

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, April 17, 2018, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Faber at 1:35 pm. Other members present were, David Sullivan, Kathleen Kler, Kate Dean, Ariel Speser and ATU 587 Representative John Maiden. A quorum was present.

STAFF PRESENT

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

PUBLIC COMMENT

Burt Langsea commented on Jefferson Transit's drug policy.

Thuy Langsea commented on a memorial for Alice Lane.

NEW AGENDA ITEMS

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

FINANCE REPORTS

Please see Attachment A and B

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

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

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

CONSENT AGENDA

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

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

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

OLD BUSINESS

a. I.T. Reserve Fund Discussion

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

b. Citizens Advisory Committee (CAC) Discussion

Discussion points included:

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

c. Memorial Discussion

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

Other discussion points included:

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

NEW BUSINESS

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

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

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

- It will also give local food access to the people at the Boat Haven, as well as the population surrounding the Park & Ride.
- People have been very excited about the move to the Park & Ride. The Farmers Market has vendors who have participated for many years but also has new vendors signed. Some of these vendors have never participated in the Farmers Market before and are interested in participating in the Wednesday Market this year due to the location at Haines Place Transit Center.

a. Resolution 18-05: Farmers Market Contract

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

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

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

b. Resolution 18-06: PTeRider Contract Renewal

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

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

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

c. Rhododendron Carnival Discussion

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

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

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

- Surrounding neighbors

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

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

REPORTS

GENERAL MANAGERS REPORT – Tammi Rubert

Please see Attachment C

Tammi Rubert updated the Board on the following items:

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

OPERATIONS REPORT – Leesa Monroe

Please see Attachment D

Leesa Monroe updated the Board on the following items:

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

PUBLIC COMMENT

Brenda McMillan asked about the status of the HPTC Restroom.

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


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

David Sullivan left the meeting at 3:54 pm.

ADJOURNMENT

The meeting was adjourned at 3:55 pm. The next regular meeting will be held Tuesday, June 19, 2018, at 1:30 pm at 63 4 Corners Road, Port Townsend.


Laura Smedley, Clerk of the Board


Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

April 11, 2018

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

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

Sales Tax Analysis Reports –

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

Revenue Report –

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

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

Cumulatively, JTA expenses are 2.88% BELOW budget.

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

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

Capital Activity –

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



March 2018 Financial Summary

Budget Tracking Figure: 25%

1. Operational Expenses:	\$369,963.54
Operational Revenues:	\$15,260.87
Non-Operational Income:	\$541,322.51
Capital Expenses:	\$930.00
Capital Income:	\$0.00
2. Sales Tax Received 3/31/2018 for January 2018:	\$346,748.19
Sales Tax Received 3/31/2017 for January 2018:	\$307,974.06
Sales tax increased from prior year 12%	
3. Cash on Hand as of March 31, 2018*:	
Operating:	\$1,440,655.28
Operating Reserve (100% Funded):	\$1,300,000.00
(Minimum Funding Required \$1,172,000)	
Capital Committed (2018 Capital Projects):	\$1,367,525.00
Capital Reserve (100% Funded):	\$2,035,459.35
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$29,866.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,702.57
Travel Fund:	\$1,042.68
Total	\$6,651,501.31**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

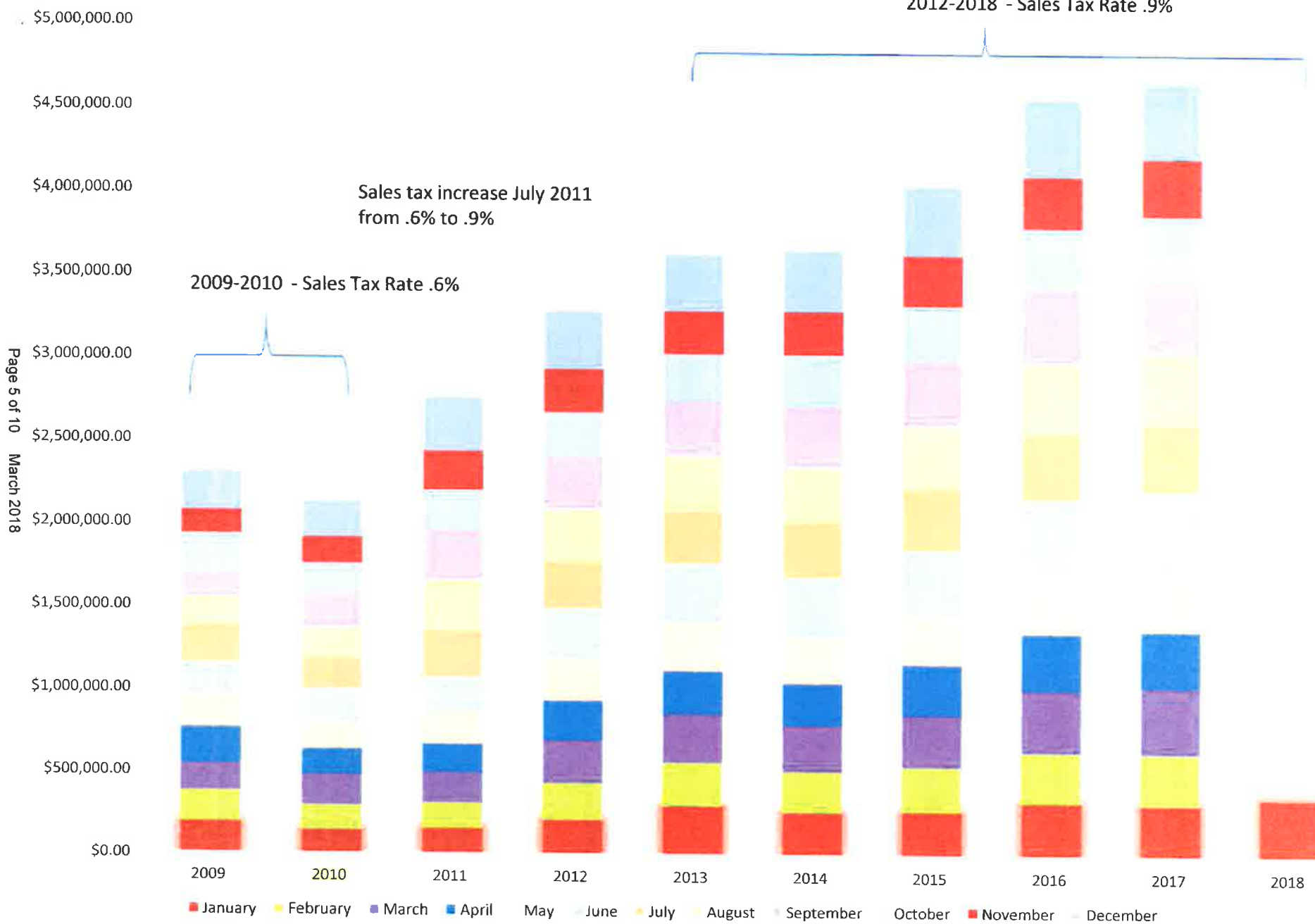
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96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

Month Earned - Accrual Basis (Income Statement)

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

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

2012-2018 - Sales Tax Rate .9%



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

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

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

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

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

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

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

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

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

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

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

Current Account Status	Balance per Bank @ 3/31/18	\$ 3,677,984.35	\$ -
Balance per GL @ 2/29/18		\$ 2,667,696.95	
	Transfers - In	\$ 1,008,181.00	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 3,038.40	
	Transfers - Out (Purchases)	\$ (930.00)	
	Transfers - Out /County Interest Correction)	\$ -	
Balance per GL @ 3/31/18		\$ 3,677,984.35	
	Outstanding Checks		
Balance in Capital Account		\$ 3,677,984.35	

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

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



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

March 16, 2018

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

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

Sales Tax Analysis Reports –

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

Revenue Report –

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

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year. Cumulatively, JTA expenses are 1.84% BELOW budget.

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

Capital Activity –

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



February 2018 Financial Summary

Budget Tracking Figure: 16.7%

1. Operational Expenses:	\$363,454.56
Operational Revenues:	\$12,264.38
Non-Operational Income:	\$474,130.15
Capital Expenses:	\$41,427.33
Capital Income:	\$0.00
2. Sales Tax Received 2/28/2018 for December 2017:	\$465,326.15
Sales Tax Received 2/28/2017 for December 2016:	\$475,452.60
Sales tax decreased from prior year 3%	
3. Cash on Hand as of February 28, 2018*:	
Operating:	\$2,562,975.15
Operating Reserve (100% Funded):	\$1,172,603.06
(Minimum Funding Required \$1,172,000)	
Capital Committed (2018 Capital Projects):	\$1,367,525.00
Capital Reserve (57% Funded):	\$1,175,171.95
(TDP Funding Match \$2,033,352)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$24,716.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,667.79
Travel Fund:	\$1500.00
Total	\$6,632,409.38**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$1,408,948.12	1,117,554.00	26.07%
May	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,813,513.79	1,444,621.00	25.54%
June	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$2,152,535.28	1,753,509.00	22.76%
July	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$2,528,063.17	2,051,899.00	23.21%
August	0.90%	\$465,923.53	\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	15.82%	\$2,993,986.70	2,454,196.00	21.99%
September	0.90%	\$399,053.15	\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	5.41%	\$3,393,039.85	2,832,764.00	19.78%
October	0.90%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,823,919.60	3,167,980.00	20.71%
November	0.90%	\$462,570.00	\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	23.07%	\$4,286,489.60	3,543,829.00	20.96%
December	0.90%	\$359,773.50	\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	15.13%	\$4,646,263.10	3,856,320.00	20.48%
Total		\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	17.00%			
Monthly Average		\$387,188.59	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$619,528.54	543,930.00	13.90%
March	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,024,094.21	870,997.00	17.58%
April	0.90%	\$339,021.49	\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	9.76%	\$1,363,115.70	1,179,885.00	15.53%
May	0.90%	\$375,527.89	\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	25.85%	\$1,738,643.59	1,478,275.00	17.61%
June	0.90%	\$465,923.53	\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	15.82%	\$2,204,567.12	1,880,572.00	17.23%
July	0.90%	\$399,053.15	\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	5.41%	\$2,603,620.27	2,259,140.00	15.25%
August	0.90%	\$430,879.75	\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	28.54%	\$3,034,500.02	2,594,356.00	16.97%
September	0.90%	\$462,570.00	\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	23.07%	\$3,497,070.02	2,970,205.00	17.74%
October	0.90%	\$359,773.50	\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	15.13%	\$3,856,843.52	3,282,696.00	17.49%
November	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$4,203,610.42	3,549,799.00	18.42%
December	0.90%	\$465,326.15	\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	21.89%	\$4,668,936.57	3,931,572.00	18.75%
Total		\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	15.79%			
Monthly Average		\$389,078.05	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

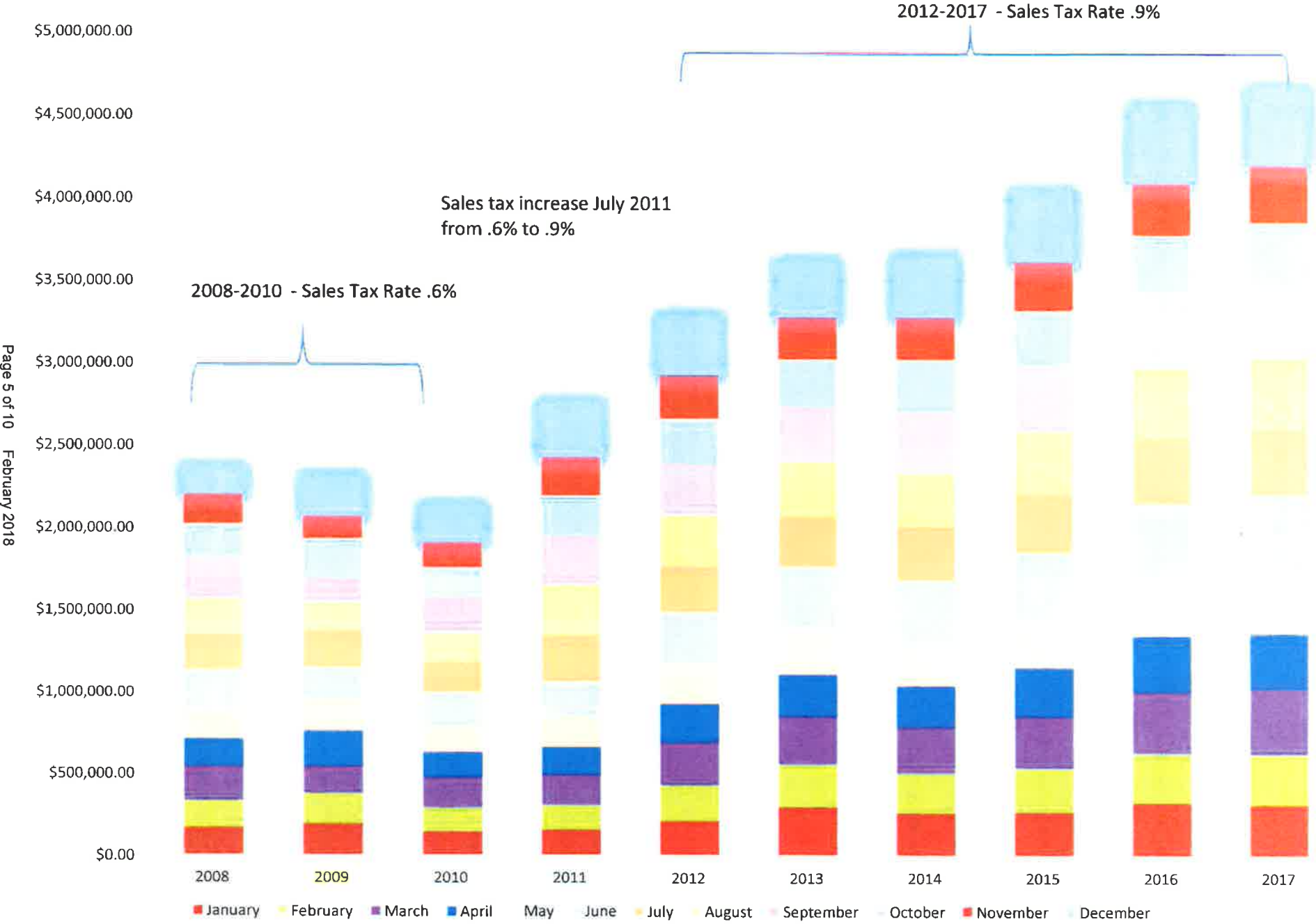
Month Received - Cash Basis (Cash Flow)

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

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Accrual Actual Sales Tax Received	2018 Cumulative Accrual Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%		\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	0.00%	\$0.00	277,177.00	
February	0.90%		\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	0.00%	\$0.00	557,576.00	
March	0.90%		\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	0.00%	\$0.00	921,685.00	
April	0.90%		\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	0.00%	\$0.00	1,226,804.00	
May	0.90%		\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	0.00%	\$0.00	1,564,779.00	
June	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	1,984,110.00	
July	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,343,258.00	
August	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	2,731,050.00	
September	0.90%		\$462,570.00	\$460,963.02	\$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%		\$0.00	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$0.00	\$4,203,610.42	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$0.00	\$382,146.40	\$380,667.21	\$332,359.79	\$347,174.92				

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



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

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

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

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

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

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

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

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

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

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

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

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

2018 Capital Projects

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

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



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report
Attachment C

April 17, 2018

Jefferson Transit Authority (JTA) Park and Ride Expansion

Project Status

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

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

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

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

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Washington State Transit Association (WSTA)

WSTA works with our state legislature on transit's behalf, which enables all the transit systems in Washington State a united voice.

Upcoming WSTA Board and Committee meetings:

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

Miscellaneous Items

Updated Bus Arrival Schedule.

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

Updated Vehicle Arrival Schedule.

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

Bathrooms at Haines Place Park and Ride

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

Proposed Memorial for Alice Lane

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

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



63 4 Corners Road, Port Townsend, WA 98368

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

Staffing:

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

Safety/Haines Place

Safety and Training Supervisor

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

Service Changes

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

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

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

Special Events

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

Ridership Notes

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

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

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

JTOC is seeing more ridership.