,161.00)
	July 2017 - RTA Upgrade		\$ (539.55)
Route Match	2016/2017 Beginning Budget		\$ 164,000.00
Add ons Apprvd 2/21/2017			\$ 46,000.00
	Mar 2017 - Routematch		\$ (50,878.50)
	Apr 2017 - Routematch		\$ (9,007.09)
	May 2017 - Routematch IT		\$ (35,383.21)
	June 2017 - Routematch		\$ (28,800.00)
	July 2017 - Routematch		\$ (2,711.50)
	August 2017 - Routematch		\$ (37,989.00)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4318 Grant; \$1065 JTA)	\$ 4,281.44	\$ 1,065.36
	<i>Purchased Feb 2017 - Facility Wide WiFi</i>	\$ (4,281.44)	\$ (1,065.36)
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 287,408.89
JTA Capital Balance		\$ 2,843,616.08	
JTA Committed Project Funds Sub-Total		\$ (1,070,111.78)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 1,773,504.30	

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, August 15, 2017, 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 David Sullivan at 1:36 pm. Other members present were David Faber, Kate Dean, Kathleen Kler, Catharine Robinson and ATU 587 Representative Ludwig Becker. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Grants and Procurement Administrator Frank Burns and Executive Assistant/Clerk of the Board Laura Smedley.

NEW AGENDA ITEMS

- Safety Star Presentation – Al Hatten
- Resolution 17-22: Authorizing the Authority Chair to sign Operating Grant Agreement GCB 2604
- Resolution 17-23: Authorizing the Authority Chair to sign Consolidated Capital Equipment and Vehicle Grant Agreement GCB2605

SAFETY STAR PRESENTATION

Tammi Rubert introduced Al Hatten from the Washington State Insurance Pool (WSTIP). He presented Jefferson Transit Authority with the 2016 Safety Star Award. Mr. Hatten stated the significance of the Safety Star Award is an incredible accomplishment, not only of the senior management and the leadership of the Board, but also the professionalism of Jefferson Transit Operators. Mr. Hatten praised the Operators for not only training, but the mentorship they provide to each other. He praised the maintenance crews for ensuring the buses operate safely. He praised the supervisors for their diligence in providing an environment that ensures the Operators are prepared to conduct the service to the community. Mr. Hatten stated "On behalf of WSTIP, we want to thank you all for giving us the honor to present this to you with our thanks and appreciation."

PUBLIC COMMENT

Scarlett Sankey commented on the proposed drug and alcohol policy, and on loitering at the Haines Place Park & Ride.

Margaret Lee commented on the Farmer's Market possibly moving to the Haines Place Park & Ride.

Debbie Jahnke asked if there would be public comment during the Public Hearing for the TDP.

Darrell Conder commented on the proposed drug and alcohol policy.

Burt Langsea commented on the proposed drug and alcohol policy.

Janie Lammers commented on the wheelchair attachments on the buses, Sunday service, and Cape George service.

Michelle Gransgaard commented on smoking at the HPTC.

Tammi Rubert responded that JTA had been approached by the Farmer's Market to hold the Wednesday market at the Haines Place Park & Ride. They are looking into several locations. There is a survey available on the Farmers Market website for comments. Ms. Rubert also stated she would be giving a presentation on the Drug & Alcohol Policy proposal which may answer some of the previous questions and comments.

Ms. Rubert also responded to the Haines Place Park & Ride comments. Gary Maxwell is our supervisor there. He does not work from the time JTA is open to the time we close. Leesa Monroe added that the "No Loitering" signs had been posted at the Haines Place so the police can criminally trespass people now.

FINANCE REPORTS

Please see Attachment A and B

The vanpool debit card issue has been resolved. The remaining two vanpools have begun making their vanpool payments again. We have lost two (2) vanpools and need to consider if we want to continue our vanpool program. The remaining two (2) vanpools would like to stay with JTA. Ms. Crouch is looking into a new credit card acceptance program called Point & Pay. We would have to agree to a three (3) year contract, but it would allow point-of-sales. The 2.8% fee will be passed on to the consumer if they want to buy a bus pass with their credit or debit card.

Last week the Executive Director of the Washington Counties Insurance Fund stopped at JTA to tell us the Board would be considering a motion to move to tiered bands of coverage based on

demographics and experience. JTA would be placed in the most expensive bands with four other groups. If that happened, we could expect a 68.7% increase in our premiums. We believe the Public Employees' Benefit Board (PEBB) may be our best insurance option. We have until January 1, 2018, to find new insurance with open enrollment in November. JTA pays approximately \$55,000/month for health insurance premiums. With the 68% increase, that number would go up to \$92,000/month.

Ms. Crouch reported on the following items for July 2017:

- Budget Tracking
- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, June 27, 2017
- b. Approval of Special Meeting Minutes, July 26, 2017
- c. Approval of Expenses, July 2017
- d. Approval of Expenses, June 2017

On page four (4) of the June minutes under the Discussion of Bi-Monthly Meetings, in the second paragraph, change the "I" or identify the speaker and add at the beginning of the paragraph that the following are the Board's comments.

Motion: David Faber moved to approve the Consent Agenda with changes. Kathleen Kler seconded.

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

PUBLIC HEARING

Transit Development Plan/Transportation Improvement Plan 2017-2022

Frank Burns added the recommended changes from the last meeting, and they are reflected in the new draft.

Public Comment on TDP

Debbie Jahnke commented on the second draft regarding restrooms at HPTC.

Margaret Lee agrees with Debbie Jahnke's comments on the restrooms the TDP.

Ed Stanard said the Board should contact the Port of Port Townsend regarding restrooms.

Burt Langsea commented on service improvements.

Brenda McMillan requested a mid-day Poulsbo bus.

The Public Hearing closed at 2:33

The following changes to the TDP were recommended by the Board:

- Move restroom project at the Haines Place Park and Ride to the top of our Capital asset list. The restroom project will be moved to Page 16 in Capital Projects.
- Clarification in Capital Projects regarding the Comprehensive Plan. It was concluded the wording would be changed from "formulate" to "facilitate the public process of updating the Comprehensive Plan."
- Under Capital Assets-Revenue Vehicles, change the wording in the first bullet to "As funding is available, JTA will integrate No-Emission buses into its fleet."
- The last bullet regarding LED headlights will be moved to accomplishments.
- Add wording that is not passive about service expansions on page 18 in the TDP, such as "Annually review funding opportunities to reinstate and expand service, and seek funding for expanded services and improvements."
- Add to bullet for improvements to HPTC on page 18 under Facilities Expansions, "adding a restroom."
- In Appendix A, second page, #16-f; change "Walkable Communities" to "Local 20/20 T-Lab."

OLD BUSINESS

There was none.

NEW BUSINESS

- a. **Resolution 17-19**: Transportation Development Plan (TDP) 2017-2022

Motion: Catharine Robinson moved to approve Resolution 17-19: Adopting the 2017-2022 Transit Development Plan with the recommended changes. David Faber seconded.

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

- b. **Resolution 17-20**: State Transportation Improvement Plan (STIP) 2017-2022

Motion: Catharine Robinson moved to approve Resolution 17-20: Amending the STIP to reflect State and Federal funding related to Jefferson Transit's 2017-2022 Transit Development Plan. Kathleen Kler seconded.

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

c. **Resolution 17-21**: Proposed Drug and Alcohol Policy Revision

JTA is proposing a change to the Drug and Alcohol Policy on page 15. Staff is proposing a second chance policy for someone that fails a drug test for marijuana only. JTA is still required to follow the policies that are given to us by the FTA. FTA holds no position or preference to a zero-tolerance or second chance policy. The FTA only requires a zero tolerance or second chance policy is clearly defined within an organizations Drug & Alcohol Policy. At present, if an employee tests positive, they are immediately removed from safety-sensitive duty, referred to a substance abuse professional (SAP) and terminated from JTA. With the second chance policy, if an employee refused a test or tested positive, they would still be removed immediately from safety-sensitive duty and referred to an SAP, and subject to JTA's disciplinary code and the Collective Bargaining Agreement (CBA) language as well. Instead of immediate termination, an employee would have to agree to see a substance abuse counselor for evaluation, and the counselor would recommend treatment, follow up evaluations, return to duty test, random drug tests throughout a 12 to 24 month period, and some type of an after-care program. The employee would also be required to sign a last chance agreement with JTA. The return to duty process is not an easy one and is paid for by the employee. This Second Chance Policy language is extremely limiting. JTA makes a large investment in our employees with the cost of recruiting and training, and this policy is strict enough that it will ensure public safety.

The following are questions and comments asked by the Board, staff responses are bulleted below the question or comment:

- Why is this being requested before ATU grants approval?
 - The Board could direct JTA to follow through with this language only if it is approved by ATU.
- Is this second chance agreement only for marijuana?
 - Yes, it is because there is no testing for the level of impairment for marijuana. You can test positive for marijuana up to 60 days after use.
- If there is a positive test for alcohol or any other drug, does that lead to immediate termination?
 - Yes.
- Lud Becker said he is not speaking officially for ATU, but they do lean towards giving second chances for all drugs and alcohol. "I believe ATU will be fine with the second chance agreement. I would also like to speak to this in regards to eight (8) employees who have signed a letter regarding this amendment." He read the letter from the employees.
- Ms. Rubert was thanked for looking into this. Because of the testing issues, the marijuana policy needs to be updated. With the safety processes in place, this is a step in the right direction.
- This amendment to the Policy clearly states that a safety-sensitive employee cannot be a regular marijuana user.
- Would this change affect State and Federal Grant Funding?
 - If it is clearly stated in our Policy, it will not affect our Grant funding.

- It was asked that Ms. Rubert explain the random drug testing process. Ms. Rubert explained that JTA is part of a consortium, and we are given a list of approximately two (2) or three (3) safety-sensitive employees per month who will be sent for testing. They are tested within that month randomly. Also, if JTA has a reasonable suspicion that an employee is impaired, that employee can be sent for testing.
- Why is marijuana the only substance that is given a second chance, and not alcohol? And how is medical marijuana taken into account?
 - You may not be impaired at work after smoking marijuana two (2) weeks ago, but if you come to work drunk, you are definitely impaired. If you have a prescription for medical marijuana, or any other prescribed drugs that are on the list of prohibited drugs, the employee would be removed from safety-sensitive duty during the time they are using the prohibited drug.
- What type of policies do other transit agencies have in place?
 - Clallam Transit is zero tolerance, but all of the other transit agencies Ms. Rubert checked with have a second chance policy for all drugs and alcohol. JTA is the only agency asking for a second chance for marijuana only.

Resolution 17-21 will be tabled until the next Board Meeting.

- d. **Resolution 17-22:** Authorizing the Authority Chair to sign Operating Grant Agreement GCB 2604

Motion: Catharine Robinson moved to approve Resolution 17-22: Authorizing the Chair of the Authority to sign Grant Agreement GCB2604. Kate Dean seconded.

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

- e. **Resolution 17-23:** Authorizing the Authority Chair to sign Consolidated Capital Equipment and Vehicle Grant Agreement GCB2605

This grant replaces two (2) 30-foot biodiesel buses and two (2) cut-away Dial-A-Ride vehicles. JTA was given pre-award authority to order these buses. This Grant Agreement is for the purchase all of these vehicles.

Motion: Kathleen Kler moved to approve Resolution 17-23: Authorizing the Chair of the Authority to sign Grant Agreement GCB2605. Catharine Robinson seconded.

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

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Report
- 4 Corners Park and Ride
- RouteMatch
- New striping and resurfacing at Haines Place Transit Center (HPTC)
- Emergency diesel generator

- Salary Survey
- Notice from ATU #587 requesting Collective Bargaining Agreement (CBA) negotiations

OPERATIONS REPORT – Leesa Monroe

Please see Attachment D

Leesa Monroe updated the Board on the following items:

- Detours
- Bridge Openings
- Core Drilling on Water Street
- Grant Street Bus Stop Location
- Howard Street Project
- Water Street Project
- Staffing
- Operator Bid Pick
- Special Events

RIDERSHIP – Leesa Monroe

Ridership is not correct for July. It will be updated and corrected as soon as possible. There has been a decrease in ridership in Forks. This may be due to lost connections with Clallam Transit and Highway 101 construction around Crescent Lake.

PUBLIC COMMENT

Scarlet Sankey commented on the restrooms and loitering at HPTC, and the run cut committee.

Michelle Gransgaard commented on no smoking at HPTC.

Burt Langsea commented on restrooms at HPTC.

Margaret Lee commented on downtown shuttle service frequency.

Darrell Conder commented on the JTA's zero-tolerance policy.

The Executive Session was canceled.

ADJOURNMENT

The meeting was adjourned at 4:35 pm. The next regular meeting will be held Tuesday, October 17, 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

August 9, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: July 2017 Financial Report

The budget tracking percentage for May is 58.33%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Sales tax for May 2017 is 4.7% higher than received for May 2016.

Revenue Report –

- Operating revenue is 2.16% below budget. JTOC farebox revenue is a timing issue. Vanpool revenue will be lower than budgeted with the loss of two vanpools. The TranServ issue is partially resolved as of the date of this memo. Those individuals with PayPal accounts are able to pay for their vanpool, those without are still being declined.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year. JTA expenses are 7.1% BELOW budget.

- **Labor** – Labor is 2.5% below budget.
 - **Regular Wages** - Fixed Route and DAR are slightly over budget, RouteMatch training for operators is the primary reason these wages are over budget.
 - **Overtime** - Under budget for all departments except "Other Overtime". Other overtime includes overtime for the Maintenance Department. Overtime costs in Maintenance are higher than budgeted, this may result in a budget adjustment later in the year.
- **Benefits**
 - Holiday Leave - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
- **Materials and Supplied Consumed**
 - Vehicle Maintenance & Repair Parts – monitoring, several high dollar repairs, now only over budget by 1.88% which is a significant improvement over June.
- **Utilities** –
 - Electricity is over budget, monitoring, it is likely a timing issue.
- **Leases and Rentals**
 - Port-a-potty monthly rental cost has increased, will continue to be over budget.

Capital Activity –

- Capital activity in July: Park and Ride Project; RouteMatch; Radio Project and Software (Maintenance Department)



July 2017 Financial Summary

Budget Tracking Figure: 58.31%

1. Operational Expenses:	\$302,420.31
Operational Revenues:	\$14,756.03
Non-Operational Income:	\$410,032.65
Capital Expenses:	\$501,482.17
Capital Income:	\$576,063.00
2. Sales Tax Received 7/31/2017 for Mau 2017:	\$375,527.89
Sales Tax Received 7/31/2016 for May 2016:	\$358,635.90
Sales tax increased from prior year 5%	
3. Cash on Hand as of June 30, 2017*:	
Operating:	\$1,272,810.15
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,239,141.01
Capital Reserve (64% Funded):	\$1,635,380.40
(TDP Funding Match \$2,544,200)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$36,619.42
Bond Reserve:	\$85,250.00
EFT Fund:	\$105,530.94
Travel Fund:	\$1,472.00
Total	\$6,248,718.92**

*"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

2017

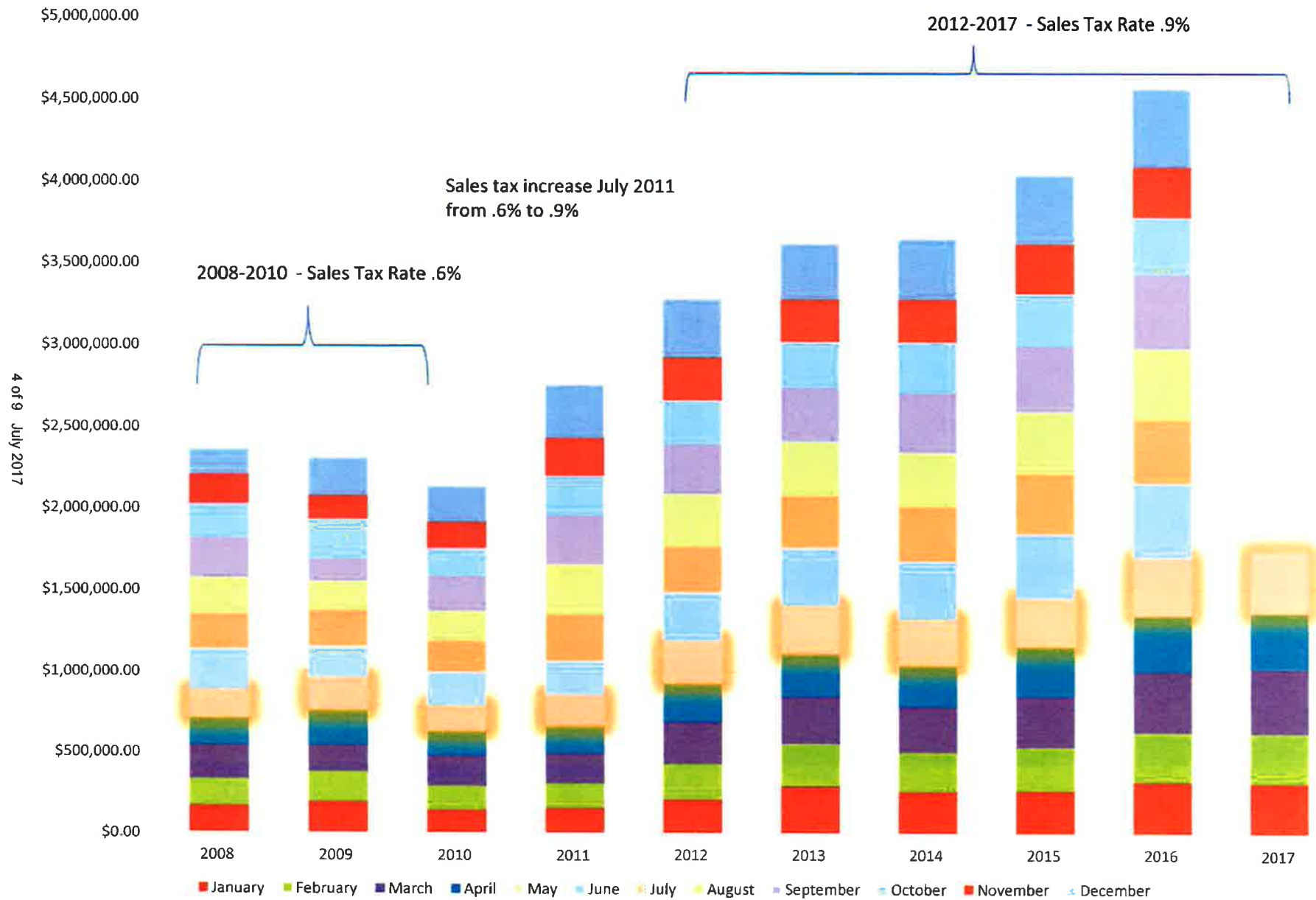
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$1,408,948.12	1,117,554.00	26.07%
May	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,813,513.79	1,444,621.00	25.54%
June	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$2,152,535.28	1,753,509.00	22.76%
July	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$2,528,063.17	2,051,899.00	23.21%
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$2,528,063.17	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$361,151.88	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$619,528.54	543,930.00	13.90%
March	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,024,094.21	870,997.00	17.58%
April	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$1,363,115.70	1,179,885.00	15.53%
May	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$1,738,643.59	1,478,275.00	17.61%
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,738,643.59	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$347,728.72	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Seven Months Ending July 31, 2017

	July	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,857,662.89	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$427,957.23)	(\$2,254,037.80)
Non-Capital Financing Activities	\$374,214.72	\$3,068,707.74
Investing Activities	\$5,457.69	\$27,130.47
Total Operating Cash Provided/(Used)	(\$48,284.82)	\$841,800.41
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$447,375.10	(\$354,876.04)
Net Increase/(Decrease) Cash and Equivalent	\$399,090.28	\$486,924.37
CASH BALANCES - END OF PERIOD	\$6,256,753.17	\$6,256,753.17

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Seven Months Ending July 31, 2017

	July	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,756.03	\$115,152.04	\$205,000.00	56.17%
Operating Expenses				
Labor	151,652.63	1,107,176.23	1,982,558.00	55.85%
Benefits	116,819.76	824,282.85	1,556,799.00	52.95%
Services and User Fees	4,368.48	83,255.63	244,530.00	34.05%
Materials & Supplies	15,238.22	226,294.85	545,480.00	41.49%
Utilities	2,842.65	40,314.76	80,020.00	50.38%
Casualty/Liability Costs	10,211.33	71,529.35	127,000.00	56.32%
Taxes	289.37	2,249.36	7,953.00	28.28%
Miscellaneous Expenses	723.67	23,692.10	87,665.00	27.03%
Interest on Debt		17,675.00		0.00%
Leases and Rentals	274.20	8,669.35	18,640.00	46.51%
Total Operating Expenses	302,420.31	2,405,139.48	4,650,625.00	51.72%
Operating Income (Loss)	(287,664.28)	(2,289,987.44)	(4,445,625.00)	51.51%
Non-Operating Revenues				
Non-Transportation Revenue	5,569.48	32,801.75	24,000.00	136.67%
Taxes Levied by Transit	315,162.51	2,519,508.79	3,931,572.00	64.08%
Local Grants & Contributions	1,250.00	11,250.00	17,500.00	64.29%
State Grants & Contributions	39,539.00	244,258.84	251,579.00	97.09%
Federal Grants & Contributions	48,511.66	373,648.67	801,284.00	46.63%
Total Non-Operating Revenues	410,032.65	3,181,468.05	5,025,935.00	63.30%
Net Income (Loss) Before Transfers In/(Out)	122,368.37	891,480.61	580,310.00	153.62%
Net Income/(Loss)	122,368.37	891,480.61	580,310.00	153.62%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Seven Months Ending July 31, 2017**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,936.30	\$82,513.55	\$144,000.00	57.30%
Fixed Route Fares - West - JTOC	210.05	2,326.88	4,500.00	51.71%
Dial-a-Ride Fares (DAR)	909.68	6,085.69	10,800.00	56.35%
Vanpools	1,700.00	24,225.92	43,200.00	56.08%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,756.03	115,152.04	205,000.00	56.17%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	5,457.69	27,130.47	12,000.00	226.09%
Gain (Loss) on Disposition of Capital Items		514.15	1,200.00	42.85%
Public Donations		6.00		0.00%
Other Nontransportation Revenues	111.79	5,151.13	10,800.00	47.70%
Taxes Levied Directly by Transit System - Sales & Use Tax	315,162.51	2,519,508.79	3,931,572.00	64.08%
Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP		2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	243,008.99	248,579.00	97.76%
RTAP		1,249.85	3,000.00	41.66%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	373,648.67	801,284.00	46.63%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		607,412.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
Total Nonoperating Revenues	410,032.65	4,067,728.53	5,025,935.00	80.93%
TOTAL REVENUES	424,788.68	4,182,880.57	5,230,935.00	79.96%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2017**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$51,840.35	\$387,876.87	\$647,222.00	59.93%
Operators Overtime - Fixed Route	2,044.04	18,809.65	71,253.00	26.40%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,337.66	77,331.49	124,973.00	61.88%
Operators Overtime - Dial-a-Ride (DAR)	753.62	3,904.13	12,521.00	31.18%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	36,791.28	265,832.50	518,571.00	51.26%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,436.53	37,055.63	40,314.00	91.92%
Administration Salaries	43,449.15	316,365.96	567,704.00	55.73%
Benefits				
FICA	13,549.50	94,693.51	195,329.00	48.48%
Pension Plans (PERS)	21,107.19	142,959.63	264,224.00	54.11%
Medical Plans	42,872.03	295,657.28	551,400.00	53.62%
Dental Plans	3,188.60	21,555.25	45,636.00	47.23%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,508.76	39,341.27	69,922.00	56.26%
Holiday	8,456.79	59,593.92	90,777.00	65.65%
General Leave	19,623.42	143,555.41	263,289.00	54.52%
Other Paid Absence (Court Duty & Bereavement)	1,174.97	5,084.53	14,686.00	34.62%
Uniforms, Work Clothing & Tools Allowance	632.88	5,294.44	10,100.00	52.42%
Other Benefits (HRA, EAP & Wellness)	705.62	12,026.61	29,436.00	40.86%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	45.00	8,632.79	18,250.00	47.30%
Professional & Technical Services	1,683.11	36,730.04	110,530.00	33.23%
Contract Maintenance Services (IT Services)	763.00	5,897.78	14,500.00	40.67%
Security Services		705.00	5,000.00	14.10%
Vehicle Technical Services	381.64	14,298.16	38,250.00	37.38%
Property Maintenance Services	297.07	5,555.67	14,500.00	38.31%
Software Maintenance Fees	718.31	8,063.45	30,100.00	26.79%
Postage & Mail Meter Fees	261.60	1,531.49	3,100.00	49.40%
Drug & Alcohol Services	218.75	1,841.25	4,800.00	38.36%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	7,667.07	113,396.29	295,000.00	38.44%
Tires	1,734.57	15,171.07	35,000.00	43.35%
Lubrication	781.32	3,171.73	10,550.00	30.06%
Tools	274.08	3,034.49	18,000.00	16.86%
Vehicle Maintenance & Repair Parts	2,755.98	49,070.08	81,500.00	60.21%
Non-Vehicle Maintenance & Repair Parts	39.97	1,571.91	8,240.00	19.08%
Vehicle Accessories		1,350.00	1,350.00	0.00%
Park & Ride Materials	32.89	113.88	3,750.00	3.03%
Shop Supplies (Maintenance & Cleaning)	1,643.61	11,987.77	20,500.00	58.48%
Safety & Emergency Supplies		95.88	7,050.00	1.36%
Office Supplies	160.24	6,169.86	14,920.00	41.35%
Computer Programs & Supplies		10,447.27	14,150.00	73.83%
Printing (Photocopier, Schedules & Brochures)	148.89	12,064.82	33,450.00	36.07%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	205.06	5,713.98	14,100.00	40.52%
Utilities (Electrical & Propane)		14,056.83	27,000.00	52.06%
Telephone & Internet	2,637.59	20,543.95	38,920.00	52.79%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.33	71,529.35	127,000.00	56.32%
Taxes				
State Taxes	284.20	2,186.01	4,203.00	52.01%
Vehicle Licensing & Registration Fees		10.00	750.00	1.33%
Other Licensing Fees & Taxes	5.17	53.35	3,000.00	1.78%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2017**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$559.67	\$6,833.94	\$17,007.00	40.18%
Travel & Meetings	(35.00)	10,988.02	32,150.00	34.18%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)		3,538.44	24,408.00	14.50%
EE CDL and EE Physical Expense	199.00	2,263.00	4,800.00	47.15%
Other Miscellaneous		68.70	300.00	22.90%
Interest Expense				
Interest on Long-term Debt Obligation		17,675.00	35,755.00	49.43%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,919.40	3,000.00	63.98%
Service Vehicles & Equipment		59.95	2,500.00	2.40%
Other General Administration Facilities		6,690.00	13,140.00	50.91%
TOTAL OPERATING EXPENSES	<u><u>302,420.31</u></u>	<u><u>2,405,139.48</u></u>	<u><u>4,686,380.00</u></u>	<u><u>51.32%</u></u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
July 2017

Current Account Status	Balance per Bank @ 7/31/17	\$ 2,999,521.41	\$ -
Balance per GL @ 6/30/17		\$ 2,922,070.13	
	Transfers - In		
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 578,063.00	
	Investment Interest	\$ 2,870.45	
	Transfers - Out (Purchases)	\$ (501,482.17)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 7/31/17		\$ 2,999,521.41	
Balance in Capital Account	Outstanding Checks	\$ 2,999,521.41	

2017 Capital Projects			
Facility		Grant Funding	JTA Funding
	2017 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -

Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Min Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
	Apr 2017		\$ (1,035.50)
	May 2017		\$ (841.07)
	June 2017		\$ (340.83)
	July 2017		\$ (820.23)
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	Jan 2017 SCJ Alliance	\$ (1,282.80)	\$ (320.70)
	Mar 2017 SCJ Alliance	\$ (4,588.40)	\$ (1,147.10)
	Apr 2017 SCJ Alliance, Advertising	\$ (12,005.38)	\$ (3,001.35)
	May 2017 SCJ Alliance	\$ (9,801.48)	\$ (2,450.37)
	June 2017 SCJ, Hoch Const	\$ (68,325.00)	\$ (17,081.25)
	July 2017 SCJ, Hoch Const	\$ (397,925.61)	\$ (99,481.40)
	JTA Funded Balance		\$ 260,480.40

Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 278,000.00	\$ 100,000.00
	Apr 2017	\$ (274,618.70)	\$ (84,190.28)
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 528,262.72

Service Vehicles

Service Equipment			
Generator 83 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)		\$ 32,155.00
	Purchased 2/28/2017		\$ (32,155.00)
	JTA Funded Balance		\$ 125,000.00

Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.28)
	May 2017 - RTA Upgrade		\$ (3,161.00)
	July 2017 - RTA Upgrade		\$ (539.55)
Route Match	2016/2017 Beginning Budget		\$ 164,000.00
Add ons Apprvd 2/21/2017			\$ 45,000.00
	Mar 2017 - Roulematch		\$ (50,878.50)
	Apr 2017 - Roulematch		\$ (9,007.09)
	May 2017 - Roulematch IT		\$ (35,383.21)
	June 2017 - Roulematch		\$ (28,800.00)
	July 2017 - Roulematch		\$ (2,711.50)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4315 Grant; \$1085 JTA)	\$ 4,261.44	\$ 1,065.38
	Purchased Feb 2017 - Facility Wide WiFi	\$ (4,261.44)	\$ (1,065.38)
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 325,397.89

JTA Capital Balance	\$ 2,999,521.41
JTA Committed Project Funds Sub-Total	\$ (1,239,141.01)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,760,380.40



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

July 13, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: June 2017 Financial Report

The budget tracking percentage for May is 50%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Sales tax for April 2017 is .08% lower than received for April 2016.

Revenue Report –

- Farebox revenue is 1.03% below budget. Vanpool revenue will be short with the loss of two vanpools. We have been in contact with TranServ discussing the debit card issue, but as of the date of this memo, there is no resolution to the issue.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year. JTA expenses are 5.7% BELOW budget.

- **Labor –** Labor is 1.8% below budget.
 - **Regular Wages** - The budget tracking figures are more on track for regular wages compared to last year, Fixed Route and DAR are slightly over budget.
 - **Overtime** - Under budget for all departments except "Other Overtime". Other overtime includes overtime for the Maintenance Department. Overtime costs in Maintenance will be higher than anticipated, this may result in a budget adjustment later in the year.
- **Benefits**
 - Holiday Leave - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
- **Materials and Supplied Consumed**
 - Vehicle Maintenance & Repair Parts – monitoring, several high dollar repairs, now over budget by 6.8%.
- **Utilities –**
 - Electricity is over budget, monitoring, it is likely a timing issue.
- **Leases and Rentals**
 - Port-a-potty monthly rental cost has increased, will continue to be over budget.

Capital Activity –

- Capital activity in June: Park and Ride Project; RouteMatch; Radio Project



June 2017 Financial Summary

Budget Tracking Figure: 50%

1. Operational Expenses:	\$354,407.59
Operational Revenues:	\$17,742.80
Non-Operational Income:	\$532,750.94
Capital Expenses:	\$114,546.88
Capital Income:	\$0.00
2. Sales Tax Received 6/30/2017 for April 2017:	\$339,021.49
Sales Tax Received 6/30/2016 for April 2016:	\$341,610.91
Sales tax decreased from prior year .08%	
3. Cash on Hand as of June 30, 2017*:	
Operating:	\$955,480.53
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,342,693.69
Capital Reserve (57% Funded):	\$1,454,376.44
(TDP Funding Match \$2,544,200)	
Capital Vehicle Reserve	42\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$36,619.42
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,055.28
Travel Fund:	\$1,500.00
Total	\$5,850,490.36**

**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

2017

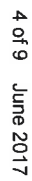
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,872.00	29.91%	\$313,966.98	241,872.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$1,408,948.12	1,117,554.00	26.07%
May	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,813,513.79	1,444,621.00	25.54%
June	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$2,152,535.28	1,753,509.00	22.76%
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$2,152,535.28	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$358,755.88	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$619,528.54	543,930.00	13.90%
March	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,024,094.21	870,997.00	17.58%
April	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$1,363,115.70	1,179,885.00	15.53%
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,363,115.70	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$340,778.93	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

2012-2017 - Sales Tax Rate .9%



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Six Months Ending June 30, 2017

	June	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,003,607.88	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	\$3,893.66	(\$1,561,776.57)
Non-Capital Financing Activities	\$346,414.89	\$2,430,189.02
Investing Activities	\$5,103.63	\$21,672.78
Total Operating Cash Provided/(Used)	\$355,412.18	\$890,085.23
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$501,357.17)	(\$802,251.14)
Net Increase/(Decrease) Cash and Equivalent	(\$145,944.99)	\$87,834.09
CASH BALANCES - END OF PERIOD	\$5,857,662.89	\$5,857,662.89

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Six Months Ending June 30, 2017

	June	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$17,742.80	\$100,396.01	\$205,000.00	48.97%
Operating Expenses				
Labor	157,096.54	955,523.60	1,982,558.00	48.20%
Benefits	118,764.84	707,004.35	1,556,799.00	45.41%
Services and User Fees	7,377.27	62,249.50	244,530.00	25.46%
Materials & Supplies	36,081.94	205,026.86	545,460.00	37.59%
Utilities	3,377.46	35,325.90	80,020.00	44.15%
Casualty/Liability Costs	10,211.33	61,318.02	127,000.00	48.28%
Taxes	341.73	1,959.99	7,953.00	24.64%
Miscellaneous Expenses	3,169.13	22,863.43	87,665.00	26.08%
Interest on Debt	17,675.00	17,675.00		0.00%
Leases and Rentals	312.35	7,280.15	18,640.00	39.06%
Total Operating Expenses	354,407.59	2,076,226.80	4,850,625.00	44.64%
Operating Income (Loss)	(336,664.79)	(1,975,830.79)	(4,445,625.00)	44.44%
Non-Operating Revenues				
Non-Transportation Revenue	7,988.42	27,232.27	24,000.00	113.47%
Taxes Levied by Transit	432,430.49	2,204,346.28	3,931,572.00	56.07%
Local Grants & Contributions	3,750.00	10,000.00	17,500.00	57.14%
State Grants & Contributions	40,070.37	168,893.17	251,579.00	67.13%
Federal Grants & Contributions	48,511.66	360,862.00	801,284.00	45.04%
Total Non-Operating Revenues	532,750.94	2,771,333.72	5,025,935.00	55.14%
Net Income (Loss) Before Transfers In/(Out)	196,086.15	795,502.93	580,310.00	137.08%
Net Income/(Loss)	196,086.15	795,502.93	580,310.00	137.08%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Six Months Ending June 30, 2017**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,741.91	\$70,577.25	\$144,000.00	49.01%
Fixed Route Fares - West - JTOC	333.09	2,116.83	4,500.00	47.04%
Dial-a-Ride Fares (DAR)	997.56	5,176.01	10,800.00	47.93%
Vanpools	3,670.24	22,525.92	43,200.00	52.14%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	17,742.80	100,396.01	205,000.00	48.97%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	5,103.63	21,672.78	12,000.00	180.61%
Gain (Loss) on Disposition of Capital Items	125.00	514.15	1,200.00	42.85%
Public Donations		6.00		0.00%
Other Nontransportation Revenues	2,759.79	5,039.34	10,800.00	46.66%
Taxes Levied Directly by Transit System - Sales & Use Tax	432,430.49	2,204,346.28	3,931,572.00	56.07%
Local Grants and Contributions				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP	2,500.00	2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	167,643.32	248,579.00	67.44%
RTAP	531.37	1,249.85	3,000.00	41.66%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	360,862.00	801,284.00	45.04%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		31,349.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
Total Nonoperating Revenues	532,750.94	3,081,531.20	5,025,935.00	61.31%
TOTAL REVENUES	550,493.74	3,181,927.21	5,230,935.00	60.83%

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2017**

	June	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$57,467.15	\$336,036.52	\$647,222.00	51.92%
Operators Overtime - Fixed Route	1,540.36	16,765.61	71,253.00	23.53%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,345.54	65,993.83	124,973.00	52.81%
Operators Overtime - Dial-a-Ride (DAR)	299.86	3,150.51	12,521.00	25.16%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,127.74	229,041.22	518,571.00	44.17%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,951.04	31,619.10	40,314.00	78.43%
Administration Salaries	41,364.85	272,916.81	567,704.00	48.07%
Benefits				
FICA	12,836.52	81,144.01	195,329.00	41.54%
Pension Plans (PERS)	27,554.63	121,852.44	264,224.00	46.12%
Medical Plans	41,641.04	252,785.25	551,400.00	45.84%
Dental Plans	3,045.88	18,366.65	45,636.00	40.25%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,135.73	33,832.51	69,922.00	48.39%
Holiday	9,256.92	51,137.13	90,777.00	56.33%
General Leave	18,203.58	123,931.99	263,289.00	47.07%
Other Paid Absence (Court Duty & Bereavement)	159.87	3,909.56	14,686.00	26.62%
Uniforms, Work Clothing & Tools Allowance	520.57	4,661.56	10,100.00	46.15%
Other Benefits (HRA, EAP & Wellness)	410.10	10,862.25	29,436.00	36.90%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	902.51	7,051.29	18,250.00	38.64%
Professional & Technical Services	2,263.39	20,798.00	110,530.00	18.82%
Contract Maintenance Services (IT Services)	763.00	5,134.78	14,500.00	35.41%
Security Services		705.00	5,000.00	14.10%
Vehicle Technical Services	1,153.10	13,077.40	38,250.00	34.19%
Property Maintenance Services	341.77	5,258.60	14,500.00	36.27%
Software Maintenance Fees	1,419.89	7,332.04	30,100.00	24.36%
Postage & Mail Meter Fees	204.86	1,269.89	3,100.00	40.96%
Drug & Alcohol Services	328.75	1,622.50	4,800.00	33.80%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	20,880.32	105,729.22	295,000.00	35.84%
Tires	3,245.07	13,436.50	35,000.00	38.39%
Lubrication	456.20	2,390.41	10,550.00	22.66%
Tools	1,249.93	2,746.37	18,000.00	15.26%
Vehicle Maintenance & Repair Parts	6,774.04	46,274.88	81,500.00	56.78%
Non-Vehicle Maintenance & Repair Parts	409.92	1,501.43	8,240.00	18.22%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	7.07	80.99	3,750.00	2.16%
Shop Supplies (Maintenance & Cleaning)	2,193.66	10,336.96	20,500.00	50.42%
Safety & Emergency Supplies	38.12	95.88	7,050.00	1.36%
Office Supplies	237.83	5,996.63	14,920.00	40.19%
Computer Programs & Supplies		4,521.46	14,150.00	31.95%
Printing (Photocopier, Schedules & Brochures)	589.78	11,916.13	33,450.00	35.62%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	740.12	5,306.21	14,100.00	37.63%
Utilities (Electrical & Propane)		12,442.54	27,000.00	46.08%
Telephone & Internet	2,637.34	17,577.15	38,920.00	45.16%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.33	61,318.02	127,000.00	48.28%
Taxes				
State Taxes	341.73	1,901.81	4,203.00	45.25%
Vehicle Licensing & Registration Fees		10.00	750.00	1.33%
Other Licensing Fees & Taxes		48.18	3,000.00	1.61%

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2017**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,161.35	\$6,274.27	\$17,007.00	36.89%
Travel & Meetings	587.78	10,918.02	32,150.00	33.96%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)		3,538.44	24,408.00	14.50%
EE CDL and EE Physical Expense	1,420.00	2,064.00	4,800.00	43.00%
Other Miscellaneous		68.70	300.00	22.90%
Interest Expense				
Interest on Long-term Debt Obligation	17,675.00	17,675.00	35,755.00	49.43%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,645.20	3,000.00	54.84%
Service Vehicles & Equipment	38.15	59.95	2,500.00	2.40%
Other General Administration Facilities		5,575.00	13,140.00	42.43%
TOTAL OPERATING EXPENSES	<u>354,407.59</u>	<u>2,076,226.80</u>	<u>4,686,380.00</u>	<u>44.30%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
June 2017

Current Account Status	Balance per Bank @ 6/30/17	\$ 2,922,070.13	\$ -
Balance per GL @ 5/31/17		\$ 3,034,097.81	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 2,519.40	
	Transfers - Out (Purchases)	\$ (114,546.88)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 6/30/17		\$ 2,922,070.13	
Balance in Capital Account	Outstanding Checks	\$ 2,922,070.13	

2017 Capital Projects			
Facility		Grant Funding	JTA Funding
	2017 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures			
		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
	Apr 2017		\$ (1,035.50)
	May 2017		\$ (841.07)
	June 2017		\$ (340.83)
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	Jan 2017 SCJ Alliance	\$ (1,282.80)	\$ (320.70)
	Mar 2017 SCJ Alliance	\$ (4,588.40)	\$ (1,147.10)
	Apr 2017 SCJ Alliance, Advertising	\$ (12,005.38)	\$ (3,001.35)
	May 2017 SCJ Alliance	\$ (8,801.48)	\$ (2,450.37)
	June 2017 SCJ, Hoch Const	\$ (68,325.00)	\$ (17,081.25)
	JTA Funded Balance		\$ 360,782.03
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 278,000.00	\$ 100,000.00
	Apr 2017	\$ (274,818.70)	\$ (94,190.28)
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 528,262.72
Service Vehicles			
Service Equipment			
Generator 63 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)		\$ 32,155.00
	Purchased 2/28/2017		\$ (32,155.00)
	JTA Funded Balance		\$ 125,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.26)
	May 2017 - RTA Upgrade		\$ (3,181.00)
Route Match	2016/2017 Beginning Budget		\$ 154,000.00
Add ons Apprvd 2/21/2017			\$ 45,000.00
	Mar 2017 - Routematch		\$ (50,878.50)
	Apr 2017 - Routematch		\$ (9,007.09)
	May 2017 - Routematch IT		\$ (35,383.21)
	June 2017 - Routematch		\$ (28,860.00)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4319 Grant; \$1085 JTA)	\$ 4,261.44	\$ 1,065.36
	Purchased Feb 2017 - Facility Wide WIFI	\$ (4,261.44)	\$ (1,065.36)
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 328,848.94
JTA Capital Balance		\$ 2,922,070.13	
JTA Committed Project Funds Sub-Total		\$ (1,342,893.89)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 1,579,376.44	



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

Attachment C

August 15, 2017

Legislative Updates

Third Special Session

The third special session ended without the passage of a capital budget. The McCleary basic education requirement cannot be fully implemented without the capital budget. The Volkswagen settlement funds provision was also in the capital budget. The House Bill had up to 30% of the settlement funds available for transit while the Senate never drafted a bill addressing the settlement fund.

Jefferson Transit Authority (JTA) Park and Ride Expansion

Project Status

- Material delays such as sheet metal and parking lot lighting were encountered with the Bike Barn.
- Additional work added to the project such as replacement of the driveway entrance and restriping of the existing parking.
- Completed WSDOT walk-thru and received approval.

Current Work Completed

- Concrete parking lot surface complete
- Concrete sidewalks and ADA ramps complete
- Landscape installed
- Bike Barn roof and siding installed
- Bike Barn interior painted, bike lockers and bike hangers installed
- Pedestrian benches, bike pump, and repair station installed
- Construction of temporary drive aisle to replace existing driveway
- West half of the driveway replacement poured (waiting for cure)

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Work Planned

- Complete parking lot lighting and Electrical Vehicle installation
- Complete trim on Bike Barn
- East half of driveway replacement
- Removal of the temporary driveway once driveway complete

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:

- 41st Public Transportation Conference, Everett – August 7-9

Meetings at the Conference, August 7

- WSTA 3rd Quarter Board Meeting
 - WSTA Operations Committee Meeting
 - WSTA Vanpool Committee Meeting
- Marketing Committee/Marketing Exchange, Bremerton – September 28-29
 - Facilities Maintenance/ Maintenance Committee Meeting, Leavenworth – October 2-3

Miscellaneous Items

RouteMatch – Demand and Response (DAR). The migration to RouteMatch DAR is done and doing well. RouteMatch is addressing one issue that prevents same day changes to bookings. This phase of the project will remain open until the issue is solved.

RouteMatch – Fixed Route (FR) & RouteShout (RS). The previously identified issue with the software has been fixed. Implementation was completed, and RouteMatch is up and running on all buses. We have identified an issue with RouteShout not operating on the iPhone 5's, and we await a resolution from RouteMatch. This phase of the project will remain open until the issue is solved.

Network and Server Upgrades. JTA had a meeting with our "Shadow IT" vendor Dailey Computer and IT from the PUD to discuss migrating to a new version of Microsoft Exchange server. Dailey is setting up a test configuration at their office to test several assumptions before JTA attempts. JTA expects to begin the migration by the end of September.

Implementing WSTIP Network Security Recommendations & the Potential Impact: JTA continues to work on improvements to its network security, such as no shared network accounts.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

Grants/Fleet.

JTA ordered two 30' low-floor Gillig diesel buses and two cut-away buses funded with the 2017-2019 Consolidated Grant funds. Delivery date is estimated 18 to 22 months out.

Projects:

Haines Place Transit Center Maintenance. The parking lot maintenance is scheduled to begin on August 18-20. JTA plans to reseal and restripe half the lot at a time.

Emergency Diesel Generator Replacement. The 250kw emergency diesel generator was installed by Double D Electric on July 19th. Double D removed and replaced the existing 50KW Kohler unit with the larger unit. The installation went smooth, but we have one item outstanding before we close the project. The Auto-start programming and input of the maintenance requirements into RTA. Once completed the project will close.

Salary Survey. The salary survey is currently underway with Cabot Dow Associates, Inc. and is scheduled to be completed by September 15th.

Safety Star Award

Please welcome once again, Al Hatten from WSTIP. Jefferson Transit again won WSTIP's Safety Star Award! WSTIP recognizes the long-term dedication and commitment to safety by the annual award of their Safety Star awards. Jefferson Transit is named the safest small rural transit agency in 2016. Jefferson Transit will receive \$1,500. In 2014 JTA purchased fleece vests with the employee name, the JTA logo and the Safety Star Award on the front. This year's prize is TBD.

Negotiations

On August 1, 2017, JTA received a notification from ATU 587 of the Union's wish to modify the terms of the CBA. On August 3, 2017, Jefferson Transit responded and requested dates in August, September, and October to coordinate schedules. To date, JTA has received no dates.



63 4 Corners Road, Port Townsend, WA 98368

Attachment D

June/July 2017 Operations Board Report/ Leesa Monroe

Detours/Construction/Bridge Openings

- The culvert replacement at Center Rd and Hwy 19 was completed and paving continues along Center Road this week with a pilot car taking vehicles through. The project has been completed with minimal service disruption to transit in part due to the excellent communication sent out by Bruce Patterson at the county public works department.
- Hwy 101 at Chicken Coop and Zaccardo road intersections minimal delays.
- There have been several bridge openings. This morning our driver left Viking P&R at 10:53 and sat in traffic for approximately 50 minutes waiting for the bridge to re-open. Drivers have been doing an excellent job staying in touch with dispatch and trying to help passengers connecting to other routes.
- In July two days of road projects uptown caused routing delays, there was some confusion for drivers as the street closure information we received did not match where Lakeside industries were working. Gary, drivers, and dispatchers handled the re-routing, and we remained on time
- Tomorrow core drilling will occur on Water St near the ferry bus stop, we have a temp stop set up near Laisla Mexican Restaurant, and a flagger will direct traffic.
- Tammi, Ben, and Leesa attended a meeting about Grant St School project, the project team has been following up with Leesa
- Leesa has been working with Samantha Trone for city of PT on Howard St, location of bus pullouts for future routing
- Tammi and Leesa will attend the Main Street breakfast in September for an update on the Water St project.

RouteMatch – Our implementation of RouteMatch software continues

Staffing - Miranda Nash applied and was selected to fill the vacant Mobility Coordinator position. Sue Jones one of two part-time customer service representatives from Haines Place retired on July 31, we are recruiting to fill her position and Miranda's office assistant position.

Special Events/Conferences

Saturday, June 24 Gold Wing Motorcycle group from the Tacoma area visited PT for the weekend. They used the Haines Place Park and Ride for drill team exercise and show & shine of their motorcycles.

July 31st Laura and Miranda manned the booth at StandDown.

Yesterday August 14, Miranda Nash and Gary Maxfield attended Planning for the Special Needs of Vulnerable Populations During Disasters at Fort Worden.
(This year) Gary has been going to the JCDEPT of Emergency Management Incident Management Team Monthly Meetings
Miranda and I attended the WA State Trans Conference in Everett

Saturday, August 5, Hadlock Days. We took 1967 to the event. 73 visitors stopped by

Friday, Saturday, Sunday, Aug 11- 13, Jefferson County Fair. We took 1967 to the event, and we had 625 visitors.

Upcoming Events

Saturday, August 19, Kiwanis Car Show

Also Saturday, August 19, 2017, route deviation for Uptown Street Fair

And we are preparing for Wooden Boat Sept 8 and Sept 9

Service Changes

We are working on service changes and adding service in January 2018. I will be talking about plans for service at the October board meeting, and public meetings will be held in October.

Jefferson Transit Authority Board

Special Meeting Minutes

Wednesday, September 6, 2017, 1:30 p.m.

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:30 p.m. Other members present were Catharine Robinson, Kathleen Kler and Kate Dean, with David Faber excused.

STAFF PRESENT

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

PUBLIC COMMENT

Darrell Conder commented on revising the Drug & Alcohol Policy.

Burt Langsea commented on revising the Drug & Alcohol Policy.

Brenda McMillan commented on revising the Drug & Alcohol Policy.

Michelle Gransgaard commented on revising the Drug & Alcohol Policy.

Lyris Locklear commented on revising the Drug & Alcohol Policy.

OLD BUSINESS

Resolution 17-21: Revising the Drug & Alcohol Policy

Tammi Rubert stated JTA's policy had not been changed recently except to update names and contact information. This second chance policy allows for someone who has failed a marijuana drug test, to be immediately removed from safety-sensitive work and sent to a professional who will determine what their treatment will be. The Union is in full agreement with this policy change. The Union asked us to change one word on page 15 from "may" to "will" where it states "Under very limited circumstances involving marijuana, Jefferson Transit "will" allow an employee to return to work..." The Union also requested that when an employee has completed their substance abuse treatment, their last chance agreement will last for three (3) years, instead of permanently.

A "Transit Ask" was done throughout the state of Washington to find out how many agencies have a second chance policy. Six (6) agencies have a second chance policy and thirteen (13) do not. Of the six (6) agencies that have a second chance policy, two (2) of the agencies have a second chance policy for alcohol only. The agencies data did not show an increase in accidents with the second chance policy in place. One of the agencies said that their second chance policy allowed a long-term employee that had gone through the program, to be successfully retained at four (4) years and counting. Marijuana is still a Schedule 1 Drug, and an employee will be removed from safety-sensitive duty if a drug test is failed.

The following are questions and comments asked by the Board; staff responses are bulleted below the question or comment:

- What the public is concerned about is safety, which is a primary concern for the Board and staff. What is the fitness for duty process?
 - When Operators arrive, they check in with dispatch who have been trained to watch for impairment, physical or drug or alcohol related. If dispatch has a concern about someone's impairment, supervisors and management get involved. A fit for duty process is followed which lists very specific questions about what is being observed or smelled, and what signs of impairment are noted.
- At what point can a decision be made to do a drug test?
 - The form itself walks you through the process. You can choose to test at any time. We also ask for more than one pair of eyes, usually up to three. Every employee who clocks in is encouraged to talk to the dispatcher. Sometimes other employees will start the process and bring an impaired employee to the attention of the managers.
- Is there a testing protocol required due to Federal Funding?
 - For all drug or alcohol testing, we are required to do double sample testing. There is no difference between random versus reasonable suspicion versus return to duty testing.
- Because Federal Law is in complete conflict with our State Law at this point, will our Federal dollars be in jeopardy?
 - No, JTA is still saying marijuana is an illegal substance. If a second chance policy is clearly stated in our Drug & Alcohol Policy, this change will not affect our Federal funding. JTA contacted our insurance company, Washington State Transit Insurance Pool (WSTIP) and they said they would support this with a Board approved policy revision.
- What about medical marijuana?
 - Because JTA has a zero-tolerance policy, an employee would not be able to use marijuana and work. A CDL holder is required to tell JTA when they are using a Schedule 1 Drug, and a doctor's release is needed to return to safety-sensitive duty.
- Do mechanics have a CDL?
 - Yes, a safety-sensitive employee is someone who has the ability to operate the bus, repair the bus, or direct the movement of the bus.
- A Board member stated if you work at Transit, you live a safe lifestyle and come to work ready to work safely. He continued that it depends on the system, and the

implementation of the system, and believes in the focus of the staff in this mission.

- The Board Chair stated as he listens to the comments, he is not hearing that the Board is ready to make a motion. Is more time or research needed?
 - This Board works with committees to help research and solve issues. JTA has not done many ad hoc committees, but have that authority. Kate Dean and Kathleen Kler will work with Tammi Rubert and come back with a recommendation.

NEW BUSINESS

Resolution 17-24: Requesting review by the Health Care Authority to participate in the state insurance plans for the employees of Jefferson Transit Authority.

Sara Crouch stated the Board must approve this Resolution before JTA can submit an application to the Public Employees' Benefit Board. She has done quite a bit of research, and the plans is comparable with our current coverage. The Union has approved this insurance¹⁰²³ change.

Motion: Kate Dean moved to approve Resolution 17-24: Requesting review by the Health Care Authority to participate in the state insurance plans for the employees of Jefferson Transit Authority. Kathleen Kler seconded.

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

PUBLIC COMMENT

Brenda McMillan commented on revising the Drug & Alcohol Policy.

Michelle Gransgaard commented on revising the Drug & Alcohol Policy.

Burt Langsea commented on revising the Drug & Alcohol Policy.

Darrell Conder commented on revising the Drug & Alcohol Policy.

Lyriss Locklear commented on drug testing in our community and revising the Drug & Alcohol Policy.

ADJOURNMENT

The meeting was adjourned at 2:25 p.m. The next regular meeting will be held Tuesday, October 17, 2017, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 10/16/2017

September 2017 Expenses

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

- Accounts Payable Voucher #96386 in the amount of \$2,100.00
- Accounts Payable Voucher #96387 in the amount of \$14,316.49
- Accounts Payable Voucher #96388 in the amount of \$75,130.08
- Accounts Payable Vouchers #96389-96421 in the amount of \$37,066.59
- Accounts Payable Vouchers #96422-96424 in the amount of \$84,673.59
- Accounts Payable Voucher #96425 in the amount of \$80,390.69
- Accounts Payable Vouchers #96426-96459 in the amount of \$49,792.80
- Voided Accounts Payable Voucher #95698 in the amount of \$155.00
- Voided Accounts Payable Voucher #96386 in the amount of \$2,100.00
- EFT/Payroll Vouchers #51914/51915 in the amount of \$2,194.34
- EFT/Payroll Vouchers #51957/51958/51971 in the amount of \$2,521.64
- EFT Payments in the amount of \$1,679.49
- Transfer from the Operatingl account to the Bond Payment Reserve account for the purpose of paying annual debt service in the amount of \$6,755.96

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



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 10/16/2017

August 2017 Expenses

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

- Accounts Payable Vouchers #96260-96295 in the amount of \$58,018.80
- Accounts Payable Voucher #96296 in the amount of \$77,388.67
- Accounts Payable Vouchers #96297-96343 in the amount of \$43,911.48
- Accounts Payable Voucher #96344 in the amount of \$5,112.80
- Accounts Payable Voucher #96345 in the amount of \$55,903.55
- Accounts Payable Voucher #96346 in the amount of \$76,971.34
- Accounts Payable Voucher #96347 in the amount of \$11,003.30
- Accounts Payable Vouchers #96348-96385 in the amount of \$66,973.59
- Capital Checks #604-605 in the amount of \$128,687.90
- Capital Check #606 in the amount of \$30,201.14
- Capital Check #607 in the amount of \$21,424.00
- EFT/Payroll Vouchers #51821/51823/51824/51837 in the amount of \$3,524.91
- EFT/Payroll Vouchers #51868/51869 in the amount of \$2,245.39
- EFT Payments in the amount of \$1,843.93
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of
July/August 2017 transfers of sales tax revenue to pay debt service in the amount of \$18,511.92

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



Authority Board Agenda Summary

MEETING DATE: October 16, 2017

AGENDA ITEM: Resolution 17-25: Bond Defeasance

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: \$561,515

FUNDING SOURCE: Real Estate Funds

REVIEWED BY: *Jammi Ricketts*

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

JTA issued bonds in the amount of \$1,090,000 for the construction of 63 4 Corners Rd. FTA has told us we will use the proceeds from the sale of 1615 W Sims Way for bond defeasance

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Resolution 17-25: Authorizing the General Manager and Finance Manager to proceed with the bond defeasance.

Jefferson Transit Authority
Resolution No. 17-25
Bond Defeasance

A RESOLUTION of the Authority Board of the Jefferson County Public
Transportation Benefit Area, to Approve Bond Defeasance in the amount of \$561,515

WHEREAS, Resolution 14-09 authorized JTA to pursue and obtain an agreement with Martin Nelson Company to issue bonds for the financing of the construction of the new Maintenance and Administration Facility located at 63 4 Corners Road, Port Townsend, Washington; and

WHEREAS, JTA issued bonds in the amount of \$1,090,000; and

WHEREAS, Jefferson Transit Authority (JTA) sold real property located at 1615 West Sims Way, Port Townsend Washington for \$561,515; and

WHEREAS, the facility at 1615 West Sims Way was originally purchased and improved utilizing FTA grant funds which gave FTA a vested interest in said property; and

WHEREAS, the Federal Transit Administration (FTA) has instructed JTA they will use the proceeds of the sale of 1615 West Sims Way for bond defeasance in lieu of paying FTA their portion of the proceeds of the sale;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board does hereby authorize the General Manager and Finance Manager to proceed with the bond defeasance.

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 16th day of October 2017.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: October 16, 2017

AGENDA ITEM: Resolution 17-26: GCB2808 State Vanpool Investment Program Grant Agreement

SUBMITTED BY: Sara Crouch **TITLE:** Finance Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

State Vanpool Investment Program Grant Agreement GCB2808

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY:

Sammi Prebert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

JTA has been awarded a State Vanpool Investment Grant to purchase a minimum of 6 replacement vanpool vehicles. Resolution 17-26 authorizes the Authority Chair to sign and execute Grant Agreement GCB2808

**RECOMMENDED
ACTION/MOTION:**

Motion: Approve Resolution 17-26 authorizing the Chair of the Authority to sign Grant Agreement GCB2808.

1 **JEFFERSON TRANSIT AUTHORITY**

2 **RESOLUTION 17-26**

3 **GCB2808 State Vanpool Investment Program Grant Agreement**

4
5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
6 *Transportation Benefit Area, hereinafter called the "Authority", authorizing the Authority*
7 *Chair to sign and execute Grant Agreement GCB2808*

8 **WHEREAS**, the state budget under authority of RCW 47.66.070 provides funding for
9 WSDOT to coordinate the development and implementation of the Statewide Vanpool
10 Investment Program (VIP); and

11 **WHEREAS**, WSDOT coordinated with transit agencies statewide to develop the
12 implementation of the Statewide VIP; and

13 **WHEREAS**, Jefferson Transit Authority has been awarded a State Vanpool Investment
14 Program Grant to purchase a minimum of six (6) replacement vanpool vehicles; and

15 **WHEREAS**, matching funds have been allocated by the Authority sufficient to provide
16 the services;

17 **NOW, THEREFORE, BE IT RESOLVED**, that the Chair of the Authority is hereby
18 authorized to sign the Grant Agreement numbered GCB2808 with the Washington State
19 Department of Transportation.

20
21 **CERTIFICATION**

22
23 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
24 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct
25 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit
26 Authority Board held on October 16, 2017.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

State Vanpool Investment Program Grant Agreement	
Washington State Department of Transportation Public Transportation Division 310 Maple Park Avenue SE PO Box 47387 Olympia, WA 98504-7387 WSDOT Contact: Shamus Misek 360-705-7346	Contractor: Jefferson Transit Authority 63 4 Corners Road Port Townsend, WA 98368 Contact Person: Frank Burns (360) 385-3020 (ext 112)
Term of Project: July 1, 2017 through the end of the Useful Life of the Project Equipment as identified in Exhibit I, 1.1	Project Title: Vanpool Investment Program
Unique Project Identification #: PTV0808	Federal ID #: 91-1124781
Agreement Number: GCB2808	Grant Award Amount: \$115,050

THIS AGREEMENT, entered into by the Washington State Department of Transportation (hereinafter referred to as "WSDOT") and the agency written above under the header, Contractor, (hereinafter referred to as the "TRANSIT AGENCY"), and/or individually referred to as the "PARTY" and collectively as the "PARTIES", WITNESSES THAT:

WHEREAS, the State of Washington in its Sessions Laws of 2017, Chapter 313, Section 220 (3) provides vanpool funding through the multimodal transportation account, as identified in the state budget through its 2017-2019 biennial appropriations to WSDOT

WHEREAS, the state budget under authority of RCW 47.66.070 provides funding for WSDOT to coordinate the development and implementation of the Statewide Vanpool Investment Program (VIP);

WHEREAS, WSDOT coordinated with transit agencies statewide to develop the implementation of the Statewide VIP; and

WHEREAS, the TRANSIT AGENCY has determined a need for one or more VIP vehicles to enhance its vanpool program.

NOW, THEREFORE, in consideration of the terms, conditions, performances, mutual covenants herein set forth and the attached exhibits, WSDOT and the TRANSIT AGENCY agree to the following terms and conditions:

Section 1 Purpose of Agreement

The purpose of this AGREEMENT is for WSDOT to reimburse the TRANSIT AGENCY for capital costs incurred for the purchase of replacement vanpool vehicles and for the purchase of vanpool vehicles to expand vanpooling (hereinafter referred to as "Project Equipment") in accordance with the provisions of this AGREEMENT and Exhibit I - Scope of Work, Exhibit II - RVCT and WSRO VP Performance Indicator Report (hereinafter referred to as the VIP Report), Exhibit III - VIP WSDOT Funded Vanpool Van Quarterly Fleet Update, Exhibit IV – Reimbursement Request Invoice form and Exhibit V – Reimbursement Request Invoice – Back-up Support Spreadsheet , which are attached hereto and by this reference incorporated herein.

Section 2 Scope of Project

WSDOT hereby agrees to provide capital financing to the TRANSIT AGENCY to purchase Project Equipment, for the purpose of investing in vanpooling during the Project Period. The minimum number of vanpool vehicles to be purchased is identified as set forth in Exhibit I, Scope of Work, Section 2.1.

Section 3

Time of Performance

The Project Period of this AGREEMENT shall commence and end on the dates indicated on page 1 of this AGREEMENT under the caption headings "Project Start Date" and "Project Completion Date" and subject to its other provisions regardless of the date of signature and execution of this AGREEMENT unless terminated by one of the PARTIES as provided herein. The caption headings "Project Start Date" and "Project Completion Date", including the information therein and all caption space headings above including the information therein are by this reference incorporated into this Agreement as if fully set forth herein.

Section 4

Inspection of Project Equipment upon Delivery

The TRANSIT AGENCY shall inspect Project Equipment purchased pursuant to this AGREEMENT at the time of delivery to the TRANSIT AGENCY. The TRANSIT AGENCY has 15 calendar days from delivery to either accept or reject the Project Equipment. If rejected, the TRANSIT AGENCY shall provide a written notice specifying the Project Equipment deficiencies to its vendor and WSDOT, allowing the vendor a reasonable amount of time to cure the deficiencies or defect. Upon receipt and acceptance of Project Equipment, the TRANSIT AGENCY agrees that it has fully inspected the Project Equipment and accepts it as suitable for the purpose under this AGREEMENT, as being in good condition and state of good repair and that the TRANSIT AGENCY is satisfied with the Project Equipment and that the Project Equipment complies with all regulations, rules, and laws. When the TRANSIT AGENCY accepts the Project Equipment from the vendor, it shall provide WSDOT with a written copy of the Project Equipment Acceptance letter (as required under Section 7D.4) that is sent to and informs the vendor that the TRANSIT AGENCY has accepted the Project Equipment. Payment to the vendor must occur within thirty days of the Project Equipment acceptance.

Section 5

Miscellaneous Charges and Conditions

The funds provided by WSDOT pursuant to this Agreement shall not be used by the TRANSIT AGENCY to pay any storage charges, parking charges, and fines, as well as any fees (including vehicle registration, license and inspection fees), and any taxes, all of which shall be at the cost and expense of the TRANSIT AGENCY, except that subject to submission of appropriate invoices and required supporting documents, WSDOT shall reimburse the TRANSIT AGENCY for applicable state sales or use tax, which may be imposed with respect to the Project Equipment by a duly constituted governmental authority. All replacements, repairs, or substitutions of parts or equipment shall be at the cost and expense of the TRANSIT AGENCY.

Section 6

Purchasing and Reimbursement

A. The TRANSIT AGENCY will purchase Project Equipment through State of Washington Department of General Administration's Passenger Van/Vehicle Procurement contract or other competitive procurement process that meets the TRANSIT AGENCY's procurement policies.

B. The TRANSIT AGENCY is required, in order to ensure delivery and acceptance of Project Equipment by June 30, 2019, to place an order for all Project Equipment authorized under this contract no later than February 1, 2019.

C. Payment will be made by WSDOT on a reimbursable basis for the actual costs of the Project Equipment less any pre-payment discounts, rebates, and/or refunds. Payment is subject to the submission to and approval by WSDOT of appropriate invoices and required supporting documents as set forth in this Section 6. In no event shall the total amount reimbursed by WSDOT exceed the state funds identified in the caption space titled "Grant Award Amount" unless amended thereto.

D. State Fiscal Year End Closure Requirement (RCW 43.88): The TRANSIT AGENCY shall submit an invoice for completed work in the same state fiscal period, starting on July 1 and ending on June 30 the following year, in which the work was performed. Reimbursement requests must be received by July 15

of each state fiscal period. If the TRANSIT AGENCY is unable to provide an invoice by this date, the TRANSIT AGENCY shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

Section 7

Reimbursement Request Invoices and Supporting Documents

A. WSDOT will provide the TRANSIT AGENCY, following execution of this AGREEMENT, with a Reimbursement Request Form, a copy of which is attached hereto as Exhibit IV to this Agreement, and by this reference incorporated into the Agreement. The TRANSIT AGENCY is required to use this form when requesting reimbursement for Project Equipment purchased under this agreement. A completed Reimbursement Request Form must contain an original signature from the TRANSIT AGENCY's authorized signatory or his/her designee, and it must be submitted within sixty (60) days of Project Equipment acceptance. Reimbursement Request Forms shall identify and include any and all manufacturer discounts and rebates received for each unit purchased. A completed form shall include, but not be limited to, the following information:

- a. Year, Make and Model.
- b. Vehicle Identification Number (VIN).
- c. Grantee Vehicle Number and Vehicle License Number.
- d. Seating Capacity and ADA Accessibility.
- e. Date Vehicle is Accepted.
- f. Vehicle Per Unit Cost.
- g. Equipment Description (if applicable)
- h. Equipment Cost

B. A Reimbursement Request Form shall be supported with a copy of the vendor invoice(s) documenting the Project Equipment and associated Project Equipment expenditures. Eligible expenditures include, but are not limited to, cost of the vehicle, vehicle signage/logos, vehicle bicycle racks, emergency roadside safety equipment, telematics equipment, and first aid kits.

C. A completed Reimbursement Request– Back-up Support Spreadsheet which itemizes and totals each vehicle's related equipment items and expenditures including but not limited to cost of the vehicle, vehicle signage/logos, vehicle bicycle racks, emergency roadside safety equipment, telematics equipment, and first aid kits. This spreadsheet shall include any early payment discounts credited to the TRANSIT AGENCY by the vehicle manufacturer dealership.

D. Additional supporting documentation required to be submitted to WSDOT by the TRANSIT AGENCY with a Reimbursement Request Form(s) includes the following:

1. Copy of vehicle registration listing WSDOT as Legal Owner and TRANSIT AGENCY as Registered Owner.
2. Copy of insurance certificate showing WSDOT as additional insured and the loss payee.
3. A declaration of self-insurance (if a TRANSIT AGENCY self-insures) including a description of how the self-insurance pool is funded. Insurance must meet the requirements as outlined in Section 27 – Insurance.
4. Copy of the Project Equipment acceptance letter to the vendor certifying that the Project Equipment has been inspected and is in good condition and repair as outlined in Section 4 – Inspection of Project Equipment upon Delivery.

5. Copies of invoices/receipts for associated Project Equipment (e.g. logos/signage, bicycle racks, telematics equipment, safety and first aid-kits, etc.) expenditures.

Section 8

Local Cash Match

TRANSIT AGENCY is required to provide a minimum local cash match requirement (5% for expansion and 35% for replacement vanpool vehicles purchased under this agreement.

Section 9

Vehicle Title

The Project Equipment titles shall designate WSDOT as the legal owner and the TRANSIT AGENCY as the registered owner through the useful life of the Project Equipment, which is identified in Exhibit I, Scope of Work, 1.1. WSDOT will release the interest of legal ownership of the Project Equipment to the TRANSIT AGENCY within thirty (30) days after the quarter in which the useful life of the Project Equipment, which is identified in Exhibit 1, Scope of Work, 1.1 has been met.

Section 10

Contracts Under this Agreement

Unless otherwise authorized in advance in writing by WSDOT, the TRANSIT AGENCY shall not assign any portion of the work to be performed under this AGREEMENT, or execute any contract amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT. The TRANSIT AGENCY may not in any way encumber the Project Equipment.

Section 11

Performance and Reporting

The TRANSIT AGENCY shall submit to WSDOT, or WSDOT's designated agent, a monthly VIP performance report for each AGREEMENT in a format as set forth in Exhibit II, RVCT and WSRO VP Performance Indicator Report (VIP Report). TRANSIT AGENCY is required to submit the VIP Report on a monthly basis to WSDOT, or WSDOT's designated agent, no later than the end of the month following the previous month of operation. The report will enable WSDOT to accurately record the performance of the VIP. The TRANSIT AGENCY shall also submit to WSDOT a quarterly fleet update in a format as set forth in Exhibit III, VIP WSDOT-Funded Vanpool Van Quarterly Fleet Update, which shall include specific information related to WSDOT funded Project Equipment vans used in the TRANSIT AGENCY's vanpool program. Such quarterly fleet report will enable WSDOT to track when WSDOT funded Project Equipment is placed into service as well as when the TRANSIT AGENCY surpluses or disposes of vehicles that were replaced by WSDOT funded Project Equipment. The TRANSIT AGENCY shall submit, the quarterly fleet report to WSDOT until such time as all Project Equipment acquired under this agreement has been placed in service and all TRANSIT AGENCY vanpool vehicles, that have been replaced by WSDOT funded Project Equipment, have been disposed of. The quarterly fleet report is due to WSDOT by the last day of October, January, April, and July for each calendar quarter during the biennium. The TRANSIT AGENCY's failure to meet any of the above identified report submittal timelines can result in the TRANSIT AGENCY being considered to be **in breach of contract and Not In Good Standing** which may prevent the TRANSIT AGENCY from receiving future VIP grant funds in the next biennium.

Section 12

Project Equipment in Service Requirements

A. Expansion Vehicles

1. The TRANSIT AGENCY is required to place expansion vehicles received pursuant to this Agreement into service within nine (9) months of vehicle acceptance date. Failure by the TRANSIT AGENCY to meet this requirement may result in WSDOT:
 - a. transferring any vehicles not placed in service to an alternative transit agency in need of a vehicle for its vanpool program (; or

- b. allowing the vehicle to remain with the TRANSIT AGENCY to replace one of its existing in service vanpool vehicles and requiring the TRANSIT AGENCY to reimburse WSDOT within 45 days of WSDOT's written notification to the TRANSIT AGENCY, 30% of the original VIP grant funds reimbursed by WSDOT for the vehicle.
2. The TRANSIT AGENCY shall forfeit its local cash match for any vehicles transferred to another transit agency.

B. Replacement Vehicles

1. The TRANSIT AGENCY is required to place replacement vehicles in service within three (3) months of vehicle acceptance date. This will allow the TRANSIT AGENCY sufficient time to have the vehicles inspected, accepted and pre-serviced. Failure by the TRANSIT AGENCY to meet these requirements may result in WSDOT:
 - a. transferring any vehicle not placed in service to an alternative transit agency in need of vehicles for its vanpool program; or,
 - b. allowing the vehicle to remain with the TRANSIT AGENCY to replace one of its existing in service vanpool vehicles and requiring the TRANSIT AGENCY to reimburse WSDOT within 45 days of WSDOT's written notification to the TRANSIT AGENCY, 25% of the original VIP grant funds reimbursed by WSDOT for the vehicle.
2. The TRANSIT AGENCY shall forfeit its local cash match for any vehicles transferred to another transit agency.

C. Vanpool Service Expansion

1. The TRANSIT AGENCY if awarded expansion vehicle grant funding under this AGREEMENT, is required to expand its in service revenue vanpool fleet by the number of expansion vehicles awarded and purchased (including a 20% spare ratio) by either of the following:
 - a. at any time within an eighteen (18) month period from the acceptance date of the last expansion vehicle received; or,
 - b. at any time during the 2017-2019 biennium
2. The TRANSIT AGENCY's in-service vanpool and spare fleet data as reported on the RVCT and WSRO VP Performance Indicator Report for the month of March 2017 will be used as the base from which vanpool program growth will be determined. Should WSDOT determine that an additional VIP grant fund solicitation is required during the 2017-2019 biennium the month of the announcement will be used as the base from which vanpool program growth will be determined.
3. Failure by the TRANSIT AGENCY to meet at least one of the requirements identified above may result in WSDOT:
 - a. transferring any WSDOT funded expansion vehicles to an alternative transit agency in need of one or more vehicles for its vanpool program; or,
 - b. allowing the vehicle(s) to remain with the TRANSIT AGENCY to replace one of its existing in service vanpool vehicles and requiring the TRANSIT AGENCY reimburse WSDOT within 45 days of WSDOT's written notification to the TRANSIT AGENCY,) 30% of the original VIP grant funds reimbursed by WSDOT for the vehicle.
4. The TRANSIT AGENCY shall forfeit its local cash match for any vehicles transferred to another alternative transit agency

Section 13
Use of Project Equipment

A. The TRANSIT AGENCY agrees that the Project Equipment shall be used for commuter ridesharing as defined in RCW 46.74.010(1). Personal use of the van by the driver will be permitted if the TRANSIT AGENCY's vanpool program policies allow this usage.

B. The TRANSIT AGENCY will operate the Project Equipment as part of the TRANSIT AGENCY's vanpool program placing the Expansion Project Equipment into service within nine (9) months and placing the Replacement Project Equipment into service within three (3) months, respectively, from acceptance date. The TRANSIT AGENCY may have up to a twenty percent (20%) spare ratio. For every five (5), vanpool vehicles purchased, one (1) may be operated as a spare vehicle. If the Project Equipment, excluding a twenty percent (20%) spare ratio, is not placed in use within the time frame identified above from delivery and acceptance date, or if the Project Equipment is being used for purposes other than vanpool activities, the actions and remedies regarding the Project Equipment as described in Section 12 will apply.

C. The TRANSIT AGENCY further agrees that it will not (1) use or permit the use of the Project Equipment in a manner inconsistent with the TRANSIT AGENCY's policies, so as to void any insurance covering the Project Equipment; or (2) knowingly use the Project Equipment in a negligent manner; or (3) permit the Project Equipment to become subject to any liens, charges, or encumbrances. The TRANSIT AGENCY shall keep records with regard to the use of the Project Equipment, consistent with the TRANSIT AGENCY's records keeping and retention policies, and shall submit to WSDOT upon request such information as is required in order to assure compliance with this section. The TRANSIT AGENCY shall immediately notify WSDOT in writing during the Project Period if any Project Equipment funded by the WSDOT is used in a manner substantially different from that described in this AGREEMENT.

Section 14

Remedies for Misuse or Noncompliance

The TRANSIT AGENCY shall not use any Project Equipment in a manner that varies from the use described in Section 2, Scope of Project and Section 13, Use of Project Equipment of this AGREEMENT. If the WSDOT determines that the Project Equipment has been used in a manner different from that described in Section 2 and Section 13 of this AGREEMENT, the WSDOT will terminate this AGREEMENT and the TRANSIT AGENCY shall be liable for damages for the breach of this AGREEMENT, and any other remedies included in this AGREEMENT. If any participation and funding is either reduced or cancelled as a result of a breach by the TRANSIT AGENCY, the TRANSIT AGENCY is then liable for all damages from the breach, even though those damages may exceed the price payable under this AGREEMENT.

Section 15

Maintenance of Project Equipment

The TRANSIT AGENCY shall maintain the Project Equipment in good repair at all times. All services, materials, and repairs in connection with the use and operation of the Project Equipment are at the TRANSIT AGENCY's expense. The TRANSIT AGENCY agrees to service the Project Equipment and replace parts at intervals recommended in the manual provided by the manufacturer of such equipment, or sooner if consistent with the TRANSIT AGENCY's maintenance plans. The TRANSIT AGENCY must have a Transit Asset Management Plan certified by WSDOT. WSDOT shall not be liable for repairs, nor shall any such repairs be charged to WSDOT. The TRANSIT AGENCY shall retain records of all maintenance and parts replacement performed on the Project Equipment. The TRANSIT AGENCY shall keep maintenance and service records of Project Equipment on file for each vehicle in the Project Equipment inventory and be made available to WSDOT upon request. WSDOT personnel may periodically inspect the Project Equipment. Failure to follow correct maintenance procedures during the Project Period may be grounds for termination of this AGREEMENT. WSDOT must approve modifications to the Project Equipment or the installation of additional equipment in advance and in writing.

Section 16

TRANSIT AGENCY Vanpool Vehicles to be Replaced with WSDOT Funded Vehicles

The following applies when WSDOT awards the TRANSIT AGENCY VIP grant funds to purchase vehicles to replace TRANSIT AGENCY vanpool vehicles which have been determined by WSDOT to no longer be in a state of good repair (SGR):

- A. The TRANSIT AGENCY must replace the TRANSIT AGENCY vehicles identified in Exhibit V.
- B. The TRANSIT AGENCY is required to dispose of each TRANSIT AGENCY vanpool vehicle to be replaced in Exhibit V by selling, donating, or surplusizing each vehicle within three (3) months of the TRANSIT AGENCY's written acceptance of the WSDOT funded replacement vanpool vehicle. Written acceptance of replacement vehicles is defined in Section 4 and Section 7.D.4.
- C. The TRANSIT AGENCY is required to complete and submit a WSDOT VIP Funded Vanpool Van Quarterly Fleet Update Report as set forth in Section 11 and Exhibit III. This report which identifies when a TRANSIT AGENCY vanpool vehicle that has been replaced by a WSDOT funded vanpool vehicle is disposed of by sale, donation or surplusizing is due to WSDOT by the last day of October, January, April, and July following each calendar quarter.

Section 17

Ethics

- A. **Relationships with Employees and Officers of WSDOT.** The TRANSIT AGENCY shall not extend any loan, gratuity or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall the TRANSIT AGENCY rent or purchase any equipment and materials from any employee or officer of WSDOT.
- B. **Employment of Former WSDOT Employees.** The TRANSIT AGENCY hereby warrants that it shall not engage on a full-time, part-time, or other basis during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of WSDOT without written consent of WSDOT.

Section 18

Compliance with Laws and Regulations

The TRANSIT AGENCY agrees to abide by all applicable State and Federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, Project record keeping necessary to evidence compliance with such Federal and State laws and regulations, and retention of all such records. The TRANSIT AGENCY will adhere to all of the nondiscrimination provisions in chapter 49.60 RCW.

Section 19

Environmental Protection

The TRANSIT AGENCY agrees to comply with all applicable requirements of chapter 43.21C RCW "State Environmental Policy Act" (SEPA).

Section 20

Accounting Records

- A. **Project Accounts.** The TRANSIT AGENCY agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The TRANSIT AGENCY agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible and available to WSDOT upon request, and, to the extent feasible, kept separate from documents not pertaining to the Project.
- B. **Documentation of Project Costs and Program Income.** The TRANSIT AGENCY agrees to support all costs charged to the Project, including any approved services contributed by the TRANSIT AGENCY or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The TRANSIT AGENCY also agrees to maintain accurate records of all program income derived from implementing the Project.

C. **Checks, Orders, and Vouchers.** The TRANSIT AGENCY agrees to refrain from drawing checks, drafts, or orders for goods or services to be charged against the Project Account until it has received and filed a properly signed voucher from WSDOT describing in proper detail the purpose for the expenditure.

Section 21

Audits, Inspection, and Retention of Records

A. **Submission of Proceedings, Agreements, and Other Documents.** During the course of the Project and for six (6) years thereafter, the TRANSIT AGENCY agrees to retain intact any data, documents, reports, records, contracts, and supporting materials relating to the Project (Records), and to provide to WSDOT such Records as WSDOT may require. Should an audit, enforcement, or litigation process be commenced, but not completed, during the aforementioned six-year period then the TRANSIT AGENCY's obligations hereunder shall be extended until the conclusion of that pending audit, enforcement, or litigation process.

B. **General Audit Requirements.** The TRANSIT AGENCY agrees to obtain any audits required by WSDOT at TRANSIT AGENCY's expense. Project closeout will not alter the TRANSIT AGENCY's audit responsibilities.

C. **Inspection.** The TRANSIT AGENCY agrees to permit WSDOT, the State Auditor, or their authorized representatives, to inspect all Project work materials, payrolls, maintenance records, and other data, and to audit the books, records, and accounts of the TRANSIT AGENCY and its contractors pertaining to the Project. The TRANSIT AGENCY agrees to require each third party contractor to permit WSDOT, the State Auditor, or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that third party contract, and to audit the books, records, and accounts involving that third party contract as it affects the Project.

Section 22

Labor Provisions

Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek. The TRANSIT AGENCY will comply with Title 49 RCW, Labor Regulations.

Section 23

Liens on Equipment

WSDOT shall hold legal title to all vehicles the TRANSIT AGENCY acquires and have legal ownership to any non-vehicle Project Equipment the TRANSIT AGENCY acquires or modifies using the funds identified in the caption space of this AGREEMENT titled "Grant Award Amount". The TRANSIT AGENCY accepts WSDOT's legal ownership of the Project Equipment during its useful life and agrees that it shall not use the Project Equipment as collateral, nor shall the TRANSIT AGENCY encumber the Project Equipment in any way. The TRANSIT AGENCY shall follow the terms stated in Section 13 regarding the use of all Project Equipment. For non-vehicle Project Equipment, WSDOT's lien shall equal the proportional funded share, as identified in this AGREEMENT, of the disposable value of the Project Equipment. Satisfaction of WSDOT's lien may be satisfied only by proper disposal of the Project Equipment in a manner determined by WSDOT.

Section 24

Loss or Damage to Project Equipment and Procedures

A. Until such time that WSDOT releases legal ownership in said Project Equipment to the TRANSIT AGENCY, the TRANSIT AGENCY, at its own expense, shall cover any loss, theft, damage, or destruction of the Project Equipment using either of the following methods:

1. The TRANSIT AGENCY shall maintain Comprehensive and Collision insurance adequate to cover the value of the Project Equipment; the TRANSIT AGENCY shall supply a copy of the Certificate of Insurance specifying such coverage to WSDOT before operating or moving any Project Equipment; or

2. The TRANSIT AGENCY shall provide a written certificate of self-insurance to WSDOT before operating or moving any Project Equipment. The TRANSIT AGENCY will cover from its own resources the costs of repairing or replacing any Project Equipment, if it is stolen, damaged, or destroyed in any manner.

B. If the damage to the Project Equipment does not result in a total loss, payments for damage shall be paid directly to the TRANSIT AGENCY. The TRANSIT AGENCY shall, within thirty (30) days, either:

1. Devote all of the insurance proceeds received to repair the Project Equipment and place it back in service, and the TRANSIT AGENCY shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or

2. In the event the TRANSIT AGENCY certified to self-insurance, devote all funds necessary to repair the Project Equipment and place it back into service.

C. The TRANSIT AGENCY will notify WSDOT within five (5) working days of an accident or incident when Project Equipment is damaged and sustains disabling damage which requires said Project Equipment to be:

1. Removed from service beyond ten (10) working days for repairs; or,
2. Permanently removed (due to being declared a total loss) from service.

Failure by the TRANSIT AGENCY to notify WSDOT within the prescribed timeframe identified above will result in the TRANSIT AGENCY being deemed to be *in breach of contract* which may result in the TRANSIT AGENCY being ineligible to receive future VIP funds.

D. If the Project Equipment is a total loss, either by theft or damage, the insurance proceeds or equivalent shall be paid directly to WSDOT. The TRANSIT AGENCY shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

1. Intends to replace the lost Project Equipment; or,
2. Does not intend to replace the lost Project Equipment.

Failure by the TRANSIT AGENCY to notify WSDOT within the prescribed timeframe identified above will result in the TRANSIT AGENCY being deemed to be *in breach of contract* which may result in the TRANSIT AGENCY being ineligible to receive future VIP funds.

E. The TRANSIT AGENCY shall maintain a file on site that includes copies of all accident records, including but not limited to copies of completed local law official accident/incident records, involving Project Equipment accidents. In addition, if the Project Equipment has been declared a total loss by the insurance company, the TRANSIT AGENCY will maintain a total loss vehicle file which includes copies of all accident and loss related documentation including but not limited to the following:

- A copy of all completed local law official accident reports;
- Passenger statements;
- Vanpool vehicle odometer reading at the time of the accident; and,
- Copies of any written communication(s) and correspondence the TRANSIT AGENCY received from or sent to; WSDOT, Washington State Transit Insurance Pool (WSTIP), insurance companies, loss/subrogation companies, attorneys, injured parties, law enforcement agencies, etc.

Failure by the TRANSIT AGENCY to notify WSDOT within the prescribed timeframe identified above will result in the TRANSIT AGENCY being deemed to be *in breach of contract* which may result in the TRANSIT AGENCY being ineligible to receive future VIP funds.

F. Should the TRANSIT AGENCY decide to replace the damaged Project Equipment declared a total loss during the project period and upon completion of the Project Equipment total loss settlement, the TRANSIT AGENCY shall either:

1. Purchase a new or used replacement vehicle for the Project Equipment loss within five (5) months from receipt of the total loss settlement proceeds. Said new or used purchased replacement vehicle must be:
 - a. Similar to the type of Project Equipment being replaced, including but not limited to mini or maxi van, model type, model year, features and equipment, mileage; and,
 - b. Be equal to or more than the National Automobile Dealers Association Northwest-determined value of the Project equipment at the time of the accident.
2. Replace the Project Equipment with one of its own purchased vehicles.

G. Prior approval from WSDOT is required if the TRANSIT AGENCY plans to replace the Project Equipment with one of its own purchased vehicles. Said replacement vehicles must be:

1. Similar to the type of Project Equipment being replaced, including but not limited to mini or maxi van, model type, model year, features and equipment, mileage; and,
2. Be equal to or more than the National Automobile Dealers Association Northwest-determined value of the Project equipment at the time of the accident.

Once the TRANSIT AGENCY receives the purchased replacement vehicle, the TRANSIT AGENCY must submit to WSDOT within 30 days of vehicle acceptance a copy of the vendor invoice and the registration showing WSDOT as the legal owner.

Failure by the TRANSIT AGENCY to submit the documentation as set forth above to WSDOT within the prescribed timeframe identified above will result in the TRANSIT AGENCY being deemed to be *in breach of contract* which may result in the TRANSIT AGENCY being ineligible to receive future VIP funds.

H. If WSDOT determines that the total loss occurred under circumstances in which the TRANSIT AGENCY fulfilled its obligations under this AGREEMENT, WSDOT would either pay or rebate to the TRANSIT AGENCY the TRANSIT AGENCY's proportionate share of such proceeds received.

WSDOT will not reimburse the TRANSIT AGENCY for any Project Equipment replacement cost or any miscellaneous cost as identified in Section 5, Miscellaneous Charges and Conditions.

Section 25

International Travel

International travel, including but not limited to travel to and from Canada, will not be allowed.

Section 26

Limitation of Liability

WSDOT shall not be liable to the TRANSIT AGENCY or to anyone else, including vanpool van drivers and riders for any liability, loss, or damage of any kind and however caused or alleged to be caused directly or indirectly by the Project Equipment; or the repair, maintenance, or equipment thereof, by any inadequacy thereof, or defect therein or by any incident in connection therewith, or interruption of service or use of any Project Equipment provided pursuant to this AGREEMENT, or from any liability of any nature growing out of performance of this AGREEMENT or Project Equipment on the part of the TRANSIT AGENCY, its officers, employees, agents or subcontractors. To the maximum extent permitted by law, the TRANSIT AGENCY shall indemnify, hold harmless and defend WSDOT and all its authorized agents, and employees from all claims, actions, costs, damages, both to persons and property, or expenses of any nature whatsoever by reason of the acts or omissions of the TRANSIT AGENCY, its assignees, agents, contractors, licensees, invitees, employees or any person whomsoever, arising out of or in connection with any acts or activities under this AGREEMENT. The TRANSIT AGENCY further agrees to defend WSDOT, its agents or employees in any litigation, including payment of any costs or attorney's fees, for any claim or action commenced, arising out of or in connection with any acts or activities

authorized by this AGREEMENT. This obligation shall not include such claims, costs, or damages or expenses, to the extent caused by the sole or concurrent negligence of WSDOT or its authorized agents or employees. In the event that any lien is placed upon property of WSDOT or any of its officers, principals, agents, or employees as a result of the acts, errors, or omissions of the TRANSIT AGENCY, its officers, employees, agents, subcontractors, vanpool drivers and/or riders, the TRANSIT AGENCY shall at once cause the same to be dissolved and discharged by giving bond or otherwise. The TRANSIT AGENCY waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless WSDOT and its officers, principals, agents or employees.

Section 27

Insurance

The TRANSIT AGENCY shall obtain and keep in force throughout the Project Period, public liability and property damage insurance in amounts and with companies acceptable to WSDOT. The TRANSIT AGENCY shall provide WSDOT a Certificate of Insurance or a declaration of self-insurance as identified in Section 7 C. b and .c, as applicable, with the TRANSIT AGENCY's Reimbursement Request Form as set forth in Exhibit IV and Supporting Documents. Any declaration of self-insurance must include a description of how the self-insurance pool is funded. WSDOT shall be specifically named as an additional insured in the insurance policy, which insures the TRANSIT AGENCY. The coverage shall be not less than \$5,000,000 single limit bodily injury and property damage per occurrence. As required by Section 13, Loss or Damage to Project Equipment and Procedures, the TRANSIT AGENCY shall maintain Collision and Comprehensive insurance and WSDOT shall be named as loss payee on any insurance purchased covering collision and comprehensive over the life of the Project Equipment. The TRANSIT AGENCY agrees to give WSDOT thirty (30) days advance written notice of cancellation or substantial change in its insurance coverage. Coverage in the minimum amount set forth herein shall not be construed to relieve the TRANSIT AGENCY from liability in excess of such coverage. Further, WSDOT reserves all claims or rights of action against the TRANSIT AGENCY as if WSDOT were not named in the subject policy.

Section 28

Agreement Modifications

Either PARTY may request changes in these provisions. Such changes, which are mutually agreed upon shall be incorporated as written amendments to this AGREEMENT. No variation or alteration of the terms of this AGREEMENT shall be valid unless and until such variation or alteration is made in writing and signed by authorized representatives of the PARTIES hereto, provided that changes to the federal ID number, Unique Project Identification Number (UPIN) or the contact person of both PARTIES, will not require a written amendment. These revisions will be approved and documented by WSDOT through an administrative revision. The TRANSIT AGENCY will receive an official notification from WSDOT.

Section 29

Termination

A. Termination for Convenience. WSDOT and/or the TRANSIT AGENCY may suspend or terminate this AGREEMENT, in whole or in part, by written notice to the other PARTY. WSDOT and the TRANSIT AGENCY shall agree upon the AGREEMENT termination provisions including but not limited to the terms and conditions applicable to the termination, and in the case of partial termination the portion to be terminated, and Project Equipment disposal. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination, the portion to be terminated. However, if in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made WSDOT may terminate the award in its entirety. WSDOT may suspend all or any part of the financial assistance provided herein, at any time by written notice to the TRANSIT AGENCY and the PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

1. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;

2. The TRANSIT AGENCY is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;

3. The TRANSIT AGENCY is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the TRANSIT AGENCY;

4. The State Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project; or

5. In the case of termination for convenience under subsections A.1-4 above, WSDOT shall reimburse the TRANSIT AGENCY for all costs payable under this AGREEMENT which the TRANSIT AGENCY properly incurred prior to termination. The TRANSIT AGENCY shall promptly submit its claim for reimbursement to WSDOT. If the TRANSIT AGENCY has any property in its possession belonging to WSDOT, the TRANSIT AGENCY will account for the same, and dispose of it in the manner that WSDOT directs.

B. Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the TRANSIT AGENCY, if the TRANSIT AGENCY materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington State Laws, or local governmental laws under which the TRANSIT AGENCY operates;
3. Abuses or misuses the Project Equipment, including, but not limited to:
 - a. Failure to maintain a vehicle according to the manufacturer's standards;
 - b. Failure to repair damages or replace defective or broken parts in a timely manner;
 - c. Failure to take any action which could affect the ability of the Project Equipment to perform its designated function or takes any action which could shorten its useful life for Project use or otherwise; or.
 - d. Failure to make reasonable and appropriate use of the Project Equipment, real property, or facilities.
4. Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or
5. Fails to perform in the manner called for in this AGREEMENT, or fails, to comply with, or is in violation of any provision of this AGREEMENT including but not limited to:
 - a. The TRANSIT AGENCY discontinues the use of the Project Equipment for the purpose of vanpooling;
 - b. The TRANSIT AGENCY does not use the Project Equipment within the first nine (9) months from receipt, and written acceptance as defined in Section 4 and Section 7.C.d, or uses the Project Equipment for a non-authorized use at any time.

WSDOT shall serve a notice of termination on the TRANSIT AGENCY setting forth the manner in which the TRANSIT AGENCY is in default hereunder. If it is later determined by WSDOT that the TRANSIT

AGENCY had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the TRANSIT AGENCY, such as a strike, fire or flood, WSDOT may:

- a. Allow the TRANSIT AGENCY to continue work after setting up a new delivery of performance schedule, or
- b. Treat the termination as a termination for convenience.

C. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the TRANSIT AGENCY ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the TRANSIT AGENCY fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to the TRANSIT AGENCY. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against the TRANSIT AGENCY and its sureties for said breach or default including, but not limited to, demanding the return of some or all of the funds paid under this AGREEMENT.

D. In the event that WSDOT elects to waive its remedies for any breach by the TRANSIT AGENCY of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not **preclude** WSDOT's remedies for that breach, or limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

Section 30

Safety

A. The TRANSIT AGENCY shall ensure, to the best of its ability, that all Project Equipment is maintained and operated in a safe, prudent manner and that all drivers and riders comply with existing state laws regarding the operation of motor vehicles on the streets, roads, and highways of the state.

Section 31

Personal Liability of Public Officers

No officer or employee of WSDOT shall be personally liable for any act or failure to act in connection with this AGREEMENT, it being understood that in such matters they are acting solely as agents of WSDOT.

Section 32

No Government Obligations to Third Parties

No contract between the TRANSIT AGENCY and its contractors and/or material-men and/or laborers and/or their subcontractors shall create any obligations or liability of WSDOT with regard to this AGREEMENT without WSDOT's specific written consent of such obligation or liability, notwithstanding WSDOT's concurrence in, or approval of, the award of any contract or subcontract or the solicitation thereof. The TRANSIT AGENCY hereby agrees to include this provision in all contracts it enters into for the employment of any individuals, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT.

Section 33

Independent Contractors

The TRANSIT AGENCY shall be deemed an independent contractor for all purposes, and the employees of the TRANSIT AGENCY or any of its subcontractors, and the employees thereof shall not in any manner be deemed to be an employee of WSDOT. Nothing in this AGREEMENT shall be taken as creating or increasing any right of any third party to recovery by way of damages or otherwise against either the TRANSIT AGENCY or WSDOT.

Section 34

Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of, or preclude the exercise of, any such right or remedy.

Section 35

Changed Conditions Affecting Performance

The TRANSIT AGENCY hereby agrees to immediately notify WSDOT in writing of any change in conditions or law, or of any other event, which may significantly affect its ability to perform the Project in accordance with the provisions of this AGREEMENT.

Section 36

WSDOT Advice

The TRANSIT AGENCY bears complete responsibility for the administration and success of the Project as it is defined by this AGREEMENT and any amendments thereto. If the TRANSIT AGENCY seeks the advice of WSDOT on problems that may arise, the offering of WSDOT advice shall not shift the responsibility of the TRANSIT AGENCY for the correct administration and success of the Project, and WSDOT shall not be held liable for offering advice to the TRANSIT AGENCY.

Section 37

Severability

If any covenant or provision or part of this AGREEMENT is judged void, or held to be invalid, such adjudication or holding shall not affect the validity or obligation of performance of any other covenant or provision, or part thereof, which in itself is valid, if such remainder conforms to the terms and requirements of applicable law and with the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

Section 38

Notices

Any notice, request, consent, demand, report, statement, or submission which is required or permitted to be given pursuant to this AGREEMENT shall be in writing and shall be delivered personally to the respective PARTIES set forth below or mailed by first class United States mail, postage prepaid, to the respective PARTIES at the addresses set forth in the caption area of this AGREEMENT unless a different address has been designated in writing and delivered to the other PARTY. The date of receipt of any such notice, demand, request, or submission shall be presumed to be the date of delivery if served personally, or if mailed as aforesaid, on the fifth business day following the date of such mailing.

Section 39

Disputes

A. **Disputes.** Disputes arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by WSDOT's authorized representative. If the PARTIES cannot resolve a dispute by agreement of the PARTIES, the TRANSIT AGENCY may submit in writing a detailed description of the dispute to the WSDOT Public Transportation Division, Urban Programs Manager or his/her designee, who will issue a written decision within ten (10) business days of WSDOT's receipt of the TRANSIT AGENCY's written description of the dispute. This decision shall be final and conclusive unless within ten (10) business days from the date of the TRANSIT AGENCY's receipt of WSDOT's written decision, the TRANSIT AGENCY mails or otherwise furnishes a written appeal to the WSDOT Public Transportation Division Director or his/her designee. In connection with any such appeal, the TRANSIT AGENCY shall be afforded an opportunity to submit additional documents in support of its position. The decision of the WSDOT Public Transportation Division Director or designee shall be binding upon the TRANSIT AGENCY and the TRANSIT AGENCY shall abide by the decision.

B. **Performance During Dispute.** Unless otherwise directed by WSDOT, the TRANSIT AGENCY shall continue performance under this AGREEMENT while matters in dispute are being resolved.

C. **Claims for Damages.** Should either PARTY to the AGREEMENT suffer injury or damage to person, property, or right because of any act or omission of the other PARTY or any of that PARTY's employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to such other PARTY within a reasonable time after the first observance of such injury for damage.

D. Rights and Remedies. All remedies provided in the AGREEMENT are distinct and cumulative to any other right or remedy under this document or afforded by law or equity, and may be exercised independently, concurrently, or successively and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the PARTIES hereto. No action or failure to act by WSDOT or the TRANSIT AGENCY shall constitute a waiver of any right or duty afforded any of them under the AGREEMENT, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

Section 40

Venue

In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County and that Washington State law shall apply.

Section 41

Section Headings

All section headings are inserted for convenience only and shall not affect any construction or interpretation of this AGREEMENT.

Section 42

Binding Agreement

The undersigned acknowledge that they are authorized to execute this AGREEMENT and bind their respective agencies to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT on the day and year last written below.

WASHINGTON STATE DEPARTMENT OF
TRANSPORTATION

CONTRACTOR

Brian Lagerberg, Director
Public Transportation Division

Authorized Representative

Title

Print Name

Date

Date

APPROVED AS TO FORM

Any material modification requires
additional approval of the Office of
Attorney General

BY:

Susan Cruise

Assistant Attorney General

9/27/2017

Date

Exhibit I

Scope of Work

This Scope of Work governs the purchase of Project Equipment, under this Agreement, which will be used by the TRANSIT AGENCY for its vanpool program. The following information and rules pertain to both expansion and replacement vehicles purchased with WSDOT VIP grant funds.

1. Determination of Project Completion Date and Useful Life:

- 1.1 The "Project Completion Date" is determined by applying the useful life of the Project Equipment to the date of written acceptance of Project Equipment. The useful life of the Project Equipment is determined to be four (4) years from that date for this AGREEMENT.

2. Project Equipment:

- 2.1 The TRANSIT AGENCY shall purchase, during the project period, a minimum of:

- 0 Expansion vanpool vehicles; and
- 6 Replacement vanpool vehicles

2.11 For each expansion vanpool vehicle purchased under this AGREEMENT, the amount that WSDOT shall reimburse the TRANSIT AGENCY shall not exceed \$28,025 (95% of the maximum allowable per vehicle unit cost cap of \$29,500) for sole petroleum fuel powered vehicles or \$32,775 (95% of the maximum allowable per vehicle unit cost cap of \$34,500) for non-sole petroleum fuel powered vehicles, defined as hybrid, electric, compressed natural gas [CNG], or propane.

2.12 For each replacement vanpool vehicle purchased under this AGREEMENT, the amount that WSDOT shall reimburse the TRANSIT AGENCY shall not exceed \$19,175 (65% of the maximum allowable per vehicle unit cost cap of \$29,500) for sole petroleum fuel powered vehicles or \$22,425 (65% of the maximum allowable per vehicle cost cap of \$34,500) for non-sole petroleum powered vehicles, defined as hybrid, electric, compressed natural gas [CNG], or propane.

- 2.2 The TRANSIT AGENCY, during the term of this contract, is allowed to purchase one or more additional vanpool vehicles beyond the minimum number of expansion and/or replacement vanpool vehicles identified above. Since the priority for VIP grant funds is to expand vanpooling, the TRANSIT AGENCY shall first consider purchasing additional expansion over replacement vanpool vehicles. If the TRANSIT AGENCY determines that there is no need for additional expansion vanpool vehicles, the TRANSIT AGENCY is allowed to use remaining VIP funds to purchase replacement

vanpool vehicles. WSDOT will provide reimbursement to the TRANSIT AGENCY toward the purchase of additional vanpool vehicles with any VIP grant funds that remain after the initial minimum vanpool vehicles awarded have been reimbursed. The total amount that WSDOT shall reimburse the TRANSIT AGENCY is subject to the TRANSIT AGENCY's compliance with the terms of this AGREEMENT and is set forth on page 1 of this AGREEMENT under the caption heading "Grant Award Amount."

Exhibit II
RVCT and WSRO VP Performance Indicator Report

NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total/ Average
VANSHARE													
Vanshare Groups in Operation													
Vanshare Group Starts													
Vanshare Group Folds													
VS Passenger Trips													
VS Miles Traveled													
VANPOOL													
Vanpool Groups in Operation													
Vanpool Group Starts													
Vanpool Group Folds													
Vans Available													
Loaner/Spare Vans in Fleet													
Passenger Trips													
Miles Traveled													
Average Riders Per Van													
Average Round Trip Miles													
ALL VANS													
Total Active Vans in Fleet													
Loaners as % of Vanpool Fleet													
Notes:													

EXHIBIT III **VIP WSDOT-FUNDED VANPOOL VAN QUARTERLY FLEET UPDATE**

Transit Agency Name	VIP Contract (GCB#)	Date
Name of Staff Person Completing Report	Staff Contact Phone #	Biennium Quarter Report (1-8)

A) Total # of Expansion Vans Purchased	
--	--

B) Total # of Replacement Vans Purchased	
--	--

Total # of Vans Purchased (A+B)	
---------------------------------	--

	Expansion	Replacement
Cumulative # of Vans Placed in Service		

Remaining # of Vans To Be Placed Into Service		
---	--	--

TRANSIT AGENCY - WSDOT FUNDED VANPOOL VAN QUARTERLY FLEET UPDATE INFO

Vanpool Van - Make & Model	Expand or Replace	Year Built	Maximum Van Seating Capacity	Van Type *	Vehicle Identification / Serial Number	Odometer	Date Van Placed in Service or Surplused
WSDOT Funded Expansion or Replacement Vans **							
Agency Vans Replaced by WSDOT Vans***							

* Van Types: Minivan - Mini; Maxivan - Maxi; Accessible Van - AV

** Identify below information about WSDOT funded expansion or replacement vans that were placed into service during the quarter.

*** Identify below information that pertains to any agency van that was surplusd or disposed of during the quarter and has been replaced by a WSDOT funded van.

This fleet update report is due to WSDOT no later than 30 days from the close of the quarter reported.

Exhibit IV
Instructions for Vanpool Investment Program - Reimbursement Requests

Use only the form dated 02/11 - Reimbursement Requests submitted on outdated forms must be resubmitted

- 1) Reimbursement Request forms for Vanpool Investment Program grant expenditures need to be submitted no later than 30 days from vehicle acceptance.
- 2) Provide all requested information in the heading section with the exception of Agency Name, Address, and Vendor ID Number. This information will be already filled in and provided by WSDOT. Please advise if changes are needed.

Organization Name and Address: agency's name and address to which the payment will be sent
Reimbursement Request Date: the date the Reimbursement Request form was completed
Contract Award Date: the date the contract was executed with the vendor for your project **(REQUIRED)**
Contract Completion Date: 4 years from the date that your last vehicle was accepted **(REQUIRED)**
Agreement Number: the contract number shown on the your contract with WSDOT for this project
Vendor ID Number: number assigned to your agency by the Internal Revenue Service or WSDOT
Progress Billing #: enter if this is the 1st, 2nd, 3rd, etc. Reimbursement Request Form submitted for payment
Final Request: enter yes or no if this is your final Reimbursement Request

- 3) **Equipment:** the information in this section will vary based on the type of equipment purchased. When purchasing vehicles, it is important that all the information requested on the form is filled out.

Vehicle and/or Equipment/Item Description:

Vehicles: enter the year, make, and model of each vehicle purchased

Other Equipment: enter a description of the equipment and/or items purchased

VIN/Serial Number:

Vehicles: enter the vehicle identification number

Other Equipment: enter the equipment serial number

Grantee Vehicle Number: number assigned to the vehicle by your agency

Vehicle License #: enter the Washington State license number for each vehicle

Vehicle Seating Capacity: enter the maximum number of passengers each vehicle can accommodate

ADA Accessible: indicate whether the vehicle is accessible to persons with disabilities

Date Accepted: date in your agency accepted the vehicle(s) purchased

Actual Vehicle Cost: enter the amount shown on the vehicle vendor invoice less any pre/early-payment discounts, rebates or refunds given. Additionally, public transit agencies need to deduct the transit portion of the sales tax paid on the vehicles since the tax is not eligible for reimbursement by WSDOT.

- 5) **Total Cost:** enter the total amount for the vehicles and/or equipment/items purchased
A formula has been inserted to calculate these expenses automatically.
- 6) **Less Local Share Cost:** calculate your agency's local share using, at a minimum, the percentage provided in your contract with WSDOT. You may provide a higher match percent if necessary or desired.
- 7) **Reimbursement Requested:** subtract the Local Share from the Total Costs. A formula has been inserted to calculate these expenses automatically.
- 9) **Signature Block:** the appropriate authorized individual (e.g. Chief Executive Officer, Financial Manager, etc.) must sign the Reimbursement Request Form. WSDOT will not issue payment if the form is not signed. Additionally, the individual's name and title is required to be provided.
- 10) **Required attachments for Vanpool Investment Program grants:**
 - Vendor Invoices: attach copies of all corresponding vendor invoices
 - Copy of the vehicle registration certificate
 - Copy of liability insurance certificate
 - Copy of your vehicle acceptance letter to the vendor

- 11) Mail completed Reimbursement Requests and supporting documents to:

Consolidated Grant Program Return original signed hard copy to:

WSDOT Public Transportation Division

Attn: PTD Financial Support

PO Box 47387, Olympia, WA 98504-7387

EXHIBIT IV



**Public Transportation Division
Vanpool Investment Program - Reimbursement Request Form**

Organization Name: _____
Mailing Address: _____
City, State, and Zip: _____

Reimbursement Request Date: _____
Contract Award Date: _____
Contract Completion Date *: _____
*4 Years from Vehicle Acceptance

Agreement Number: _____
Vendor ID Number: _____
Progress B# #: _____
Final Request?: _____

Project A: Enter project description

Vehicle (Year, Make and Model) & Equipment/Item Description	VIN/Serial Number	Grantee Vehicle #	Vehicle License #	Vehicle Seating Capacity	ADA Access Yes/No	Vehicle Acceptance Date	Actual Vehicle Cost*

I hereby certify that the costs identified above reflect the true and actual costs incurred against this contract.

Signature _____ Date _____
Type Name of Signatory _____ Type Signatory's Title _____

Return original signed hard copy with supporting documents to:

WSDOT Public Transportation Division
Vanpool Investment Program (VIP)
Attn: Shamus Misek
PO Box 47387
Olympia, WA 98504-7387

For WSDOT use only				
Job Number	Work Op	Object	Org Code	Amount
	0723	NZ13	631020	
	0723	NZ13	631020	
	0723	NZ13	631020	

Date Stamp

Total Vehicle Related Cost _____
Required Local Share/Match Amount per Contract _____
Reimbursement Amount Requested _____

Reviewed By: _____ Date: _____
WSDOT Procurements/Contracts
Reviewed By: _____ Date: _____
WSDOT Rideshare Program Manager
Reviewed By: _____ Date: _____
WSDOT Accounting Staff
Approved By: _____ Date: _____
WSDOT Approving Authority



Authority Board Agenda Summary

MEETING DATE: October 16, 2017

AGENDA ITEM: Resolution 17-27: Salary Matrix for Non-Represented Personnel

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Salary survey report

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY:

Jammi Ruelert

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

JTA hired Cabot and Dow to perform a salary survey. Cabot and Dow has completed that survey and has proposed a new salary matrix pending Board approval.

RECOMMENDED
ACTION/MOTION:

Motion: Approve Resolution 17-27 adopting the new salary matrix for non-represented personnel

JEFFERSON TRANSIT AUTHORITY
RESOLUTION 17-27
Salary Matrix for Non-Represented Personnel

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", adopting the new Salary Matrix for non-represented personnel

WHEREAS, Resolution 05-19 adopted a salary matrix for all non-represented personnel on February 21, 2006; and

WHEREAS, JTA hired Cabot and Dow to perform a salary survey; and

WHEREAS, Cabot and Dow has provided JTA with a salary survey report and proposed a new JTA non-represented personnel salary matrix;

NOW, THEREFORE, BE IT RESOLVED, that the salary matrix included in the salary survey report attached to this Resolution be adopted as the salary matrix for all non-represented personnel.

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 October 16, 2017.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Jefferson Transit
Port Townsend, Washington
2017 Salary Study

Cabot Dow Associates
October 2017

Final Report

Summary

Jefferson Transit retained Cabot Dow Associates to perform a salary study of 14 non-represented staff positions. Cabot Dow Associates (CDA) worked with Jefferson Transit to create a market sample of nine agencies that include transit agencies in Washington state of similar size and structure as Jefferson Transit, and local public sector agencies that represent the local market.

The Study found that Jefferson Transit's salary ranges were, on average, 9.8% lower than the market at the salary range minimums, 1.6% below the market at the salary range maximums, and 7.4% below the market at the salary range midpoint.

Background

Jefferson Transit began revenue service in eastern Jefferson County in May, 1981 and along the Pacific Coast in January, 1995. Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviated, vanpool, ride-matching, with both regional and intercity bus connections. Jefferson Transit served an estimated population of just over 31,000 in 2016.

The 2017 Salary Study was commissioned in order to review its compensation policies and practices for 14 non-represented administrative and managerial positions. The study included a review of the Agency's current job descriptions for non-represented positions, personnel policies, selection of an appropriate market sample for comparison, and a recommendation for revised salary ranges.

Market Selection

The market selection of agencies is made up of five transit agencies and four local public sector agencies. CDA used several metrics to determine the appropriate market selection for the study,

including population served and revenues. CDA selected those agencies that fell within a range of 50% below to 50% above Jefferson Transit in each of these metrics. Characteristics of the selected transit agencies are shown in Attachment 1.

The four local public sector agencies were chosen based on proximity within the Jefferson Transit job market and similarity in organization mission and size. The market selection included the following agencies:

AGENCY	LOCATION
Clallam Transit	Port Angeles, WA
Grant Transit	Moses Lake, WA
Mason Transit	Shelton, WA
Twin Transit	Centralia/Chehalis, WA
Valley Transit	Walla Walla, WA
City of Port Townsend	Port Townsend, WA
Jefferson County	Port Townsend, WA
Port of Port Townsend	Port Townsend, WA
Port Townsend School District	Port Townsend, WA

Position Comparisons

CDA made every effort to provide the best match for each Agency position. Several positions were unique to the Agency and were not able to be matched sufficiently with at least four or more matches. These positions included the Customer Service Clerk Lead, Grants and Procurement Coordinator, IT Specialist and Service & Training Supervisor. CDA has provided guidance as to recommended salary ranges for these positions based on internal equity principles.

Overall, comparable positions in other agencies tended to have higher education and experience requirements than Jefferson Transit's positions. Management positions for non-transit agencies were often difficult to match based on differences in organization level and scope of responsibility between the Agency and the market. For some positions, such as the Mobility Coordinator and West End Coordinator, CDA used position matches in market agencies that had similar responsibility, skills, and areas of focus.

Salary Comparisons

CDA compared salaries at the entry level and high end of the market sample salary ranges. To standardize the comparison, CDA compared a 5-year employee wage in each of the market sample agencies. Most agencies use some type of regular merited step increase system that can span anywhere from 5 to 20 years in length. Step 6, the midpoint of Jefferson Transit's salary schedule, was used as a proxy for a 5-year employee for the purpose of comparing like employees between different agencies. Currently, annual step increases are not regularly part of Jefferson Transit's compensation plan.

The following positions were above the market sample median in terms of a 5-year employee wage:

POSITION	% ABOVE MARKET
Accounting Specialist	12.1%
Executive Assistant/Clerk of the Board	1.8%
Mobility Coordinator	17.2%
West End Coordinator	3.9%

The following positions were below the market sample median in terms of a 5-year employee wage:

POSITION	% ABOVE MARKET
Customer Service Clerk	-26.5%
Finance/HR Manager	-19.8%
Fleet and Facilities Maintenance Manager	-17%
General Manager	-10.8%
HR/Payroll Benefits Administrator	-11.5%
Operations Manager	-13.8%

Attachment 2 provides a detailed comparison of each surveyed position.

Proposed Salary Schedule Revision

The proposed salary schedule revision incorporates Jefferson Transit's existing salary schedule structure comprised of eleven steps with a 3% difference between each step.¹ The midpoint of the salary range was matched with the market survey result for each position, with the exception of the following positions:

1. *Executive Assistant/Clerk of the Board* – this position was within 5% of the market range; therefore, no change was made to the existing salary range.
2. *Grants and Procurement Coordinator and Mobility Coordinator* – there were insufficient market matches for these positions; therefore, they were placed (or “slotted in”) at the same salary range as the HR/Payroll Benefits Administrator, where these positions are currently classified. This “banded” approach seems consistent with the level of responsibility and experience required for these positions.
3. *Operations Manager* – this position was slotted in with the Fleet and Facilities Manager position. While the survey suggested a slightly lower salary range, industry practices tend to compensate these two positions at the same range.

¹ The existing salary schedule contained inconsistencies in the percentage differences between several steps; differences between steps have been standardized in the revised salary schedule.

4. *Service and Training Supervisor* – there were insufficient market matches for this position. While this position is currently classified at the same salary range as the Operations Manager, the market ranges for this type of position average 20 - 30% below the Operations Manager range. This position was placed at a salary range 20% below the Operations Manager.
5. *Customer Service Clerk – Lead* – there were insufficient market matches for this position. Market practices suggest that this type of position should be 10-15% above the lower level Customer Service Clerk. This range has been placed at 15% above the Customer Service Clerk position.

Hourly Part-time vs. Full-time Positions

The West End Coordinator and Accounting Specialist positions have two salary ranges on the revised schedule. The salaried range reflects the survey results for the Accounting Specialist classification. This range represents an employee who would be working full-time with benefits.

Presently, Jefferson Transit utilizes part-time, non-benefitted employees to fill these positions. The hourly range on the salary schedule keeps the existing hourly range, which is approximately 12% above the proposed salaried range, to compensate for the fact that these hourly part-time employees do not receive benefits.

Other Recommendations

CDA recommends that Jefferson Transit conduct regular compensation reviews every three to five years in order to stay abreast of the market and ensure that the Agency's compensation package reflects changes in the labor market and in the Agency's activities and services. The reviews should involve independent resources in order to avoid conflicts of interest.

CDA also recommends that Jefferson Transit, with the guidance of its policymakers, establish a compensation policy regarding selection of comparable agencies, market matching principles, and expectations regarding employee advancement from step to step through the salary range.

Validation

This Report was prepared by Cabot Dow Associates, Inc. and is intended to be fully responsive to Jefferson Transit's contract for professional services and reflects the consultant's independent professional methodology, tables, judgments and findings.

Attachments:

1. Market Selection – Transit Agency Characteristics
2. Salary Comparison Tables
3. Comparison of Current, Market, and Proposed Salary Ranges
4. Proposed Salary Schedule Revision

2017 Jefferson Transit Salary Study

Attachment 1: Market Selection - Transit Agency Characteristics

Agency	Rural?	2016 Est. Pop Served	2015 Passenger Fares	2015 Sales Tax Revenues	2015 Total Revenues
<i>Jefferson Transit</i>	Y	31,090	\$205,945	\$4,042,958	\$6,641,536
<i>50% below</i>		15,545	\$102,973	\$2,021,479	\$3,320,768.00
<i>50% above</i>		46,635	\$308,918	\$6,064,437	\$9,962,304
Grant Transit	Y	94,610	\$269,638	\$4,035,704	\$4,670,748
Mason County Trans Authority	Y	62,320	\$456,933	\$3,835,605	\$8,247,151
Valley Transit	N	51,933	\$204,025	\$4,792,209	\$5,540,066
Twin Transit	Y	24,280	\$131,154	\$1,546,008	\$2,815,464
Clallam	Y	73,410	\$1,083,392	\$6,799,400	\$8,961,348

Sources: WA State OFM; WA State Auditor

2017 Jefferson Transit Salary Study
Attachment 2: Position Salary Comparisons

Accounting Specialist		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	Accounting Specialist	21.59	29.58	25.51
Clallam Transit	Accounting Specialist	21.22	28.54	24.61
Grant Transit	Contract services			
Mason Transit	Accounting Assistant	17.57	21.36	19.40
Twin Transit	Contract services			
Valley Transit	A/P & P/R Specialist	19.97	23.81	22.88
City of Port Townsend	Finance Tech II	19.92	22.63	22.63
Jefferson County	Accounts Auditing Specialist	18.07	23.25	20.44
Port of Port Townsend	n/a			
Port Townsend School District	Accounting Specialist	22.45	24.59	24.59
MEDIAN		19.95	23.53	22.76
JEFFERSON % ABOVE/(BELOW) MEDIAN		8.2%	25.7%	12.1%

Customer Service Clerk		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	Customer Service Clerk	10.40	13.99	12.07
Clallam Transit	Customer Service Representative	11.69	15.68	15.68
Grant Transit	CSR/Receptionist	11.73	20.63	19.63
Mason Transit	Customer Service Representative	16.16	16.16	16.16
Twin Transit	Customer Service Representative	13.46	18.41	16.68
Valley Transit	Customer Service Representative	15.12	18.34	17.42
City of Port Townsend	Library Assistant	13.80	15.04	14.12
Jefferson County	Secretary/Receptionist	13.43	17.29	15.20
Port of Port Townsend	n/a			
Port Townsend School District	Business Office Clerk	19.92	21.56	21.56
MEDIAN		13.63	17.82	16.42
JEFFERSON % ABOVE/(BELOW) MEDIAN		-23.7%	-21.5%	-26.5%

Customer Service Clerk - Lead		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	Customer Service Clerk - Lead	15.61	20.97	18.09
Clallam Transit	n/a			
Grant Transit	n/a			
Mason Transit	n/a			
Twin Transit	n/a			
Valley Transit	n/a			
City of Port Townsend	n/a			
Jefferson County	Administrative Clerk II (Senior)	15.57	20.03	17.61
Port of Port Townsend	Customer Service Rep	23.29	23.29	23.29
Port Townsend School District	n/a			
MEDIAN				
JEFFERSON % ABOVE/(BELOW) MEDIAN		Insufficient matches		

Executive Asst/Clerk of the Board		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>Executive Asst/Clerk of the Board</i>	3,742	5,064	4,403
Clallam Transit	Executive Asst/Office Manager	4,709	6,333	5,461
Grant Transit	Administrative Assistant	2,033	4,228	4,027
Mason Transit	Executive Assistant	3,886	4,724	4,291
Twin Transit	Executive Assistant	3,052	4,102	3,717
Valley Transit	n/a			
City of Port Townsend	Executive Asst/Deputy City Clerk	4,312	5,009	4,486
Jefferson County	Deputy Clerk of the Board	3,415	5,150	4,358
Port of Port Townsend	Executive Assistant	5,067	5,067	5,067
Port Townsend School District	Admin Sec to the Superintendent	3,891	4,262	4,262
MEDIAN		3,889	4,867	4,324
JEFFERSON % ABOVE/(BELOW) MEDIAN		-3.8%	4.1%	1.8%

Finance and HR Manager		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>Finance and HR Manager</i>	4,526	6,123	5,324
Clallam Transit	Finance Manager	5,461	7,344	6,333
Grant Transit	HR Manager	5,581	7,093	6,757
Mason Transit	Administrative Services Manager	6,031	7,331	6,339
Twin Transit	<i>Contract services</i>			
Valley Transit	Deputy General Manager	5,821	7,623	6,914
City of Port Townsend	Human Resources Manager	6,330	7,121	6,528
Jefferson County	Clerk of the Board/HR Mgr	5,262	7,072	6,100
Port of Port Townsend	Director of Finance & Administration	8,691	8,691	8,691
Port Townsend School District	Director of Finance/Operations	6,486	8,019	7,741
MEDIAN		5,926	7,337	6,642
JEFFERSON % ABOVE/(BELOW) MEDIAN		-23.6%	-16.6%	-19.8%

Fleet and Facilities Maintenance Mgr		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>Fleet and Facilities Maintenance Mgr</i>	4,473	6,051	5,262
Clallam Transit	Maintenance Manager	6,333	8,517	7,344
Grant Transit	Fleet Maintenance Manager	5,581	7,093	6,757
Mason Transit	Maintenance Manager	6,031	7,331	6,339
Twin Transit	Maintenance Manager	4,307	5,690	5,155
Valley Transit	Maintenance Manager	4,923	6,446	5,845
City of Port Townsend	PW Operations Mgr - Parks, Facilities	5,714	6,813	5,989
Jefferson County	Fleet Services Manager	4,895	6,578	5,675
Port of Port Townsend	Maintenance Manager	6,855	6,855	6,855
Port Townsend School District	Director, Facilities & Maintenance	5,651	6,987	6,744
MEDIAN		5,651	6,855	6,339
JEFFERSON % ABOVE/(BELOW) MEDIAN		-20.9%	-11.7%	-17.0%

General Manager		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	General Manager	5,497	7,437	6,467
Clallam Transit	General Manager	7,500	9,583	8,542
Grant Transit	General Manager			
Mason Transit	General Manager	6,948	8,445	7,303
Twin Transit	General Manager	5,833	7,285	6,600
Valley Transit	General Manager	6,321	8,317	7,689
City of Port Townsend	Public Works Director	8,965	9,968	9,215
Jefferson County	Central Services Director	6,537	8,785	7,578
Port of Port Townsend	Executive Director	11,033	11,033	11,033
Port Townsend School District	Superintendent	10,792	10,792	10,792
MEDIAN		7,224	9,184	8,115
JEFFERSON % ABOVE/(BELOW) MEDIAN		-23.9%	-19.0%	-20.3%

Grants and Procurement Coordinator		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	Grants and Procurement Coordinator	3,742	5,064	4,403
Clallam Transit	Procurement Specialist	4,060	5,461	4,709
Grant Transit	n/a			
Mason Transit	Development Manager	4,314	5,244	4,534
Twin Transit	Contract services			
Valley Transit	n/a			
City of Port Townsend	Purchasing/Contracts Specialist	4,574	5,197	5,197
Jefferson County	n/a			
Port of Port Townsend	n/a			
Port Townsend School District	n/a			
MEDIAN				
JEFFERSON % ABOVE/(BELOW) MEDIAN		<i>Insufficient matches</i>		

HR/Payroll Benefits Administrator		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	HR/Payroll Benefits Administrator	3,742	5,064	4,403
Clallam Transit	Human Resources Administrator	4,482	6,027	5,197
Grant Transit	n/a			
Mason Transit	n/a			
Twin Transit	Contract services			
Valley Transit	Human Resources Specialist	4,261	4,893	4,703
City of Port Townsend	Payroll and Benefits Administrator	4,312	5,009	4,486
Jefferson County	Payroll Services Manager	4,553	6,119	5,279
Port of Port Townsend	AP/PR Accountant	4,827	4,827	4,827
Port Townsend School District	n/a			
MEDIAN		4,482	5,009	4,827
JEFFERSON % ABOVE/(BELOW) MEDIAN		-16.5%	1.1%	-8.8%

IT Specialist		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>IT Specialist</i>	35.70	35.70	35.70
Clallam Transit	IT Specialist	25.86	34.77	29.99
Grant Transit	n/a			
Mason Transit	n/a			
Twin Transit	<i>Contract services</i>			
Valley Transit	n/a			
City of Port Townsend	Information Services Assistant	28.31	32.30	32.20
Jefferson County	Network Technician III	23.00	29.44	26.02
Port of Port Townsend	n/a			
<i>Chimacum School District</i>	<i>IT Manager</i>	30.24	32.40	32.40
MEDIAN		27.09	32.35	31.10
JEFFERSON % ABOVE/(BELOW) MEDIAN		31.8%	10.4%	14.8%

Mobility Coordinator		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>Mobility Coordinator</i>	3,742	5,064	4,403
Clallam Transit	Operations Office Manager	4,266	5,737	4,947
Grant Transit	Administrative Services Manager	4,812	5,826	5,576
Mason Transit	Operations Coordinator	3,886	4,724	4,291
Twin Transit	n/a			
Valley Transit	n/a			
City of Port Townsend	n/a			
Jefferson County	n/a			
Port of Port Townsend	n/a			
Port Townsend School District	n/a			
MEDIAN				
JEFFERSON % ABOVE/(BELOW) MEDIAN		<i>Insufficient matches</i>		

Operations Manager		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>Operations Manager</i>	4,595	6,216	5,405
Clallam Transit	Operations & Planning Manager	6,333	8,517	7,344
Grant Transit	Operations Manager	5,484	6,971	6,640
Mason Transit	Operations Manager	6,031	7,331	6,339
Twin Transit	Operations Manager	4,307	5,690	5,155
Valley Transit	Operations Manager	4,923	6,446	5,845
City of Port Townsend	PW Operations Mgr - Streets	6,044	6,649	6,195
Jefferson County	Road Maintenance Superintendent	4,895	6,578	5,675
Port of Port Townsend	Business Manager	6,667	6,667	6,667
Port Townsend School District	n/a			
MEDIAN		5,758	6,658	6,267
JEFFERSON % ABOVE/(BELOW) MEDIAN		-20.2%	-6.6%	-13.8%

Service & Training Supervisor		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>Service & Training Supervisor</i>	4,595	6,216	5,405
Clallam Transit	n/a			
Grant Transit	Safety/Training Supervisor	5,484	6,971	6,640
Mason Transit	Safety & Training Supervisor	4,082	4,962	4,507
Twin Transit	n/a			
Valley Transit	n/a			
City of Port Townsend	n/a			
Jefferson County	n/a			
Port of Port Townsend	n/a			
Port Townsend School District	n/a			

MEDIAN

JEFFERSON % ABOVE/(BELOW) MEDIAN

Insufficient matches

West End Coordinator		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
<i>Jefferson Transit</i>	<i>West End Coordinator</i>	21.59	29.58	25.51
Clallam Transit	n/a			
Grant Transit	Dispatch Supervisor			
Mason Transit	Lead Dispatcher/Scheduler	23.55	23.55	23.55
Twin Transit	Operations Assistant	17.61	23.67	21.44
Valley Transit	Road Supervisor	22.36	26.48	25.55
City of Port Townsend	n/a			
Jefferson County	Area Road Supervisor	25.71	32.91	28.38
Port of Port Townsend	n/a			
Port Townsend School District	n/a			

MEDIAN

JEFFERSON % ABOVE/(BELOW) MEDIAN

22.96 25.08 24.55
-5.9% 18.0% 3.9%

AVERAGE JEFFERSON % ABOVE/(BELOW) MEDIAN

Formal Salary Range		5-Yr
Low	High	EE
-9.8%	-1.6%	-7.4%

2017 Jefferson Transit Salary Study

Attachment 3: Current, Market, and Proposed Salary Ranges - Non-Represented Employees

Policy: Salary midpoint set at 5-year employee comparable salary range.

Highlighted proposed salary ranges indicate ranges have been slotted based on internal equity.

Position	Current Low	Current High	Current 5-Year Employee	Market Low	Market High	5-Year Employee	Proposed Low	Proposed High	Proposed Salary Range Mid-point	Difference - Low	Difference - High	Difference - Salary Range Midpoint
Salaried Positions												
Executive Asst/Clerk of the Board	\$ 44,903	\$ 60,765	\$ 52,839	\$ 46,665	\$ 58,398	\$ 51,889	\$ 45,372	\$ 61,251	\$ 52,836	1%	1%	0%
Finance and HR Manager	\$ 54,309	\$ 73,477	\$ 63,893	\$ 71,111	\$ 88,050	\$ 79,705	\$ 68,445	\$ 92,399	\$ 79,704	26%	26%	25%
Fleet and Facilities Maintenance Mgr	\$ 53,673	\$ 72,617	\$ 63,145	\$ 67,814	\$ 82,264	\$ 76,067	\$ 65,322	\$ 88,184	\$ 76,068	22%	21%	20%
General Manager	\$ 65,958	\$ 89,238	\$ 77,604	\$ 86,689	\$ 110,212	\$ 97,384	\$ 83,624	\$ 112,890	\$ 97,380	27%	27%	25%
Grants and Procurement Coordinator	\$ 44,903	\$ 60,765	\$ 52,836	n/a	n/a	n/a	\$ 49,741	\$ 67,150	\$ 57,924	11%	11%	10%
HR/Payroll Benefits Administrator	\$ 44,903	\$ 60,765	\$ 52,836	\$ 53,781	\$ 60,113	\$ 57,924	\$ 49,741	\$ 67,150	\$ 57,924	11%	11%	10%
Mobility Coordinator	\$ 44,903	\$ 60,765	\$ 52,836	n/a	n/a	n/a	\$ 49,741	\$ 67,150	\$ 57,924	11%	11%	10%
Operations Manager	\$ 55,134	\$ 74,593	\$ 64,863	\$ 69,093	\$ 79,892	\$ 75,205	\$ 65,322	\$ 88,184	\$ 76,068	18%	18%	17%
Service & Training Supervisor	\$ 55,134	\$ 74,593	\$ 64,863	n/a	n/a	n/a	\$ 55,697	\$ 75,191	\$ 64,860	1%	1%	0%
Hourly Positions												
Accounting Specialist	\$ 21.59	\$ 29.58	\$ 25.51	\$ 19.95	\$ 23.53	\$ 22.76	\$ 21.91	\$ 29.57	\$ 25.51	1%	0%	0%
Customer Service Clerk	\$ 10.40	\$ 13.99	\$ 12.07	\$ 13.63	\$ 17.82	\$ 16.42	\$ 14.10	\$ 19.04	\$ 16.42	36%	36%	36%
Customer Service Clerk - Lead	\$ 15.61	\$ 20.97	\$ 18.09	n/a	n/a	n/a	\$ 16.22	\$ 21.89	\$ 18.88	4%	4%	4%
IT Specialist	\$ 35.70	\$ 35.70	\$ 35.70	\$ 27.09	\$ 32.35	\$ 31.10	\$ 26.71	\$ 36.05	\$ 31.10	-25%	1%	-13%
West End Coordinator	\$ 21.59	\$ 29.58	\$ 25.51	\$ 22.96	\$ 25.08	\$ 24.55	\$ 21.91	\$ 29.57	\$ 25.51	1%	0%	0%
Average										10%	12%	10%

Notes

The term "5-year employee" denotes the midpoint of the Jefferson Transit salary range, assuming a step increase occurs annually. While annual step increase are currently not the Agency's practice, this was used as a proxy for determining an appropriate matching point with other agencies' salary ranges.

2017 Jefferson Transit Salary Study

Attachment D: Proposed Salary Schedule Revision - Non-Represented Employees

Step												Position
Grade	1	2	3	4	5	6	7	8	9	10	11	
Salary												
7	\$ 83,624	\$ 86,210	\$ 88,876	\$ 91,625	\$ 94,459	\$ 97,380	\$ 100,301	\$ 103,310	\$ 106,410	\$ 109,602	\$ 112,890	General Manager
6	\$ 68,445	\$ 70,561	\$ 72,744	\$ 74,993	\$ 77,313	\$ 79,704	\$ 82,095	\$ 84,558	\$ 87,095	\$ 89,708	\$ 92,399	Finance/HR Director
5	\$ 65,322	\$ 67,342	\$ 69,425	\$ 71,572	\$ 73,786	\$ 76,068	\$ 78,350	\$ 80,701	\$ 83,122	\$ 85,615	\$ 88,184	Fleet/Facilities Manager; Operations Manager
4	\$ 55,697	\$ 57,420	\$ 59,196	\$ 61,027	\$ 62,914	\$ 64,860	\$ 66,806	\$ 68,810	\$ 70,874	\$ 73,001	\$ 75,191	Safety & Training Supervisor
3	\$ 49,741	\$ 51,280	\$ 52,866	\$ 54,501	\$ 56,186	\$ 57,924	\$ 59,662	\$ 61,452	\$ 63,295	\$ 65,194	\$ 67,150	HR/Payroll Ben Admin; Mobility Coord; Grants & Procurement
2	\$ 45,372	\$ 46,775	\$ 48,222	\$ 49,713	\$ 51,251	\$ 52,836	\$ 54,421	\$ 56,054	\$ 57,735	\$ 59,467	\$ 61,251	Executive Assistant
1	\$ 40,653	\$ 41,910	\$ 43,207	\$ 44,543	\$ 45,921	\$ 47,341	\$ 48,761	\$ 50,224	\$ 51,731	\$ 53,282	\$ 54,881	Accounting Specialist; West End Coordinator (FT)
Hourly												
4	\$ 26.71	\$ 27.53	\$ 28.38	\$ 29.26	\$ 30.17	\$ 31.10	\$ 32.03	\$ 32.99	\$ 33.98	\$ 35.00	\$ 36.05	IT Specialist
3	\$ 21.91	\$ 22.58	\$ 23.28	\$ 24.00	\$ 24.74	\$ 25.51	\$ 26.28	\$ 27.06	\$ 27.88	\$ 28.71	\$ 29.57	Accounting Specialist; West End Coordinator (PT)
2	\$ 16.22	\$ 16.72	\$ 17.23	\$ 17.77	\$ 18.32	\$ 18.88	\$ 19.45	\$ 20.03	\$ 20.63	\$ 21.25	\$ 21.89	Customer Service Clerk - Lead (15% above)
1	\$ 14.10	\$ 14.54	\$ 14.99	\$ 15.45	\$ 15.93	\$ 16.42	\$ 16.91	\$ 17.42	\$ 17.94	\$ 18.48	\$ 19.04	Customer Service Clerk



Authority Board Agenda Summary

MEETING DATE: October 17, 2017

AGENDA ITEM: Resolution 17-28: Adopting a Policy for Vanpool Pricing

SUBMITTED BY: Sara Crouch **TITLE:** Finance Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Policy for Vanpool Pricing

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: *Samuel Robert*

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

The proposed rate structure for vanpools will sustain the current program, and is consistent with requirements specified by the WSDOT Vanpool Investment Program. The cost model and Actual Operating Costs will be annually reviewed to ensure these costs are covered and provide funding to pay the match for a grant for a replacement vans. As the administration fees fluctuate, an exact percentage is not specified in the Policy.

This Policy supersedes the Vanpool Policy adopted August 18, 2015.

**RECOMMENDED
ACTION/MOTION:**

Move to approve Resolution 17-28 to adopt a policy for vanpool pricing.

Jefferson Transit Authority
Resolution No. 17-28
Adopting a Policy for Vanpool Pricing

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", adopting a Policy for Vanpool Pricing for Vanpools.

WHEREAS, Staff has identified a rate structure for vanpools that sustains the current program and is consistent with requirements specified by the Washington State Department of Transportation's Vanpool Investment Program; and

WHEREAS, Jefferson Transit Finance Department will annually review the cost model and Actual Operating Costs to ensure these costs are covered and provide funding to pay the match for a grant for a replacement van; and

WHEREAS, if the costs no longer meets the above requirements, this pricing structure will be revised;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board does hereby adopt the attached Policy for Vanpool pricing for Vanpools, to be implemented October 17, 2017: and

BE IT FURTHER RESOLVED that the attached policy supersedes the Vanpool Policy that was adopted on August 18, 2015.

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 17th day of October, 2017.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

Title: Policy for Vanpool Pricing	Resolution: <u>17-28</u>
Author: Sara Crouch, Finance Manager	Effective Date: October 17, 2017, Resolution 17-28, (Supersedes policy adopted by Res <u>15-14</u>)

Deleted: 5

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Jefferson Transit Authority

Policy for Vanpool Pricing

Resolution Date: August 18, 2015

Updated Policy: October 17, 2017

Resolution 17-28

(Pricing Effective Date: October 17, 2017)

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PURPOSE

It is the intent of this policy to set pricing for the Jefferson Transit vanpool program that sustains the current program. In order to sustain the current program, the pricing must cover the operating costs of the program and provide enough revenue for the capital funding match for a vanpool replacement grant. The pricing policy must also be compliant with the Washington State Department of Transportation's Vanpool Investment Program.

SCOPE

The pricing structure described below will apply to all Vanpools operated by Jefferson Transit beginning October 17, 2017.

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Pricing Structure:

1. All Vanpools will be charged a \$400 flat rate fee per month.
2. All Vanpools will be charged a per commute mile charge of \$0.32 per mile.
3. All Vanpools will be charged by the provider of credit card services an
Administration Fee to utilize debit/credit card payment option.

Deleted: 2.9%

Deleted: which will be used to recover the costs of using a third party in order for Vanpools

Jefferson Transit Finance Department will annually review the Fully Allocated Costs utilizing the fully allocated cost model and the Actual Operating Costs (repair labor and parts, fuel) based on information provided in the current maintenance software program. If the costs no longer meet the requirement to cover operating costs and provide capital funding to pay the match for a grant for a replacement van, this pricing structure must be revised.

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Jefferson Transit Authority
Monthly Ridership Report
 September, 2017

East Jefferson

Inter-Local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1392	180	203	8192	7.73	0.17	6.87
#6A Tri Area	1251	110	98	2509	11.37	0.50	12.82
#6B Tri Area	961	90	74	1877	10.68	0.51	13.00
#7 Poulsbo	1903	180	188	6420	10.57	0.30	10.11
#8 Sequim	1616	220	170	6611	7.35	0.24	9.50
Total	7123	780	733	25609.00	9.54	0.34	10.46
Local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	6824	605	257	3500	11.28	1.95	26.56
#2 Ft. Worden	1652	290	122	2059	5.70	0.80	13.56
#3 Castle Hill	1626	290	122	2581	5.61	0.63	13.35
Total	10102	1185	500	8139.50	17.07	1.13	17.83
Sub-Totals	17225	1965	1233	33748.50	5.61	0.63	13.35

West Jefferson

JTOC	1435	180	396	11687	7.97	0.12	3.62
Monthly Totals	8558	2145	1629.0	45435.5	3.99	0.19	5.25

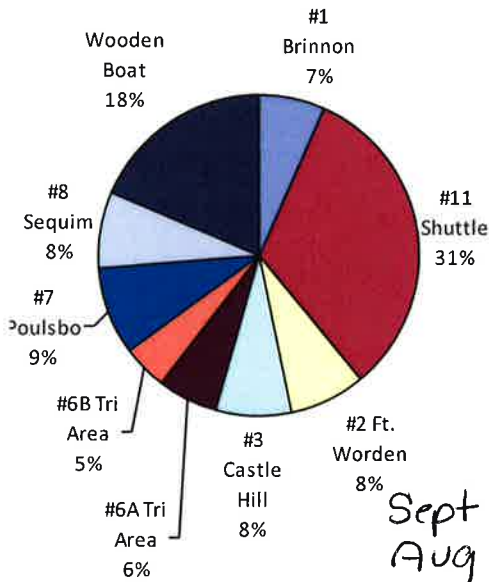
Special Events

<u>Special Route</u>	<u>Boardings</u>	<u># Runs</u>	<u>Notes</u>
Wooden Boat	3949	7	Wooden Boat Festival Run Shuttle

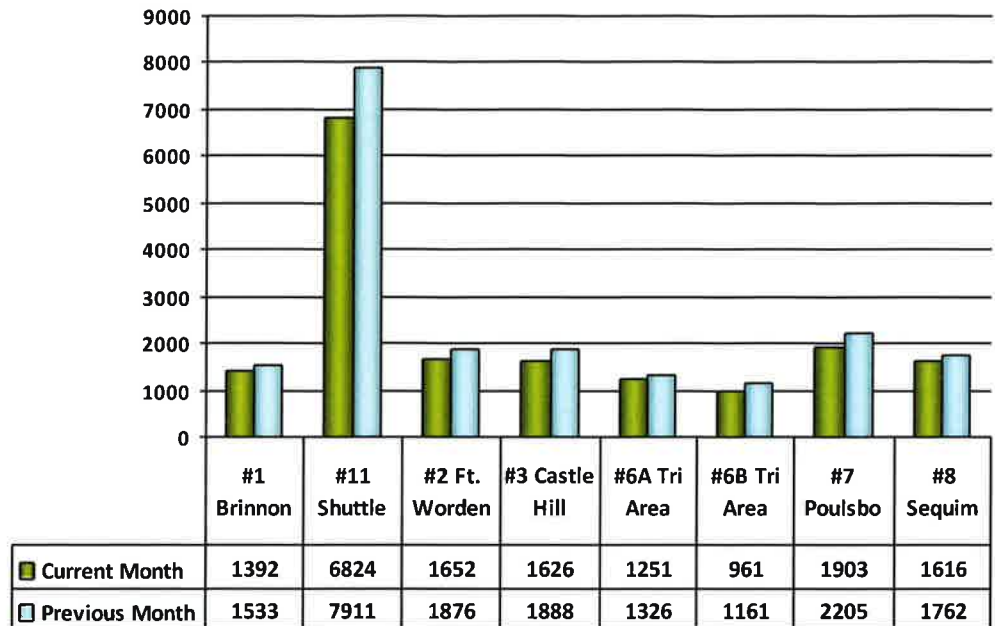
Jefferson Transit Ridership Comparison

Date Range Compared: 8/1/2017 - 8/31/2017 And 9/1/2017 - 9/30/2017

Current Month Ridership



Ridership Totals Comparison



Current Month Total Ridership: 17,225

of Service Days: 25

Average Riders per Day: 689.00

Previous Month Total Ridership: 19,662

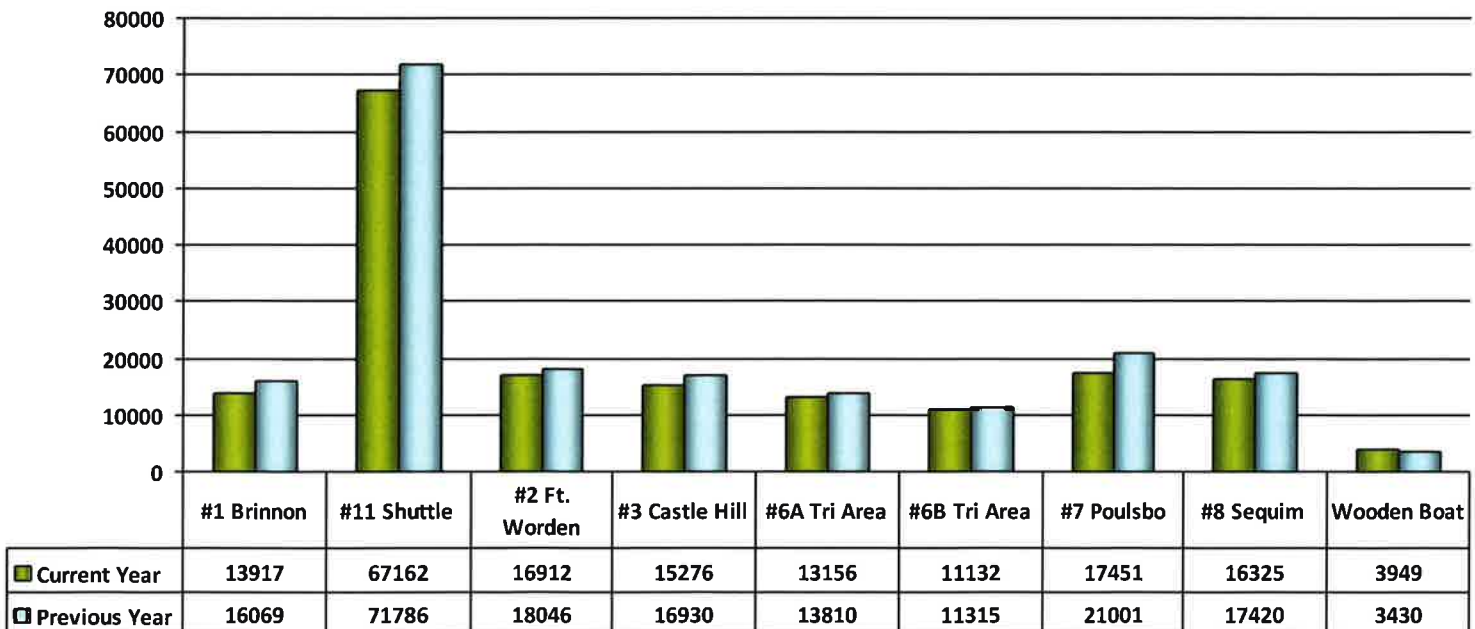
of Service Days: 27

Average Riders per Day: 728.22

Average riders per day Decrease from prior month: **-5.39%**

Years Compared: 2016 and 2017

Ridership Year to Date Totals Comparison



Current year Total Ridership: 175,280

of Service Days: 232

Average Riders per Day: 755.52

Previous Year Total Ridership: 189,807

of Service Days: 233

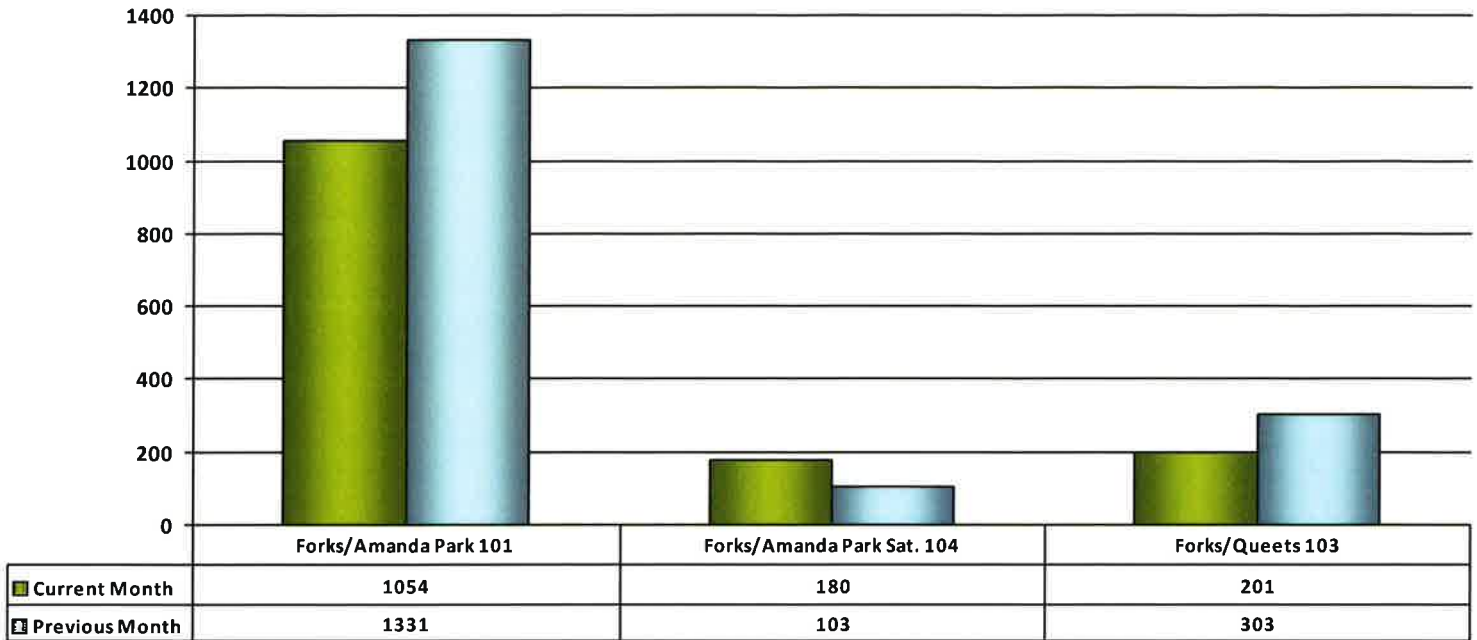
Average Riders per Day: 814.62

Average riders per day Decrease from prior year: **-8.12%**

JTOC Ridership Comparison

Date Range Compared: 8/1/2017 - 8/31/2017 And 9/1/2017 - 9/30/2017

Ridership Totals Comparison



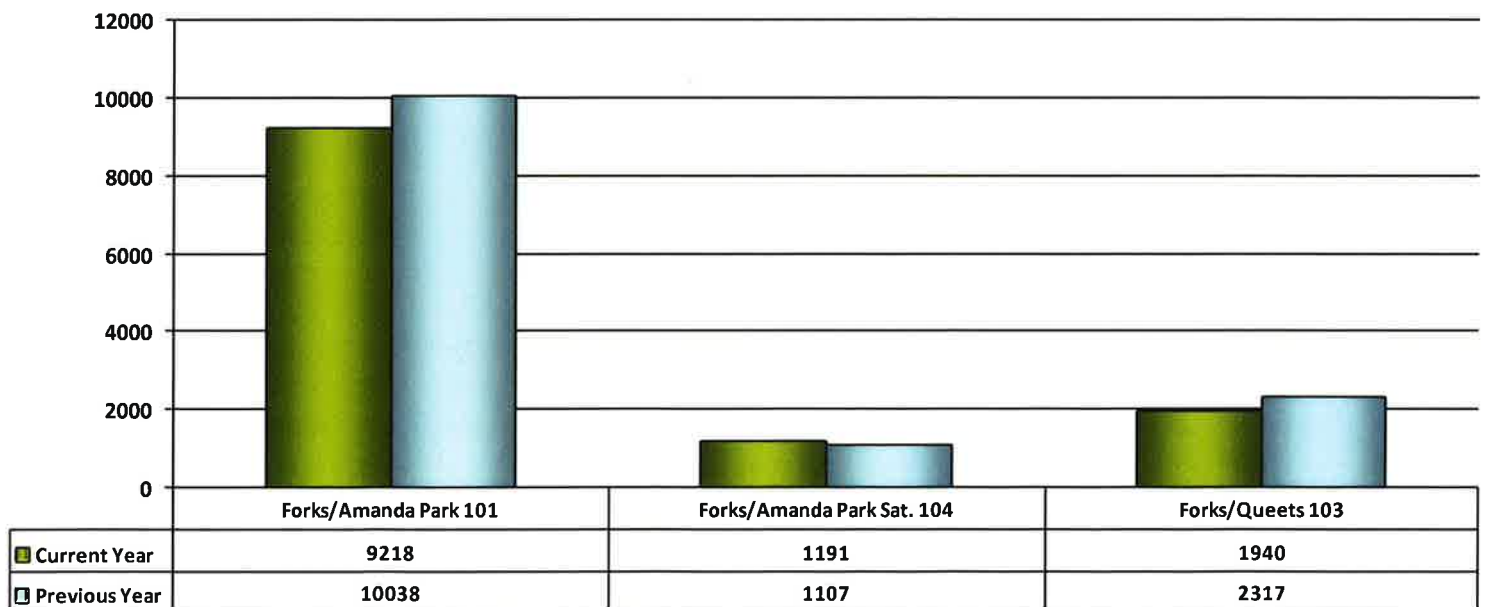
Current Month Total Ridership 1435

Previous Month Total Ridership 1737

-302 passenger Decrease from prior month: **-17.39%**

1/1/2016

Ridership Totals Year to Year Comparison



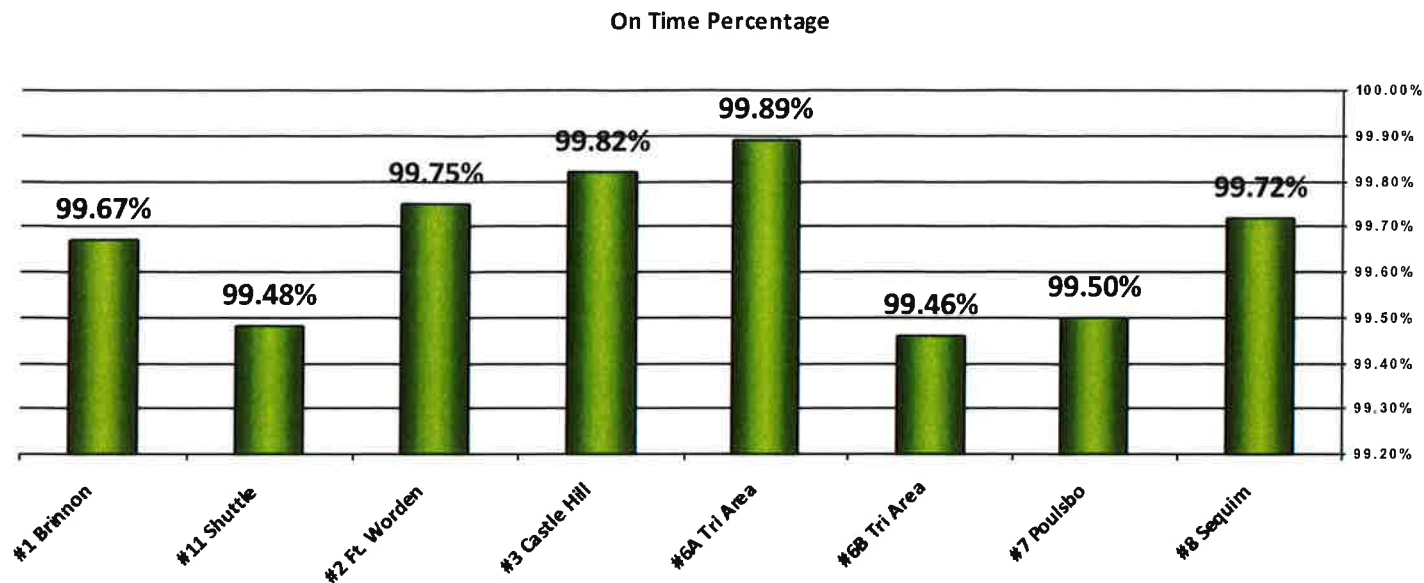
Current Year Total Ridership 12349

Previous Year Total Ridership 13462

-1113 passenger Decrease from prior Year: **-8.27%**

Jefferson Transit On Time Compliance Report

9/1/2017 through 9/30/2017



<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#1 Brinnon	202.75	Bicycles	0.08	0.00
#1 Brinnon	202.75	High Ridership	0.25	0.00
#1 Brinnon	202.75	Holding For Transfers	0.12	0.00
#1 Brinnon	202.75	Mechanical Breakdown	1.52	0.01
#1 Brinnon	202.75	Traffic Delay	1.33	0.01
#11 Shuttle	256.90	ADA Client	1.50	0.01
#11 Shuttle	256.90	High Ridership	0.60	0.00
#11 Shuttle	256.90	Other/No reason	0.20	0.00
#11 Shuttle	256.90	Traffic Delay	3.03	0.01
#2 Ft. Worden	121.80		0.15	0.00
#2 Ft. Worden	121.80	High Ridership	0.32	0.00
#2 Ft. Worden	121.80	Other/No reason	0.20	0.00
#2 Ft. Worden	121.80	Traffic Delay	0.53	0.00
#3 Castle Hill	121.80	High Ridership	0.08	0.00
#3 Castle Hill	121.80	Traffic Delay	0.37	0.00
#6A Tri Area	97.55		0.08	0.00
#6A Tri Area	97.55	Other/No reason	0.17	0.00
#6A Tri Area	97.55	Traffic Delay	0.08	0.00
#6B Tri Area	73.95	ADA Client	0.17	0.00
#6B Tri Area	73.95	High Ridership	0.23	0.00

<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#6B Tri Area	73.95	Traffic Delay	0.80	0.01
#7 Poulsbo	188.20	Bridge Opening	0.82	0.00
#7 Poulsbo	188.20	Holding For Transfers	1.27	0.01
#7 Poulsbo	188.20	Traffic Delay	0.72	0.00
#8 Sequim	170.05	Mechanical Breakdown	0.40	0.00
#8 Sequim	170.05	Other/No reason	0.32	0.00
#8 Sequim	170.05	Traffic Delay	0.72	0.00

Jefferson Transit Authority
Monthly Ridership Report
August, 2017

East Jefferson

Inter-Local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1533	200	225	9091	7.67	0.17	6.82
#6A Tri Area	1326	123	109	2802	10.78	0.47	12.18
#6B Tri Area	1161	100	82	2081	11.61	0.56	14.15
#7 Poulsbo	2205	200	209	7135	11.03	0.31	10.53
#8 Sequim	1762	246	190	7382	7.16	0.24	9.28
Total	7987	869	815	28491.00	9.65	0.35	10.59
Local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	7911	659	280	3815	12.00	2.07	28.27
#2 Ft. Worden	1876	316	133	2244	5.94	0.84	14.14
#3 Castle Hill	1888	316	133	2812	5.97	0.67	14.23
Total	11675	1291	545	8870.60	17.62	1.19	18.88
Sub-Totals	19662	2160	1360.27	37361.60	5.97	0.67	14.23

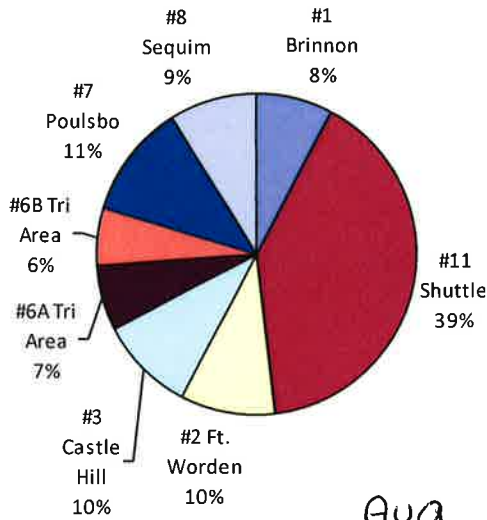
West Jefferson

JTOC	1737	200	434	13054	8.69	0.13	4.00
Monthly Totals	9724	2360	1794.1	50415.6	4.12	0.19	5.42

Jefferson Transit Ridership Comparison

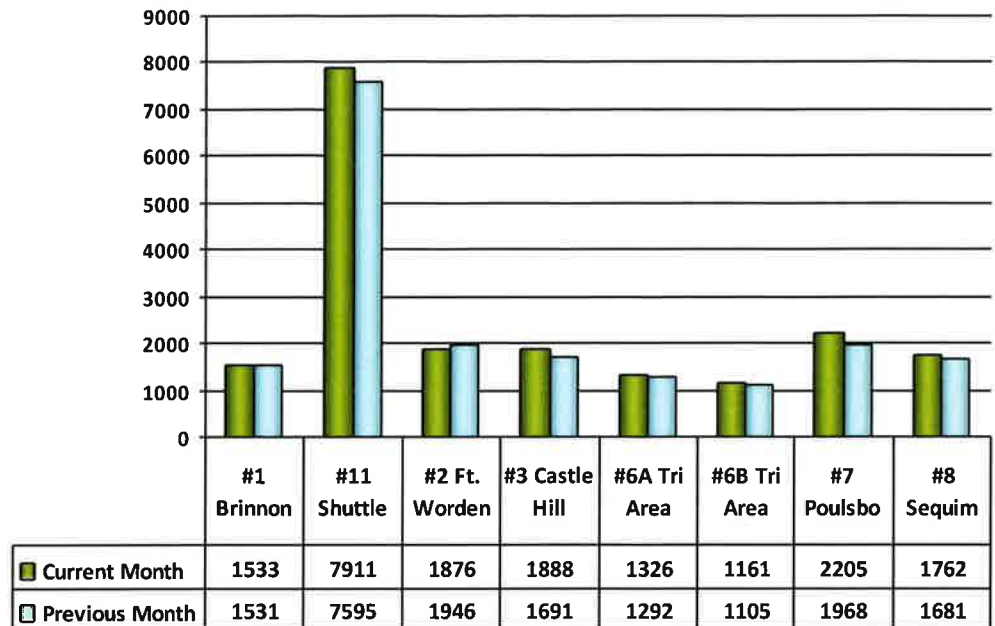
Date Range Compared: 7/1/2017 - 7/31/2017 And 8/1/2017 - 8/31/2017

Current Month Ridership



AUG
JULY

Ridership Totals Comparison



Current Month Total Ridership: 19,662

of Service Days: 27

Average Riders per Day: 728.22

Previous Month Total Ridership: 18,809

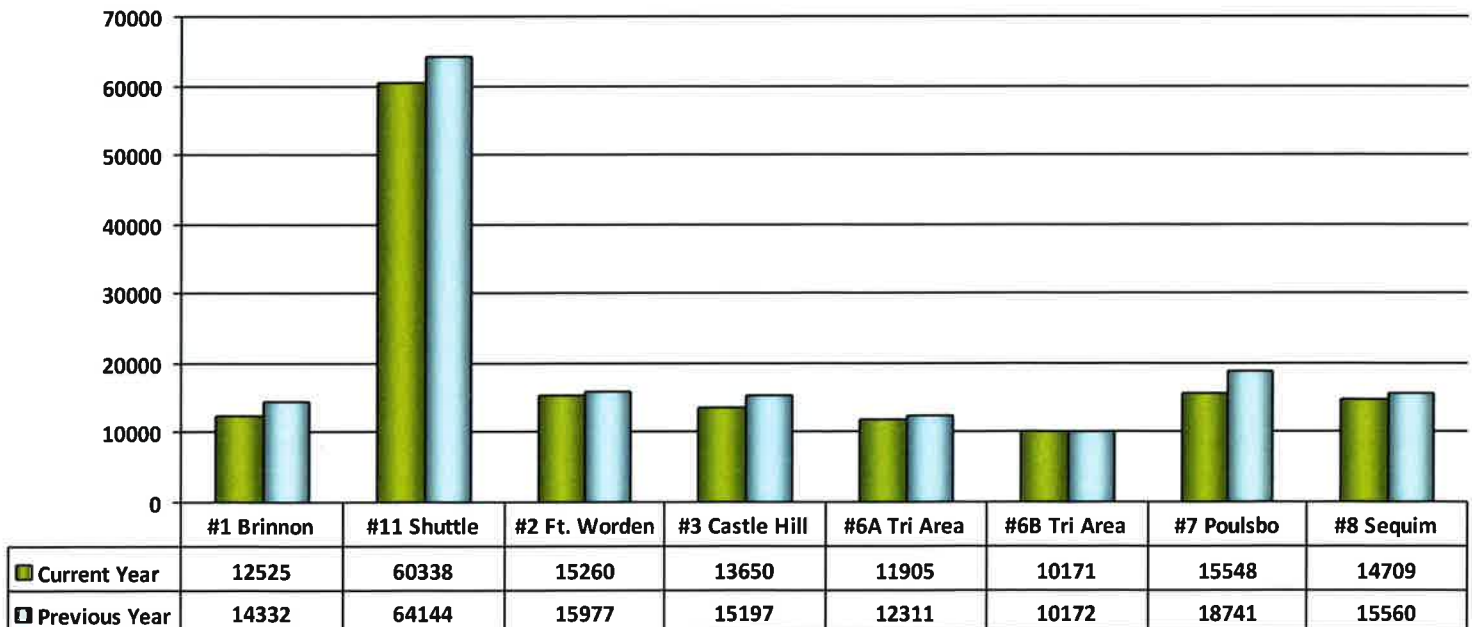
of Service Days: 25

Average Riders per Day: 752.36

Average riders per day Decrease from prior month: -3.21%

Years Compared: 2016 and 2017

Ridership Year to Date Totals Comparison



Current year Total Ridership 154,106

of Service Days: 207

Average Riders per Day: 744.47

Previous Year Total Ridership 166,434

of Service Days: 207

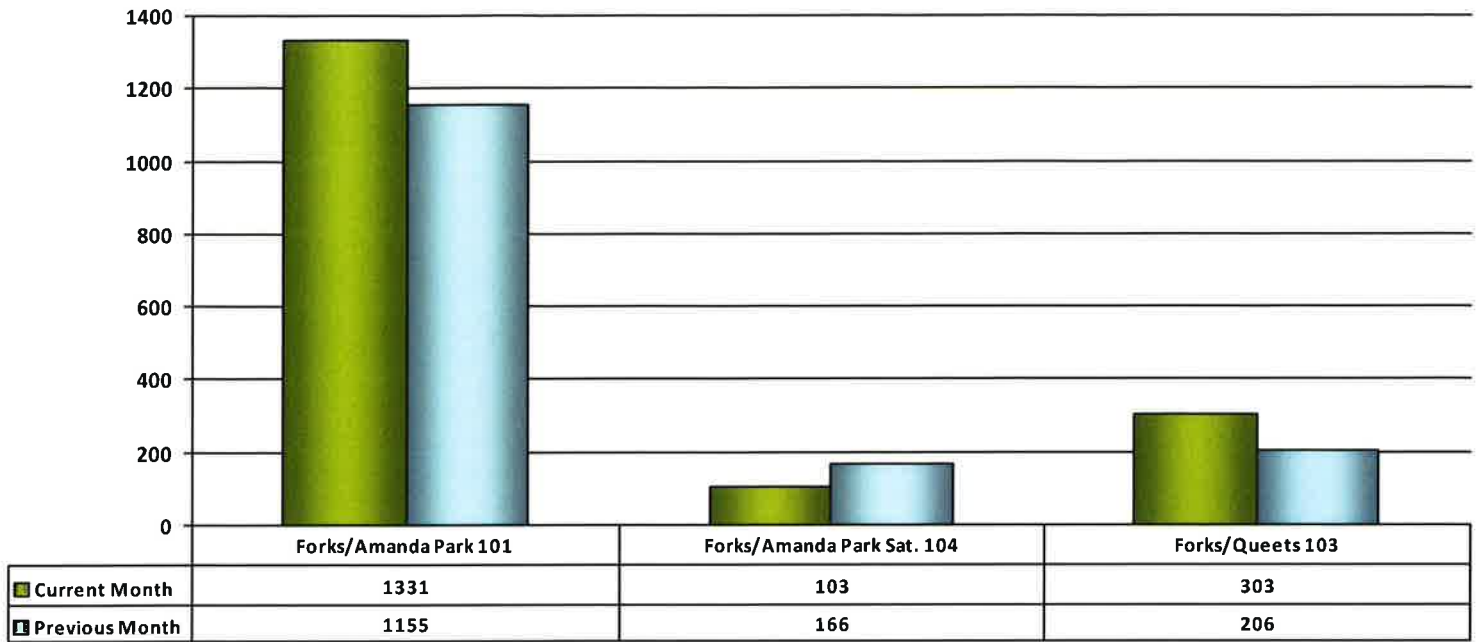
Average Riders per Day: 804.03

Average riders per day Decrease from prior year: -7.92%

JTOC Ridership Comparison

Date Range Compared: 7/1/2017 - 7/31/2017 And 8/1/2017 - 8/31/2017

Ridership Totals Comparison



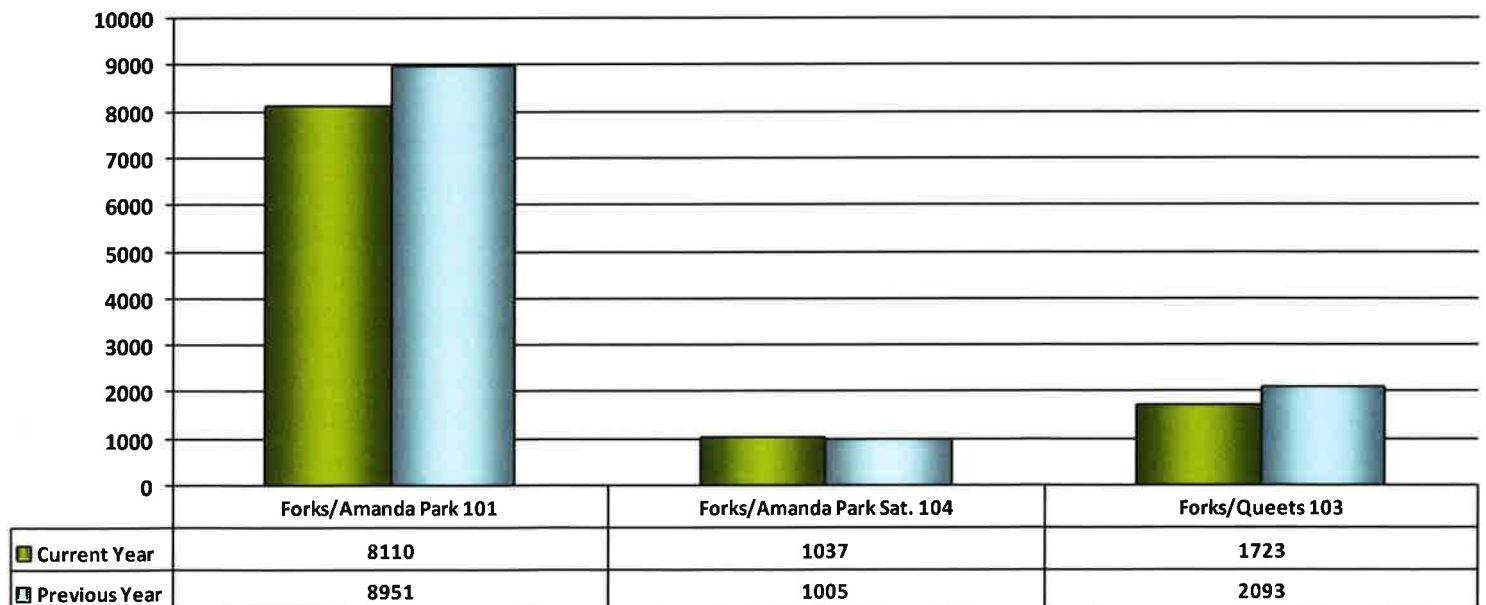
Current Month Total Ridership 1737

Previous Month Total Ridership 1527

210 passenger Increase from prior month: 13.75%

1/1/2016

Ridership Totals Year to Year Comparison



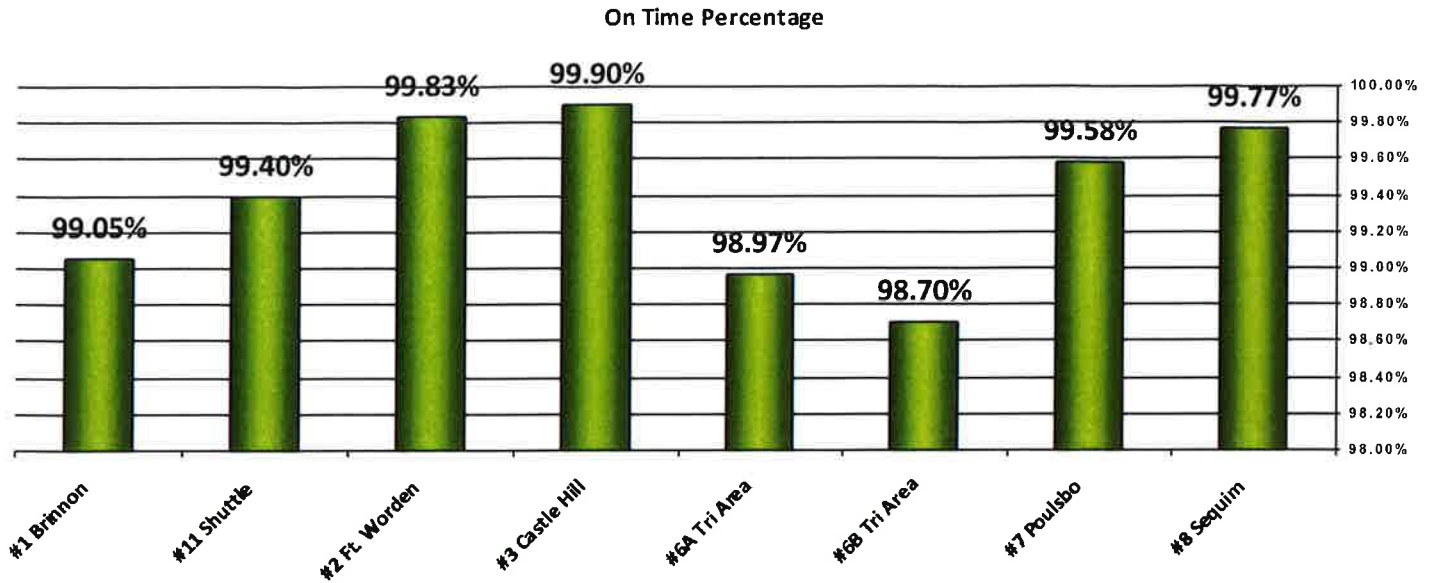
Current Year Total Ridership 10870

Previous Year Total Ridership 12049

-1179 passenger Decrease from prior Year: -9.79%

Jefferson Transit On Time Compliance Report

8/1/2017 through 8/31/2017



<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#1 Brinnon	224.85	High Ridership	0.08	0.00
#1 Brinnon	224.85	Holding For Transfers	0.93	0.00
#1 Brinnon	224.85	Mechanical Breakdown	0.70	0.00
#1 Brinnon	224.85	Other/No reason	0.37	0.00
#1 Brinnon	224.85	Traffic Delay	8.57	0.04
#11 Shuttle	279.86	ADA Client	2.97	0.01
#11 Shuttle	279.86	High Ridership	0.65	0.00
#11 Shuttle	279.86	Other/No reason	0.13	0.00
#11 Shuttle	279.86	Traffic Delay	2.95	0.01
#2 Ft. Worden	132.72	ADA Client	0.23	0.00
#3 Castle Hill	132.72	ADA Client	0.08	0.00
#3 Castle Hill	132.72	Traffic Delay	0.18	0.00
#6A Tri Area	108.84	ADA Client	0.30	0.00
#6A Tri Area	108.84	Other/No reason	0.10	0.00
#6A Tri Area	108.84	Traffic Delay	2.95	0.03
#6B Tri Area	82.05	Bicycles	0.12	0.00
#6B Tri Area	82.05	High Ridership	0.37	0.00
#6B Tri Area	82.05	Other/No reason	0.40	0.00
#6B Tri Area	82.05	Traffic Delay	3.38	0.04
#7 Poulsbo	209.43	Bridge Opening	2.58	0.01

Route Name: TotalServiceHours:

Reason

TotalHoursDown:

PercentageDown:

#7 Poulsbo	209.43	High Ridership	0.17	0.00
#7 Poulsbo	209.43	Holding For Transfers	0.73	0.00
#7 Poulsbo	209.43	Other/No reason	0.08	0.00
#7 Poulsbo	209.43	Traffic Delay	0.83	0.00
#8 Sequim	189.80	High Ridership	0.40	0.00
#8 Sequim	189.80	Mechanical Breakdown	0.33	0.00
#8 Sequim	189.80	Traffic Delay	0.58	0.00