



**JEFFERSON TRANSIT AUTHORITY
REGULAR BOARD MEETING
Tuesday, October 16, 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. September 2018
- b. August 2018

II. Consent Agenda

- a. Approval of Minutes, August 21, 2018
- b. Approval of Expenses, September 2018
- c. Approval of Expenses, August 2018
- d. MOU with Pleasant Harbor Marina

III. Old Business

- a. Composition of the Board Discussion
- b. CAC Discussion
- c. **Resolution 18-13:** Disposition of Surplus Property
- d. Restoration of Bus #96 Report

IV. New Business

- a. **Resolution 18-14:** Procurement Policy Amendment
- b. **Resolution 18-15:** Drug & Alcohol Policy Amendment

V. Reports

- a. Maintenance Report
- b. Operations Report

Public Comment

Adjournment

Authority Board will sign documents



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

October 8, 2018

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

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

Sales Tax Analysis Reports –

For the month July 2018 sales tax was 26% higher than received in July 2017.

Revenue Report –

- Operating revenue is 11% below budget. Fixed Route is 14% below budget while JTOC is over budget. DAR is 7.9% below budget. Vanpool is on budget. Wooden Boat weekend farebox take was \$350 over budgeted amount.

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 10% BELOW budget.

- **Labor** – Labor is 6% 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. Additional training expenses are also a factor in this budget.
- **Benefits** – Benefits are 8.6% below 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 17.76% below budget
 - Advertising – will be over budget for the year – We have additional unexpected advertising expenses (job postings, farmer's market).
 - Professional & Technical Services – will be over budget.
 - Contract Maintenance Services (IT Services) – This is no longer a timing issue, this line item will be over budget.
- **Materials and Supplied Consumed** – M/S Consumed is 18.6% below budget
 - Non-Vehicle Maintenance & Repair – New signage for P&R, opportunity to purchase used shelters from Intercity Transit. Will be over budget for the year.
 - Shop Supplies – Monitoring, is showing an over budget trend

- **Utilities** – 12.9% below budget, electric utility billing runs late, expect to end the year close to or slightly over budget.
- **Casualty/Liability Costs** – 4.8% below budget
- **Taxes** – 37.4% below budget
- **Miscellaneous** – 33.8% below budget
- **Interest on Debt** – 58.2% below budget, bi-annual payment made in June and Dec, will be below 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** – 16.6% below 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 September: Purchased Shop Maintenance Vehicle



September 2018 Financial Summary

Budget Tracking Figure: 75%

1. Operational Expenses:	\$312,591.21
Operational Revenues:	\$19,472.54
Non-Operational Income:	\$526,196.90
Capital Expenses:	\$80,422.73
Capital Income:	\$0.00
2. Sales Tax Received 9/30/2018 for July 2018:	\$504,473.98
Sales Tax Received 9/30/2017 for July 2017:	\$399,053.15
Sales tax increased from prior year 26%	
3. Cash on Hand as of September 30, 2018*:	
Operating:	\$2,560,090.23
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,030,928.16
Dedicated (Committed) Grant Match (100% Funded):	\$1,300,743.08
(TDP Funding Match \$2,033,352 – Awaiting grant reimbursement for buses)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$55,041.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,631.19
Travel Fund:	\$1,500.00
Total	\$6,725,184.09**

*"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%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$3,735,827.81	2,992,134.00	24.85%
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		\$3,735,827.81	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$415,091.98	\$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 Actual Sales Tax Received	2018 Cumulative 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	1,564,779.00	22.78%
June	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
July	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$2,923,734.76	2,343,258.00	24.77%
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	\$428,927.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$2,923,734.76	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$417,676.39	\$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%

\$5,000,000.00

\$4,500,000.00

\$4,000,000.00

\$3,500,000.00

\$3,000,000.00

\$2,500,000.00

\$2,000,000.00

\$1,500,000.00

\$1,000,000.00

\$500,000.00

\$0.00

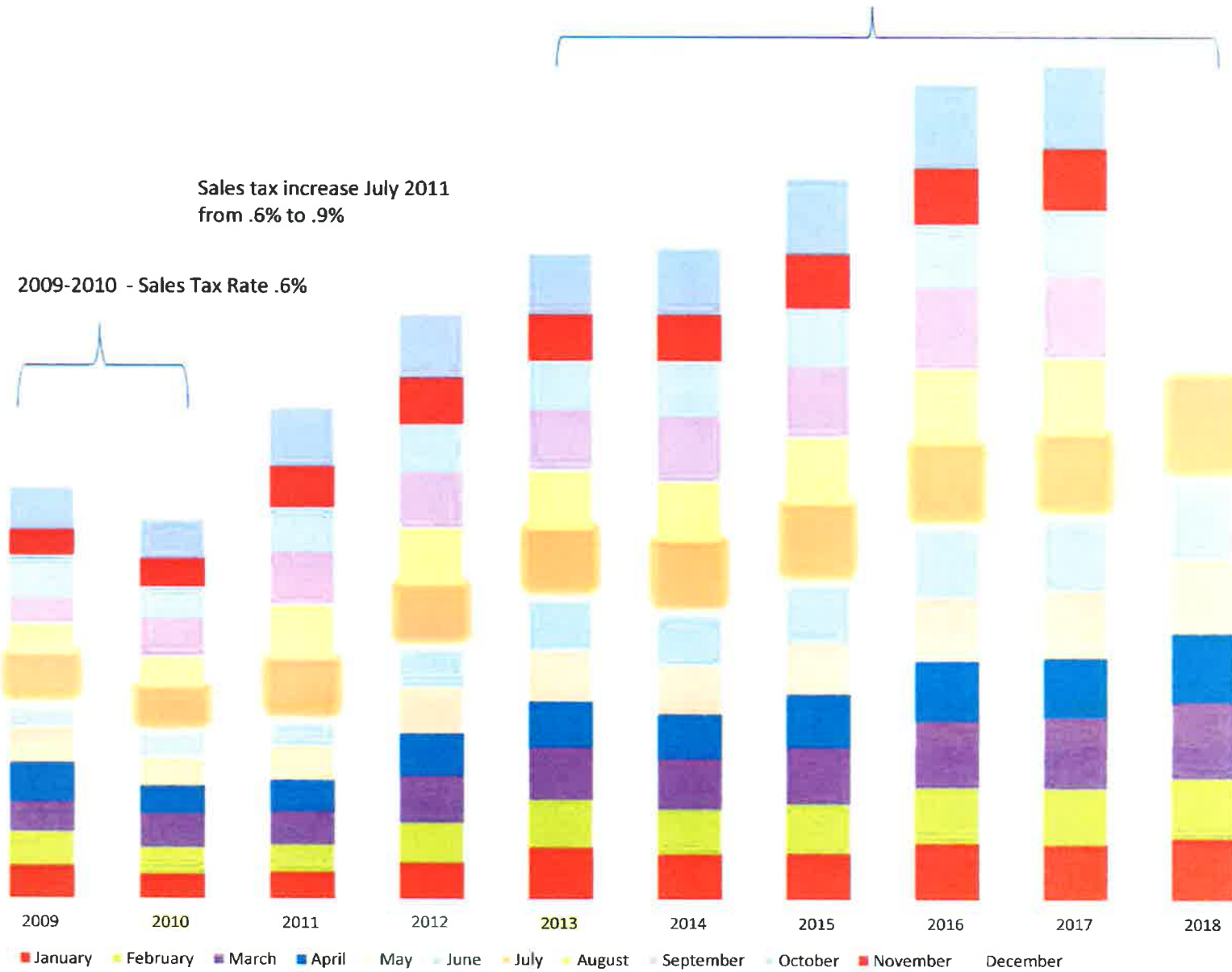
Sales tax increase July 2011
from .6% to .9%

2009-2010 - Sales Tax Rate .6%

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September 2018

2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

January February March April May June July August September October November December



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

	<u>September</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,616,123.28	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$336,532.94)	(\$2,936,898.85)
Non-Capital Financing Activities	\$6,309.94	\$3,861,176.03
Investing Activities	\$6,029.16	\$56,232.16
Total Operating Cash Provided/(Used)	(\$324,193.84)	\$980,509.34
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$69,208.48)	(\$1,166,162.47)
Net Increase/(Decrease) Cash and Equivalent	(\$393,402.32)	(\$185,653.13)
CASH BALANCES - END OF PERIOD	<u>\$6,222,720.96</u>	<u>\$6,222,720.96</u>

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

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$19,472.54	\$133,099.91	\$208,000.00	63.99%
Operating Expenses				
Labor	166,314.76	1,513,367.72	2,194,041.00	68.98%
Benefits	119,373.59	1,112,530.73	1,675,485.00	66.40%
Services and User Fees	4,924.97	169,928.68	296,865.00	57.24%
Materials & Supplies	6,572.22	356,145.71	631,560.00	56.39%
Utilities	2,869.96	51,693.34	83,253.00	62.09%
Casualty/Liability Costs	10,968.41	92,653.24	132,000.00	70.19%
Taxes	349.48	3,013.07	8,011.00	37.61%
Miscellaneous Expenses	943.62	38,464.91	93,332.00	41.21%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	274.20	10,873.95	18,640.00	58.34%
Total Operating Expenses	312,591.21	3,354,696.35	5,168,942.00	64.90%
Operating Income (Loss)	(293,118.67)	(3,221,596.44)	(4,960,942.00)	64.94%
Non-Operating Revenues				
Non-Transportation Revenue	6,029.16	63,762.01	24,000.00	265.68%
Taxes Levied by Transit	414,867.00	3,744,284.83	4,166,099.00	89.88%
Local Grants & Contributions	1,250.00	11,250.00	17,500.00	64.29%
State Grants & Contributions	15,706.74	119,617.43	255,000.00	46.91%
Federal Grants & Contributions	88,344.00	795,154.00	960,000.00	82.83%
Total Non-Operating Revenues	526,196.90	4,734,068.27	5,422,599.00	87.30%
Net Income (Loss) Before Transfers In/(Out)	233,078.23	1,512,471.83	461,657.00	327.62%
Net Income/(Loss)	233,078.23	1,512,471.83	461,657.00	327.62%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Nine Months Ending September 30, 2018

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,915.43	\$101,915.21	\$168,000.00	60.66%
Fixed Route Fares - West - JTOC	555.07	3,941.41	3,900.00	101.06%
Dial-a-Ride Fares (DAR)	941.26	7,247.15	10,800.00	67.10%
Vanpools	1,811.20	17,146.56	22,800.00	75.20%
Extended Service	5,249.58	2,849.58	2,500.00	113.98%
 Auxiliary Transportation Revenues				
Total Operating Revenues	19,472.54	133,099.91	208,000.00	63.99%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	6,029.16	56,232.16	12,000.00	468.60%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues		7,529.85	10,800.00	69.72%
Taxes Levied Directly by Transit System - Sales & Use Tax	414,867.00	3,744,284.83	4,166,099.00	89.88%
Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	12,841.00	115,509.00	252,000.00	45.84%
RTAP	2,865.74	4,108.43	3,000.00	136.95%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	88,344.00	795,154.00	960,000.00	82.83%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		790,000.00		0.00%
Total Nonoperating Revenues	526,196.90	5,524,068.27	5,422,599.00	101.87%
TOTAL REVENUES	545,669.44	5,657,168.18	5,630,599.00	100.47%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2018**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$58,953.61	\$577,153.04	\$705,898.00	81.76%
Operators Overtime - Fixed Route	5,110.29	47,381.66	79,254.00	59.78%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,324.53	60,506.47	129,226.00	46.82%
Operators Overtime - Dial-a-Ride (DAR)	911.94	7,653.13	12,879.00	59.42%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,053.00	355,957.54	579,880.00	61.38%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,964.48	23,775.15	51,684.00	46.00%
Administration Salaries	51,996.91	440,940.73	635,220.00	69.42%
Total Labor	166,314.76	1,513,367.72	2,194,041.00	68.98%
Benefits				
FICA	14,159.22	127,944.18	217,429.00	58.84%
Pension Plans (PERS)	23,836.73	218,073.92	318,319.00	68.51%
Medical Plans	44,249.18	395,456.64	586,956.00	67.37%
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)	6,586.80	62,531.08	79,370.00	78.78%
Holiday	7,699.07	72,443.65	93,317.00	77.63%
General Leave	21,946.85	194,497.60	282,932.00	68.74%
Other Paid Absence (Court Duty & Bereavement)	629.13	14,631.03	14,686.00	99.63%
Uniforms, Work Clothing & Tools Allowance		7,317.15	16,880.00	43.35%
Other Benefits (HRA, EAP & Wellness)	266.61	14,710.48	28,836.00	51.01%
Total Benefits	119,373.59	1,112,530.73	1,675,485.00	66.40%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		17,510.13	18,250.00	95.95%
Professional & Technical Services	2,175.52	99,820.60	127,000.00	78.60%
Contract Maintenance Services (IT Services)	863.00	15,808.56	14,500.00	109.02%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	482.86	9,668.56	42,000.00	23.02%
Property Maintenance Services	207.59	8,412.92	29,500.00	28.52%
Software Maintenance Fees	958.92	10,007.36	46,615.00	21.47%
Postage & Mail Meter Fees		1,676.14	3,100.00	54.07%
Drug & Alcohol Services	237.08	3,178.72	4,800.00	66.22%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	4,924.97	169,928.68	296,865.00	57.24%
Materials and Supplies Consumed				
Fuel	(1,453.73)	198,825.92	355,000.00	56.01%
Tires	770.56	16,995.24	35,000.00	48.56%
Lubrication	838.27	8,032.77	10,550.00	76.14%
Tools	1,563.73	6,965.09	18,000.00	38.69%
Vehicle Maintenance & Repair Parts	3,648.91	66,428.32	96,500.00	68.84%
Non-Vehicle Maintenance & Repair Parts	117.35	8,376.70	8,240.00	101.66%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials	13.04	377.96	3,750.00	10.08%
Shop Supplies (Maintenance & Cleaning)	857.04	16,132.16	20,500.00	78.69%
Safety & Emergency Supplies		1,369.77	7,050.00	19.43%
Office Supplies	55.46	5,450.39	17,420.00	31.29%
Computer Programs & Supplies		5,679.03	13,750.00	41.30%
Printing (Photocopier, Schedules & Brochures)	161.59	21,291.09	42,450.00	50.16%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	6,572.22	356,145.71	631,560.00	56.39%
Utilities				
Water, Sewer & Solid Garbage	236.25	8,540.64	14,100.00	60.57%
Utilities (Electrical & Propane)		17,189.35	29,000.00	59.27%
Telephone & Internet	2,633.71	25,963.35	40,153.00	64.66%
Total Utilities	2,869.96	51,693.34	83,253.00	62.09%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2018**

	<u>September</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	\$98,715.69	\$132,000.00	74.78%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Recoveries of Public Liability & Property Damage Settlements		(5,000.00)		0.00%
Total Casualty and Liability Costs	10,968.41	92,653.24	132,000.00	70.19%
Taxes				
State Taxes	349.48	2,561.57	4,261.00	60.12%
Vehicle Licensing & Registration Fees		97.50	750.00	13.00%
Other Licensing Fees & Taxes		354.00	3,000.00	11.80%
Total Taxes	349.48	3,013.07	8,011.00	37.61%
Miscellaneous				
Dues & Subscriptions	689.03	8,974.70	17,757.00	50.54%
Travel & Meetings	134.59	15,408.49	34,750.00	44.34%
Safety Program (Rodeo & Safety Rewards)		46.69	9,000.00	0.52%
Training (Classes, Seminars & Materials)		10,842.33	26,454.00	40.99%
EE CDL and EE Physical Expense	120.00	3,123.00	5,071.00	61.59%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	943.62	38,464.91	93,332.00	41.21%
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	1,687.80	3,000.00	56.26%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		9,148.00	13,140.00	69.62%
Total Leases and Rentals	274.20	10,873.95	18,640.00	58.34%
TOTAL OPERATING EXPENSES	312,591.21	3,354,696.35	5,168,942.00	64.90%

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

Current Account Status	Balance per Bank @ 9/30/18	\$ 2,606,671.24	\$ -
Balance per GL @ 8/31/18		\$ 2,683,217.83	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 3,876.14	
	Transfers Out (Purchases)	\$ (80,422.73)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 9/30/18		\$ 2,606,671.24	
Balance in Capital Account	Outstanding Checks	\$ 2,606,671.24	

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
	August Bus 509/510	\$ (790,000.00)	\$ (176,693.16)
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		\$ 475,224.85
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
	September 2018 Shop Mntce Vehicle		\$ (79,339.27)
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	JTA Funded Balance		\$ 29,203.31
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 2,606,671.24
JTA Committed Project Funds Sub-Total	\$ (1,030,928.16)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,300,743.08



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

September 17, 2018

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

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

Sales Tax Analysis Reports –

For the month June 2018 sales tax was 7% higher than received in June 2017.

Revenue Report –

- Operating revenue is 12.3% below budget. Fixed Route is 13% below budget while JTOC is over budget. DAR is 8.3% below budget. Vanpool is on budget. The negative amount in extended service is due to pre-funding Wooden Boat pass sales.

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 7.92% BELOW budget.

- **Labor** – Labor is 5.24% 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. Additional training expenses are also a factor in this budget. Will continue to monitor – we are working on hiring additional operators.
- **Benefits** – Benefits are 7.4% 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% below budget
 - Advertising – will be over budget for the year – We have additional unexpected advertising expenses (job postings, farmer's market).
 - Professional & Technical Services – will be over budget.
 - Contract Maintenance Services (IT Services) – This is no longer a timing issue, this line item will be over budget.
- **Materials and Supplied Consumed** – M/S Consumed is 11.32% under budget
 - Non-Vehicle Maintenance & Repair – New signage for P&R, opportunity to purchase used shelters from Intercity Transit. Will be over budget for the year.
 - Shop Supplies – Monitoring, is showing an over budget trend

- **Utilities** – 10.6% under budget, electric utility billing runs late, expect to end the year close to or slightly over budget.
- **Casualty/Liability Costs** – 4.8% under budget
- **Taxes** – 33.4% under budget
- **Miscellaneous** – 26.5% under budget
- **Interest on Debt** – 49.8% 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** – 15.9% 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 August: Purchased two 35-foot buses



August 2018 Financial Summary

Budget Tracking Figure: 66.64%

1. Operational Expenses:	\$380,645.43
Operational Revenues:	\$13,297.24
Non-Operational Income:	\$578,713.28
Capital Expenses:	\$965,806.86
Capital Income:	\$0.00
2. Sales Tax Received 8/31/2018 for June 2018:	\$498,093.29
Sales Tax Received 8/31/2017 for June 2017:	\$465,923.53
Sales tax increased from prior year 7%	
3. Cash on Hand as of August 31, 2018*:	
Operating:	\$2,376,821.93
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,111,350.89
Dedicated (Committed) Grant Match (100% Funded):	\$1,296,866.94
(TDP Funding Match \$2,033,352 – Awaiting grant reimbursement for buses)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$49,891.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,969.21
Travel Fund:	\$1,500.00
Total	\$6,614,650.40**

*"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%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
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		\$3,231,353.83	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$403,919.23	\$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 Actual Sales Tax Received	2018 Cumulative 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	1,564,779.00	22.78%
June	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
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		\$2,419,260.78	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$403,210.13	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

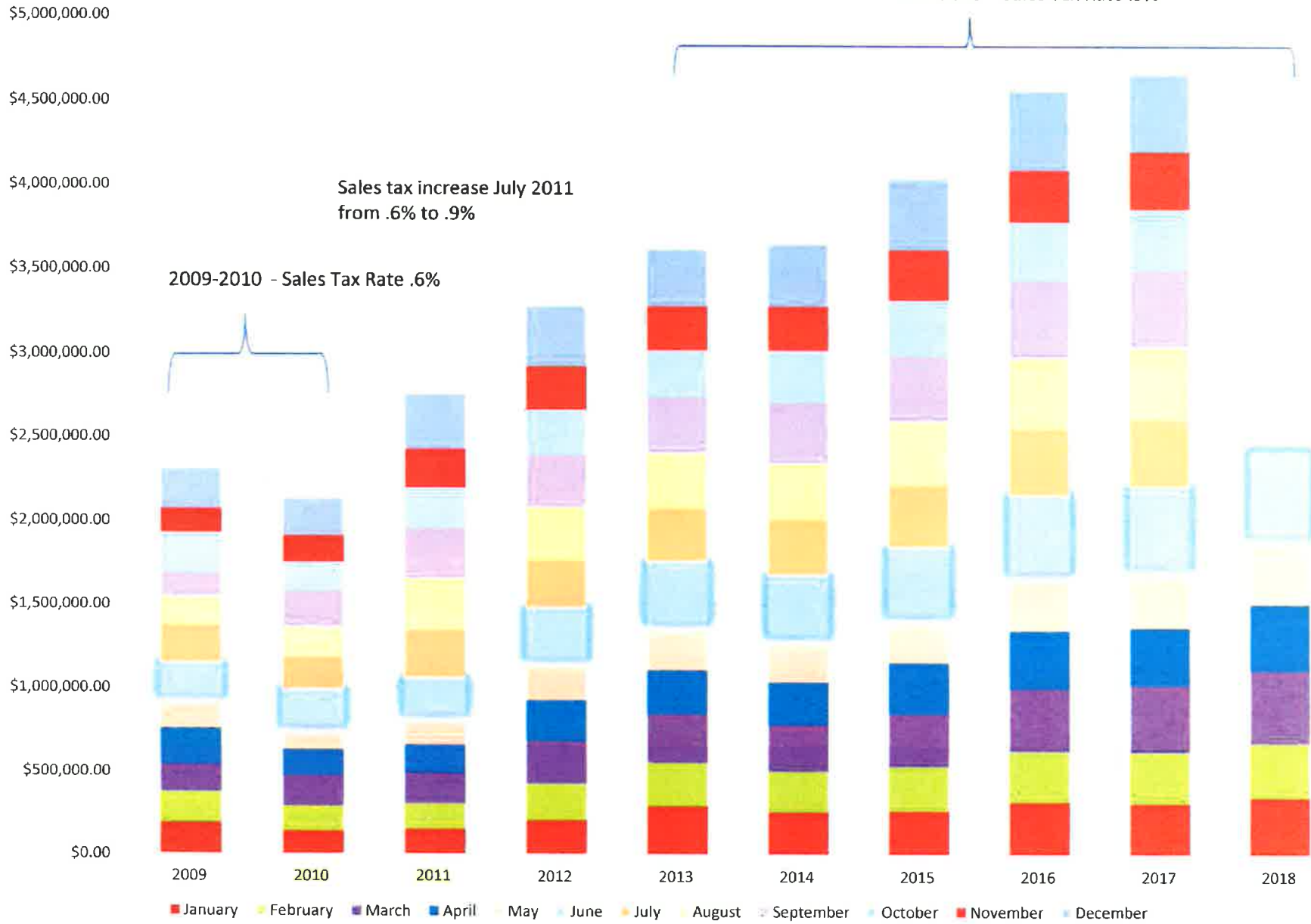
Jefferson Transit Authority - 2008-2018 Cumulative Sales Tax (Accrual Based)

2012-2018 - Sales Tax Rate .9%

Sales tax increase July 2011
from .6% to .9%

2009-2010 - Sales Tax Rate .6%

Page 5 of 10 August 2018



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

	August	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$7,381,116.18	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$1,200,820.91)	(\$2,601,438.79)
Non-Capital Financing Activities	\$497,886.81	\$3,854,866.09
Investing Activities	\$9,648.57	\$50,203.00
Total Operating Cash Provided/(Used)	(\$693,285.53)	\$1,303,630.30
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$72,780.25)	(\$1,096,953.99)
Net Increase/(Decrease) Cash and Equivalent	(\$766,065.78)	\$206,676.31
CASH BALANCES - END OF PERIOD	\$6,615,050.40	\$6,615,050.40

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

	August	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,297.24	\$112,554.49	\$208,000.00	54.11%
Operating Expenses				
Labor	183,891.09	1,347,052.96	2,194,041.00	61.40%
Benefits	113,595.81	992,474.44	1,675,485.00	59.24%
Services and User Fees	11,048.69	162,112.11	296,865.00	54.61%
Materials & Supplies	54,558.57	349,389.29	631,560.00	55.32%
Utilities	3,765.05	46,669.72	83,253.00	56.06%
Casualty/Liability Costs	5,988.41	81,684.83	132,000.00	61.88%
Taxes	696.90	2,663.59	8,011.00	33.25%
Miscellaneous Expenses	6,846.71	37,460.49	93,332.00	40.14%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	274.20	9,456.25	18,640.00	50.73%
Total Operating Expenses	380,645.43	3,034,988.68	5,168,942.00	58.72%
Operating Income (Loss)	(367,348.19)	(2,922,434.19)	(4,960,942.00)	58.91%
Non-Operating Revenues				
Non-Transportation Revenue	9,723.99	57,732.85	24,000.00	240.55%
Taxes Levied by Transit	466,554.29	3,329,417.83	4,166,099.00	79.92%
Local Grants & Contributions	1,250.00	10,000.00	17,500.00	57.14%
State Grants & Contributions	12,841.00	103,910.69	255,000.00	40.75%
Federal Grants & Contributions	88,344.00	706,810.00	960,000.00	73.63%
Total Non-Operating Revenues	578,713.28	4,207,871.37	5,422,599.00	77.60%
Net Income (Loss) Before Transfers In/(Out)	211,365.09	1,285,437.18	461,657.00	278.44%
Net Income/(Loss)	211,365.09	1,285,437.18	461,657.00	278.44%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eight Months Ending August 31, 2018

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,485.63	\$89,926.90	\$168,000.00	53.53%
Fixed Route Fares - West - JTOC	384.78	3,386.34	3,900.00	86.83%
Dial-a-Ride Fares (DAR)	869.71	6,305.89	10,800.00	58.39%
Vanpools	1,957.12	15,335.36	22,800.00	67.26%
Extended Service	(2,400.00)	(2,400.00)	2,500.00	(96.00%)
Auxiliary Transportation Revenues				
Total Operating Revenues	13,297.24	112,554.49	208,000.00	54.11%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	9,648.57	50,203.00	12,000.00	418.36%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	75.42	7,529.85	10,800.00	69.72%
Taxes Levied Directly by Transit System - Sales & Use Tax	466,554.29	3,329,417.83	4,166,099.00	79.92%
Local Grants and Contributions				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	12,841.00	102,668.00	252,000.00	40.74%
RTAP		1,242.69	3,000.00	41.42%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	88,344.00	706,810.00	960,000.00	73.63%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	578,713.28	4,207,871.37	5,422,599.00	77.60%
TOTAL REVENUES	592,010.52	4,320,425.86	5,630,599.00	76.73%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2018**

	August	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,755.54	\$518,199.43	\$705,898.00	73.41%
Operators Overtime - Fixed Route	6,680.55	42,271.37	79,254.00	53.34%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,781.90	53,181.94	129,226.00	41.15%
Operators Overtime - Dial-a-Ride (DAR)	678.00	6,741.19	12,879.00	52.34%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,215.46	316,904.54	579,880.00	54.65%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,093.37	20,810.67	51,684.00	40.27%
Administration Salaries	59,686.27	388,943.82	635,220.00	61.23%
Total Labor	183,891.09	1,347,052.96	2,194,041.00	61.40%
Benefits				
FICA	15,027.11	113,784.96	217,429.00	52.33%
Pension Plans (PERS)	23,480.83	194,237.19	318,319.00	61.02%
Medical Plans	45,596.52	351,207.46	586,956.00	59.84%
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)	6,826.31	55,944.28	79,370.00	70.49%
Holiday	1,020.57	64,744.58	93,317.00	69.38%
General Leave	20,916.54	172,550.75	282,932.00	60.99%
Other Paid Absence (Court Duty & Bereavement)	255.00	14,001.90	14,686.00	95.34%
Uniforms, Work Clothing & Tools Allowance	32.93	7,317.15	16,880.00	43.35%
Other Benefits (HRA, EAP & Wellness)	440.00	13,761.17	28,836.00	47.72%
Total Benefits	113,595.81	992,474.44	1,675,485.00	59.24%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,261.15	17,299.44	18,250.00	94.79%
Professional & Technical Services	4,420.79	95,610.46	127,000.00	75.28%
Contract Maintenance Services (IT Services)	1,671.79	14,945.56	14,500.00	103.07%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services		8,539.41	42,000.00	20.33%
Property Maintenance Services	242.96	8,205.33	29,500.00	27.81%
Software Maintenance Fees	958.92	9,048.44	46,815.00	19.41%
Postage & Mail Meter Fees	201.00	1,676.14	3,100.00	54.07%
Drug & Alcohol Services	292.08	2,941.64	4,800.00	61.28%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	11,048.69	162,112.11	296,865.00	54.61%
Materials and Supplies Consumed				
Fuel	32,867.44	200,279.65	355,000.00	56.42%
Tires	2,326.16	16,224.68	35,000.00	46.36%
Lubrication	908.30	7,194.50	10,550.00	68.19%
Tools	1,225.32	5,386.94	18,000.00	29.93%
Vehicle Maintenance & Repair Parts	6,012.51	62,770.63	96,500.00	65.05%
Non-Vehicle Maintenance & Repair Parts	2,273.24	8,074.89	8,240.00	98.00%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials		364.92	3,750.00	9.73%
Shop Supplies (Maintenance & Cleaning)	843.08	15,275.12	20,500.00	74.51%
Safety & Emergency Supplies		1,369.77	7,050.00	19.43%
Office Supplies	735.16	5,394.93	17,420.00	30.97%
Computer Programs & Supplies	78.48	5,702.49	13,750.00	41.47%
Printing (Photocopier, Schedules & Brochures)	7,288.88	21,129.50	42,450.00	49.78%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	54,558.57	349,389.29	631,560.00	55.32%
Utilities				
Water, Sewer & Solid Garbage	1,078.22	8,074.68	14,100.00	57.27%
Utilities (Electrical & Propane)		15,523.41	29,000.00	53.53%
Telephone & Internet	2,686.83	23,071.63	40,153.00	57.46%
Total Utilities	3,765.05	46,669.72	83,253.00	56.06%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2018**

	<u>August</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	\$87,747.28	\$132,000.00	66.48%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Recoveries of Public Liability & Property Damage Settlements	(5,000.00)	(5,000.00)		0.00%
Total Casualty and Liability Costs	5,968.41	81,684.83	132,000.00	61.88%
Taxes				
State Taxes	300.40	2,212.09	4,261.00	51.91%
Vehicle Licensing & Registration Fees	97.50	97.50	750.00	13.00%
Other Licensing Fees & Taxes	299.00	354.00	3,000.00	11.80%
Total Taxes	696.90	2,663.59	8,011.00	33.25%
Miscellaneous				
Dues & Subscriptions	813.76	8,285.67	17,757.00	46.66%
Travel & Meetings	4,262.95	15,273.90	34,750.00	43.95%
Safety Program (Rodeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)	1,550.00	10,792.33	26,454.00	40.80%
EE CDL and EE Physical Expense	220.00	3,003.00	5,071.00	59.22%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	6,846.71	37,460.49	93,332.00	40.14%
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	1,413.60	3,000.00	47.12%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		8,004.50	13,140.00	60.92%
Total Leases and Rentals	274.20	9,456.25	18,640.00	50.73%
TOTAL OPERATING EXPENSES	380,645.43	3,034,988.68	5,168,942.00	58.72%

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

Current Account Status	Balance per Bank @ 8/31/18	\$ 2,683,217.83	\$ -
Balance per GL @ 7/31/18		\$ 3,663,997.15	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 4,134.53	
	Transfers Out (Purchases)	\$ (965,808.86)	
	Transfers Out /Reimburse OP-Transmission)	\$ (9,106.99)	
Balance per GL @ 8/31/18		\$ 2,683,217.83	
Balance in Capital Account	Outstanding Checks	\$ 2,683,217.83	

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
	August Bus 509/510	\$ (790,000.00)	\$ (175,609.70)
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		\$ 476,308.31
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	JTA Funded Balance		\$ 108,542.58
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 2,683,217.83
JTA Committed Project Funds Sub-Total	\$ (1,111,350.89)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 1,296,866.94

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, August 21, 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 1:34 pm. Other members present were Kate Dean, and Ariel Speser, with David Sullivan excused. A quorum was present.

STAFF PRESENT

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

David Faber read the following notice regarding public comment:

Thank you all for attending our meeting today. I want to remind you that all of the members of this Board value your comments, input and suggestions. However, your comments should be fair, dignified and respectful toward everyone. Personal attacks will not be tolerated. I will ask you to leave this meeting if your comments are mean and hurtful to others. I will not sit here if you make personal and ugly attacks on members of this Board or employees and managers of Jefferson Transit Authority. Thank you for your attention.

PUBLIC COMMENT

Brenda McMillan commented on the Composition of the Board, and the Board workload.

Jim Todd commented on the Composition of the Board.

Debbie Jahnke agreed with previous comments and thanked JTA Board & Staff for Sunday Wooden Boat service. She also commented on the Wednesday Farmers Market, the Memorial Policy and the Board Meeting schedule.

Darrell Conder thanked Tammi Rubert for the restoration of Wooden Board Sunday service and the Wednesday Farmers Market.

NEW AGENDA ITEMS

David Faber would like to remove Item 2e Surplus Property from the Consent Agenda for discussion.

FINANCE REPORTS

Please see Attachment A and B

You have received a copy of our 2017 Single and Financial Audit. There were no findings. Also, you have received the Annual Report from our liability insurance pool, Washington State Transit Insurance Pool (WSTIP).

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

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

Ms. Crouch will postpone the Electric Bus discussion for the Budget meeting.

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

There was one correction on the June 19th minutes. In the Public Hearing for the TDP was listed as 2017 to 2022, and should be 2018 to 2023.

Motion: Kate Dean moved to approve the Consent Agenda with changes and item "e" removed for discussion. Ariel Speser seconded.

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

PUBLIC HEARING

Transit Development Plan (TDP)/Transportation Improvement Plan 2018-2023

Public Comment on TDP

Brenda McMillan commented on the fact there was no mention of adding Sunday service again in the future.

Burt Langsea commented on cumulative transit hours presently and into the future.

Tammi Rubert said she was looking at the "Unfunded" to respond to Ms. McMillan's question. There is a section in the TDP report under "Unfunded." Sunday service is a request from the public.

Sara Crouch noted "Unfunded" is located in a section on Appendix A, item 15c which shows Sunday service.

Ms. Rubert stated there are hopes of increasing our service. There are conversations regarding the possibility of connecting to the Strait Shot, and conversations with Greyhound to try to make that connection work better for the people from Port Angeles. There have also been discussions over the last few months with Kitsap Transit about providing service to the Kingston foot ferry. We are making plans for connections; we just need the money to do it. We get funded through our Consolidated Grant for existing routes, not expansion service. If there is expansion service, it will come out of JTA's budget. Sara Crouch added that if JTA expands our service more than 10% on either side, WSDOT will not fund the service as part of our Consolidated Grant. Any expansion service that JTA adds is funded only by JTA. And, it has to be sustainable, because the last thing we want to do is add service and then take it away because we are not able to afford to continue it.

Kathleen Kler entered the meeting at 1:55 pm

Kate Dean asked what the distinction was between existing service and expansion service, and where would Sunday service fall in those categories?

Ms. Rubert answered that existing service is what we have on the road right now. What was asked about earlier in the hearing was why JTA is not talking about any additional service on the road or new routes. Because we are not funded for Sunday service now, it would be an expansion service. For the Board's information, because they were not here in 2013, Sunday service was 4% of our total ridership, and the buses were relatively empty. JTA did not have the funding to continue that service, and it wasn't a high functioning service.

Darrell Conder asked if there were new buses in JTA's future and if there is a plan to increase fares?

Ms. Rubert stated JTA is gently approaching that subject of increasing the fares. If you look on Page 21, it shows a vehicle replacement plan schedule. If we don't have a project listed in the TDP, we can't ask for grant funding. We are asking to replace these vehicles shown on the replacement plan, but that does not mean we will get the funding for these buses.

Authority Board TDP Discussion

- Appendix A was based on survey responses, is the list order prioritized?
 - Appendix A is the top requested services from the public and is not prioritized.
- How were the top 10 determined?

- It was determined by the number of requests received over the years. And some of these top 10 have been listed here for quite some time and continue to be requested.
- How does JTA evaluate whether or not an increase in fares brings JTA a significant revenue versus a loss of ridership?
 - A study said (Transit Cooperative Research Program) we can plan on 4% decrease in ridership in the short term if we increase our fares. We couldn't increase our fares enough to pay for our overall service at JTA. With the fuel prices increasing, our ridership will go up. We will have to look at the overall difference in the increase of ridership compared to increasing our fares. Across the State, most transit agencies are beginning to look at fare increases.
- The overall impression is that JTA is barely keeping pace. There is not enough increased ridership or enough revenue to make that next leap that would increase the overall transit opportunities to do anything more.
 - JTA is definitely at service capacity with the number of buses we have. We need our two new buses in service for the Wooden Boat Festival. We are at that point of having to become a bigger agency all around, including mechanics, buses, and drivers, so that we can increase our service, but that also includes funding for that service.
- With sales tax revenue being significantly higher right now this gives us a cushion, although it is short term. Are there any projections as to how long to expect the higher rate?
 - Sales tax revenue in 2015 (10%) and 2016 (14%) were so high, and in 2017, to see less than 2% increase was a shock. I am not even able to do a trend analysis on this.
- Vehicle replacement and right-sizing of the buses that JTA utilizes for routes were discussed. On average, is JTA seeing lower ridership on some routes, and would that justify the capacity for utilizing a smaller vehicle for some routes? The replacement cost of a cutaway appears to be 1/10th the amount of a full-size bus. Has that been explored in terms of looking at utilizing smaller, more efficient vehicles for those routes? Especially since we are not able to buy electric vehicles right now.
- This subject is discussed often. With the way our routes are put together, the Tri-Area route will come back into town, and then it will go to Poulsbo, and that run will be full. And then it will come back into town and do a different route with maybe 7 or 8 people on board. We have discussed going to smaller buses, but the larger buses have a longer lifespan, they are more fuel efficient, and because of the way our runs are cut our buses do several mixed routes. We have been asked in the past why we don't put a smaller bus downtown, but our #11 shuttle is one of our highest ridership routes. Ms. Crouch stated that she rode the early #1 Brinnon bus this month, going out to Brinnon there was one person on board, but coming back we picked up no fewer than 20 people. You may be seeing only one part of the ridership. The other thing I wanted to point out is these are medium to heavy-duty buses. The cutaways don't have the same long lifespan. John Maiden added that JTA also has to plan for the biggest passenger load the bus may have. Larger buses also allow us to utilize bicycle

loading. We are able to put up to five bicycles on a full sized bus, with three on the rack in front, and cutaways do not have bike racks.

Public Hearing was closed at 2:18 pm.

OLD BUSINESS

a. Resolution 18-09: Transportation Development Plan (TDP) 2018-2023

Motion: Kate Dean moved to approve Resolution 18-09 adopting the 2018-2023 TDP. Kathleen Kler seconded.

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

b. Resolution 18-10: State Transportation Improvement Plan (STIP) 2018-2023

Tammi Rubert stated this plan is updated and approved each year in conjunction with the TDP. It is another list of JTA's projects that we have on the State website. If we don't have it listed on the website, we are not able to ask for funding for the project. We roll over the STIP list from year to year.

Sara Crouch said this year we added electric buses. Generally, it includes rolling stock, and preservation and upgrades to our facilities, shelters, and i-stops. It is basically what you see in our TDP.

Motion: Kathleen Kler moved to adopt Resolution 18-10 amending the STIP to reflect State and Federal funding related to Jefferson Transit Authority 2018-2023 Transit Development Plan. Ariel Speser seconded.

David Faber asked where the actual list was located, or if it is reflected in the TDP.

Ms. Rubert stated it is an actual online list that we fill out and update. The actual list itself is not in this binder, but it is reflected in our TDP.

Kate Dean asked where it is located in the TDP.

Ms. Crouch said you could find it on pages 22 and 23. On the list, we have transit base preserve and upgrade, passenger amenities and services, maintain equipment, replacement service vehicles, large transit coaches, large transit electric coaches, and medium-duty cutaways, all of these are on the STIP as projects. When we worked on the Park & Ride, that was listed on the STIP as a project for us to do. They are all general projects that if we get funding for, we can move them up and then instead of being a planned project, they become a secured project. So all of these shown on the list are planned projects.

Ms. Dean requested to see the STIP?

The vote will be tabled until the list can be viewed.

c. Composition of the Board Discussion

Tammi Rubert asked for direction from the Board to begin the review process. We will begin the process by sending notices to each Board member stating that Jefferson Transit will hold a Public Transportation Benefit Area (PTBA) Board Composition Conference in December immediately following the Board's regular meeting to determine if a change is needed in the current composition. I am asking for the Board's direction to move forward, and we will send the letters out.

Kathleen Kler moved for the General Manager to proceed for the review of the PTBA Board Composition meeting and noticing. Ariel Speser seconded.

David Faber noted in the public comment section that Jim Todd mentioned he interpreted the RCW to require that all three County Commissioners and one representative of the City sit on the Review Board. That is his reading of the RCW as well, so under October, item #1, the last sentence says the letter will also request an elected official be designated to be each jurisdictions representative. Mr. Faber believes the letter to the city will request that an elected official be designated, and the County, to my understanding, will be all three County Commissioners. He does not agree with the analysis that suggested basically reading into that section a mirror image of the formation committee. The language says the "members" of the county legislative authority and a representative from the City. I read that as being a direction that it would include all three County Commissioners. Otherwise, the use of the plural would make no sense in that context.

Ms. Rubert said all transit agencies handle this differently. It is up to the Board to make the decision.

Ms. Dean stated the Commissioners need to discuss this with the County Attorney.

Ms. Rubert said because this is August, there is time to decide on the October step. We will move forward with sending the notice letters to the Board.

David Faber asked if there was a consensus that the Board has received notice. The Board agreed that they had been noticed and will return to the topic in October.

Kathleen Kler amended her previous motion to remove "noticing the Board" and to just begin the review of the PTBA Board Composition.

David Faber asked to go back to the tabled decision on STIP.

Sara Crouch stated there are two pages displayed regarding the STIP. This lists, basically in general terms, the projects in JTA's TDP, she read through the list and said we generally put all of these projects in the STIP in case we get funded for it. The one project that was added this year is Electric Buses so we could be very clear that that is the type of vehicle we want to purchase. This list is alphabetical and not ranked.

Ariel Speser requested the list be identified as part of the record.

Kathleen Kler stated the original motion was to accept Resolution 18-10 amending the STIP to reflect state and federal funding related to Jefferson Transit Authority 2018-2023 Transit Development Plan. Ariel Speser again seconded.
VOTE: Passed 4-0 by voice vote.

d. Citizens Advisory Committee (CAC) Discussion

Ariel Speser said that included in the Board packet there is a double-sided page with proposed changes. At the last meeting, we decided to move forward with reviving the CAC. Since the last meeting, we have studied the Standing Rules in their previous form. We like the Rules, but we would like to make some revisions.

- The first revision recommendation talks about selection criteria and how to make nominations and confirmation.
- The second criteria is nominating a CAC Authority Board liaison to help facilitate productive conversation and coordination with staff.
- Lastly, we wanted to help focus the CAC so it is directly in line with the TDP, and have a work plan that would be project based and approved by the Board.

Ms. Speser added that input to these revisions is welcomed.

Tammi Rubert said in the past, a representative for the CAC came to the Board meetings and reported to the Board on their projects. So they became a part of the Agenda.

Ms. Speser said we did anticipate that there would be the CAC Chair and they would be the person that would communicate with the Staff, Board and Board Liaison. We may want to spell out clearly how the CAC reports to the Board at large.

Ms. Rubert stated the General Manager from Kitsap Transit discussed their CAC with her and how they put their Agenda together. The purpose behind the chosen representative is to give each area of the public someone to have as a contact person. That way the public can meet with their representative ahead of time, then the CAC representative brings it to the CAC Chair, and the CAC Chair presents it to the Board. It may be a good idea to have a representative on the CAC that represents a geographic region or district, in addition to a school member, etc.

Ms. Speser continued by stating the other thing she wanted to point out is that the Standing Rules do allow the CAC to propose amendments to the rules. Certainly we want this group to be successful, but there is value in getting the group up and running and then letting the CAC group decide if the Standing Rules need to be amended. I am suggesting the changes I have proposed today be added to the existing Standing Rules; then if the CAC wanted to make future changes, they would have the ability to make a recommendation for change. The original number one work plan we are hoping to help craft would be increasing ridership.

Ms. Dean suggested clarifying the priorities for the work plan. We might consider changing the last sentence which now says, "Staff, Board Liaison, and Board Chairperson will work together with the CAC to coordinate the drafting and submission of the biannual work plan," to "Staff, Board Liaison, and Board Chairperson will determine priorities to inform the drafting and submission of the biannual work plan." Being clear that those priorities are a shared

responsibility, or that the intent to create agreement among staff, Board and CAC is important.

Ms. Speser said she believes there is still some tailoring. Staff will send the word version of Standing Rules so revisions can be shown in the original document.

Ms. Dean wanted to acknowledge the huge amount of work Ms. Speser has put into this.

e. Resolution 18-12: Commemorative and Donation Policy

Tammi Rubert stated the board directed her to write a draft policy. The wording was not made to exclude anyone but was added to have a procedure in place. The reason the title was changed to Commemorative Policy is to honor the person for their service, instead of honoring that this person has passed away. I received another opinion from an attorney to be careful of the gifting of public funds. If JTA pays for this plaque or pays for the installation and maintenance, or whatever work is done on this, it is considered a gift of public funds. The Finance Department will have to open a special bank account. If the Board wants to move forward, then possibly include all fees for maintenance, etc. I also added in the plaque language to not refer to this as a memorial, but "in honor" of the person. And not to mention death dates or birth dates, but years of service. This is my suggestion, and I am open to ideas. We were also told by the attorney that if we are using JTA funds, it needs to perform a fundamental purpose of the government.

Kathleen Kler asked an accounting question. If a donation comes in, is there much involved in tracking that donation?

Sara Crouch said it would have to set up a separate bank account for just the donation and bill the account for whatever work was done.

Ms. Dean stated she would prefer that this is not tied to current employment or even have the 12-month restriction.

Ms. Kler suggested amending the current Purpose to "Plaques are intended to honor and remember Jefferson Transit employees that have passed away," and take out "during their employment." And also change the full sentence, "The individual being honored must have been employed within the past 12 months," to "must have been employed with Jefferson Transit." Also, when we say that we want the cost to include the placement, maintenance, etc., under the program eligibility, where it says "the donations for the cost to purchase the plaque." limits us right there. We may want to add the words, "Accept donations for the installation and maintenance of," and add those elements.

David Faber asked if we should bring this back or approve as amended.

Motion: Ariel Speser moved to approve Resolution 18-12 adopting the Commemorative and Donation Policy as amended. Kathleen Kler seconded. The following amendments will be made:

- **Removal of the phrase “during their employment at JTA” under the Purpose section.**
- **Changing under Program Eligibility the second sentence to read “The individual being honored and remembered must have been employed with Jefferson Transit.”**
- **And in the second paragraph under Program Eligibility, adding in “the addition of the cost will also include the installation, maintenance, and administration costs.”**

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

NEW BUSINESS

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

Tammi Rubert stated Mike Samodurov has agreed to present the TAMP; he is the person who put this plan together.

Mr. Samodurov began his presentation by stating this is basically a quality assurance program for the procurement and maintenance of public assets. The Federal Transit Administration (FTA) wants more details than annual reporting now offers. The facets that they want to be included are procurement, operating, inspecting, maintaining, rehabilitating and replacing.

This is a first-year dynamic document that will be submitted every four years, other than small updates. One item worth noting is the state of good repair methodology. The real substance of this is how JTA actually takes care of our assets on a day to day basis, particularly and most importantly the vehicles.

Motion: Kate Dean moved to approve Resolution 18-11 adopting the updated Transit Asset Management Plan as presented. Ariel Speser seconded.

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

Consent Agenda Item II e. This item has been removed from the Consent Agenda, and there is a request to retain bus #96, the 1982 30 foot Orion.

Tammi Rubert offered a little information about #96. The interior is completely molded, and the engine needs to be replaced. Is it a requirement to remove it from our property if the bus is surplus?

John Maiden stated this bus is part of our history. 1967, which was found in a farm field, was in much worse condition than #96 is in now, and it was fully restored. This is the only bus we have from our early days that is left, and he believes we should try to preserve something of our past.

Ms. Rubert stated 1967 needs some tender loving care also which will cost us money too; maybe we should sell 1967 and restore 96. The body is cracked, and it will take a ton of work to restore 96.

Mr. Maiden stated every transit has a few of their old buses that they keep. I would prefer to keep our own history. Right now it is only costing us one parking space. Are we required to get rid of it if it has been surplused?

Ms. Crouch stated if the Board elects to surplus the vehicle, then we are required to remove it from our property.

Ms. Kler said she doesn't know what the risks are when working with molds, or where we would be incurring risk or liability by working with mold. She stated she is not able to make that decision by hearing that it need works and it is unsafe. Where is the money coming from to restore the bus?

Ms. Crouch stated a federal grant was received to restore the 1967 GMC old look bus. She believes it would be a stretch to restore a 1982 Orion bus with grant funding. The fact that our Fleet & Facilities Manager couldn't find a reasonable value means that most of these vehicles have already been scrapped.

Ms. Speser asked how realistic is it to get a grant to do the refurbishing.

Mr. Faber said we need a coherent model to restore or maintain an existing bus; we would need a next step that would make keeping this bus worthwhile. History is important but keeping a vehicle of this size and scope and decaying proportions is a big consideration.

Ms. Rubert asked that our Fleet & Facilities Manager looks into this to determine what the cost would be.

Ms. Crouch requested that we move forward with the other two surplused vehicles.

Motion: Kate Dean moved to approve to surplus property valued over \$5,000 with the exception of the Orion bus, but the two Thomas buses be surplused for scrap. Ariel Speser seconded.

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

REPORTS

GENERAL MANAGERS REPORT – Tammi Rubert Includes Operations, Maintenance, and Ridership Reports Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Electronic Sign Update
- Restroom Update

- PRTPO Update
- RouteMatch Update
- Server Migration Update
- Quillayute Agreement
- Water Street Construction Update
- JTA Events Update
- Recruitment Update
- New Bus Update
- Welding receptacles
- Crumbling concrete near stormwater drains
- Minimal road calls
- Maintenance Training
- New Shelters
- New Service vehicles
- New Cutaway vehicles

PUBLIC COMMENT

Brenda McMillan commented on the way a Public Comment is written in the minutes.

Jim Todd commented on approval of minutes, thanked JTA for moving the restroom project forward, and asked about a concrete warranty.

Darrell Conder commented on keeping bus #96.

Debbie Jahnke commented on the Composition of the Board Review, Mason Transit and Kitsap Transit's CAC, and the memorial issue.

ADJOURNMENT

The meeting was adjourned at 4:10 pm. The next regular meeting will be held Tuesday, October 16, 2018, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

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**
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*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

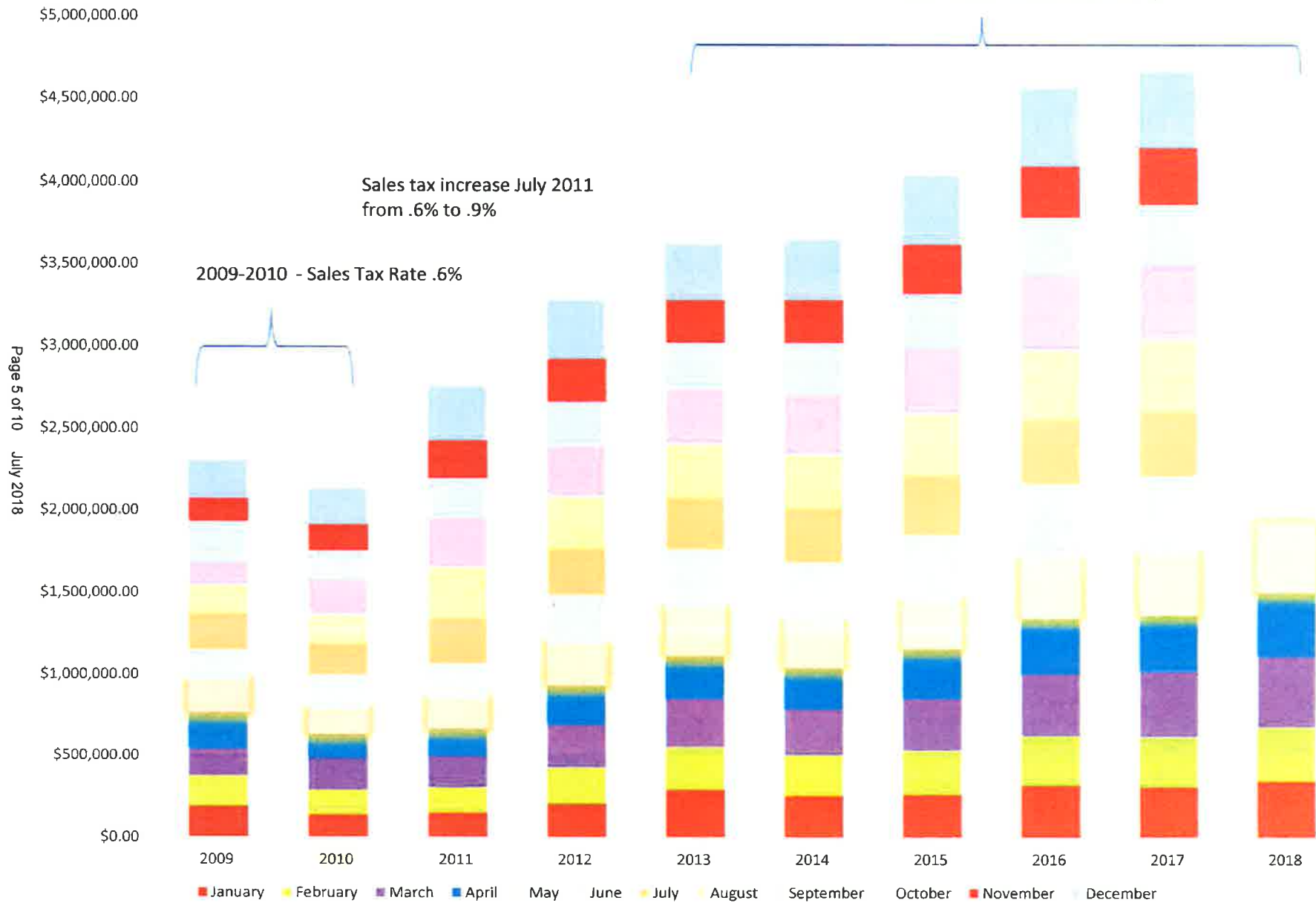
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$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	\$460,953.02	\$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		\$2,733,260.54	\$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	1,564,779.00	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	\$460,953.02	\$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		\$1,921,167.49	\$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	878,188.58	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	46.87%
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	30,813.78	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	275,689.08	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	12,829.12	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)	\$	(71,180.26)		
	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		\$ 661,918.01
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,280.26)
	JTA Funded Balance		\$ 108,719.74
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

Attachment B

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**
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*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$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)

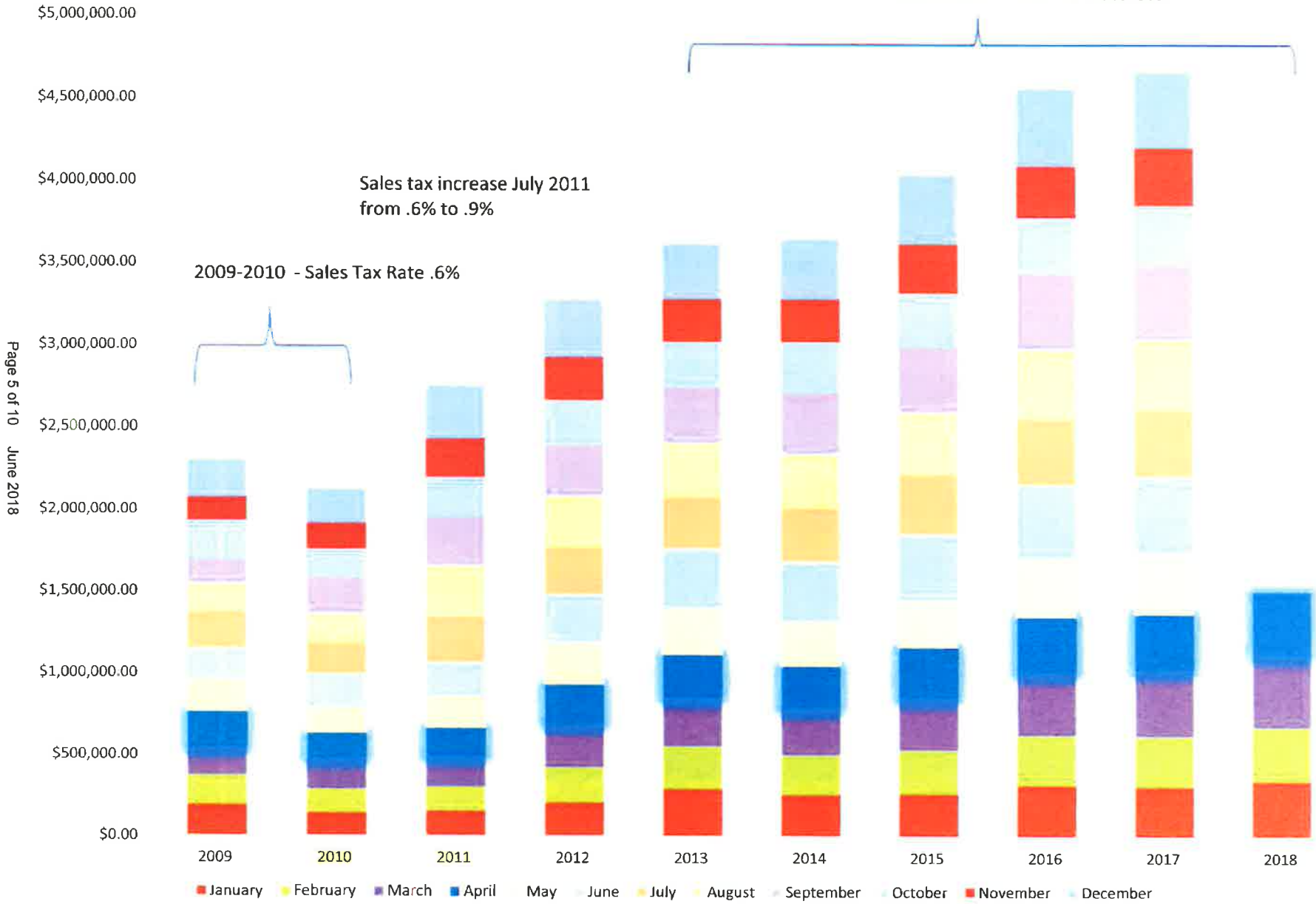
Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Accrual Actual Sales Tax Received	2018 Cumulative Accrual Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$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%

Sales tax increase July 2011
from .6% to .9%

2009-2010 - Sales Tax Rate .6%



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 (Rodeo & 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)	\$ (835.00)	
	Transfers - Out /County Interest Correction)	\$	-
Balance per GL @ 6/30/18		\$ 3,719,112.47	
Balance in Capital Account	Outstanding Checks	\$ 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



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report Attachment C

August 21, 2018

Jefferson Transit Authority (JTA) Sign Project Status

On June 26, 2018, at 2 pm, JTA testified at the public hearing regarding the conditional use permit to allow an electronic changing message sign. The conclusion and Decision of the Hearing Examiner are that the image will remain fixed for at least three seconds, that animated graphics shall not be displayed on the sign, that JTA test the sign annually. The Hearing Examiner granted Jefferson Transit's request for an amended conditional use permit to allow the activation of the changing message sign. Jefferson Transit applied for and received a sign permit. The sign is now in use.

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:

- 42nd Public Transportation Conference, Expo & State Rodeo, Kennewick – August 18 – 21- **John, Frank, Leesa, and Miranda are all attending the conference this year. Betty is JTA's Wall of Fame winner but is unable to participate in the conference. Congratulations Betty!**
- Small and Medium Transit Agency (SMTA), Vancouver - September 26
- WSTA FOLC, Vancouver – September 26
- WSTA Marketing & Communications, Vancouver – September 26
- Facilities Maintenance Committee, Leavenworth – October 8

Bathrooms at Haines Place Park and Ride

JTA's legal counsel is reviewing JTA's final draft of the RFQ. Next steps will be advertising to receive quotes.

PRTPO Update

As a result of WSDOT's desire to transition away from the role of Lead Agency for the RTPO, the Grays Harbor Council of Government (GHCG) and the Thurston Regional Planning Organization were sent an invitation to apply to become the Lead Agency for PRTPO. The letter included a scope of work, essential qualifications, and submissions information. GHCG was the only agency to submit. On August 8th, the Executive Selection Committee interviewed GHCG. Next steps will include taking a recommendation to the full Board.

Route Match / Route Shout

Jefferson Transit reached an agreement with RM, and have since received new VLU hardware to improve the GPS/Cell signal quality and installed them in the first five buses. Vehicle acceptance testing began and is expected to be complete by August 24th for Fixed Route (Tablet connectivity) and no later than September 7th for RouteShout. As of August 14th, testing results thus far show promise.

Network and Server Upgrades

Dailey Computer, our "Shadow IT" vendor, has made substantial progress with the migration to the new exchange server which is handling all daily email and network control and management. The old system remains idle in standby just in case and will be 'decommissioned' on or about August 20th.

Agreement with Quillayute Valley School District for Maintenance

Jefferson Transit has again entered into an agreement with the Quillayute School district to perform general maintenance on its JTOC vehicles and rental of its facilities for our drivers and supervisor.

Operations Report

- Served three exclusions
- Served two Code of Conduct, regarding fare evasion
- Four social contacts, regarding the use of alcohol at Haines Place Park and Ride.
- Had six social contacts at Haines Place Park & Ride regarding smoking at the bus shelter.
- Issued 2 verbal warnings about sleeping in bus shelters. (10th and Sheridan, Soroptimist Park)
- There were three aide calls to HP P&R (Not related to JTA)

Service

The Water Street construction project was completed in mid-July, JTA bus shelters are now back in place. Leesa Monroe wishes to thank city engineer Laura Parsons for her work on this project, Laura provided timely updates on the project and was readily available for questions. JTA had minimal service disruption during this extensive six-month project.

Special Events

July – staff attended the PT Veterans Stand Down

JTA provided transit information at the 2018 Port Townsend Veterans Stand Down. Jefferson Transit had approximately 27 visitors and provided service or information to approximately 19 of those visitors.

Jefferson Transit provided route/transfer information, bus schedules, connection schedules, including connection schedules to the Seattle VA Hospital and Port Angeles VA Clinic. JTA provided Reduced Fare Permit Card applications and day passes to those who needed transportation to get to our customer service locations at Haines Place Transit Center in Port Townsend to submit the RRFP applications. We provided a total of 3 Day passes.

Jefferson Transit handed out bags, flashlight/pens, and lanyards to those who visited the Jefferson Transit table.

JTA provided free transportation to those individuals traveling to and from the Stand Down, including free fixed-route bus rides, and if needed, a shuttle ride from the Elks Lodge to the bus stop on Hwy 20.

August – staff participated in the Hadlock Block Party

Jefferson Transit took 1967 to the 2018 Hadlock Block Party, Saturday, Aug. 4th, 2018 and had approximately 92 visitors.

Jefferson Transit provided route and transfer information, bus schedules, and connection schedules. JTA gave promotional items including “green” reusable shopping bags, clip-on safety lights and reflectors, JTA notepads and pens, lanyards and pass holders.

August - Jefferson County Fair

Jefferson Transit displayed our 1967 bus and provided transit information at the Jefferson County Fair Friday, Aug. 10th through Sunday, Aug. 12th, Approximately 517 visitors came by.

Jefferson Transit provided route/transfer information, bus schedules, and connection schedules and offered visitors a chance to win a monthly pass, a daily pass, or other JTA SWAG prizes including “green” reusable shopping bags, JTA flashlight pens, JTA pass holder lanyards, candy, and fair themed ink stamps.

- 3 visitors won September monthly passes.
- 6 visitors won daily passes.
- 210 visitors won other prizes.

Wooden Boat

Jefferson Transit will provide shuttle service from Haines Place on Friday, Saturday, and Sunday to Wooden Boat; other transit routes will not run on Sunday. Four Wooden Boat shuttles will run on Sunday. Jefferson Transit funds were budgeted for the Sunday service. Jefferson Transit cannot charge a premium fare, accept third-party funding, or deviate from regular routing to provide Sunday service, as this would violate Charter Service laws.

The City of Port Townsend Police Department has graciously worked in cooperation with JTA agreeing to block off space on 12th Street behind McDonald's for regular routed buses to layover during Wooden Boat. This year with the addition of the #4 route the bus turnaround is filled to capacity on Friday, and the number of buses is at peak capacity. Maintenance anticipates the two new Gilligs will be equipped with radio and fare boxes in time for the festival.

Staffing

The Operations Department is currently recruiting for three new drivers and a part-time customer service clerk

Ridership Notes

The new #4 route continues to be one of our most popular/productive routes. July fixed route data reflects 20 days of service, five days of data needed to be re-entered due to a database crash.

Maintenance Report

- JTA received two new 35 foot Gillig buses. The acceptance packets are complete, radios are programmed, decals will be installed by Station Signs 8/21 and 8/24
- On August 28th, John will be traveling to traveling to Elkhart, Indiana to perform acceptance inspection for invoice payment/delivery

- JTA has received two quotes for the installation of new welding receptacles, waiting on 3rd from Fredrickson Electrical. JTA is also looking into shop floor traction material options to improve employee safety.
- JTA requested quotes to repair the concrete around the Storm Water Catch Basin next to the fuel station. JTA received two (2) quotes (Jacob's, Shold excavating), all other contractors declined participation (documented). JTA is preparing a draft public works contract.

Maintenance Costs

- Our new Fleet and Facilities Manager is developing a shop equipment replacement list for future budget proposal.
- Planning improvements to the preventative maintenance program to increase efficiency and reduce parts/labor costs.
- Parts inventory audit: Aim to reduce on-hand inventory value and minimize vehicle downtime by replacing obsolete and slow-moving inventory with relevant repair parts.

Road Calls

- Recently road calls have been very minimal, primarily due to non-preventable circumstances (e.g., tire punctures from road debris, bio-hazards on vehicles).
- Primary maintenance-related road calls due to incorrect hydraulic fluid level sensor received from Gillig causing recurring erroneous fault light. Issue resolved.

Training

- Kevin Vance attended brake and clutch maintenance certification training 8/15.
- IPS software training (Luminator sign programming) for all techs scheduled for 9/5.

New shelters

- JTA just acquired four replacement bus shelters recently from InterCity Transit to replace aging shelters on bus routes (Curtis St. in Port Hadlock, HJ Carrol Park, N/B, and S/B Paradise Bay Rd. stops in Port Ludlow).

New Vehicles

- JTA received and placed into service (2) Ford Explorer service vehicles.
- JTA received one StarTran light duty Cutaways to be used in Forks

Updated Vehicle Arrival Schedule

- Two Chevrolet twelve passenger Vanpool Vans, September 18



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 10/16/2018

September 2018 Expenses

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

- Accounts Payable Voucher #97547 in the amount of \$81,134.43
- Accounts Payable Vouchers #97548-97582 in the amount of \$126,323.84
- Accounts Payable Voucher #97583 in the amount of \$85,144.00
- Accounts Payable Vouchers #97584-97624 in the amount of \$42,092.77
- Void Accounts Payable Voucher #97584 in the amount of \$42,092.77
- Capital Check #626 in the amount of \$72,548.00
- Capital Checks #627 & 628 in the amount of \$1,315.71
- Capital Check #629 in the amount of \$6,559.02
- EFT/Payroll Vouchers #53148 & 53149 in the amount of \$2,283.82
- 5 EFT Payments in the amount of \$2,138.37
- 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: 10/16/2018

August 2018 Expenses

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

- Accounts Payable Voucher #97460 in the amount of \$82,923.19
- Accounts Payable Voucher #97461 in the amount of \$299.00
- Accounts Payable Vouchers #97462-97507 in the amount of \$132,994.60
- Accounts Payable Voucher #97508 in the amount of \$81,474.21
- Accounts Payable Voucher #97509 in the amount of \$2,400.00
- Accounts Payable Vouchers #97510-97546 in the amount of \$47,695.34
- Capital Checks #623-624 in the amount of \$965,197.89
- Capital Check #625 in the amount of \$8.97
- EFT/Payroll Vouchers #53053 & 53054 in the amount of \$2,680.52
- EFT/Payroll Vouchers #53100 & 53101 in the amount of \$2,735.87
- 4 EFT Payments in the amount of \$1,737.90
- Transfer from the Capital account to the Operating account for the purpose of: transferring funds paid from Operating account that should have been paid from Capital account for transmission on Bus #508 in the amount of \$9,106.99
- 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
- Transfer from the Acptial Treasure Pool account to the Capital account for the purpose of: purchasing 2 Gillig buses #509 & #510 in the amount of \$1,000,000.00
- Transfer from the Capital account to the Operating account of the purpose of: correcting error, Treasurer posted Sales Tax interest to Capital account. Should have been to Operating account in the amount of \$498.34

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.
The General Manager has approved these for the consent agenda.
These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: October 16, 2018

AGENDA ITEM: MOU with Pleasant Harbor Marina and Golf Resort, LLP

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

MOU

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

This MOU between Pleasant Harbor Marina and Golf Resort, LLP and JTA for support of transit services, is designed to mitigate potential impacts to JTA associated with the development of the Resort.

RECOMMENDED
ACTION/MOTION:

Move to approve MOU with Pleasant Harbor Marina and Golf Resort, LLP

**MEMORANDUM OF UNDERSTANDING
BETWEEN PLEASANT HARBOR MARINA AND GOLF RESORT, LLP
AND
JEFFERSON TRANSIT AUTHORITY
FOR SUPPORT OF TANSIT SERVICES**

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), by and between Pleasant Harbor Marina and Golf Resort, LLP ("Developer") and Jefferson Transit Authority ("Transit") for support of transit services is designed to memorialize the mitigation the Company will provide to mitigate against potential impacts to Transit associated with the development of the Pleasant Harbor Marina and Golf Resort (the "Resort").

WHEREAS, the Washington State Legislature enacted RCW 36.70B.170-.210 to strengthen the land use planning process and reduce the costs of development by authorizing Jefferson County to enter into a private agreement with a landowner regarding the development of the Resort located within the County's jurisdiction ("Development Agreement").

WHEREAS, Jefferson County Ordinance 01-0128-08 paragraph 63 (c), provided that the Developer enter into memoranda of understandings to provide needed support for certain public services.

[T]o provide needed support for the Brinnon School, Fire District, Emergency Medical Service (EMS), housing, police, public health, parks and recreation and transit.

WHEREAS, the FEIS identified the following potential mitigation measures that the Developer would implement to mitigate impacts to Transit.

3.4.3.6 Public Transportation Impacts

Jefferson Transit Route #1 stops approximately one-third of a mile from the project site and the intersection of US Hwy 101 at Black Point Road providing transit service four times per day to the main entrance of the Pleasant Harbor properties. The applicant proposes to purchase and maintain a van or small shuttle bus available for guests and tenants to utilize on an as-needed basis for use in group trip making, coordinated events, airport-shuttle, and other miscellaneous traffic. The applicant also proposes to work with Jefferson Transit in scheduling and to expand service as necessary to the resort as well as considering joint opportunities to provide layover or transit service and facilities within site.

FEIS at p. 3-51

3.4.2.5 Public Transportation Services

Jefferson Transit Route #1 provides public transportation services in the area, with a stop on US Hwy 101 at Black Point Road, adjacent to the project site. Route #1 provides Monday through Saturday service to Brinnon, Quilcene, and the Hadlock/Irondale/Chimacum Tri-Area. Service at US Hwy 101 and Black Point Road is provided Monday through Friday at 7:08 a.m., 8:36 a.m., 3:14 p.m.

and 6:47 p.m. On Saturday service is provided at Hwy 101 and Black Point at 7:53 a.m. and 6:28 p.m.

FEIS at p. 3-46

WHEREAS, in 2011 Transit received 0.09% of all sales tax generated in the County. Resort construction is expected to generate \$20,000,000 in sales tax revenue and operation of the Resort is projected to inject approximately \$95,000,000.00 in taxable sales annually. FEIS at p. 3-63. This substantial addition of the sales tax revenue base is expected to cover more than any additional incremental costs of providing transit service to the Resort.

1. MOU is Conditioned on Approval of the Development Agreement by the County. The Developer's Undertakings in this MOU are conditioned on the approval of the Development Agreement by the County.

2. Developer's Undertakings. The Developer and Transit agree that the mitigation in these undertakings is consistent with the requirements of RCW 82.02.020, is within the authority of the County to require under Chapter 43.21 C RCW and is not duplicative of any other conditions. The developer will provide the following to mitigate the increased need for transit service anticipated with the construction of the Resort as follows:

- a. The Developer shall provide on-site transit stop(s) in the location(s) shown on the attached sketch as part of the first phase of development;
- b. The Developer agrees to prominently display and maintain a current bus schedule for Transit in the Marina District and Resort Areas so the schedule is publicized and easily accessed;
- c. The Developer shall consult Transit for review of construction plans for the bus pull-out specification on or before the time of application for Building Permit, and;
- d. The Developer shall purchase and maintain an operational shuttle of use by Resort guests during the prime season (May-September). The shuttle shall be in operation before more than 25% of the golf resort rooms are available for use.

This agreement is entered into for the benefit of the parties to this agreement and the County only and shall confer no benefits, direct or implied, on any other third persons.

Pleasant Harbor Marina and Golf Resort, LLP

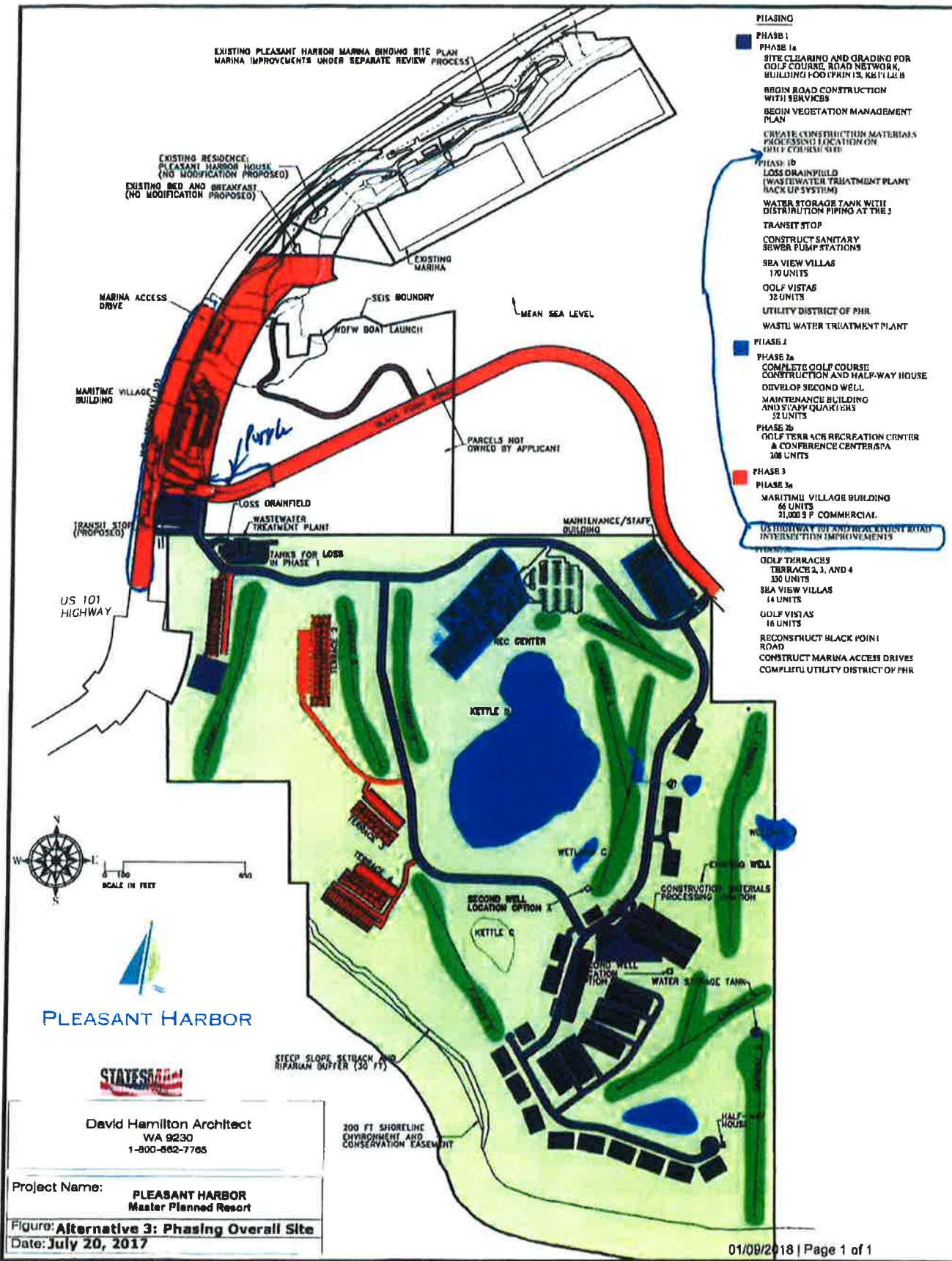
By: M. Garth Mann
M. Garth Mann, Managing Member

Date July 25/18

Jefferson Transit Authority

By: _____
General Manager

Date _____



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 in 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.

**JEFFERSON TRANSIT
CITIZENS ADVISORY COMMITTEE
STANDING RULES BYLAWS**

Purple changes made by Ariel Speser, Blue changes made by Tammi Rubert

Purpose

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

Mission Statement

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

SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS

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

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

1.3 Representative Interests ~~Representative Interest:~~

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

- Recreational/Bicycling/Pedestrian Advocate
- Student, High School
- Student, Post-Secondary
- Visitor Information Centers Staff

~~SECTION II -Citizens Advisory CommitteeCAC Standing Rules-STANDING RULES~~

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

2.2 - 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 CAC:

A. Each person at the time of nomination—and continuing uninterrupted thereafter while serving on the CAC—shall be a resident of and/or work in Jefferson County.

B. Each person to be appointed shall be nominated by the JTA Board 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 JTA Board Chairperson or a designated committee composed of JTA Board members, who will conduct an interview of the candidates. Based on application and interview, the Chairperson or designee committee will recommend appointment to the full JTA Board for a vote.

C. Each person shall be deemed appointed and shall commence service after confirmation by the JTA 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 JTA Board shall include an end date and term length for the position to which the person is appointed, consistent with Section IV. Such information shall be entered into the JTA'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 JTA Board.

F. Membership shall constitute a cross section of representative interests as described in Section I. The JTA Board values community diversity among members serving on its Citizens Community Advisory Committee. Prior to recommendation to the full JTA Board, all nominees shall be subject to a criminal background check, the results of which will not necessarily disqualify a candidate for CAC membership.

SECTION III - Powers and Duties**POWERS AND DUTIES**

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

- a) To review significant policy decisions as requested by the ~~Authority Board~~JTA Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA, and as well as to make recommendations to the ~~Authority Board~~JTA Board upon these issues and concerns.
- b) To support the efforts of the ~~Authority Board~~JTA Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the ~~Authority Board~~JTA Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, ~~DAR~~Dial-A-Ride, and Vanpool services
- e) The CAC is an advisory group and, therefore, it is strictly understood that all recommendations by the CAC are advisory only and do not constitute an action or obligation of the ~~Authority Board~~JTA Board or of any JTA employees. In this capacity, the CAC is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.
- f) -The CAC shall develop a project-based Work Plan every two (2) years and submit the written plan for approval to the JTA Board. The Work Plan shall prioritize the goal of increasing ridership and be consistent with JTA's Comprehensive and Transit Development Plans. Staff, Board Liaison, and Board Chairperson are encouraged to work

together with the CAC to coordinate the drafting and submission of the bi-annual Work Plan.

e)g) _____

SECTION H-IV – TERM LENGTHS OF APPOINTEES

4.1 – The scope of CAC terms shall be subject to the following rules:

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

SECTION ~~IV~~ - VACANCY AND CONFLICT POLICY

Vacancies

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

Conflicts of Interest

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

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

SECTION ~~IV~~ VI - MEETINGS

Meetings

6-1 - The Committee shall hold a minimum of four (4) regular meetings each calendar year.

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

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

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

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

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

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

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

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

6.10 – The CAC Chairperson shall provide copies of these Bylaws to each member of the CAC upon appointment. It is the responsibility of all CAC members to have comprehensively read these Bylaws before attending their first official CAC meeting. Time shall be set aside in each meeting following a new appointment, to address questions from CAC members regarding the Bylaws and their interpretation.

SECTION VII – OFFICERS AND STAFF

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

Officers

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

Chairperson. It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the committee in its proper order, to state and put all questions properly brought before the committee, to preserve order and decorum, and to decide all questions of order. It is the Chairperson's duty to ensure that all CAC members understand the Bylaws, as outlined in Section 6.10. The Chairperson is the designated CAC member tasked with reporting to the JTA board. Such reports shall be made in writing and shall be made at least four (4) times per year.

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

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

Staff.7.3 --Staff shall consist of the General Manager or designee and a Recording Secretary. Staff shall acquire meeting facilities and equipment, record, transcribe, and distribute minutes, and distribute other materials, including the agenda. Other duties include preparation of agenda forms and attachments to communicate CAC issues and recommendations to committees and the JTA Board.

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

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

Recording Secretary. A JTA staff member will be appointed as Recording Secretary to the advisory committee by the JTA General Manager. The duties of the Recording Secretary shall be to keep written records of its meetings, transactions, findings, and determinations, have charge of all records, which shall be public records, and perform other administrative support as needed. The record of the CAC meetings shall be provided to the JTA Board Authority Board. The Recording Secretary shall make certain to obtain draft agendas of each CAC meeting from the Chairperson and make such edits as authorized during the meeting, before finalizing and archiving the agendas.

Other committees

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

7.5 - The Chairperson of the JTA Board and the Chairperson of the CAC shall have an open channel of communication. Additionally, a JTA Board Liaison shall be available to the CAC for the purpose of providing a constructive relationship with the JTA Board without implying direction, review, or oversight of the activities of the CAC. The JTA Board Chairperson will make an appointment recommendation to the full JTA Board for said appointment. the Board. The Board Liaison should review the Committee's meeting agendas, minutes, and stay apprised of the committee's work. The Board Liaison can attend CAC meetings as appropriate, but is not a voting member of the CAC.

SECTION VIII - AMENDMENTS

Amendments

8.1 - No amendment to these Bylaws shall be permitted without a two-thirds vote by CAC membership and subsequent JTA approval. Recommendations of amendments to these Standing

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

**JEFFERSON TRANSIT
CITIZENS ADVISORY COMMITTEE
BYLAWS**

Purpose

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

Mission Statement

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

SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS

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Representative Interests

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

SECTION II -CAC STANDING RULES

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

2.2 - 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 CAC:

A. Each person at the time of nomination—and continuing uninterrupted thereafter while serving on the CAC—shall be a resident of and/or work in Jefferson County.

B. Each person to be appointed shall be nominated by the JTA Board 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 JTA Board Chairperson or a designated committee composed of JTA Board members, who will conduct an interview of the candidates. Based on application and interview, the Chairperson or designee committee will recommend appointment to the full JTA Board for a vote.

C. Each person shall be deemed appointed and shall commence service after confirmation by the JTA 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 JTA Board shall include an end date and term length for the position to which the person is appointed, consistent with Section IV. Such information shall be entered into the JTA'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 JTA Board.

F. Membership shall constitute a cross section of representative interests as described in Section I. The JTA Board values community diversity among members serving on its Citizens Advisory Committee. Prior to recommendation to the full JTA Board, all nominees shall be subject to a criminal background check, the results of which will not necessarily disqualify a candidate for CAC membership.

SECTION III - POWERS AND DUTIES

3.1 - The CAC, under or at the direction of the General Manager, may be authorized and empowered to act as a research and fact-finding agency of the JTA Board and shall maintain appropriate confidentiality in regard to issues shared by the JTA Board, or JTA staff, Any actions or recommendations of this committee are strictly advisory. To that end, it may undertake

such surveys, analysis, research and reports as may be generally authorized or requested by the JTA Board. In addition, the CAC is further empowered and authorized as follows:

- a) To review significant policy decisions as requested by the JTA Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA, as well as to make recommendations to the JTA Board upon these issues and concerns.
- b) To support the efforts of the JTA Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the JTA Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, Dial-A-Ride, and Vanpool services
- e) The CAC is an advisory group and, therefore, it is strictly understood that all recommendations by the CAC are advisory only and do not constitute an action or obligation of the JTA Board or of any JTA employees. In this capacity, the CAC is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.
- f) The CAC shall develop a project-based Work Plan every two (2) years and submit the written plan for approval to the JTA Board. The Work Plan shall prioritize the goal of increasing ridership and be consistent with JTA's Transit Development Plan. Staff, Board Liaison, and Board Chairperson are encouraged to work together with the CAC to coordinate the drafting and submission of the bi-annual Work Plan.
- g)

SECTION IV – TERM LENGTHS OF APPOINTEES

4.1 – The scope of CAC terms shall be subject to the following rules:

- a) Positions one (1) through four (4) will be appointed for two (2) years. Positions five (5) through seven (7) will be appointed for one (1) year. At the inception of the Committee, terms will start upon appointment and run through December of the terminal year.

- b) Upon termination of the initial terms outlined above, the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms.
- c) The first 2-year term for CAC members, who are appointed by the JTA Board to the CAC during a calendar year, will commence upon appointment. The CAC member will be a voting member of the Committee following the date their application is approved by the JTA Board.
- d) CAC members serve at the discretion of the JTA Board. The JTA Board shall have the power to appoint or remove any members of the CAC at any time deemed essential to maintain integrity of overall CAC function; and may also exercise said power to remove any CAC member at end of individual terms.
- e) Membership applications will be sent to all who have requested an application, and they will also be available at the JTA Administration Office, the Haines Place Transit Center, and on the JTA website @ www.jeffersontransit.com.

SECTION V- VACANCY AND CONFLICT POLICY

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

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

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

SECTION VI - MEETINGS

6-1 - The Committee shall hold a minimum of four (4) regular meetings each calendar year.

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

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

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

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

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

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

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

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

6.10 – The CAC Chairperson shall provide copies of these Bylaws to each member of the CAC upon appointment. It is the responsibility of all CAC members to have comprehensively read these Bylaws before attending their first official CAC meeting. Time shall be set aside in each meeting following a new appointment, to address questions from CAC members regarding the Bylaws and their interpretation.

SECTION VII – OFFICERS AND STAFF

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

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

Chairperson. It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the committee in its proper order, to state and put all questions properly brought before the committee, to preserve order and decorum, and to decide all questions of order. It is the Chairperson's duty to ensure that all CAC members understand the Bylaws, as outlined in Section 6.10. The Chairperson is the designated CAC member tasked with reporting to the JTA board. Such reports shall be made in writing and shall be made at least four (4) times per year.

Vice Chair. In the absence of, or by the direction of the Chairperson, the Vice-Chair shall perform all duties of the Chairperson as stated in the preceding paragraph. The Chairperson or Vice Chair, or their designee, attends monthly JTA Board meetings to promote better understanding and communication of JTA issues as identified by the CAC.

7.3 -Staff shall consist of the General Manager or designee and a Recording Secretary. Staff shall acquire meeting facilities and equipment, record, transcribe, and distribute minutes, and distribute other materials, including the agenda. Other duties include preparation of agenda forms and attachments to communicate CAC issues and recommendations to committees and the JTA Board.

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

Recording Secretary. A JTA staff member will be appointed as Recording Secretary to the advisory committee by the JTA General Manager. The duties of the Recording Secretary shall be to keep written records of its meetings, transactions, findings, and determinations, have charge of all records, which shall be public records, and perform other administrative support as needed. The record of the CAC meetings shall be provided to the JTA Board . The Recording Secretary shall make certain to obtain draft agendas of each CAC meeting from the Chairperson and make such edits as authorized during the meeting, before finalizing and archiving the agendas.

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

7.5 - The Chairperson of the JTA Board and the Chairperson of the CAC shall have an open channel of communication. Additionally, a JTA Board Liaison shall be available to the CAC for the purpose of providing a constructive relationship with the JTA Board without implying direction, review, or oversight of the activities of the CAC. The JTA Board Chairperson will make an appointment recommendation to the full JTA Board for said appointment. The Board Liaison should review the Committee's meeting agendas, minutes, and stay apprised of the committee's work. The Board Liaison can attend CAC meetings as appropriate, but is not a voting member of the CAC.

SECTION VIII - AMENDMENTS

8.1 - No amendment to these Bylaws shall be permitted without a two-thirds vote by CAC membership and subsequent JTA approval.



Authority Board Agenda Summary

MEETING DATE: October 16, 2018

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

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-13
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 Ruben

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.

This was presented at the August Board meeting as part of the Consent Agenda for approval, however, a Resolution is required for disposal of all rolling stock. Bus #96 is included on the list, but will be removed if not approved for surplus.

**RECOMMENDED
ACTION/MOTION:**

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

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Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



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: James R. Ruhl

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

Bus #96 Refurbish Project Factors

Safety:

- Mold infestation – Interior and exterior, see photos. Costly and difficult to remove, sterility not certifiable (per Bernhard bus). Creates public health liability issue.
- ADA passenger restraint configuration interferes with access to rear seating area of bus. Creates passenger egress liability issue in the event of an emergency situation. Only accommodates one ADA passenger.

Cost:

- 'Similar' refurbish projects around \$200,000 (per CoachCrafters), not including mold removal, parts availability complications, or estimated \$30,000 transportation cost (see email).
- Parts availability – Orion Bus Company shut down in 2012. Increases maintenance difficulty, vehicle downtime, and refurbishment cost.
- Emissions compliance – retrofitting vehicle to meet current EPA GHG (Greenhouse gas) emission regulations further increases cost of retrofitting.
- Fleet compatibility – Powered by Cummins 'C' Series engine. Would be outlier in fleet, thereby increasing technician training/knowledge requirements, maintenance manual retention, parts inventory value, etc.
- Lack of 'Classic appeal'. Bus is not of sufficient age or historically interesting design to justify the cost/effort of refurbishment.





**City of Greenville, South Carolina
on behalf of the Greenville Transit Authority**

TRANSIT BUS MIDLIFE OVERHAUL

RFP NO. XX

1 INTRODUCTION

1.1 Intent

The City of Greenville is assisting the Greenville Transit Authority (GTA) in Greenville, South Carolina, in soliciting proposals from qualified firms to provide transit bus midlife overhaul and/or repower of twelve Gillig buses owned by the Greenville Transit Authority.

1.2 Background

The GTA is a regional transit authority organized under State law and is governed by a seven-member board of directors appointed by Greenville County Council, Greenville City Council and the Greenville County Legislative Delegation. The GTA is the designated recipient of Federal Transit Administration (FTA) funding for Greenville. The GTA's service area population does not exceed 200,000 people. The agency provides hourly fixed-route service, six days per week, on 11 routes as well as demand response ADA services.

In 2008, GTA contracted with the City of Greenville to provide transit operations services to the GTA. Under this model, virtually all activities of the GTA are provided by the City of Greenville, at cost. The transit service now operates under the brand "Greenlink." The City also provides a number of in-kind services in support of the transit operation. The goal of the GTA/City relationship was to stabilize and incrementally improve public transportation services.

This RFP was developed by the City of Greenville staff and has been approved by the Greenville Transit Authority. The City will assist GTA by evaluating responses to the RFP, but any contract developed pursuant to a response to this RFP will be between the vendor and the GTA. However, once a vendor is chosen, it is anticipated that GTA will delegate project management to the City.

2 SCOPE OF SERVICES

2.1.1 Summary

The purpose of this Request for Proposals is to select a firm to overhaul 12 Gillig Buses (year model and quantity below). The work to be completed on each bus will be determined once an inspection has been done. Once work has begun, any changes to the work requirements shall be approved in advance and authorized in writing by Greenlink's Project Manager.

Fixed Route Vehicles		
Number	Manufacturer/Model	Year
2	Gillig (35 Ft.)	2010
7	Gillig (35 Ft.)	2011
3	Gillig (35 Ft.)	2012

2.1.2 General Refurbishment Program

All work shall be completed off-site from Greenlink facilities. All work shall be completed to the technical specifications included herein.

2.1.3 Use of Brand or Trade Names

The use of brand names, trade names, types, styles, model numbers, and serial numbers are intended to be descriptive only and not intended to restrict competition. Specific brand names will be used as a comparative measure of the safety, quality, and performance. This inclusion is not to be construed as advocating for or prescribing the use of any particular brand or item or product.

Wherever such names appear, the term “or approved equal” or “equivalent” is deemed to follow. The decision whether a proposed Product is an approved equal will be rendered by Greenlink. Greenlink must be able to determine whether the Proposer’s offered product is or is not equal to the product described in the specifications from information (technical data, test results, and the like) contained in the proposal.

The Specification of any brand name of any product in this RFP shall not relieve the Proposer, or any Subcontractor or Supplier from its responsibility to design, produce and use Items that fully meet the Specifications, and all other Contractual requirements, including without limitation the Warranty requirements. The Proposer shall provide written notice to Greenlink of any incorrect or inappropriate item that is listed or referred to in this RFP, and shall propose a suitable substitute for Greenlink’s consideration and approval.

2.1.4 Site Examination

Greenlink shall have the right to inspect the refurbishment site and/or facility where Greenlink vehicles will be stored prior to the proposal award and during the project.

2.1.5 Warranty

The contractor shall warrant, in writing, workmanship, parts and labor for a period of one year (365 calendar days from the time of delivery to Greenlink) at no additional cost to Greenlink. The contractor shall respond to warranty issues within twenty-four hours of notification by Greenlink, and the respective work shall be completed in a

timely manner. If warranty is covered by a supplier, then that warranty needs to be documented and a copy sent to Greenlink with any contact information required.

2.1.6 Product Quality

The Proposer shall make adequate provisions to ensure that the parts, materials, and workmanship meets or exceeds the specifications of this RFP. The Proposer shall establish and maintain quality control procedures throughout the entire refurbishment project.

2.1.7 Minimum Requirements for Pricing

Proposals shall include pricing for all requested deliverables as indicated in Section 3 - **Detailed Scope of Work - Components and Systems**. The Price Proposal Form shall be signed by a duly authorized representative of the Proposer's company.

Prices quoted shall be a **firm fixed price** for two (2) years from date of contract. Any contract or price revisions shall be based on industry price changes and supported by adequate detail to document same. Any cost revisions shall not be allowed or implemented without prior consent of City of Greenville Purchasing Division.

2.1.8 Pickup and Delivery

Pickup and delivery cost of vehicles to and from the refurbishing facilities shall be at the cost of the contractor and included in the proposal cost.

The contractor shall allow a Greenlink inspector to come on-site and review refurbishments made and ensure they are compliant with this RFP prior to Greenlink accepting the refurbished vehicle.

2.1.9 Record of Damage and Repairs

A record of all damage and repairs shall be made for each vehicle. Photos shall be taken of all damage found and submitted to Greenlink with the delivery of the vehicle.

2.1.10 Existing Systems

Buses will have working Genfare Fareboxes, Mobile Ticketing Validators, two-way radios, and CAD/AVL systems. These systems should be in the same working order after the vehicles are returned to Greenlink. Any fees to repair these systems will be at the cost of the contractor.

3 Detailed Scope of Work - Components and Systems

3.1 Body

3.1.1 Underbody

- The bus undercarriage shall be cleaned by high-pressure washing with a biodegradable degreasing agent. A High Pressure rinse application using the proper mix of Chlor-Rid shall be applied. Areas to be cleaned include, but are not limited to, the attaching areas of all mild steel structural members, bulkheads, axle beams, rear axle, and suspension area.
- All loose undercoating is to be removed before pressure washing and rinsing to allow for full access to inspect the structure.

- This process shall also be performed prior to the application of corrosion protection to insure there is no residual contamination to prevent the coating from adherence.

3.1.2 Structural Members

- After cleaning and before the application of corrosion protection material, all structural members, posts, gussets, and frame members shall be inspected for cracks, corrosion, deformations, loose or missing fasteners, and structural or accident damage.
- Damaged components shall be repaired or replaced with new components. All repairs to the structure shall be completed according to OEM and standard industry practice. Materials used shall be of the exact measure and composition of the material removed for repair. Fasteners showing wear or corrosion shall be replaced with new fasteners. All fasteners for new items shall be OEM or equivalent bolts or approved equal.
- The upper exit door frame structure is to be fully inspected for cracks or structural damage. Repair methods to this area will be determined in consultation with Greenlink.

3.1.3 Mud Flaps and Splash Aprons

- New heavy-duty OEM or equivalent mud flaps shall be installed on the rear wheel well with OEM or equivalent approved material. The measurement of ground clearance for the front and rear aprons shall be with the bus at curb weight, set on level ground at the OEM recommended ride height. New fasteners will be used to attach the aprons. Flat washers are to be used under the self-locking nuts.
- New heavy-duty OEM equivalent splash aprons shall be installed.
- The front apron shall be installed on the bulkhead behind the front axle and shall extend the full width across the bus and downward to a point within three (3) inches from the ground.
- The rear aprons shall be extended to within three (3) inches of the ground and cover the width of the rear duals only.
- The dimension for the measurement of ground clearance for the front and rear aprons shall be with the bus set on level ground at the OEM recommended ride height.

3.1.4 Corrosion Protection

- All exposed mild steel housing, bulkheads, plating, posts, structural, and framing surfaces under the bus shall have **PPG Cora-Shield** or Equivalent undercoating properly applied to prevent corrosion. Corrosion protection shall be applied when the undercarriage is thoroughly clean and dry to ensure coating adherence. Areas of light, damaged or missing undercoating shall be covered. All

other areas of the bus shall be protected from overspray, or cleaned if sprayed. All dissimilar metals are required to have corrosion protection applied.

3.1.5 Engine Compartment

- The engine compartment shall be steam-cleaned. The engine blanket and all insulating material shall be repaired or replaced as required.
- The firewall shall be inspected for integrity and necessary repairs made.
- Engine Compartment lights shall be replaced with new LED lamps.

3.1.6 Body Exterior

- Replace any scratched, chipped, cracked, pitted, or broken windshields. New rubber gasket material shall be installed on all windshields (regardless if a the windshield is replaced) around the windshields and checked for water leaks after installation.
- Passenger window frames shall be removed and thoroughly cleaned. Damaged or corroded window track shall be replaced with new track. All prop rod mounting screws shall be replaced with new hardware. Any cracked, scratched, pitted, or chipped glazing shall be replaced with glazing having the same tint density as the other windows in the bus. When reassembled, windows shall be tested for ease of operation. Egress windows shall be tested for proper operation in an emergency. New emergency egress window decals shall be installed.
- Passenger doors shall be thoroughly cleaned and serviced. Loose panels shall be repaired. Any worn, damaged or defective door components shall be replaced. A new air motor for the door will be installed. Lighting at doorways shall be replaced with LED lights providing the level of illumination required by ADA. All sensitive edges on doors shall be checked for proper operation and defective components shall be replaced. Rubber door edges and brushes on the bottom edge of door panels shall be replaced. Door closing speeds shall be checked and adjusted as necessary.
- Access doors and panels, including but not limited to, the rear engine access door, curbside and street side access panels at the rear of the bus, and the electrical compartment access panel located below the driver's window, shall be completely reconditioned. The accessible area behind each door or panel shall be steam-cleaned or power-washed where practical. All hardware shall be replaced with: new hinges, springs, latches, prop rods, gas cylinders, and bumpers installed. Insulation material shall be removed and replaced with new material. Seals around each door or panel shall also be replaced.
- Damaged access doors and panels shall be repaired or replaced as necessary and adjusted to ensure the doors lie flush to the bus body with even spacing and operate properly.

- All skirt and body panels shall be repaired or replaced as necessary to OEM specifications, structure tubing that has been damaged shall be replaced with new and **PPG Cora-Shield** or equivalent corrosion protection applied.
- Replaced panels shall be attached to the frame in accordance with OEM procedures.
- The underside of all new panels shall have primer applied to prevent corrosion.
- “**Sika Flex**” or Equivalent shall be used for attaching side panels to frame.
- Exposed and new frame structure and the underside of panels shall be thoroughly cleaned and then protected with **PPG Cora-Shield** or equivalent.
- All wheel opening fenders that are damaged will be replaced.
- Front and rear bumpers shall be inspected and replaced as needed.
- Exterior ad frames will be replaced with new and match the bus paint scheme.

3.1.7 Windshield Wiper and Washer System

- Replace all windshield wiper motors, arms and blades with OEM or equivalent. Replace with new all rubber hose for windshield washer system. Repair or replace as required all other parts for the windshield washer and wiper system.

3.1.8 Battery Compartment

- The battery compartment of each bus shall be thoroughly cleaned and completely restored. The battery tray shall be removed and replaced with a new tray, including slides and latches.
- Battery cables shall be replaced and new **Deka/East Penn** or approved equal batteries installed. The battery compartment door shall be reconditioned with new insulation and hardware including hinges, props, and latches. New battery compartment decals shall be applied. Di-Electrical grease and battery corrosion protection on all electrical components is required.
- Battery disconnect switch will be replaced with new OEM or equivalent switch.
- The battery cover will be inspected and repaired or replaced as required

3.1.9 Rubber Wheel Well Molding

- Rubber shall be replaced with new wheel well molding. Wheel well molding shall be attached to the wheel well.

3.1.10 Exterior Lights

- All exterior lamp assemblies including headlights, marker lights, stop lights, warning lights, lights at passenger doors and front side and rear turn signal lights shall be removed and replaced with new LED OEM or equivalent approved lights with rubber mounting gaskets with vendor supplied components.

3.1.11 Roof & Roof Hatches

- Rear roof hatch units shall be cleaned and inspected to ensure proper operation for both ventilation and as a means of egress in an emergency. Seams shall be re-caulked. Damaged or inoperative hatches shall be replaced with new replacement units.
- Roof seam and cap seams and the roof hatch seams are to be inspected and resealed as required.
- Drip edges shall be inspected and repaired as necessary and loose or missing attaching rivets shall be replaced.
- The bus roof I.D. numbers will be reapplied per Greenlink specifications after vehicle paint.

3.1.12 Air Deflectors

- Air deflector vents at the front of the bus, designed to divert fresh air into the driver's area, shall be checked for proper operation. Inoperative vents shall be repaired or replaced.

3.1.13 Painting

- Ensure that all body damage, including dents, scratches, rust, cracked fiberglass caps or panels and other damage on each bus is properly repaired. Repairs shall be completed prior to painting. All loose and damaged trim pieces shall be repaired and properly secured to the bus. Particular attention will be given to the radiator, charge air cooler, and other sensitive areas to prevent over-spray.
- All surfaces to be painted shall be first sanded and cleaned of dust or residue. The exterior of the bus will be rinsed with a high Pressure Spray with the proper mix of Chlor-Rid soluble salt remover solution. Primer shall be appropriate for the finish paint. All surfaces are to be primed and sanded prior to finish paint. All lower panels to be removed and inspected. Panels that cannot be repaired will be replaced and all reused panels will be reconditioned to a like new condition inside and out.
- Repainting shall be OEM quality. Paint shall be applied smoothly and evenly, with all surfaces free of dirt, runs, sags, orange peel, and any other imperfections. Paint finish shall be a minimum of 3 mil thickness per coat, applied and baked per the manufacturer's specification. Old paint lines shall not show through the new paint. Contractor shall be responsible for cleaning any areas of overspray. The application of decals, including bus numbers, shall be consistent with Greenlink's existing fleet. A decal supplier of the contractors choice shall be used to supply decal branding and logos.

BASE PAINT: DUPONT IMRON

Paint Passes - QTY (4) Base Bus - White

Trim

- The bus will be returned with the same paint scheme, decals and numbering as when delivered. The paint and decals shall have a warranty of 3 years for fading, adhesion problems or corrosion under the paint surface

Clearcoat?

Waiting for decision

3.2 Interior

3.2.1 Interior & Seating

- Inspect the interior for necessary work. Sharp edges or hazardous protrusions shall be removed. All interior panels and fixtures shall be securely fastened with tamper-proof fasteners. Modesty panels, seats, stanchions and passenger assists shall be made secure and rattle-free. Any item found to be broken or defective must be replaced with an OEM or equivalent.
- Thoroughly clean all passenger seat inserts, removing all dirt and stains; sanitize.
- Make every effort to eliminate audible rattles and unnecessary interior noise. Stanchions should be tightened and replaced as necessary. Stanchions that have rubber inserts should be disassembled, rubber inserts in all fittings shall be replaced with new.
- All missing, corroded, stripped or imperfect fasteners shall be replaced with corrosion resistant fasteners or the correct size and thread and shall be installed per OEM specifications.
- All decals, both English and Spanish, will be replaced with new.
- Inspect all components of the passenger signaling system, including all pull cord switches and passenger signal bell. Replace all components with new as required. The passenger signaling system controls adjacent to the wheelchair securement locations will be inspected and replaced if required.
- The seat mounting rails will be refurbished or replaced as needed.

3.2.2 Driver's Area

- Dash panel lights shall be replaced with new OEM or equivalent. Cracked dash panels shall be replaced with new panels and reinforced. The dash and the driver's area shall be painted with a black satin finish paint to eliminate

hazardous reflections and glare. Worn or missing labels for driver controls shall be replaced.

- All driver controls shall be checked for proper operation. The brake and accelerator pedals shall be replaced with new pedals.
- The headlight high/low beam, left directional and right directional switches, and driver's heater temperature control valve and cable assembly shall be replaced as required.
- The speedometer shall be replaced as required.
- Inspect all gauges, tell-tale panel lights, and instrumentation switches and replace all that are defective as required.
- Replace ignition switch and start button with new OEM or equivalent.
- The low air switch and secondary stop lamp switch must be inspected and replaced as required.
- All driver sun shades shall be in working order. If worn, torn, or otherwise damaged, will need to be replaced with new OEM or equivalent approved sun shade.
- The driver's side window frame shall be removed and thoroughly cleaned. Any damaged or corroded window track shall be replaced with new track. Any cracked, scratched or chipped glazing shall be replaced. When reassembled, the window shall be tested for ease of operation.
- The steering wheel shall be replaced with OEM or equivalent. The steering wheel controls (tilting, extension, etc.) shall be tested for operation, and repaired as necessary.
- The following items shall be provided in the driver's area of each bus:
 - Properly-charged fire extinguisher
 - Safety triangle kit
 - Driver Seats: The driver's seat in each bus shall be replaced with a new **Recaro Ergo M** seat with a 3 point ELR seat belt with orange webbing. Controls shall be on the right hand side. Arms rests shall be on both sides of the seat. The seat coving shall be black leather. The seat shall have a seat belt alarm.
- Alterations from the above must be approved by Greenlink.

3.2.3 ADA Accommodations

- All ADA-required passenger accommodations shall be thoroughly inspected for proper functionality and defective components shall be replaced.
- Wheelchair restraints shall be checked for extension and retraction. Belts shall be cleaned. Securement pockets shall be cleaned of dirt and debris.
- Flip seats shall be checked for proper operation and repairs made as necessary. Replace all stop switches under ADA seats.

3.2.4 Ramp Replacement

- The front step well wheelchair ramp assemblies shall be replaced with a new **Lift-U 1:6 Ratio Ramp** assembly, identical in dimension and having at a minimum, the same capacity as the old lift. New ramps shall carry a minimum one (1)-year manufacturer's warranty.
- Bent skid plates beneath the ramp shall be straightened or replaced to ensure the proper protection of the lift assembly.

3.2.5 Interior Lighting

- All interior passenger lighting will be retrofitted to current OEM specifications for LED lighting.

3.2.6 OEM Floor and Floor Covering

- The floor covering is to be removed and replaced with new **Altro Transflor Figura Rocket** or approved equal flooring with OEM required thickness.
- The floor covering under the flip seats shall be **Altro Transflor Chroma Blue** with a wheelchair symbol to signify the ADA area.
- After removal of the flooring, the plywood floor will be inspected for damage, cracks, rotting, and de-lamination, and repaired or replaced as necessary or OEM procedures. If the flooring is in need of replacing, then the vendor should replace. However, if the vendor is unsure, then a consultation with Greenlink should occur.
- New marine grade plywood shall be to OEM specifications and installed with stainless steel bolts to OEM specifications.
- Repair shall be made for any separation between floor and wheel well wall.
- All rivets in the wheel well tubs will be replaced with stainless steel rivets at the floor level.
- The plywood surface shall be smooth, clean and properly conditioned to provide maximum adhesion of the flooring.
- The floor covering in the vestibule shall be steel reinforced with the entrance area and standee area separated by a molded Yellow strip at least two (2) inches wide. The standee line shall extend from the base of the driver's barrier to the base of the modesty panel.
- The flooring around the front and rear wheel wells will be so installed as to prevent punctures by high heels or other sharp objects.

3.2.7 Ceiling and Wall Panels

- Ceiling and Wall Panels shall be thoroughly inspected and detailed to a like-new condition. Any cracked or broken panels shall be replaced with new.

3.3 Powertrain and Chassis

3.3.1 Engine Compartment

- All engine compartment switches, gauges, solenoids, terminal blocks, and Amphenol connectors are to be replaced with new components.
- Wiring harnesses in the engine compartment shall be replaced with new OEM or equivalent harnesses.
- All wiring throughout the bus shall be inspected to ensure that it is properly protected in conduit and secured such that it is not damaged by contact with the bus structure or other components.
- The transmission oil cooler, supply lines and fittings will be replaced with new parts of equal size and/or capacity. The cooler assembly will be powder coated for additional corrosion resistance.

3.3.2 Engine

- The engine will be replaced with a **Cummins ISL** remanufactured engine.
 - The Contractor is responsible for all costs of the installation of the remanufactured engines in the Greenlink vehicles.
- Modify or reprogram any of the equipment that interfaces with the remanufactured engines that is not supplied with the remanufactured engines.
- Identify, furnish and install all items required to make the proposed remanufactured engines compatible with Greenlink's Gillig buses. Expenses for these items shall be included in the bid price. There shall be no additional cost to Greenlink to provide for compatibility.
- Furnish and install new **Delco Remy** or approved equal alternators and **Delco Remy** or approved equal starters with each overhaul. A new **Delco Remy** voltage regulator will also be installed.
 - Replace all cooling hoses and clamps, all steel braid lines, and all charge air cooler hoses.
- Replace the engine mounts.
- Replace all filters.

3.3.3 Engine Cradle

- Inspect and steam clean the engine cradle. When reinstalling the engine cradle to the bus, all insulators, cushion assemblies, and mounting hardware shall be replaced with new hardware and mounts. The torque on all threaded fasteners shall be set to OEM specifications.

3.3.4 Transmission

- The transmission will be replaced with a remanufactured **Allison B400** Transmission.

- The Contractor is responsible for all costs of the installation of the remanufactured transmissions in the Greenlink vehicles.
- Install a new transmission wiring harness and shall modify or reprogram any of the equipment that interfaces with the remanufactured transmissions that is not supplied with the remanufactured transmissions.
- Identify, furnish, and install all items required to make the proposed remanufactured transmissions compatible with Greenlink's Gillig buses. Expenses for these items shall be included in the bid price. There shall be no additional cost to Greenlink to provide for compatibility.
- Furnish and install new and unused components applicable to the remanufactured transmissions in compliance with Allison Transmission Company ReCon Transmission Standards.

3.3.5 Transmission Electronic Shift Control

- Driver's shift control is to be replaced with new OEM part.

3.3.6 Drive Shaft

- Inspect and repair the drive shaft assembly. Propeller shaft shall be rebuilt with new universal joints. Slip-joint and counter balance shall be checked and replaced as required.

3.3.7 Exhaust System

- The entire exhaust system, shall be inspected and cleaned to original OEM specifications. Install a new DPF (Diesel Particulate Filter), EGR Cooler & valve, Particulate Catalyst, SCR Catalyst, Dosing Valve, Dosing Pump, and DEF Heater Lines with OEM or equivalent. All clamps, isolators, and any attaching hardware shall be replaced with new OEM or equivalent approved components.
- The emissions control system shall be completely serviced and all sensors and other necessary components inspected and in proper working order.
- Upon completion of all engine and emissions system work, the bus shall meet the performance standard set by the EPA.
- Replace DEF Tank Sending Unit with OEM or equivalent.
- Replace DEF Tank ACM Module with OEM or equivalent.

3.3.8 Radiator/Cooling System

3.3.8.1 Radiator/Cooling System

- Remove the existing plastic radiator tank and replace with an OEM or equivalent metal tank.
- The radiator assembly and charge-air cooler to be replaced with new hoses and clamps. New top radiator hanger bushings and bolts shall be installed. Isolation mounts shall be replaced with new mounts. New extended life coolant shall be installed, protected to -20 F.

3.3.8.2 Surge Tank

- The surge tank shall be cleaned, inspected and pressure-tested.
- The surge tank relief valve assembly, sight glass, all gaskets, low coolant probe, insulating washers and retainer shall be replaced with new components as needed.
- All engine & transmission cooling system hoses and clamps shall be replaced. New hoses shall be silicone, meeting OEM specifications.
- Clamps shall be constant-torque, stainless steel.
- All coolant lines shall be routed and bracketed in the original OEM configuration.
- The radiator shall be painted with a corrosion-resistant coating; the surge tank shall be similarly coated unless it is stainless steel.

3.3.8.3 Hydraulic Fan

- A new hydraulic fan motor to be installed with flexible hoses and a new fan control valve, OEM or equivalent, to be installed. The Fan assembly will be inspected and cleaned or replaced if needed.

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3.3.9 Suspension

- All suspension component fasteners shall be new OEM or equivalent and torqued to OEM specifications with a contrasting color torque stripe affixed across the rotating fastener and an adjoining fixed component and shall be in a location easily seen by an inspector.
- All shock absorbers, shock absorber bushings and hardware, radius rods, torque rods, sway bar links, all fasteners, sway bar bushings and clamps, roll pins, lateral rod brackets. U-bolts, bumpers, spacer washers, washers, retainer washers, and washers with shoulders shall be replaced with new. Never-Sieze applied to all adjusters.
- Shock absorber mounts shall be replaced with new.
- Mounting structures that are cracked, corroded or deformed will be replaced with new.
- All front axles not within OEM tolerances shall be repaired or replaced using accepted industry practices.

3.3.10 Fuel and Air intake systems

- All engine air intake piping and rubber connectors to be replaced with new.
- New fuel filters to be installed.
- A new foot throttle pedal assembly/accelerator switch to be installed.
- The air filter element shall be replaced with new.
- The air filter molded hoses, clamps and other associated parts and hardware shall be replaced as required.

- A new Filter minder restriction indicator shall be installed.

3.3.11 Bellows Assemblies

- All bellow assemblies, including plates, pistons and adaptors, shall be removed and replaced with new vendor supplied quality components. All bellow assembly mounting hardware shall be replaced using vendor supplied components.
- The front and rear bellows mounting structures shall be inspected for cracks or deformities and replaced if OEM specifications are not met.
- All suspension bolts, nuts, and washers will be replaced with new OEM or equivalent approved equals.

3.3.12 Axles, Steering and Wheels

- **Steering Assembly:** The following components shall be replaced with new vendor supplied components:
 - Kingpins, kingpin bushings, thrust bearings kit using OEM or equivalent kingpin kits.
 - New Tie rod tube, adjusting sleeves and ends.
 - Complete new drag link.
 - Steering Shaft U Joints.
 - Steering right angle gear box replaced with new
 - Steering column rebuilt with new pivots, bushings, bearings, slide shafts and universal joints.
 - The steering box will be replaced with a remanufactured unit.
 - Power steering/ Fan motor hydraulic pump replaced with new.
 - Replace gear box mounting plate.
- Component installation shall conform to OEM recommended practice, using the required tooling. Components shall be properly lubricated after installation & Never-Seize applied to all threaded adjusting parts.
- The spindle assemblies will be restored in accordance with OEM specifications.
- The front axle assembly shall be removed, completely disassembled and reconditioned with new OEM or equivalent bearings and gasket seals.
- **Drive Axle:** The rear axle assembly shall be removed, completely disassembled and reconditioned with new OEM or equivalent bearings, gasket seals, bushings and gears. The differential gear set will be replaced with new OEM or equivalent. Axle shafts shall be inspected and replaced if they do not meet OEM specifications. Final drive housing shall be inspected and if they do not meet OEM specifications they will be replaced.
- Wheel hubs shall be inspected for defects and, if damaged, replaced with new OEM or equivalent hubs. All wheel bearings, races, seals and gaskets shall be replaced with new OEM or equivalent components. All front and rear wheel mounting studs and lug nuts shall be replaced and properly torque to OEM

specifications. All lug nuts shall receive new wheel check high heat orange indicators after the proper torque is applied.

- Hubs must be removed, disassembled, cleaned, corrosion removed, and inspected. Hubs with cracks and damage will be replaced with new.
- All bearing cups, cones, seals, nuts, washers, wipers, gaskets, and associated hardware will be replaced with new.
- All wheel studs, lug nuts, and nuts will be replaced with new to OEM specifications and must match the wheel type.
- Dust caps must be replaced with new.
- Wheel rims shall be removed and cleaned to a shine.
- Greenlink will furnish 6 refurbished wheels to be installed during overhaul. The vendor will return the takeoff wheels to Greenlink when the bus is delivered.

3.3.13 Brakes

- All brake spiders shall be inspected to meet OEM specifications. Replace if requirements are not met.
- All bolts shall be torque to OEM specifications.
- Brakes shall be restored to OEM specifications.
- All components will be torque to OEM specifications.
- All S-cams, seals, bearing and bushings will be replaced with new.
- Brake drums will be replaced with new.
- Brake shoes shall be Meritor or approved equal.
- Brake drums and all S-cams, seals, bearings, and bushings shall be replaced with new components. All brake block retaining hardware, wedge bolts, anchor pins, rollers, O-rings and brake springs and clips shall be completely replaced with new components. Meritor or approved equal KVT linings shall be installed with vendor supplied components.
- All brake lines associated with the brake system will be inspected for wear, defects and replaced as needed. All Brake chambers to be replaced with new OEM or approved equivalents. All new mounting hardware is to be used.

3.3.13.1 Slack Adjusters

- Automatic slack adjusters shall be replaced with matching OEM or equivalent slack adjusters, installed in accordance with the manufacturer's specifications.

3.3.13.2 ABS System

- All anti-lock brake system (ABS) sensors shall be replaced with new sensors. Sensors shall be properly adjusted to OEM specifications to the pulse rings on the hubs. ABS sensor harness connections shall be weather-tight.
- There are to be no modifications made to the ABS harnesses.

- Replace ABS modulators for each wheel with OEM or equivalent.

3.3.13.2.1 Air Brake Interlock System

- The controls and solenoids used to apply the brake interlocks, including the pressure regulator valve, interlock solenoid valve, double check valve, and quick release valve will be removed and replaced with new.

3.4 Air System

3.4.1 General Air System

- The air system shall be restored to like-new condition.
- A new OEM or equivalent air compressor shall be installed.
- All air system valves and associated parts shall be replaced with new OEM or equivalent components.
- A new **Haldex Consep** (2010 Gilligs) or **SKF Brakemaster HCT-2000** (2011/2012 Gilligs), 24 volt condenser/separator will be installed after air compressor and before air dryer, as per manufacturer's recommendations. New air fittings shall be DOT –rated push-to-connect fittings.
- Air tanks shall be removed from the bus and shall be thoroughly cleaned. Once cleaned, tanks shall be inspected and pressure-tested before they are reinstalled. Tanks that fail the pressure test or have other damage shall be replaced with new tanks. Air tanks are to be treated with a corrosion inhibitor. Replacement tanks will be invoiced separately with the prior approval of Greenlink. New drain cocks are to be installed on each tank.
- The driver's control valves such as door valves, air system, etc. and relays shall be replaced with new OEM or equivalent components. All parts and labor shall carry a 12-month warranty on vendor supplied parts.
- The ping tank will be removed, cleaned, inspected, and repainted. When remounting the ping tank, new U-bolts, or nylon saddles shall be used.

3.4.1.1 Air System Testing

- Prior to delivery from the Contractor's facility the following tests shall be performed on the vehicles air system:
 - The bus shall be started and run at idle. The bus shall charge the air system from forty (40) PSI to the governor cut-off pressure in less than three minutes.
 - The bus shall be started and the air system shall be charged until the governor cut-off is reached. The bus will then be shut down. The bus shall not leak down more than five (5) PSIG as indicated on the Instrument panel mounted gauges, within fifteen (15) minutes from the point of governor cut-off.
 - With the engine shut off, the run switch in the "on" position and the emergency brake "off", the foot brakes shall be pumped down. Insure

the low air warning horn and light come on at 60 PSI and the emergency brake sets at 30 PSI.

- If the bus does not successfully complete the air system tests, the air system shall be re-inspected and all necessary repairs to successfully pass the above tests shall be completed by the Contractor. After the repairs are completed the above tests shall be repeated until passed.

3.4.1.2 Air Valves and Hoses

- All valves and rubber hoses associated with the brake system shall be replaced with new OEM or equivalent valves and hoses. Valves to be replaced include but are not limited to:
 - Parking brake relay valves
 - SR-1 valve
 - Service brake relay valves
 - Treadle valve (brake application valve)
 - All check valves
 - All QR-1 valves
 - All ABS-related valves (including the R12DC valve)
 - Interlock system valves
 - Pressure protection valves
 - Brake Application Valve and Hardware (including with R14 valve)
 - Kneel Solenoid valve assembly

3.4.1.3 Kneeling System

- All kneeling system components including solenoid switches, connections, and wiring shall be rebuilt or replaced with new. The kneeling system shall be returned to fully functional condition and adjusted to specifications. The kneeler warning horn shall be replaced.

3.4.2 Leveling Valves

- Leveling valves shall be replaced with new vendor supplied component valves and the ride height shall be adjusted to the bus manufacturer's original specification. Ride height shall be checked with the bus at curb weight, parked on level pavement.

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3.5 Climate Control System

- A complete new **ThermoKing** unit will be installed with new hoses and new valves.
- The water circulation pump, hoses and water valves for cabin heat shall be replaced.

- The HVAC system wiring shall be inspected and any loose or defective wiring shall be replaced. All filters in the HVAC system, including those in the driver's area, shall be replaced with new OEM or equivalent filters. Any loose or damaged insulation around the HVAC unit shall be replaced. The HVAC system shall operate in accordance with OEM specifications upon completion of the work.
- The Air Conditioning compressor shall be replaced with a remanufactured unit with new lines to the **ThermoKing** unit.
- All engine drive belts, idlers, tensioners & accessory idler drive bearings will be replaced with new.

In the event that a new **ThermoKing** unit is not available to the contractor, the following parts will be replaced:

- Condenser Fan Drive motors
- Fan Drive electronic control unit
- Heater Core
- Evaporator Core
- Condenser
- New Air box seals as needed
- New flexible lines installed and all hard lines inspected for wear and replaced as needed
- Evaporator Fan Drive motors
- Dehydrator unit
- Receiver Dryer Assembly
- All new O-rings and seals/gaskets where required
- Replace expansion valve
- Replace EPR(Evaporator Pressure Regulator) Valve
- Blower motors shall be replaced with OEM or equivalent.
- Replace with new, air filter screens in the heater system. All grates, nozzles, grills, tubes, ducts and linkages shall be cleaned and inspected. Water valves shall be rebuilt. The auxiliary over-driver blower motors and fans shall be repaired or replaced as required.
- All driver's compartment air conditioning, defroster and heating controls shall be removed, cleaned, tested and defective units replaced. New air filter elements shall be installed. The heating and cooling system shall operate in accordance with manufacturer specifications.
- Replace the HVAC Filter Dryer with OEM or equivalent.

3.5.1.1 Defroster/Driver Heater

- Driver's heater is to be inspected for proper operation. Heater/defroster motor assembly shall be repaired or replaced as required. The driver's heater core is to

be cleaned and inspected. Defective cores shall be repaired or replaced as required. All heater hoses, clamps and water shut-off valves are to be replaced. Clamps shall be Constant-Torque.

- Replace Defroster Valve/Motorized Valve Assembly
- Defroster ducts must be inspected and repaired.
- Heater air filters are to be replaced.
- Control cables shall be inspected and replaced as required.
- Wire connectors are to be inspected and replaced as needed.
- Heater box is to be inspected and repaired or replaced as required.

3.5.1.2 *Booster Pump*

- The boost pump shall be inspected and replaced as required.

3.5.2 *Suspension*

- All suspension component fasteners shall be new OEM or equivalent and torqued to OEM specifications with a contrasting color torque stripe affixed across the rotating fastener and an adjoining fixed component and shall be in a location easily seen by an inspector.
- All shock absorbers, shock absorber bushings and hardware, radius rods, torque rods, sway bar links, all fasteners, sway bar bushings and clamps, roll pins, lateral rod brackets. U-bolts, bumpers, spacer washers, washers, retainer washers, and washers with shoulders shall be replaced with new. Never-Sieze applied to all adjusters.
- Shock absorber mounts shall be replaced with new.
- Mounting structures that are cracked, corroded or deformed will be replaced with new.
- All front axles not within OEM tolerances shall be repaired or replaced using accepted industry practices.

3.6 *Miscellaneous*

3.6.1 *Fire Suppression System*

- The fire extinguishing agent storage bottle will be replaced with a new one, heat sensors replaced and the system shall be inspected and tested for proper operation

3.7 *Optional Work*

3.7.1 *Syncromatics AVL System*

- Remove existing Dilax Passenger Counters from both the front and rear doors and the PCU-210 unit and replace with **Iris Matrix APC door sensor**.
- The system should integrate into the **Syncromatics AVL** system and count passengers accordingly.

3.7.2 Camera System

- Remove the existing eight-camera SEON camera system and replace with a **12-Channel IP Apollo System**.
- See attached camera layout.

3.7.3 Destination Signs

- The Destination signs will be replaced with a new **Luminator SMT Silver (White)**, front (16x160 Gen4), side (14x112 Horizon), and rear signs (16x48). The OCU should be replaced as well.
- Exit Signals & Public Address System: Sunrise LED signs shall be cleaned and checked for proper operation. Chime signals shall be checked for proper operation and defective components shall be replaced. The public address system shall be inspected for proper operation and any defective components shall be replaced.

3.7.4 Replace Passenger Seat Inserts

- In place of 3.2.1 Interior & Seating requirement to clean seats.
- All passenger seating inserts, **AMSECO 6468**, must be replaced with **AMSECO 980 Grey** plastic inserts or equivalent. All grab straps are to be replaced with yellow grab straps.

3.7.5 Electric Fan

- In place of 3.3.8.3 requirement to replace hydraulic fan.
- A new electric fan (**Modine, EMP**, or approved equal) is to be installed with flexible hoses and a new fan control valve, OEM or equivalent, to be installed

3.7.6 ADA Accommodations

- In place 3.2.3 - ADA Accommodations
- Install **American Seating Q'POD** on both the driver and curbside of the vehicle.

3.7.7 Wheel Rim Upgrade

- Both 2010 Gillig's have steel rims
- Upgrade wheel hub to handle polished aluminum rims.
- Rims will be provided by Greenlink.

3.7.8 Automatic Air Drain Valve

- When reinstalled a new **Haldex** 24 volt automatic drain valve will be added to air tanks.