



**JEFFERSON TRANSIT AUTHORITY  
REGULAR BOARD MEETING  
Tuesday, December 19, 2017, 1:30 p.m.  
Jefferson Transit Boardroom  
63 4 Corners Road, Port Townsend, WA**

**AGENDA**

**Call to Order/Welcome**

**Public Comments**

**Public Budget Hearing**

**New Agenda Items**

**I. Finance Reports**

- a. November 2017
- b. October 2017

**II. Consent Agenda**

- a. Approval of Minutes, October 17, 2017
- b. Approval of Public Hearing Minutes, 11/21/17 and 11/30/17
- c. Approval of Expenses, November 2017
- d. Approval of Expenses, October 2017
- e. Out of State Travel Approval for Ben Arnold
- f. **Resolution 17-28:** 2018 Board Meeting Schedule

**III. Old Business**

- a. **Resolution 17-26:** Grant Agreement GCB2808
- b. **Resolution 17-27:** Salary Matrix

**IV. New Business**

- a. **Resolution 17-29:** Service Change
- b. **Resolution 17-30:** Adopt 2018 Proposed Budget
- c. **Resolution 17-31:** Honoring Catharine Robinson for Years of Service on Retirement and Presentation

**V. Reports**

- a. Operations Report
- b. Maintenance Report

**VI. Ridership Report**

**Public Comments**

**Adjournment**



63 4 Corners Road, Port Townsend, WA 98368

December 14, 2017

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

The budget tracking percentage for September is 91.7%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports –**

- Sales tax for September 2017 is .004% higher than received for September 2016. Cumulatively Sales tax is 1.8% higher than 2016; 18% higher than budgeted.

**Revenue Report –**

- Operating revenue is 9% below budget. This is primarily due to the loss of two vanpools, however, we did see a decrease in fixed route and dial-a-ride revenue.

**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 9% BELOW budget.**

- **Labor** – Labor is 2.49% below budget.
  - **Regular Wages** - Fixed Route is slightly over budget, DAR has come back in line with budget. RouteMatch training for operators, union negotiations and a shortage of drivers are responsible for the overage.
  - **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 9.6% below budget
- **Services and User Fees** – S/U Fees are 10.94% 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 22.5% below budget
  - Vehicle Maintenance & Repair Parts – monitoring, several high dollar repairs, over budget by 13.3%. This line item will be over budget for the year.
  - Shop Supplies – over budget, increased cost for cleaning supplies and uniforms.
  - 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 16.11% 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
  - Other General Administration Facilities – over budget due to increase in rent of facility at Forks base.

**Capital Activity –**

- Capital activity in November: Park and Ride Project



## November 2017 Financial Summary

Budget Tracking Figure: 91.66%

1. Operational Expenses:	\$358,777.26
Operational Revenues:	\$11,057.72
Non-Operational Income:	\$463,152.75
Capital Expenses:	\$14,180.41
Capital Income:	\$0.00
2. Sales Tax Received 11/30/2017 for September 2017:	\$462,570.00
Sales Tax Received 11/30/2016 for September 2016:	\$460,963.02
**Sales tax increased from prior year .004%**	
3. Cash on Hand as of November 30, 2017*:	
Operating:	\$2,223,950.45
Operating Reserve (100% Funded):	\$1,165,244.04
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,022,990.55
Capital Reserve (77% Funded):	\$1,572,999.68
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$70,399.22
Bond Reserve:	\$85,250.00
EFT Fund:	\$128,509.56
Travel Fund:	\$767.06
Total	\$6,970,625.56**

\*"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

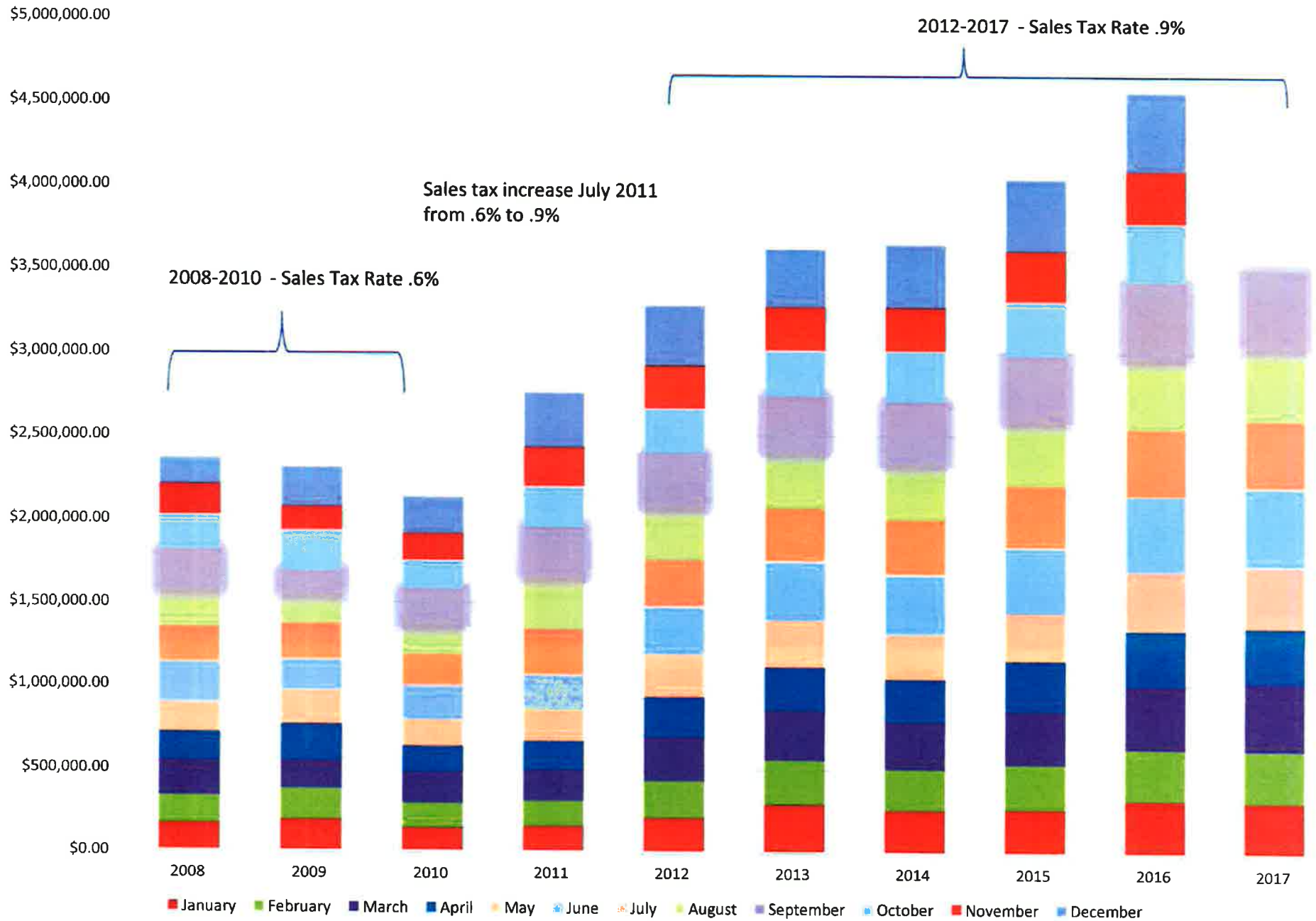
Month Received - Cash Basis (Cash Flow)

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%	\$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%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,823,919.60	3,167,980.00	20.71%
November	0.90%	\$462,570.00	\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	23.07%	\$4,286,489.60	3,543,829.00	20.96%
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$4,286,489.60	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$389,680.87	\$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%	\$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%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,034,500.02	2,594,356.00	16.97%
September	0.90%	\$462,570.00	\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	23.07%	\$3,497,070.02	2,970,205.00	17.74%
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		\$3,497,070.02	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$388,563.34	\$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 Eleven Months Ending November 30, 2017**

	<u>November</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$6,535,344.35	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$34,557.92)	(\$3,746,575.83)
Non-Capital Financing Activities	\$466,078.55	\$5,418,637.42
Investing Activities	\$4,160.58	\$47,983.52
Total Operating Cash Provided/(Used)	\$435,681.21	\$1,720,045.11
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$1,411.00)	(\$520,259.35)
Net Increase/(Decrease) Cash and Equivalent	\$434,270.21	\$1,199,785.76
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$6,969,614.56</u></b>	<b><u>\$6,969,614.56</u></b>

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

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$11,057.72</b>	<b>\$169,635.03</b>	<b>\$205,000.00</b>	<b>82.75%</b>
<b>Operating Expenses</b>				
Labor	163,131.52	1,767,923.92	1,982,558.00	89.17%
Benefits	114,597.30	1,277,511.86	1,556,799.00	82.06%
Services and User Fees	26,226.83	197,387.76	244,530.00	80.72%
Materials & Supplies	35,207.25	377,181.37	545,460.00	69.15%
Utilities	3,640.26	64,245.73	80,020.00	80.29%
Casualty/Liability Costs	10,211.33	112,374.67	127,000.00	88.48%
Taxes	212.97	3,056.32	7,953.00	38.43%
Miscellaneous Expenses	5,405.60	41,030.96	87,665.00	46.80%
Interest on Debt		17,675.00	35,755.00	49.43%
Leases and Rentals	144.20	14,083.09	18,640.00	75.55%
<b>Total Operating Expenses</b>	<b>358,777.26</b>	<b>3,872,470.68</b>	<b>4,686,380.00</b>	<b>82.63%</b>
<b>Operating Income (Loss)</b>	<b>(347,719.54)</b>	<b>(3,702,835.65)</b>	<b>(4,481,380.00)</b>	<b>82.63%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	6,893.75	59,721.30	24,000.00	248.84%
Taxes Levied by Transit	353,824.00	4,076,664.22	3,931,572.00	103.69%
Local Grants & Contributions	1,250.00	17,750.00	17,500.00	101.43%
State Grants & Contributions	11,976.00	323,415.92	251,579.00	128.55%
Federal Grants & Contributions	89,209.00	959,312.32	801,284.00	119.72%
<b>Total Non-Operating Revenues</b>	<b>463,152.75</b>	<b>5,436,863.76</b>	<b>5,025,935.00</b>	<b>108.18%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>115,433.21</b>	<b>1,734,028.11</b>	<b>544,555.00</b>	<b>318.43%</b>
<b>Net Income/(Loss)</b>	<b>115,433.21</b>	<b>1,734,028.11</b>	<b>544,555.00</b>	<b>318.43%</b>



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

	<u>November</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	\$8,388.63	\$122,340.16	\$144,000.00	84.96%
Fixed Route Fares - West - JTOC	172.74	3,915.27	4,500.00	87.01%
Dial-a-Ride Fares (DAR)	709.15	9,251.32	10,800.00	85.66%
Vanpools	1,787.20	31,776.80	43,200.00	73.56%
Extended Service		2,351.48	2,500.00	94.06%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>11,057.72</b>	<b>169,635.03</b>	<b>205,000.00</b>	<b>82.75%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	4,160.58	47,983.52	12,000.00	399.86%
Gain (Loss) on Disposition of Capital Items		514.15	1,200.00	42.85%
Public Donations		7.82		0.00%
Other Nontransportation Revenues	2,733.17	11,215.81	10,800.00	103.85%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>353,824.00</b>	<b>4,076,664.22</b>	<b>3,931,572.00</b>	<b>103.69%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP		4,000.00	2,500.00	160.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	11,976.00	318,476.00	248,579.00	128.12%
RTAP		4,939.92	3,000.00	164.66%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	89,209.00	959,312.32	801,284.00	119.72%
<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>463,152.75</b>	<b>6,323,124.24</b>	<b>5,025,935.00</b>	<b>125.81%</b>
<b>TOTAL REVENUES</b>	<b>474,210.47</b>	<b>6,492,759.27</b>	<b>5,230,935.00</b>	<b>124.12%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Eleven Months Ending November 30, 2017**

	<u>November</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	\$57,102.88	\$602,738.55	\$647,222.00	93.13%
Operators Overtime - Fixed Route	4,660.94	43,952.27	71,253.00	61.68%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,975.86	113,009.25	124,973.00	90.43%
Operators Overtime - Dial-a-Ride (DAR)	1,240.30	9,400.53	12,521.00	75.08%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,786.65	406,600.14	518,571.00	78.41%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,831.16	66,174.72	40,314.00	164.15%
Administration Salaries	48,533.73	526,048.46	567,704.00	92.66%
<b>Benefits</b>				
FICA	13,593.76	150,434.01	195,329.00	77.02%
Pension Plans (PERS)	22,332.86	233,292.40	264,224.00	88.29%
Medical Plans	38,448.45	461,650.49	551,400.00	83.72%
Dental Plans	2,791.99	33,784.45	45,636.00	74.03%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,744.11	62,283.07	69,922.00	89.08%
Holiday	7,271.03	75,545.31	90,777.00	83.22%
General Leave	22,143.49	225,687.34	263,289.00	85.72%
Other Paid Absence (Court Duty & Bereavement)	1,450.54	7,707.09	14,686.00	52.48%
Uniforms, Work Clothing & Tools Allowance	99.98	6,611.77	10,100.00	65.46%
Other Benefits (HRA, EAP & Wellness)	721.09	15,994.93	29,436.00	54.34%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,159.52	15,474.54	18,250.00	84.79%
Professional & Technical Services	20,505.61	93,539.18	110,530.00	84.63%
Contract Maintenance Services (IT Services)	1,375.53	9,656.05	14,500.00	66.59%
Security Services	210.00	1,267.50	5,000.00	25.35%
Vehicle Technical Services	1,194.12	22,489.15	38,250.00	58.80%
Property Maintenance Services	336.10	33,622.31	14,500.00	231.88%
Software Maintenance Fees	958.92	15,581.02	30,100.00	51.76%
Postage & Mail Meter Fees	8.28	2,251.76	3,100.00	72.64%
Drug & Alcohol Services	328.75	3,356.25	4,800.00	69.92%
Other Services & User Fees	150.00	150.00	2,500.00	6.00%
<b>Materials and Supplies Consumed</b>				
Fuel	23,411.61	195,756.50	295,000.00	66.36%
Tires		21,260.11	35,000.00	60.74%
Lubrication	8.80	6,705.36	10,550.00	63.56%
Tools	57.59	5,373.15	18,000.00	29.85%
Vehicle Maintenance & Repair Parts	9,112.62	85,563.80	81,500.00	104.99%
Non-Vehicle Maintenance & Repair Parts	(145.40)	1,839.73	8,240.00	22.33%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	34.88	2,656.28	3,750.00	70.83%
Shop Supplies (Maintenance & Cleaning)	1,258.84	19,693.31	20,500.00	96.06%
Safety & Emergency Supplies	87.08	218.98	7,050.00	3.11%
Office Supplies	729.57	10,123.48	14,920.00	67.85%
Computer Programs & Supplies	190.35	13,474.67	14,150.00	95.23%
Printing (Photocopier, Schedules & Brochures)	461.31	14,516.00	33,450.00	43.40%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	884.05	10,336.38	14,100.00	73.31%
Utilities (Electrical & Propane)		21,729.10	27,000.00	80.48%
Telephone & Internet	2,756.21	32,180.25	38,920.00	82.68%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	112,374.67	127,000.00	88.48%
<b>Taxes</b>				
State Taxes	212.97	2,992.97	4,203.00	71.21%
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 Eleven Months Ending November 30, 2017**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$1,142.82	\$10,629.50	\$17,007.00	62.50%
Travel & Meetings	1,486.91	18,596.04	32,150.00	57.84%
Fines & Penalties	1.50	3.91		0.00%
Safety Program (Rodeo & Safety Rewards)	2,472.37	2,472.37	9,000.00	27.47%
Training (Classes, Seminars & Materials)	200.00	5,873.44	24,408.00	24.06%
EE CDL and EE Physical Expense	102.00	3,387.00	4,800.00	70.56%
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	144.20	2,756.20	3,000.00	91.87%
Service Vehicles & Equipment		119.89	2,500.00	4.80%
Other General Administration Facilities		11,207.00	13,140.00	85.29%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>358,777.26</u></b>	<b><u>3,872,470.68</u></b>	<b><u>4,686,380.00</u></b>	<b><u>82.63%</u></b>

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

Current Account Status	Balance per Bank @ 11/30/17	\$ 2,720,990.23	\$ -
Balance per GL @ 10/31/17		\$ 2,733,026.84	
	Transfers - In		
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 2,143.80	
	Transfers - Out (Purchases)	\$ (14,180.41)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 11/30/17		\$ 2,720,990.23	
Balance in Capital Account	Outstanding Checks	\$ 2,720,990.23	
<b>2017 Capital Projects</b>			
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	\$ (24,160.91)	\$ (6,040.23)
	September 2017 SCJ	\$ (8,049.70)	\$ (2,012.43)
	October 2017 Hoch Const	\$ (67,255.90)	\$ (16,813.98)
	November 2017 SCJ	\$ (11,344.33)	\$ (2,836.06)
	JTA Funded Balance		\$ 232,777.69
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	\$ 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 (\$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 Software	2017 Beginning Budget		\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.26)
	May 2017 - RTA Upgrade		\$ (3,161.00)
	July 2017 - RTA Upgrade		\$ (530.55)
Route Match	2016/2017 Beginning Budget		\$ 154,000.00
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)
	August 2017 - Roulematch		\$ (37,999.00)
	September 2017 - Roulematch		\$ (21,424.00)
	October 2017 - Roulematch		\$ (4,034.75)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4315 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		\$ 80,000.00
	JTA Funded Balance		\$ 261,950.14
JTA Capital Balance		\$ 2,720,990.23	
JTA Committed Project Funds Sub-Total		\$ (1,022,980.55)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 1,697,999.68	



63 4 Corners Road, Port Townsend, WA 98368

November 30, 2017

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

The budget tracking percentage for September is 83.33%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports –**

- Sales tax for August 2017 is 2% higher than received for August 2016. Cumulatively Sales tax is 2% higher than 2016; 16% higher than budgeted.

**Revenue Report –**

- Operating revenue is 6% below budget. This is primarily due to the loss of two vanpools, however, we did see a decrease in fixed route and dial-a-ride revenue.

**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 8.35% BELOW budget.**

- **Labor** – Labor is 2.38% below budget.
  - **Regular Wages** - Fixed Route and DAR are slightly over budget, RouteMatch training for operators, union negotiations and a shortage of drivers are responsible for the overage.
  - **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 8.6% below budget
- **Services and User Fees** – S/U Fees are 13.34% 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 20.64% below budget
  - Vehicle Maintenance & Repair Parts – monitoring, several high dollar repairs, over budget by 10.5%. 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
  - Other General Administration Facilities – over budget due to increase in rent of facility at Forks base.

**Capital Activity –**

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



## October 2017 Financial Summary

Budget Tracking Figure: 83.33%

1. Operational Expenses:	\$362,671.07
Operational Revenues:	\$11,510.34
Non-Operational Income:	\$523,040.86
Capital Expenses:	\$88,104.64
Capital Income:	\$0.00
2. Sales Tax Received 10/31/2017 for August 2017:	\$430,879.75
Sales Tax Received 10/31/2016 for August 2016:	\$422,063.41
**Sales tax increased from prior year 2%**	
3. Cash on Hand as of October 31, 2017*:	
Operating:	\$1,797,464.02
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):	\$1,025,826.63
Capital Reserve (80% Funded):	\$1,582,200.21
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$63,643.26
Bond Reserve:	\$85,250.00
EFT Fund:	\$106,573.23
Travel Fund:	\$1,472.00
<b>Total</b>	<b>\$6,534,944.35**</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)

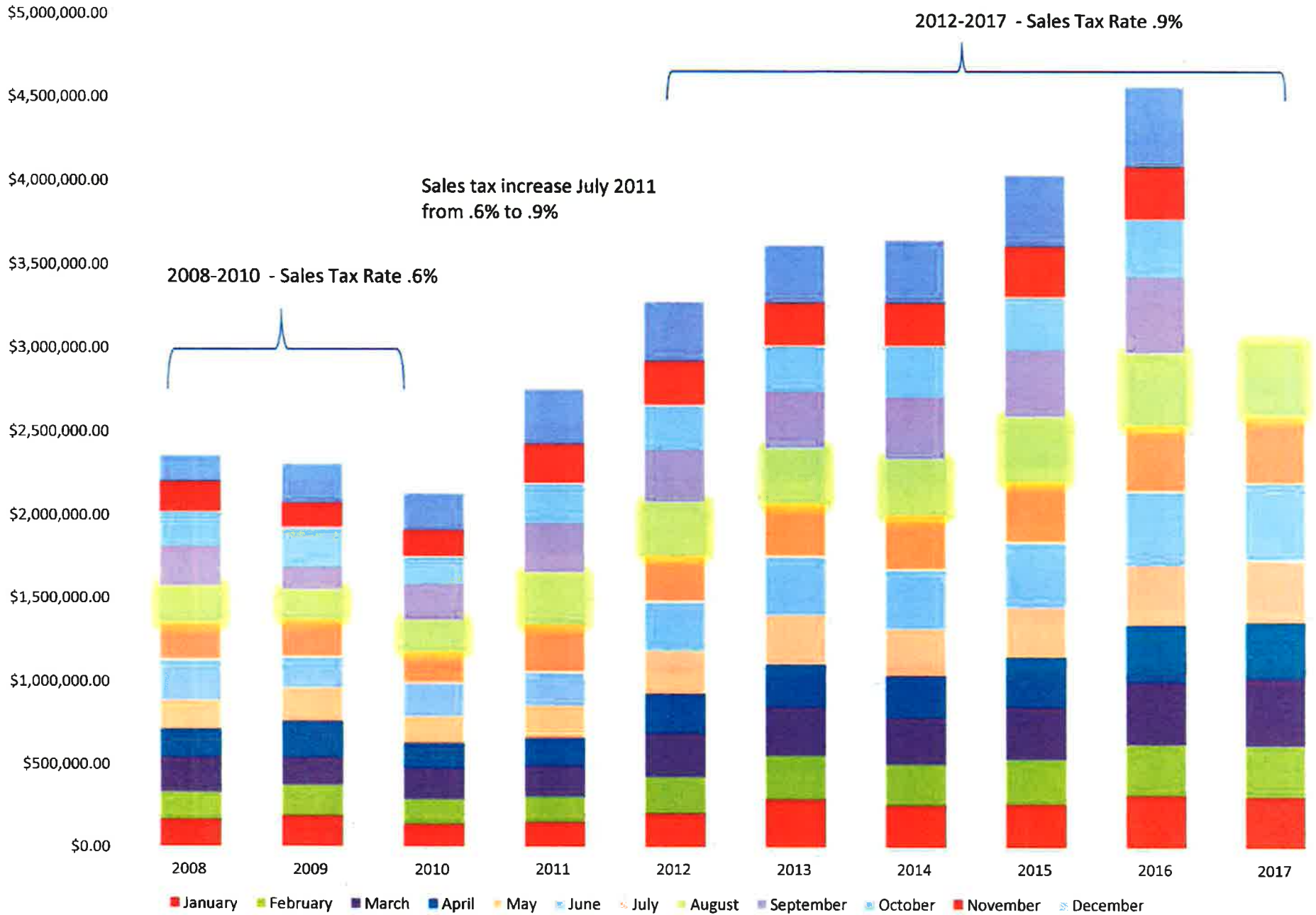
Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$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%	\$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%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,823,919.60	3,167,980.00	20.71%
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		\$3,823,919.60	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$382,391.96	\$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%	\$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%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,034,500.02	2,594,356.00	16.97%
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		\$3,034,500.02	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$379,312.50	\$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 Ten Months Ending October 31, 2017**

	<u>October</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$6,547,079.11	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$449,883.51)	(\$3,712,017.91)
Non-Capital Financing Activities	\$440,926.06	\$4,952,558.87
Investing Activities	\$5,716.95	\$43,822.94
Total Operating Cash Provided/(Used)	(\$3,240.50)	\$1,284,363.90
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$8,494.26)	(\$518,848.35)
Net Increase/(Decrease) Cash and Equivalent	(\$11,734.76)	\$765,515.55
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$6,535,344.35</u></b>	<b><u>\$6,535,344.35</u></b>

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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$11,510.34</b>	<b>\$158,577.31</b>	<b>\$205,000.00</b>	<b>77.35%</b>
<b>Operating Expenses</b>				
Labor	181,759.76	1,604,792.40	1,982,558.00	80.95%
Benefits	103,970.28	1,162,914.56	1,556,799.00	74.70%
Services and User Fees	26,083.57	171,144.06	244,530.00	69.99%
Materials & Supplies	26,733.95	341,922.67	545,460.00	62.69%
Utilities	9,629.34	60,605.47	80,020.00	75.74%
Casualty/Liability Costs	10,211.33	102,163.34	127,000.00	80.44%
Taxes		2,843.35	7,953.00	35.75%
Miscellaneous Expenses	2,935.20	35,625.36	87,665.00	40.64%
Interest on Debt		17,675.00	35,755.00	49.43%
Leases and Rentals	1,347.64	13,938.89	18,640.00	74.78%
<b>Total Operating Expenses</b>	<b>362,671.07</b>	<b>3,513,625.10</b>	<b>4,686,380.00</b>	<b>74.98%</b>
<b>Operating Income (Loss)</b>	<b>(351,160.73)</b>	<b>(3,355,047.79)</b>	<b>(4,481,380.00)</b>	<b>74.87%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	8,761.04	52,827.55	24,000.00	220.11%
Taxes Levied by Transit	408,154.75	3,722,840.22	3,931,572.00	94.69%
Local Grants & Contributions	1,250.00	16,500.00	17,500.00	94.29%
State Grants & Contributions	15,666.07	311,439.92	251,579.00	123.79%
Federal Grants & Contributions	89,209.00	870,103.32	801,284.00	108.59%
<b>Total Non-Operating Revenues</b>	<b>523,040.86</b>	<b>4,973,711.01</b>	<b>5,025,935.00</b>	<b>98.96%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>171,880.13</b>	<b>1,618,663.22</b>	<b>544,555.00</b>	<b>297.25%</b>
<b>Net Income/(Loss)</b>	<b>171,880.13</b>	<b>1,618,663.22</b>	<b>544,555.00</b>	<b>297.25%</b>



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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$8,546.29	\$113,951.53	\$144,000.00	79.13%
Fixed Route Fares - West - JTOC	480.47	3,742.53	4,500.00	83.17%
Dial-a-Ride Fares (DAR)	631.10	8,542.17	10,800.00	79.09%
Vanpools	1,852.48	29,989.60	43,200.00	69.42%
Extended Service		2,351.48	2,500.00	94.06%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>11,510.34</b>	<b>158,577.31</b>	<b>205,000.00</b>	<b>77.35%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	5,716.95	43,822.94	12,000.00	365.19%
Gain (Loss) on Disposition of Capital Items		514.15	1,200.00	42.85%
Public Donations		7.82		0.00%
Other Nontransportation Revenues	3,044.09	8,482.64	10,800.00	78.54%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>408,154.75</b>	<b>3,722,840.22</b>	<b>3,931,572.00</b>	<b>94.69%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP		4,000.00	2,500.00	160.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	11,976.00	306,500.00	248,579.00	123.30%
RTAP	3,690.07	4,939.92	3,000.00	164.66%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	89,209.00	870,103.32	801,284.00	108.59%
<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>523,040.86</b>	<b>5,859,971.49</b>	<b>5,025,935.00</b>	<b>116.59%</b>
<b>TOTAL REVENUES</b>	<b>534,551.20</b>	<b>6,018,548.80</b>	<b>5,230,935.00</b>	<b>115.06%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Ten Months Ending October 31, 2017**

	October	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$54,645.19	\$545,635.67	\$647,222.00	84.30%
Operators Overtime - Fixed Route	9,300.79	39,291.33	71,253.00	55.14%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,794.76	105,033.39	124,973.00	84.04%
Operators Overtime - Dial-a-Ride (DAR)	1,219.77	8,160.23	12,521.00	65.17%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	37,254.10	367,813.49	518,571.00	70.93%
Other Overtime (Mntce, Dispatch, Cust Serv)	8,434.87	61,343.56	40,314.00	152.16%
Administration Salaries	60,110.28	477,514.73	567,704.00	84.11%
<b>Benefits</b>				
FICA	13,756.96	136,840.25	195,329.00	70.06%
Pension Plans (PERS)	22,580.00	210,959.54	264,224.00	79.84%
Medical Plans	41,872.63	423,202.04	551,400.00	76.75%
Dental Plans	3,097.66	30,992.46	45,636.00	67.91%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,952.73	56,538.96	69,922.00	80.86%
Holiday	224.77	68,274.28	90,777.00	75.21%
General Leave	14,251.67	203,543.85	263,289.00	77.31%
Other Paid Absence (Court Duty & Bereavement)	619.42	6,256.55	14,686.00	42.60%
Uniforms, Work Clothing & Tools Allowance	782.38	6,511.79	10,100.00	64.47%
Other Benefits (HRA, EAP & Wellness)	832.06	15,273.84	29,436.00	51.89%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	998.90	14,315.02	18,250.00	78.44%
Professional & Technical Services	17,643.14	73,033.57	110,530.00	66.08%
Contract Maintenance Services (IT Services)	856.74	8,280.52	14,500.00	57.11%
Security Services		1,057.50	5,000.00	21.15%
Vehicle Technical Services	1,738.70	21,295.03	38,250.00	55.67%
Property Maintenance Services	1,283.02	33,269.34	14,500.00	229.44%
Software Maintenance Fees	2,613.42	14,622.10	30,100.00	48.58%
Postage & Mail Meter Fees	475.90	2,243.48	3,100.00	72.37%
Drug & Alcohol Services	473.75	3,027.50	4,800.00	63.07%
Other Services & User Fees			2,500.00	0.00%
<b>Materials and Supplies Consumed</b>				
Fuel	11,568.46	172,344.89	295,000.00	58.42%
Tires	1,476.11	21,260.11	35,000.00	60.74%
Lubrication	532.30	6,696.56	10,550.00	63.47%
Tools	106.53	5,306.56	18,000.00	29.48%
Vehicle Maintenance & Repair Parts	8,460.81	76,451.18	81,500.00	93.81%
Non-Vehicle Maintenance & Repair Parts	68.51	1,985.13	8,240.00	24.09%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	33.73	2,621.40	3,750.00	69.90%
Shop Supplies (Maintenance & Cleaning)	1,988.88	18,418.91	20,500.00	89.85%
Safety & Emergency Supplies		131.90	7,050.00	1.87%
Office Supplies	1,846.79	9,382.97	14,920.00	62.89%
Computer Programs & Supplies	196.19	13,268.37	14,150.00	93.77%
Printing (Photocopier, Schedules & Brochures)	455.64	14,054.69	33,450.00	42.02%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	979.51	9,452.33	14,100.00	67.04%
Utilities (Electrical & Propane)	5,786.41	21,729.10	27,000.00	80.48%
Telephone & Internet	2,863.42	29,424.04	38,920.00	75.60%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	102,163.34	127,000.00	80.44%
<b>Taxes</b>				
State Taxes		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 Ten Months Ending October 31, 2017**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$943.67	\$9,486.68	\$17,007.00	55.78%
Travel & Meetings	1,614.12	17,109.13	32,150.00	53.22%
Fines & Penalties	2.41	2.41		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	375.00	5,673.44	24,408.00	23.24%
EE CDL and EE Physical Expense		3,285.00	4,800.00	68.44%
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	144.20	2,612.00	3,000.00	87.07%
Service Vehicles & Equipment	59.94	119.89	2,500.00	4.80%
Other General Administration Facilities	1,143.50	11,207.00	13,140.00	85.29%
<b>TOTAL OPERATING EXPENSES</b>	<u><b>362,671.07</b></u>	<u><b>3,513,625.10</b></u>	<u><b>4,686,380.00</b></u>	<u><b>74.98%</b></u>

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

Current Account Status	Balance per Bank @ 10/30/17	\$ 2,733,026.84	\$ -
Balance per GL @ 9/31/17		\$ 2,815,100.79	
	Transfers - In		
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 6,030.68	
	Transfers - Out (Purchases)	\$ (88,104.83)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 10/30/17		\$ 2,733,026.84	
Balance in Capital Account	Outstanding Checks	\$ 2,733,026.84	

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		\$ (340.63)
	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	\$ (66,325.00)	\$ (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)
	October 2017 Hoch Const	\$ (67,255.90)	\$ (16,813.98)
	JTA Funded Balance		\$ 235,613.77
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		\$ 528,262.72
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		\$ (3,121.26)
	May 2017 - RTA Upgrade		\$ (3,161.00)
	July 2017 - RTA Upgrade		\$ (539.55)
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		\$ (28,800.00)
	July 2017 - Routematch		\$ (2,711.50)
	August 2017 - Routematch		\$ (37,989.00)
	September 2017 - Routematch		\$ (21,424.00)
	October 2017 - Routematch		\$ (4,034.75)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4316 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		\$ 261,950.14

JTA Capital Balance \$ 2,733,026.84  
JTA Committed Project Funds Sub-Total \$ (1,025,826.63)  
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 1,707,200.21



63 4 Corners Road, Port Townsend, WA 98368

November 30, 2017

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

The budget tracking percentage for September is 83.33%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports –**

- Sales tax for August 2017 is 2% higher than received for August 2016. Cumulatively Sales tax is 2% higher than 2016; 16% higher than budgeted.

**Revenue Report –**

- Operating revenue is 6% below budget. This is primarily due to the loss of two vanpools, however, we did see a decrease in fixed route and dial-a-ride revenue.

**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 8.35% BELOW budget.**

- **Labor –** Labor is 2.38% below budget.
  - **Regular Wages** - Fixed Route and DAR are slightly over budget, RouteMatch training for operators, union negotiations and a shortage of drivers are responsible for the overage.
  - **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 8.6% below budget
- **Services and User Fees –** S/U Fees are 13.34% 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 20.64% below budget
  - **Vehicle Maintenance & Repair Parts** – monitoring, several high dollar repairs, over budget by 10.5%. 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
  - **Other General Administration Facilities** – over budget due to increase in rent of facility at Forks base.

**Capital Activity –**

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



## October 2017 Financial Summary

Budget Tracking Figure: 83.33%

1. Operational Expenses:	\$362,671.07
Operational Revenues:	\$11,510.34
Non-Operational Income:	\$523,040.86
Capital Expenses:	\$88,104.64
Capital Income:	\$0.00
2. Sales Tax Received 10/31/2017 for August 2017:	\$430,879.75
Sales Tax Received 10/31/2016 for August 2016:	\$422,063.41
**Sales tax increased from prior year 2%**	
3. Cash on Hand as of October 31, 2017*:	
Operating:	\$1,797,464.02
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):	\$1,025,826.63
Capital Reserve (80% Funded):	\$1,582,200.21
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$63,643.26
Bond Reserve:	\$85,250.00
EFT Fund:	\$106,573.23
Travel Fund:	\$1,472.00
<b>Total</b>	<b>\$6,534,944.35**</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)

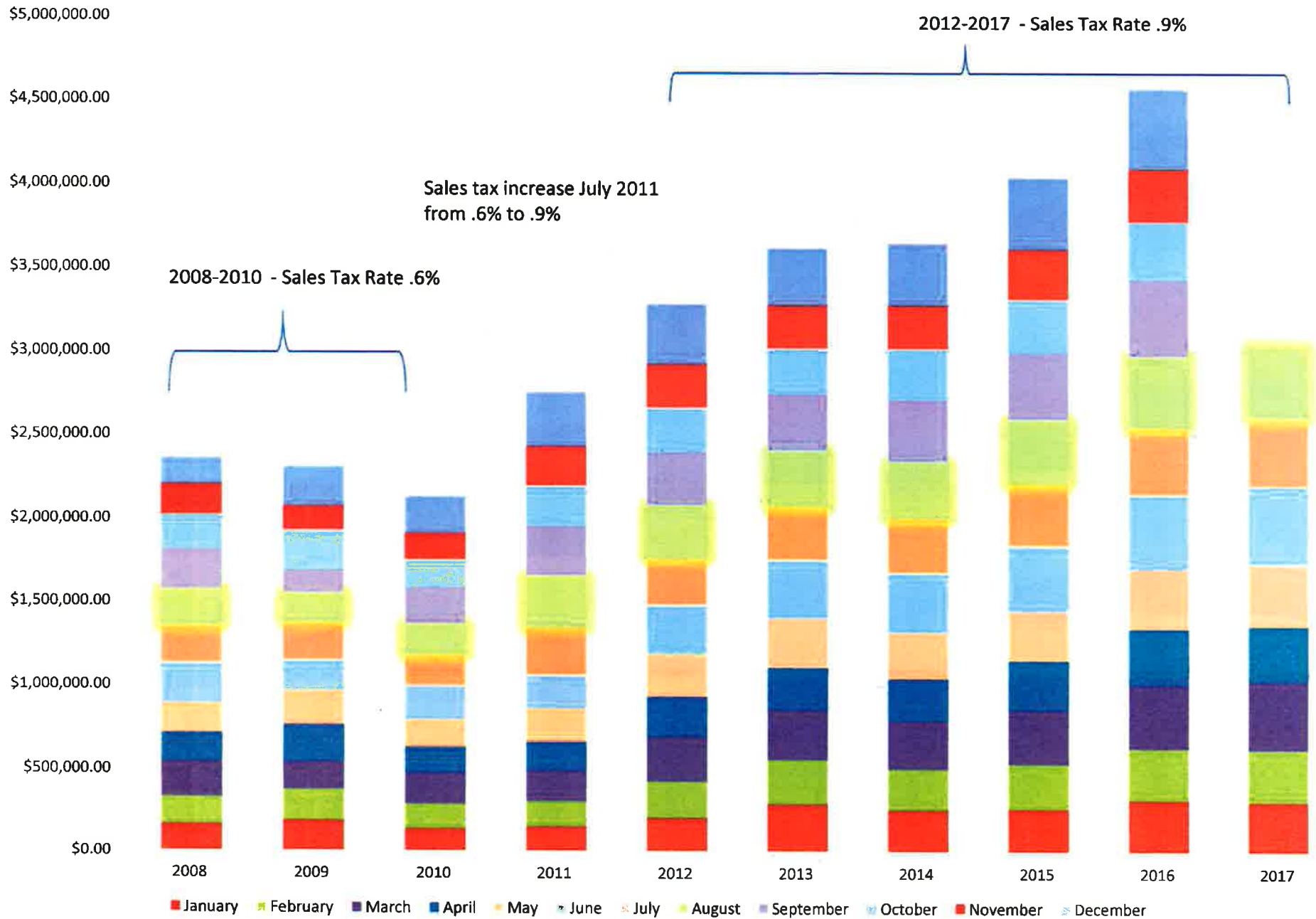
Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$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%	\$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%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,823,919.60	3,167,980.00	20.71%
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		\$3,823,919.60	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$382,391.96	\$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%	\$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%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,034,500.02	2,594,356.00	16.97%
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		\$3,034,500.02	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$379,312.50	\$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 Ten Months Ending October 31, 2017**

	<u>October</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$6,547,079.11	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$449,883.51)	(\$3,712,017.91)
Non-Capital Financing Activities	\$440,926.06	\$4,952,558.87
Investing Activities	<u>\$5,716.95</u>	<u>\$43,822.94</u>
Total Operating Cash Provided/(Used)	(\$3,240.50)	\$1,284,363.90
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>(\$8,494.26)</u>	<u>(\$518,848.35)</u>
Net Increase/(Decrease) Cash and Equivalent	(\$11,734.76)	\$765,515.55
<b>CASH BALANCES - END OF PERIOD</b>	<u><u>\$6,535,344.35</u></u>	<u><u>\$6,535,344.35</u></u>

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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$11,510.34</b>	<b>\$158,577.31</b>	<b>\$205,000.00</b>	<b>77.35%</b>
<b>Operating Expenses</b>				
Labor	181,759.76	1,804,792.40	1,982,558.00	80.95%
Benefits	103,970.28	1,162,914.56	1,558,799.00	74.70%
Services and User Fees	26,083.57	171,144.06	244,530.00	69.99%
Materials & Supplies	26,733.95	341,922.67	545,460.00	62.69%
Utilities	9,629.34	60,605.47	80,020.00	75.74%
Casualty/Liability Costs	10,211.33	102,163.34	127,000.00	80.44%
Taxes		2,843.35	7,953.00	35.75%
Miscellaneous Expenses	2,935.20	35,625.36	87,665.00	40.64%
Interest on Debt		17,675.00	35,755.00	49.43%
Leases and Rentals	1,347.64	13,938.89	18,640.00	74.78%
<b>Total Operating Expenses</b>	<b>362,671.07</b>	<b>3,513,625.10</b>	<b>4,686,380.00</b>	<b>74.98%</b>
<b>Operating Income (Loss)</b>	<b>(351,160.73)</b>	<b>(3,355,047.79)</b>	<b>(4,481,380.00)</b>	<b>74.87%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	8,761.04	52,827.55	24,000.00	220.11%
Taxes Levied by Transit	408,154.75	3,722,840.22	3,931,572.00	94.69%
Local Grants & Contributions	1,250.00	16,500.00	17,500.00	94.29%
State Grants & Contributions	15,666.07	311,439.92	251,579.00	123.79%
Federal Grants & Contributions	89,209.00	870,103.32	801,284.00	108.59%
<b>Total Non-Operating Revenues</b>	<b>523,040.86</b>	<b>4,973,711.01</b>	<b>5,025,935.00</b>	<b>98.96%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>171,880.13</b>	<b>1,618,663.22</b>	<b>544,555.00</b>	<b>297.25%</b>
<b>Net Income/(Loss)</b>	<b>171,880.13</b>	<b>1,618,663.22</b>	<b>544,555.00</b>	<b>297.25%</b>

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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$8,546.29	\$113,951.53	\$144,000.00	79.13%
Fixed Route Fares - West - JTOC	480.47	3,742.53	4,500.00	83.17%
Dial-a-Ride Fares (DAR)	631.10	8,542.17	10,800.00	79.09%
Vanpools	1,852.48	29,989.60	43,200.00	69.42%
Extended Service		2,351.48	2,500.00	94.06%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>11,510.34</b>	<b>158,577.31</b>	<b>205,000.00</b>	<b>77.35%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	5,716.95	43,822.94	12,000.00	365.19%
Gain (Loss) on Disposition of Capital Items		514.15	1,200.00	42.85%
Public Donations		7.82		0.00%
Other Nontransportation Revenues	3,044.09	8,482.64	10,800.00	78.54%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>408,154.75</b>	<b>3,722,840.22</b>	<b>3,931,572.00</b>	<b>94.69%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP		4,000.00	2,500.00	160.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	11,976.00	306,500.00	248,579.00	123.30%
RTAP	3,690.07	4,939.92	3,000.00	164.66%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	89,209.00	870,103.32	801,284.00	108.59%
<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>523,040.86</b>	<b>5,859,971.49</b>	<b>5,025,935.00</b>	<b>116.59%</b>
<b>TOTAL REVENUES</b>	<b>534,551.20</b>	<b>6,018,548.80</b>	<b>5,230,935.00</b>	<b>115.06%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Ten Months Ending October 31, 2017**

	October	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$54,645.19	\$545,635.67	\$647,222.00	84.30%
Operators Overtime - Fixed Route	9,300.79	39,291.33	71,253.00	55.14%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,794.76	105,033.39	124,973.00	84.04%
Operators Overtime - Dial-a-Ride (DAR)	1,219.77	8,160.23	12,521.00	65.17%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	37,254.10	367,813.49	518,571.00	70.93%
Other Overtime (Mntce, Dispatch, Cust Serv)	8,434.87	61,343.56	40,314.00	152.16%
Administration Salaries	60,110.28	477,514.73	567,704.00	84.11%
<b>Benefits</b>				
FICA	13,756.96	136,840.25	195,329.00	70.06%
Pension Plans (PERS)	22,580.00	210,959.54	264,224.00	79.84%
Medical Plans	41,872.63	423,202.04	551,400.00	76.75%
Dental Plans	3,097.66	30,992.46	45,636.00	67.91%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,952.73	56,538.96	69,922.00	80.86%
Holiday	224.77	68,274.28	90,777.00	75.21%
General Leave	14,251.67	203,543.85	263,289.00	77.31%
Other Paid Absence (Court Duty & Bereavement)	619.42	6,256.55	14,686.00	42.60%
Uniforms, Work Clothing & Tools Allowance	782.38	6,511.79	10,100.00	64.47%
Other Benefits (HRA, EAP & Wellness)	832.06	15,273.84	29,436.00	51.89%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	998.90	14,315.02	18,250.00	78.44%
Professional & Technical Services	17,643.14	73,033.57	110,530.00	66.08%
Contract Maintenance Services (IT Services)	856.74	8,280.52	14,500.00	57.11%
Security Services		1,057.50	5,000.00	21.15%
Vehicle Technical Services	1,738.70	21,295.03	38,250.00	55.67%
Property Maintenance Services	1,283.02	33,269.34	14,500.00	229.44%
Software Maintenance Fees	2,613.42	14,622.10	30,100.00	48.58%
Postage & Mail Meter Fees	475.90	2,243.48	3,100.00	72.37%
Drug & Alcohol Services	473.75	3,027.50	4,800.00	63.07%
Other Services & User Fees			2,500.00	0.00%
<b>Materials and Supplies Consumed</b>				
Fuel	11,568.46	172,344.89	295,000.00	58.42%
Tires	1,476.11	21,260.11	35,000.00	60.74%
Lubrication	532.30	6,696.56	10,550.00	63.47%
Tools	106.53	5,306.56	18,000.00	29.48%
Vehicle Maintenance & Repair Parts	8,460.81	76,451.18	81,500.00	93.81%
Non-Vehicle Maintenance & Repair Parts	68.51	1,985.13	8,240.00	24.09%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	33.73	2,621.40	3,750.00	69.90%
Shop Supplies (Maintenance & Cleaning)	1,988.88	18,418.91	20,500.00	89.85%
Safety & Emergency Supplies		131.90	7,050.00	1.87%
Office Supplies	1,846.79	9,382.97	14,920.00	62.89%
Computer Programs & Supplies	196.19	13,268.37	14,150.00	93.77%
Printing (Photocopier, Schedules & Brochures)	455.64	14,054.69	33,450.00	42.02%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	979.51	9,452.33	14,100.00	67.04%
Utilities (Electrical & Propane)	5,786.41	21,729.10	27,000.00	80.48%
Telephone & Internet	2,863.42	29,424.04	38,920.00	75.60%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	102,163.34	127,000.00	80.44%
<b>Taxes</b>				
State Taxes		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 Ten Months Ending October 31, 2017**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$943.67	\$9,486.68	\$17,007.00	55.78%
Travel & Meetings	1,614.12	17,109.13	32,150.00	53.22%
Fines & Penalties	2.41	2.41		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	375.00	5,673.44	24,408.00	23.24%
EE CDL and EE Physical Expense		3,285.00	4,800.00	68.44%
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	144.20	2,612.00	3,000.00	87.07%
Service Vehicles & Equipment	59.94	119.89	2,500.00	4.80%
Other General Administration Facilities	1,143.50	11,207.00	13,140.00	85.29%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>362,671.07</u></b>	<b><u>3,513,625.10</u></b>	<b><u>4,686,380.00</u></b>	<b><u>74.98%</u></b>

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

Current Account Status	Balance per Bank @ 10/30/17	\$ 2,733,026.84	\$ -
Balance per GL @ 8/31/17		\$ 2,815,100.79	
	Transfers - In		
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 6,030.68	
	Transfers - Out (Purchases)	\$ (88,104.63)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 10/30/17		\$ 2,733,026.84	
Balance in Capital Account	Outstanding Checks	\$ 2,733,026.84	

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		\$ (340.63)
	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	\$ (387,925.81)	\$ (99,481.40)
	August 2017 SCJ	\$ (24,160.81)	\$ (6,040.23)
	September 2017 SCJ	\$ (8,049.70)	\$ (2,012.43)
	October 2017 Hoch Const	\$ (67,255.90)	\$ (16,813.98)
	JTA Funded Balance		\$ 235,613.77
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 276,000.00	\$ 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 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		\$ (3,181.00)
	July 2017 - RTA Upgrade		\$ (539.55)
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		\$ (28,800.00)
	July 2017 - Routematch		\$ (2,711.50)
	August 2017 - Routematch		\$ (37,989.00)
	September 2017 - Routematch		\$ (21,424.00)
	October 2017 - Routematch		\$ (4,034.75)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4315 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		\$ 281,950.14

JTA Capital Balance	\$ 2,733,026.84
JTA Committed Project Funds Sub-Total	\$ (1,025,826.63)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,707,200.21

# Jefferson Transit Authority Board

## Regular Meeting Minutes

Tuesday, October 17, 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 1:30 pm. Other members present were David Faber, Kathleen Kler, Catharine Robinson and ATU 587 Representative Ludwig Becker. A quorum was present.

### **STAFF PRESENT**

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

### **NEW AGENDA ITEMS**

There were none.

### **PUBLIC COMMENT**

Scarlett Sankey commented on loitering at HPTC.

Jennifer James Wilson asked the Board to consider expanding its membership.

Michele Gransgaard commend on loitering at HPTC.

Kate Dean entered the meeting at 1:35 pm

Burt Langsea commented on new bus service.

Tammi Rubert invited all to attend the November 14<sup>th</sup> Public Hearing to hear about our proposed new service additions.



## FINANCE REPORTS

Please see Attachment A and B

Two Vanpools have agreed to stay with JTA. JTA has signed an agreement with Point and Pay who will allow JTA to use credit cards for pass purchases. Point and Pay will charge approximately 2.5% to the consumer.

JTA is moving forward with Public Employees Benefit Board (PEBB) for health insurance coverage.

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

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

David Faber asked what constitutes a fully funded Capital Reserve. Sara Crouch stated it is 20% of the grant match of the projects in our TDP. At this time that figure is \$2,033,352 and JTA's Capital Reserve is 80% funded.

## 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

***Motion: Catharine Robinson moved to approve the Consent Agenda. Kate Dean seconded.***

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

## OLD BUSINESS

There was none.

## NEW BUSINESS

- a. **Resolution 17-25**: Bond Defeasance

JTA had a bond call in 2017. We are asking your permission to call the bonds for the proceeds JTA received for the sale of the property at 1615 West Sims Way in Port

Townsend. FTA had a vested interest in that property and have given JTA permission to defease the bonds in the amount of \$561,515.

***Motion: Kathleen Kler moved to approve Resolution 17-25: Authorizing the General Manger and Finance Manager to proceed with the Bond Defeasance. David Faber seconded.***

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

- b. **Resolution 17-26:** Authorizing the Chair of the Board to sign Grant Agreement GCB2808

JTA will purchase two (2) twelve (12) person vans with this grant. These are both replacement vans.

Because of the wording in the grant that states we must purchase a minimum of six (6) vans, this Resolution will be tabled.

- c. **Resolution 17-27:** Salary Matrix

The Authority Board tasked JTA to complete a salary survey. Cabot Dow Associates was selected to perform the survey for all non-represented staff. Cabot Dow provided a revised salary matrix with their report and we request that the Board adopt the new salary matrix.

Members of the Board asked how Cabot Dow chose the agencies they used as comparables. Sara Crouch stated the transit agencies that were used for comparison were the closest in size to JTA, then Cabot Dow compared salaries in this area with similar duties. The last time a salary survey was done at JTA was 2006. JTA's employees did not get a raise or movement on that matrix from 2008 to 2014.

David Sullivan said it is sounding like the Board would like more background and budget information before a decision is made. This Resolution will be tabled.

- d. **Resolution 17-28:** To Adopt a Policy for Vanpool Pricing

As discussed during the finance report, JTA signed an agreement with a third party credit card processor. We would like to make the Policy generic and have the vanpools be charged an administrative fee to utilize the debit/credit card payment option by the provider of the credit card service. This service will also be available for pass purchases.

***Motion: David Faber moved to approve Resolution 17-28: To Adopt a Policy for Vanpool Pricing. Kate Dean 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
- Ridership
- Emergency Diesel Generator
- Server Room Fire Suppression Project
- ATU #587 Union Negotiations
- Possible Partnership with PUD Vehicle Maintenance

### **OPERATIONS REPORT – Leesa Monroe**

Please see Attachment D

Leesa Monroe updated the Board on the following items:

- Staffing
- Special Events
- All-Staff Training
- Service Changes
- Construction Projects
- HPTC Safety

### **MAINTENANCE REPORT – Ben Arnold**

Please See Attachment E

Ben Arnold updated the Board on the following items:

- Recruiting for Diesel Mechanic
- Electric Vehicle Charging Stations
- Bus Repair
- Fleet Vehicle Report

### **RIDERSHIP – Leesa Monroe**

Ridership is down, mainly due to gas prices. The Operations Manager Steve Hopkins from Clallam Transit met with JTA and informed us their numbers are also down in the Forks area. This could be a result of road construction around Crescent Lake. Clallam Transit reported delays of up to two hours. In August during road construction on Center Road, the construction delayed our Brinnon Route by 8.57 hours, and our two Tri-Area buses for approximately 6.5 hours.

The Peninsula will be effected by construction delays for up to six (6) years because of the Elwha Bridge replacement which is scheduled to begin as soon as the Crescent Lake construction is completed.

Kate Dean reported back regarding the subcommittee for research regarding the Second Chance Drug Policy. Commissioner Dean had offered to do research, and Commission Kler and Tammi Rubert offered help to look into other resources to identify strategies for this group. Technology will be changing for drug testing, and it was mutually agreed that at this time there is too much uncertainty to try to be at the forefront of creating a new innovative Policy around this.

David Faber reported he and Tammi Rubert will be meeting with Joe Calodich, who is a Port Townsend High School student. He is doing his capstone project on Jefferson Transit. Kate Dean will also join the meeting.

### **PUBLIC COMMENT**

Scarlett Sankey commented on salary and HPTC and bus safety.

Darrell Conder asked about All-Staff training.

Tom Thiersch commented on updating I.T. and sharing of local resources.

Michele Gransgaard commented on vanpool vehicle usage.

**The Executive Session for discussion regarding personnel per RCW 42.30.110(1)(g) with no action anticipated.**

### **ADJOURNMENT**

The meeting was adjourned at 3:48 pm. The next regular meeting will be held Tuesday, December 19, 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

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 TransServ 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



**63 4 Corners Road, Port Townsend, WA 98368**

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 7.33% 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.
- **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



## 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

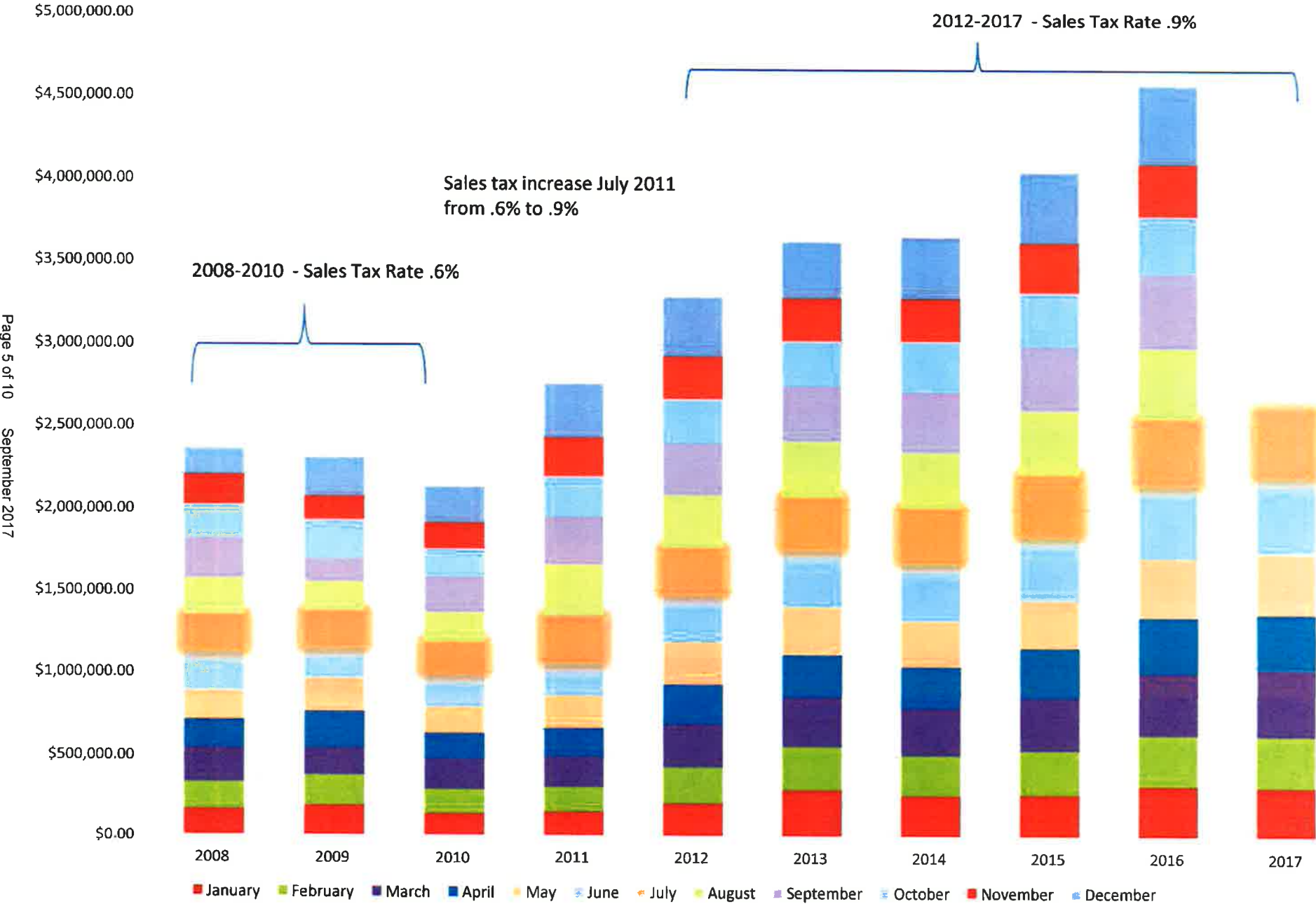
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative 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%	\$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 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%	\$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**

	<u>September</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
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
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$6,546,547.21</u></b>	<b><u>\$6,546,547.21</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - 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>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$16,780.64</b>	<b>\$146,535.07</b>	<b>\$205,000.00</b>	<b>71.48%</b>
<b>Operating Expenses</b>				
Labor	151,514.56	1,423,032.64	1,982,558.00	71.78%
Benefits	119,814.86	1,058,655.64	1,556,799.00	68.00%
Services and User Fees	11,855.02	141,884.65	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%
<b>Total Operating Expenses</b>	<b>339,923.03</b>	<b>3,146,945.80</b>	<b>4,650,625.00</b>	<b>67.67%</b>
<b>Operating Income (Loss)</b>	<b>(323,142.39)</b>	<b>(3,000,410.73)</b>	<b>(4,445,625.00)</b>	<b>67.49%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	5,759.02	44,066.51	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%
<b>Total Non-Operating Revenues</b>	<b>504,528.17</b>	<b>4,450,670.15</b>	<b>5,025,935.00</b>	<b>88.55%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>181,385.78</b>	<b>1,450,259.42</b>	<b>580,310.00</b>	<b>249.91%</b>
<b>Net Income/(Loss)</b>	<b>181,385.78</b>	<b>1,450,259.42</b>	<b>580,310.00</b>	<b>249.91%</b>

**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>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
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%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>16,780.64</b>	<b>146,535.07</b>	<b>205,000.00</b>	<b>71.48%</b>
<b>NONOPERATING REVENUES</b>				
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%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>396,334.15</b>	<b>3,314,685.47</b>	<b>3,931,572.00</b>	<b>84.31%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP		4,000.00	2,500.00	160.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	11,976.00	294,524.00	248,579.00	118.48%
RTAP		1,249.85	3,000.00	41.66%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	89,209.00	780,894.32	801,284.00	97.46%
<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>504,528.17</b>	<b>5,336,930.63</b>	<b>5,025,935.00</b>	<b>106.19%</b>
<b>TOTAL REVENUES</b>	<b>521,308.81</b>	<b>5,483,465.70</b>	<b>5,230,935.00</b>	<b>104.83%</b>

**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>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
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%
<b>Benefits</b>				
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%
<b>Service and User Fees</b>				
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%
<b>Materials and Supplies Consumed</b>				
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)	506.47	13,599.05	33,450.00	40.65%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
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%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	91,952.01	127,000.00	72.40%
<b>Taxes</b>				
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>
<b>Miscellaneous</b>				
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%
<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	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%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>339,923.03</u></b>	<b><u>3,146,945.80</u></b>	<b><u>4,686,380.00</u></b>	<b><u>67.15%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 9/31/2017</b>	<b>\$ 2,816,100.79</b>	<b>\$ -</b>
<b>Balance per GL @ 9/31/17</b>		<b>\$ 2,843,816.08</b>	
	Transfers - In		
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 2,970.84	
	Transfers - Out (Purchases)	\$ (31,488.13)	
	Transfers - Out (Operating Correction)	\$ -	
<b>Balance per GL @ 9/31/2017</b>		<b>\$ 2,815,100.79</b>	
<b>Balance in Capital Account</b>	Outstanding Checks		
		<b>\$ 2,816,100.79</b>	

<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
<b>PNR Upgrades</b>	<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		\$ (340.63)
	July 2017		\$ (820.23)
<b>Four Corners PNR</b>	<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	\$ (88,325.00)	\$ (17,081.25)
	July 2017 SCJ, Hoch Const	\$ (397,925.81)	\$ (99,481.40)
	August 2017 SCJ	\$ (24,160.81)	\$ (6,040.23)
	September 2017 SCJ	\$ (8,049.70)	\$ (2,012.43)
	<b>JTA Funded Balance</b>		<b>\$ 262,427.74</b>
<b>Revenue Vehicles</b>			
Cut-a-Way Vehicles for JTOC	<b>2017 Beginning Budget</b>	\$ 278,000.00	\$ 100,000.00
	Apr 2017	\$ (274,818.70)	\$ (84,190.28)
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>	\$ 48,475.00	\$ 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>		<b>\$ 628,262.72</b>
<b>Service Vehicles</b>			
<b>Service Equipment</b>			
Generator 63 4 Corners	<b>2017 Beginning Budget (\$34,301.10, under budget)</b>		\$ 90,698.90
	Purchased August 2017		\$ (90,698.90)
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>		<b>\$ -</b>
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Softwar	<b>2017 Beginning Budget</b>		\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.28)
	May 2017 - RTA Upgrade		\$ (3,181.00)
	July 2017 - RTA Upgrade		\$ (539.55)
Route Match	<b>2016/2017 Beginning Budget</b>		\$ 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		\$ (28,800.00)
	July 2017 - Routematch		\$ (2,711.50)
	August 2017 - Routematch		\$ (37,989.00)
	September 2017 - Routematch		\$ (21,424.00)
Final GCB1614 IT Purchases	<b>2017 Beg Budget (\$4316 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>		<b>\$ 265,984.89</b>

<b>JTA Capital Balance</b>	<b>\$ 2,816,100.79</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,046,876.36)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 1,769,424.44</b>





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
<b>Total</b>	<b>\$6,452,206.62**</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

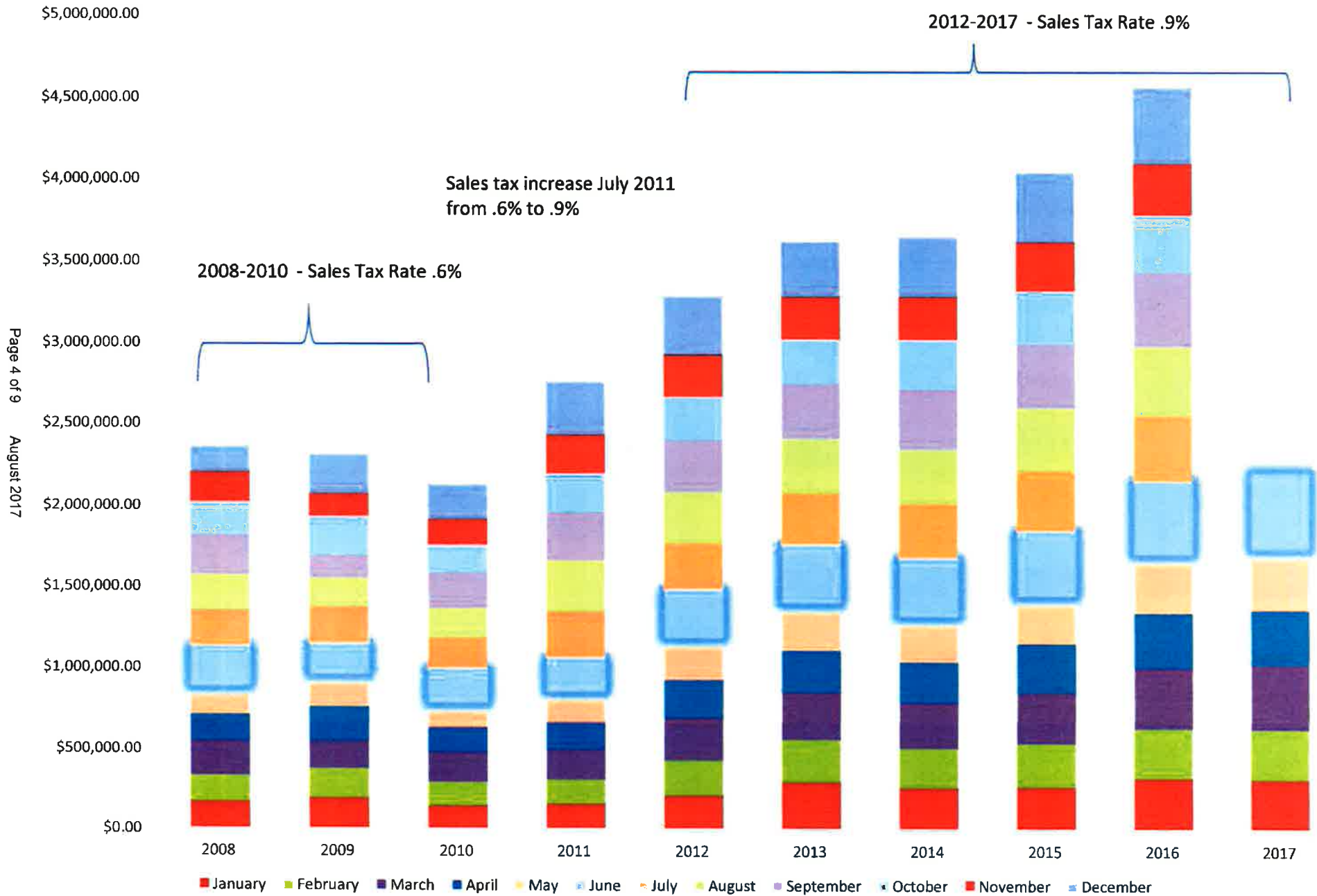
Month Received - Cash Basis (Cash Flow)

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	\$271,448.82	\$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 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	\$271,448.82	\$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	\$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	\$3,650,600.64	\$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>
<b>STATEMENT OF CASH FLOWS</b>		
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	\$5,505.29	\$32,635.76
Total Operating Cash Provided/(Used)	(\$36,608.46)	\$1,105,615.90
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$31,486.13)	(\$416,563.31)
Net Increase/(Decrease) Cash and Equivalent	(\$68,094.59)	\$689,052.59
<b>CASH BALANCES - END OF PERIOD</b>	<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>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$13,962.46</b>	<b>\$129,754.43</b>	<b>\$205,000.00</b>	<b>63.29%</b>
<b>Operating Expenses</b>				
Labor	164,341.85	1,271,518.08	1,982,558.00	64.14%
Benefits	113,656.21	938,840.78	1,556,799.00	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%
<b>Total Operating Expenses</b>	<b>375,991.33</b>	<b>2,806,782.77</b>	<b>4,650,625.00</b>	<b>60.35%</b>
<b>Operating Income (Loss)</b>	<b>(362,028.87)</b>	<b>(2,677,028.34)</b>	<b>(4,445,625.00)</b>	<b>60.22%</b>
<b>Non-Operating Revenues</b>				
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%
<b>Total Non-Operating Revenues</b>	<b>495,148.93</b>	<b>3,946,141.98</b>	<b>5,025,935.00</b>	<b>78.52%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>133,120.06</b>	<b>1,269,113.64</b>	<b>580,310.00</b>	<b>218.70%</b>
<b>Net Income/(Loss)</b>	<b>133,120.06</b>	<b>1,269,113.64</b>	<b>580,310.00</b>	<b>218.70%</b>

**Jefferson Transit Authority**  
**Revenue Statement - 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>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
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%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>13,962.46</b>	<b>129,754.43</b>	<b>205,000.00</b>	<b>63.29%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
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%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>398,842.53</b>	<b>2,918,351.32</b>	<b>3,931,572.00</b>	<b>74.23%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP	1,500.00	4,000.00	2,500.00	160.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	(31,717.99)	282,548.00	248,579.00	113.67%
RTAP		1,249.85	3,000.00	41.66%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	119,768.65	691,685.32	801,284.00	86.32%
<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>495,148.93</b>	<b>4,832,402.46</b>	<b>5,025,935.00</b>	<b>96.15%</b>
<b>TOTAL REVENUES</b>	<b>509,111.39</b>	<b>4,962,156.89</b>	<b>5,230,935.00</b>	<b>94.86%</b>

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

	August	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
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	299,619.94	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%
<b>Benefits</b>				
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%
<b>Service and User Fees</b>				
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%
<b>Materials and Supplies Consumed</b>				
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%
<b>Utilities</b>				
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%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,211.33	81,740.68	127,000.00	64.36%
<b>Taxes</b>				
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>
<b>Miscellaneous</b>				
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%
<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	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	67.86%
<b>TOTAL OPERATING EXPENSES</b>	<u><b>375,991.33</b></u>	<u><b>2,806,782.77</b></u>	<u><b>4,686,380.00</b></u>	<u><b>59.89%</b></u>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 8/31/17</b>	<b>\$ 2,843,616.08</b>	<b>\$ -</b>
<b>Balance per GL @ 7/31/17</b>		<b>\$ 2,999,621.41</b>	
	Transfers - In		
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 2,983.71	
	Transfers - Out (Purchases)	\$ (158,889.04)	
	Transfers - Out (Operating Correction)	\$ -	
<b>Balance per GL @ 8/31/17</b>		<b>\$ 2,843,616.08</b>	
<b>Balance in Capital Account</b>	<b>Outstanding Checks</b>	<b>\$ 2,843,616.08</b>	
<b>2017 Capital Projects</b>			
<b>Facility</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
	<b>2017 Budgeted Balance</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>JTA Funded Balance</b>		<b>\$ -</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
<b>PNR Upgrades</b>	<b>2017 Beginning Budget</b>	<b>\$ -</b>	<b>\$ 120,000.00</b>
<b>Radio Project - Maynard Mln Rep</b>	<b>2017 Beginning Budget</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>
	Apr 2017		\$ (1,035.50)
	May 2017		\$ (841.07)
	June 2017		\$ (340.63)
	July 2017		\$ (820.23)
<b>Four Corners PNR</b>	<b>2017 Beginning Budget</b>	<b>\$ 1,005,000.00</b>	<b>\$ 252,000.00</b>
	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)
	<b>JTA Funded Balance</b>		<b>\$ 254,440.17</b>
<b>Revenue Vehicles</b>			
<b>Cut-a-Way Vehicles for JTOC</b>	<b>2017 Beginning Budget</b>	<b>\$ 276,000.00</b>	<b>\$ 100,000.00</b>
	Apr 2017	\$ (274,618.70)	\$ (94,190.28)
<b>2 Full-Size Buses</b>	<b>2017 Beginning Budget</b>	<b>\$ 790,000.00</b>	<b>\$ 210,000.00</b>
<b>2 Full-Size Buses</b>	<b>2017 Beginning Budget</b>	<b>\$ 790,000.00</b>	<b>\$ 112,428.00</b>
<b>2 12 Pass Repl VP Vans</b>	<b>2017 Beginning Budget</b>	<b>\$ 46,475.00</b>	<b>\$ 25,025.00</b>
<b>Bus Painting</b>	<b>2017 Beginning Budget</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>
<b>Vehicle Engine/Transmission Rep</b>	<b>2017 Beginning Budget</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>
	<b>JTA Funded Balance</b>		<b>\$ 528,262.72</b>
<b>Service Vehicles</b>			
<b>Service Equipment</b>			
<b>Generator 63 4 Corners</b>	<b>2017 Beginning Budget (\$34,301.10, under budget)</b>	<b>\$ 90,698.90</b>	
	<i>Purchased August 2017</i>		<b>\$ (90,698.90)</b>
<b>Parking Lot/Sweeper Vacuum</b>	<b>2017 Beginning Budget (\$41000, under budget)</b>	<b>\$ 32,155.00</b>	
	<i>Purchased 2/28/2017</i>		<b>\$ (32,155.00)</b>
	<b>JTA Funded Balance</b>		<b>\$ -</b>
<b>Office Furniture &amp; Equipment</b>			
<b>New Finance/Mntce/Ops Software</b>	<b>2017 Beginning Budget</b>	<b>\$ 200,000.00</b>	
	Apr 2017 - Trapeze	\$ (3,121.26)	\$ (3,121.26)
	May 2017 - RTA Upgrade	\$ (3,161.00)	\$ (3,161.00)
	July 2017 - RTA Upgrade	\$ (539.55)	\$ (539.55)
<b>Route Match</b>	<b>2016/2017 Beginning Budget</b>	<b>\$ 154,000.00</b>	
<b>Add ons Apprvd 2/21/2017</b>		<b>\$ 48,000.00</b>	
	Mar 2017 - Routematch	\$ (50,878.50)	\$ (50,878.50)
	Apr 2017 - Routematch	\$ (9,007.09)	\$ (9,007.09)
	May 2017 - Routematch IT	\$ (35,383.21)	\$ (35,383.21)
	June 2017 - Routematch	\$ (28,800.00)	\$ (28,800.00)
	July 2017 - Routematch	\$ (2,711.50)	\$ (2,711.50)
	August 2017 - Routematch	\$ (37,989.00)	\$ (37,989.00)
<b>Final GCB1614 IT Purchases</b>	<b>2017 Beg Budget (\$4319 Grant; \$1085 JTA)</b>	<b>\$ 4,261.44</b>	<b>\$ 1,065.36</b>
	<i>Purchased Feb 2017 - Facility Wide WiFi</i>	\$ (4,261.44)	\$ (1,065.36)
<b>Comprehensive Plan</b>	<b>2017 Beginning Budget</b>	<b>\$ 60,000.00</b>	
	<b>JTA Funded Balance</b>		<b>\$ 287,408.89</b>
<b>JTA Capital Balance</b>		<b>\$ 2,843,616.08</b>	
<b>JTA Committed Project Funds Sub-Total</b>		<b>\$ (1,070,111.78)</b>	
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>		<b>\$ 1,773,504.30</b>	



63 4 Corners Road, Port Townsend, WA 98368

---

## **General Manager's Report**

### **Attachment C**

---

October 17, 2017

### **Legislative Updates**

The January legislative session is just around the corner, scheduled to begin January 8, 2018. Since the adjournment of the third special session of the 2017 legislature on July 20<sup>th</sup>, there has been no movement on a potential legislative solution to the Hirst decision or a capital budget. The capital budget did include some provisions regarding the Volkswagon Settlement. The Department of Ecology is moving forward to adopt a mitigation plan in the absence of specific legislative action.

WSTA is focusing on developing legislative priorities and preparing for the 2018 short-session (60 days) of the Legislature. Some of the issues include a study on the viability of a long-term statewide grant program for bus replacement and the distribution of the Volkswagon settlement funds. There is also interest in exploring transit-only lanes.

### **Jefferson Transit Authority (JTA) Park and Ride Expansion**

#### **Project Status**

The parking lot and bicycle barn have received substantial completion, and the final punch list has been sent to the general contractor.

#### **Current Work Completed**

- Electrical vehicle charging stations have been installed and powered up
- Bike Barn trim and signage completed
- Permanent bike barn lighting installed
- Driveway has been completed, and all concrete testing has met requirements
- Temporary driveway removed
- Parking lot lighting installed
- Jefferson County inspected and approved all site landscaping

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

---

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

## **Work Planned**

- Final punch list walk thru will be completed
- Final Jefferson County inspection and project acceptance
- Receive final Certificate of Occupancy from Jefferson County
- Project closeout documentation
- Project closeout for the WSDOT grant application

## **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:**

- WSTA Clerks of the Authority Committee, Everett – October 23 - 24
- WSTA Operations Committee, Olympia – October 25 - 26
- WSTA HR Roundtable, Mount Vernon – November 3
- WSTA Board of Directors 4<sup>th</sup> Quarter Meeting, Spokane – November 8-9
- SMTA Meeting, Spokane – November 8

## **Miscellaneous Items**

According to the American Public Transit Association (APTA) Board report trends in ridership. Nationally, ridership is down 3.5%, with increases only in light rail and commuter demand services. Bus service is down 6% nationally with a 5.39% decline for Jefferson Transit. Factors affecting the decline nationally are sustained low gas prices, less frequent transit trips, the success of transit-oriented developments, and better bicycle and pedestrian options. Jefferson Transit is hopeful that the comprehensive plan will study the ridership and trends and suggest innovations in transportation such as the use of technology as a way to increase ridership.

**Network and Server Upgrades.** JTA's plans to upgrade the network by the end of the year.

**MOAC Emergency Diesel Generator (EDG) Replacement:** Our new emergency diesel generator continues to do its job with regular (un-loaded) starts every Friday. IT is researching the feasibility of installing a network interface with the EDG's control and a monitoring module that will allow JTA to receive notifications when it auto-starts, loads and alarms.

## **New Projects:**

**Server Room Fire Suppression System Analysis:** IT presented the fire suppression project for the 2018 budget, explaining it is sound thinking and would ultimately save costs should there be a substantial fire. It was further discussed as a Capital item in 2018 budget with the next step being retaining a Fire Suppression consultant (or WSTIP) to determine the best direction to go about this and confirm our server room can, in fact, be retrofit with a clean agent system.

JTA is purchasing two Ford 12-passenger replacement vans through the 2017-2019 VIP Van Grant. These vans will be used for our Vanpool program.

The Salary Survey has been completed. JTA contracted with Cabot Dow Associates, Inc. to perform a salary survey for JTA's non-represented staff.

The Haines Place Restripe/Reseal project was completed in August 2017. We are satisfied with the results.

JTA posted an RFQ for the Comprehensive Plan.

## **Negotiations**

On September 18, 2017, JTA hosted the first meeting between ATU 587 and Jefferson Transit to modify the terms of the Collective Bargaining Agreement.



**63 4 Corners Road, Port Townsend, WA 98368**

**Aug/Sept 2017 Board Report/ Leesa Monroe**  
**Attachment D**

**Staffing** - Currently recruiting for drivers. Filled the 2 vacant customer service/office assistant positions, one part time at Haines Place and one full time at Four Corners

**Special Events** We ran seven additional routes during the Wooden Boat Festival and had 3949 boardings. Approximately 500 more than last year's 3,430

We will again partner with the Port Townsend Kiwanis Club and collect donations and toys for the Toys for Tots program on Saturday, December 2, JTA Fill the Bus Event

Safety and Training Supervisor, Gary Maxfield is setting up all staff training day on Saturday, November 11. CPR and First Aid training is scheduled and Gary has arranged for the Port Townsend Police department to conduct "active shooter training" for all employees.

**Service Changes** Work on service changes and adding service in 2018 continues. I have been working with city engineer Laura Parsons on the downtown Water St project; I've had very positive communication and inclusion from the city. Construction on Water St will start in January and is expected to continue for six months; providing service on Water while keeping connecting routes on time is a priority of our service change plan. Additionally we anticipate some delays on Discovery during construction of the new elementary school through 2018.

As part of the school construction project, at the end of September we removed our shelter and signage at Grant St and relocated the stop closer to Sheridan. We have had a passenger who uses a walker and a few other people who have been flagging the bus at the place where our shelter was removed on Discovery. We are encouraging passengers if they are unable to walk to the temporary stop to call Miranda at the office and she can talk with them about Dial-A-Ride service. Trees are being removed and trucks are using a gate along Discovery so it is not a safe location for passengers.

**Safety/Haines Place** Safety and Training Supervisor, Gary Maxfield, attended a meeting with the shelter staff and local organizations regarding the opening of the shelter in November. Mr. Maxfield has had:

- 13 social contacts with people from outside the county
  - Excluded 4 passengers from JT service and properties (1 30 day, 2 for 60 day, 1 year long)
  - Issued 6 verbal warnings for smoking in JTA shelters
  - Issued 5 code of conduct notifications, (notification of expectations is the first step before exclusion from service)
  - Viewed over 60 hours of video footage for various incidents, complaints or accidents.
- Port Townsend police have responded to Haines Place Transit Center when requested.



**63 4 Corners Road, Port Townsend, WA 98368**

---

October 17, 2017  
Maintenance Board Report  
Attachment E

As you have heard from everyone at this table, there seems to be a shortage of mechanics in our area. I have been looking for a diesel mechanic for a few months. And several other companies are too. We do have a few people interested but nothing definite. Deb and I have ads out everywhere. If you know of anyone looking, please send them our way.

You may have noticed on your way in that we have installed ballards and "EV Charge Parking Only" stencils in our new EV charge parking spaces thanks to David Lont.

908 is our 1992 Orion 5 prototype bus. You may know Orion went out of business a few years ago. Parts are hard to come by. Even before they went out of business it could take up to 3 months to get parts from them. It is even harder to get parts for 908. Now it needs a Radiator. And we can't seem to find one. We did find someone to re-core for a sum of \$3,900.

Fuel to date of 2017

We have consumed 80,160 gallons of diesel, 16,000 of gas.  
EJFR has used 21,000 of that. For a cost of \$47,000



# **Jefferson Transit Authority**

## **Public Hearing Minutes**

Tuesday, November 21, 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 and Kathleen Kler.

### **STAFF PRESENT**

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

Sara Crouch explained the Budget Public Hearing process. During the Public Hearing today the Budget presentation will not be repeated. This Hearing will remain open for comments until the December 19, 2017 Board Meeting when the 2018 Budget will be voted on by the Authority Board.

There have been changes made to the Capital Budget. These changes were posted in the Budget Book and on JTA's website on the Capital Budget page. The individual projects for Haines Place Park and Ride were broken out, and a line item for new shelters was added for \$25,000.

David Sullivan said other opportunities to comment on the 2018 Budget are at the next Authority Board Meeting on Tuesday, December 19, 2017, at 1:30 pm. Before the next Board meeting comments may be made by filling out a Public Comment form, submitting a comment through JTA's website, or by calling or emailing Sara Crouch directly.

### **2018 BUDGET PUBLIC COMMENT**

Debbie Jahnke asked for more information on the cost of the public restrooms at Haines Place Transit Center (HPTC).

- Tammi Rubert responded and said the \$97,000 figure in the budget is based on a quote for the facility, the foundation, installation, plumbing and permitting. A specific brand has not been chosen. That will have to go out to bid.

Brenda McMillan would like to see the restrooms at the Haines Place opened to the JTA pass holders until the restroom construction is completed.

David Sullivan stated at this time we are taking comments related to the 2018 budget.

Debbie Jahnke asked how often the parking lot striper will be utilized and if it can be shared with another entity.

- Ben Arnold stated the striper will be used for our parking lots annually. We have received responses from other agencies who would like to share the striper.

Jim Todd asked if the City of Port Townsend had a striper.

- Ben Arnold said the City has a very large striper. Our striper is a walk behind striper.

Catharine Robinson asked if there would be other funding for the HPTC restroom if needed.

- Sara Crouch stated \$97,000 is a rough estimate of a single seat restroom. This line item includes a handicapped access ramp. The facility itself on the State Contract was approximately \$57,000. The costs for the pad, plumbing and permitting have been added. This figure seems realistic for construction and is for a very sturdy structure. Tammi Rubert said there will still be operating and maintenance costs, but JTA will plan for that cost.

Brenda McMillan asked how many shelters \$25,000 would buy.

- Sara Crouch stated depending on the size each shelter would cost between \$9,000 and \$13,000.
- Tammi Rubert explained the process for buying used shelters from other agencies has recently changed. We will now have to buy them through the public auction site. JTA will continue to look for used shelters.

Debbie Jahnke asked if the restroom construction cost was lower than anticipated could JTA consider a two seat restroom.

- Tammi Rubert said JTA has not entertained that thought because it would require a total redesign. We believe the one seat restroom is the best use of JTA's funds.

Jim Todd asked if the restroom was a separate structure from the HPTC building.

- Sara Crouch answered that it is a standalone restroom.

Comments on the 2018 Budget will be accepted through the next Authority Board Meeting on Tuesday, December 19, 2017, at 1:30 pm.

## **NEW SERVICE PLANNING PROPOSAL PRESENTATION**

Today's New Service Proposal Presentation is the first of three (3) Public Hearings scheduled. The next two (2) Public Hearings will be held on Thursday, November 30,

2017. One will be held at the Harrison Street Fire House in Port Townsend at 11:00 am, and the next meeting will be held on the same day at the Jefferson County Library in Port Hadlock at 5:30 pm.

Leesa Monroe welcomed everyone to the Hearing and told everyone to feel free to ask questions as she proceeded through the presentation.

This service planning began in July of 2016 by requesting survey responses at the Jefferson County Fair and on JTA's website. We started the process by sending a press release to the Port Townsend Leader. The survey was available for five (5) months on JTA's website and approximately 1000 paper surveys were distributed throughout the community at local businesses and big employers such as Jefferson Healthcare, the City of Port Townsend and Jefferson County employees. JTA was very pleased with the survey results. We learned that the majority of the responders traveled between 9:00 am and 7:00 pm Monday, Wednesday and Friday. Because of that response JTA focused new service on mid-day to fill some of our service gaps.

A service priority for 2018 is centered on the Water Street Enhancement Project. JTA has worked in tandem with the City of Port Townsend. We have reviewed the timeline, anticipated traffic delays and where we would locate temporary bus stops. This project is estimated to be under construction from January until June of 2018. It will impact Water Street from the Ferry Dock to Taylor Street. A priority for JTA is maintaining on-time bus service during construction. The plan from January through June is that one JTA bus will remain in town circling during the day. We have added additional time to that route in case of construction delays.

JTA is also working with the Grant Street/Salish Coast Elementary School construction project. Our bus service now runs on the back side of the school on Discovery, so we also anticipate there will be some construction delays along that route as well.

JTA is proposing as a pilot project to remove the upper Sims portions of the route and split it into two (2) routes. The upper route will be expanded to incorporate Howard Street/Rainer Street.

The downtown/uptown route will not be changed and will continue to run at the top and the bottom of the hour. We will allow 20 minutes for this route, but will have an additional 10 minute cushion in case of construction delays. This will allow us to make it back to the Haines Place Park & Ride for other connecting routes which leave the Park & Ride at the top and bottom of the hour.

Catharine Robinson stated that at the City Council meeting the City Manager said he is talking with the Port about getting a parking facility on the west side of Point Hudson for City employees. Ms. Robinson mentioned in the meeting that JTA offered bus service, but it was said that every 30 minutes was not frequent enough service. This is a great opportunity to reach out and educate and promote JTA's service to the City of Port Townsend employees and to downtown employees.

Leesa Monroe said there may be some confusion because our service runs every 30 minutes, the thought seems to be that it takes 30 minutes to get downtown.

Debbie Jahnke said she has heard that because people start work at the top and bottom of the hour, our schedule does not work for them. JTA may want to consider for future planning to change our schedule to depart at the  $\frac{1}{4}$  and  $\frac{3}{4}$  hour.

David Sullivan also suggested JTA may want to look into increasing service to every 20 minutes in the future.

JTA's new service proposal will expand service on upper Sims Way. This route will be approximately four (4) miles. It takes about 17 minutes to complete the route. The route will be Sims to Hancock and past the Hospital, then left on Discovery, through the new traffic circle, then back to HPTC. This route will service riders going to the Goodwill Store, OlyCAP, Discovery Behavioral Health, Safe Harbor and the Department of Licensing. The route direction was chosen because of the school bus route direction. We will now run opposite of the school buses which gives us an opportunity to board passengers from Town Pointe and the surrounding complexes. We had a great suggestion from a member of the public to turn on left on Sheridan Street and pass by Jefferson Healthcare again at the end of the route on the way back to the Park & Ride. Service on this route will run at the top and the bottom of the hour also to enable connections to JTA's connecting routes which also leave at the top and bottom of the hour.

Catharine Robinson mentioned how taking the schedule off the  $\frac{1}{2}$  hour would mean rescheduling every other JTA route that connects with the route. Leesa Monroe said that this would also affect connections with other transit agencies as well.

Tammi Rubert said JTA is in the beginning phase of a Comprehensive Plan. There will be a lot of eyes looking at JTA's overall service and planning for the next 20 years. These are great ideas that JTA will continue to discuss.

Ms. Monroe continued her presentation. JTA is restoring service from the 2008 economic downturn by proposing to add a mid-day Poulsbo run Monday through Friday. This is one of the most requested services and it would also help fill a gap in our inter-county connection with Clallam Transit. If you are travelling from Sequim, you could arrive at 4 Corners at 10:13 am and the mid-day Poulsbo would depart from 4 Corners at 10:50 pm.

JTA's final service change proposal is the addition of a mid-day Tri-area loop. This will run Monday through Saturday at 11:00 am to fill gaps in our service. This will also offer a connection for Tri-area passengers departing for Sequim.

Ms. Monroe displayed a slide showing the additional budget costs for each proposed service. The upper Sims Way is the most costly because of the number of times the service runs.

Route	Approx Mileage	Total Working Days M - F	Number of Trips add per weekday	Approx Yearly Miles M-F	Total Saturdays	Number of Trips add per Saturday	Approx Yearly Miles Saturday	Yearly Miles Added
Upper Sims Way	additonal 2 miles	254	21	10,668	52	19	1976	12,644
Mid-Day Poulsbo	67 miles RT	254	1	17,018				17,018
Tri-Area 6B	21.95 miles RT	254	1	5,575	52	1	1,141	6,716
				33,261			3,117	36,378

Route	Approx Yearly Cost
Upper Sims Way	\$224,000
Mid-Day Poulsbo	\$81,236
Tri-Area 6B	\$43,560
	\$348,796

Sara Crouch noted that the upper Sims Way is by far the most expensive route. The shuttle is our most expensive route now due to frequency. The more you run it, the more cost added. JTA studied having a shuttle every 20 minutes and found it would add an additional \$225,000 expense per year.

Leesa Monroe stated the Water Street Project is scheduled to begin January 1, 2018. JTA has a union contractual obligation to post drivers work schedules in January, so we are proposing to start these new service changes on Monday, January 15, 2018. If the service is implemented, JTA would review the service in August prior to JTA's driver bid picks again in September.

If you have comments on the proposed service, they can be made in person, by email, by Customer Comment forms on buses or in our two Customer Service locations, by calling Customer Service with your comment, or on JTA's website.

Tammi Rubert stated that according to JTA's Service Change Policy, this is considered a major service change. If service is changed again in August, we will begin the process again by holding Public Hearings.

The next Public Hearing is scheduled on Thursday, November 30<sup>th</sup> at 11:00 am at the Harrison Street Fire Station, and the same day at 5:30 pm at the Jefferson County Library.

## ADJOURNMENT

The meeting was adjourned at 2:30 p.m. The next regular Board meeting will be held Tuesday, December 19, 2017, at 1:30 p.m.

\_\_\_\_\_  
Laura Smedley, Clerk of the Board

\_\_\_\_\_  
Date

# **Jefferson Transit Authority**

## **Public Hearing Minutes**

Tuesday, November 30, 2017, 11:00 a.m.

Harrison Street Fire Hall, 701 Harrison Street, Port Townsend, WA

and

Tuesday, November 30, 2017, 5:30 p.m.

Jefferson County Library, 620 Cedar Street, Port Hadlock, WA

### **CALL TO ORDER/WELCOME**

The Public Hearing began at 11:05 am

### **STAFF PRESENT**

General Manager Tammi Rubert, Operations Manager Leesa Monroe, Mobility Coordinator Miranda Nash and Executive Assistant/Clerk of the Board Laura Smedley.

### **NEW SERVICE PLANNING PROPOSAL PRESENTATION**

Leesa Monroe welcomed everyone to the Public Hearing and told everyone to feel free to ask questions as she proceeded through her presentation.

Ms. Monroe described the new service proposal: (Please see the complete presentation on JTA's website at [www.jeffersontransit.com](http://www.jeffersontransit.com))

- JTA is proposing as a pilot project to remove the upper Sims Way portion of the #11 route and split it into two (2) routes. The upper route will be expanded to approximately four (4) miles and will incorporate Howard Street/Rainier Street.
- JTA is proposing to add a mid-day Poulsbo run Monday through Friday
- JTA's is proposing the addition of a mid-day Tri-area loop which will run Monday through Saturday at 11:00 am

### **PUBLIC COMMENTS**

How often will the upper Sims route run and when will it begin?

- This route will run on the hour and ½ hour and will begin service on January 15, 2018.

In the afternoon when traveling from Bainbridge Island, connections are very tight.

- JTA recommends taking the 3:00 pm ferry from Seattle to ensure this connection.

Is there a possibility of adding another Saturday connection?

- At this time Kitsap Transit does not offer other connections.

What is the grand total of this new service?

- Approximately \$348,796 annually.

Will you hire additional drivers?

- Yes.

How will you let the general public know this is happening?

- Newspaper advertising and press releases, JTA's website, inside our buses and shelters, and banners on the side of our buses. It was suggested JTA also contact the Port Ludlow Voice for advertising.

Can rider Alerts be placed in several places on the buses instead of just at the front?

- This is a great idea and easily done.

I have heard people say that they don't know how to ride the bus. Can you have a concierge, or make travel training trips to different locations?

- JTA's Customer Service staff are there to help new riders and help with trip planning. We also offer travel training.

If you have comments on the proposed service, they can be made in person, by email, by Customer Comment forms on buses or in our two Customer Service locations, by calling Customer Service with your comment, or on JTA's website.

## **ADJOURNMENT**

The Public Hearing ended at 12:05 p.m.

---

Laura Smedley, Clerk of the Board

---

Date

There was no public attendance at the 5:30 pm Public Hearing at the Jefferson County Library.





63 4 Corners Rd, Port Townsend, WA 98368

---

DATE: 12/19/2017

November 2017 Expenses

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

- Accounts Payable Voucher #96567 in the amount of \$76,031.35
- Accounts Payable Vouchers #96568-96605 in the amount of \$35,132.95
- Accounts Payable Voucher #96606 in the amount of \$2,922.95
- Accounts Payable Voucher #96607 in the amount of \$79,929.93
- Accounts Payable Vouchers #96608-96649 in the amount of \$102,848.15
- Accounts Payable Voucher #96650 in the amount of \$77,923.19
- Capital Check #612 in the amount of \$14,180.41
- Capital Check #613 in the amount of \$1,411.00
- Advance Travel Check #384 in the amount of \$704.94
- EFT/Payroll Vouchers #52093/52094 in the amount of \$2,802.22
- EFT/Payroll Vouchers #52143/52144/52147 in the amount of \$3,167.70
- EFT Payments in the amount of \$1,560.62
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the annual bond 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: 12/19/2017

October 2017 Expenses

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

- Accounts Payable Voucher #96460 in the amount of \$88,440.71
- Accounts Payable Vouchers #96461-96511 in the amount of \$77,933.79
- Accounts Payable Voucher #96512 in the amount of \$78,564.26
- Accounts Payable Vouchers #96513-96565 in the amount of \$143,382.50
- Accounts Payable Voucher #96566 in the amount of \$67.95
- Voided Accounts Payable Voucher #96527 in the amount of \$958.03
- Voided Accounts Payable Voucher #96551 in the amount of \$8,295.57
- Capital Check #609 in the amount of \$568.75
- Capital Check #610 in the amount of \$3,466.00
- Capital Check #611 in the amount of \$84,069.88
- EFT/Payroll Vouchers #52003 & #52004 in the amount of \$2,579.96
- EFT/Payroll Vouchers #52048 & #52049 in the amount of \$2,458.83
- EFT Payments in the amount of \$20,612.38
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the annual bond 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



## Authority Board Agenda Summary

MEETING DATE: December 19, 2017

AGENDA ITEM: Board approval for out-of-state travel for Ben Arnold

SUBMITTED BY: Ben Arnold TITLE: Fleet & Facilities Manager

DEPARTMENT: Maintenance

EXHIBITS/  
ATTACHMENTS:

Travel Estimate

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$1,850 FUNDING SOURCE: Maintenance

REVIEWED BY:

*Jammi Rubert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Fleet & Facilities Manager Ben Arnold requests to travel to the Ron Turley Associates, Inc. (RTA) Fleet Management Software Annual User's Conference and Training in San Diego, CA on March 19-23, 2018.

This yearly conference offers training and highly useful information on managing daily tasks and improving RTA system usage.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve out-of-state travel for Ben Arnold

**Estimated Travel for Ben Arnold to attend an RTA Conference in San Diego, CA to learn about recent changes in the fleet management software**

Flight Estimation		\$400.00
Travel to SeaTac	194.6 Round Trip x .321	\$62.40
Parking at SeaTac	\$12.99/day x 6 + 10% tax	\$85.73
Bridge Toll		\$6.00
Hotel + Tax x 5 days	\$187 x 5	\$935.00
Meals/per diem	x 6 days	\$352.00
		<b>\$1,841.13</b>
Meals		
18-Mar	1st travel day	\$48.00
19-Mar		\$64.00
20-Mar		\$64.00
21-Mar		\$64.00
22-Mar		\$64.00
23-Mar	Last travel day	\$48.00
		<b>\$352.00</b>



## Authority Board Agenda Summary

MEETING DATE: December 19, 2017

AGENDA ITEM: Resolution 17-28 - Adopting the 2018 Jefferson Transit Authority Board Meeting Schedule

SUBMITTED BY: Laura Smedley TITLE: Clerk of the Board

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 17-28  
2018 Authority Board Meeting Schedule

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

REVIEWED BY:

*Jammi Rubert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

This Resolution adopts the 2018 Authority Board Meeting schedule. Meetings will be held on the 3<sup>rd</sup> Tuesday of every other month: February, April, June, August, October and December.

RECOMMENDED  
ACTION/MOTION:

Motion: To approve Resolution 17-28 adopting the 2018 Authority Board Meeting Schedule

**Jefferson Transit Authority  
Resolution No. 17-28**

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", establishing the schedule for regular meetings of the Authority for 2018

**WHEREAS**, the Authority holds regular monthly meetings on the 3rd Tuesday of every other month beginning in February, which are open to the public; and

**WHEREAS**, the need exists to establish a published schedule of said meetings;

**NOW THEREFORE, BE IT RESOLVED** by the Jefferson Transit Authority Board that the regular monthly meetings for the 2018 calendar year be established as follows:

The monthly public meetings shall be held at the times and locations as outlined on the attached schedule. Meeting changes and special meetings will be published as required by law.

**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 December 19, 2017.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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



## Jefferson Transit Authority Board Meeting Schedule 2018

The **Jefferson Transit Authority Board (JTA)** meets the 3<sup>rd</sup> Tuesday of every other month at 1:30 pm. The meetings are held at the Jefferson Transit boardroom located at 63 4 Corners Road, Port Townsend, WA.

**February 20**

**April 17**

**June 19**

**August 28** \*This meeting has been scheduled for the 4<sup>th</sup> Tuesday\*

**October 16**

**December 18**

Any changes to this schedule or location will be advertised in the Legal Notices section of the Port Townsend Leader and posted on our website at [www.jeffersontransit.com](http://www.jeffersontransit.com).





## Authority Board Agenda Summary

**MEETING DATE:** December 19, 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:**

*Jammi Rubert*

**RECOMMENDATION:** Approve

**SUMMARY  
STATEMENT:**

JTA has been awarded a State Vanpool Investment Grant to purchase a minimum of 2 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 two (2) 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 December 19, 2017.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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

<b>State Vanpool Investment Program Grant Agreement</b>	
<b>Washington State Department of Transportation</b> Public Transportation Division 310 Maple Park Avenue SE PO Box 47387 Olympia, WA 98504-7387  WSDOT Contact: Shamus Misek 360-705-7346	<b>Contractor:</b> <b>Jefferson Transit Authority</b> 63 4 Corners Road Port Townsend, WA 98368  Contact Person: Frank Burns (360) 385-3020 (ext 110)
<b>Term of Project:</b> July 1, 2017 through the end of the Useful Life of the Project Equipment as identified in Exhibit I, 1.1	<b>Project Title:</b> Vanpool Investment Program
<b>Unique Project Identification #:</b> PTV0808	<b>Federal ID #:</b> 91-1124781
<b>Agreement Number:</b> GCB2808	<b>Grant Award Amount:</b> \$38,350

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
- 2 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
<b>VANSHARE</b>													
Vanshare Groups in Operation													
Vanshare Group Starts													
Vanshare Group Folds													
VS Passenger Trips													
VS Miles Traveled													
<b>VANPOOL</b>													
Vanpool Groups in Operation													
Vanpool Group Starts													
Vanpool Group Folds													
<b>Vans Available</b>													
Loaner/Spare Vans in Fleet													
Passenger Trips													
Miles Traveled													
Average Riders Per Van													
Average Round Trip Miles													
<b>ALL VANS</b>													
Total Active Vans in Fleet													
Loaners as % of Vanpool Fleet													
<b>Notes:</b>													



# **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 (1-3)

A) Total # of Expansion Vans Purchased											
B) Total # of Replacement Vans Purchased		<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;"></th> <th style="width: 15%; text-align: center; border: 1px solid black;">Expansion</th> <th style="width: 15%; text-align: center; border: 1px solid black;">Replacement</th> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Cumulative # of Vans Placed In Service</td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Total # of Vans Purchased (A+B)</td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> </tr> </table>		Expansion	Replacement	Cumulative # of Vans Placed In Service			Total # of Vans Purchased (A+B)		
	Expansion	Replacement									
Cumulative # of Vans Placed In Service											
Total # of Vans Purchased (A+B)											

## **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
<b>WSDOT Funded Expansion or Replacement Vans**</b>							
<b>Agency Vans Replaced by WSDOT Vans***</b>							

\* 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 surplused 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



**Washington State  
Department of Transportation**

**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 Bill #: \_\_\_\_\_  
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: December 19, 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 Dow to perform a salary survey. Cabot 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 Dow to perform a salary survey; and

**WHEREAS**, Cabot 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 December 19, 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.<sup>1</sup> 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.

---

<sup>1</sup> 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

<b>Agency</b>	<b>Rural?</b>	<b>2016 Est. Pop Served</b>	<b>2015 Passenger Fares</b>	<b>2015 Sales Tax Revenues</b>	<b>2015 Total Revenues</b>
<i>Jefferson Transit</i>	Y	<b>31,090</b>	<b>\$205,945</b>	<b>\$4,042,958</b>	<b>\$6,641,536</b>
<i>50% below</i>		<b>15,545</b>	<b>\$102,973</b>	<b>\$2,021,479</b>	<b>\$3,320,768.00</b>
<i>50% above</i>		<b>46,635</b>	<b>\$308,918</b>	<b>\$6,064,437</b>	<b>\$9,962,304</b>
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

<b>Accounting Specialist</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
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
<b>MEDIAN</b>		<b>19.95</b>	<b>23.53</b>	<b>22.76</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>8.2%</b>	<b>25.7%</b>	<b>12.1%</b>

<b>Customer Service Clerk</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
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
<b>MEDIAN</b>		<b>13.63</b>	<b>17.82</b>	<b>16.42</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-23.7%</b>	<b>-21.5%</b>	<b>-26.5%</b>

<b>Customer Service Clerk - Lead</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
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			
<b>MEDIAN</b>				
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<i>Insufficient matches</i>		

2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons

<b>Executive Asst/Clerk of the Board</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<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
<b>MEDIAN</b>		<b>3,889</b>	<b>4,867</b>	<b>4,324</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-3.8%</b>	<b>4.1%</b>	<b>1.8%</b>

<b>Finance and HR Manager</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<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	Contract services			
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
<b>MEDIAN</b>		<b>5,926</b>	<b>7,337</b>	<b>6,642</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-23.6%</b>	<b>-16.6%</b>	<b>-19.8%</b>

<b>Fleet and Facilities Maintenance Mgr</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<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
<b>MEDIAN</b>		<b>5,651</b>	<b>6,855</b>	<b>6,339</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-20.9%</b>	<b>-11.7%</b>	<b>-17.0%</b>

2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons

<b>General Manager</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<i>Jefferson Transit</i>	<i>General Manager</i>	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
<b>MEDIAN</b>		<b>7,224</b>	<b>9,184</b>	<b>8,115</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-23.9%</b>	<b>-19.0%</b>	<b>-20.3%</b>

<b>Grants and Procurement Coordinator</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<i>Jefferson Transit</i>	<i>Grants and Procurement Coordinator</i>	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			
<b>MEDIAN</b>				
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<i>Insufficient matches</i>		

<b>HR/Payroll Benefits Administrator</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<i>Jefferson Transit</i>	<i>HR/Payroll Benefits Administrator</i>	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			
<b>MEDIAN</b>		<b>4,482</b>	<b>5,009</b>	<b>4,827</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-16.5%</b>	<b>1.1%</b>	<b>-8.8%</b>

2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons

IT Specialist		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	IT Specialist	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	Contract services			
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			
Chimacum School District	IT Manager	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
Jefferson Transit	Mobility Coordinator	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		Insufficient matches		

Operations Manager		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	Operations Manager	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%

2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons

<b>Service &amp; Training Supervisor</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<i>Jefferson Transit</i>	<i>Service &amp; 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*

<b>West End Coordinator</b>		<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Comparable</b>	<b>Title</b>	<b>Low</b>	<b>High</b>	<b>EE</b>
<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**

<b>Formal Salary Range</b>		<b>5-Yr</b>
<b>Low</b>	<b>High</b>	<b>EE</b>
<b>-9.8%</b>	<b>-1.6%</b>	<b>-7.4%</b>



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
<b>Salaried Positions</b>												
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%
<b>Hourly Positions</b>												
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

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

**Jefferson Transit Non-Represented Salary Matrix**  
**w/2% Cost of Living Increase in 2014, again in 2017**

Step												
Grade	1	2	3	4	5	6	7	8	9	10	11	
6	\$ 65,958	\$ 68,287	\$ 70,615	\$ 72,942	\$ 75,271	\$ 77,599	\$ 79,926	\$ 82,255	\$ 84,582	\$ 86,910 GM	\$ 89,238	General Manager
5	\$ 55,134	\$ 57,079 S&T Supv	\$ 59,025	\$ 60,972	\$ 62,917	\$ 64,863 Ops Mgr	\$ 66,809	\$ 68,755	\$ 70,700	\$ 72,646	\$ 74,593	Operations Manager Mobility & Outreach Manager-Vacant Service & Training Supervisor
4	\$ 54,309	\$ 56,225	\$ 58,142	\$ 60,059	\$ 61,975	\$ 63,893	\$ 65,809	\$ 67,726	\$ 69,643	\$ 71,559	\$ 73,477 FM	Finance/HR Manager
3	\$ 53,673	\$ 55,568	\$ 57,463	\$ 59,357	\$ 61,251	\$ 63,145	\$ 65,039	\$ 66,934	\$ 68,829	\$ 70,723	\$ 72,617 FFM	Maint&Fac Manager
2	\$ 44,903 Mobility	\$ 46,499	\$ 48,084 Clerk	\$ 49,669	\$ 51,254 G&P	\$ 52,839	\$ 54,424 PR/Bene	\$ 56,009	\$ 57,594	\$ 59,180	\$ 60,765	Exec Admin/Clerk of Board HR/PR Benefits Coordinator Grants/Procurement Coordinator Mobility Coordinator
1												
H-2	\$ 21.59	\$ 22.68	\$ 23.36	\$ 24.05	\$ 24.77	\$ 25.51	\$ 26.28	\$ 27.07	\$ 27.88	\$ 28.72	\$ 29.58	
PTS-1	\$ 34,459	\$ 35,675	\$ 36,891	\$ 38,107	\$ 39,323	\$ 40,540	\$ 41,756	\$ 42,972	\$ 44,188	\$ 45,404	\$ 46,620	
H-1	\$ 16.13	\$ 16.62	\$ 17.11	\$ 17.62	\$ 18.15	\$ 18.70	\$ 19.26	\$ 19.84	\$ 20.43	\$ 21.05	\$ 21.68	
		6 months	1year	2year								
PTH-1	\$ 10.40	\$ 10.72	\$ 11.04	\$ 11.37	\$ 11.71	\$ 12.07	\$ 12.43	*** \$ 12.81	\$ 13.19	\$ 13.59	\$ 13.99	Customer Service Clerk
		Cust			Off Asst							Custodian
PTH-2	\$ 15.61	\$ 16.07	\$ 16.55	\$ 17.05	\$ 17.56	\$ 18.09	\$ 18.63	\$ 19.20	\$ 19.77	\$ 20.36	\$ 20.97	Customer Service Clerk/Office Assitant

Jefferson Transit Authority  
2018 Proposed Salary Matrix  
Closest to current salary plus one step

Position	Current Matrix Position	Current Matrix Salary	Proposed Matrix Position	Proposed Matrix Salary	Years in The seat	1/1/2018 Budgetary Impact	
General Manager	Grade 6, Step 10	\$ 86,910.00	Grade 7, Step 4	\$ 91,625.00	6	\$ 4,715.00	1.054252
Finance Manager	Grade 4, Step 11	\$ 73,477.00	Grade 6, Step 5	\$ 77,313.00	6.5	\$ 3,836.00	1.052207
Fleet & Facilities Manager	Grade 3, Step 11	\$ 72,617.00	Grade 5, Step 6	\$ 76,068.00	7	\$ 3,451.00	1.047523
Operations Manager	Grade 5, Step 6	\$ 64,863.00	Grade 5, Step 2	\$ 67,342.00	2	\$ 2,479.00	1.038219
Services & Training Supervisor	Grade 5, Step 2	\$ 56,286.00	Grade 4, Step 3	\$ 59,196.00	2	\$ 2,910.00	1.0517
HR/PR Benefit Coordinator	Grade 2, Step 7	\$ 54,424.00	Grade 3, Step 4	\$ 54,501.00	New Hire	\$ 77.00	1.001415
Grants/Procurement Coordinator	Grade 2, Step 5	\$ 51,254.00	Grade 3, Step 4	\$ 54,501.00	2	\$ 3,247.00	1.063351
Mobility Coordinator	Grade 2, Step 2	\$ 44,903.00	Grade 3, Step 1	\$ 49,741.00	New Hire	\$ 4,838.00	1.107743
Exec Asst/Clerk of the Board	Grade 2, Step 3	\$ 48,084.00	Grade 2, Step 4	\$ 49,713.00	4	\$ 1,629.00	1.033878
		<u>\$ 552,818.00</u>		<u>\$ 580,000.00</u>		<u>\$ 27,182.00</u>	
Hourly Positions						<b>Annual Salary</b>	
IT (Based on 32 hours per week)	Not on Current Matrix	\$ 35.70	Hourly 4, Step 11	\$ 59,404.80	\$ 36.05	\$ 59,987.20	\$ 582.40 1.009804
Forks Supervisor	Not on Current Matrix	\$ 25.01	Hourly 3, Step 6	\$ 25,360.14	\$ 26.28	\$ 26,647.92	\$ 1,287.78 1.05078
Accounting Specialist	Not on Current Matrix	\$ 22.98	Hourly 3, Step 4	\$ 28,679.04	\$ 24.00	\$ 29,952.00	\$ 1,272.96 1.044386
Office Asst/Customer Service Clerk	Grade PTH-2	\$ 17.56	Hourly 2, Step 4	\$ 36,524.80	\$ 17.77	\$ 36,961.60	\$ 436.80 1.011959
Office Asst/Customer Service Clerk	Grade PTH-2	\$ 17.56	Hourly 2, Step 4	\$ 29,219.84	\$ 17.77	\$ 29,569.28	\$ 349.44 1.011959
Customer Service Clerk	Grade PTH-1	\$ 12.61	Hourly 1, Step 4	\$ 20,983.04	\$ 14.54	\$ 24,194.56	\$ 3,211.52 1.153053
						<u>\$ 7,140.90</u>	
Total Budgetary Impact						\$ 34,322.90	

Jefferson Transit Authority  
2018 Proposed Salary Matrix  
Years in the Seat

Position	Current Matrix Position	1/1/2018		Proposed Matrix Salary	Years in The seat	Budgetary Impact	
		Current Matrix Salary	Proposed Matrix Position				
General Manager	Grade 6, Step 10	\$ 86,910.00	Grade 7, Step 6	\$ 97,380.00	6	\$ 10,470.00	1.120469
Finance Manager	Grade 4, Step 11	\$ 73,477.00	Grade 6, Step 6	\$ 79,704.00	6.5	\$ 6,227.00	1.084748
Fleet & Facilities Manager	Grade 3, Step 11	\$ 72,617.00	Grade 5, Step 7	\$ 78,350.00	7	\$ 5,733.00	1.078948
Operations Manager	Grade 5, Step 6	\$ 64,863.00	Grade 5, Step 2	\$ 67,342.00	2	\$ 2,479.00	1.038219
Services & Training Supervisor	Grade 5, Step 2	\$ 56,286.00	Grade 4, Step 2	\$ 57,420.00	2	\$ 1,134.00	1.020147
Exec Asst/Clerk of the Board	Grade 2, Step 3	\$ 48,084.00	Grade 2, Step 5	\$ 51,251.00	4	\$ 3,167.00	1.065864
HR/PR Benefit Coordinator	Grade 2, Step 7	\$ 54,424.00	Grade 3, Step 4	\$ 54,501.00	New Hire	\$ 77.00	1.001415
Grants/Procurement Coordinator	Grade 2, Step 5	\$ 51,254.00	Grade 3, Step 2	\$ 51,280.00	2	\$ 26.00	1.000507
Mobility Coordinator	Grade 2, Step 2	\$ 44,903.00	Grade 3, Step 1	\$ 49,741.00	New Hire	\$ 4,838.00	1.107743
		<u>\$ 552,818.00</u>		<u>\$ -</u>		<u>\$ 34,151.00</u>	
Hourly Positions						<b>Annual Salary</b>	
IT (Based on 32 hours per week)	Not on Current Matrix	\$ 35.70	Hourly 4, Step 10	\$ 59,404.80	\$ 35.70	\$ 59,404.80	\$ - 1
Forks Supervisor	Not on Current Matrix	\$ 25.01	Hourly 3, Step 5	\$ 25,360.14	\$ 25.51	\$ 25,867.14	\$ 507.00 1.019992
Accounting Specialist	Not on Current Matrix	\$ 22.98	Hourly 3, Step 4	\$ 28,679.04	\$ 24.00	\$ 29,952.00	\$ 1,272.96 1.044386
Office Asst/Customer Service Clerk	Grade PTH-2	\$ 17.56	Hourly 2, Step 4	\$ 36,524.80	\$ 17.77	\$ 36,961.60	\$ 436.80 1.011959
Office Asst/Customer Service Clerk	Grade PTH-2	\$ 17.56	Hourly 2, Step 4	\$ 29,219.84	\$ 17.77	\$ 29,569.28	\$ 349.44 1.011959
Customer Service Clerk	Grade PTH-1	\$ 12.61	Hourly 1, Step 4	\$ 20,983.04	\$ 15.45	\$ 25,708.80	\$ 4,725.76 1.225218
						<u>\$ 7,291.96</u>	
Total Budgetary Impact						\$ 41,442.96	

2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons - Annualized

Accounting Specialist Comparable	Title	Formal Salary Range		5-Yr
		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
<b>MEDIAN</b>		<b>\$ 19.95</b>	<b>\$ 23.53</b>	<b>\$ 22.76</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>8.2%</b>	<b>25.7%</b>	<b>12.1%</b>

Customer Service Clerk Comparable	Title	Formal Salary Range		5-Yr
		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
<b>MEDIAN</b>		<b>\$ 13.63</b>	<b>\$ 17.82</b>	<b>\$ 16.42</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-23.7%</b>	<b>-21.5%</b>	<b>-26.5%</b>

Customer Service Clerk - Lead Comparable	Title	Formal Salary Range		5-Yr
		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			
<b>MEDIAN</b>				
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>Insufficient matches</b>		



2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons - Annualized

Executive Asst/Clerk of the Board Comparable	Title	Formal Salary Range		5-Yr
		Low	High	EE
Jefferson Transit	Executive Asst/Clerk of the Board	\$ 44,903	\$ 60,765	\$ 52,839
Clallam Transit	Executive Asst/Office Manager	\$ 56,504	\$ 75,991	\$ 65,527
Grant Transit	Administrative Assistant	\$ 24,398	\$ 50,731	\$ 48,318
Mason Transit	Executive Assistant	\$ 46,634	\$ 56,683	\$ 51,488
Twin Transit	Executive Assistant	\$ 36,619	\$ 49,229	\$ 44,599
Valley Transit	n/a			
City of Port Townsend	Executive Asst/Deputy City Clerk	\$ 51,738	\$ 60,113	\$ 53,832
Jefferson County	Deputy Clerk of the Board	\$ 40,980	\$ 61,800	\$ 52,291
Port of Port Townsend	Executive Assistant	\$ 60,798	\$ 60,798	\$ 60,804
Port Townsend School District	Admin Sec to the Superintendent	\$ 46,696	\$ 51,147	\$ 51,144
<b>MEDIAN</b>		<b>46,665</b>	<b>58,398</b>	<b>51,889</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-3.8%</b>	<b>4.1%</b>	<b>1.8%</b>

Finance and HR Manager Comparable	Title	Formal Salary Range		5-Yr
		Low	High	EE
Jefferson Transit	Finance and HR Manager	\$ 54,309	\$ 73,477	\$ 63,893
Clallam Transit	Finance Manager	\$ 65,527	\$ 88,127	\$ 75,991
Grant Transit	HR Manager	\$ 66,976	\$ 85,114	\$ 81,078
Mason Transit	Administrative Services Manager	\$ 72,375	\$ 87,973	\$ 76,067
Twin Transit	Contract services			
Valley Transit	Deputy General Manager	\$ 69,846	\$ 91,478	\$ 82,971
City of Port Townsend	Human Resources Manager	\$ 75,958	\$ 85,453	\$ 78,332
Jefferson County	Clerk of the Board/HR Mgr	\$ 63,144	\$ 84,864	\$ 73,202
Port of Port Townsend	Director of Finance & Administration	\$ 104,291	\$ 104,291	\$ 104,292
Port Townsend School District	Director of Finance/Operations	\$ 77,831	\$ 96,230	\$ 92,886
<b>MEDIAN</b>		<b>71,111</b>	<b>88,050</b>	<b>79,705</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-23.6%</b>	<b>-16.6%</b>	<b>-19.8%</b>

Fleet and Facilities Maintenance Mgr Comparable	Title	Formal Salary Range		5-Yr
		Low	High	EE
Jefferson Transit	Fleet and Facilities Maintenance Mgr	\$ 53,673	\$ 72,617	\$ 63,145
Clallam Transit	Maintenance Manager	\$ 75,991	\$ 102,200	\$ 88,127
Grant Transit	Fleet Maintenance Manager	\$ 66,976	\$ 85,114	\$ 81,078
Mason Transit	Maintenance Manager	\$ 72,375	\$ 87,973	\$ 76,067
Twin Transit	Maintenance Manager	\$ 51,682	\$ 68,280	\$ 61,858
Valley Transit	Maintenance Manager	\$ 59,072	\$ 77,355	\$ 70,138
City of Port Townsend	PW Operations Mgr - Parks, Facilities	\$ 68,573	\$ 81,760	\$ 71,871
Jefferson County	Fleet Services Manager	\$ 58,740	\$ 78,936	\$ 68,095
Port of Port Townsend	Maintenance Manager	\$ 82,264	\$ 82,264	\$ 82,264
Port Townsend School District	Director, Facilities & Maintenance	\$ 67,814	\$ 83,845	\$ 80,932
<b>MEDIAN</b>		<b>67,814</b>	<b>82,264</b>	<b>76,067</b>
<b>JEFFERSON % ABOVE/(BELOW) MEDIAN</b>		<b>-20.9%</b>	<b>-11.7%</b>	<b>-17.0%</b>



2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons - Annualized

General Manager		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	General Manager	\$ 65,958	\$ 89,238	\$ 77,599
Clallam Transit	General Manager	\$ 90,000	\$ 115,000	\$ 102,500
Grant Transit	General Manager			
Mason Transit	General Manager	\$ 83,377	\$ 101,345	\$ 87,630
Twin Transit	General Manager	\$ 70,000	\$ 87,420	\$ 79,199
Valley Transit	General Manager	\$ 75,858	\$ 99,798	\$ 92,269
City of Port Townsend	Public Works Director	\$ 107,575	\$ 119,611	\$ 110,584
Jefferson County	Central Services Director	\$ 78,445	\$ 105,423	\$ 90,939
Port of Port Townsend	Executive Director	\$ 132,400	\$ 132,400	\$ 132,400
Port Townsend School District	Superintendent	\$ 129,500	\$ 129,500	\$ 129,500
MEDIAN		86,689	110,212	97,384
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	\$ 44,903	\$ 60,765	\$ 52,839
Clallam Transit	Procurement Specialist	\$ 48,723	\$ 65,527	\$ 56,504
Grant Transit	n/a			
Mason Transit	Development Manager	\$ 51,771	\$ 62,927	\$ 54,412
Twin Transit	Contract services			
Valley Transit	n/a			
City of Port Townsend	Purchasing/Contracts Specialist	\$ 54,891	\$ 62,358	\$ 62,358
Jefferson County	n/a			
Port of Port Townsend	n/a			
Port Townsend School District	n/a			

MEDIAN  
JEFFERSON % ABOVE/(BELOW) MEDIAN

*Insufficient matches*

HR/Payroll Benefits Administrator		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	HR/Payroll Benefits Administrator	\$ 44,903	\$ 60,765	\$ 52,836
Clallam Transit	Human Resources Administrator	\$ 53,781	\$ 72,330	\$ 62,370
Grant Transit	n/a			
Mason Transit	n/a			
Twin Transit	Contract services			
Valley Transit	Human Resources Specialist	\$ 51,126	\$ 58,718	\$ 56,430
City of Port Townsend	Payroll and Benefits Administrator	\$ 51,738	\$ 60,113	\$ 53,834
Jefferson County	Payroll Services Manager	\$ 54,642	\$ 73,434	\$ 63,345
Port of Port Townsend	AP/PR Accountant	\$ 57,928	\$ 57,928	\$ 57,924
Port Townsend School District	n/a			
MEDIAN		53,781	60,113	57,924
JEFFERSON % ABOVE/(BELOW) MEDIAN		-16.5%	1.1%	-8.8%

2017 Jefferson Transit Salary Study  
Attachment 2: Position Salary Comparisons - Annualized

IT Specialist		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	IT Specialist	\$ 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	Contract services			
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			
Chimacum School District	IT Manager	\$ 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
Jefferson Transit	Mobility Coordinator	\$ 44,903	\$ 60,765	\$ 52,839
Clallam Transit	Operations Office Manager	\$ 51,190	\$ 68,844	\$ 59,364
Grant Transit	Administrative Services Manager	\$ 57,741	\$ 69,909	\$ 66,914
Mason Transit	Operations Coordinator	\$ 46,634	\$ 56,683	\$ 51,488
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		

Operations Manager		Formal Salary Range		5-Yr
Comparable	Title	Low	High	EE
Jefferson Transit	Operations Manager	\$ 55,134	\$ 74,593	\$ 64,863
Clallam Transit	Operations & Planning Manager	\$ 75,991	\$ 102,200	\$ 88,127
Grant Transit	Operations Manager	\$ 65,811	\$ 83,658	\$ 79,685
Mason Transit	Operations Manager	\$ 72,375	\$ 87,973	\$ 76,067
Twin Transit	Operations Manager	\$ 51,682	\$ 68,280	\$ 61,858
Valley Transit	Operations Manager	\$ 59,072	\$ 77,355	\$ 70,138
City of Port Townsend	PW Operations Mgr - Streets	\$ 72,529	\$ 79,783	\$ 74,343
Jefferson County	Road Maintenance Superintendent	\$ 58,740	\$ 78,941	\$ 68,095
Port of Port Townsend	Business Manager	\$ 80,000	\$ 80,000	\$ 80,000
Port Townsend School District	n/a			
MEDIAN		69,093	79,892	75,205
JEFFERSON % ABOVE/(BELOW) MEDIAN		-20.2%	-6.6%	-13.8%

Service & Training Supervisor Comparable	Title	Formal Salary Range		5-Yr
		Low	High	EE
Jefferson Transit	Service & Training Supervisor	\$ 55,134	\$ 74,593	\$ 64,863
Clallam Transit	n/a			
Grant Transit	Safety/Training Supervisor	\$ 65,811	\$ 83,658	\$ 79,680
Mason Transit	Safety & Training Supervisor	\$ 48,984	\$ 59,540	\$ 54,082
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 Comparable	Title	Formal Salary Range		5-Yr
		Low	High	EE
Jefferson Transit	West End Coordinator	\$ 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%



## Authority Board Agenda Summary

**MEETING DATE:** December 19, 2017

**AGENDA ITEM:** Resolution 17-29: Restoring and Adding Fixed Route Service

**SUBMITTED BY:** Leesa Monroe **TITLE:** Operations Manager

**DEPARTMENT:** Operations

**EXHIBITS/  
ATTACHMENTS:**

Resolution 17-29

**BUDGETARY IMPACT** (if applicable)

**BUDGETED:** Approximately \$348,796

**EXPENDITURE REQUIRED:** Approximately \$348,796

**FUNDING SOURCE:** Operating Acct

**REVIEWED BY:**

*Jammi Ricketts*

**RECOMMENDATION:** Approve

**SUMMARY  
STATEMENT:**

JTA is restoring service, and adding fixed route service.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Approve Resolution 17-29: Restoring and Adding Fixed Route Service

**JEFFERSON TRANSIT AUTHORITY  
RESOLUTION 17-29**

**A RESOLUTION** of the Board of Directors of the Jefferson County Public  
Transportation Benefit Area, hereinafter called the "Authority", Restoring  
and Adding Fixed Route Service

**WHEREAS**, the Authority, Jefferson Transit Authority (JTA) staff, and the public have  
been discussing and developing the restoration of previous service and adding fixed  
route service since July 2016; and

**WHEREAS**, JTA planned to add service once the Operational reserves were fully  
funded; and

**WHEREAS**, JTA's Operational reserves were fully funded in March 2017; and

**WHEREAS**, JTA has received public input through surveys, comments and three (3)  
Public Hearings held in November 2017;

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority does hereby adopt the  
attached fixed route service plan, effective January 15, 2018, and authorizes the  
General Manager to proceed with the new service implementation expenses.

**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 December 19, 2017.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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



## Authority Board Agenda Summary

MEETING DATE: December 19, 2017

AGENDA ITEM: Resolution 17-30: To adopt the 2018 Operating and Capital Budget

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Finance

EXHIBITS/  
ATTACHMENTS:

Resolution 17-30  
2018 Operating and Capital Budget

BUDGETARY IMPACT (if applicable)

BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: Sammi Rubert

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

A Resolution of the Board of Directors of the Jefferson County Public Transportation Benefit Area adopting the 2018 Operating and Capital Budget.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 17-30: To adopt the 2018 Operating and Capital Budget

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

# Jefferson Transit Authority

## Resolution No. 17-30

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to adopt its 2018 Operating and Capital Budget.

**WHEREAS**, the State of Washington requires that the Authority annually adopt budgets covering the programs and activities of the Authority; and

**WHEREAS**, public comment has been taken regarding the proposed budget at legally advertised public hearings on November 21, 2017 and December 19, 2017;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Jefferson County Public Transportation Benefit Area that the following capital and operating budgets be adopted for 2018.

Operating Fund Budget. Total expenses of \$5,169,448, total operating revenues of \$208,000, and total non-operating revenues of \$5,422,599. The schedule of planned expenditures and projected revenues is attached as Exhibit 1.

Capital Fund Budget. Total expenditures \$2,980,439, total expected grant funding revenues \$1,637,939, total JTA reserve funding transfers \$1,342,500.

### 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 December 19, 2017.

1023

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority





## Authority Board Agenda Summary

MEETING DATE: December 19, 2017

AGENDA ITEM: Resolution 17-31: Recognizing and commending Authority Board Member Catharine Robinson for her years of service on her retirement

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 17-31

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

This Resolution is to recognize and commend Catharine Robinson for her years of service on her retirement as a JTA Authority Board member

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 17-31: Recognizing and commending Authority Board Member Catharine Robinson for her years of service to Jefferson Transit Authority on her retirement



**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the “Authority” recognizing and commending Authority Board Member Catharine Robinson for her years of service to Jefferson Transit Authority on her retirement

**WHEREAS**, Catharine Robinson has served on the Jefferson Transit Authority Board since December 2001; and

**WHEREAS**, the Board of Jefferson Transit Authority wishes to express its appreciation and recognize Catharine Robinson for her years of service to the Jefferson Transit Authority Board on her retirement,

## CERTIFICATION

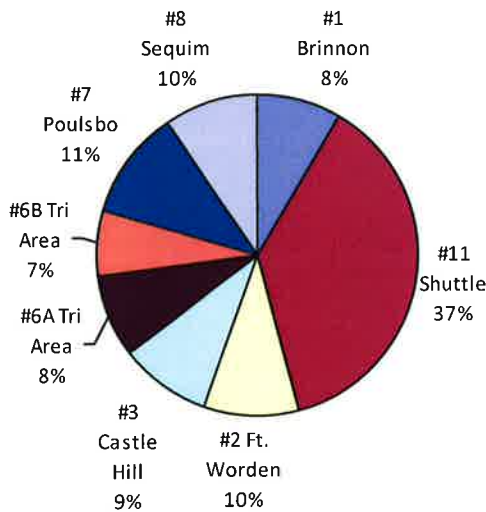
The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 19<sup>th</sup> day of December, 2017.

Clerk of the Board

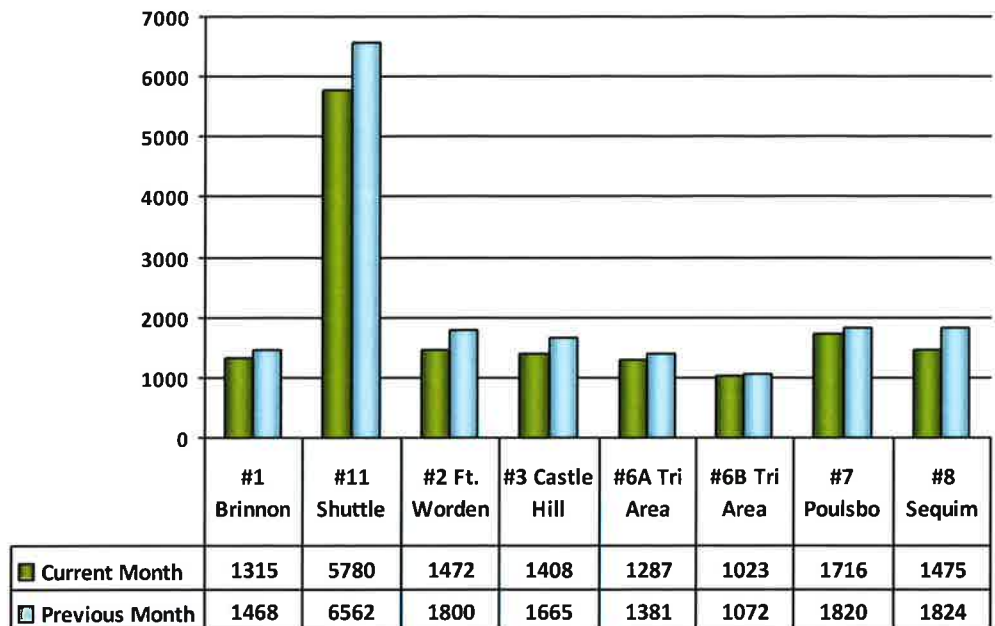
# Jefferson Transit Ridership Comparison

Date Range Compared: 10/1/2017 - 10/31/2017 And 11/1/2017 - 11/30/2017

## Current Month Ridership



Ridership Totals Comparison



Current Month Total Ridership: 15,476

# of Service Days: 24

Average Riders per Day: 644.83

Previous Month Total Ridership: 17,592

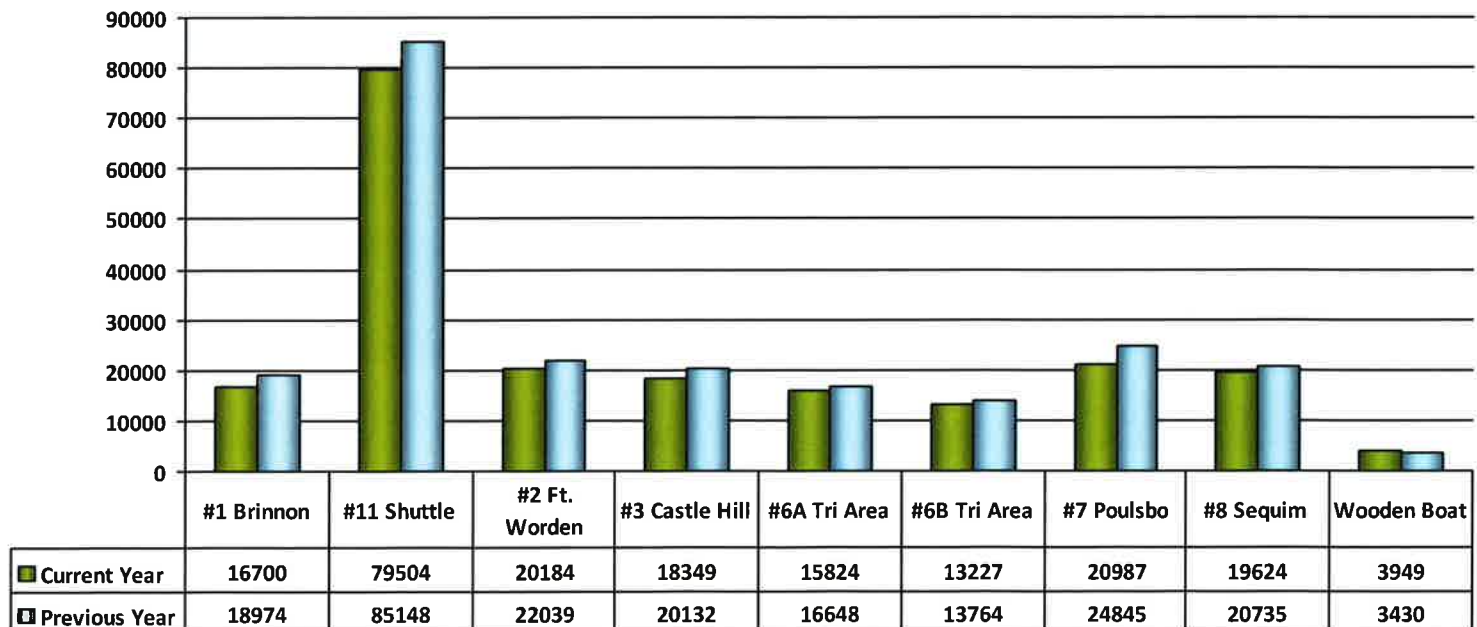
# of Service Days: 26

Average Riders per Day: 676.62

Average riders per day Decrease from prior month: **-4.70%**

## Years Compared: 2016 and 2017

Ridership Year to Date Totals Comparison



Current year Total Ridership 208,348

# of Service Days: 282

Average Riders per Day: 738.82

Previous Year Total Ridership 225,715

# of Service Days: 283

Average Riders per Day: 797.58

Average riders per day Decrease from prior year: **-8.68%**

**Jefferson Transit Authority**  
**Monthly Ridership Report**  
November, 2017

**East Jefferson**

<b>Inter-Local</b>	<b>Boardings per Month</b>	<b>Runs Per Month</b>	<b>Revenue Hours</b>	<b>Revenue Miles</b>	<b>Boardings Per Run</b>	<b>Boardings Per Mile</b>	<b>Boardings Per Hour</b>
#1 Brinnon	1315	180	202	8178	7.31	0.16	6.50
#6A Tri Area	1287	111	98	2528	11.59	0.51	13.12
#6B Tri Area	1023	90	74	1871	11.37	0.55	13.86
#7 Poulsbo	1716	180	189	6422	9.53	0.27	9.10
#8 Sequim	1475	222	171	6658	6.64	0.22	8.62
<b>Total</b>	<b>6816</b>	<b>783</b>	<b>734</b>	<b>25656.00</b>	<b>9.29</b>	<b>0.34</b>	<b>10.24</b>
<b>Local</b>	<b>Boardings per Month</b>	<b>Runs Per Month</b>	<b>Revenue Hours</b>	<b>Revenue Miles</b>	<b>Boardings Per Run</b>	<b>Boardings Per Mile</b>	<b>Boardings Per Hour</b>
#11 Shuttle	5780	588	250	3405	9.83	1.70	23.15
#2 Ft. Worden	1472	282	118	2002	5.22	0.74	12.43
#3 Castle Hill	1408	282	118	2510	4.99	0.56	11.89
<b>Total</b>	<b>8660</b>	<b>1152</b>	<b>487</b>	<b>7916.70</b>	<b>15.97</b>	<b>1.00</b>	<b>15.82</b>
<b>Sub-Totals</b>	<b>15476</b>	<b>1935</b>	<b>1220.49</b>	<b>33572.70</b>	<b>4.99</b>	<b>0.56</b>	<b>11.89</b>

**West Jefferson**

<b>JTOC</b>	992	180	387	-13681	5.51	-0.07	2.57
<b>Monthly Totals</b>	<b>7808</b>	<b>2115</b>	<b>1607.0</b>	<b>19891.7</b>	<b>3.69</b>	<b>0.39</b>	<b>4.86</b>

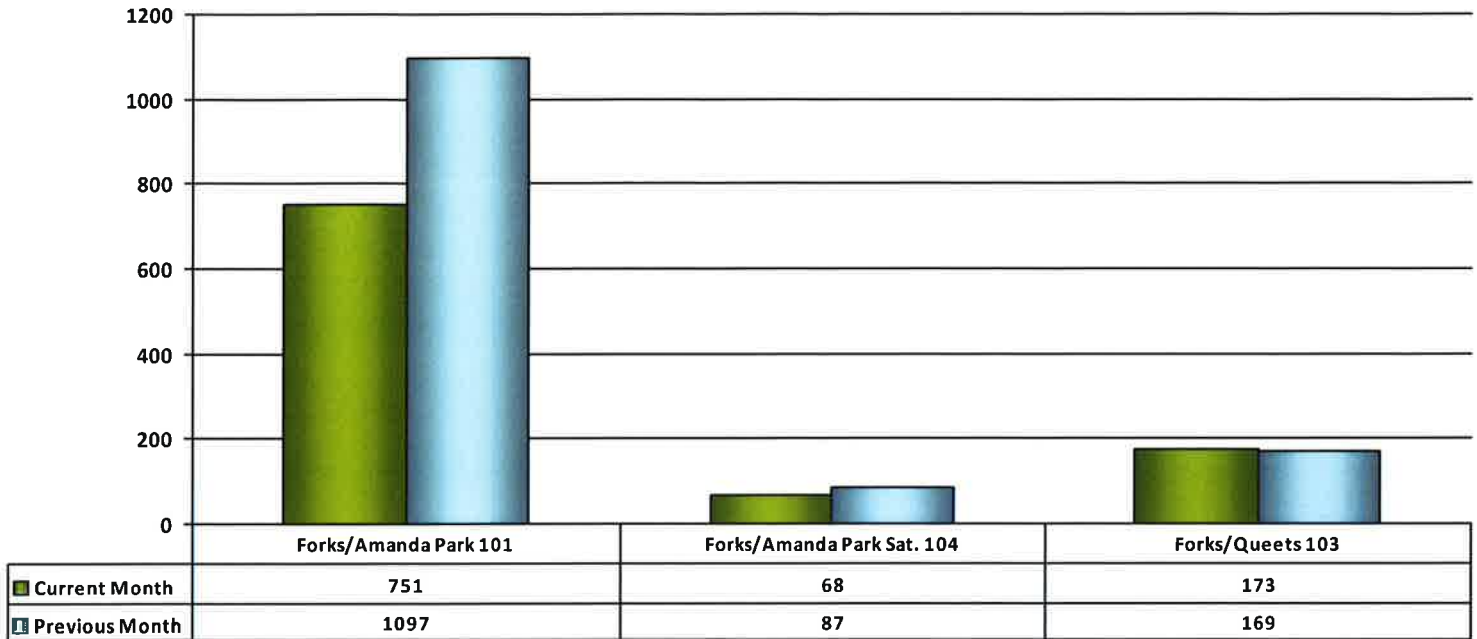
**Special Events**

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

# JTOC Ridership Comparison

Date Range Compared: 10/1/2017 - 10/31/2017 And 11/1/2017 - 11/30/2017

## Ridership Totals Comparison



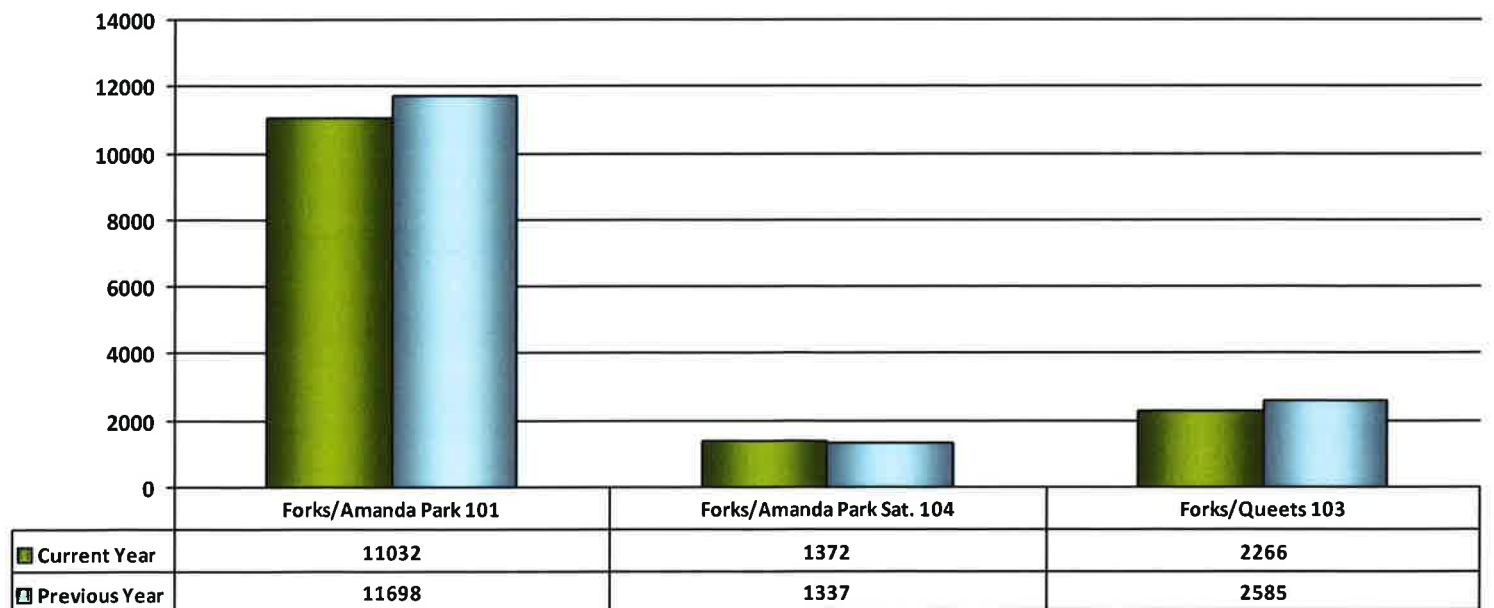
Current Month Total Ridership 992

Previous Month Total Ridership 1353

-361 passenger Decrease from prior month: -26.68%

1/1/2016

## Ridership Totals Year to Year Comparison



Current Year Total Ridership 14670

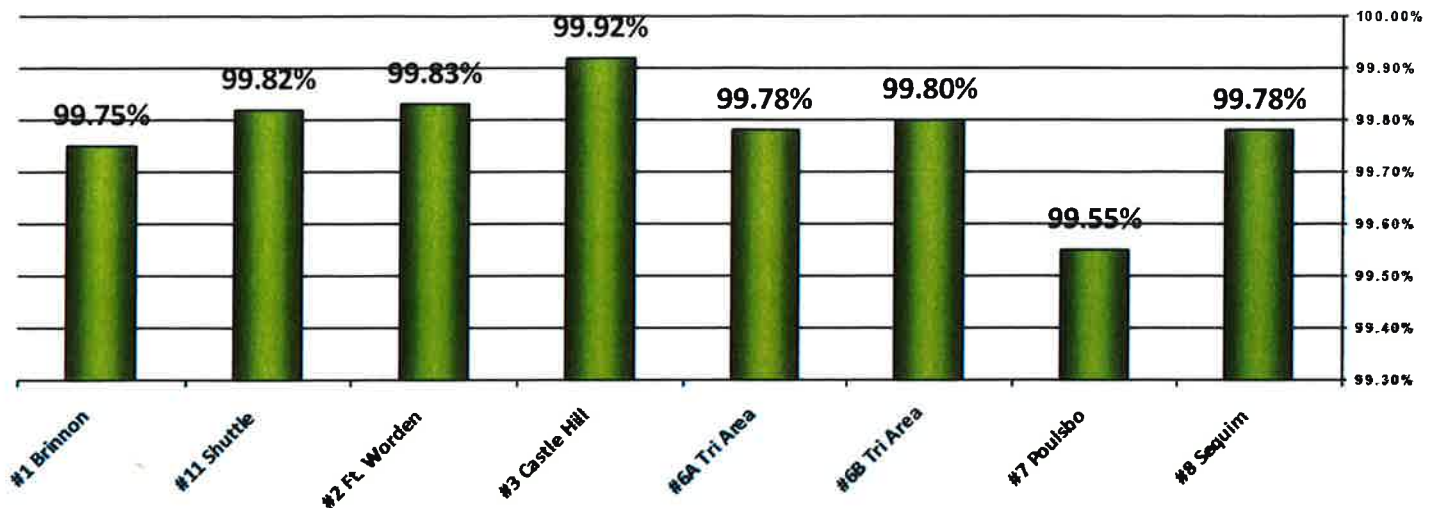
Previous Year Total Ridership 15620

-950 passenger Decrease from prior Year: -6.08%

# Jefferson Transit On Time Compliance Report

11/1/2017 through 11/30/2017

On Time Percentage



Route Name: TotalServiceHours:

Reason

TotalHoursDown:

PercentageDown:

#1 Brinnon	202.20	High Ridership	0.22	0.00
#1 Brinnon	202.20	Other/No reason	0.67	0.00
#1 Brinnon	202.20	Traffic Delay	0.78	0.00
#1 Brinnon	202.20	Weather	0.33	0.00
#11 Shuttle	249.72		0.08	0.00
#11 Shuttle	249.72	ADA Client	2.02	0.01
#11 Shuttle	249.72	Holding For Transfers	0.08	0.00
#11 Shuttle	249.72	Mechanical Breakdown	0.17	0.00
#11 Shuttle	249.72	Other/No reason	0.43	0.00
#11 Shuttle	249.72	Passenger Event	0.23	0.00
#11 Shuttle	249.72	Traffic Delay	0.20	0.00
#2 Ft. Worden	118.44	ADA Client	0.20	0.00
#3 Castle Hill	118.44	ADA Client	0.08	0.00
#3 Castle Hill	118.44	High Ridership	0.08	0.00
#3 Castle Hill	118.44	Other/No reason	0.13	0.00
#6A Tri Area	98.13	ADA Client	0.08	0.00
#6A Tri Area	98.13	Other/No reason	0.32	0.00
#6A Tri Area	98.13	Traffic Delay	0.25	0.00
#6B Tri Area	73.80	ADA Client	0.18	0.00
#6B Tri Area	73.80	High Ridership	0.10	0.00

<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#6B Tri Area	73.80	Holding For Transfers	0.08	0.00
#6B Tri Area	73.80	Other/No reason	0.20	0.00
#6B Tri Area	73.80	Traffic Delay	0.18	0.00
#7 Poulsbo	188.61	Bicycles	0.10	0.00
#7 Poulsbo	188.61	Bridge Opening	1.68	0.01
#7 Poulsbo	188.61	High Ridership	0.08	0.00
#7 Poulsbo	188.61	Holding For Transfers	1.68	0.01
#7 Poulsbo	188.61	Passenger Event	0.22	0.00
#7 Poulsbo	188.61	Traffic Delay	1.30	0.01
#8 Sequim	171.15	Holding For Transfers	0.52	0.00
#8 Sequim	171.15	Mechanical Breakdown	0.50	0.00
#8 Sequim	171.15	Passenger Event	0.25	0.00
#8 Sequim	171.15	Traffic Delay	0.25	0.00



## Productivity by Funding Source - JTA

For Time Period: 11/1/2017 - 11/30/2017

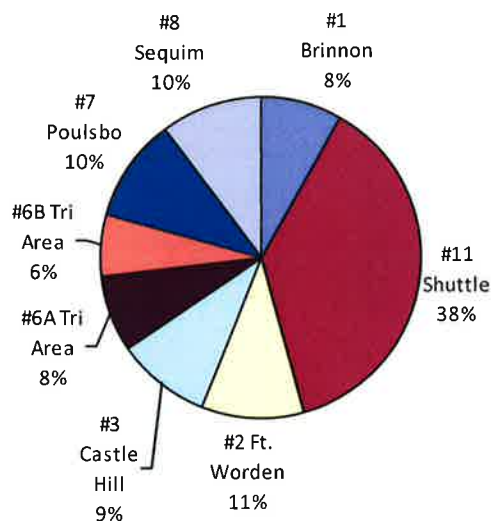
Printed: 12/12/2017 16:05:59

Service Miles	Non-Rev Miles	No Show Miles	Revenue Hours	Passenger Hours	Cancels	Attn'd Count	AMB	Vehicle Miles	Passengers
Revenue Miles	Passenger Miles	Service Hours	Non-Rev Hours	No Show Hours	No Shows	Guest Count	Wheelchair	Vehicle Hours	One Way Trips
JTA									
4,897	536	0	406.35	202.75	46	49	647	4,897	899
4,361	3,146	449.90	43.55	0.38	24	0	203	449.90	850
Grand Totals									
4,897	536	0	406.35	202.75	46	49	647	4,897	899
4,361	3,146	449.90	43.55	0.38	24	0	203	449.90	850

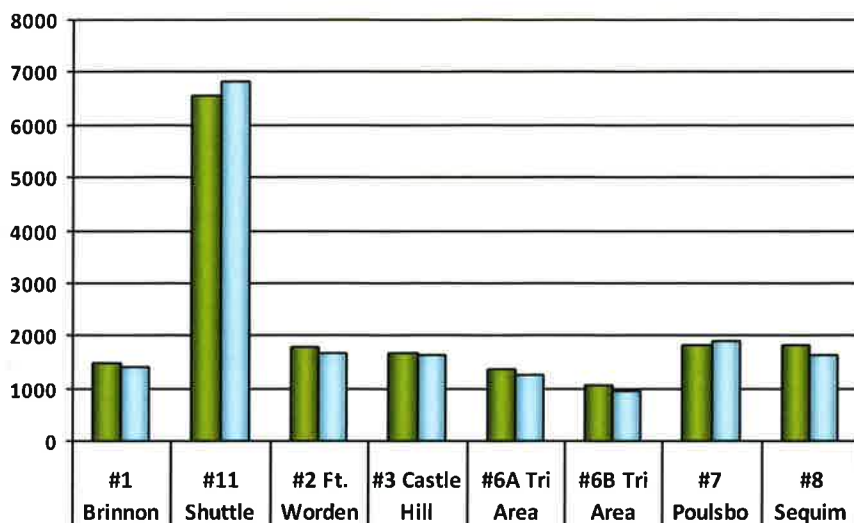
# Jefferson Transit Ridership Comparison

Date Range Compared: 9/1/2017 - 9/30/2017 And 10/1/2017 - 10/31/2017

## Current Month Ridership



Ridership Totals Comparison



Current Month	1468	6562	1800	1665	1381	1072	1820	1824
Previous Month	1392	6824	1652	1626	1251	961	1903	1616

Current Month Total Ridership: 17,592

# of Service Days: 26

Average Riders per Day: 676.62

Previous Month Total Ridership: 17,225

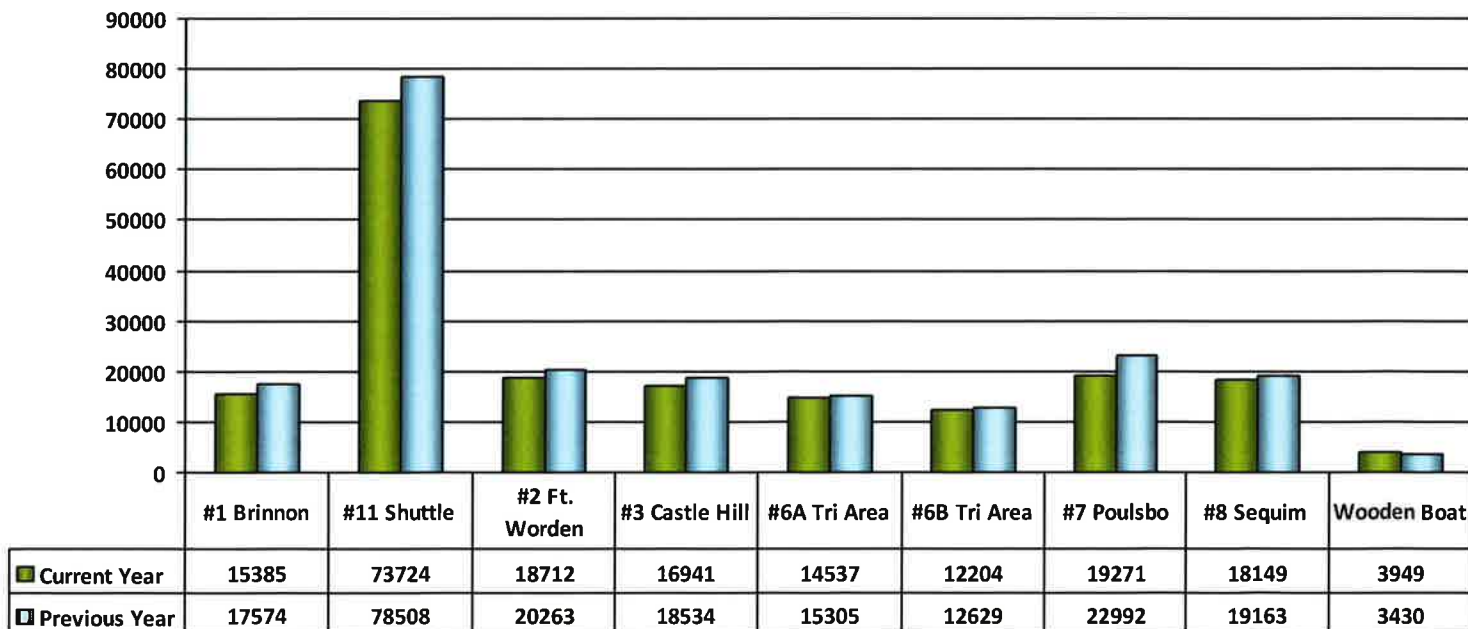
# of Service Days: 25

Average Riders per Day: 689.00

Average riders per day Decrease from prior month: -1.80%

## Years Compared: 2016 and 2017

Ridership Year to Date Totals Comparison



Current year Total Ridership 192,872

# of Service Days: 258

Average Riders per Day: 747.57

Previous Year Total Ridership 208,398

# of Service Days: 259

Average Riders per Day: 804.63

Average riders per day Decrease from prior year: -8.28%



**Jefferson Transit Authority**  
**Monthly Ridership Report**  
 October, 2017

**East Jefferson**

<b>Inter-Local</b>	<b>Boardings per Month</b>	<b>Runs Per Month</b>	<b>Revenue Hours</b>	<b>Revenue Miles</b>	<b>Boardings Per Run</b>	<b>Boardings Per Mile</b>	<b>Boardings Per Hour</b>
#1 Brinnon	1468	192	216	8729	7.65	0.17	6.80
#6A Tri Area	1381	118	104	2688	11.70	0.51	13.22
#6B Tri Area	1072	96	79	1998	11.17	0.54	13.61
#7 Poulsbo	1820	192	201	6849	9.48	0.27	9.05
#8 Sequim	1824	236	182	7083	7.73	0.26	10.02
<b>Total</b>	<b>7565</b>	<b>834</b>	<b>782</b>	<b>27347.60</b>	<b>9.54</b>	<b>0.35</b>	<b>10.54</b>
<b>Local</b>	<b>Boardings per Month</b>	<b>Runs Per Month</b>	<b>Revenue Hours</b>	<b>Revenue Miles</b>	<b>Boardings Per Run</b>	<b>Boardings Per Mile</b>	<b>Boardings Per Hour</b>
#11 Shuttle	6562	634	269	3670	10.35	1.79	24.37
#2 Ft. Worden	1800	304	128	2158	5.92	0.83	14.10
#3 Castle Hill	1665	304	128	2706	5.48	0.62	13.04
<b>Total</b>	<b>10027</b>	<b>1242</b>	<b>525</b>	<b>8533.60</b>	<b>16.79</b>	<b>1.08</b>	<b>17.17</b>
<b>Sub-Totals</b>	<b>17592</b>	<b>2076</b>	<b>1306.86</b>	<b>35881.20</b>	<b>5.48</b>	<b>0.62</b>	<b>13.04</b>

**West Jefferson**

<b>JTOC</b>	1353	192	415	12434	7.05	0.11	3.26
<b>Monthly Totals</b>	<b>8918</b>	<b>2268</b>	<b>1722.1</b>	<b>48315.2</b>	<b>3.93</b>	<b>0.18</b>	<b>5.18</b>

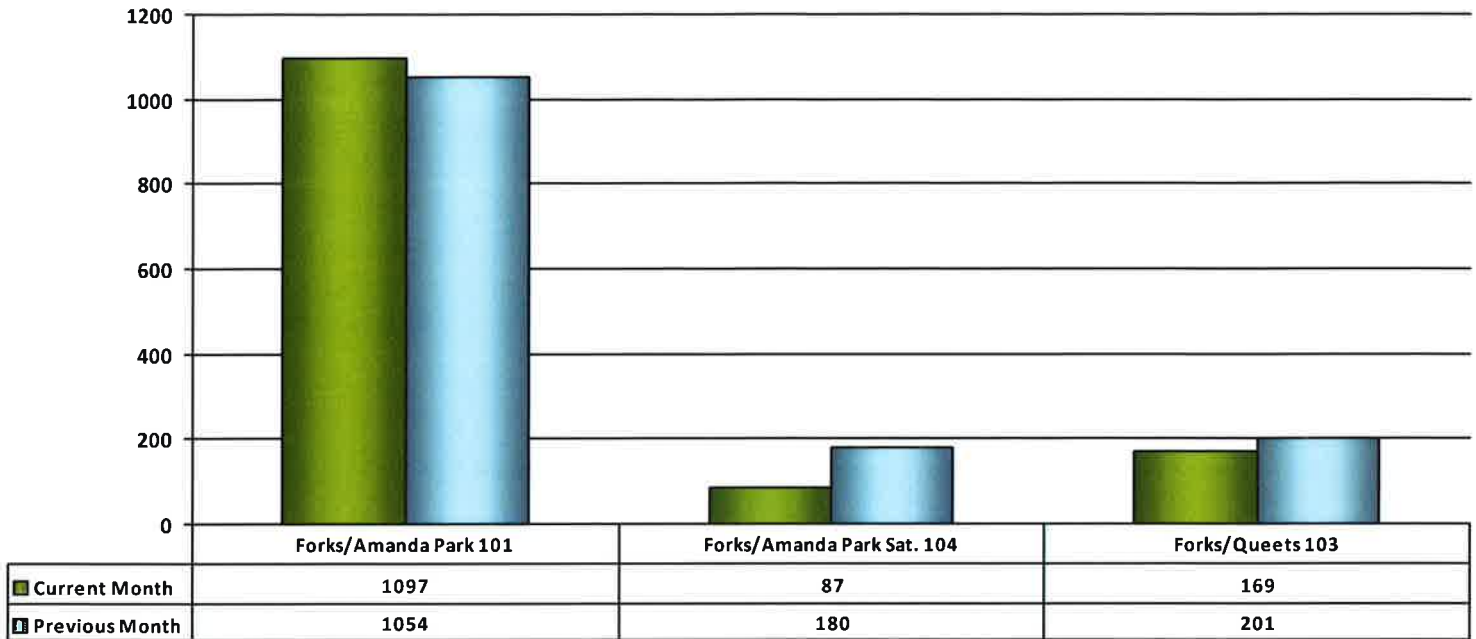
**Special Events**

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

# JTOC Ridership Comparison

Date Range Compared: 9/1/2017 - 9/30/2017 And 10/1/2017 - 10/31/2017

## Ridership Totals Comparison



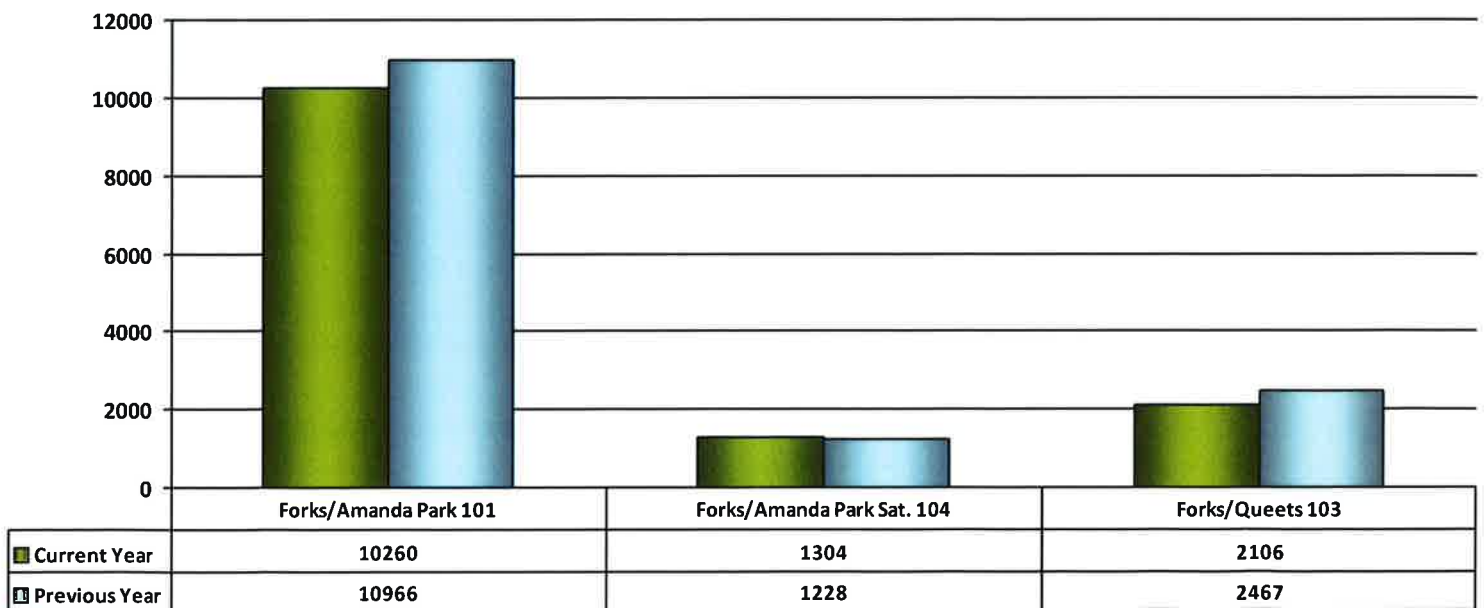
Current Month Total Ridership 1353

Previous Month Total Ridership 1435

-82 passenger Decrease from prior month: -5.71%

1/1/2016

## Ridership Totals Year to Year Comparison



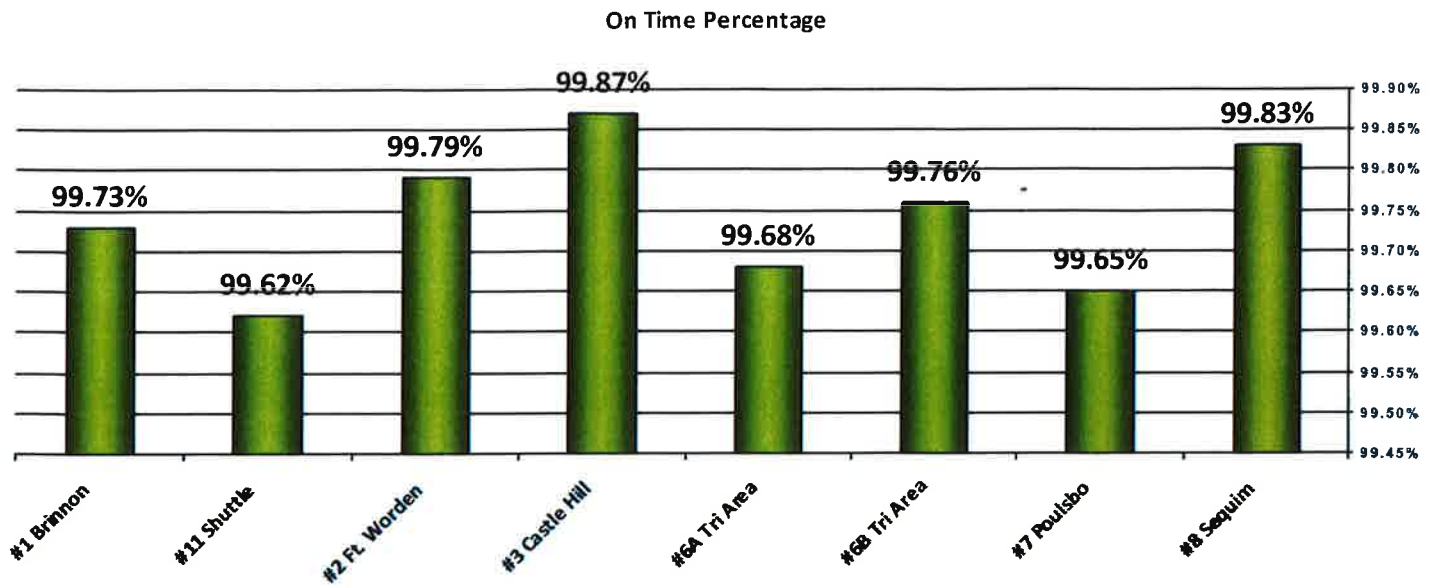
Current Year Total Ridership 13670

Previous Year Total Ridership 14661

-991 passenger Decrease from prior Year: -6.76%

# Jefferson Transit On Time Compliance Report

10/1/2017 through 10/31/2017



<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
--------------------	---------------------------	---------------	------------------------	------------------------

#1 Brinnon	215.90	High Ridership	0.22	0.00
#1 Brinnon	215.90	Holding For Transfers	1.00	0.00
#1 Brinnon	215.90	Other/No reason	0.30	0.00
#1 Brinnon	215.90	Traffic Delay	0.77	0.00
#11 Shuttle	269.24	ADA Client	3.38	0.01
#11 Shuttle	269.24	High Ridership	0.12	0.00
#11 Shuttle	269.24	Holding For Transfers	0.25	0.00
#11 Shuttle	269.24	Other/No reason	0.88	0.00
#11 Shuttle	269.24	Traffic Delay	0.47	0.00
#2 Ft. Worden	127.68	ADA Client	0.27	0.00
#3 Castle Hill	127.68	Bridge Opening	0.25	0.00
#3 Castle Hill	127.68	Other/No reason	0.15	0.00
#3 Castle Hill	127.68	Traffic Delay	0.10	0.00
#6A Tri Area	104.44	ADA Client	0.40	0.00
#6A Tri Area	104.44	Traffic Delay	0.27	0.00
#6B Tri Area	78.78	ADA Client	0.10	0.00
#6B Tri Area	78.78	High Ridership	0.13	0.00
#6B Tri Area	78.78	Mechanical Breakdown	0.12	0.00
#6B Tri Area	78.78	Other/No reason	0.12	0.00
#6B Tri Area	78.78	Traffic Delay	0.48	0.01

<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#7 Poulsbo	201.02	Bridge Opening	1.00	0.00
#7 Poulsbo	201.02	Holding For Transfers	1.32	0.01
#7 Poulsbo	201.02	Other/No reason	0.10	0.00
#7 Poulsbo	201.02	Traffic Delay	0.37	0.00
#8 Sequim	182.12	Mechanical Breakdown	0.37	0.00
#8 Sequim	182.12	Passenger Event	0.25	0.00
#8 Sequim	182.12	Traffic Delay	0.30	0.00



## Productivity by Funding Source - JTA

For Time Period: 10/1/2017 - 10/31/2017

Printed: 12/12/2017 16:04:42

Service Miles	Non-Rev Miles	No Show Miles	Revenue Hours	Passenger Hours	Cancel	Attn Count	AMB	Vehicle Miles	Passengers
Revenue Miles	Passenger Miles	Service Hours	Non-Rev Hours	No Show Hours	No Shows	Guest Count	Wheelchair	Vehicle Hours	One Way Trips
JTA									
4,962	511	6	415.03	205.07	63	30	681	4,962	908
4,451	3,221	506.03	91.00	0.00	30	4	193	506.03	874
Grand Totals									
4,962	511	6	415.03	205.07	63	30	681	4,962	908
4,451	3,221	506.03	91.00	0.00	30	4	193	506.03	874