



JEFFERSON TRANSIT AUTHORITY REGULAR BOARD MEETING

Tuesday, June 19, 2018, 1:30 p.m.

Jefferson Transit Boardroom

63 4 Corners Road, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

I. New Business

- a. Composition of the Board Discussion

II. Finance Reports

- a. May 2018
- b. April 2018

III. Consent Agenda

- a. Approval of Minutes, April 17, 2018
- b. Approval of Special Meeting Minutes, May 10, 2018
- c. Approval of Expenses, May 2018
- d. Approval of Expenses, April 2018

Public Hearing: Transit Development Plan/Transportation Improvement Plan 2018-2023 Draft (Found under Tab #8 in the Board packet book)

IV. Old Business

- a. CAC Discussion
- b. Memorial Discussion

V. Reports

- a. General Manager's Report
- b. Operations Report
- c. Maintenance Report

VI. Ridership Report

Public Comments

Closed Session: Pursuant to RCW 42.30.140(4)(a) for the purpose of discussing collective bargaining proceedings (10-minutes)

Adjournment

Authority Board will sign documents

Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.

RCW 36.57A.055**Governing body—Periodic review of composition.**

*** CHANGE IN 2018 *** (SEE 6414.SL) ***

After a public transportation benefit area has been in existence for four years, members of the county legislative authority and the elected representative of each city within the boundaries of the public transportation benefit area shall review the composition of the governing body of the benefit area and change the composition of the governing body if the change is deemed appropriate. The review shall be at a meeting of the designated representatives of the component county and cities, and the majority of those present shall constitute a quorum at such meeting. Twenty days notice of the meeting shall be given by the chief administrative officer of the public transportation benefit area authority. After the initial review, a review shall be held every four years.

If an area having a population greater than fifteen percent, or areas with a combined population of greater than twenty-five percent of the population of the existing public transportation benefit area as constituted at the last review meeting, annex to the public transportation benefit area, or if an area is added under RCW 36.57A.140(2), the representatives of the component county and cities shall meet within ninety days to review and change the composition of the governing body, if the change is deemed appropriate. This meeting is in addition to the regular four-year review meeting and shall be conducted pursuant to the same notice requirement and quorum provisions of the regular review.

[1991 c 318 § 16; 1983 c 65 § 4.]

NOTES:

Intent—1991 c 318: See note following RCW 36.57A.040.

RCW 36.57A.050**Governing body—Selection, qualification, number of members—Travel expenses, compensation.**

*** CHANGE IN 2018 *** (SEE 6414.SL) ***

Within sixty days of the establishment of the boundaries of the public transportation benefit area the members of the county legislative authority and the elected representative of each city within the area shall provide for the selection of the governing body of such area, the public transportation benefit area authority, which shall consist of elected officials selected by and serving at the pleasure of the governing bodies of component cities within the area and the county legislative authority of each county within the area. If at the time a public transportation benefit area authority assumes the public transportation functions previously provided under the Interlocal Cooperation Act (chapter 39.34 RCW) there are citizen positions on the governing board of the transit system, those positions may be retained as positions on the governing board of the public transportation benefit area authority.

Within such sixty-day period, any city may by resolution of its legislative body withdraw from participation in the public transportation benefit area. The county legislative authority and each city remaining in the public transportation benefit area may disapprove and prevent the establishment of any governing body of a public transportation benefit area if the composition thereof does not meet its approval.

In no case shall the governing body of a single county public transportation benefit area be greater than nine voting members and in the case of a multicounty area, fifteen voting members. Those cities within the transportation benefit area and excluded from direct membership on the authority are hereby authorized to designate a member of the authority who shall be entitled to represent the interests of such city which is excluded from direct membership on the authority. The legislative body of such city shall notify the authority as to the determination of its authorized representative on the authority.

There is one nonvoting member of the public transportation benefit area authority. The nonvoting member is recommended by the labor organization representing the public transportation employees within the local public transportation system. If the public transportation employees are represented by more than one labor organization, all such labor organizations shall select the nonvoting member by majority vote. The nonvoting member shall comply with all governing bylaws and policies of the authority. The chair or cochair of the authority shall exclude the nonvoting member from attending any executive session held for the purpose of discussing negotiations with labor organizations. The chair or cochair may exclude the nonvoting member from attending any other executive session. The requirement that a nonvoting member be appointed to the governing body of a public transportation benefit area authority does not apply to an authority that has no employees represented by a labor union.

Each member of the authority is eligible to be reimbursed for travel expenses in accordance with RCW 43.03.050 and 43.03.060 and to receive compensation, as set by the authority, in an amount not to exceed forty-four dollars for each day during which the member attends official meetings of the authority or performs prescribed duties approved by the chair of the authority. Except that the authority may, by resolution, increase the payment of per diem compensation to each member from forty-four dollars up to ninety dollars per day or portion of a day for actual attendance at board meetings or for performance of other official services or duties on behalf of the authority. In no event may a member be compensated in any year for more than seventy-five days, except the chair who may be paid compensation for not more than one hundred days: PROVIDED, That compensation shall not be paid to an elected official or employee of federal, state, or local government who is receiving regular full-time compensation from such government for attending meetings and performing prescribed duties of the authority.

The dollar thresholds established in this section must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2008, based upon changes in the consumer price index during that time period. "Consumer price index" means, for any calendar year, that year's

annual average consumer price index, for Washington state, for wage earners and clerical workers, all items, compiled by the bureau of labor and statistics, United States department of labor. If the bureau of labor and statistics develops more than one consumer price index for areas within the state, the index covering the greatest number of people, covering areas exclusively within the boundaries of the state, and including all items shall be used for the adjustments for inflation in this section. The office of financial management must calculate the new dollar threshold and transmit it to the office of the code reviser for publication in the Washington State Register at least one month before the new dollar threshold is to take effect.

A person holding office as commissioner for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her commissioner positions as compensation for attending an official meeting or conducting official services or duties while representing more than one of his or her districts. However, such commissioner may receive additional per diem compensation if approved by resolution of all boards of the affected commissions.

[2010 c 278 § 3; 2009 c 549 § 4097; 2007 c 469 § 14; 1998 c 121 § 15; 1983 c 65 § 3; 1977 ex.s. c 44 § 2; 1975 1st ex.s. c 270 § 15.]

NOTES:

Severability—Effective date—1977 ex.s. c 44: See notes following RCW 36.57A.030.

Severability—Effective date—1975 1st ex.s. c 270: See notes following RCW 35.58.272.



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

June 14, 2018

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: May 2018 Financial Report

The budget tracking percentage for May is 41.65%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- For the month March sales tax was 7% higher than received in March 2017.

Revenue Report –

- Operating revenue is 9% below budget. Lower ridership appears to be the primary driver of this trend. Fixed Route is 11% below budget while JTOC is over budget. DAR is 6% below budget. Vanpool is on budget.

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.

Cumulatively, JTA expenses are 5.8% BELOW budget.

- **Labor** – Labor is 4.5% below budget.
 - **Labor (Fixed Route)** – This is a timing issue. The new operators trained with our current operators inflating the March payroll. The numbers are improving, however, we are still seeing some increases due to illness and bereavement leave.
 - **Overtime** – This line item was over budget for DAR; all departments are now performing under budget.
- **Benefits** – Benefits are 4.4% under budget
 - **Worker's Compensation** – May be over budget for the year.
 - **Holiday** – Timing Issue - Personal Holidays are front loaded, will fall in line as year progresses
 - **Other Paid Leave** – Paid Administrative leave, Bereavement Leave, this line item will be over budget for the year.
 - **Uniforms** – Was timing Issue – now performing under budget
- **Services and User Fees** – S/U Fees are 11.3% below budget
 - **Advertising – Monitoring** – We have additional unexpected advertising expenses (job postings, farmer's market). We typically increase advertising/marketing during the summer months.
 - **Professional & Technical Services** - Now performing under budget
 - **Contract Maintenance Services (IT Services)** – timing issue; working on a server migration project, this project was budgeted.
 - **Security Services** – Now performing under budget

- Drug & Alcohol Services – Now performing under budget
- Other Services & User Fees – Training/Repair on HVAC
- **Materials and Supplied Consumed** – M/S Consumed is 8.5% under budget
 - Vehicle Maintenance & Repair Parts – Monitoring, the line item has improved, coming back in line with budget.
 - Non-Vehicle Maintenance & Repair – New signage for P&R, may be over budget for the year, monitoring
 - Shop Supplies – Monitoring, is showing an over budget trend
- **Utilities** – 7.5% under budget
- **Casualty/Liability Costs** - .91% under budget
- **Taxes** – 25% under budget
- **Miscellaneous** – 16% under budget
 - EE CDL and EE Physical Expense – Timing Issue
- **Interest on Debt** – 40.8% under budget (bi-annual payment made in June and Dec)
- **Leases and Rentals** – 13.2% under budget

Capital Activity –

- Capital activity in May: 63 4 Corners - Park & Ride Project



May 2018 Financial Summary

Budget Tracking Figure: 41.7%

1. Operational Expenses:	\$322,406.55
Operational Revenues:	\$12,677.56
Non-Operational Income:	\$517,364.80
Capital Expenses:	\$5776.72
Capital Income:	\$0.00
2. Sales Tax Received 5/31/2018 for March 2018:	\$433,601.92
Sales Tax Received 5/31/2017 for March 2017:	\$404,565.67
Sales tax increased from prior year 7%	
3. Cash on Hand as of May 31, 2018*:	
Operating:	\$1,777,768.04
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,367,525.00
Dedicated (Committed) Grant Match(100% Funded):	\$2,072,137.40
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$40,166.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$125,485.39
Travel Fund:	\$1,500.00
Total	\$7,058,832.26**

*"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

2018

Month Received - Cash Basis (Cash Flow)

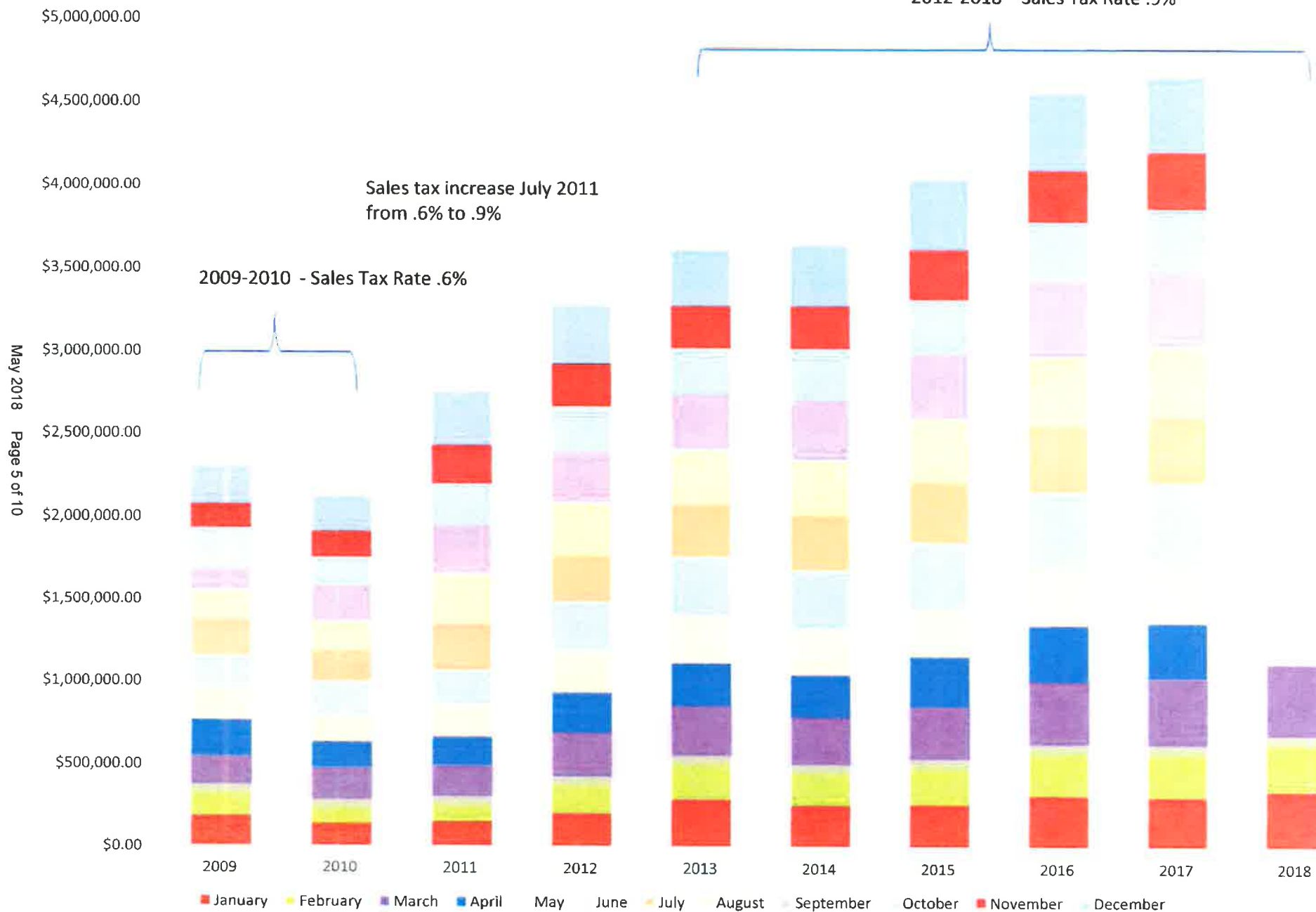
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,875,680.00	
July	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	2,213,655.00	
August	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	2,632,986.00	
September	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,992,134.00	
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$1,923,627.42	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$384,725.48	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Accrual Actual Sales Tax Received	2018 Cumulative Accrual Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$677,932.45	557,576.00	21.59%
March	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,111,534.37	921,685.00	20.60%
April	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,226,804.00	
May	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	1,564,779.00	
June	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	1,984,110.00	
July	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,343,258.00	
August	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	2,731,050.00	
September	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$1,111,534.37	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$370,511.46	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

Jefferson Transit Authority - 2008-2018 Cumulative Sales Tax (Accrual Based)

2012-2018 - Sales Tax Rate .9%



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Five Months Ending May 31, 2018**

	May	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,679,024.14	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$60,675.26)	(\$1,635,146.24)
Non-Capital Financing Activities	\$433,592.98	\$2,236,548.05
Investing Activities	\$7,290.40	\$26,920.99
Total Operating Cash Provided/(Used)	\$380,208.12	\$628,322.80
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities		\$22,535.37
Net Increase/(Decrease) Cash and Equivalent	\$380,208.12	\$650,858.17
CASH BALANCES - END OF PERIOD	\$7,059,232.26	\$7,059,232.26

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2018**

	May	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$12,677.56	\$67,513.28	\$208,000.00	32.46%
Operating Expenses				
Labor	150,321.91	814,837.18	2,194,041.00	37.14%
Benefits	109,413.13	624,743.89	1,675,485.00	37.29%
Services and User Fees	7,251.76	90,232.87	296,865.00	30.40%
Materials & Supplies	38,792.62	209,139.60	631,560.00	33.11%
Utilities	2,764.89	28,454.80	83,253.00	34.18%
Casualty/Liability Costs	10,968.41	53,779.60	132,000.00	40.74%
Taxes	244.17	1,344.89	8,011.00	16.79%
Miscellaneous Expenses	2,505.46	24,066.56	93,332.00	25.79%
Interest on Debt		300.00	35,755.00	0.84%
Leases and Rentals	144.20	5,311.35	18,640.00	28.49%
Total Operating Expenses	322,406.55	1,852,210.74	5,168,942.00	35.83%
Operating Income (Loss)	(309,728.99)	(1,784,697.46)	(4,960,942.00)	35.97%
Non-Operating Revenues				
Non-Transportation Revenue	7,461.88	31,875.42	24,000.00	132.81%
Taxes Levied by Transit	407,467.92	1,917,845.42	4,166,099.00	46.03%
Local Grants & Contributions	1,250.00	6,250.00	17,500.00	35.71%
State Grants & Contributions	11,976.00	59,880.00	255,000.00	23.48%
Federal Grants & Contributions	89,209.00	446,045.00	960,000.00	46.46%
Total Non-Operating Revenues	517,364.80	2,461,895.84	5,422,599.00	45.40%
Net Income (Loss) Before Transfers In/(Out)	207,635.81	677,198.38	461,657.00	146.69%
Net Income/(Loss)	207,635.81	677,198.38	461,657.00	146.69%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Five Months Ending May 31, 2018**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$9,846.18	\$52,208.18	\$168,000.00	31.08%
Fixed Route Fares - West - JTOC	222.82	1,883.26	3,900.00	48.29%
Dial-a-Ride Fares (DAR)	637.04	3,818.00	10,800.00	35.35%
Vanpools	1,971.52	9,603.84	22,800.00	42.12%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	12,677.56	67,513.28	208,000.00	32.46%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,290.40	26,920.99	12,000.00	224.34%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	171.48	4,954.43	10,800.00	45.87%
Taxes Levied Directly by Transit System - Sales & Use Tax	407,467.92	1,917,845.42	4,166,099.00	46.03%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	11,976.00	59,880.00	252,000.00	23.76%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	89,209.00	446,045.00	960,000.00	46.46%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	517,364.80	2,461,895.84	5,422,599.00	45.40%
TOTAL REVENUES	530,042.36	2,529,409.12	5,630,599.00	44.92%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2018**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$61,644.82	\$315,617.30	\$705,898.00	44.71%
Operators Overtime - Fixed Route	2,339.60	27,774.14	79,254.00	35.04%
Operators Salaries & Wages - Dial-a-Ride (DAR)	4,733.86	30,289.15	129,226.00	23.44%
Operators Overtime - Dial-a-Ride (DAR)	105.09	4,840.15	12,879.00	37.58%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	36,573.78	194,792.23	579,880.00	33.59%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,228.11	10,909.14	51,684.00	21.11%
Administration Salaries	43,696.65	230,615.07	635,220.00	36.30%
Total Labor	150,321.91	814,837.18	2,194,041.00	37.14%
Benefits				
FICA	13,824.71	69,770.75	217,429.00	32.09%
Pension Plans (PERS)	22,040.10	113,946.54	318,319.00	35.80%
Medical Plans	43,521.77	217,991.12	586,956.00	37.14%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		2,364.00	22,000.00	10.75%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,339.05	35,935.99	79,370.00	45.28%
Holiday	649.08	44,468.71	93,317.00	47.65%
General Leave	22,214.76	110,717.86	282,932.00	39.13%
Other Paid Absence (Court Duty & Bereavement)	765.71	12,794.16	14,686.00	87.12%
Uniforms, Work Clothing & Tools Allowance	509.33	6,364.81	16,880.00	37.71%
Other Benefits (HRA, EAP & Wellness)	548.62	10,389.95	28,836.00	36.03%
Total Benefits	109,413.13	624,743.89	1,675,485.00	37.29%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	337.83	8,523.31	18,250.00	46.70%
Professional & Technical Services	1,902.07	51,408.17	127,000.00	40.48%
Contract Maintenance Services (IT Services)	1,642.60	6,991.56	14,500.00	48.22%
Security Services	236.16	2,284.41	5,600.00	40.79%
Vehicle Technical Services		5,655.58	42,000.00	13.47%
Property Maintenance Services	450.82	5,493.12	29,500.00	18.62%
Software Maintenance Fees	958.92	5,434.84	46,615.00	11.66%
Postage & Mail Meter Fees		925.20	3,100.00	29.85%
Drug & Alcohol Services	237.08	1,955.40	4,800.00	40.74%
Other Services & User Fees	1,486.28	1,561.28	2,500.00	62.45%
Total Service and User Fees	7,251.76	90,232.87	296,865.00	30.40%
Materials and Supplies Consumed				
Fuel	24,489.43	117,193.68	355,000.00	33.01%
Tires	1,015.83	8,400.89	35,000.00	24.00%
Lubrication	870.15	3,955.83	10,550.00	37.50%
Tools	1,768.27	3,743.80	18,000.00	20.80%
Vehicle Maintenance & Repair Parts	7,127.78	41,030.54	96,500.00	42.52%
Non-Vehicle Maintenance & Repair Parts	145.64	5,145.08	8,240.00	62.44%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials	32.38	167.05	3,750.00	4.45%
Shop Supplies (Maintenance & Cleaning)	3,031.36	10,417.86	20,500.00	50.82%
Safety & Emergency Supplies		1,201.92	7,050.00	17.05%
Office Supplies	150.19	3,615.85	17,420.00	20.76%
Computer Programs & Supplies		2,205.75	13,750.00	16.04%
Printing (Photocopier, Schedules & Brochures)	161.59	11,840.08	42,450.00	27.89%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	38,792.62	209,139.60	631,560.00	33.11%
Utilities				
Water, Sewer & Solid Garbage	157.36	3,952.85	14,100.00	28.03%
Utilities (Electrical & Propane)		10,421.19	29,000.00	35.94%
Telephone & Internet	2,607.53	14,080.76	40,153.00	35.07%
Total Utilities	2,764.89	28,454.80	83,253.00	34.18%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2018**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$10,968.41	\$54,842.05	\$132,000.00	41.55%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Total Casualty and Liability Costs	10,968.41	53,779.60	132,000.00	40.74%
Taxes				
State Taxes	244.17	1,300.30	4,261.00	30.52%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		44.59	3,000.00	1.49%
Total Taxes	244.17	1,344.89	8,011.00	16.79%
Miscellaneous				
Dues & Subscriptions	753.83	5,320.62	17,757.00	29.96%
Travel & Meetings	324.41	8,062.51	34,750.00	23.20%
Safety Program (Rodeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)	385.00	8,354.84	26,454.00	31.58%
EE CDL and EE Physical Expense	1,084.00	2,223.00	5,071.00	43.84%
Other Miscellaneous	(41.78)	69.70	300.00	23.23%
Total Miscellaneous	2,505.46	24,066.56	93,332.00	25.79%
Interest Expense				
Interest on Long-term Debt Obligation		300.00	35,755.00	0.84%
Total Interest Expense		300.00	35,755.00	0.84%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	721.00	3,000.00	24.03%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities		4,574.00	13,140.00	34.81%
Total Leases and Rentals	144.20	5,311.35	18,640.00	28.49%
 TOTAL OPERATING EXPENSES	 322,406.55	 1,852,210.74	 5,168,942.00	 35.83%

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
May 2018

Current Account Status	Balance per Bank @ 5/31/18	\$	3,714,662.40	\$	-
Balance per GL @ 4/30/18		\$	3,715,432.98		
	Transfers - In	\$	-		
	Transfers - In (Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement				
	Investment Interest	\$	5,006.14		
	Transfers - Out (Purchases)	\$	(5,776.72)		
	Transfers - Out /County Interest Correction)	\$	-		
Balance per GL @ 5/31/18		\$	3,714,662.40		
Balance in Capital Account	Outstanding Checks	\$	3,714,662.40		

2018 Capital Projects

Facility		Grant Funding	JTA Funding
	2018 Budgeted Balance	\$	\$
	JTA Funded Balance		\$
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2018 Beginning Budget		
	Bathroom Installation	\$	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$	\$ 150,000.00
	JTA Funded Balance		\$ 661,025.00
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$	\$ 80,000.00
	JTA Funded Balance		\$ 180,000.00
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$	3,714,662.40
JTA Committed Project Funds Sub-Total	\$	(1,367,525.00)
JTA Vehicle Reserve	\$	(250,000.00)
JTA IT Reserve	\$	(25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$	2,072,137.40



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

May 16, 2018

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: April 2018 Financial Report

The budget tracking percentage for April is 33.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- For the month February sales tax was 6% higher than received in February 2017.

Revenue Report –

- Operating revenue is 7% below budget. Lower ridership appears to be the primary driver of this trend. Fixed Route is 8% below budget while JTOC is over budget. DAR is less than 4% below budget. Vanpool is on budget.

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.

Cumulatively, JTA expenses are 3.95% BELOW budget.

- **Labor –** Labor is 3% below budget.
 - **Labor (Fixed Route) –** This is a timing issue. The new operators trained with our current operators inflating the March payroll. The numbers are improving, however, we are still seeing some increases due to illness and bereavement leave.
 - **Overtime –** Over budget for DAR overtime - Timing Issue– As expected, until the new operators were trained the amount of overtime increased. In March both Fixed Route and DAR were over budget, Fixed route is now under budget and DAR overtime is falling rapidly.
- **Benefits –** Benefits are 2.72% under budget
 - **Worker's Compensation –** May be over budget for the year. JTA was notified in of an increase in experience rating for the majority of employees after the budget was completed. JTA's payroll provider calculated the employer portion at the old rate for the first quarter data, the error was discovered and corrected but has resulted in an over budget condition.
 - **Holiday –** Timing Issue - Personal Holidays are front loaded, will fall in line as year progresses
 - **Other Paid Leave –** Paid Administrative leave, Bereavement Leave, this line item will be over budget for the year.
 - **Uniforms –** Timing Issue – Early purchases, will fall in line as year progresses

- **Services and User Fees** – S/U Fees are 5.35% below budget
 - Advertising – Monitoring – We have additional unexpected advertising expenses (job postings, farmer's market). We typically increase advertising/marketing during the summer months.
 - Professional & Technical Services - Legal assistance
 - Contract Maintenance Services (IT Services) – timing issue; working on a server migration project, this project was budgeted.
 - Security Services – Timing Issue
 - Drug & Alcohol Services – Timing Issue
- **Materials and Supplied Consumed** – M/S Consumed is 6.33% under budget
 - Vehicle Maintenance & Repair Parts – Monitoring, the line item has improved over March figures – it is slowly coming back in line with budget.
 - Non-Vehicle Maintenance & Repair – New signage for P&R, may be over budget for the year, monitoring
 - Shop Supplies – Monitoring, is showing an over budget trend
- **Utilities** – 2.4% under budget
 - Electricity – Monitoring – Added funding in 2018 for rate increase, may even out over summer months.
- **Casualty/Liability Costs** - .88% under budget
- **Taxes** – 19.3% under budget
- **Miscellaneous** – 10.53% under budget
 - Other Miscellaneous – Timing Issue, expecting credit on expense.
- **Interest on Debt** – 32.46% under budget (bi-annual payment made in June and Dec)
- **Leases and Rentals** – 11.71% under budget

Capital Activity –

- Capital activity in April: None



April 2018 Financial Summary

Budget Tracking Figure: 33.3%

1. Operational Expenses:	\$354,511.90
Operational Revenues:	\$13,544.98
Non-Operational Income:	\$465,068.22
Capital Expenses:	\$0.00
Capital Income:	\$0.00
2. Sales Tax Received 4/30/2018 for February 2018:	\$331,184.26
Sales Tax Received 4/30/2017 for February 2017:	\$311,554.48
Sales tax increased from prior year 6%	
3. Cash on Hand as of April 30, 2018*:	
Operating:	\$1,445,983.04
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,367,525.00
Dedicated (Committed) Grant Match(100% Funded):	\$2,072,907.98
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$35,016.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$79,508.14
Travel Fund:	\$1,500.00

Total	\$6,676,690.59**
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*"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

2018

Month Received - Cash Basis (Cash Flow)

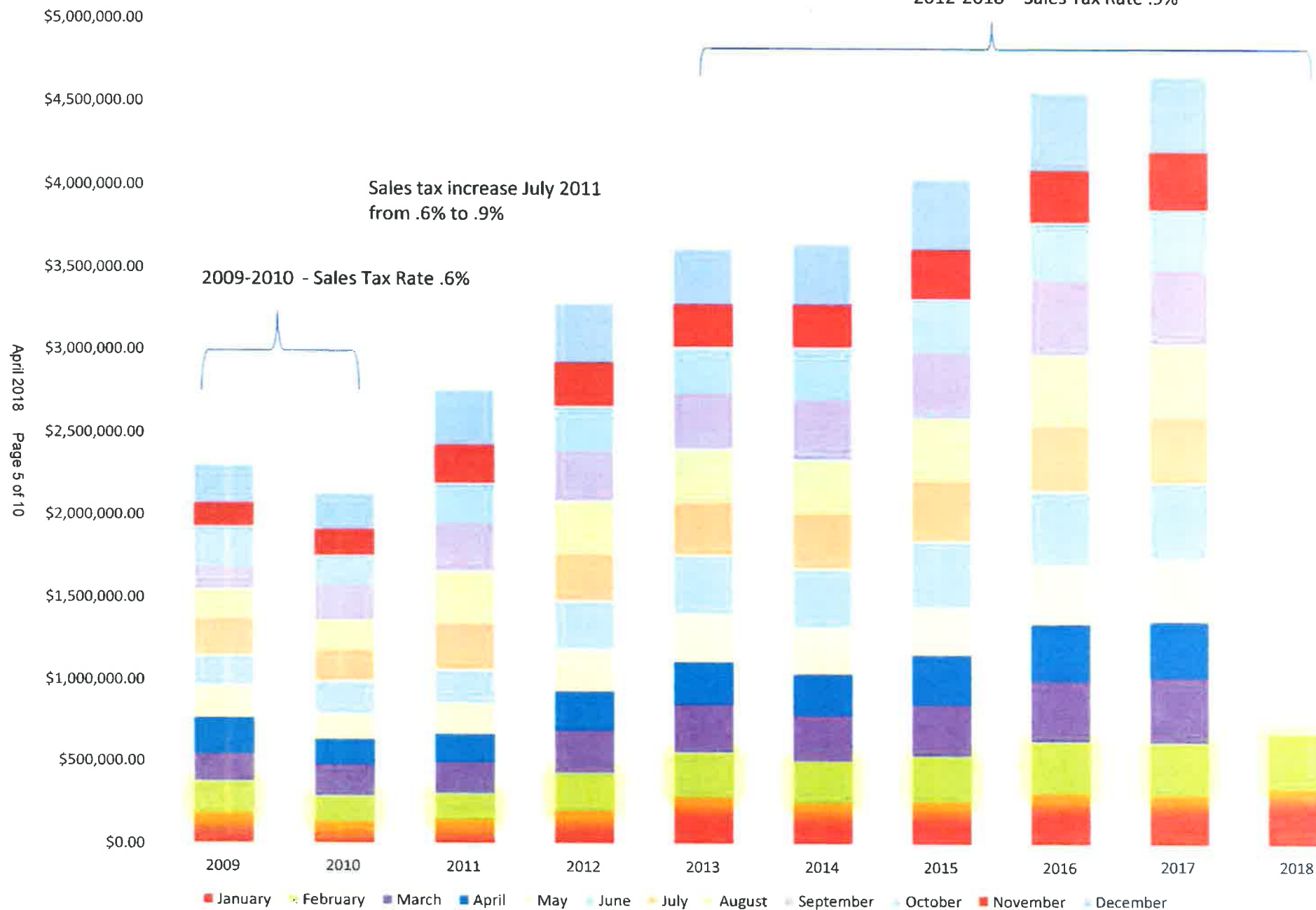
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%		\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	0.00%	\$0.00	1,570,561.00	
June	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,875,680.00	
July	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	2,213,655.00	
August	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	2,632,986.00	
September	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,992,134.00	
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$1,490,025.50	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$372,506.38	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Accrual Actual Sales Tax Received	2018 Cumulative Accrual Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$677,932.45	557,576.00	21.59%
March	0.90%		\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	0.00%	\$0.00	921,685.00	
April	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,226,804.00	
May	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	1,564,779.00	
June	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	1,984,110.00	
July	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,343,258.00	
August	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	2,731,050.00	
September	0.90%		\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$677,932.45	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$338,966.23	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

Jefferson Transit Authority - 2008-2018 Cumulative Sales Tax (Accrual Based)

2012-2018 - Sales Tax Rate .9%



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Four Months Ending April 30, 2018

	April	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,653,818.42	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$343,856.61)	(\$1,574,470.98)
Non-Capital Financing Activities	\$332,605.31	\$1,802,955.07
Investing Activities	\$5,887.38	\$19,630.59
Total Operating Cash Provided/(Used)	(\$5,363.92)	\$248,114.68
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$30,569.64	\$22,535.37
Net Increase/(Decrease) Cash and Equivalent	\$25,205.72	\$270,650.05
CASH BALANCES - END OF PERIOD	\$6,679,024.14	\$6,679,024.14

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending April 30, 2018

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,544.98	\$54,835.72	\$208,000.00	26.36%
Operating Expenses				
Labor	151,471.62	664,515.27	2,194,041.00	30.29%
Benefits	119,314.22	515,330.76	1,675,485.00	30.76%
Services and User Fees	20,152.71	82,981.11	296,865.00	27.95%
Materials & Supplies	42,824.14	170,345.99	631,560.00	26.97%
Utilities	6,037.43	25,689.91	83,253.00	30.86%
Casualty/Liability Costs	10,968.41	42,811.19	132,000.00	32.43%
Taxes	281.50	1,100.72	8,011.00	13.74%
Miscellaneous Expenses	2,174.17	21,461.10	93,332.00	22.99%
Interest on Debt		300.00	35,755.00	0.84%
Leases and Rentals	1,287.70	5,167.15	18,640.00	27.72%
Total Operating Expenses	354,511.90	1,529,703.20	5,168,942.00	29.59%
Operating Income (Loss)	(340,966.92)	(1,474,867.48)	(4,960,942.00)	29.73%
Non-Operating Revenues				
Non-Transportation Revenue	6,728.96	24,413.54	24,000.00	101.72%
Taxes Levied by Transit	355,904.26	1,510,377.50	4,166,099.00	36.25%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	11,976.00	47,904.00	255,000.00	18.79%
Federal Grants & Contributions	89,209.00	356,836.00	960,000.00	37.17%
Total Non-Operating Revenues	465,068.22	1,944,531.04	5,422,599.00	35.86%
Net Income (Loss) Before Transfers In/(Out)	124,101.30	469,663.56	461,657.00	101.73%
Net Income/(Loss)	124,101.30	469,663.56	461,657.00	101.73%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Four Months Ending April 30, 2018**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,582.39	\$42,362.00	\$168,000.00	25.22%
Fixed Route Fares - West - JTOC	518.93	1,660.44	3,900.00	42.58%
Dial-a-Ride Fares (DAR)	530.06	3,180.96	10,800.00	29.45%
Vanpools	1,913.60	7,632.32	22,800.00	33.48%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	13,544.98	54,835.72	208,000.00	26.36%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	5,887.38	19,630.59	12,000.00	163.59%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	841.58	4,782.95	10,800.00	44.29%
Taxes Levied Directly by Transit System - Sales & Use Tax	355,904.26	1,510,377.50	4,166,099.00	36.25%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	11,976.00	47,904.00	252,000.00	19.01%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	89,209.00	356,836.00	960,000.00	37.17%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	465,068.22	1,944,531.04	5,422,599.00	35.86%
TOTAL REVENUES	478,613.20	1,999,366.76	5,630,599.00	35.51%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2018**

	April	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$62,185.41	\$253,972.48	\$705,898.00	35.98%
Operators Overtime - Fixed Route	3,874.92	25,434.54	79,254.00	32.09%
Operators Salaries & Wages - Dial-a-Ride (DAR)	2,501.92	25,555.29	129,226.00	19.78%
Operators Overtime - Dial-a-Ride (DAR)	(177.25)	4,735.06	12,879.00	36.77%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,613.49	158,218.45	579,880.00	27.28%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,183.82	9,681.03	51,684.00	18.73%
Administration Salaries	43,289.31	186,918.42	635,220.00	29.43%
Total Labor	151,471.62	664,515.27	2,194,041.00	30.29%
Benefits				
FICA	13,413.72	55,946.04	217,429.00	25.73%
Pension Plans (PERS)	22,473.47	91,906.44	318,319.00	28.87%
Medical Plans	49,003.95	174,469.35	586,956.00	29.72%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		2,364.00	22,000.00	10.75%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,339.18	30,596.94	79,370.00	38.55%
Holiday	175.62	43,819.63	93,317.00	46.96%
General Leave	21,239.55	88,503.10	282,932.00	31.28%
Other Paid Absence (Court Duty & Bereavement)	586.56	12,028.45	14,686.00	81.90%
Uniforms, Work Clothing & Tools Allowance	739.08	5,855.48	16,880.00	34.69%
Other Benefits (HRA, EAP & Wellness)	3,343.09	9,841.33	28,836.00	34.13%
Total Benefits	119,314.22	515,330.76	1,675,485.00	30.76%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,574.96	8,185.48	18,250.00	44.85%
Professional & Technical Services	6,423.03	49,506.10	127,000.00	38.98%
Contract Maintenance Services (IT Services)	1,452.43	5,348.96	14,500.00	36.89%
Security Services	1,695.75	2,048.25	5,600.00	36.58%
Vehicle Technical Services	1,825.37	5,655.58	42,000.00	13.47%
Property Maintenance Services	2,918.33	5,042.30	29,500.00	17.09%
Software Maintenance Fees	1,599.16	4,475.92	46,615.00	9.60%
Postage & Mail Meter Fees	261.60	925.20	3,100.00	29.85%
Drug & Alcohol Services	402.08	1,718.32	4,800.00	35.80%
Other Services & User Fees		75.00	2,500.00	3.00%
Total Service and User Fees	20,152.71	82,981.11	296,865.00	27.95%
Materials and Supplies Consumed				
Fuel	26,419.20	92,703.26	355,000.00	26.11%
Tires	1,967.75	7,385.06	35,000.00	21.10%
Lubrication	(1,305.01)	3,085.68	10,550.00	29.25%
Tools	119.84	1,975.53	18,000.00	10.98%
Vehicle Maintenance & Repair Parts	8,609.43	33,902.76	96,500.00	35.13%
Non-Vehicle Maintenance & Repair Parts	2,517.62	4,999.44	8,240.00	60.67%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials		134.67	3,750.00	3.59%
Shop Supplies (Maintenance & Cleaning)	1,885.65	7,386.50	20,500.00	36.03%
Safety & Emergency Supplies	371.65	1,201.92	7,050.00	17.05%
Office Supplies	693.15	3,465.66	17,420.00	19.89%
Computer Programs & Supplies	897.75	2,205.75	13,750.00	16.04%
Printing (Photocopier, Schedules & Brochures)	647.11	11,678.49	42,450.00	27.51%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	42,824.14	170,345.99	631,560.00	26.97%
Utilities				
Water, Sewer & Solid Garbage	968.80	3,795.49	14,100.00	26.92%
Utilities (Electrical & Propane)	2,203.89	10,421.19	29,000.00	35.94%
Telephone & Internet	2,864.74	11,473.23	40,153.00	28.57%
Total Utilities	6,037.43	25,689.91	83,253.00	30.86%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2018**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$10,968.41	\$43,873.64	\$132,000.00	33.24%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Total Casualty and Liability Costs	10,968.41	42,811.19	132,000.00	32.43%
Taxes				
State Taxes	281.50	1,056.13	4,261.00	24.79%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		44.59	3,000.00	1.49%
Total Taxes	281.50	1,100.72	8,011.00	13.74%
Miscellaneous				
Dues & Subscriptions	863.83	4,566.79	17,757.00	25.72%
Travel & Meetings	968.56	7,738.10	34,750.00	22.27%
Safety Program (Rodeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)	300.00	7,869.84	26,454.00	29.75%
EE CDL and EE Physical Expense		1,139.00	5,071.00	22.46%
Other Miscellaneous	41.78	111.48	300.00	37.16%
Total Miscellaneous	2,174.17	21,461.10	93,332.00	22.99%
Interest Expense				
Interest on Long-term Debt Obligation		300.00	35,755.00	0.84%
Total Interest Expense		300.00	35,755.00	0.84%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	576.80	3,000.00	19.23%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities	1,143.50	4,574.00	13,140.00	34.81%
Total Leases and Rentals	1,287.70	5,167.15	18,640.00	27.72%
TOTAL OPERATING EXPENSES	<u>354,511.90</u>	<u>1,529,703.20</u>	<u>5,168,942.00</u>	<u>29.59%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
April 2018

Current Account Status	Balance per Bank @ 4/30/18	\$ 3,715,432.98	\$ -
Balance per GL @ 3/31/18		\$ 3,677,984.35	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 33,723.00	
	Investment Interest	\$ 3,725.63	
	Transfers - Out (Purchases)	\$ -	
	Transfers - Out /County Interest Correction)	\$ -	
Balance per GL @ 4/30/18		\$ 3,715,432.98	
	Outstanding Checks		
Balance in Capital Account		\$ 3,715,432.98	

2018 Capital Projects			
Facility		Grant Funding	JTA Funding
	2018 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2018 Beginning Budget		
	<i>Bathroom Installation</i>	\$ -	\$ 187,000.00
	<i>Sidewalk/Concrete Tree Removal</i>	\$ -	\$ 8,000.00
	<i>Paint Roof of HPTC Building</i>		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$ -	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 661,025.00
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	JTA Funded Balance		\$ 180,000.00
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 3,715,432.98
JTA Committed Project Funds Sub-Total	\$ (1,367,525.00)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 2,072,907.98

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, April 17, 2018, 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 Faber at 1:35 pm. Other members present were, David Sullivan, Kathleen Kler, Kate Dean, Ariel Speser and ATU 587 Representative John Maiden. A quorum was present.

STAFF PRESENT

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

PUBLIC COMMENT

Burt Langsea commented on Jefferson Transit's drug policy.

Thuy Langsea commented on a memorial for Alice Lane.

NEW AGENDA ITEMS

Kate Dean requested to add a discussion regarding the Rhododendron carnival to today's Agenda.

FINANCE REPORTS

Please see Attachment A and B

Sara Crouch began by correcting the Budget Memo dated April 11, 2018; the first sentence should read "The budget tracking percentage for *March* is 25%. She also reported on two changes made to the March 2018 Financial Summary.

Ms. Crouch reported on the following items for March 2018:

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

CONSENT AGENDA

- a. Approval of Minutes, February 20, 2018
- b. Approval of Expenses, March 2018
- c. Approval of Expenses, February 2018
- d. Out-of-State Travel Approval for Tammi Rubert

***Motion: David Sullivan moved to approve the Consent Agenda. Kate Dean seconded.
Vote: The motion carried unanimously, 5-0 by voice vote.***

OLD BUSINESS

a. I.T. Reserve Fund Discussion

Sara Crouch distributed an informational draft I.T. Equipment List to the Board and explained items on the list. JTA is planning a presentation in a future meeting regarding capacity to put service on the road, asset replacement, and future service expansion. The Federal Transit Authority (FTA) has a requirement to develop a new Transit Asset Management Plan (TAM). The TAM plan will tell the story of our asset replacement, and why we need reserve policies.

b. Citizens Advisory Committee (CAC) Discussion

Discussion points included:

- Because there is not a lot of work for an ongoing CAC, Ad Hoc Committees may be a better use of our volunteer and staff time.
- The last time an Ad Hoc Committee was organized was to revise JTA's Exclusion Policy. The Committee's input was very helpful.
- There is a need for ongoing stable government funding for transit, and until there is a commitment from the legislature, a CAC would only be creating a vision that people would have to lobby for in Olympia.
- When Ad Hoc Committees are formed for a specific purpose, we can ask for volunteers who are familiar with the issue. When updating the Exclusion Policy, we invited Law Enforcement and the Public Defender's Office. When planning new transit service, we could invite volunteers who understand planning. When forming committees, we may get a better response if we have a target group.
- Ariel Speser and Kate Dean volunteered to form a CAC Sub-Committee.

c. Memorial Discussion

Tammi Rubert stated that at the last Board Meeting the Board asked that she look at several different options for a Memorial for Alice Lane. The Memorial sign on Highway 19 was proposed by a driver who was very close to Alice Lane. JTA received approximately 200 requests for a shelter to be named after Alice, and it was suggested that a memorial plaque is placed on the new shelter at the Rainier and Howard intersection. JTA also received a very generous offer to pay for the plaque from Debbie Jahnke.

Other discussion points included:

- The Highway Memorial is very appropriate because it was Alice's idea to start this Adopt-A-Highway program.
- Depending on the type of memorial, it needs to be clear who would be responsible for maintaining the memorial. Administration will have the discretion on whether or not to accept a gift of this nature.
- Without a Policy in place, JTA will stumble each time a memorial is requested. A simple solution for this particular memorial might be installing a plaque on a shelter. The plaque may be able to be done without a policy in place.
- A detail that should be specified in a policy is "who" would be eligible for a Memorial; just employees, or would passengers also be included? And, what is the appropriate amount of time to wait before establishing a memorial?
- The Board requested sample policies for the next Board Meeting and would like to continue to communicate to the public that JTA is working on the most appropriate way of memorializing Alice.
- The Board directed JTA to carry out a statewide transit inquiry which will give us results for all of the transit agencies who have a policy in place for Memorials.

NEW BUSINESS

Tammi Rubert Introduced the Director of the Jefferson County Farmers Markets Amanda Milholland. Before the Board makes their decision, she would like to do a presentation on the proposal for holding the Wednesday Market at the Haines Place Park & Ride.

Ms. Milholland began her presentation by reading the Farmers Markets Mission Statement. The Jefferson County Farmers Markets are a non-profit, mission-driven organization. Some of her presentation points included:

- All Farmers Markets play an important role in the community of being business innovators, community gathering places, and places where people can access fresh food and artisans.
- The Wednesday Uptown Farmers Market started in 2003. In the last couple of years, there have been about 5 to 7 vendors at the market.
- There are about 80 farms, artisan food producers and arts businesses that participate in the Farmers Markets. They create in our community something like a town square which gives people a chance to gather together, listen to live music and access phenomenal food while supporting the businesses that participate in the Market. They also strengthen the local economy.
- The Farmers Market Board would like to see the Wednesday Market reach more people and be a better service for our community, as well as support the farmers and artisan food makers who participate.
- Surveys and outreach were done, and the Haines Place Park & Ride was the most popular choice of the public.
- This move will not only benefit the Farmers Market but will also benefit transit. This location will draw passengers riding transit, and people on their way home from work.

- People have been very excited about the move to the Park & Ride. The Farmers Market has vendors who have participated for many years but also has new vendors signed. Some of these vendors have never participated in the Farmers Market before and are interested in participating in the Wednesday Market this year due to the location at Haines Place Transit Center.

a. Resolution 18-05: Farmers Market Contract

Tammi Rubert stated Resolution 18-15 requests the Board approves the use of the Haines Place Transit Center for the Wednesday Farmers Market.

Motion: Kate Dean moved to approve Resolution 18-05: Authorizing the General Manager to sign the Revocable License with the Jefferson County Farmers Markets. Ariel Speser seconded.

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

b. Resolution 18-06: PTeRider Contract Renewal

Tammi Rubert stated the PTeRider approached JTA and requested their contract be renewed.

Motion: David Sullivan moved to approve Resolution 18-06: Authorizing the General Manager to sign the Renewed Revocable License with the PTeRider. Kathleen Kler seconded.

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

c. Rhododendron Carnival Discussion

Kate Dean stated the Rhody Carnival has been held at Memorial Field for many years and has caused significant damage to the field. Haines Place Park & Ride was identified by the Rhody Organization as a possible location because of the central location. Ms. Dean proposed that the Board consider authorizing Ms. Rubert to look into the feasibility of using the Park & Ride and to make a decision as to whether it could be used as a backup carnival location.

Some of the issues that would need to be considered if the carnival used the Park & Ride would be:

- Necessary time for the City of Port Townsend's required permitting
- JTA Fixed and Dial-A-Ride bus parking during breaks
- Dungeness Line staging
- PTeRider staging
- Float trailer parking
- Marching band bus parking
- Insurance liability coverage
- Temporary fencing to keep cars and pedestrians out of the bus loop
- Security to help control pedestrian traffic
- Surrounding neighbors

A concern stated was that the staff would have to do all of this prep work for a plan B that may not come about. If it were a sure thing we could step up, but the same amount of work has to be done in readiness with it potentially not needing to be used.

It was discussed that as a plan B for the carnival, this would not be the best use of staff time. We could begin to explore this use for next year. With the short time left to prepare, it does not seem feasible to begin planning. The Board decided that they would not vote to proceed with this project.

REPORTS

GENERAL MANAGERS REPORT – Tammi Rubert

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- 4 Corners Park and Ride Expansion
- New Bus Update
- HPTC Restroom Update
- Transit Asset Management (TAM) Plan

OPERATIONS REPORT – Leesa Monroe

Please see Attachment D

Leesa Monroe updated the Board on the following items:

- Staffing Update
- Safety and Training Supervisor Update
- Road Construction Project
- Ridership

PUBLIC COMMENT

Brenda McMillan asked about the status of the HPTC Restroom.

Debbie Jahnke commented on holding the Rhody Carnival at the HPTC, the Wednesday Farmers Market, the CAC, and the City of Port Townsend Trails proposal.

Burt Langsea commented on the CAC, memorials, and JTA's drug policy.

David Sullivan left the meeting at 3:54 pm.

ADJOURNMENT

The meeting was adjourned at 3:55 pm. The next regular meeting will be held Tuesday, June 19, 2018, 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

April 11, 2018

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: March 2018 Financial Report

The budget tracking percentage for February is 25%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- For the month January sales tax was 12% higher than received in January 2017.

Revenue Report –

- Operating revenue is 5.2% below budget. Lower ridership appears to be the primary driver of this trend. Fixed Route is 6% below budget while JTOC is over budget. DAR is less than 1% below budget. Vanpool is on budget.

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.

Cumulatively, JTA expenses are 2.88% BELOW budget.

- **Labor** – Labor is 1.69% below budget.
 - **Labor (Fixed Route)** – This is a timing issue. The new operators trained with our current operators inflating the March payroll. All operators are now in active service.
 - **Overtime** – Over budget for Fixed Route and DAR overtime - Timing Issue– As expected, until the new operators were trained the amount of overtime increased, the April 6th payroll overtime decreased dramatically.
- **Benefits** – Benefits are 1.9% under budget
 - **Holiday** – Timing Issue - Personal Holidays are front loaded, will fall in line as year progresses
 - **Other Paid Leave** – Paid Administrative leave, Bereavement Leave (this line item will be over budget for the year)
 - **Uniforms** – Timing Issue – Early purchases, will fall in line as year progresses
- **Services and User Fees** – S/U Fees are 9.67% below budget
 - **Advertising** – Timing Issue – nearly in line with budget
 - **Professional & Technical Services** - Legal assistance
 - **Drug & Alcohol Services** – Timing Issue
- **Materials and Supplied Consumed** – M/S Consumed is 4.85% under budget
 - **Lubrication** – Timing Issue
 - **Vehicle Maintenance & Repair Parts** – Monitoring, several high dollar repairs (improved over last month) – Coming back in line with budget.
 - **Vehicle Accessories** – Timing Issue

- Non-Vehicle Maintenance & Repair – Timing Issue
- Shop Supplies – Monitoring, restocking
- Safety and Emergency Supplies – Timing Issue
- Printing – Timing Issue
- **Utilities** – 4.8% under budget
- **Casualty/Liability Costs** - .88% under budget
- **Taxes** – 14.77% under budget
- **Miscellaneous** – 5.56% under budget
 - Training – Timing Issue – Cummins Training for Maintenance Staff (budgeted)
- **Interest on Debt** – 24.16% under budget (bi-annual payment made in June and Dec)
- **Leases and Rentals** – 10.32% under budget

Capital Activity –

- Capital activity in March: Park and Ride Project Final Expenditures



March 2018 Financial Summary

Budget Tracking Figure: 25%

1. Operational Expenses:	\$369,963.54
Operational Revenues:	\$15,260.87
Non-Operational Income:	\$541,322.51
Capital Expenses:	\$930.00
Capital Income:	\$0.00
2. Sales Tax Received 3/31/2018 for January 2018:	\$346,748.19
Sales Tax Received 3/31/2017 for January 2018:	\$307,974.06
Sales tax increased from prior year 12%	
3. Cash on Hand as of March 31, 2018*:	
Operating:	\$1,440,655.28
Operating Reserve (100% Funded):	\$1,300,000.00
(Minimum Funding Required \$1,172,000)	
Capital Committed (2018 Capital Projects):	\$1,367,525.00
Capital Reserve (100% Funded):	\$2,035,459.35
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$29,866.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,702.57
Travel Fund:	\$1,042.68

Total	\$6,651,501.31**
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**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

2018

Month Received - Cash Basis (Cash Flow)

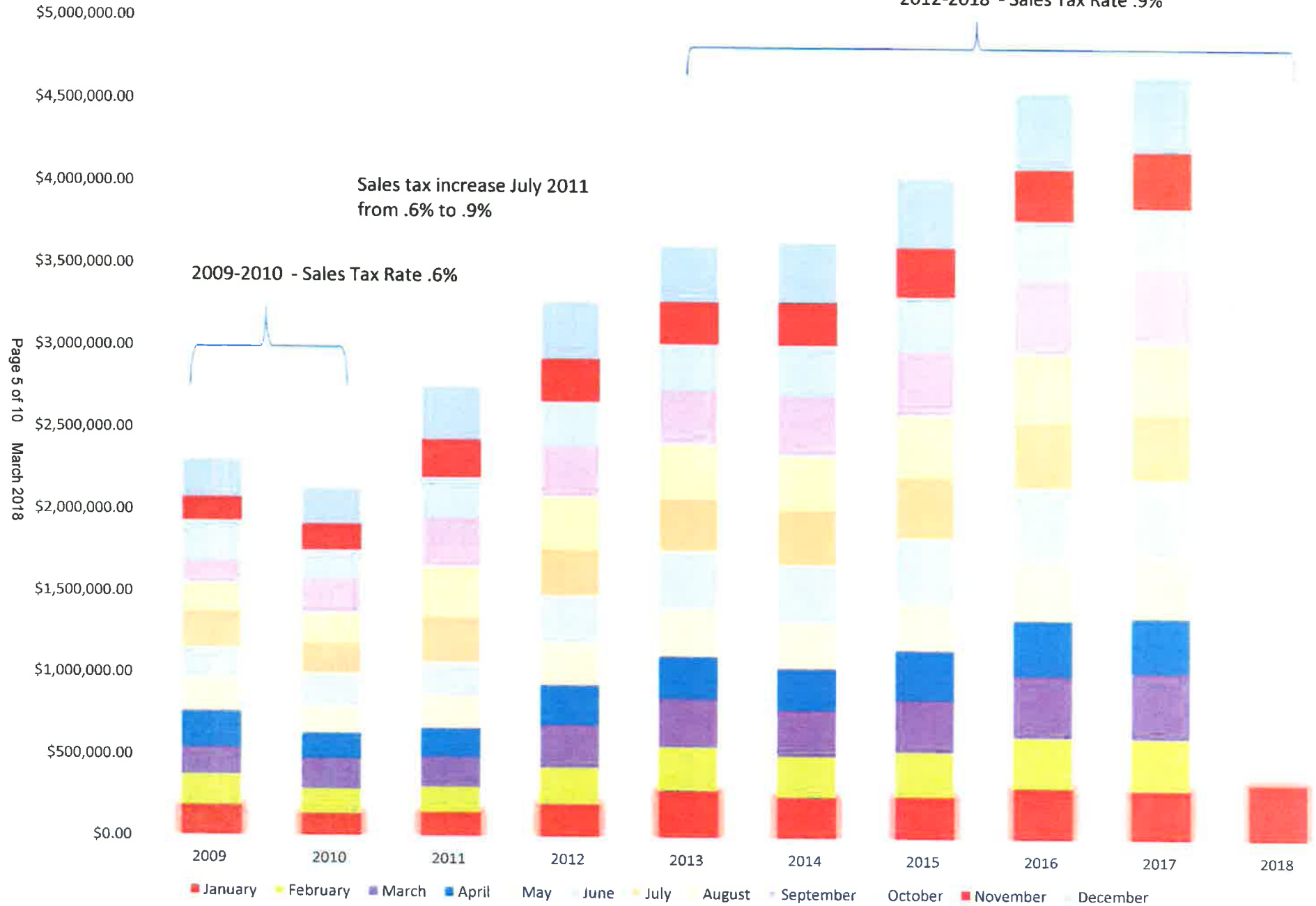
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%		\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	0.00%	\$0.00	1,206,452.00	
May	0.90%		\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	0.00%	\$0.00	1,570,561.00	
June	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,875,680.00	
July	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	2,213,655.00	
August	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	2,632,986.00	
September	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,992,134.00	
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$1,158,841.24	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$386,280.41	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Accrual Actual Sales Tax Received	2018 Cumulative Accrual Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%		\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	0.00%	\$0.00	557,576.00	
March	0.90%		\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	0.00%	\$0.00	921,685.00	
April	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,226,804.00	
May	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	1,564,779.00	
June	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	1,984,110.00	
July	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,343,258.00	
August	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	2,731,050.00	
September	0.90%		\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$346,748.19	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$346,748.19	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

Jefferson Transit Authority - 2008-2018 Cumulative Sales Tax (Accrual Based)

2012-2018 - Sales Tax Rate .9%



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Three Months Ending March 31, 2018

	March	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,633,980.36	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$335,992.29)	(\$929,683.73)
Non-Capital Financing Activities	\$350,758.68	\$1,166,795.76
Investing Activities	\$5,071.67	\$13,743.21
Total Operating Cash Provided/(Used)	\$19,838.06	\$250,855.24
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities		(\$5,410.91)
Net Increase/(Decrease) Cash and Equivalent	\$19,838.06	\$245,444.33
CASH BALANCES - END OF PERIOD	\$6,653,818.42	\$6,653,818.42

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending March 31, 2018

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,260.87	\$41,290.74	\$208,000.00	19.85%
Operating Expenses				
Labor	189,987.75	513,121.26	2,194,041.00	23.39%
Benefits	114,707.06	387,045.84	1,675,485.00	23.10%
Services and User Fees	6,568.53	45,506.80	296,865.00	15.33%
Materials & Supplies	34,563.09	127,273.88	631,560.00	20.15%
Utilities	3,548.45	16,816.71	83,253.00	20.20%
Casualty/Liability Costs	10,968.41	31,842.78	132,000.00	24.12%
Taxes	338.51	819.22	8,011.00	10.23%
Miscellaneous Expenses	9,137.54	18,146.97	93,332.00	19.44%
Interest on Debt		300.00	35,755.00	0.84%
Leases and Rentals	144.20	2,735.95	18,640.00	14.68%
Total Operating Expenses	369,963.54	1,143,609.41	5,168,942.00	22.12%
Operating Income (Loss)	(354,702.67)	(1,102,318.67)	(4,960,942.00)	22.22%
Non-Operating Revenues				
Non-Transportation Revenue	5,207.32	17,684.58	24,000.00	73.69%
Taxes Levied by Transit	433,680.19	1,154,473.24	4,166,099.00	27.71%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	11,976.00	35,928.00	255,000.00	14.09%
Federal Grants & Contributions	89,209.00	267,627.00	960,000.00	27.88%
Total Non-Operating Revenues	541,322.51	1,479,462.82	5,422,599.00	27.28%
Net Income (Loss) Before Transfers In/(Out)	186,619.84	377,144.15	461,657.00	81.69%
Net Income/(Loss)	186,619.84	377,144.15	461,657.00	81.69%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Three Months Ending March 31, 2018**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,468.26	\$31,779.61	\$168,000.00	18.92%
Fixed Route Fares - West - JTOC	525.04	1,141.51	3,900.00	29.27%
Dial-a-Ride Fares (DAR)	1,274.61	2,650.90	10,800.00	24.55%
Vanpools	1,992.96	5,718.72	22,800.00	25.08%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,260.87	41,290.74	208,000.00	19.85%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	5,071.67	13,743.21	12,000.00	114.53%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	135.65	3,941.37	10,800.00	36.49%
Taxes Levied Directly by Transit System - Sales & Use Tax	433,680.19	1,154,473.24	4,166,099.00	27.71%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	11,976.00	35,928.00	252,000.00	14.26%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	89,209.00	267,627.00	960,000.00	27.88%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	541,322.51	1,479,462.82	5,422,599.00	27.28%
TOTAL REVENUES	556,583.38	1,520,753.56	5,630,599.00	27.01%

Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2018

	March	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$75,175.20	\$191,787.07	\$705,898.00	27.17%
Operators Overtime - Fixed Route	6,101.17	21,559.62	79,254.00	27.20%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,026.53	23,053.37	129,226.00	17.84%
Operators Overtime - Dial-a-Ride (DAR)	1,788.53	4,912.31	12,879.00	38.14%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,494.44	119,604.96	579,880.00	20.63%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,004.70	8,574.82	51,684.00	16.59%
Administration Salaries	53,397.18	143,629.11	635,220.00	22.61%
Benefits				
FICA	14,731.35	42,532.32	217,429.00	19.56%
Pension Plans (PERS)	23,695.27	69,432.97	318,319.00	21.81%
Medical Plans	40,557.75	125,324.95	586,956.00	21.35%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)			22,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,571.10	17,714.37	79,370.00	22.32%
Holiday	2,369.41	43,644.01	93,317.00	46.77%
General Leave	20,987.62	67,263.55	282,932.00	23.77%
Other Paid Absence (Court Duty & Bereavement)	4,119.23	11,441.89	14,686.00	77.91%
Uniforms, Work Clothing & Tools Allowance	1,159.71	4,978.38	16,880.00	29.49%
Other Benefits (HRA, EAP & Wellness)	515.62	4,713.40	28,836.00	16.35%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,208.05	4,610.52	18,250.00	25.26%
Professional & Technical Services	1,623.81	28,208.52	127,000.00	22.21%
Contract Maintenance Services (IT Services)	1,278.03	2,804.03	14,500.00	19.34%
Security Services		352.50	5,600.00	6.29%
Vehicle Technical Services		2,475.66	42,000.00	5.89%
Property Maintenance Services	1,006.64	2,123.97	29,500.00	7.20%
Software Maintenance Fees	958.92	2,876.76	46,615.00	6.17%
Postage & Mail Meter Fees	201.00	663.60	3,100.00	21.41%
Drug & Alcohol Services	292.08	1,316.24	4,800.00	27.42%
Other Services & User Fees		75.00	2,500.00	3.00%
Materials and Supplies Consumed				
Fuel	17,844.48	66,213.92	355,000.00	18.65%
Tires	1,050.71	5,417.31	35,000.00	15.48%
Lubrication	2,589.48	4,390.69	10,550.00	41.62%
Tools	749.44	1,856.69	18,000.00	10.31%
Vehicle Maintenance & Repair Parts	8,627.43	25,293.33	96,500.00	26.21%
Non-Vehicle Maintenance & Repair Parts	728.55	2,481.82	8,240.00	30.12%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials		134.67	3,750.00	3.59%
Shop Supplies (Maintenance & Cleaning)	1,357.54	5,343.62	20,500.00	26.07%
Safety & Emergency Supplies	272.47	830.27	7,050.00	11.78%
Office Supplies	509.46	2,750.91	17,420.00	15.79%
Computer Programs & Supplies	86.19	1,308.00	13,750.00	9.51%
Printing (Photocopier, Schedules & Brochures)	747.34	11,031.38	42,450.00	25.99%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	942.46	2,826.69	14,100.00	20.05%
Utilities (Electrical & Propane)		5,630.04	29,000.00	19.41%
Telephone & Internet	2,605.99	8,359.98	40,153.00	20.82%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,968.41	32,905.23	132,000.00	24.93%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Taxes				
State Taxes	293.92	774.63	4,261.00	18.18%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	44.59	44.59	3,000.00	1.49%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2018**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$854.67	\$3,702.96	\$17,757.00	20.85%
Travel & Meetings	4,007.20	5,629.58	34,750.00	16.20%
Safety Program (Rodeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)	3,835.67	7,569.84	26,454.00	28.62%
EE CDL and EE Physical Expense	440.00	1,139.00	5,071.00	22.46%
Other Miscellaneous		69.70	300.00	23.23%
Interest Expense				
Interest on Long-term Debt Obligation		300.00	35,755.00	0.84%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	432.60	3,000.00	14.42%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities		2,287.00	13,140.00	17.40%
TOTAL OPERATING EXPENSES	<u>369,963.54</u>	<u>1,143,609.41</u>	<u>5,168,942.00</u>	<u>22.12%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
March 2018

Current Account Status	Balance per Bank @ 3/31/18	\$ 3,677,984.35	\$ -
Balance per GL @ 2/28/18		\$ 2,667,696.95	
	Transfers - In	\$ 1,008,181.00	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 3,036.40	
	Transfers - Out (Purchases)	\$ (930.00)	
	Transfers - Out /County Interest Correction)	\$ -	
Balance per GL @ 3/31/18		\$ 3,677,984.35	
Balance in Capital Account	Outstanding Checks	\$ 3,677,984.35	

2018 Capital Projects

Facility		Grant Funding	JTA Funding
	2018 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2018 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$ -	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$ -	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 661,025.00
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	JTA Funded Balance		\$ 180,000.00
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 3,677,984.35
JTA Committed Project Funds Sub-Total	\$ (1,367,525.00)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 2,035,459.35



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

March 16, 2018

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: February 2018 Financial Report

The budget tracking percentage for February is 16.7%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Final Sales tax for 2018. For the month December, sales tax was 3% lower than received in December 2016. Cumulatively Sales tax is 2.2% higher than 2016; 15.8% higher than budget.

Revenue Report –

- Operating revenue is 4.7% below budget. It is too early to define a trend, Fixed Route and DAR are below budget.

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. Cumulatively, JTA expenses are 1.84% BELOW budget.

- **Labor –** Labor is 1.93% below budget.
 - **Overtime –** Over budget for Fixed Route and DAR overtime – We have hired additional drivers, it will take some time to train them, we may see higher than normal overtime for a couple of months.
- **Benefits –** Benefits are .5% under budget
 - **Holiday –** Timing Issue - Personal Holidays are front loaded, will fall in line as year progresses
 - **Other Paid Leave –** Paid Administrative leave
 - **Uniforms –** Timing Issue – Early purchases, will fall in line as year progresses
- **Services and User Fees –** S/U Fees are 4.04% below budget
 - **Advertising –** Timing Issue
 - **Professional & Technical Services –** Legal assistance
 - **Drug & Alcohol Services –** Timing Issue
- **Materials and Supplied Consumed –** M/S Consumed is 1.99% under budget
 - **Lubrication –** Timing Issue
 - **Vehicle Maintenance & Repair Parts –** Monitoring, several high dollar repairs (improved over last month)
 - **Non-Vehicle Maintenance & Repair –** Timing Issue
 - **Shop Supplies –** Monitoring, restocking
 - **Printing –** Timing Issue

Capital Activity –

- Capital activity in February: Park and Ride Project Final Expenditures



February 2018 Financial Summary

Budget Tracking Figure: 16.7%

1. Operational Expenses:	\$363,454.56
Operational Revenues:	\$12,264.38
Non-Operational Income:	\$474,130.15
Capital Expenses:	\$41,427.33
Capital Income:	\$0.00
2. Sales Tax Received 2/28/2018 for December 2017:	\$465,326.15
Sales Tax Received 2/28/2017 for December 2016:	\$475,452.60
Sales tax decreased from prior year 3%	
3. Cash on Hand as of February 28, 2018*:	
Operating:	\$2,562,975.15
Operating Reserve (100% Funded):	\$1,172,603.06
(Minimum Funding Required \$1,172,000)	
Capital Committed (2018 Capital Projects):	\$1,367,525.00
Capital Reserve (57% Funded):	\$1,175,171.95
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$24,716.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,667.79
Travel Fund:	\$1500.00

Total	\$6,632,409.38**
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*"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%	\$359,773.50	\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	15.13%	\$4,646,263.10	3,856,320.00	20.48%
Total		\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	17.00%			
Monthly Average		\$387,188.59	\$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%	\$359,773.50	\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	15.13%	\$3,856,843.52	3,282,696.00	17.49%
November	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$4,203,610.42	3,549,799.00	18.42%
December	0.90%	\$465,326.15	\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	21.89%	\$4,668,936.57	3,931,572.00	18.75%
Total		\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	15.79%			
Monthly Average		\$389,078.05	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

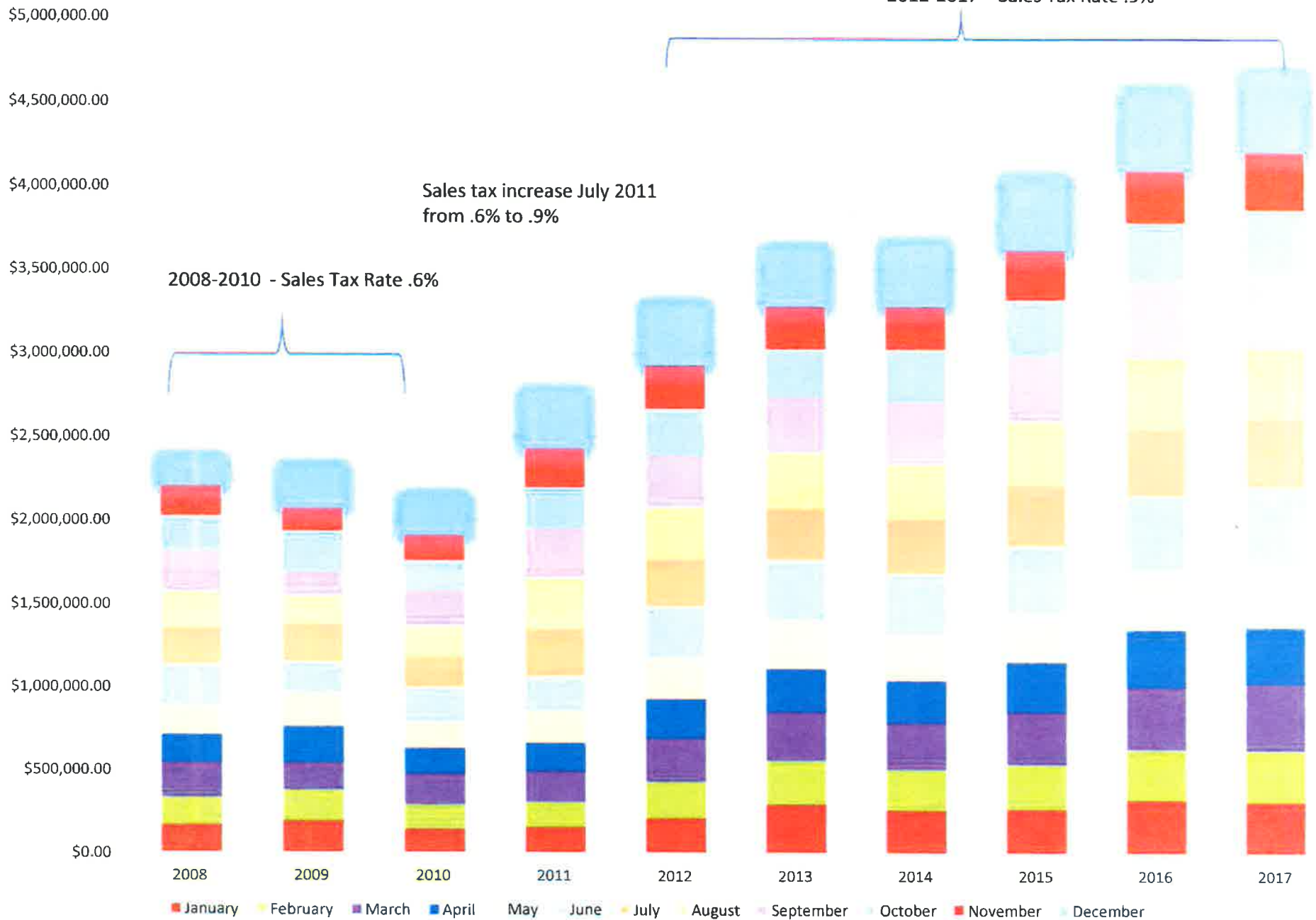
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%		\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	0.00%	\$0.00	926,053.00	
April	0.90%		\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	0.00%	\$0.00	1,206,452.00	
May	0.90%		\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	0.00%	\$0.00	1,570,561.00	
June	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,875,680.00	
July	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	2,213,655.00	
August	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	2,632,986.00	
September	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,992,134.00	
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$812,093.05	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$406,046.53	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Accrual Actual Sales Tax Received	2018 Cumulative Accrual Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%		\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	0.00%	\$0.00	277,177.00	
February	0.90%		\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	0.00%	\$0.00	557,576.00	
March	0.90%		\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	0.00%	\$0.00	921,685.00	
April	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,226,804.00	
May	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	1,564,779.00	
June	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	1,984,110.00	
July	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,343,258.00	
August	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	2,731,050.00	
September	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$0.00	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$0.00	\$4,203,610.42	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$0.00	\$382,146.40	\$380,667.21	\$332,359.79	\$347,174.92				

Jefferson Transit Authority - 2008-2017 Cumulative Sales Tax (Accrual Based)

2012-2017 - Sales Tax Rate .9%



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Two Months Ending February 28, 2018

	<u>February</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,209,511.42	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$48,957.63)	(\$594,862.42)
Non-Capital Financing Activities	\$468,970.09	\$816,037.08
Investing Activities	\$4,215.50	\$8,671.54
Total Operating Cash Provided/(Used)	\$424,227.96	\$229,846.20
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$930.00)	(\$5,410.91)
Net Increase/(Decrease) Cash and Equivalent	\$423,297.96	\$224,435.29
CASH BALANCES - END OF PERIOD	<u>\$6,632,809.38</u>	<u>\$6,632,809.38</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Two Months Ending February 28, 2018

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$12,264.38	\$24,858.89	\$208,000.00	11.95%
Operating Expenses				
Labor	168,245.03	323,133.51	2,194,041.00	14.73%
Benefits	113,995.28	270,663.26	1,675,485.00	16.15%
Services and User Fees	23,444.66	37,460.89	296,865.00	12.62%
Materials & Supplies	37,826.95	92,618.30	631,560.00	14.67%
Utilities	3,590.34	10,323.97	83,253.00	12.40%
Casualty/Liability Costs	9,905.96	20,874.37	132,000.00	15.81%
Taxes	236.21	480.71	8,011.00	6.00%
Miscellaneous Expenses	5,066.63	8,540.06	93,332.00	9.15%
Interest on Debt		300.00	35,755.00	0.84%
Leases and Rentals	1,143.50	1,448.25	18,640.00	7.77%
Total Operating Expenses	363,454.56	765,843.32	5,168,942.00	14.82%
Operating Income (Loss)	(351,190.18)	(740,984.43)	(4,960,942.00)	14.94%
Non-Operating Revenues				
Non-Transportation Revenue	7,743.19	12,477.26	24,000.00	51.99%
Taxes Levied by Transit	363,952.15	720,793.05	4,166,099.00	17.30%
Local Grants & Contributions	1,250.00	2,500.00	17,500.00	14.29%
State Grants & Contributions	11,976.00	23,952.00	255,000.00	9.39%
Federal Grants & Contributions	89,209.00	178,418.00	960,000.00	18.59%
Total Non-Operating Revenues	474,130.34	938,140.31	5,422,599.00	17.30%
Net Income (Loss) Before Transfers In/(Out)	122,940.16	197,155.88	461,657.00	42.71%
Net Income/(Loss)	122,940.16	197,155.88	461,657.00	42.71%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Two Months Ending February 28, 2018**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$9,620.72	\$19,140.37	\$168,000.00	11.39%
Fixed Route Fares - West - JTOC	184.83	616.47	3,900.00	15.81%
Dial-a-Ride Fares (DAR)	654.99	1,376.29	10,800.00	12.74%
Vanpools	1,803.84	3,725.76	22,800.00	16.34%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	12,264.38	24,858.89	208,000.00	11.95%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	4,215.50	8,671.54	12,000.00	72.26%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	3,527.69	3,805.72	10,800.00	35.24%
Taxes Levied Directly by Transit System - Sales & Use Tax	363,952.15	720,793.05	4,166,099.00	17.30%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	11,976.00	23,952.00	252,000.00	9.50%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	89,209.00	178,418.00	960,000.00	18.59%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	474,130.34	938,140.31	5,422,599.00	17.30%
TOTAL REVENUES	486,394.72	962,999.20	5,630,599.00	17.10%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2018**

	February	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$63,496.98	\$116,611.87	\$705,898.00	16.52%
Operators Overtime - Fixed Route	6,795.38	15,458.45	79,254.00	19.50%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,408.95	15,026.84	129,226.00	11.63%
Operators Overtime - Dial-a-Ride (DAR)	2,158.60	3,123.78	12,879.00	24.25%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	40,472.23	77,110.52	579,880.00	13.30%
Other Overtime (Mntce, Dispatch, Cust Serv)	171.30	5,570.12	51,684.00	10.78%
Administration Salaries	47,741.59	90,231.93	635,220.00	14.20%
Benefits				
FICA	13,357.62	27,800.97	217,429.00	12.79%
Pension Plans (PERS)	23,173.70	45,737.70	318,319.00	14.37%
Medical Plans	45,119.57	84,767.20	586,956.00	14.44%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)			22,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,876.76	11,143.27	79,370.00	14.04%
Holiday	1,901.01	41,274.60	93,317.00	44.23%
General Leave	16,200.20	46,275.93	282,932.00	16.36%
Other Paid Absence (Court Duty & Bereavement)	6,221.02	7,322.66	14,686.00	49.86%
Uniforms, Work Clothing & Tools Allowance	1,583.87	3,781.13	16,880.00	22.40%
Other Benefits (HRA, EAP & Wellness)	561.53	2,559.80	28,836.00	8.88%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,047.95	3,177.47	18,250.00	17.41%
Professional & Technical Services	19,055.36	26,584.71	127,000.00	20.93%
Contract Maintenance Services (IT Services)	136.45	1,526.00	14,500.00	10.52%
Security Services	210.00	352.50	5,600.00	6.29%
Vehicle Technical Services	1,223.28	1,223.28	42,000.00	2.91%
Property Maintenance Services	190.62	1,117.33	29,500.00	3.79%
Software Maintenance Fees	958.92	1,917.84	46,615.00	4.11%
Postage & Mail Meter Fees		462.60	3,100.00	14.92%
Drug & Alcohol Services	622.08	1,024.16	4,800.00	21.34%
Other Services & User Fees		75.00	2,500.00	3.00%
Materials and Supplies Consumed				
Fuel	23,218.61	48,369.44	355,000.00	13.63%
Tires	2,623.08	4,366.60	35,000.00	12.48%
Lubrication	785.76	1,801.21	10,550.00	17.07%
Tools	257.10	1,107.25	18,000.00	6.15%
Vehicle Maintenance & Repair Parts	5,539.93	16,616.40	96,500.00	17.22%
Non-Vehicle Maintenance & Repair Parts	1,436.28	1,735.83	8,240.00	21.07%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials		134.67	3,750.00	3.59%
Shop Supplies (Maintenance & Cleaning)	1,576.70	3,986.08	20,500.00	19.44%
Safety & Emergency Supplies		557.80	7,050.00	7.91%
Office Supplies	607.28	2,225.58	17,420.00	12.78%
Computer Programs & Supplies	1,167.99	1,212.13	13,750.00	8.82%
Printing (Photocopier, Schedules & Brochures)	614.22	10,284.04	42,450.00	24.23%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	953.07	1,884.23	14,100.00	13.36%
Utilities (Electrical & Propane)		2,939.81	29,000.00	10.14%
Telephone & Internet	2,637.27	5,499.93	40,153.00	13.70%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,968.41	21,936.82	132,000.00	16.62%
Payouts for Insured Public Liability & Property Damage Settlements	(1,062.45)	(1,062.45)		0.00%
Taxes				
State Taxes	236.21	480.71	4,261.00	11.28%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2018**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,280.46	\$2,473.29	\$17,757.00	13.93%
Travel & Meetings	754.30	1,528.01	34,750.00	4.40%
Safety Program (Rodeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)	2,603.17	3,734.17	26,454.00	14.12%
EE CDL and EE Physical Expense	359.00	699.00	5,071.00	13.78%
Other Miscellaneous	69.70	69.70	300.00	23.23%
Interest Expense				
Interest on Long-term Debt Obligation		300.00	35,755.00	0.84%
Leases and Rentals				
Transit Way & Passenger Stations		288.40	3,000.00	9.61%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities	1,143.50	1,143.50	13,140.00	8.70%
TOTAL OPERATING EXPENSES	<u>363,454.56</u>	<u>765,843.32</u>	<u>5,168,942.00</u>	<u>14.82%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
February 2018

Current Account Status	Balance per Bank @ 2/28/18	\$ 2,667,696.95	\$ -
Balance per GL @ 1/31/18		\$ 2,706,565.97	
	Transfers - In		
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 2,558.31	
	Transfers - Out (Purchases)	\$ (41,427.33)	
	Transfers - Out /County Interest Correction)	\$ -	
Balance per GL @ 2/28/18		\$ 2,667,696.95	
	Outstanding Checks		
Balance in Capital Account		\$ 2,667,696.95	

2018 Capital Projects			
Facility		Grant Funding	JTA Funding
	2018 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2018 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$ -	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$ -	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 661,025.00
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	JTA Funded Balance		\$ 180,000.00
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 2,667,696.95
JTA Committed Project Funds Sub-Total	\$ (1,367,525.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,300,171.95



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report Attachment C

April 17, 2018

Jefferson Transit Authority (JTA) Park and Ride Expansion

Project Status

The Park and Ride project located at 63 4 Corners Road is complete, and Jefferson Transit will celebrate the opening of the Park and Ride Bike Barn on April 23, 2018, from 12 pm to 2 pm.

JTA's marketing plan for the opening of the Bike Barn is as follows:

- JTA's website is www.jeffersontransit.com. It will contain detailed information regarding the application process and cost for a locker and bike hook, along with photos of the bike barn and location. JTA's customer service number will be included to allow passengers to call and speak to one of our customer service clerks.
- JTA will also market this new service in a variety of media such as in the Port Townsend Leader and Brochures. In the future JTA will advertise the Bike Barn, EV chargers and extra parking spaces in the Peninsula Visitor's Guide, Living on the Peninsula and will attempt to add it to the Port Townsend newsletter.
- JTA has been marketing the opening of the Bike Barn on all JTA shelters with full-color Notice to Riders.

Jefferson Transit will offer earth friendly giveaways. In honor of the opening of our new bike barn and Earth Day, the 23rd will be a Fare Free Day! JTA anticipates this marketing strategy will improve awareness of the services we provide and increase ridership.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

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 Marketing and Communications Committee, Moses Lake – April 12-13
- WSTA Clerks Committee Meeting, Moses Lake – April 23-24
- WSTA 2nd Qtr. Board Meeting, TBD – June
- WSTA FOLC Meeting, TBD – June 20
- WSTA HR Committee Meeting, TBD – June

Miscellaneous Items

Updated Bus Arrival Schedule.

- Two StarTran light duty Cutaways should be complete by May 18
- (2) 35 ft. buses scheduled to arrive August 18

Updated Vehicle Arrival Schedule.

- Two 4WD Ford Explorer Supervisor Safety vehicles, August 18
- Two Chevrolet twelve passenger Vanpool Vans, May 18

Bathrooms at Haines Place Park and Ride

Jefferson Transit is preparing an RFQ and scope of work to procure an engineer/project manager to install the bathroom at the Haines Place Park and Ride.

Proposed Memorial for Alice Lane

Jefferson Transit received a proposal from approximately 200 citizens requesting a shelter be named for Alice Lane, long time driver for Jefferson Transit. Staff would like to propose a bronze plaque memorizing Alice Lane and her years of service. The plaque is to be placed on the new Howard/Rainier shelter. JTA would also accept any alternate suggestions for shelters from the Authority or the public.

Jefferson Transit received an offer of donation for the plaque from the Jahnke's which is much appreciated.



63 4 Corners Road, Port Townsend, WA 98368

**Feb 2018 /March 2018 Operations Board Report
Leesa Monroe for April 17, 2018 Board Meeting
Attachment D**

Staffing:

- Three new drivers completed training and the new driver who started in March is expected to finish her training this week bringing us up to a full staffing of drivers.
- We have filled the open Field Supervisor position. The candidate who will fill this job is Nicole Gauthier, she began working as a dispatcher at JT in January 2017 and has done an excellent job.
- Nicole worked for nine years in Anchorage for Princess Cruises as the Transportation Manager managing shore excursion transportation; this included training drivers who had never driven large vehicles to get their CDL license. She managed and trained 65 drivers and a fleet of 45 vehicles.

Safety/Haines Place

Safety and Training Supervisor

- Gary Maxfield had 3 contacts with people on JTA property regarding either marijuana, alcohol or tobacco use, 2 of those occurred at Haines Place and 1 at the transit across from the Food Co-op. Of the 3 people, two have had a warning they will be excluded if there are further problems
- One person was reported by Customer Service to be camping/sleeping in the portable restroom in the evening. Blankets etc. were removed from the restroom, and we have not seen the person again. One person was reported early in the morning to be sleeping on the bench at Haines Place, they have not been seen again.

Service Changes

We were very fortunate this year to only have minimal snowfall. We had some snow the evening of Feb 21, and we were on snow routes Thursday, Feb 22. Our drivers on the west side had snow the entire week and did a great job.

A WSDOT road construction project along highway 20 is coming up. The project will include night paving on Hwy 20 starting May 1 and removing and building ADA accessible ramps at the intersections of Haines Place & SR 20 and Kearney & SR 20 next week. I attended the pre-construction meeting in Port Angeles on March 21 and was assured street traffic and pedestrian traffic to our transit stops would not be affected. Samantha Harper contacted me from the city yesterday to ask me if I had received the traffic plan for the upcoming project. The traffic plan was sent out to the City after I attended the meeting, transit was not included. The plan includes closing turn lanes or thru traffic lanes that will slow traffic. I advised WSDOT buses

make 123 trips a day through the intersection at SR 20 & Haines Place and traffic delays will impact connecting routes.

Special Events

Rhody Parade- JTA will once again be participating in the Rhody Grande Parade.
Farmers Market- JTA has partnered with Jefferson County Farmers Markets. JCFM Wednesday PT market will now be located at Haines Places Transit Center.

Ridership Notes

Monitoring our new routes compared to our other Poulsbo routes the mid-day is still lower than our other Poulsbo routes, but it gained ridership in Feb and March.

We continue to hear positive passenger comments about our new Upper Sims Loop route, and the ridership reflects the positive feedback. In February 2605 passengers and March 3174

Overall from last year we are continuing to see a decline in ridership, of note is the Sequim route.

JTOC is seeing more ridership.

Jefferson Transit Authority Board

Special Meeting Minutes

Thursday, May 10, 2018, 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 Faber at 1:30 p.m. Other members present were David Sullivan and Ariel Speser, with Kathleen Kler and Kate Dean excused. A quorum was present.

STAFF PRESENT

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

PUBLIC COMMENT

There were none.

NEW BUSINESS

Frank Burns stated an annual update to the Certifications and Assurances is required to certify that JTA will comply with all Federal statutes, regulations, executive orders and administrative requirements applicable to grant funds applied for and received under 49 United States Code (USC).

Resolution 18-07: Authorization for the General Manager to sign the 2018 Certifications and Assurances

Motion: David Sullivan moved to approve Resolution 18-07: Authorization for the General Manager to sign the 2018 Certifications and Assurances. Ariel Speser seconded.

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

PUBLIC COMMENT

There were none.

ADJOURNMENT

The meeting was adjourned at 1:33 p.m. The next regular meeting will be held Tuesday, June 19, 2018, at 1:30 p.m.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 6/19/2018

May 2018 Expenses

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

- Accounts Payable Voucher #97159 in the amount of \$78,135.66
- Accounts Payable Vouchers #97204-97204 in the amount of \$125,093.34
- Accounts Payable Voucher #97205 in the amount of \$76,203.44
- Accounts Payable Vouchers #97206 in the amount of \$73,019.44
- Accounts Payable Voucher #97260 in the amount of \$77,534.56
- Capital Check #619 in the amount of \$5,776.72
- EFT/Payroll Vouchers #52712 & 52713 in the amount of \$2,669.12
- EFT/Payroll Vouchers #52762 & 52763 in the amount of \$2,455.04
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying annual bond debt service in the amount of \$5,150.00

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: 6/19/2018

April 2018 Expenses

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

- Accounts Payable Voucher #97065 in the amount of \$391.31
- Accounts Payable Voucher #97066 in the amount of \$77,358.87
- Accounts Payable Vouchers #97067-97105 in the amount of \$126,544.87
- Accounts Payable Vouchers #97106-97108 in the amount of \$13,575.23
- Accounts Payable Voucher #97109 in the amount of \$80,091.35
- Accounts Payable Vouchers #97110-97158 in the amount of \$51,634.31
- EFT/Payroll Vouchers #52516 & 52517 in the amount of \$2,254.88
- EFT/Payroll Vouchers #52664 & 52665 in the amount of \$2,844.60
- 6 EFT Payments in the amount of \$27,952.15
- Transfer from the Capital checking account to the Capital Reserve account for the purpose of:
Reserve Transfer not corrected last month, correcting error in the amount of \$1,008,181.00
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying
annual bond debt service in the amount of \$5,150.00

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

**Jefferson County Transit Authority Board
Sub-Committee on Jefferson Transit Citizens Advisory Committee (CAC)
Recommendation for June 19, 2018, Authority Board Meeting**

At the April 17, 2018, Authority Board meeting, Commissioner Kate Dean and City Council member Ariel Speser were tasked as a Sub-Committee to review the CAC Standing Rules and determine whether there is still a need to implement the CAC at this time.

The mission of the Jefferson Transit Authority (JTA) CAC is to advocate for public transit and to serve as a resource to the Jefferson County Transit Authority Board in accomplishing Jefferson Transit Authority's mission and goals.

The Sub-Committee finds that there is still a need to implement the CAC. The Sub-Committee recommends the Authority Board appoint an Ad Hoc CAC for an initial two-year pilot, focusing on the following areas:

1. Increase Ridership; and,
2. Provide community input on JTA's updated Comprehensive Plan.

Section 3.9 of the Jefferson Transit Authority Board Bylaws authorize the Chairperson to appoint Board members or other interested private citizens and representatives of groups and organizations to serve on standing or special committees. At the time of appointment, the Chairperson shall state the objective of the committee.

The Sub-Committee now hereby requests input from staff and Board regarding whether the current Standing Rules should be amended to accommodate the narrower focus of the CAC's two-year pilot. If so, the Sub-Committee requests the Board task it with drafting proposed revisions.

Respectfully Submitted,

Ariel Speser and Kate Dean

JEFFERSON TRANSIT CITIZENS ADVISORY COMMITTEE STANDING RULES

Purpose

The purpose of this document is to declare the duties of the Citizens Advisory Committee (CAC) and adopt rules for the transaction of business of the committee.

Mission Statement

It is the mission of the Jefferson Transit Authority (JTA) Citizens Advisory Committee to advocate for public transit and to serve as a resource to the Jefferson Transit Authority Board in accomplishing Jefferson Transit Authority's mission and goals.

SECTION I

The CAC shall serve in an advisory capacity to the JTA Board. It is understood that any actions or recommendations of the CAC are strictly advisory. Said Committee shall be composed of not more than fifteen (15), or less than seven (7) members. Members of the CAC shall serve without compensation.

It is in the best interest of JTA that the membership of the CAC reflect a diverse and wide representation. The Authority Board expects that the CAC members will introduce and talk about JTA in as many venues as are open to the members. In that regard, the membership may include, but shall not be limited to, representatives of the following interests, groups, or areas:

Representative Interest:

Citizens representing geographic areas of Jefferson County.
Citizens representing transit service users.
Regular users or commuters; Disabled users; Dial-A-Ride (DAR) users; Van Pool users
Mental Health Community
Business/Economic Development Organizations
Major Employers/Business Owners
Private for-profit senior/disabled provider
Public sector senior/disabled provider
Private non-profit senior/disabled provider
Medical Community Staff
Educational Community/Parent Organizations
School District Staff
Ethnic Community Organizations
Financial Community
Other Community Based Organizations
Law Enforcement
Recreational/Bicycling/Pedestrian Advocate
Student, High School
Student, Post-Secondary
Visitor Information Centers Staff

Citizens Advisory Committee Standing Rules

The Authority Board shall have the power to appoint or remove any members of the CAC. A member of the CAC may represent more than one representative interest, (i.e. Dial-A-Ride rider and a citizen of Port Townsend.) JTA will advertise openings on the CAC. The Authority Board shall appoint the members.

Powers and Duties

The CAC, under or at the direction of the General Manager, may be authorized and empowered to act as a research and fact-finding agency of JTA and shall maintain appropriate confidentiality in regard to issues shared by JTA staff or the Authority Board. Any actions or recommendations of this committee are strictly advisory. To that end, it may undertake such surveys, analysis, research and reports as may be generally authorized or requested by the Authority Board. In addition, the CAC is further empowered and authorized as follows:

- a) To review significant policy decisions as requested by the Authority Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA and to make recommendations to the Authority Board upon these issues and concerns.
- b) To support the efforts of the Authority Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the Authority Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, DAR, and Vanpool services
- e) The CAC is an advisory group and, therefore, it is strictly understood that all recommendations by the CAC are advisory only and do not constitute an action or obligation of the Authority Board or of any JTA employees. In this capacity, the CAC is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.

SECTION II

- 1) Initially, Positions one (1) through four (4) will be appointed for two (2) years, and Positions five (5) through seven (7) will be appointed for one (1) year. At the start-up of the Committee, terms will start upon appointment and run through December of the terminal year.
- 2) Going forward, the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms.
- 3) The first 2-year term for CAC members, who are appointed by the Authority Board to the CAC during a calendar year, will commence upon appointment. The CAC member will be a voting member of the Committee following the date their application is approved by the Authority Board. This ruling is retroactive for CAC members who are currently serving on the CAC.
- 4) Organizations will receive notice of their representative's term expiration three (3) months before that expiration.
- 5) The Authority Board shall have the power to appoint or remove any members of the CAC at any time deemed essential to maintain integrity of overall CAC function; and may also exercise said power to remove any CAC member at end of individual terms.
- 6) Membership applications will be sent to all who have requested an application, and they will also be available at the JTA Administration Office, the Haines Place Transit Center, and on the JTA website @ www.jeffersontransit.com.

SECTION III

Vacancies

Vacancies that occur other than through the expiration of a term may be filled for the unexpired term. Nominations for appointment to the CAC may be proposed by the representative interest group as may be appropriate, and shall be submitted to the Authority Board for consideration of appointment; provided, however, that nominees may also be proposed by the individual members of the Authority Board. Insofar as possible, representation shall take into account geographical areas whether the individual is a user or non-user of public transportation services, population demographics, and appointment shall be made without respect to political affiliation.

Conflicts of Interest

Any member of the CAC having an interest in any matter being considered by the CAC, which would tend to prejudice his or her action shall so publicly indicate and refrain from the deliberations or voting upon such matter. In addition, should the circumstances arise, each member of the CAC shall ensure that his or her actions do not violate the Appearance of Fairness Doctrine.

No substantial part of the activities of the CAC shall be the carrying on of propaganda, or otherwise attempting to influence legislation without JTA Board approval.

SECTION IV

Meetings

The Committee shall hold a minimum of four (4) regular meetings each calendar year.

Agendas will be prepared for all meetings by the Recording Secretary. Items may be placed on the agenda by the Chairperson, in collaboration with JTA staff.

In consultation with JTA staff, special meetings for continuation of a scheduled agenda item may be held upon a favorable vote of a majority of the members at a previous meeting or by call of the chairperson not less than forty-eight (48) hours before the time set for such meeting. Any special meetings need to be noticed in the same manner as regular meetings.

It is the responsibility of a CAC member to inform the Chair or Recording Secretary when they cannot attend a regular meeting. Unexcused absence from two regular meetings in a twelve-month period shall constitute resignation from the CAC.

At each regular meeting of the CAC, when a quorum is present, the Chair and/or the Recording Secretary shall report the names of these members asking to be excused and those members shall be considered excused.

Any member, whose absence was considered as unexcused, may ask for reconsideration at the next CAC meeting when a quorum is present. Such requests shall not be unreasonably denied.

The Committee shall comply with the requirements of the Washington State Open Public Meetings Act. The CAC shall complete all Open Public Meetings Act trainings as required by the Open Government Trainings Act (ESB 5964).

A quorum shall consist of a majority of the currently appointed members (half of membership plus one).

The rules contained in Roberts Rules of Order Revised, shall govern the advisory committee in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules

SECTION V

The CAC shall elect its own officers from among its members and create and fill such other offices as it may determine that its needs require. Said Committee shall adopt rules for the transaction of the business of the CAC.

Officers

Officers of the advisory committee shall consist of a Chair and a Vice Chair to be elected by the advisory committee at the last meeting of each calendar year or as needed to serve a one year term commencing January 1. The duties of Officers shall be as follows

Chair. It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the committee in its proper order, to state and put all questions properly brought before the committee, to preserve order and decorum, and to decide all questions of order.

Vice Chair. In the absence of, or by the direction of the Chair, the Vice-Chair shall perform all duties of the Chair as stated in the preceding paragraph

The Chair or Vice Chair, or their designee, attends monthly JTA Board meetings to promote better understanding and communication of JTA issues as identified by the CAC.

Staff. Staff shall consist of the General Manager or designee and a Recording Secretary.

General Manager. The General Manager or a representative appointed by the General Manager for such purpose shall serve as a non-voting member of the Committee and shall be the principal staff support to the Citizens Advisory Committee.

Staff shall acquire meeting facilities and equipment, record, transcribe, and distribute minutes, and distribute other materials, including the agenda. Other duties include preparation of agenda forms and attachments to communicate CAC issues and recommendations to committees and the Authority Board.

Recording Secretary. A JTA staff member will be appointed as Recording Secretary to the advisory committee by the JTA General Manager. The duties of the Recording Secretary shall be to keep written records of its meetings, transactions, findings, and determinations, have charge of all records, which shall be public records, and perform other administrative support as needed. The record of the CAC meetings shall be provided to the JTA Authority Board.

Other committees

The CAC shall have the ability to form sub-committees as needed. Any sub-committee shall function under the Washington State Open Public Meetings Act and these standing rules in the same manner as the CAC.

SECTION VI

Amendments

Recommendations of amendments to these Standing Rules can be approved at any regular meeting of the advisory committee, by a two-thirds vote of the total current committee membership, provided the proposed amendment was submitted in writing at the previous regular meeting. No amendment to the Standing Rules shall be permitted without at least equal notice and a two-thirds vote. All amendments to the Standing Rules of the JTA CAC must be approved by the Authority Board.

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Appendix

EXECUTIVE SUMMARY

INTRODUCTION

Jefferson Transit has reached a major decision point in its development. Since its inception in 1981, Jefferson Transit has focused primarily upon providing public transportation services to transit-dependent persons in Jefferson County. That population is, in general, served well by present operations as Jefferson Transit has implemented the majority of elements included in its past comprehensive plan. It is timely, therefore, to determine the course and direction of Jefferson Transit over the coming decade.

POLICY RECOMMENDATIONS

Several major service policy changes are recommended as Jefferson Transit embarks upon its second decade of service. These have been grouped into several categories as summarized below:

RECOMMENDED ALTERNATIVE

Jefferson Transit should implement the Baseline Alternative over the short term and begin to implement elements of the Enhanced Baseline Alternative at such time as environmental conditions warrant the expansion of services to additional user groups.

SERVICE CONSTITUENCY

Jefferson Transit should continue to provide the highest quality transportation services to the transit dependent residents of Jefferson County consistent with sound fiscal policy. Future service expansion should be the result of **developing additional markets** for transit and paratransit services throughout Jefferson County by targeting additional services to user groups, such as commuters, which currently receive a minor share of system services.

Executive Summary

STANDARDS AND CRITERIA

Jefferson Transit should aspire to be a growing provider of productive public transportation services to the citizens of, and visitors to, Jefferson County. To accomplish this, Jefferson Transit needs to develop specific standards and procedures for the evaluation and implementation of services and should periodically review the performance of all of its services, making service adjustments which ensure the continued productive use of system resources.

Service Thresholds

Jefferson Transit should establish threshold criteria which define the minimum environmental conditions necessary to support and maintain additional productive public transportation services. Such criteria may be expressed in terms of residential densities, traffic congestion, air and water quality standards, development activity or governmental agency policy adoptions.

Service Productivity

Jefferson Transit should adopt a set of productivity standards to assure the continued operation of efficient, cost-effective and productive public transportation services. Included in those standards should be ridership productivity, cost efficiency and cost effectiveness measures.

Fares

Jefferson Transit should adopt a policy specifying a farebox recovery goal, specified as a percentage of operating costs, which will direct the examination of fares and the setting of fare policy over the next decade. Jefferson Transit should also develop a policy of collecting higher fares for customized transportation, reflecting the higher costs of providing such premium services.

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On-Time Performance

Jefferson Transit should develop a continuous program of monitoring and adjusting on-time performance of all services for the purpose of assuring the reliability and timeliness of all system operations.

LAND USE AND DEVELOPMENT

Jefferson Transit should assert a more pro-active role in the determination of transportation, growth and land use policies within Jefferson County, particularly within the framework of growth management planning. Jefferson Transit should develop a strategy whereby it can commit new transportation services within defined areas in return for the enactment of transit-supportive land use policies, development ordinances and financial support mechanisms by local jurisdictions.

REGIONAL TRANSPORTATION

Jefferson Transit should assume a leadership role in developing a common agenda with other Puget Sound area service providers regarding the coordination of services and schedules, the development of joint marketing programs, coordination of policy and service planning and the development of a unified approach to the development of support for public transportation among the public, the State Legislature and in Congress.

SERVICE DEVELOPMENT RECOMMENDATIONS

The immediate implementation of the Baseline Alternative should be followed by a phased implementation of elements of the Enhanced Baseline Alternative whenever the conditions described by defined thresholds begin to occur. The Baseline Alternative represents an expansion of current operations driven by increases in population, employment and expressed demand for services. It includes the implementation of dial-a-ride paratransit services in the eastern portion of Jefferson County south of SR 104 and the augmentation of dial-a-ride services, to be made available to the general public, in the rural portions of the eastern County north of SR 104.

The Enhanced Baseline Alternative adds commuter trips, tourist services, the development of satellite park-and-ride services, an expanded marketing and legislative

Executive Summary

program, enhanced school transportation and expanded weekend operations to those services already included in the Baseline Alternative.

Table 1 describes a potential implementation schedule for the Enhanced Baseline Alternative services while Table 2 summarizes the ranking of the various alternatives. The adoption of this timeline presupposes the following:

The adoption of a policy whereby the PTBA Board is willing to trade off the provision of transit services to local or regional jurisdictions in exchange for land use and development policies which enhance the viability of public transit.

The willingness to secure an additional sales tax surcharge in Jefferson County to fund a wider range and scope of public transportation services as market, land use and economic factors outpace existing transit services and financial resources.

The pursuit of changes in local and regional transportation and land use policy which will enhance the ability of public transit to provide productive and cost effective services over the next decade.

THE SERVICE PLANNING PROCESS

The plan development process was a highly interactive partnership between the consultant, the General Manager, the Steering Committee and the PTBA Board. Major components of that process included:

Market Surveys including a general public telephone interview survey, an on-board survey of Jefferson Transit passengers, a boarding and alighting analysis of current passengers and a telephone interview survey of residents of the West County.

Steering Committee Meetings occurring at least once per month throughout the early stages of the planning process.

PTBA Board briefings at crucial stages of plan development.

Executive Summary

Table 1
Implementation Schedule

YEAR	SERVICE ELEMENT
1992	Growth Management Plan Developed
1993	Growth Management Plan Adopted Fixed-Route or Custom Bus commuter service between Port Townsend and the Tri-Area
1994	Custom Bus or Fixed Route Commuter trip to Poulsbo / Winslow
1995	Expansion of Student transportation programs
1996	Commuter trips on Port Townsend Shuttle Commuter trips on Fort Worden Route
1997	Commuter trips to Sequim / Port Angeles (Fixed Route or Custom Bus) Expansion of Special Events services Second Commuter Trip to Poulsbo / Winslow
1998	Late night services to Fort Worden
1999	Marketing coordinator hired Expanded Brinnon commuter service
2000	Tourist services inaugurated Summer service to Marrowstone

Executive Summary

Table 2
Ranking of Alternatives

RANK	ALTERNATIVE	WEIGHTED	UNWEIGHTED
1	Enhanced Baseline	58	4.40
2	Baseline	54	3.85
3	Transit Dependent	51	2.90
4	Commuter	47	2.60
5	Do Nothing	47	2.35

Identification of Potential Markets based upon the results of the telephone and on-board surveys and upon interactions with the Steering Committee and the Board.

Identification of Service Elements which provide services targeted at each of the identified market segments, based upon the service priorities of survey respondents.

Packaging of Alternatives based upon differing priorities among the identified market segments regarding the provision of future services. A Do-Nothing Alternative was added to represent a no-growth policy.

Evaluation of Alternatives from a long-term perspective using evaluation criteria developed through interactions with the Steering Committee and the PTBA Board. Two separate approaches were used to validate the evaluation method.

Identification of Recommended Alternative, the Enhanced Baseline Alternative was recommended, based upon the results of the formal technical evaluation and after significant discussions with the Steering Committee and the Board.



ASK Transit

Inquiry on Memorial Policies

Information compiled on April 27, 2018

The Question: Do you have a policy regarding the establishment of memorials such as a bench, plaque, etc.? If so, please send it.

Asotin County says...Asotin County PTBA does not have a policy regarding memorials.

Ben Franklin Transit says...Ben Franklin Transit does not have a policy regarding the establishment of memorials such as a bench, plaque, etc.

Columbia County Public Transportation says...We do not have a memorial policy.

Community Transit says...We don't have a policy in place, but since stop locations are within right of way, citizens or groups have been granted permission from jurisdictions to place memorial benches at random bus stops. We do have a Veterans Memorial at the flagpole at our Merrill Creek Operating Base.

Everett Transit says...We do not have a memorial policy.

Grant Transit says...We do not have a policy like this.

Grays Harbor Transit says...Grays Harbor Transit does not have such a policy.

Intercity Transit says...Intercity Transit does not have a memorial policy.

Island Transit says...We do not have a policy regarding establishment of memorials.

Kitsap Transit says...We have no such policy.

Link Transit says...We do not have a memorial policy.

Mason Transit Authority says...We do not have a memorial policy.

Mountain Line Transit says...MUTD does not have a memorial policy.

Pacific Transit says...Pacific Transit doesn't have a policy regarding this.



ASK Transit

Pullman Transit says...We do not have such a policy.

RiverCities Transit says...Our transit department does not have a policy regarding memorials, but our Parks and Recreation Department does. Here is the link to their document:

<http://mylongview.com/modules/showdocument.aspx?documentid=2844>

Skagit Transit says...Skagit Transit does not have a memorial policy.

Yakima Transit says...Yakima Transit does not have a memorial policy.

WSTIP says...WSTIP does not have this type of policy.

Jefferson Transit Authority
Monthly Ridership Report
 May, 2018

East Jefferson

Inter-Local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1611	192	216	8729	8.39	0.18	7.46
#6A Tri Area	1226	117	103	2663	10.48	0.46	11.86
#6B Tri Area	1222	122	102	2578	10.02	0.47	12.02
#7 Poulsbo	1992	235	242	8376	8.48	0.24	8.23
#8 Sequim	1874	236	182	7083	7.94	0.26	10.29
Total	7925	902	845	29429	9.06	0.32	9.97
local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	5245	625	206	2500	8.39	2.10	25.43
#2 Ft. Worden	1878	300	126	2130	6.26	0.88	14.90
#3 Castle Hill	1634	304	128	2706	5.38	0.60	12.80
#4 Upper Sims	3374	538	161	2152	6.27	1.57	20.90
Total	12131	1767	621	9488	15.64	1.29	18.51
Sub-Totals	20056	2669	1466	38916	6.27	1.57	20.90
West Jefferson							
JTOC	1531	192	416	12463	7.97	0.12	3.68
Monthly Totals	21587	2861	1882	51379	7.55	0.42	11.47

VanPool

<u>VanPool Passenger Trips</u>	<u>VanPool Miles Traveled</u>	<u>VanPool Average Riders</u>	<u>VanPool Vans in Service</u>
508	3661	7.2	2

Dial A Ride

Boardings										
<u>Client</u>	<u>PCA</u>	<u>Other</u>	<u>Total</u>	<u>Per Run</u>	<u>Per Mile</u>	<u>Per Hour</u>	<u>Per Day</u>	<u>Mobility Aids</u>		
826.00	60.00	0.00	886.00	1.16	0.23	2.24	34.08			
Hours					Mileage					
<u>Service</u>	<u>Live</u>	<u>Deadhead</u>	<u>BLO</u>	<u>Total</u>	<u>Trips</u>	<u>Service</u>	<u>Live</u>	<u>Deadhead</u>	<u>BLO</u>	<u>Total</u>
420.93	396.2	24.73	0	445.66	766	4235	3837	398	398	4633
<u>Service Days</u>	<u>On Time Performance</u>				<u>New Applicants</u>					
26	95.00%				9					

* New Applicants reflects the number of individuals who have applied for Dial-A-Ride Services. It does not reflect the number of applicants approved for eligibility.

Jefferson Transit Authority
Monthly Ridership Report
 April, 2018

East Jefferson

Inter-Local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1459	184	207	8366	7.93	0.17	7.05
#6A Tri Area	1119	113	100	2575	9.90	0.43	11.19
#6B Tri Area	1114	117	98	2473	9.52	0.45	11.42
#7 Poulsbo	1960	226	233	8055	8.67	0.24	8.42
#8 Sequim	1586	226	174	6784	7.02	0.23	9.09
Total	7238	866	812	28253	8.61	0.31	9.43
local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	4819	609	201	2436	7.91	1.98	23.98
#2 Ft. Worden	1752	292	123	2073	6.00	0.85	14.29
#3 Castle Hill	1447	292	123	2599	4.96	0.56	11.80
#4 Upper Sims	2860	517	155	2068	5.53	1.38	18.44
Total	10878	1710	601	9176	14.71	1.19	17.13
Sub-Totals	18116	2576	1413	37429	5.53	1.38	18.44

West Jefferson

JTOC	1258	184	413	12343	6.84	0.10	3.05
Monthly Totals	19374	2760	1826	49772	7.02	0.39	10.61

VanPool

<u>VanPool Passenger Trips</u>	<u>VanPool Miles Traveled</u>	<u>VanPool Average Riders</u>	<u>VanPool Vans in Service</u>
574	3480	6.1	2

Dial A Ride

Boardings

<u>Client</u>	<u>PCA</u>	<u>Other</u>	<u>Total</u>	<u>Per Run</u>	<u>Per Mile</u>	<u>Per Hour</u>	<u>Per Day</u>	<u>Mobility Aids</u>
766.00	60.00	0.00	826.00	1.17	0.25	2.37	33.04	0.00

Hours

<u>Service</u>	<u>Live</u>	<u>Deadhead</u>	<u>BLO</u>	<u>Total</u>
378.08	348.9	29.18	0	407.26

Mileage

<u>Trips</u>	<u>Service</u>	<u>Live</u>	<u>Deadhead</u>	<u>BLO</u>	<u>Total</u>
706	3748	3349	399	399	4147

<u>Service Days</u>	<u>On Time Performance</u>
25	97.00%

<u>New Applicants</u>
8

* New Applicants reflects the number of individuals who have applied for Dial-A-Ride Services. It does not reflect the number of applicants approved for eligibility.

2017	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1592	1470	1651	1370	1695	1683	1531	1533	1392	1468	1315	1241	17941	1495
#11 Shuttle	7676	7344	8154	6480	7251	7927	7595	7911	6794	6562	5780	6166	85640	7137
#2 Ft. Worden	1761	1820	2000	1807	2020	2030	1946	1876	1652	1800	1472	1528	21712	1809
#3 Castle Hill	1716	1632	1642	1584	1730	1767	1691	1888	1626	1665	1408	1426	19775	1648
#6A Tri Area	1569	1467	1686	1417	1669	1479	1292	1326	1251	1381	1287	1339	17163	1430
#6B Tri Area	1228	1229	1438	1329	1401	1280	1105	1161	961	1072	1023	989	14216	1185
#7 Poulsbo	1815	1739	1941	1837	2133	1910	1968	2205	1903	1820	1716	1671	22658	1888
#8 Sequim	1766	1618	2054	1893	2106	1829	1681	1762	1616	1824	1475	1357	20981	1748
Riders	19123	18319	20566	17717	20005	19905	18809	19662	17195	17592	15476	15717	220086	18340.5
On Time Performance	96.25	94.52	95.1	91.7	88.42	86.27	82.38	83.26	89.99	93.97	94.12	93.01		90.75
#Days In Service	26	24	26	25	25	26	25	27	25	26	24	25	304	25.33
Mileage	35886	32711	35881	33749	35808	36868	33749	37362	33764	35881	33573	33749	418979	34914.88
2017 Notes:	June 19 - June 26 Highway 20 Detour				August 2 - August 22 Center Rd and Highway 19 Detour									

2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1090	1108	1292	1275	1505	1406	1527	1737	1435	1353	992	1048	15768	1314
#Days In Service	26	24	26	25	25	26	25	27	25	26	24	25	304	25
JTOC Mileage	12540	11450	12980	11870	12468	12474	11700	13054	11687	12434	11673	11734	146064.0	12172

Notes: Crescent Lake Road Rehabilitation late April through mid November, traffic delays from Port Angeles to Forks

2018	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1040	1174	1412	1258	1531								6415	1283
#Days In Service	26	24	27	25	26								128	25.6
JTOC Mileage	12338	11455	12793	12343	12463								61392	12278.4
Notes: Week of February 19 snow														

JEFFERSON TRANSIT

63 4 Corners Road
Port Townsend, WA 98368

Transit Development Plan 2018-2023 & 2017 Annual Report



Prepared by Jefferson Transit Staff
Date of Public Hearings: June 19, 2018
Adopted on: Draft
Resolution 18-__

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Section I: ORGANIZATION

Jefferson Transit Authority (JTA) is a public transportation benefit area authorized under RCW 36.57A; established in 1980 with a voter-approved 0.3% transit sales and use tax. Jefferson Transit began revenue service in eastern Jefferson County in May, 1981 and along the Pacific Coast in January, 1995. In September of 2000, Jefferson County voters approved an additional 0.3% transit sales and use tax, for a total of 0.6%. In February of 2011, voters once again showed their support of Jefferson Transit and approved another 0.3% increase, resulting in a total of 0.9% transit sales and use tax. That brought the JTA sales tax revenue to the legislated maximum limit; generating \$0.09 of transit revenue on every \$10.00 of retail sales.

The Jefferson Transit Authority Board is comprised of all three Jefferson County Commissioners, two appointed City of Port Townsend Council members, and one non-voting member representing the interests of the Amalgamated Transit Union #587. Board meetings are held the third Tuesday of every other month.

As of December 31, 2017, Jefferson Transit employed 42.10 full-time equivalent employees, with a head count of 46 people. Details for these statistics are shown in the table below.

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	16	13.96
Operations Dial-a-ride	1	1.00
Operations Jefferson Transit Olympic Connection	3	2.72
Jefferson Transit Olympic Connection Supervisor	1	0.50
Dispatch & Customer Service	3	2.81
Vehicle Maintenance	4	4.00
Non-Vehicle Maintenance	4	3.57
Operations & Maintenance Management	4	4.00
General	8	7.54
General Management	2	2.00
Total	46	42.10
ATU 587 Represented Staff (from above list)	32	
Non-Represented Staff (from above list)	14	

Section II: PHYSICAL PLANT

Jefferson Transit's combined Bike & Ride facility, expanded 100-space parking lot, administrative offices, and maintenance and operations facility is located at 63 4 Corners Road in Port Townsend, Washington. It is an expanded the Bike & Ride Facility is Jefferson Transit also owns and operates a 250-space Park & Ride lot and transit center located at Haines Place in Port Townsend.

Jefferson Transit's West End service, Jefferson Transit Olympic Connection (JTOC), operates out of a facility leased from the Quillayute Valley School District in Forks.

Section III: SERVICE CHARACTERISTICS & FARE STRUCTURE

Jefferson Transit Authority operates in Jefferson County, Washington. The county encompasses just under 1804 square miles of land area and is divided by the Olympic Mountain range. The Olympic National Park, Olympic National Forest, and State Land cover 75 percent of Jefferson County. Jefferson Transit Service Area covers 259 square miles.

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviated, vanpool, with both regional and intercity bus connections. In 2017, eight fixed-routes (including deviated fixed-routes) operated Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all routes operated on Saturdays on a slightly reduced schedule.

JTA utilizes the Viking Transit Center for our (Route #7) ensuring the Olympic Loop service continues with Kitsap Transit. JTA also utilizes the Sequim Transfer Center for our (Route #8) ensuring the Olympic service continues with Clallam Transit.

Jefferson Transit operates route-deviated services south of Highway 104 in Eastern Jefferson County and between Forks and Amanda Park, on Highway 101, in Western Jefferson County Monday through Saturday.

ADA paratransit service, Dial-A-Ride, is provided by Jefferson Transit. Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations. Jefferson Transit travels beyond the ADA $\frac{3}{4}$ mile requirement by providing one-day per week service to Kala Point, Marrowstone Island, and Cape George.

Fare structure for Jefferson Transit at 2017 year-end:

East Jefferson County

Day Pass

Adult Fare	\$1.50
Reduced Fare*	\$1.00
Add Out-of-County Boarding Fare of	\$1.00 to above
Out of County Pass	\$2.50

Monthly Passes

Full Fare	\$24
Reduced Fare	\$12
Monthly Commuter Pass	\$36
Monthly Reduced Fare Commuter Pass*	\$20
3-Month College Pass (must provide proof of enrollment)	\$50

Annual /Seasonal Passes

Annual Full	\$230
Annual Reduced Fare	\$115
Annual Full Fare Commuter	\$345
Annual Reduced Fare Commuter	\$192
Youth Summer Pass**	\$ 20

Dial-A-Ride

1-Way Trip	\$ 1
10 Trip Convenience Punch Card	\$10
20 Trip Convenience Punch Card	\$20

West Jefferson County (Jefferson Transit Olympic Connection)

Adult Fare 1-Way	\$0.50
Adult Fare Day Pass	\$0.75
Reduced Fare*	\$0.25
Punch Pass (convenience passes)	\$5 or \$10
Monthly Pass	\$15
Reduced Monthly Pass*	\$ 7
Youth Summer Pass**	\$20

*Reduced Fares are available for people with disabilities, youth 18 years and under, adults 60 years and older.

**Summer Youth Pass: \$20.00 (Memorial Day through Labor Day) good on Jefferson (east and west), Mason, Clallam and Grays Harbor Transit. (7-18 years)

Note: JTA recognizes the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit.

Section IV: SERVICE CONNECTIONS

Jefferson Transit connects passengers to major hubs six days a week, Monday thru Saturday. The shuttle buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupeville Washington State Ferry terminal. Jefferson Transit connects with Kitsap Transit in Poulsbo; Clallam Transit in Sequim; and Mason Transit at Triton Cove. The Jefferson Transit Olympic Connection, a 64-mile route that travels between Forks and Amanda Park, links Grays Harbor Transit with Clallam and Jefferson Transits. Through these connections, passengers can get to medical specialists in the urban areas, catch a flight at SeaTac International Airport or a bus at the Seattle Greyhound terminal. Our economy benefits from the many travelers who use transit to get to the Olympic Discovery Trail; Victoria, BC; the Pacific Beaches or any of the other many scenic locations on the Olympic Peninsula. Jefferson Transit maintained excellent coordination with the Olympic Connection through 2017.

JTA coordinates its routes to provide service to educational institutions such as the Port Townsend public schools, Chimacum High School, Quilcene High School, and to Peninsula College in Port Townsend and Port Angeles (via Clallam Transit). It also connects to the Washington State University Cooperative Extension at Port Hadlock.

Life services are also incorporated into the routes such as the Port Townsend Food Bank, Jefferson County Courthouse, Jefferson County Library, Jefferson County Hospital, and the various grocery stores. Routes also stop at popular destinations such as Fort Worden, Jefferson County Fairgrounds, and Dosewallips State Park.

Jefferson Transit's HPTC Park & Ride in Port Townsend serves as a connection point for Dungeness Bus Lines and the Olympic Discovery Bicycle and Pedestrian Trail. All of Jefferson Transit fixed route vehicles are equipped with bicycle racks.

Making Connections



Section V: ACTIVITIES & ACCOMPLISHMENTS IN 2017

Improve mobility in small urban and rural areas. Jefferson Transit representatives interact with the public at several community sponsored events and public meetings. Jefferson Transit represented itself at the Farmers' Market, the Jefferson County Fair, the Port Townsend Rhododendron Parade, and the Port Townsend Wooden Boat Festival. Information is collected at these special events including counting the number of visitors to the booths and comments from the public regarding current service and requests for future service. Customer comments received are reviewed on a regular basis.



JTA exhibited its "1967" bus in the Jefferson County Fair

The focus of Jefferson Transit's public outreach continues to promote transit as a transportation option to local employees and students. The "Try Transit" campaign was launched in June of 2014 and has continued through 2017. Art work promoting this slogan is displayed on the back of many of the JTA buses.

A transit bus was also used during Christmas to help the Port Townsend Kiwanis collect toys for the U.S. Marine Corps Toys For Tots program.

Jefferson Transit's General Manager is currently a member of the Port Townsend Sunrise Rotary, Jefferson County Climate Action Committee, the Peninsula Regional Transportation Planning Organization, and the Port Townsend Chamber of Commerce. The General Manager also sits on the Washington State Transit Association Board and the Washington State Transit Insurance Pool Board.

The Mobility Coordinator is the Secretary on the DASH board. The Operations Manager is also a member of the Jefferson County Council for the Blind and Kiwanis International Foundation.

In 2017 Jefferson Transit accomplished the following:

- Maintained a second tier of Paratransit service providing weekly service to ADA eligible passengers residing outside of the ADA mandated service area, e.g. Kala Point, Marrowstone Island, and Cape George.
- Continued to meet EnviroStar goals.
- Continued to use a Biodiesel at a B5 (5%) fuel mix in the Port Townsend-based fleet.
- Participated in the state-wide Guest Rider program.
- Completed annual operator evaluations.
- Provided outreach to the community through presence and information at community events including the Jefferson County Fair, the Port Townsend Wooden Boat Festival, Port Townsend's Rhododendron Parade, Farmers' Market, and the Toys for Tots program.
- Participated in an online regional ridesharing network that now covers Washington, Oregon, and part of Idaho.
- Provided 255,000 fixed route, route-deviated and paratransit passenger trips.
- Continued to work closely with the Peninsula Regional Transportation Planning Organization.
- JTA continued to print cost effective full-color bus schedules on recyclable coated paper. The last version was released July 2017.
- JTA continued membership with MRSC Rosters.
- Continued to support the Clallam Transit Interlocal Agreement for the West End Service.
- JTA continued to recognize the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit. JTA will be reimbursed in accordance with Peninsula College Interlocal Agreement for the college student travel per academic quarter.
- Provided transportation for the Wooden Boat Festival in September, boarding 3,949 passengers Friday and Saturday. The has been a consecutive increase since 2013
- JTA held the annual All Staff Training on November 11, 2017, which included presentations on:
 - Active Shooter Training to help employees proactively react to a shooting situation.
 - Cardiopulmonary resuscitation (CPR) and First Aid training.
- IT continued steps to improve server and network reliability and to improve software security.
- JTA was awarded the 2017 Safety Stars Award. This was awarded by The Washington State Transit Insurance Pool (WSTIP) for exemplary and consistent safety practices.
- Solar lighting kits were purchase and installed through 2015 and 2016. Two more lighting kits remain to be installed.
- JTA continued to contract a service provider through WSTIP to provide periodic safe driver testing for vanpool drivers.



- JTA's website continued to receive electronic payments thru PayPal to be in compliance to receive the new TransServe card.
- Cabot Dow Associates performed a Salary Survey for non-union represented staff.
- The 63 4 Corners Bike & Ride Facility had a wireless internet upgrade, which extended connectivity to the bus yard. This ensure drivers could run tablet diagnostics from buses to save time.
- The Haines Place Transit Center's parking lot was resurfaced and restriped to maintain longevity. Parking spaces meet ADA requirements.
- JTA purchased a Tennant S30 Rider Sweeper for cleaning the 63 4 Corners Bike and Ride Facility and the Haines Place Transit Center.
- JTA purchased a Kohler 250KW, 120V/208V, 3-Phase Generator diesel powered generator for permanent use outside on the North West corner of Bike & Ride Facility. The generator ensure the facility runs to is specifications in case of a long term power outage.
- JTA unsubscribed from Trapeze, the former run cutting software, and signed with RouteMatch. RouteMatch provides drivers and dispatch service reliability, incident alerts, reporting processes with dashboards and tablets.
- JTA's RTA maintenance software was upgraded to improve inventory management and maintenance scheduling.
- Continued to improve ridership through technology.



In 2015 JTA was awarded five main grants. These funds carried over though 2017 with one extension in 2018. JTA's application for operating assistance for East Jefferson County was the highest scoring project in the State. The following table shows the grants JTA was awarded.

Grant Source	Grant	Grant \$	JTA's Match \$
2015-2017 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,014,235	\$4,586,291
2015-2017 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$367,730	\$388,213
2015-2017 Public Transportation Consolidated Grant	JTOC Capital Grant-Three Cutaway Buses	\$275,526	\$87,134
2015-2017 Regional Mobility Grant	63 4 Corners Park & Ride	\$611,377	\$152,844
2015-2018 Surface Transportation Program (STP)	Two Heavy-Duty Buses	\$790,000	\$123,295
Total		\$4,058,868	\$5,337,777

In 2017 JTA was awarded three main grants. These funds carry over though 2019. The following table shows the grants JTA was awarded.

Grant Source	Grant	Grant \$	JTA's Match \$
2017-2019 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$377,000	\$376,781
2017-2019 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,051,433	\$4,664,941
2017-2019 Public Transportation Consolidated Grant	East Jefferson Capital Grant-Two Medium Duty Buses	\$717,439	\$219,000
2017-2019 Public Transportation Consolidated Grant (Special Needs)	JTOC Capital Grant-Two Cutaway Buses	\$128,000	\$32,000
2017-2019 State Vanpool Investment Program Grant	Two Vanpool Vehicles	\$38,350	\$23,216
Total		\$3,312,222	\$5,315,938

Section VI: PROPOSED ACTION STRATEGIES & GOALS 2018-2023

Goals, Mission and Strategies, 2018-2023

The Washington State Department of Transportation requires that transit agencies report their progress towards accomplishing the state's public transportation objectives. These objectives are identified in *Washington State's Transportation Plan*. Jefferson Transit's actions and strategies over the coming six years will be guided by the organization's mission statement and goals which are consistent with Washington State goals, enabling personal mobility, partnering with communities, establishing sustainable financial stability supporting economic opportunity, protecting the environment, conserving energy and protecting our investments.

Additional unfunded projects may be completed as funding becomes available. Conversely, some projects may be postponed if anticipated revenues decrease.

Jefferson Transit's Mission is to provide reliable, safe, friendly, comfortable public transportation service in Jefferson County that is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

The proposed changes in this plan are action strategies that reflect upon the following state Transportation Service Objectives and Goals.

1. Preservation

To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.



Preserve existing transportation service levels: Jefferson Transit made no service cuts in 2017. JTA will continue to be diligent controlling costs and finding savings.

ADA Paratransit Services: In areas that have fixed route service, ADA paratransit service provides safe, effective and efficient door-to-door (line of sight) specialized transportation service, fully compliant with the ADA requirements, for people unable to utilize the fixed route system. This service is provided within a $\frac{3}{4}$ mile boundary of the fixed route service routes.

Fully Accessible Rural Fixed Route Service: Make general public services as attractive and usable as possible for seniors and people with special needs and promote them as the

preferred mobility option. Continued efforts will be made to add passenger amenities (shelters & benches) and accessibility enhancements.

Jefferson Transit will analyze fixed route service performance standards. These standards help guide future service adjustments and assist in the decision making process for service expansion, reduction or elimination.

Jefferson Transit will continue to offer transit services to non-traditional customers via the van pool program.

Improvements to Specialized Transportation Service: Continually refine specialized transportation operating methods, using technology where appropriate, to enhance service quality, customer service, and efficiency.

Jefferson Transit works closely with city and county agencies to promote integrated community design, land use, and transportation investments that improve the quality of life. In addition, Jefferson Transit will work to secure appropriate mitigations (shelters, pullouts, etc.) from land use development.

Preserve existing public transportation facilities and equipment

In 2018-2023 vehicles and other equipment will continue to be maintained; Jefferson Transit will continue to seek funding and build reserves to be used for scheduled replacement or refurbishment of equipment as illustrated in Section VII, Rolling Stock. Jefferson Transit's maintenance department has an aggressive preventative maintenance program for all vehicles. This program has extended the life of our fleet, from the federal life of 12 years to far beyond that and added millions of miles. Jefferson Transit will continue to provide preventive maintenance on its operations base and its park & ride facility, as well as replacing office and maintenance equipment to maintain industry standards.

Efforts will continue to identify and secure outside funding sources for the ongoing operation of the West Jefferson fixed-route-deviated service.

2. Safety

To provide for and improve the safety and security of transportation customers and the transportation system.



Below is a chart of JTA's 2012 thru 2017 safety record.

Year	Preventable Accident	Non-Preventable Accident	Passenger Event	Employee Injury
2012	0	0	0	0
2013	0	0	0	0
2014	3	3	3	1
2015	2	2	2	0
2016	4	1	7	1
2017*	DATA still being compiled and will be on the FINAL DRAFT			

** Figures for 2017 reflect data taken from JTA reporting software.*

Jefferson Transit monitors all service on a daily basis to ensure the safety of passengers and employees. We participate in local and regional efforts to increase and improve security components on routes, at the HPTC Park & Ride, and at bus stop locations throughout the service area.

Jefferson Transit is working collaboratively with the local law enforcement agencies and emergency services to ensure the safety of the community.

Jefferson Transit has increased security for passenger and operators by installing camera & video surveillance equipment to the entire fleet.

3. Mobility

To improve the predictable movement of goods and people throughout Washington State.



Effective Community-based Design: Jefferson Transit provides viable connections throughout the Olympic Peninsula offering coordinated connections with Mason, Kitsap, Clallam and Grays Harbor Transit systems and the Washington State Ferries.

Jefferson Transit was approved to construct a covered bike locker building, fifty new parking spaces, and a trail extension at its 63 4 Corners Park & Ride Facility for completion in mid-2017. The project is now due for completion in early 2018. This will make the Park & Ride facility Multi-Modal. The trail extension is intended to connect the Larry Scott trail to Port

Townsend and to eventually connect to the Olympic Discovery Trail, which spans across the Olympic Peninsula.

Improve mobility in small urban and rural areas: As part of an ongoing comprehensive service planning effort, Jefferson Transit will continue investigating opportunities for such enhancements as incremental service improvements for the Tri-Area (Port Hadlock, Irondale and Chimacum) and implementing efficiencies in all other routes

Jefferson Transit continues to be actively involved with local committees to identify service strategies and coordination for special needs populations and will continue to seek special needs funding from state, federal and private sources where possible. Collaboration occurs among federal, tribal, state, regional, local and private sector partners.

Service Marketing and Public Involvement: Keep the public informed regarding transit operations and policies and encourage community involvement. Rigorously promote and market the use of transit services. Continually work to increase system ridership. Jefferson Transit has also accomplished the following:

- Engage in at least five community events for educational purposes.
- Collect community feedback through Survey's, Interviews and Focus Groups. Added the ability for riders to subscribe to Rider Alert notices on the website.
- Revamped the schedules on the website for easier navigation and view-ability.
- Continue to use the successful Try Transit slogan.



4. Environment

To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.



Jefferson Transit remains committed to obtaining no-omissions buses. Currently, funding for support infrastructure is not yet obtainable for rural transit agencies, such as Jefferson Transit. Jefferson Transit continues to research opportunities to bring this technology to the community.

Maintain Air Quality: Transportation services and facilities help maintain air quality by meeting air quality health standards. Jefferson Transit will continue to search for technologies and or fuels that will reduce emissions. (Jefferson Transit currently uses a B5 (5%) Biodiesel fuel in our Port Townsend-based fleet to improve air quality emissions.) Jefferson Transit has implemented a policy to reduce idle time, therefore, reducing emissions.

Meet State Water Quality Standards: Jefferson Transit services and facilities help maintain water quality by meeting water quality standards.

Reuse and Recycle Resource Materials: Jefferson Transit services and facilities prudently use, reuse, and recycle resource materials. Jefferson Transit is proud to continually have been awarded a 5-star EnviroStar rating in Jefferson County. Jefferson Transit views sustainability as an important element of design criteria for transit facilities and has incorporated green building design standards in the new maintenance/operations facility.

Congestion Relief: Jefferson Transit operates with minimal delay and continual reduction in the societal, environmental, and economic costs of congestion.

Reduce SOV Use and Implement Commute Trip Reduction Methods:

The Washington State Legislature passed the **Commute Trip Reduction (CTR)** Law in 1991 to call on employers to encourage their workers to drive alone less often, reduce carbon emissions and keep the busiest commute routes flowing.

Jefferson Transit encourages and considers a variety of methods and ideas to promote the reduction of single occupancy (SOV) vehicle use such as:

- Carpool, Vanpool, Bus, Bicycle, or Walk
- Encourage Rideshare Online
- Develop a bus mentor program to motivate new riders to try transit
- Continue to market and expand the Vanpool program
- Work with local employers to offer incentives
- Work with the Jefferson County Climate Action Committee to develop ways to reduce SOV use
- Continue to partner with employers, local governments and the Regional Transportation Planning Organization (RTPO) to ensure local and regional coordination of transportation plans

5. Stewardship

To continually improve the quality, effectiveness, and efficiency of the transportation system.



Jefferson Transit will continue operational and planning coordination with the region's other public transportation providers, including Washington State Department of Transportation, Clallam, Kitsap, Mason, and Grays Harbor Transit, and the Washington State Ferries. Jefferson Transit will continue to participate in Jefferson County's transportation planning initiatives with the City of Port Townsend and Jefferson County.

Jefferson Transit's six-year planning horizon includes delivery of a new public restroom facility at the Haines Place Transit Center.

6. Economic Vitality

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.



Connecting local economies: Jefferson County has the benefit of being at the hub of the Olympic Peninsula. Jefferson Transit connects with Clallam, Grays Harbor, Island, Kitsap and Mason transits. Jefferson Transit also connects with the Washington State Ferry System in Port Townsend.

Jefferson Transit continues to build relationships with the local transit agencies to better understand interdependent growth opportunities.

Commuter service: Job markets are vastly dispersed throughout Jefferson County, along with its residents. Many residents cannot afford self-reliant transportation, or they are eager for a more efficient means to travel. Jefferson Transit supports and continues to reach out to local commuters.

Support for Tourism: Recreational travelers have convenient and inviting access to tourist destinations, including a Park & Ride facility to allow parking recreation vehicles while visiting Historic Port Townsend.

Section VII: 2018-2023 SERVICES, FACILITIES & EQUIPMENT

The proposed changes 2018-2023, identified in Section VII, are actions and strategies that reflect the state public transportation goals and policy objectives as well as Jefferson Transit's priorities. It also identifies the methods and materials needed to achieve them. Many of the projects will require funding beyond what is currently available, or will require more funding than is anticipated to be available in the near term. A list of unfunded projects & service requests, both capital and operational, is included in Appendix A.

Capital Projects – System Wide:

- Jefferson Transit needs an Electronic Passenger Counting System for accurate ridership numbers in order to make more informed system expansion decisions.
- Jefferson Transit plans to hire a consultant to facilitate the public process of a modern Comprehensive Plan.
- Install a restroom at HPTC Park & Ride.
- Install Fire Suppression System at 63 4 Corners Bike & Ride.
- Install Camera Security Systems 63 4 Corners Bike & Ride and Haines Place Transit Center.
- Procure Remix Mapping Software.
- Procure Finance/Maintenance Software.

Capital Assets – Other Building & Structures:

- Jefferson Transit has plans to implement several HPTC Park & Ride upgrades including:
 - Lighting Upgrades – replacing expensive current parking lot lights with LEDs
 - Remove trees that are pulling up concrete on the sidewalk portion of the bus-turnaround to avoid hazards.
 - Paint roof of Haines Place Transit Center building
- Install radio repeater between Port Townsend and Forks so dispatch and route deviated buses can better communicate on the radios.

Capital Assets – Revenue Vehicles:

- Continue to research No-Emission bus integration into its fleet. Based on the outcome of grant funding and solid infrastructure, future purchases of fixed route No-Emission vehicles are being considered.
- JTA ordered two Heavy Duty Buses for its East County fixed route. Both buses are intended to be in operation one month after delivery in 2018. Heavy Duty buses will be rotated and or replaced on a two-year cycle.

- JTA ordered two Medium Duty Buses for its East County fixed route. Both buses are intended to be in operation one month after delivery in 2019. Medium Duty buses will be rotated and or replaced on a two-year cycle.
- JTA will purchase two Cut-Aways for Dial-A-Ride in 2018. Both buses are intended to be in service one month after delivery in 2018. Dial-A-Ride buses will be rotated/replaced on a three-year cycle.
- JTA will order two Van Pool Vans in 2018.
- JTA will order two Supervisor Safety Vehicles in 2018.
- JTA will order a Shop Maintenance Utility Vehicle in 2018

Capital Assets – Service Equipment:

- Additional projects, listed in Appendix A, may be completed as funding becomes available. Conversely, some projects listed below may be postponed if anticipated revenues decrease. The accomplishments and actions completed in 2017 are listed in Section V of this document.



Services

Expansion 2018-2023

- Explore ways to expand bicycle-rider options for using transit.
- Contact local businesses to promote employee ridership programs.
- Expand services to Kingston Foot Ferry.
- Continue to develop and improve the marketing plan to include online outreach and social media.
- Identify and market links between transit and trails for bicycle riders and pedestrians.
- Annually review funding opportunities to reinstate and expand service & improvements.
 - Increase frequency of commuter routes.
 - Restore past routes.
- Planning:
 - Work with developers and local governments to add service, shelters, bus pullouts, rider-controlled light signals at stops, etc., to new commercial areas and housing developments as appropriate.
 - Explore alternate bus routes to service Upper Sims Way business district in Port Townsend.
 - Continue long-range planning and develop surveys for travel plan data and to measure customer satisfaction.
 - Develop and implement vanpool marketing plan.

Facilities

Expansion 2018-2023

- Finish bicycle storage at 63 4 Corners Park & Ride in order to concentrate riders along the multimodal transit line.
- Expand 63 4 Corners Road Park & Ride parking to accommodate Larry Scott Trail commuters utilizing multimodal transit services. Work with Peninsula Trails Coalition to provide Trail Maps.
- Improve bus pullout areas along state, county and city right-of-ways.
- Add shelters, i-Stops, and/or bicycle lockers at the following possible locations in East Jefferson County: Swansonville Road, Taylor & Washington, Umatilla & San Juan, McPherson & 14th, and at the Brinnon Store. Continue to install solar lighting in shelters.
- Improve HPTC Park & Ride facility by upgrading the shelters to improve wind and rain coverage, and adding a restroom.
- Add other Park & Ride improvements where possible that continue to serve the needs of the community and surrounding area.
- Continue to partner with community organizations for various activities.
- Add Park & Ride areas through public/private partnerships in the following areas:
 - Dabob Road to serve the Toandos Peninsula

- 63 4 Corners Park & Ride bus shelter expansion
- Highway 104 and Hood Canal Bridge
- Hadlock Chimacum area
- Chimacum Light
- Continue to perform quality bus maintenance, fueling, and washing.

Equipment - Rolling Stock

Note: Heavy-duty and medium-duty buses are also referred to as large transit coaches.

This six-year plan supports maintaining existing service and expanding vanpool service. It is anticipated that vanpool expansion funding will be available at 100%, some buses and coaches will be funded at 100%, and some will require a 20% match from Jefferson Transit.

Preservation & Expansion 2018-2023

Planned Vehicle Orders	2018	2019	2020	2021	2022	2022
Replacement Large Transit Coaches	4	2	2	4	2	2
Replacement Medium-Duty Cutaways	0	2	0	2	0	2
Replacement Dial-a-Ride Cutaways	2	0	0	2	0	2
Replacement Dial-a-Ride Vans	0	4	0	0	4	0
Replacement Vanpool Vans	2	2	2	2	2	2
Expansion Vanpool Vans	0	0	2	0	2	0
Expansion Large Transit Vehicles	0	0	2	0	0	0

Equipment - Other than Rolling Stock

Preservation & Expansion 2018-2023

- Improve radio system, include West Jefferson service
- Add vehicle location capability to radio system & fleet (automated vehicle locator (AVL))
- Upgrade web & phone system to provide auto call reservations for Dial-a-Ride, trip planning & other interactive features

Section VIII: CAPITAL IMPROVEMENT PROGRAM / BUDGET

	2017	2018	2019	2020	2021	2022	2023
Preservation							
Transit Base Preserve & Upgrade	\$90,699	\$23,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$175,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$0	\$180,000	\$80,000	\$60,000	\$60,000	\$60,000	\$60,000
Large Transit Coaches	\$0	\$1,936,439	\$1,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$1,000,000
Notes		4 @ \$484,110	2 @ 500,000	2 @ 500,000	4 @ 500,000	2 @ 500,000	2 @ 500,000
Medium-Duty Cutaways	\$368,809		\$250,000		\$250,000	\$0	\$250,000
Notes	3 @ 122,936		2 @ 125,000		2 @ 125,000		2 @ 125,000
DAR Cutaway Vehicles	\$0	\$160,000	\$0	\$0	\$180,000		\$180,000
Notes		2 @ 80,000			2 @ 90,000		2 @ 90,000
DAR Vans	\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$0
Notes			4 @ 45,000			4 @ 45,000	
Vanpool Vans	\$0	\$71,500	\$60,000	\$60,000	\$60,000	\$60,000	\$71,500
Notes	0	2 @ 35,750	2 @ 30,000	2 @ 30,000	2 @ 30,000	2 @ 30,000	2 @ 35,750
Preservation Totals	\$459,508	\$2,545,939	\$1,720,000	\$1,270,000	\$2,700,000	\$1,450,000	\$1,711,500
Expansion							
Passenger Amenities & Services	\$0	\$187,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Notes							
Equipment/Service Vehicles	\$32,155	\$7,500	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Large Transit Coaches				\$1,000,000			
				<u>2@500,000</u>			
New Facility Design/Construction	\$764,221	\$0	\$0	\$0	\$0	\$0	\$0
Enhance Haines Place Park & Ride	\$0	\$0	\$75,000	\$75,000	\$250,000	\$75,000	\$250,000
ITS Improvements	\$205,414	\$276,500	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & I-Stops	\$0	\$35,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0		\$0	\$60,000	\$0	\$60,000	\$0
Notes				2 @ 30,000		2 @ 30,000	
Expansion Totals	\$1,001,790	\$506,000	\$295,000	\$1,355,000	\$470,000	\$355,000	\$470,000
Total Capital Expense	\$1,461,298	\$3,051,939	\$2,015,000	\$2,625,000	\$3,170,000	\$1,805,000	\$2,181,500
Anticipated Capital Grant Revenues	\$1,169,038	\$1,681,414	\$1,612,000	\$1,100,000	\$2,536,000	\$1,444,000	\$1,745,200
Anticipated Capital Reserve Used		\$1,370,525	\$403,000	\$1,525,000	\$634,000	\$361,000	\$436,300

Section IX: OPERATING DATA

	2017	2018	2019	2020	2021	2022	2023
Fixed-Route							
Revenue Hours*	15,307	17,059	17,059	17,059	17,912	18,092	18,272
Revenue Miles*	420,432	453,640	453,640	453,640	476,322	481,085	485,896
Passenger Trips*	220,086	218,772	235,712	238,069	249,973	252,472	254,997
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	83,278	90,590	90,590	90,590	95,120	96,071	97,032
Diesel Fuel Consumed	0	0	0	0	0	0	0
Route-Deviated							
Revenue Hours	4,696	4,746	4,794	4,841	4,890	4,939	4,988
Revenue Miles	146,064	145,967	147,427	148,901	150,390	151,894	153,413
Passenger Trips*	15,779	16,568	16,899	17,068	17,239	17,411	17,585
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	5,465	5,519	5,574	5,630	5,687	5,743	5,801
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed*	9,477	9,951	10,051	10,151	10,253	10,355	10,459

**Estimated by a 10% increase in 2018, estimated 5% increase in 2021, and a lasting 1% beyond 2022.*

~ Preliminary estimations for planned fixed-route expansion in 2018.

Operating Data continued:

	2017	2018	2019	2020	2021	2022	2023
Dial-A-Ride							
Revenue Hours*	5,333	5,386	5,440	5,495	5,550	5,605	5,661
Revenue Miles*	55,009	55,559	56,115	56,676	57,243	57,815	58,393
Passenger Trips (Plus 1%)*	10,576	10,682	10,789	10,896	11,005	11,115	11,227
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline*	2,779	2,807	2,835	2,864	2,892	2,921	2,950
Biodiesel Fuel Consumed*	2,847	2,875	2,904	2,933	2,963	2,992	3,022
Diesel Fuel Consumed	0	0	0	0	0	0	1
Vanpools**	-2 Van	0 Van	+1 Van	+1 Van	+1 Van	+1 Van	+1 Van
Revenue Hours	1,500	1,500	2,250	3,000	3,750	4,500	5,250
Total Vehicle Miles	59,594	59,594	89,391	119,188	148,985	178,782	208,579
Passenger Trips	8,930	8,930	13,395	17,860	22,325	26,790	31,255
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	3,610	3,610	5,414	7,219	9,024	10,829	12,633
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed	0	0	0	0	0	0	0

* Years 2018-2023 are estimated by yearly 1% increases based on the 2017 actual data.

** Vanpool estimates are based on adding 1 Vans per year at: Revenue Hours @ mileage driven/average speed of 45 mph, Total Vehicle Miles at 20,000 per Van, Passenger Trips at 3,000 per Van, and Gasoline at 15.4 mpg. 2019-2023 estimates are based on the 2018 estimated data.

Section X: OPERATING REVENUES & EXPENDITURES, 2018-2023

	2017 ACTUAL	2018 PROJ.	2019 PROJ.	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.
General Fund Beginning Balance	\$1,632,326	\$1,444,960	\$1,272,085	\$1,092,347	\$1,179,721	\$1,274,133	\$1,370,760
Sales Tax	\$4,668,937	\$4,762,315	\$4,857,562	\$4,954,713	\$5,053,807	\$5,154,883	\$5,257,981
State Operating Grant	\$281,340	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000
Local Grants & Contributions	\$19,000	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500
Fares	\$151,239	\$154,263	\$157,349	\$160,496	\$163,706	\$166,980	\$170,319
Federal (5311) Operating Grant	\$1,129,383	\$637,500	\$637,500	\$637,500	\$637,500	\$637,500	\$637,500
Federal Capital Grants	\$278,848	\$1,684,414	\$1,612,000	\$1,100,000	\$2,536,000	\$1,444,000	\$1,745,200
Other Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Capital Grants	\$641,135	\$0	\$0	\$0	\$0	\$0	\$0
Vanpool	\$33,391	\$50,000	\$50,000	\$70,000	\$80,000	\$90,000	\$90,000
Misc. Revenue	\$52,195	\$33,000	\$33,990	\$35,010	\$36,060	\$37,142	\$38,256
Sub-total	\$7,255,467	\$7,788,993	\$7,815,900	\$7,425,218	\$8,974,573	\$7,998,005	\$8,406,756
Gen Fund + Revenue Totals	\$8,887,793	\$9,233,953	\$9,087,985	\$8,517,566	\$10,154,294	\$9,272,138	\$9,777,516
Operating Expenses							
Administration	\$907,863	\$1,047,261	\$1,068,206	\$1,089,570	\$1,111,362	\$1,133,589	\$1,156,261
Haines Place PNR	\$273,847	\$409,617	\$417,809	\$426,166	\$434,689	\$443,383	\$452,250
Vehicle Maintenance	\$763,443	\$1,036,787	\$1,057,523	\$1,078,673	\$1,100,247	\$1,122,252	\$1,144,697
Facility Maintenance	\$247,772	\$271,325	\$276,752	\$282,287	\$287,932	\$293,691	\$299,565
General Operations/Vanpool	\$1,947,194	\$2,404,459	\$2,452,548	\$2,501,599	\$2,551,631	\$2,602,664	\$2,654,717
Operating Expenses Totals	\$4,140,119	\$5,169,449	\$5,272,838	\$5,378,295	\$5,485,861	\$5,595,578	\$5,707,489
Capital Projects							
Vehicles	\$368,809	\$2,096,439	\$1,430,000	\$2,000,000	\$2,430,000	\$1,180,000	\$1,430,000
Vanpool	\$0	\$71,500	\$60,000	\$120,000	\$60,000	\$120,000	\$71,500
New/Repl Serv. Vehicles	\$0	\$180,000	\$130,000	\$110,000	\$110,000	\$110,000	\$110,000
ITS Improvements	\$205,414	\$276,500	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Facility Improvement	\$0	\$210,000	\$200,000	\$200,000	\$375,000	\$200,000	\$375,000
Misc. Capital Projects	\$122,854	\$217,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Office Furniture & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Facilities Capital	\$764,221	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects Totals	\$1,461,298	\$3,051,939	\$2,015,000	\$2,625,000	\$3,170,000	\$1,805,000	\$2,181,500

Operating Revenues and Expenditures continued:

	2017 ACTUAL	2018 PROJ.	2019 PROJ.	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.
Debt Service	\$605,000	\$57,425	\$61,975	\$61,325	\$60,075	\$58,825	\$62,325
Total Revenue (+)	\$8,887,793	\$9,233,953	\$9,087,985	\$8,517,566	\$10,154,294	\$9,272,138	\$9,777,516
Operating Expenses (-)	\$4,140,119	\$5,169,449	\$5,272,838	\$5,378,295	\$5,485,861	\$5,595,578	\$5,707,489
Capital Projects (-)	\$1,461,298	\$3,051,939	\$2,015,000	\$2,625,000	\$3,170,000	\$1,805,000	\$2,181,500
Debt Service (-)	\$605,000	\$61,005	\$60,800	\$59,550	\$58,300	\$61,800	\$60,150
Inc. to Cap. Res. (-)	\$1,519,335	\$1,000,000	\$1,000,000	\$750,000	\$750,000	\$750,000	\$750,000
Inc. to Operating Res.(-)	\$222,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Inc. to Facilities Res.(-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Cap. Reserve (+)	\$504,920	\$1,370,525	\$403,000	\$1,525,000	\$634,000	\$361,000	\$436,300
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac.Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End General Fund Bal.	\$1,444,960	\$1,272,085	\$1,092,347	\$1,179,721	\$1,274,133	\$1,370,760	\$1,464,677
Dedicated Capital Rep. Fund							
Beg Cap. Rep Fund	\$2,138,675	\$3,153,090	\$2,782,565	\$3,379,565	\$2,604,565	\$2,720,565	\$3,109,565
Capital Repl. Fund (+)	\$1,519,335	\$1,000,000	\$1,000,000	\$750,000	\$750,000	\$750,000	\$750,000
Capital Purchase (-)	\$504,920	\$1,370,525	\$403,000	\$1,525,000	\$634,000	\$361,000	\$436,300
Year End Cap. Rep. Fund Bal.	\$3,153,090	\$2,782,565	\$3,379,565	\$2,604,565	\$2,720,565	\$3,109,565	\$3,423,265
Dedicated Facilities Rep. Fund							
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Fac. Rep. Fund Bal.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dedicated Oper. Res. Fund							
Beginning Oper Reserve	\$950,000	\$1,172,000	\$1,300,000	\$1,350,000	\$1,400,000	\$1,450,000	\$1,500,000
Annual Oper Reserve (+)	\$222,000	\$128,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Oper. Res. Fund Bal.	\$1,172,000	\$1,300,000	\$1,350,000	\$1,400,000	\$1,450,000	\$1,500,000	\$1,550,000
Available Operating Cash	\$5,770,050	\$5,354,650	\$5,821,913	\$5,184,286	\$5,444,698	\$5,980,325	\$6,437,942
Total On-Going Revenue Less							
Oper Exp for Each Yr.	\$895,743	\$125,866	\$118,714	\$131,428	\$134,006	\$136,447	\$128,748

	2016 Actual	2017 PROJ.	2018 PROJ.	2019 PROJ.	2020 PROJ.	2021 PROJ.	2022 PROJ.
Debt Service	\$80,755	\$57,425	\$61,975	\$61,325	\$60,075	\$58,825	\$62,325
Total Revenue (+)	\$8,140,988	\$9,396,727	\$10,543,422	\$10,502,831	\$11,176,939	\$12,538,075	\$13,209,569
Operating Expenses (-)	\$3,914,049	\$4,686,886	\$4,780,624	\$4,876,236	\$4,973,761	\$5,073,236	\$5,174,701
Capital Projects (-)	\$504,920	\$2,188,449	\$2,905,000	\$2,015,000	\$1,625,000	\$2,170,000	\$1,805,000
Debt Service (-)	\$81,168	\$561,515	\$61,975	\$61,325	\$60,075	\$58,825	\$62,325
Inc. to Cap. Res. (-)	\$2,175,522	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Inc. to Operating Res.(-)	\$222,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Inc. to Facilities Res.(-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Cap. Reserve (+)	\$388,997	\$698,400	\$414,400	\$534,600	\$378,400	\$518,400	\$518,400
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac.Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End General Fund Bal.	\$1,632,326	\$2,108,277	\$2,660,223	\$3,534,870	\$4,346,503	\$5,204,414	\$6,135,943
Dedicated Capital Rep. Fund							
Beg Cap. Rep Fund	\$2,138,675	\$3,809,277	\$3,610,877	\$3,696,477	\$3,661,877	\$3,783,477	\$3,765,077
Capital Repl. Fund (+)	\$2,175,522	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Capital Purchase (-)	\$504,920	\$698,400	\$414,400	\$534,600	\$378,400	\$518,400	\$518,400
Year End Cap. Rep. Fund Bal.	\$3,809,277	\$3,610,877	\$3,696,477	\$3,661,877	\$3,783,477	\$3,765,077	\$3,746,677
Dedicated Facilities Rep. Fund							
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Fac. Rep. Fund Bal.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dedicated Oper. Res. Fund							
Beginning Oper Reserve	\$950,000	\$1,172,000	\$1,222,000	\$1,272,000	\$1,322,000	\$1,372,000	\$1,422,000
Annual Oper Reserve (+)	\$222,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Oper. Res. Fund Bal.	\$1,172,000	\$1,222,000	\$1,272,000	\$1,322,000	\$1,372,000	\$1,422,000	\$1,472,000
Available Operating Cash	\$6,613,603	\$6,941,154	\$7,628,700	\$8,518,746	\$9,501,980	\$10,391,491	\$11,354,620
Total On-Going Revenue Less							
Oper Exp for Each Yr.	\$1,642,917	\$505,481	\$505,920	\$526,379	\$536,856	\$547,354	\$547,872

Six-Year Budget Assumption Information

Operating:

- Sales Tax Receipts are assumed at a conservative 2% annual growth for 2018-2023.
- The Olympic Connection service continues to be funded by grants and contributions from the partner members.
- Expenses are projected to increase 2% annually over the next six years.

Capital:

- New acquisitions and the unfunded portion of replacement acquisitions are funded from grants (typically at 80%) and the Authority's Reserve for Replacement.
- Operations/Maintenance/Administration facility preservation and expansion is funded with grants, reserves, partnerships with other appropriate agencies and entities, and the match of the value of the current facility and property.
- Vanpool expansion is predicated with the possibility that changes may be made statutorily allowing vanpool to be used for other programs.

Appendix List

Appendix A: Requested Services & Projects

Appendix B: Organizational Chart

Appendix C: Route Maps and Schedules

Not on Rough Copy. Will be on Final Draft

Appendix A: Requested Services & Projects

2018-2023

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

Facilities

Expansion 2018-2023

1. Have signage and benches at all stops, and add shelters to selected stops.
2. Plan Park & Ride network between Tri-area, Port Ludlow and Highway 104
3. Park and ride improvements where possible that serve the needs of the community (food bank, day care, street food); partner with churches and other organizations as appropriate
4. Plan & design West Jefferson Transit Center, including Maintenance Shop & Covered Parking, partner with Clallam Transit & Jefferson County
5. Add 2 Simme Seats – (1) Hadlock & Hwy 19 across from the Glass Doctor & (2) to be determined

Equipment - Rolling Stock

Preservation & Expansion 2018-2023

Note: Heavy-duty & medium-duty buses are also referred to as large transit coaches.

1. New Buses
2. Acquire Electric Car for staff use (shelter checks, schedule distribution, mail runs, etc)
3. Replace 4 ADA equipped vans (like Amerivans)
4. Replace 16 Heavy-Duty Coaches
5. Add 6 Medium-Duty Cutaways

Equipment – Other than Rolling Stock

Preservation & Expansion 2018-2023

1. Upgrade fare boxes
2. Add enunciator equipment to vehicles
3. Upgrade computer software versions
4. Integrate interactive bus stops

Jefferson Transit Authority Organizational Chart Dec 31st, 2017

Appendix B: TDP Organizational Chart

