

# 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

11-03-2017  
\_\_\_\_\_  
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 May 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
<b>Total</b>	<b>\$6,248,718.92**</b>

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/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)

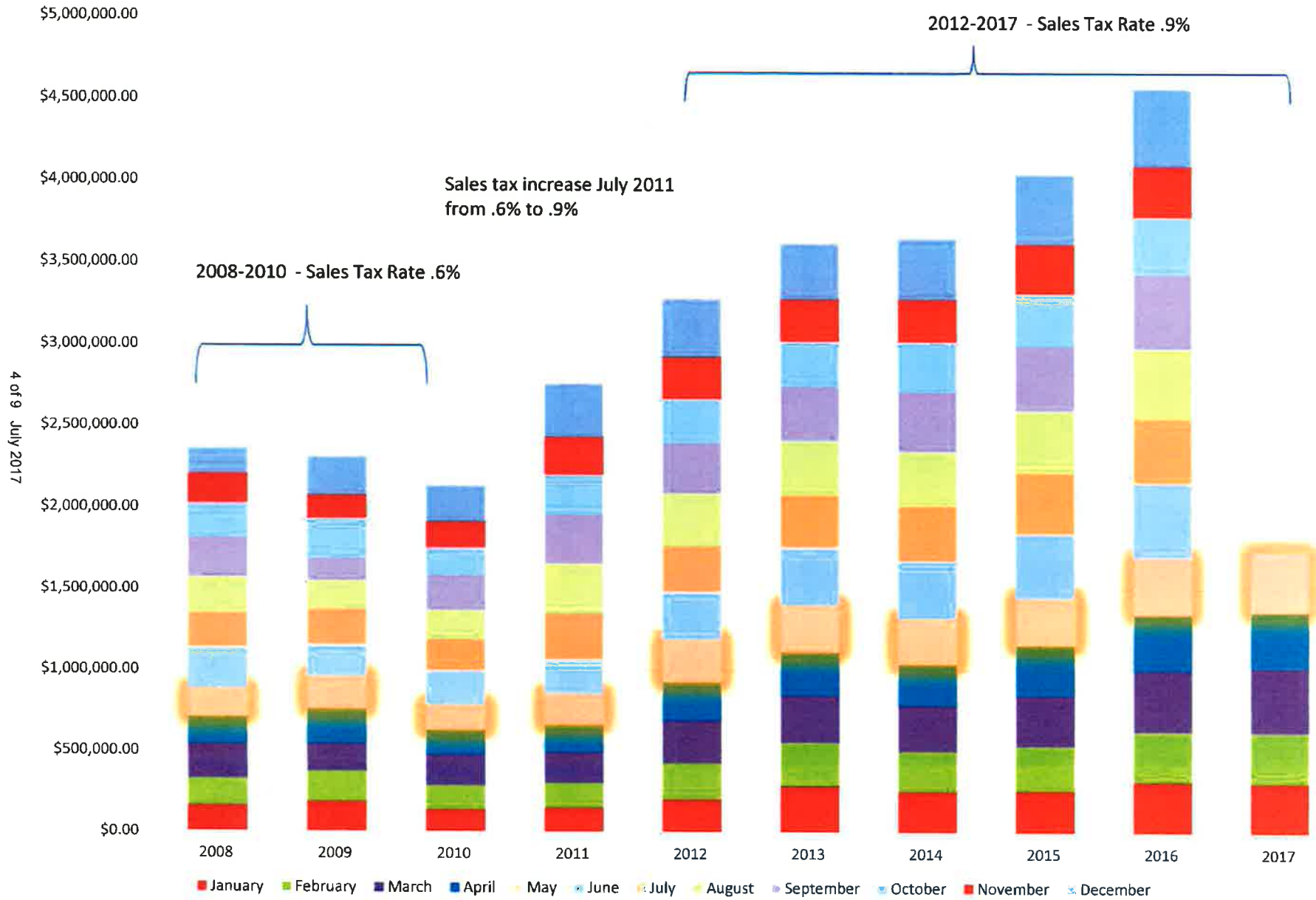
Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$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%		\$460,963.02	\$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	\$287,103.00	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				

3 of 9 July 2017

## 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
<b>STATEMENT OF CASH FLOWS</b>		
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
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$6,256,753.17</b>	<b>\$6,256,753.17</b>

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

	July	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,756.03</b>	<b>\$115,152.04</b>	<b>\$205,000.00</b>	<b>56.17%</b>
<b>Operating Expenses</b>				
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	545,460.00	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%
<b>Total Operating Expenses</b>	<b>302,420.31</b>	<b>2,405,139.48</b>	<b>4,650,625.00</b>	<b>51.72%</b>
<b>Operating Income (Loss)</b>	<b>(287,664.28)</b>	<b>(2,289,987.44)</b>	<b>(4,445,625.00)</b>	<b>51.51%</b>
<b>Non-Operating Revenues</b>				
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%
<b>Total Non-Operating Revenues</b>	<b>410,032.65</b>	<b>3,181,468.05</b>	<b>5,025,935.00</b>	<b>63.30%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>122,368.37</b>	<b>891,480.61</b>	<b>580,310.00</b>	<b>153.62%</b>
<b>Net Income/(Loss)</b>	<b>122,368.37</b>	<b>891,480.61</b>	<b>580,310.00</b>	<b>153.62%</b>

**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>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
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	6,085.89	10,800.00	56.35%
Vanpools	1,700.00	24,225.92	43,200.00	56.08%
Extended Service			2,500.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,756.03</b>	<b>115,152.04</b>	<b>205,000.00</b>	<b>56.17%</b>
<b>NONOPERATING REVENUES</b>				
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%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>315,162.51</b>	<b>2,519,508.79</b>	<b>3,931,572.00</b>	<b>64.08%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP		2,500.00	2,500.00	100.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	39,539.00	243,008.99	248,579.00	97.76%
RTAP		1,249.85	3,000.00	41.68%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	48,511.66	373,648.67	801,284.00	46.63%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - State		607,412.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
<b>Total Nonoperating Revenues</b>	<b>410,032.65</b>	<b>4,067,728.53</b>	<b>5,025,935.00</b>	<b>80.93%</b>
<b>TOTAL REVENUES</b>	<b>424,788.68</b>	<b>4,182,880.57</b>	<b>5,230,935.00</b>	<b>79.96%</b>

**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>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
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%
<b>Benefits</b>				
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%
<b>Service and User Fees</b>				
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%
<b>Materials and Supplies Consumed</b>				
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	0.00%
Park & Ride Materials	32.69	113.68	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%
<b>Utilities</b>				
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%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	71,529.35	127,000.00	56.32%
<b>Taxes</b>				
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>
<b>Miscellaneous</b>				
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%
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		17,675.00	35,755.00	49.43%
<b>Leases and Rentals</b>				
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%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>302,420.31</u></b>	<b><u>2,405,139.48</u></b>	<b><u>4,686,380.00</u></b>	<b><u>51.32%</u></b>

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	\$	576,063.00		
	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		
<b>2017 Capital Projects</b>					
Facility		Grant Funding		JTA Funding	
	<b>2017 Budgeted Balance</b>	\$	-	\$	-
	<b>JTA Funded Balance</b>			\$	-
<b>Other Building and Structures</b>					
		Grant Funding		JTA Funding	
PNR Upgrades	<b>2017 Beginning Budget</b>	\$	-	\$	120,000.00
Radio Project - Maynard Mln Rep	<b>2017 Beginning Budget</b>	\$	-	\$	15,000.00
	Apr 2017			\$	(1,035.50)
	May 2017			\$	(841.07)
	June 2017			\$	(340.63)
	July 2017			\$	(820.23)
Four Corners PNR	<b>2017 Beginning Budget</b>	\$	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)	\$	(98,481.40)
	<b>JTA Funded Balance</b>			\$	260,480.40
<b>Revenue Vehicles</b>					
Cut-a-Way Vehicles for JTOC	<b>2017 Beginning Budget</b>	\$	276,000.00	\$	100,000.00
	Apr 2017	\$	(274,618.70)	\$	(94,190.28)
2 Full-Size Buses	<b>2017 Beginning Budget</b>	\$	790,000.00	\$	210,000.00
2 Full-Size Buses	<b>2017 Beginning Budget</b>	\$	790,000.00	\$	112,428.00
2 12 Pass Repl VP Vans	<b>2017 Beginning Budget</b>	\$	46,475.00	\$	25,025.00
Bus Painting	<b>2017 Beginning Budget</b>	\$	-	\$	25,000.00
Vehicle Engine/Transmission Rep	<b>2017 Beginning Budget</b>	\$	-	\$	150,000.00
	<b>JTA Funded Balance</b>			\$	528,262.72
<b>Service Vehicles</b>					
<b>Service Equipment</b>					
Generator 63 4 Corners	<b>2017 Beginning Budget</b>			\$	125,000.00
Parking Lot/Sweeper Vacuum	<b>2017 Beginning Budget (\$41000, under budget)</b>			\$	32,155.00
	Purchased 2/28/2017			\$	(32,155.00)
	<b>JTA Funded Balance</b>			\$	125,000.00
<b>Office Furniture &amp; Equipment</b>					
New Finance/Mntce/Ops Software	<b>2017 Beginning Budget</b>			\$	200,000.00
	Apr 2017 - Trapeze			\$	(3,121.26)
	May 2017 - RTA Upgrade			\$	(3,161.00)
	July 2017 - RTA Upgrade			\$	(539.55)
Route Match	<b>2016/2017 Beginning Budget</b>			\$	164,000.00
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			\$	(28,800.00)
	July 2017 - Routematch			\$	(2,711.50)
Final GCB1614 IT Purchases	<b>2017 Beg Budget (\$4315 Grant; \$1085 JTA)</b>	\$	4,261.44	\$	1,085.36
	Purchased Feb 2017 - Facility Wide WiFi	\$	(4,261.44)	\$	(1,085.36)
Comprehensive Plan	<b>2017 Beginning Budget</b>			\$	60,000.00
	<b>JTA Funded Balance</b>			\$	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
<b>Total</b>	<b>\$5,850,490.36**</b>

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/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

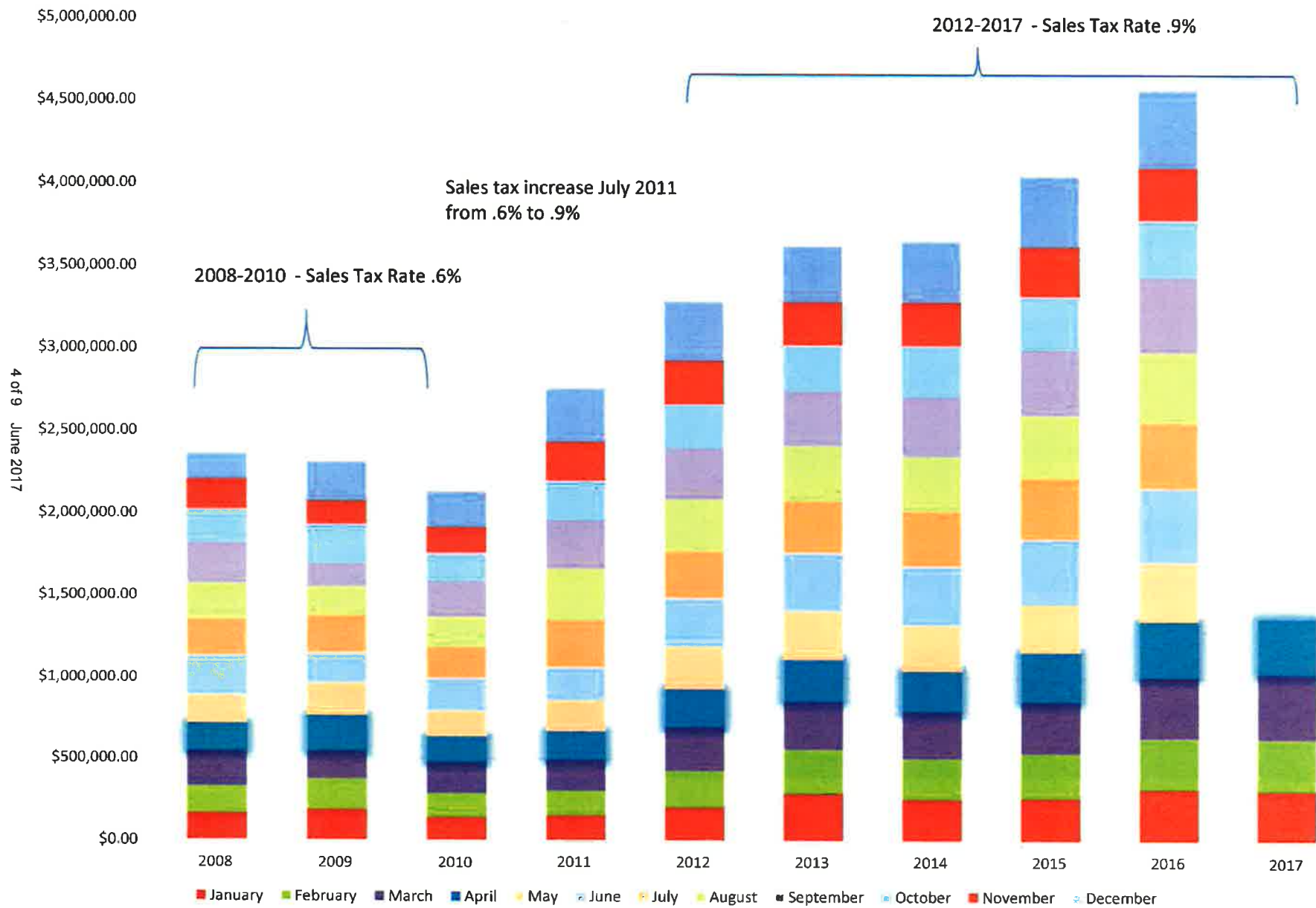
Month Received - Cash Basis (Cash Flow)

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%		\$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%		\$460,953.02	\$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	\$287,103.00	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				

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



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

	June	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
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
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$5,857,662.89</b>	<b>\$5,857,662.89</b>

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

	June	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$17,742.80</b>	<b>\$100,396.01</b>	<b>\$205,000.00</b>	<b>48.97%</b>
<b>Operating Expenses</b>				
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	545,480.00	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%
<b>Total Operating Expenses</b>	<b>354,407.59</b>	<b>2,076,226.80</b>	<b>4,650,625.00</b>	<b>44.64%</b>
<b>Operating Income (Loss)</b>	<b>(336,664.79)</b>	<b>(1,975,830.79)</b>	<b>(4,445,625.00)</b>	<b>44.44%</b>
<b>Non-Operating Revenues</b>				
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%
<b>Total Non-Operating Revenues</b>	<b>532,750.94</b>	<b>2,771,333.72</b>	<b>5,025,935.00</b>	<b>55.14%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>196,086.15</b>	<b>795,502.93</b>	<b>580,310.00</b>	<b>137.08%</b>
<b>Net Income/(Loss)</b>	<b>196,086.15</b>	<b>795,502.93</b>	<b>580,310.00</b>	<b>137.08%</b>

**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>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
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%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>17,742.80</b>	<b>100,396.01</b>	<b>205,000.00</b>	<b>48.97%</b>
<b>NONOPERATING REVENUES</b>				
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%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>432,430.49</b>	<b>2,204,346.28</b>	<b>3,931,572.00</b>	<b>56.07%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP	2,500.00	2,500.00	2,500.00	100.00%
<b>State Grants and Contributions</b>				
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%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	48,511.66	360,862.00	801,284.00	45.04%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - State		31,349.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
<b>Total Nonoperating Revenues</b>	<b>532,750.94</b>	<b>3,081,531.20</b>	<b>5,025,935.00</b>	<b>61.31%</b>
<b>TOTAL REVENUES</b>	<b>550,493.74</b>	<b>3,181,927.21</b>	<b>5,230,935.00</b>	<b>60.83%</b>

**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>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
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%
<b>Benefits</b>				
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%
<b>Service and User Fees</b>				
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%
<b>Materials and Supplies Consumed</b>				
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%
<b>Utilities</b>				
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%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	61,318.02	127,000.00	48.28%
<b>Taxes</b>				
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>
<b>Miscellaneous</b>				
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%
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation	17,675.00	17,675.00	35,755.00	49.43%
<b>Leases and Rentals</b>				
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%
<b>TOTAL OPERATING EXPENSES</b>	<u><u>354,407.59</u></u>	<u><u>2,076,226.80</u></u>	<u><u>4,686,380.00</u></u>	<u><u>44.30%</u></u>



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

<b>Current Account Status</b>	<b>Balance per Bank @ 6/30/17</b>	<b>\$ 2,922,070.13</b>	<b>\$ -</b>
<b>Balance per GL @ 5/31/17</b>		<b>\$ 3,034,097.61</b>	
	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)	\$ -	
<b>Balance per GL @ 6/30/17</b>		<b>\$ 2,922,070.13</b>	
<b>Balance in Capital Account</b>	<b>Outstanding Checks</b>	<b>\$ 2,922,070.13</b>	

**2017 Capital Projects**

Facility		Grant Funding	JTA Funding
	<b>2017 Budgeted Balance</b>	\$ -	\$ -
	<b>JTA Funded Balance</b>		\$ -
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
PNR Upgrades	<b>2017 Beginning Budget</b>	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	<b>2017 Beginning Budget</b>	\$ -	\$ 15,000.00
	Apr 2017		\$ (1,035.50)
	May 2017		\$ (841.07)
	June 2017		\$ (340.83)
Four Corners PNR	<b>2017 Beginning Budget</b>	\$ 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)
	<b>JTA Funded Balance</b>		\$ 360,782.03
<b>Revenue Vehicles</b>			
Cut-a-Way Vehicles for JTOC	<b>2017 Beginning Budget</b>	\$ 276,000.00	\$ 100,000.00
	Apr 2017	\$ (274,618.70)	\$ (94,190.28)
2 Full-Size Buses	<b>2017 Beginning Budget</b>	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	<b>2017 Beginning Budget</b>	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	<b>2017 Beginning Budget</b>	\$ 46,475.00	\$ 25,025.00
Bus Painting	<b>2017 Beginning Budget</b>	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	<b>2017 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		\$ 528,282.72
<b>Service Vehicles</b>			
<b>Service Equipment</b>			
Generator 63 4 Corners	<b>2017 Beginning Budget</b>		\$ 125,000.00
Parking Lot/Sweeper Vacuum	<b>2017 Beginning Budget (\$41000, under budget)</b>		\$ 32,155.00
	<b>Purchased 2/28/2017</b>		\$ (32,155.00)
	<b>JTA Funded Balance</b>		\$ 125,000.00
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mnlce/Ops Software	<b>2017 Beginning Budget</b>		\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.26)
	May 2017 - RTA Upgrade		\$ (3,181.00)
Route Match	<b>2016/2017 Beginning Budget</b>		\$ 154,000.00
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)
Final GCB1614 IT Purchases	<b>2017 Beg Budget (\$4318 Grant; \$1085 JTA)</b>	\$ 4,281.44	\$ 1,065.36
	<b>Purchased Feb 2017 - Facility Wide WIFI</b>	\$ (4,281.44)	\$ (1,065.36)
Comprehensive Plan	<b>2017 Beginning Budget</b>		\$ 60,000.00
	<b>JTA Funded Balance</b>		\$ 328,648.94
<b>JTA Capital Balance</b>		<b>\$ 2,922,070.13</b>	
<b>JTA Committed Project Funds Sub-Total</b>		<b>\$ (1,342,893.60)</b>	
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>		<b>\$ 1,579,376.44</b>	



63 4 Corners Road, Port Townsend, WA 98368

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## **General Manager's Report Attachment C**

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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**

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**[www.JeffersonTransit.com](http://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:**

- 41<sup>st</sup> Public Transportation Conference, Everett – August 7-9

### **Meetings at the Conference, August 7**

- WSTA 3<sup>rd</sup> 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**

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## **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 19<sup>th</sup>. 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 15<sup>th</sup>.

## **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 31<sup>st</sup> 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.

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