



**JEFFERSON TRANSIT AUTHORITY
REGULAR BOARD MEETING
Tuesday, August 21, 2018, 1:30 p.m.
Jefferson Transit Boardroom
63 4 Corners Road, Port Townsend, WA**

AGENDA

Call to Order/Welcome

Public Comment

New Agenda Items

I. Finance Reports

- a. July 2018
- b. June 2018

II. Consent Agenda

- a. Approval of Minutes, June 19, 2018
- b. Approval of Expenses, July 2018
- c. Approval of Expenses, June 2018
- d. Out of State Travel Approval for Fleet & Facilities Manager John Bender
- e. Surplus Property Valued Over \$5,000
- f. **Resolution 18-08:** Designating signers for the Fiscal Accounts for Jefferson Transit Authority

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

III. Old Business

- a. **Resolution 18-09:** Transportation Development Plan (TDP) 2018-2023
- b. **Resolution 18-10:** State Transportation Improvement Plan (STIP) 2018-2023
- c. Composition of the Board Discussion
- d. CAC Discussion
- e. **Resolution 18-12:** Commemorative and Donation Policy

IV. New Business

- a. **Resolution 18-11:** Authorizing the General Manager to sign the Transit Asset Management Plan (TAMP)

V. Reports

- a. General Manager's Report

Public Comment

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.



63 4 Corners Road, Port Townsend, WA 98368

August 15, 2018

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

The budget tracking percentage for July is 58.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month May 2018 sales tax was 11% higher than received in May 2017.

Revenue Report –

- Operating revenue is 10.6% below budget. Lower ridership appears to be the primary driver of this trend. Fixed Route is 12% below budget while JTOC is over budget. DAR is 8.3% 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 7.4% BELOW budget.

- **Labor** – Labor is 5.3% below budget.
 - **Labor (Fixed Route)** – This is no longer a timing issue. The numbers were improving, however, we have increases to both regular wages and overtime due to illness. Will continue to monitor – we are working on hiring additional operators.
- **Benefits** – Benefits are 5.9% under budget
 - Worker's Compensation – May be over budget for the year, line item is improving.
 - 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.
- **Services and User Fees** – S/U Fees are 12.8% below budget
 - Advertising – will be over budget for the year – We have additional unexpected advertising expenses (job postings, farmer's market).
 - Contract Maintenance Services (IT Services) – This is no longer a timing issue, this line item will be over budget.
 - Other Services & User Fees – Timing – Contractor performed Training/Repair on HVAC
- **Materials and Supplied Consumed** – M/S Consumed is 11.6% under 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** – 9% under budget, electric utility billing runs late, expect to end the year close to or slightly over budget.
- **Casualty/Liability Costs** - .95% under budget
- **Taxes** – 33.8% under budget
- **Miscellaneous** – 25% under budget
- **Interest on Debt** – 41.5% under budget, bi-annual payment made in June and Dec, will be under budget for the year, amount budgeted was prior to large debt payment in Dec 2017, new interest payments are now significantly lower.
- **Leases and Rentals** – 9% under budget – expect cost increases for Transit Way and Passenger Stations due to increased frequency of port-a-potty cleaning during summer months.

Capital Activity –

- Capital activity in July: Purchased two Service Vehicles; Transmission for bus



July 2018 Financial Summary

Budget Tracking Figure: 58.3%

1. Operational Expenses:	\$398,172.73
Operational Revenues:	\$14,967.88
Non-Operational Income:	\$548,919.52
Capital Expenses:	\$71,260.26
Capital Income:	\$0.00
2. Sales Tax Received 7/31/2018 for May 2018:	\$418,621.08
Sales Tax Received 7/31/2017 for May 2017:	\$375,527.89
Sales tax increased from prior year 11%	
3. Cash on Hand as of July 31, 2018*:	
Operating:	\$2,178,604.16
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,287,157.75
Dedicated (Committed) Grant Match(100% Funded):	\$2,091,839.40
(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:	\$44,741.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$105,292.59
Travel Fund:	\$1,500.00
Total	\$7,383,385.33**

*"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%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
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		\$2,733,260.54	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$390,465.79	\$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%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$1,502,546.41	1,226,804.00	22.48%
May	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$1,921,167.49	1,584,779.00	22.78%
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		\$1,921,167.49	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$384,233.50	\$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 Seven Months Ending July 31, 2018

	July	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$7,141,893.79	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	\$789,046.96	(\$1,400,701.25)
Non-Capital Financing Activities	\$418,960.97	\$3,356,979.28
Investing Activities	\$6,044.94	\$40,554.43
Total Operating Cash Provided/(Used)	\$1,214,052.87	\$1,996,832.46
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$974,904.88)	(\$1,024,164.77)
Net Increase/(Decrease) Cash and Equivalent	\$239,147.99	\$972,667.69
CASH BALANCES - END OF PERIOD	\$7,381,041.78	\$7,381,041.78

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

	July	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,967.88	\$99,257.25	\$208,000.00	47.72%
Operating Expenses				
Labor	192,415.13	1,163,161.87	2,194,041.00	53.01%
Benefits	130,642.05	878,186.58	1,675,485.00	52.41%
Services and User Fees	9,555.46	135,181.21	296,865.00	45.54%
Materials & Supplies	47,004.05	294,726.44	631,560.00	46.67%
Utilities	3,997.60	41,079.49	83,253.00	49.34%
Casualty/Liability Costs	10,968.41	75,716.42	132,000.00	57.36%
Taxes	288.28	1,966.69	8,011.00	24.55%
Miscellaneous Expenses	1,884.05	30,613.78	93,332.00	32.80%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	1,417.70	9,182.05	18,640.00	49.26%
Total Operating Expenses	398,172.73	2,635,839.53	5,168,942.00	50.99%
Operating Income (Loss)	(383,204.85)	(2,536,582.28)	(4,960,942.00)	51.13%
Non-Operating Revenues				
Non-Transportation Revenue	6,044.94	48,008.86	24,000.00	200.04%
Taxes Levied by Transit	439,794.08	2,862,863.54	4,166,099.00	68.72%
Local Grants & Contributions	1,250.00	8,750.00	17,500.00	50.00%
State Grants & Contributions	18,618.50	91,069.69	255,000.00	35.71%
Federal Grants & Contributions	83,212.00	618,466.00	960,000.00	64.42%
Total Non-Operating Revenues	548,919.52	3,629,158.09	5,422,599.00	66.93%
Net Income (Loss) Before Transfers In/(Out)	165,714.67	1,092,575.81	461,657.00	236.66%
Net Income/(Loss)	165,714.67	1,092,575.81	461,657.00	236.66%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Seven Months Ending July 31, 2018

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,780.26	\$77,441.27	\$168,000.00	46.10%
Fixed Route Fares - West - JTOC	515.22	3,001.56	3,900.00	76.96%
Dial-a-Ride Fares (DAR)	725.52	5,436.18	10,800.00	50.34%
Vanpools	1,946.88	13,378.24	22,800.00	58.68%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,967.88	99,257.25	208,000.00	47.72%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	6,044.94	40,554.43	12,000.00	337.95%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues		7,454.43	10,800.00	69.02%
Taxes Levied Directly by Transit System - Sales & Use Tax	439,794.08	2,862,863.54	4,166,099.00	68.72%
Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	17,971.00	89,827.00	252,000.00	35.65%
RTAP	647.50	1,242.69	3,000.00	41.42%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	83,212.00	618,466.00	960,000.00	64.42%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	548,919.52	3,629,158.09	5,422,599.00	66.93%
TOTAL REVENUES	563,887.40	3,728,415.34	5,630,599.00	66.22%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2018**

	July	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$74,489.61	\$451,443.89	\$705,898.00	63.95%
Operators Overtime - Fixed Route	5,273.72	35,590.82	79,254.00	44.91%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,467.11	45,400.04	129,226.00	35.13%
Operators Overtime - Dial-a-Ride (DAR)	993.18	6,063.19	12,879.00	47.08%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,921.37	275,889.08	579,880.00	47.54%
Other Overtime (Mntce, Dispatch, Cust Serv)	6,667.11	19,717.30	51,684.00	38.15%
Administration Salaries	55,603.03	329,257.55	635,220.00	51.83%
Total Labor	192,415.13	1,163,161.87	2,194,041.00	53.01%
Benefits				
FICA	18,268.66	98,757.85	217,429.00	45.42%
Pension Plans (PERS)	23,482.30	170,756.36	318,319.00	53.64%
Medical Plans	43,679.29	305,610.94	586,956.00	52.07%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		4,925.00	22,000.00	22.39%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,533.21	49,117.97	79,370.00	61.88%
Holiday	8,928.61	63,724.01	93,317.00	68.29%
General Leave	27,946.17	151,634.21	282,932.00	53.59%
Other Paid Absence (Court Duty & Bereavement)		13,746.90	14,686.00	93.61%
Uniforms, Work Clothing & Tools Allowance	436.27	7,284.22	16,880.00	43.15%
Other Benefits (HRA, EAP & Wellness)	367.54	12,629.12	28,836.00	43.80%
Total Benefits	130,642.05	878,186.58	1,675,485.00	52.41%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,013.40	13,941.13	18,250.00	76.39%
Professional & Technical Services	3,208.99	75,404.62	127,000.00	59.37%
Contract Maintenance Services (IT Services)	2,457.41	13,273.77	14,500.00	91.54%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	701.59	8,539.41	42,000.00	20.33%
Property Maintenance Services	596.59	7,962.37	29,500.00	26.99%
Software Maintenance Fees	958.92	8,089.52	46,615.00	17.35%
Postage & Mail Meter Fees	326.48	1,475.14	3,100.00	47.59%
Drug & Alcohol Services	292.08	2,649.56	4,800.00	55.20%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	9,555.46	135,181.21	296,865.00	45.54%
Materials and Supplies Consumed				
Fuel	28,024.35	167,412.21	355,000.00	47.16%
Tires	2,167.43	13,898.52	35,000.00	39.71%
Lubrication	922.10	6,286.20	10,550.00	59.58%
Tools		4,161.62	18,000.00	23.12%
Vehicle Maintenance & Repair Parts	10,188.73	56,791.03	96,500.00	58.85%
Non-Vehicle Maintenance & Repair Parts	308.92	5,797.19	8,240.00	70.35%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials	81.76	315.87	3,750.00	8.42%
Shop Supplies (Maintenance & Cleaning)	2,556.82	14,427.43	20,500.00	70.38%
Safety & Emergency Supplies	113.23	1,369.77	7,050.00	19.43%
Office Supplies	256.06	4,665.66	17,420.00	26.78%
Computer Programs & Supplies	1,544.02	5,539.05	13,750.00	40.28%
Printing (Photocopier, Schedules & Brochures)	840.63	13,840.62	42,450.00	32.60%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	47,004.05	294,726.44	631,560.00	46.67%
Utilities				
Water, Sewer & Solid Garbage	1,118.07	6,996.46	14,100.00	49.62%
Utilities (Electrical & Propane)		13,706.50	29,000.00	47.26%
Telephone & Internet	2,879.53	20,376.53	40,153.00	50.75%
Total Utilities	3,997.60	41,079.49	83,253.00	49.34%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2018**

	<u>July</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	\$76,778.87	\$132,000.00	58.17%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Total Casualty and Liability Costs	10,968.41	75,716.42	132,000.00	57.36%
Taxes				
State Taxes	288.28	1,911.69	4,261.00	44.86%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		55.00	3,000.00	1.83%
Total Taxes	288.28	1,966.69	8,011.00	24.55%
Miscellaneous				
Dues & Subscriptions	943.78	7,471.91	17,757.00	42.08%
Travel & Meetings	634.27	11,010.95	34,750.00	31.69%
Safety Program (Rodeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)		9,242.33	26,454.00	34.94%
EE CDL and EE Physical Expense	306.00	2,783.00	5,071.00	54.88%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	1,884.05	30,613.78	93,332.00	32.80%
Interest Expense				
Interest on Long-term Debt Obligation		6,025.00	35,755.00	16.85%
Total Interest Expense		6,025.00	35,755.00	16.85%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,139.40	3,000.00	37.98%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities	1,143.50	8,004.50	13,140.00	60.92%
Total Leases and Rentals	1,417.70	9,182.05	18,640.00	49.26%
TOTAL OPERATING EXPENSES	398,172.73	2,635,839.53	5,168,942.00	50.99%

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

Current Account Status	Balance per Bank @ 7/31/18	\$ 3,653,997.15	\$ -
Balance per GL @ 6/30/18		\$ 3,719,112.47	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 8,044.94	
	Transfers - Out (Purchases)	\$ (71,160.26)	
	Transfers - Out /County Interest Correction)	\$ -	
Balance per GL @ 7/31/18		\$ 3,653,997.15	
Balance in Capital Account	Outstanding Checks	\$ 3,653,997.15	

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
	July 2018 - 508 Transmission Replacement		\$ (9,106.99)
	JTA Funded Balance		\$ 651,918.01
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,260.26)
	JTA Funded Balance		\$ 108,739.74
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	\$ 3,653,997.15
JTA Committed Project Funds Sub-Total	\$ (1,287,167.75)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 2,091,839.40



63 4 Corners Road, Port Townsend, WA 98368

July 18, 2018

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

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

Sales Tax Analysis Reports –

For the month April 2018 sales tax was 15% higher than received in April 2017.

Revenue Report –

- Operating revenue is 9.5% 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 6.4% 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 7.1% BELOW budget.

- **Labor** – Labor is 5.8% 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.
- **Benefits** – Benefits are 5.6% under budget
 - Worker's Compensation – May be over budget for the year, line item is improving.
 - 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.
- **Services and User Fees** – S/U Fees are 12.8% below budget
 - Advertising – will be over budget for the year – We have additional unexpected advertising expenses (job postings, farmer's market). We typically increase advertising/marketing during the summer months.
 - Contract Maintenance Services (IT Services) – timing issue; working on a server migration project, this project was budgeted.
 - Other Services & User Fees – Training/Repair on HVAC
- **Materials and Supplied Consumed** – M/S Consumed is 8.5% under budget
 - Vehicle Maintenance & Repair Parts –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** – 7.7% showing under budget, electric utility billing runs late, expect to end the year close to or slightly over budget.
- **Casualty/Liability Costs** - .95% under budget
- **Taxes** – 29.05% under budget
- **Miscellaneous** – 19.5% under budget
- **Interest on Debt** – 33.2% under budget, bi-annual payment made in June`and Dec, will be under budget for the year, amount budgeted was prior to large debt payment in Dec 2017, new interest payments are now significantly lower.
- **Leases and Rentals** – 14.5% under budget – expect cost increases for Transit Way and Passenger Stations due to increased frequency of port-a-potty cleaning during summer months.

Capital Activity –

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



June 2018 Financial Summary

Budget Tracking Figure: 50%

1. Operational Expenses:	\$344,715.42
Operational Revenues:	\$15,693.83
Non-Operational Income:	\$618,342.73
Capital Expenses:	\$635.00
Capital Income:	\$0.00
2. Sales Tax Received 6/30/2018 for April 2018:	\$391,012.04
Sales Tax Received 6/30/2017 for April 2017:	\$339,021.49
Sales tax increased from prior year 15%	
3. Cash on Hand as of June 30, 2018*:	
Operating:	\$1,876,704.45
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):	\$2,076,587.47
(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:	\$39,591.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,062.40
Travel Fund:	\$1,500.00
Total	\$7,138,220.75**

*"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)

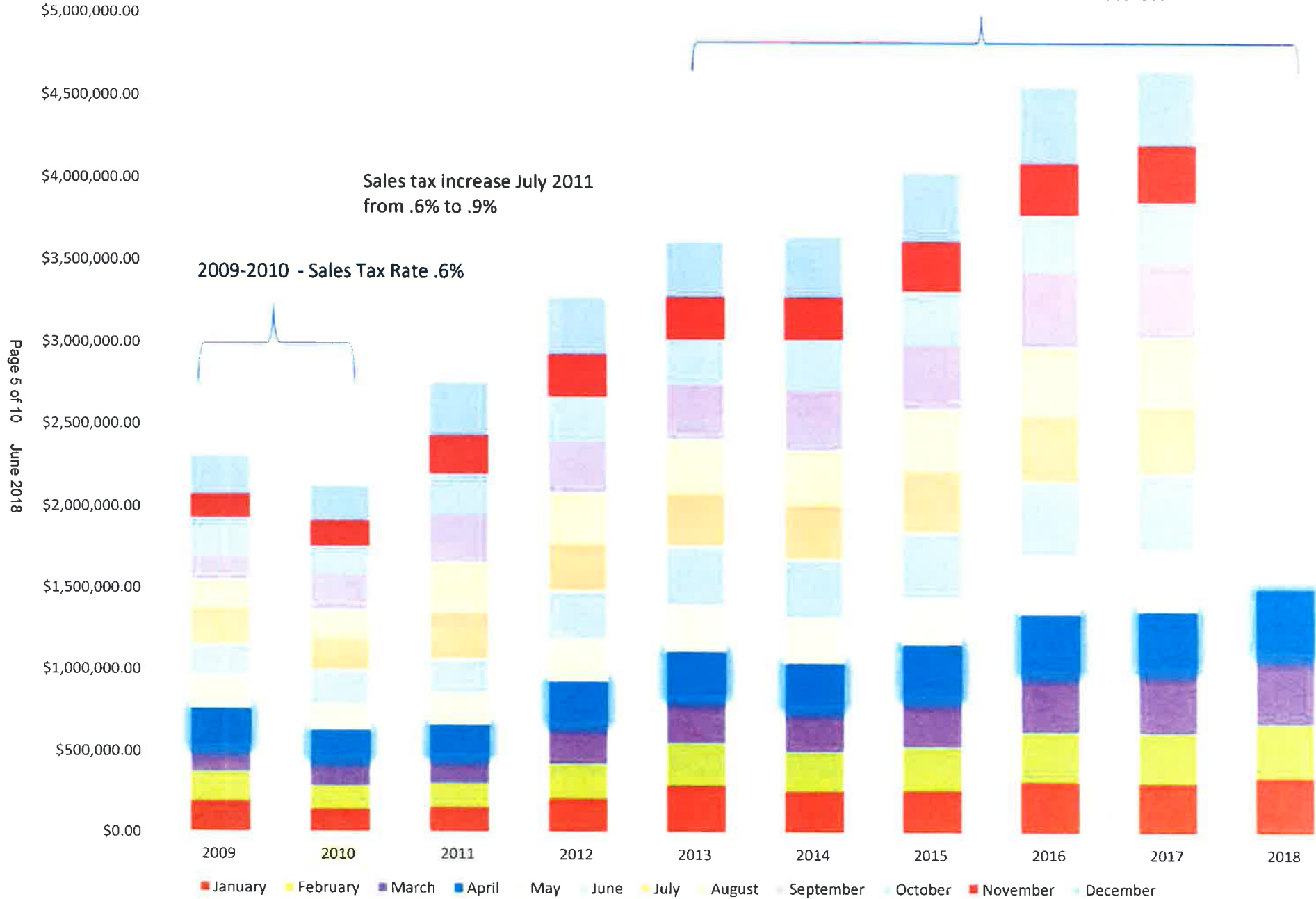
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$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%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
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		\$2,314,639.46	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$385,773.24	\$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%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$1,502,546.41	1,226,804.00	22.48%
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		\$1,502,546.41	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$375,636.60	\$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 Six Months Ending June 30, 2018

	June	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$7,060,314.52	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$252,765.23)	(\$1,886,194.21)
Non-Capital Financing Activities	\$397,916.26	\$2,634,464.31
Investing Activities	\$7,588.50	\$34,509.49
Total Operating Cash Provided/(Used)	\$152,739.53	\$782,779.59
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$71,160.26)	(\$49,259.89)
Net Increase/(Decrease) Cash and Equivalent	\$81,579.27	\$733,519.70
CASH BALANCES - END OF PERIOD	\$7,141,893.79	\$7,141,893.79

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

	June	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,693.83	\$84,289.37	\$208,000.00	40.52%
Operating Expenses				
Labor	155,909.56	970,746.74	2,194,041.00	44.24%
Benefits	118,677.76	744,530.35	1,675,485.00	44.44%
Services and User Fees	13,337.28	110,568.25	296,865.00	37.25%
Materials & Supplies	33,697.16	247,344.70	631,560.00	39.16%
Utilities	4,043.37	35,218.01	83,253.00	42.30%
Casualty/Liability Costs	10,968.41	64,748.01	132,000.00	49.05%
Taxes	333.52	1,678.41	8,011.00	20.95%
Miscellaneous Expenses	1,857.36	28,481.86	93,332.00	30.52%
Interest on Debt	5,725.00	6,025.00	35,755.00	16.85%
Leases and Rentals	166.00	6,620.85	18,640.00	35.52%
Total Operating Expenses	344,715.42	2,215,962.18	5,168,942.00	42.87%
Operating Income (Loss)	(329,021.59)	(2,131,672.81)	(4,960,942.00)	42.97%
Non-Operating Revenues				
Non-Transportation Revenue	10,088.50	41,963.92	24,000.00	174.85%
Taxes Levied by Transit	505,224.04	2,423,069.46	4,166,099.00	58.16%
Local Grants & Contributions	1,250.00	7,500.00	17,500.00	42.86%
State Grants & Contributions	12,571.19	72,451.19	255,000.00	28.41%
Federal Grants & Contributions	89,209.00	535,254.00	960,000.00	55.76%
Total Non-Operating Revenues	618,342.73	3,080,238.57	5,422,599.00	56.80%
Net Income (Loss) Before Transfers In/(Out)	289,321.14	948,565.76	461,657.00	205.47%
Net Income/(Loss)	289,321.14	948,565.76	461,657.00	205.47%

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

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,370.57	\$65,661.01	\$168,000.00	39.08%
Fixed Route Fares - West - JTOC	603.08	2,486.34	3,900.00	63.75%
Dial-a-Ride Fares (DAR)	892.66	4,710.66	10,800.00	43.62%
Vanpools	1,827.52	11,431.36	22,800.00	50.14%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,693.83	84,289.37	208,000.00	40.52%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,588.50	34,509.49	12,000.00	287.58%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	2,500.00	7,454.43	10,800.00	69.02%
Taxes Levied Directly by Transit System - Sales & Use Tax	505,224.04	2,423,069.46	4,166,099.00	58.16%
Local Grants and Contributions				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	11,976.00	71,856.00	252,000.00	28.51%
RTAP	595.19	595.19	3,000.00	19.84%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	89,209.00	535,254.00	960,000.00	55.76%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	618,342.73	3,080,238.57	5,422,599.00	56.80%
TOTAL REVENUES	634,036.56	3,164,527.94	5,630,599.00	56.20%

Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2018

	June	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$61,336.98	\$376,954.28	\$705,898.00	53.40%
Operators Overtime - Fixed Route	2,542.96	30,317.10	79,254.00	38.25%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,643.78	37,932.93	129,226.00	29.35%
Operators Overtime - Dial-a-Ride (DAR)	229.86	5,070.01	12,879.00	39.37%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,975.48	233,767.71	579,880.00	40.31%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,141.05	13,050.19	51,684.00	25.25%
Administration Salaries	43,039.45	273,654.52	635,220.00	43.08%
Total Labor	155,909.56	970,746.74	2,194,041.00	44.24%
Benefits				
FICA	10,718.44	80,489.19	217,429.00	37.02%
Pension Plans (PERS)	33,327.52	147,274.06	318,319.00	46.27%
Medical Plans	43,940.53	261,931.65	586,956.00	44.63%
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)	5,648.77	41,584.76	79,370.00	52.39%
Holiday	10,326.89	54,795.40	93,317.00	58.72%
General Leave	12,970.18	123,688.04	282,932.00	43.72%
Other Paid Absence (Court Duty & Bereavement)	952.74	13,746.90	14,686.00	93.61%
Uniforms, Work Clothing & Tools Allowance	483.14	6,847.95	16,880.00	40.57%
Other Benefits (HRA, EAP & Wellness)	309.75	11,808.40	28,836.00	40.95%
Total Benefits	118,677.76	744,530.35	1,675,485.00	44.44%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,070.85	12,927.73	18,250.00	70.84%
Professional & Technical Services	6,535.76	60,933.13	127,000.00	47.98%
Contract Maintenance Services (IT Services)	1,935.79	8,970.95	14,500.00	61.87%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	1,184.92	7,087.23	42,000.00	16.87%
Property Maintenance Services	398.66	6,166.78	29,500.00	20.90%
Software Maintenance Fees	1,695.76	7,130.60	46,615.00	15.30%
Postage & Mail Meter Fees	223.46	1,148.66	3,100.00	37.05%
Drug & Alcohol Services	292.08	2,357.48	4,800.00	49.11%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	13,337.28	110,568.25	296,865.00	37.25%
Materials and Supplies Consumed				
Fuel	18,784.44	139,387.86	355,000.00	39.26%
Tires	3,330.20	11,731.09	35,000.00	33.52%
Lubrication	1,408.27	5,364.10	10,550.00	50.84%
Tools	178.50	4,145.55	18,000.00	23.03%
Vehicle Maintenance & Repair Parts	5,335.25	46,568.03	96,500.00	48.26%
Non-Vehicle Maintenance & Repair Parts	343.19	5,488.27	8,240.00	66.61%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials	67.06	234.11	3,750.00	6.24%
Shop Supplies (Maintenance & Cleaning)	1,243.27	11,754.46	20,500.00	57.34%
Safety & Emergency Supplies	54.62	1,256.54	7,050.00	17.82%
Office Supplies	569.09	4,302.95	17,420.00	24.70%
Computer Programs & Supplies	1,474.89	3,890.48	13,750.00	28.29%
Printing (Photocopier, Schedules & Brochures)	908.38	12,999.99	42,450.00	30.62%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	33,697.16	247,344.70	631,560.00	39.16%
Utilities				
Water, Sewer & Solid Garbage	1,142.01	5,878.39	14,100.00	41.69%
Utilities (Electrical & Propane)		12,098.86	29,000.00	41.72%
Telephone & Internet	2,901.36	17,240.76	40,153.00	42.94%
Total Utilities	4,043.37	35,218.01	83,253.00	42.30%

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2018**

	<u>June</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	\$65,810.46	\$132,000.00	49.86%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Total Casualty and Liability Costs	10,968.41	64,748.01	132,000.00	49.05%
Taxes				
State Taxes	323.11	1,623.41	4,261.00	38.10%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	10.41	55.00	3,000.00	1.83%
Total Taxes	333.52	1,678.41	8,011.00	20.95%
Miscellaneous				
Dues & Subscriptions	1,207.51	6,528.13	17,757.00	36.76%
Travel & Meetings	354.85	10,155.36	34,750.00	29.22%
Safety Program (Roadeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)	295.00	9,215.78	26,454.00	34.84%
EE CDL and EE Physical Expense		2,477.00	5,071.00	48.85%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	1,857.36	28,481.86	93,332.00	30.52%
Interest Expense				
Interest on Long-term Debt Obligation	5,725.00	6,025.00	35,755.00	16.85%
Total Interest Expense	5,725.00	6,025.00	35,755.00	16.85%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	865.20	3,000.00	28.84%
Service Vehicles & Equipment	21.80	38.15	2,500.00	1.53%
Other General Administration Facilities		5,717.50	13,140.00	43.51%
Total Leases and Rentals	166.00	6,620.85	18,640.00	35.52%
 TOTAL OPERATING EXPENSES	 344,715.42	 2,215,962.18	 5,168,942.00	 42.87%

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

Current Account Status	Balance per Bank @ 6/30/18	\$ 3,719,112.47	\$ -
Balance per GL @ 4/30/18		\$ 3,714,662.40	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 5,085.07	
	Transfers - Out (Purchases)	\$ (635.00)	
	Transfers - Out /County Interest Correction)	\$ -	
Balance per GL @ 6/30/18		\$ 3,719,112.47	
	Outstanding Checks		
Balance in Capital Account		\$ 3,719,112.47	

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	\$ 3,719,112.47
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	\$ 2,076,587.47

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, June 19, 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 1:31 pm. Other members present were David Sullivan, Kathleen Kler, Kate Dean, and Ariel Speser. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Interim Fleet and Facilities and I.T Specialist Mike Samodurov, and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

There were none.

NEW AGENDA ITEMS

Tammi Rubert will be presenting the Operations Report.

NEW BUSINESS

Craig Miller, JTA Counsel, Presenting on the Composition of the Board

Please see Attachment A

Craig Miller, JTA Counsel, gave a presentation regarding the law surrounding the Composition of the Board.

FINANCE REPORTS

Please see Attachment B and C

JTA is seeing increased fuel costs. JTA is starting the Consolidated Grant process in July which is our main operating and bus grant.

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

- Sales Tax Analysis Reports

- Revenue Report
- Expense Report
- Capital Activity

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

Motion: David Sullivan moved to approve the Consent Agenda. Kate Dean seconded.

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

PUBLIC HEARING

Transit Development Plan (TDP)/Transportation Improvement Plan 2017-2022

Tammi Rubert stated this is the first draft of the TDP and we are open for suggestions and public comment and will keep the public hearing open until August 21, 2018, when the TDP will be approved.

Public Comment on TDP

Debbie Jahnke commented on the restrooms at Haines Place Transit Center (HPTC) and expansion to trailheads.

Authority Board TDP Discussion

Tammi Rubert stated the TDP is one of those plans that continues each year. If a project or plan is not included in the TDP, whether or not we have funding for the project, we can't ask for grant funding. Some of the things in the TDP may not be able to be done right away, but it is what we want for the future.

If the Board has comments or suggestions, it would be ideal to get them before the next Board meeting so that we can make those changes to the plan.

- It is great to see electric vehicles being brought in to the plan.
- Are there significant changes in this draft that the Board should be aware of?
 - JTA is looking at support for a Kingston foot ferry route, and that was added this year. This has been an ongoing discussion with the transit General Managers in the immediate area. We would have to possibly purchase another vehicle because JTA is at capacity. This would be considered an expansion project/bus, which is different from the funding we get for our consolidated grant funding. It is more difficult to get expansion grant funding than it is to get sustaining grant funding.

- To show the changes that were made to the plan this year, most were small; we will send a copy of the TDP to the Board that shows “track changes.”
- Are there any thoughts on connecting to the Strait Shot?
 - When we spoke to Clallam Transit about connecting, they told us that their service was intentionally made to not connect with us. Discussions are continuing regarding connections to the Strait Shot and how it impacts our current schedule.
 - Clallam Transit did not want to infringe on JTA’s ridership.

Brenda McMillan would like to see a plan to increase ridership in the TDP.

Burt Langsea commented on the CAC discussion.

OLD BUSINESS

a. Citizens Advisory Committee (CAC) Discussion

Kate Dean and Ariel Speser were tasked with a subcommittee to research the formation of a CAC.

Discussion points included:

It is the subcommittee's recommendation to the Board to move forward with a CAC to focus on two areas; increasing ridership, and helping to update the Comprehensive Plan if the decision is made to move forward with that project. They believe we should move forward with the CAC looking into how to increase ridership. They thought we could begin with a two-year trial. They are seeking input from the Board and the staff, and will also take public comment.

In recognition that there is frustration between the public, staff and the Board, they would like some ideas on how to overcome some of those challenges. They thought one of the Board members might be a liaison for the group, and this opens the question as to changing the Standing Rules.

They believe there are enough applications. Some are dated 2016, we may want to reach out and contact prior applicants to see if they are still interested, then begin interviews. The Standing Rules say there should be between 7 and 15 members. At this point, there is a good diversity cross section from the community.

- There is a budget component to each of these items. I am inclined to go with the Ad Hoc Committee approach and also look at how much staff time it will take for these. There are many things we can do to increase ridership that we don't have the budget to do. So we need to have some attention to the budget and what is possible. This is advisory, but we want to make it meaningful and not waste people's time.

One thing to point out is that our Board Bylaws require that a Staff Member participate in the meeting, and that seems to point to Tammi Rubert. She would be able to point out things that can and cannot be done at the time, and some of those budget restrictions. This would also help educate the advisory board. We think an orientation would be essential to its success.

We would also need to be mindful of the Open Public Meetings Act (OPMA), public records, and all of the things that need to be covered for all committees.

- Because we are saying this will be a pilot project, how will we measure the committee's success?
 - One of the metrics could be to increase ridership by 5%. Metrics could help keep the committee focused.
- Is the Comprehensive Plan mandatory?
 - The law required transit to create a Comprehensive Plan when the PTBA was created. There are no requirements after the initial plan is complete. It is now extremely outdated.
 - I think we could task the group to focus on ridership and start doing that now. The Comp Plan group can be a later discussion.
- We could limit the orientation to things to do with ridership instead of the group having to familiarize themselves with all aspects of transit to be able to analyze the Comp Plan.
- If the board would like to see a more concrete proposal, we can have that for the August meeting and then vote and begin the process.

Motion: Ariel Speser moved that the Board task the ad hoc committee consisting of Commissioner Dean and herself, to bring back to the August Board meeting a final proposal that would solidify the three areas of the composition of the CAC; the metrics that will be measured, the goals, and the subject matter, which will be focused specifically on ridership, and will include input from the Board and staff. Kathleen Kler seconded.

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

b. Memorial Discussion

Discussion points included:

Tammi Rubert began by stating; at the last Board Meeting I was directed by the Board to do an "Ask Transit," which is where I ask all of the transit agencies in the State of Washington regarding the establishment of a Memorial Policy. Of the 19 transit agencies responses, none of them had a Memorial Policy. However, River Cities, which is a transit agency that is operated by the city government, they said the transit department does not have a Memorial Policy, but the Parks and Recreations Department does. The City of Port Townsend and Jefferson County sent samples of their policies. We need to remember that our mission is to

provide public transportation. We do honor our drivers and all of our employees for safety and years of service. I don't believe our mission is to do memorials. However, we did recognize Miss Lane in a memorial on the Adopt-A-Highway sign. Alice Lane and another employee requested JTA begin the Adopt-A-Highway program.

It was noted that Community Transit did not have a policy, but their stops are located on City property, and the City is responsible for approving a Memorial.

Ms. Rubert then stated the Board and JTA need to decide to form a policy or decide that transit is not in the business of memorials. River Cities Parks and Rec department Policy is similar to the City of Port Townsend's policy. They take ownership and maintain any memorial such as a bench, plaque or rose garden. When it is past its useful life, they dispose of it. This would be a practical clause to have ownership until the end of use without a need to replace the memorial.

JTA could have a very simple policy that states donation standards and our responsibilities. The City's policy has language about pricing and donation. It talks about flags and monuments and trees and signs, and the maintenance and repair. It is a fairly straight forward policy.

- How many times has this memorial question come up in the last few years?
 - This is the first request in the last 13 years.
- We really can't obligate future boards to do our wishes. Overall, I would be more inclined to direct people to memorials that are more intangible, such as donating to a fund that the person supported or believed in.
- How does the Board feel about asking staff for a fairly simple policy that the staff and General Manager approve memorials and placement at their discretion with no obligation to maintain the memorial?

Ms. Rubert said she feels like she exercised that discretion by placing a Memorial that was meaningful to Alice on the Adopt-a-Highway sign. I am now hearing that it may not be adequate. However, it was extremely appropriate and made the employee who was very close to her very happy. I think you are dealing with an emotional issue here, and it may be difficult to make everybody happy.

- The really pertinent question would be; do we want to put ourselves in this as the intermediary between individuals who should do what makes them happy and what is meaningful to them. I think people should be able to process these things and memorialize things without JTA being in the middle.
- Then we would either have one policy that we don't have memorials at all, and the other one being that it is entirely at the discretion of the General Manager to approve a memorial. And we need one of these two policies to help us avoid being back in this position.

- We want to have some guidance in the future to help us make thoughtful decisions. I think the most inclusive thing to do is to have a policy, and it can be manageable by making it at the discretion of the General Manager, or by having a list of options with parameters, so people know what to expect, and it can be handled in a timely manner.
- If we look at a policy that has a couple of options that are specific to transit with the resources we have, such as a bus stop, or a shelter, then those could be options that are presented, and people could contribute in that way by requesting one of those options. If their request was outside of that, then there is a clear boundary about what JTA can offer. I do think it is incumbent on us to have some type of a parameter, because how else do we know what our scope is. I think the way that we do that is by having a couple of options that are very practical to the way that transit interacts with the community, like the buses, the bus stops, the trails, etc.

Motion: Kate Dean moved that the Board ask staff to bring a draft policy, understanding that there will be many questions and discussion points to flush out. This doesn't have to be a final, but at least a structure to start the conversation, which includes a menu of limited options for memorials that seem feasible for staff and transit. Ariel Speser seconded.

Any further discussion? We will have another discussion in August.

Vote: The motion carried 3 in favor, 2 against, by voice vote.

REPORTS

GENERAL MANAGERS REPORT – Tammi Rubert

Please see Attachment D

Tammi Rubert updated the Board on the following items:

- Electronic Sign Update
- New Fleet & Facilities Manager
- New Bus Update
- HPTC Restroom Update
- Wednesday Farmers Market at HPTC
- Peninsula College
- Greyhound Lines, Inc. Update
- Master Gardener Agreement
- Dump the Pump

FLEET AND FACILITIES REPORT & I.T. Update – Mike Samodurov

Please see Attachment E

Mike Samodurov updated the Board on the following items:

- Hiring for required bus build inspections
- Working on Transit Asset Management Plan (TAMP)
- WSTA Conference

- Third party diesel generator testing
- Voith transmission failure
- I.T. RouteMatch software update
- Fire suppression update
- Gate update

RIDERSHIP – Tammi Rubert

In looking at the ridership report for this month, it appears that ridership is up, but overall it is still down. What I was noticing was the on-time performance. When we separated the shuttle due to the downtown construction, it also resulted in an improvement in our on-time performance. We will be studying whether we will keep the shuttle as a separate route in the future.

- A member of the Board asked where our Vanpools travel.
 - Currently, we have two vanpools going to Keyport and the Naval Base.

PUBLIC COMMENT

Brenda McMillan commented on including teens in the CAC.

Debbie Jahnke commented on the Composition of the Board.

Ed Stanard commented on ridership projects in Clallam County and new ATU officers.

David Sullivan will not be in attendance at the August meeting.

Closed Session pursuant to RCW 42.30.140(4)(a) for the purpose of discussing collective bargaining proceedings with no action anticipated.

ADJOURNMENT

The meeting was adjourned at 3:45 pm. The next regular meeting will be held Tuesday, August 21, 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

**Craig Miller, JTA Counsel, Presenting on the
Composition of the Board
June 19 2018, Board Meeting
Attachment A**

RCW 36.57A.055, requires a Board Composition Review Conference. The County Commissioners call for appointed representatives from the legislative body of each City within the County, and the Commissioners and the representative of the cities then hold the Composition Conference. They meet and decide what the Composition of the Board should be.

The statute originally creating the board, RCW 36.57A.050 states that within 60 days of the establishment of the boundaries the County, the members of the county legislative authority and the elected representative of the City of Port Townsend presumably decided what the composition of this body was going to be. The statute says "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." I've heard discussion whether that allows for more than just City Council person and County Commissioners, and my interpretation of that is that I go back to what the original Composition Conference was. As I see it, it states "a" designated representative of the County and the Cities, again an elected official. I believe that the statute provides that the designated representative will be a representative of one of those bodies. Two additional reasons as to why I believe that the elected officials are to be County commissioners and City Councilpersons are; number one, if you look at the general statutes of the State of Washington, Cities have the legal authority to operate a transit system, Counties have the legal authority to operate a transit system, and no one else does. The number two reason is that you are authorized to levy a sales tax, which is most of your revenue. And if you also examine the statutes of the State of Washington, the only people who have a sales tax levying authority are County Commissioners and City Councils. So given those two additional issues, I think we are talking about elected officials from each of the County legislative authority and the legislative authority of any City within the County.

I believe again because it talks about "an" elected representative to the Composition Conference, you are talking about one person being appointed to this review conference. So basically you would have a composition of two people, one from the County and one from the City. Their authority is to review the composition of the governing body and change the composition of the governing body if a change is deemed appropriate. There is no other guideline given in the statute as to why you would do a change. There is some discussion in the next paragraph, 36.57A.055, of having to hold a Composition Review if any area has a population increase greater than 15% added to the PTBA.

The question then is, are there any reasons to want to change the composition? And that is a legislative matter for the County Commissioners and the City Council to decide, and presumably to direct their representative to the Composition Conference in regards to whether they want a change, and to have a discussion about that. With a Composition Review Conference consisting of two people, if those two people don't agree, there will be no change to the composition of the Board.

Below are questions from the Board Members with answers given by Craig Miller.

- I see the elected representation of the City, in the singular, I am only reading “members” of the County legislative authority, and I don’t see the singular designation for members of County.
 - Which is why I go back to a statute that you did not get a copy of, 36.57A.020. It says, “The county legislative authority of every county...shall convene a public transportation improvement conference to be attended by an elected official of each City *and* by the County legislative authority. It’s the “*and*” that did not get carried forward into the other two statutes that I think was well within the intent of the legislature that the review would occur as a result of “a” representative of each City and the County.
- If the sequential RCW is clear in terms of members of the county legislative authority and an elected representative selected by the legislative body of each city, do we hold the most recent RCW as having the correct language?
 - They are all passed at the same time. There are amendments, but they do not change the original substance.
- There still seems to a difference of the original organization of a transportation district and the composition of the governing body. Those seem to be two separate things.
 - The language in the second statute does say “which shall consist of elected officials, selected by and serving at the pleasure of the governing bodies of component cities and the county legislative authority.” Now those elected officials who are on the composition review have to be elected representatives of the County and the City. They can’t be elected representatives of another type of taxing district unless the County decided that it wanted to appoint somebody else as its representative.
- And so no matter who is on the body to look at the composition of the governing body, those people still are able to look at the governing body and make a change in terms of the composition.
 - As long as the people who are in the composition review are representatives of the County and the City. I do not see anything in this statute that says that, for example, if you had ten members of the Board, that you could not have for example five designated representatives of the City and five designated representatives of the County. I do think you are starting to get into some pretty tenuous areas when you start dealing with granting authority, and by “authority” I am now using a very specific legal term which in County’s may only do certain things, and school districts

may only do certain things. A school district cannot run a fire department. A fire department cannot run a hospital. So Cities and Counties are those with the broadest possible authority, and they both have in their governing statutes the "legal authority" to run a transit. This statute appears to me to be putting those two authorities together into saying, you may jointly exercise your authority to run transits through this entity we are now creating called a PTBA. So that is why I would be leaning very strongly towards saying that it needs to be elected officials from those two entities who have the legal authority to operate a transit system. Now, I want to give you an extreme hypothetical, which would cause me some concern if there were more people on the Board than representatives of the Cities and County. And that would be, in the instance that you decided to issue another bond, and you are required in order to sell a bond, to have an unqualified opinion of bond counsel. And I have dealt unfortunately with bond counsel many, many times, and they are the most persnickety people in the world about making sure that every i was dotted and every t was crossed absolutely correctly. And they need to be because their malpractice insurance will pay for the entire bond if it goes down. As a witness to the fact that there are many law firms no longer around who issued opinions in regards to the Washington Public Power Supply System (WPPSS) bonds, which were then found to be illegal, and those law firms ceased to exist because of liability problems. So I would think that it would be a big issue for a bond counsel if there would have been a resolution authorizing a bond that was not signed strictly by those that they thought were governed by these statutes. That is the kind of scenario that I would be contemplating some concern about if you ended up with non-city council and non-county commission folks on the Board. And I will say that Tammi told me that this issue had come up before, which is why I am addressing it. I know that there is one example in the state, which is Mason County. I have no idea whether Mason County got an opinion about whether that was legal before they did it. I have no idea about what they think about it at this point. But it would not be something I would be recommending to you.

Tammi Rubert said she spoke to Mason Transit's General Manager, and asked her about the composition of her Board. She said they are re-examining their Board Composition. The fire department is no longer on the Board, and they are questioning whether the school districts are going to remain on the Board. My question to Craig was, if we do increase the Board with non-elected city and county people, what is the result of the resolutions that are signed, or could we have a problem in the future if those are questioned.

Mr. Miller stated he gave an extreme example, I could see scenarios in which someone would argue that the Board was not properly constituted for the purpose of taking certain specific actions, such as signing a controversial contract could be questioned, an expenditure that was extremely high that someone wanted to challenge, they would come in and argue that the composition of the Board was not valid to, in fact, incur that expense. That could be a very sticky situation, particularly if the expense has already

been incurred and the money is gone. That is why I would be leaning against this from a very precautionary point of view.

- Where are we in the four-year process? I have only heard peripherally that there had been talk of expanding this Board to include other members. Is that the motivation for this conversation?
 - JTA is starting this month with the beginning of the review. By December we should have our review done.
- There has been an ongoing conversation about the CAC, and if there is no CAC, can the expansion of the Board include hospital district or school district. Which again, would be elected people. And that is how I'm hearing this conversation, with the expansion of the Board with other district representation to expand public representation.
- The last Board Composition review was held in December 2014.
- Is Mason County the only transit that has members of their Board other than city and county elected?
 - The last time I specifically asked, that was so. At the time of this question, Mason had a nine-member Board, one member from each jurisdiction, three County Commissioners, and five school board members.
- The confusing language in RCW 36.57A.055 starts off with a statement that the review will be conducted by members of the county legislative authority, plural, and the elected representative of each city. In the next sentence, it proceeds to talk about the review being at a meeting of the designated representatives of the Component County and City. I read that still as not necessarily being one and one, but potentially three and one.
 - I agree. So the composition review committee could be all three County Commissioners and a representative of the elected City. There is a distinction in the way the words are used between all three of the statutes I've been talking about. Now whether that is a wise idea or not is a decision by the County to decide how many representatives they want to send, that is a decision by the City to decide who they want to send. Basically what Tammi Rubert has to do is say we are going to hold a Composition Conference, please designate representatives so that Composition Review Conference is in accordance with the statute. If the prosecutor says we are sending three, or the Board says they are sending three, I think they can send three. Now I think the last time they chose to send one from the County and one from the City.
- Before the 2014 conference, the question was asked; if there is only one representative from the city and one from the county, what if they don't agree? The answer from the Cities Attorney was, then the composition of the Board remains the same.

Tammi Rubert stated at the next Authority Board meeting she will ask for direction from the Board to begin the review process and will then send out a letter to the City and County requesting representatives.

Craig Miller stated in RCW 36.57A.055 “members of the County legislative authority,” and it is plural. Which is as was directly pointed out inconsistent with the first statute, because the first statute says “an” elected representative.

- Since one statute says “an” would it be prudent not to put ourselves in the position of having three instead of one, because one would be consistent with either statute.
 - I would generally be saying “yes” because I am trying to be extremely conservative here in regards to the Composition of the Board, because as I said, I would not like to see a challenge to the Composition of the Board underlying a challenge to some other action of the Board, which could be “that action wasn’t valid because it wasn’t taken by a properly constituted Board.” As a municipal lawyer, my job is to keep you away from lawsuits, not lead you toward them, and in that regard conservatism in these kinds of things is the only way I would want to go.

The sequence of the statutes is generally decided by whoever wrote the bill. The sequence is not part of the bill, nor are the section numbers part of the bill. The code reviser can assign numbers to those statutes as he pleases, and again, the numbers of the statute are not part of the law, they are just reference tools. The court is not going to look at any of that when it tries to figure out how to reconcile these two statutes; it is going to say “ok, I’ve got two statutes that say two different things, what are we going to do?”

- When would the three County Commissioners be able to discuss this?
 - David Sullivan answered; it’s fine if it’s during one of our regular County Commissioners meetings. This is a County Commissioners function. We do have to be careful all the way through that we discuss the County Commissioners roll at County Commissioners meetings and that we don’t discuss with a quorum a transit Board issue unless we are at a transit meeting. So, that becomes one of those dances that we have to very careful about, and be sure to catch ourselves if we slip.
 - Counsel added to that by saying, when you have the discussion as the County Commissioners, your legal counsel for that issue is the prosecuting attorney, not me. I am JTA’s counsel. So when you talk about risks or issues that you as County Commissioners might become involved in with what you act, you need to talk to the prosecutor. And the same with the City Council folks, they need to talk to the City attorney.

Craig Miller closed by saying that Tammi Rubert knows how to reach him. If any of the Board Members have any questions, please call him.



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

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)

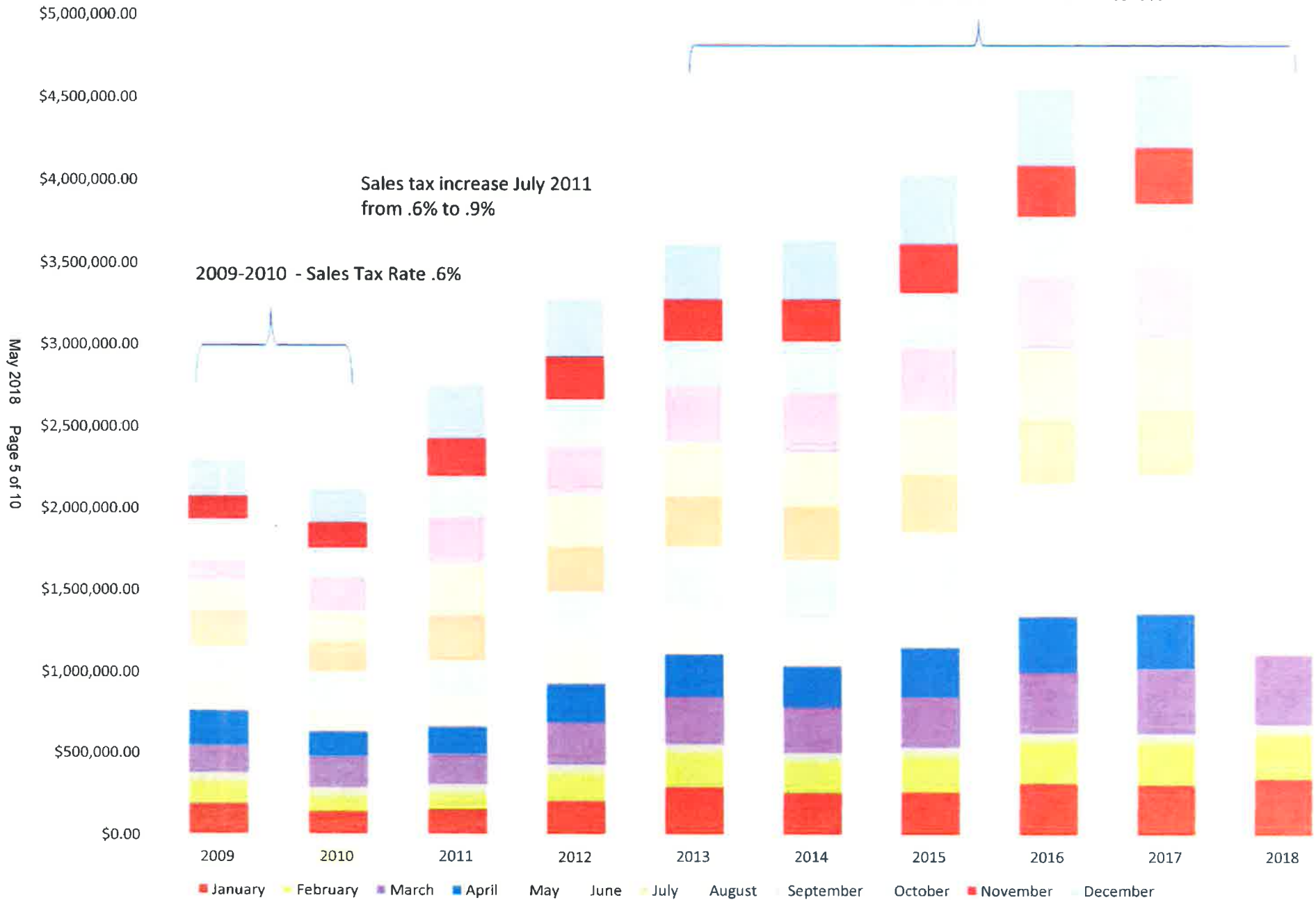
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$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	\$341,810.91	\$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		\$1,923,627.42	\$4,846,263.10	\$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	\$341,810.91	\$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		\$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**

	May	YTD	Budget	% of Actual vs. Budget
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	
	Outstanding Checks		
Balance in Capital Account		\$ 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 C

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**

**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)

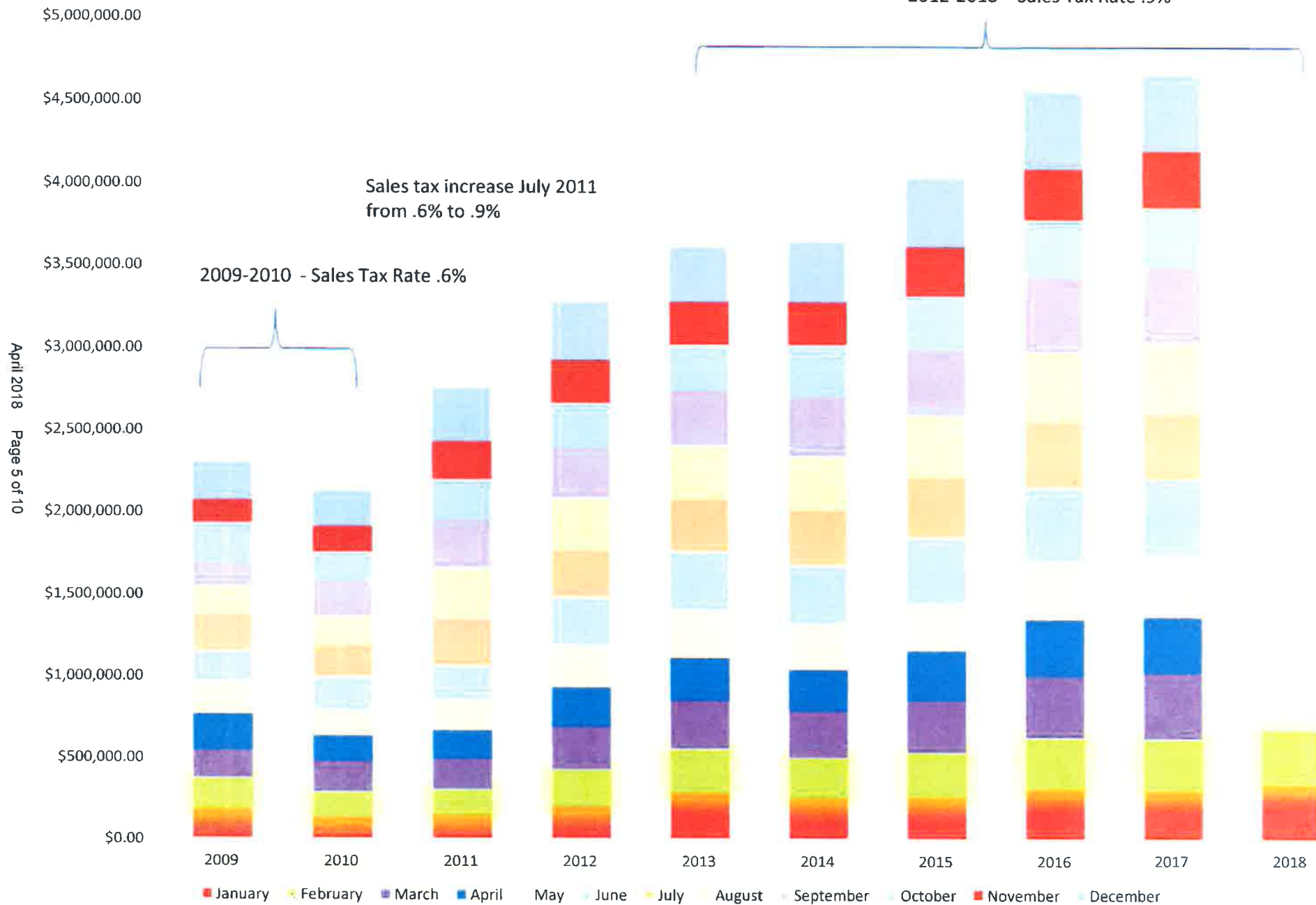
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$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	\$460,953.02	\$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		\$1,490,025.50	\$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	\$460,953.02	\$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		\$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	354,511.90	1,529,703.20	5,168,942.00	29.59%

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	
Balance in Capital Account	Outstanding Checks	\$ 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		
	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	\$ 3,715,432.98
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



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

Attachment D

June 19, 2018

Jefferson Transit Authority (JTA) Sign Project Status

Jefferson Transit applied for a conditional use permit to utilize the electronic changing message technology allowing the use of the reader board sign at our new Maintenance and Administration facility on Four Corners Road. The application and documentation were submitted to the Jefferson County Department of Community Development. The comment period has passed, and no comment received. A review from DCD staff is complete, and a public hearing will be conducted on Tuesday, June 26, 2018, in the First Floor Conference Room of the Jefferson County Courthouse at 2 pm.

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 FOLC Meeting, Spokane – June 27
- 42nd Public Transportation Conference, Expo & State Rodeo, Kennewick – August 18 - 21

Miscellaneous Items

We have offered, and John Bender has accepted the position of Fleet and Facilities Manager with Jefferson Transit Authority (JTA). He will begin his career with JTA on July 2nd.

John is currently working for the Redding Area Bus Authority (RABA) in Redding, CA as their Fleet Maintenance Manager. He has held that position since Dec.

2015. Interestingly, RABA is very comparable in size, including fleet composition to our operations. Before working at RABA, he worked two years in Englewood CO as a Maintenance Foreman. John was also a Mechanic/Maintenance Manager for the US Army for over ten years.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

John has a Bachelor's in Management Information Systems and Business Analytics from Colorado State University and is currently pursuing a Master's Degree in Project Management. I also want to take this opportunity to thank Mike Samodurov for stepping up and taking on the position in the interim. Mike has helped JTA maintain excellent service to our community.

Updated Bus Arrival Schedule.

- Two StarTran light duty Cutaways should be complete by July 18
- (2) 35 foot 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, September 18

Bathrooms at Haines Place Park and Ride

On May 2, 2018, JTA met with Carol McCreary, Program Manager for PHLUSH. Carol gave JTA some suggestions before the start of the restroom project at Haines Place. Jefferson Transit prepared an RFQ and scope of work to procure an engineer/project manager to manage the installation. The RFQ is being vetted by JTA's attorney and once done will be posted.

Memorial Policy

The Authority requested information about whether other transit agencies around the state had memorial policies, JTA asked for information from all the agencies and received responses from 19 other transit agencies. All the responding agencies stated they did not have memorial policies. River Cities Transit which operates under the city stated the transit department did not have a policy but that the Parks and Recreation Department does have a policy.

Jefferson Transit's mission is to provide reliable, safe, comfortable public transportation service in Jefferson County which is cost-effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County. Jefferson Transit honors all our employees for years of service and safety. Therefore it is my recommendation that Jefferson Transit does not adopt a memorial policy.

Farmers' Market

June 6, 2018, Jefferson Transit hosted the first Wednesday Farmers' Market at the Haines Place Park and Ride. It was a beautiful sunny day and a giant success! A big thank you to the Board for supporting this effort and to Laura, Miranda, and Lisa for helping with JTA's booth.

Peninsula College Student Pass

Jefferson Transit has again entered into an agreement with the Peninsula College for a student pass program. Peninsula College collects \$1 per credit-taking student per

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

quarter and issues stickers to eligible students. The purpose of this program is to encourage transit use as an alternative to automobile use. The contract is effective summer quarter 2018 through spring quarter 2021. 2017 Revenue received from the program was \$6,204.59.

Meeting with Greyhound

Greyhound Bus lines won the contract through WSDOT to provide the Dungeness Line service effective July 1, 2018. JTA met with representatives of Greyhound on May 22, 2018. Greyhound has determined that it is not cost effective to operate the Dungeness Line into Port Townsend. Jefferson Transit will connect with Greyhound in Discovery Bay and the Sequim Transfer Center.

Use Agreement with Master Gardener Foundation

Jefferson Transit agreed to the one-time use of a portion of the Haines Place Park and Ride for the Master Gardeners on June 16, 2018. The Master Gardeners are a 401C nonprofit corporation, and used the park and ride to sell tickets to the annual Secret Garden Tour fundraiser and for a meeting place for parking to allow participant car-pooling. JTA believes this is an appropriate use of JTA premises and promotes the use of alternative transportation including public transit and car-pooling.

Dump the Pump

Thursday, June 21, 2018, Jefferson Transit joins public transportation systems across the country in celebrating National Dump the Pump Day by challenging employees in the PT business area to reduce your carbon footprint and Try Transit! Remember public transportation use saves *4.2 billion gallons of gasoline per year*.

Please join Jefferson Transit employees and ride public transit on National Dump the Pump Day!

PRTPO Update

On April 20, 2018, JTA attended the Peninsula Regional Transportation Planning Organization (PRTPO) meeting and discussed staffing changes. WSDOT announced its desire to transition away from the role of lead agency for the RTPO. On May 17, 2018, JTA attended a Special Executive Board Meeting to discuss and possibly decide the direction RTPO would like to take in transition. It was decided a Regional Organization would be interviewed and selected to become the lead agency. An Executive Selection Committee was appointed to work on the RFP such as the scope of work, qualifications and submittal information.



63 4 Corners Road, Port Townsend, WA 98368

**Fleet & Facilities and I.T. Board Report
Mike Samodurov - June 19, 2018 Board Meeting
Attachment E**

Mike Samodurov updated the Board on the following items:

- Hiring for required bus build inspections
 - JTA is required to inspect our new buses at the facility where they are built. We originally planned to send myself and Frank Burns to perform the inspections, and then discovered that we could hire an agent that does inspections professionally and meets all requirements for less money than it would cost for one of us to travel there to do the inspections.
- Working on Transit Asset Management Plan (TAMP)
 - I have been working on getting a draft of the TAMP done before our new Fleet & Facilities Manager arrives. I am now working on detailed tables that refer to the size, projected age, and current condition of our fleet in accordance with WSDOT and FTA.
- WSTA Conference
 - During the last WSTA Conference, one of the vendors there said they could improve our fuel economy at the cost of about \$600/bus. We purchased one of their systems and installed it two months ago. I received the data yesterday, and it showed a flat performance. This system is a shock absorber for the drive belt. The short story is it will save on overall maintenance because the bearings that are associated with that system tend to wear out and the repair is more expensive than the system itself. I was hoping to see some fuel savings, but it still may be worth looking at fleet wide.
- Diesel fuel oil testing
 - Because of my Navy background, I thought it would be prudent to bring in a third party to do diesel generator testing. The generator is relatively new, and it passed with flying colors. And then we did testing on our 15,000-gallon tank which has 5% bio-diesel. Bio-diesels tend to grow things because they have more organics. We did find some things growing in there, and we are going to jump on that and treat it with biocides.
- Voith transmission failure
 - On June 2nd we experienced a catastrophic failure of one of our Voith transmissions. This transmission was in one of our newer buses, 508 which is about ten years old with a little over 300,000 miles. This sort of failure is not normal. Cummins loaned us their Voith specialist, and he came in and did an assessment. While waiting for the results we needed a transmission in order to get 508 back on the road. We located one; it has been purchased and shipped at the cost of about \$10,000. And because of our reserve set aside for a transmission, we did not have to do a budget adjustment.

- I.T. RouteMatch Software Update

- I would like to start by summarizing this two-step process. The first step was to remove Trapeze, which was the prior software company. RouteMatch deals with Dial-a-Ride software, tracking, and scheduling. And that had been consistently working with just some minor issues and has been accepted by the drivers and the dispatchers as doing its job well. That part of the project has succeeded. The second phase, which dealt with bringing fixed route online with the tablets, and eventually bringing in RouteShout, where people can watch the status of buses on their phones that has not worked out so well. After doing a series of testing and installing different hardware on the buses, we have isolated the problem as being a satellite issue with the GPS. RouteMatch works almost flawlessly in an urban environment where satellites aren't the problem, but out here on the fringe, it's not as good as it would be in a city dwelling. They have conceded that and we have agreed on a plan moving forward which includes test criteria by which we will determine whether their proposed changes and solutions work. And we have a drop-dead date. If the software is not operating by that date, then that whole portion of the project is technically refundable. I believe it will work based on the equipment that they are proposing to install to beef up the GPS and the satellite connections. We watched over a 98% hit ratio on the test bus we have.

- Fire suppression update

- When I first took this job and moved the data center to this location, it was noted that the fire suppression is all water sprinklers. We put out bids, thanks to Frank Burns efforts. An analysis was done to convert the server room fire suppression to a gas clean agent that won't ruin the equipment. We are now in the next phase of putting out an RFQ to complete the changes in that room and install a new fire suppression system, probably in the next budget cycle. We have also been discussing with the PUD to exchanging servers so we both have an offsite backup. That is in the works as well.

- Gate update

- Due to some improvements to our gate, we are now keeping the gate closed during business hours. Dispatch now has control as to who they allow into the gate. Because of vision problems, we are installing a camera for the dispatchers.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 8/21/2018

July 2018 Expenses

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

- Accounts Payable Vouchers #97343-97365 in the amount of \$114,149.89
- Accounts Payable Voucher #97366 in the amount of \$79,657.20
- Accounts Payable Vouchers #97367-97397 in the amount of \$21,263.87
- Accounts Payable Vouchers #97398-97429 in the amount of \$46,996.85
- Accounts Payable Voucher #97430 in the amount of \$84,986.42
- Accounts Payable Vouchers #97431-97459 in the amount of \$97,945.06
- Capital Check #621 in the amount of \$71,160.26
- Capital Check #622 in the amount of \$600.00
- EFT/Payroll Vouchers #53005 & 53006 in the amount of \$2,262.31
- 4 EFT Payments in the amount of \$1,853.07
- EFT Payment in the amount of \$27,459.05
- Transfer from the Operating account to the Capital account for the purpose of: sales tax interest for July 2018 posted to wrong account in the amount of \$498.34
- 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: 8/21/2018

June 2018 Expenses

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

- Accounts Payable Vouchers #97261-97289 in the amount of \$108,016.95
- Accounts Payable Voucher #97290 in the amount of \$77,674.34
- Accounts Payable Voucher #97291 in the amount of \$3,180.64
- Accounts Payable Vouchers #97292-97341 in the amount of \$44,630.57
- Accounts Payable Voucher #97342 in the amount of \$85,496.31
- Void Accounts Payable Voucher #97331 in the amount of \$44,630.57
- Capital Check #620 in the amount of \$635.00
- EFT/Payroll Vouchers #52810 & 52811 in the amount of \$2,270.83
- EFT/Payroll Vouchers #52858 & 52859 in the amount of \$2,479.68
- EFT/Payroll Vouchers #52906 & 52907 in the amount of \$2,649.56
- EFT Payment in the amount of \$5,725.00
- 5 EFT Payments in the amount of \$2,353.93
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying the 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



Authority Board Agenda Summary

MEETING DATE: August 21, 2018

AGENDA ITEM: Board approval for out-of-state travel for John Bender

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Travel Estimate

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$1,544.04 **FUNDING SOURCE:** Capital Budget-Service Vehicles

REVIEWED BY: Jammi Rubert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

Fleet and Facilities Manager John Bender requests to travel to Elkhart, IN on August 28-30, 2018 to perform a vehicle acceptance inspection on a maintenance support vehicle.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve out-of-state travel for John Bender

Estimated Travel for John Bender to travel to Elkhart, IN to perform a vehicle acceptance inspection on a maintenance support vehicle

Flight Estimation		\$572.96
Travel to SeaTac	126.6 Round Trip x .327	\$41.40
Parking at SeaTac	\$12.99/day x 3 + 10% tax	\$41.87
Ferry	Round Trip	\$37.40
Hotel		\$453.55
Rental Car		\$211.86
Meals/per diem	See breakdown below	\$185.00
		\$1,544.04
Meals		
28-Aug	1st travel day	\$55.50
29-Aug		\$74.00
30-Aug	Last travel day	\$55.50
		\$185.00



Authority Board Agenda Summary

MEETING DATE: August 21, 2018

AGENDA ITEM: Surplus Property valued over \$5,000 for Board approval

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Inventory Disposal Form and List
Statement of Effort to Establish Value of Surplus Equipment

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY:

Jammi Rubert

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

Items are an Orion Bus, and 2 Thomas buses. All buses are no longer operating, and are in poor condition. They will be disposed of by scrap metal recycling.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item for Surplus Property Valued over \$5,000.



Inventory Disposal Form

Items \$5,000 and above Value

PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO FINANCE DEPARTMENT

Department: Fleet/Maintenance

Employee Requesting Disposal: John Bender

How was Current Market Value established? See attached

Was the item(s) purchased with Federal funds? ☒ Yes ☐ No ☐ Unknown

Is the item(s) fully depreciated? ☒ Yes ☐ No ☐ Unknown

Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown

How did you determine this? No longer operates/runs.

Is Board Approval Needed? ☒ Yes ☐ No

Department Supervisor Approval: John Bender

General Manager Approval: Jamm Ruben

Item Description	Date of Purchase (if known)	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method TO BE DETERMINED BY PURCHASING!
Orion Bus	11/82		96	see attached	Poor	Scrap
Thomas Bus	12/97		965	see attached	Poor	Scrap
Thomas Bus	12/97		967	see attached	Poor	Scrap

Disposal Location & Receiver Signature: _____

Disposal Date: _____

Disposed by: _____

Payment Received (if applicable): _____

* Attach back up documentation about how fair market value was determined!

Statement of effort to establish value of surplus equipment:

I, John Bender, as the Fleet and Facilities Maintenance Manager for Jefferson Transit Authority, have been tasked with performing surplus equipment disposal procedures in accordance with the Jefferson Transit Policy for Disposition of Real and Personal Property with a value greater than \$5000, dated July 21st, 2015.

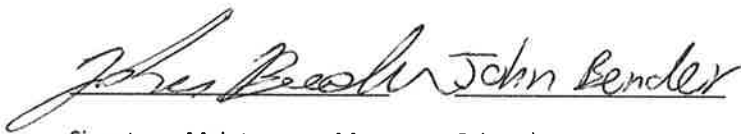
This memorandum serves to provide evidence of efforts made to establish fair market value for surplus vehicles, fleet numbers 96, 965, and 967. Equipment descriptions are as follows:

#96: One 1982 30 Ft. Orion 01.502 having 484,743 miles.

#965: One 1996 35 Ft. Thomas Transit liner having 466, 723 miles.

#967: One 1997 35 Ft. Thomas Transit liner having 511,661 miles.

Efforts to establish fair market value for these vehicles included extensive internet research using various combinations of search terms specific to each vehicle's make, model, and production year. None of these searches returned any results providing current or recent sale prices for any similar vehicles. Bus and transit-vehicle specific sale site searches were also conducted on sites including Busesonline.com, PublicSurplus.com, TransitSales.com, NWbus.com, and Ebay Motors. When no useful results were returned, on sites offering advanced-search data entry options, production year and model search terms were expanded to as much as a 10 year range and still no relevant information was returned. Other efforts included searching used vehicle valuation tools such as Kelly Blue Book (Kbb.com) and NADA.com. These sites did not offer make selections for either Orion or Thomas.

 John Bender

Signature, Maintenance Manager Printed Name

JUL 30 2018

Date

 Sara Crouch

Signature, Finance Manager

Sara Crouch

Printed Name

7/30/18

Date



Authority Board Agenda Summary

MEETING DATE: August 21, 2018

AGENDA ITEM: Resolution 18-08: Designating signers for the Fiscal Accounts for Jefferson Transit

SUBMITTED BY: Sara Crouch

TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 18-08

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

REVIEWED BY:

Tammi Rubert

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

Resolution 18-08 authorizes Fleet & Facilities Manager John Bender to sign checks on all Jefferson Transit checking accounts.

General Manager Tammi Rubert, Finance Manager Sara Crouch, and Operations Manager Leesa Monroe will continue to be check signers.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Resolution 18-08 - Designating signers for the Fiscal Accounts for Jefferson Transit.

**JEFFERSON TRANSIT AUTHORITY
RESOLUTION 18-08**

Designating Signers for the Fiscal Accounts for Jefferson Transit

1 **A RESOLUTION**, of the Board of Directors of the Jefferson County Public
2 *Transportation Benefit Area, hereinafter called the "Authority,"*
3 *designating signers for all checking accounts for Jefferson Transit.*
4

5 **WHEREAS**, the Authority pays claims using warrants or checks; and
6

7 **WHEREAS**, two signatures are required on all accounts payable checks; and
8

9 **WHEREAS**, Jefferson Transit staff have found it convenient to have three or more
10 designated check signers in the event that one of the designees is absent; and
11

12 **NOW, THEREFORE, BE IT RESOLVED** that the Authority authorize Fleet and
13 Facilities Manager John Bender to sign checks on all checking accounts for the duration
14 of his employment with Jefferson Transit Authority.
15

16 **BE IT FURTHER RESOLVED** that the Authority does hereby affirm that Tammi
17 Rubert, Sara Crouch, and Leesa Monroe shall continue to be authorized to sign checks
18 on all checking accounts.
19

20 **CERTIFICATION**

21 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
22 County Public Transportation Benefit Area, certifies that the foregoing is a true and
23 correct copy of a resolution adopted at a legally convened meeting of the Jefferson
24 Transit Authority Board held on August 21, 2018.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Authority Board Agenda Summary

MEETING DATE: August 21, 2018

AGENDA ITEM: Resolution 18-09: Adopting the Transit Development Plan 2018-2023

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-09
List of TDP changes

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: Jammi Rubert

MEETING DATE: August 21, 2018

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

The Transit Development Plan (TDP) contains information about how Jefferson Transit intends to meet local, state and long-range priorities for public transportation in Jefferson County.

This annual update of our ongoing plan incorporates local and state transportation goals and identifies strategies to achieve those goals. The TDP is used as a planning document as well as a document to support grants and funding requests at the State and Federal level.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 18-09: Adopting the 2018-2023 Transit Development Plan

Jefferson Transit Authority
Resolution No. 18-09
Adopting the 2018-2023 Transit Development Plan

A RESOLUTION of the Authority Board of the Jefferson County
Public Transportation Benefit Area, to adopt the
2018-2023 Transit Development Plan

WHEREAS, Jefferson Transit Authority (JTA) is required to adopt and submit a six-year Transit Development Plan to the Washington State Department of Transportation prior to September 1st each year per RCW 35.58.2795; and

WHEREAS, JTA has prepared its annual Transit Development Plan which is attached hereto; and

WHEREAS, a public hearing was held on June 19, 2018 and continued on August 21, 2018, to admit testimony for and against the elements of its Plan;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board does hereby adopt the attached 2018-2023 Transit Development Plan.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 21st day of August 2018.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



63 4 Corners Road, Port Townsend, WA 98368

08/06/2017

RE: 2018 TDP Final Draft

Copies of the revised TDP with and without markup and Appendixes A & B are attached. A list of the changes are below. Please provide any changes you would like added. They will be included in the Final version for the August 21st board meeting. Thank you.

- Changed color scheme from blue to red.
- Reworded 'Add Out-of-County Boarding Fare of \$1.00 to above' to 'Add Out-of-County Boarding Fare to above Fare' after public request. Pg. 5
- Added 2017 accident data. Pg. 13
- Changed Preservation & Expansion 2018-2023 to include potential electric buses 2019 and beyond. Pg. 21 w/ markup, Pg. 2 w/o markup
- Added large transit electric buses and infrastructure to the Capital Improvement Program / Budget (highlighted yellow). Pg22 w markup, Pg. 21 w/o markup
- Added projected budget for large transit electric buses and infrastructure to the Operating Revenues & Expenditures, 2018-2023 (highlighted yellow). Pg. 27 w/markup, Pg. 24 w/o markup
- Corrected Appendix B Organizational Chart

Best Regards,

Frank Burns
Grants & Procurement Coordinator
Jefferson Transit Authority
(360) 385-3020 x110

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.jeffersontransit.com



Authority Board Agenda Summary

MEETING DATE: August 21, 2018

AGENDA ITEM: Resolution No. 18-10: Amending the 2018-2023 6-year State Transportation Improvement Plan

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-10

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: *Sammi Rubert*

MEETING DATE: August 21, 2018

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

The 6-year State Transportation Improvement Plan (STIP) identifies capital funding requirements for all State of Washington transportation projects. Jefferson Transit needs to update our portion of the STIP to incorporate planned and secured funding sources related to the 2018-2023 Transit Development Plan (TDP).

**RECOMMENDED
ACTION/MOTION:**

Move to adopt Resolution 18-10, amending the STIP to reflect State and Federal funding related to Jefferson Transit's 2018-2023 Transit Development Plan.

WSDOT

Statewide Transportation Improvement Program

Project Search Project List Create New Project Import Export Rollover Reports Admin Logout Help

You are signed in as scrouch@jeffersontransit.com

Current STIP Year

2019

Project List

Current search criteria: none

			Status	STIP Id	MPO	Agency	Title	Amd #	Draft Type	Last Action	Next Action	Process?
				equiserv	Peninsula RTPO	Jefferson Transit	Equipment and Service Veh...		Orig	Submitted by Agency to MPO/RTPO		
				ITSImprov	Peninsula RTPO	Jefferson Transit	ITS Improvements		Orig	Submitted by Agency to MPO/RTPO		
				MntEquip	Peninsula RTPO	Jefferson Transit	Maintain Equipment		Orig	Submitted by Agency to MPO/RTPO		
				EPR1	Peninsula RTPO	Jefferson Transit	Park and Ride Lots		Orig	Submitted by Agency to MPO/RTPO		
				PassAmen	Peninsula RTPO	Jefferson Transit	Passenger Amenities & Ser...		Orig	Submitted by Agency to MPO/RTPO		
				EVInfra	Peninsula RTPO	Jefferson Transit	Purchase electric vehicle...		Orig	Submitted by Agency to MPO/RTPO		
				RVADAVAN1	Peninsula RTPO	Jefferson Transit	Purchase replacement ADA ...		Orig	Submitted by Agency to MPO/RTPO		
				LEVCOACH1	Peninsula RTPO	Jefferson Transit	Purchase replacement elec...		Orig	Submitted by Agency to MPO/RTPO		
				EVEDIUM2	Peninsula RTPO	Jefferson Transit	Purchase replacement medi...		Orig	Submitted by Agency to MPO/RTPO		
				RVCOACH1	Peninsula RTPO	Jefferson Transit	Purchase replacement vehi...		Orig	Submitted by Agency to MPO/RTPO		
Change page: 1 2 Displaying page 1 of 2, items 1 to 10 of 13. Change page: 1 Go Page size: 10 Change												

Create New Project

Process

Copyright WSDOT © 2018

WSDOT

Statewide Transportation Improvement Program

[Project Search](#)
[Project List](#)
[Create New Project](#)
[Import](#)
[Export](#)
[Rollover](#)
[Reports ▸](#)
[Admin ▸](#)
[Logout](#)
[Help ▸](#)

You are signed in as scrouch@jeffersontransit.com

Current STIP Year

2019 ▼

Project List

Current search criteria: none

			Status	STIP Id	MPO	Agency	Title	Amd #	Draft Type	Last Action	Next Action	Process?
											▼	<input type="checkbox"/>
				EVVP1	Peninsula RTPO	Jefferson Transit	Purchase Vanpool Vans		Orig	Submitted by Agency to MPO/RTPO		
				63preserve	Peninsula RTPO	Jefferson Transit	Transit Base Preserve and...		Orig	Submitted by Agency to MPO/RTPO		
				TSS1	Peninsula RTPO	Jefferson Transit	Transit Shelters and I-St...		Orig	Submitted by Agency to MPO/RTPO		
Change page: ◀ 1 2 ▶ Displaying page 2 of 2, items 11 to 13 of 13. Change page: <input type="text" value="2"/> Go Page size: <input type="text" value="10"/> Change												

Create New Project

Process

Copyright WSDOT © 2018

2018

Procedure for the Review of the PTBA Board Composition

- **June**

1. The first discussion is held at the Board meeting, and the procedure is explained by Council.

- **August**

1. The General Manager will ask for direction from the Authority Board to begin the Review process. We will begin the process by sending notices to each Board Member stating that JTA will hold a PTBA Board Composition Conference in December immediately following the Board's regular meeting to determine if a change is needed, and explaining current composition.

- **October**

1. Letters are sent to the Chair of the Board of County Commissioners (BOCC) and the Mayor of the City of Port Townsend stating there will be a meeting to review the composition of the governing body of the PTBA, and to change that composition if change is deemed appropriate. The letter will also request that an elected official be designated to be each jurisdiction's representative
2. Legal Notice of Public Meeting is placed the PT Leader on Wednesday, November 21, 2018, 26 days before the Conference. (20 days is required)

- **December - Before Review Conference**

1. An agenda for the PTBA Board Composition Conference is sent to each jurisdiction's Representative with a letter reviewing the procedure
2. A notice is sent to the GM informing her of the jurisdiction's choice of representation

After Review Conference

3. A notice is sent to each Board member informing them of the outcome of the Conference with minutes attached.

Proposed additional language between Citizens Advisory Committee Standing Rules and Powers and Duties on Page 2 of 5.

Residency Requirement, Nomination, and Confirmation Process

Unless otherwise specifically provided by applicable resolution or motion, or as may be required by federal or state law, the following requirements apply to all members of the Citizen Advisory Committee:

- A. Each person at the time of nomination—and continuing uninterrupted thereafter while serving on the Committee—shall be a resident of and/or work in Jefferson County.
- B. Each person to be appointed shall be nominated by the Authority Board's Chairperson for a specific numbered position to fill a Representative Interest as specified in Section I. Vacant positions shall be advertised according to JTA procedures. All applications received shall be reviewed by the Chairperson or a designated Authority Board Committee who will conduct an interview of the candidates. Based on application and interview, the Chairperson or designated Authority Board Committee will recommend appointment to the full Authority Board for a vote.
- C. Each person shall be deemed appointed and shall commence service after confirmation by the Authority Board or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.
- D. Each confirmation motion by the Authority Board shall include an ending date and term for the position to which the person is appointed, consistent with Section II(1), and such information shall be entered into the Authority Board's minutes.
- E. At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the Authority Board.
- F. Membership shall constitute a cross section of related interests as described in Section I Representative Interest. The Authority Board values community diversity among members serving on its Community Advisory Committee, as also indicated in Section III Vacancies. Prior to recommendation to the full Authority Board, all nominees shall be subject to a criminal background check.

Proposed additional language between Citizens Advisory Committee Standing Rules and Powers and Duties on Page 2 of 5.

Role of Authority Board Liaison

The Chair of the Authority Board and the Chair of the Citizens Advisory Board shall have an open channel of communication. Additionally, an Authority Board Liaison shall be available to the Citizen Advisory Committee for the purpose of providing a constructive relationship with the Authority Board without implying direction, review, or oversight of the activities of the Citizens

Advisory Committee. The Chair of the Authority Board will make an appointment recommendation to the full Authority Board for the Board Liaison to the Citizen Advisory Committee. The Board Liaison should review the Committee's meeting agendas, minutes, and stay apprised of the committee's work. The Board Liaison can attend committee meetings, as appropriate, but is not a voting member of the Committee. The Board Liaison should address any concerns regarding the Committee to the General Manager.

Proposed additional language to Powers and Duties, page 2 of 5.

The Citizen Advisory Committee should develop a project-based Work Plan as defined by its enabling legislation and submit the work plan every two years for approval to the Authority Board. The Work Plan should be consistent with JTA's Comprehensive Plan and Transit Development Plan. Staff, Board Liaison, and Board Chairperson will work together with the Citizen Advisory Committee to coordinate the drafting and submission of the bi-annual Work Plan.



Authority Board Agenda Summary

MEETING DATE: August 21, 2018

AGENDA ITEM: Resolution 18-12: Adopting a Commemorative and Donation Policy

SUBMITTED BY: Tammi Rubert **TITLE:** General Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-12
Commemorative and Donation Policy

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: Tammi Rubert

MEETING DATE: August 21, 2018

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

The Commemorative and Donation Policy is to provide a framework for the installation of bronze plaques on JTA properties to honor and remember JTA employees. The Policy also establishes guidelines for the consistent decision-making process related to the acceptance of cash, placement, and long-term maintenance of such commemoratives.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 18-12: Adopting the Commemorative and Donation Policy.

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0

Title: Commemorative and Donation Policy	Resolution: 18-12
Author: Tammi Rubert, General Manager	Effective Date: August 21, 2018



Jefferson Transit Authority

Commemorative and Donation Policy

Effective August 21, 2018

Purpose:

The purpose of this policy is to provide a framework for the installation of bronze plaques on shelters, at 63 4 Corners Road, or at the Haines Place Transit Center. Plaques are intended to honor and remember Jefferson Transit employees that pass away during their employment at Jefferson Transit. The policy is designed to establish guidelines for the consistent decision-making process related to the acceptance of cash, placement, and long-term maintenance of such commemoratives.

Program Eligibility:

Any individual can donate funds to purchase a plaque through Jefferson Transit's Commemorative program. However, the individual being honored and remembered must have been employed with Jefferson Transit within the past 12 months.

Jefferson Transit does not accept donations of commemorative benches, commemorative monuments, and other commemorative furnishings. Jefferson Transit will accept donations for the cost to purchase a 12" wide x 6" high plaque, and the cost will be determined at the time of the request.

Donation and Gifts:

Request to add a plaque will be carefully assessed to ensure what is being proposed complies with the purpose and procedure of Jefferson Transit's policy concerning donations.

Donors:

Those wishing to donate must complete a written proposal to the General Manager for consideration. Donors are encouraged to speak with the General Manager to discuss potential areas for placement within the system and cost per plaque.

Proposals:

The proposal should include information necessary for Jefferson Transit to determine whether the proposed donation complies with Jefferson Transit's Donation Policy. The proposal must address such things as whether the gift is restricted or unrestricted as well as suggested location, wordage, maintenance, etc. prior to acceptance.

Donation proposal submittal:

Mail to: Jefferson Transit Authority
 General Manager
 63 4 Corners Road
 Port Townsend, WA 98368

Email to: custserv@jeffersontransit.com

Review:

The General Manager will review and determine the appropriateness of the proposal as measured by the policy and the guidelines herein. If the donation falls outside of the approved policy, the proposal will be presented for further discussion and decision to the Authority Board. Donors are invited to the Authority Board Business meeting.

Decision:

Jefferson Transit staff will notify the Donor, in writing, within 60 business days of the review decision, identifying any final conditions of approval.

Implementation:

With a positive review decision, Jefferson Transit staff will initiate and finalize the Donation Agreement between Jefferson Transit Authority and the Donor. Approval must be received, the agreement signed, and donation received before ordering and installation of the plaque. Jefferson Transit shall be responsible for the coordination of installation, maintenance, and protection of the donation, within reason.

Acceptance:

Once the donation is accepted, and installation complete, it will be deemed property of Jefferson Transit Authority until such time that it is removed from Jefferson Transit property. Jefferson Transit Authority is in no way obligated to replace the plaque if damaged, stolen, vandalized, worn out, or destroyed.

Removal:

Jefferson Transit reserves the right to remove and/or relocate plaques when (a) they interfere with the safety, maintenance, or construction activities, (b) become unsightly due to vandalism or if the plaque is past its useful life.

Policy:

It is the policy of the Jefferson Transit Authority:

1. To encourage and facilitate public and private donations that are to be used to purchase, install and maintain employee commemorative plaques.
2. To accept only those donations that are consistent with the donation guidelines.
3. To accept only donations given with no contingencies and the full understanding that they become the property of Jefferson Transit Authority.
4. To enter into a written Donation Agreement with the Donor, that specifies the terms of any restricted donation, which may include provisions regarding maintenance, lifespan, and Donor recognition.
5. To control and manage the placement, spacing, location, and number of plaques.

6. To accept only donations with the knowledge that Jefferson Transit Authority is in no way obligated to replace the plaque if stolen, damaged, vandalized, worn out or destroyed.
7. To calculate the cost of administering, installing, maintaining and removing plaque for its projected lifespan, and require the Donor to cover the full cost for the purchase, installation, and maintenance during the expected lifespan.
8. To review requests for plaques which accompany donations for recognition of employees, plaque text shall be limited to the name of the employee being honored, and the years of service to Jefferson Transit. The name of Donor may also be requested. Recommended wording for a plaque is shown below:

Donated by the Friends or Family of
(name of employee)
(years of service)

While Jefferson Transit respects the desire of individuals to commemorate their loved ones, it also recognizes the desire of other community members not to be burdened with a constant reminder of death in public areas. Care must be taken to recognize and remember loved ones in a discreet manner. The use of words "In memory of" or use of birth and death dates are not permitted. The words "In honor of" may be used. Consistency and standards in size shall be maintained.

9. To decline to accept a donation if such donation is not consistent with the policies, or is contrary to law.

Donation Program Application

Jefferson Transit Donation Proposal

Donor Name:

Date:

Address:

City/State:

Amount Donated \$:

Reason for Making Donation:

Do you wish to be present when plaque is installed? Yes no

Plaque wording requested:

Donor Signature:

Date:

For Jefferson Transit official use

Date Approved:

Approved by:

Approximate Cost of Plaque, administration cost, installation, and maintenance
\$ _____

Donor Notified of Disposition:

By phone

by letter

in person

Date:

Date Completed:

Completed by:



Authority Board Agenda Summary

MEETING DATE: August 21, 2018

AGENDA ITEM: Resolution 18-11: Adopting the Transit Asset Management Plan

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-11
Transit Asset Management Plan

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY:

Jammi Rubert

MEETING DATE: August 21, 2018

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

The Transit Asset Management Plan (TAMP) contains information about how JTA intends to keep our systems in a state of good repair by using the condition of assets to guide the optimal prioritization of funding to JTA.

This plan incorporates JTA's transportation goals and identifies strategies to achieve those goals. The TAMP is used as a planning document as well as a document to support grants and funding requests at the State and Federal level.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 18-11: Adopting the Transit Asset Management Plan

Jefferson Transit Authority
Resolution No. 18-11
Adopting the Transit Asset Management Plan

***A RESOLUTION of the Authority Board of the Jefferson County
Public Transportation Benefit Area, to adopt the
Transit Asset Management Plan (TAMP)***

WHEREAS, Jefferson Transit Authority (JTA) is required to adopt and submit a TAMP to the Washington State Department of Transportation to fulfill Federal grant requirement; and

WHEREAS, JTA's TAMP is our business model that uses the condition of assets to guide the optimal prioritization of funding to JTA to keep our systems in a State of Good Repair (SGR); and

WHEREAS, this document will cover a "horizon period" of time beginning with full implementation October 1, 2018, and ending September 30, 2022, and will be amended during the four-year horizon period when there are significant changes to staff, assets or operations at JTA; and

WHEREAS, by implementing a TAMP the benefits will include; improved transparency and accountability for safety, maintenance, asset use and funding investments, optimized capital investment and maintenance decisions, date-driven maintenance decisions, and system safety and performance outcomes;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board does hereby adopt the attached Transit Asset Management Plan.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 21st day of August 2018.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

Jefferson Transit Authority
Monthly Ridership Report
 July, 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	1130	148	166	6728	7.64	0.17	6.79
#6A Tri Area	940	91	81	2073	10.33	0.45	11.67
#6B Tri Area	1019	93	77	1964	10.96	0.52	13.15
#7 Poulsbo	1518	182	187	6487	8.34	0.23	8.10
#8 Sequim	1600	183	141	5492	8.74	0.29	11.34
Total	6207	697	653	22744	9.20	0.33	10.21

local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	4773	485	160	1940	9.84	2.46	29.82
#2 Ft. Worden	1733	232	97	1647	7.47	1.05	17.79
#3 Castle Hill	1222	234	98	2083	5.22	0.59	12.43
#4 Upper Sims	2685	411	123	1644	6.53	1.63	21.78
Total	10413	1362	479	7314	16.47	1.43	20.45
Sub-Totals	16620	2059	1132	30058	6.53	1.63	21.78

West Jefferson

JTOC	1543	184	385	11919	8.39	0.13	4.01
Monthly Totals	18163	2243	1517	41977	8.10	0.43	11.97

VanPool

<u>VanPool Passenger Trips</u>	<u>VanPool Miles Traveled</u>	<u>VanPool Average Riders</u>	<u>VanPool Vans in Service</u>
520	3584	6.9	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>		
876.00	66.00	6.00	948.00	1.18	0.23	2.48	47.40	0.00		
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>
434	383	51	0	485	804	4535	4064	471	471	5006
<u>Service Days</u>	<u>On Time Performance</u>				<u>New Applicants</u>					
20	9403.00%				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

June, 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	1436	188	212	8555	7.64	0.17	6.78
#6A Tri Area	1243	115	102	2622	10.81	0.47	12.19
#6B Tri Area	1159	120	100	2540	9.66	0.46	11.58
#7 Poulsbo	1910	230	237	8197	8.30	0.23	8.07
#8 Sequim	1738	230	178	6910	7.56	0.25	9.78
Total	7486	883	828	28823	8.79	0.32	9.68

local	Boardings per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	5755	630	208	2520	9.13	2.28	27.68
#2 Ft. Worden	2092	302	127	2144	6.93	0.98	16.49
#3 Castle Hill	1573	302	127	2688	5.21	0.59	12.40
#4 Upper Sims	3349	535	161	2140	6.26	1.56	20.87
Total	12769	1769	622	9492	15.68	1.35	19.36
Sub-Totals	20255	2652	1450	38315	6.26	1.56	20.87

West Jefferson

JTOC	1482	188	394	12300	7.88	0.12	3.76
------	------	-----	-----	-------	------	------	------

Monthly Totals	21737	2840	1844	50615	7.65	0.43	11.79
-----------------------	--------------	-------------	-------------	--------------	-------------	-------------	--------------

VanPool

<u>VanPool Passenger Trips</u>	<u>VanPool Miles Traveled</u>	<u>VanPool Average Riders</u>	<u>VanPool Vans in Service</u>
486	3211	6.6	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>		
800.00	42.00	8.00	850.00	1.13	0.21	2.07	32.69	0.00		
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>
452	411	40	1	492	750	4538	3963	575	575	5113
<u>Service Days</u>		<u>On Time Performance</u>			<u>New Applicants</u>					
26		9492.00%			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.

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									

2018	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1527	1439	1555	1459	1611	1436	1130						10157	1451
#11 Shuttle	5919	4848	5420	4819	5245	5755	4773						36779	5254
#2 Ft. Worden	1772	1631	2065	1752	1878	2092	1733						12923	1846
#3 Castle Hill	1364	1254	1475	1447	1634	1573	1222						9969	1424
#4 Upper Sims Loop	1441	2605	3174	2860	3374	3349	2685						19488	2784
#6A Tri Area	1439	1159	1315	1119	1226	1243	940						8441	1206
#6B Tri Area	1167	977	1221	1114	1222	1159	1019						7879	1126
#7 Poulsbo	1726	1691	2019	1960	1992	1910	1518						12816	1831
#8 Sequim	1508	1381	1601	1586	1874	1738	1600						11288	1613
Riders	17863	16985	19845	18116	20056	20255	16620	0	0	0	0	0	129740	10811.67
On Time Performance	95.33	97.79	95.41	96.58	94.69	92.77	89.42							94.57
#Days In Service	26	24	27	25	26	26	20						174	24.86
Mileage	37717	35761	39932	37428	38916	38315	30058						258127	36875.29

Notes

January 15, 2018 new #4 service began and additional service added #7 at 10:40, 6B @11:00

Feb 22, 2018 On snow routes

May 1-31 Water St construction project, one lane of alternating traffic, paving

