

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 Boat 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**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

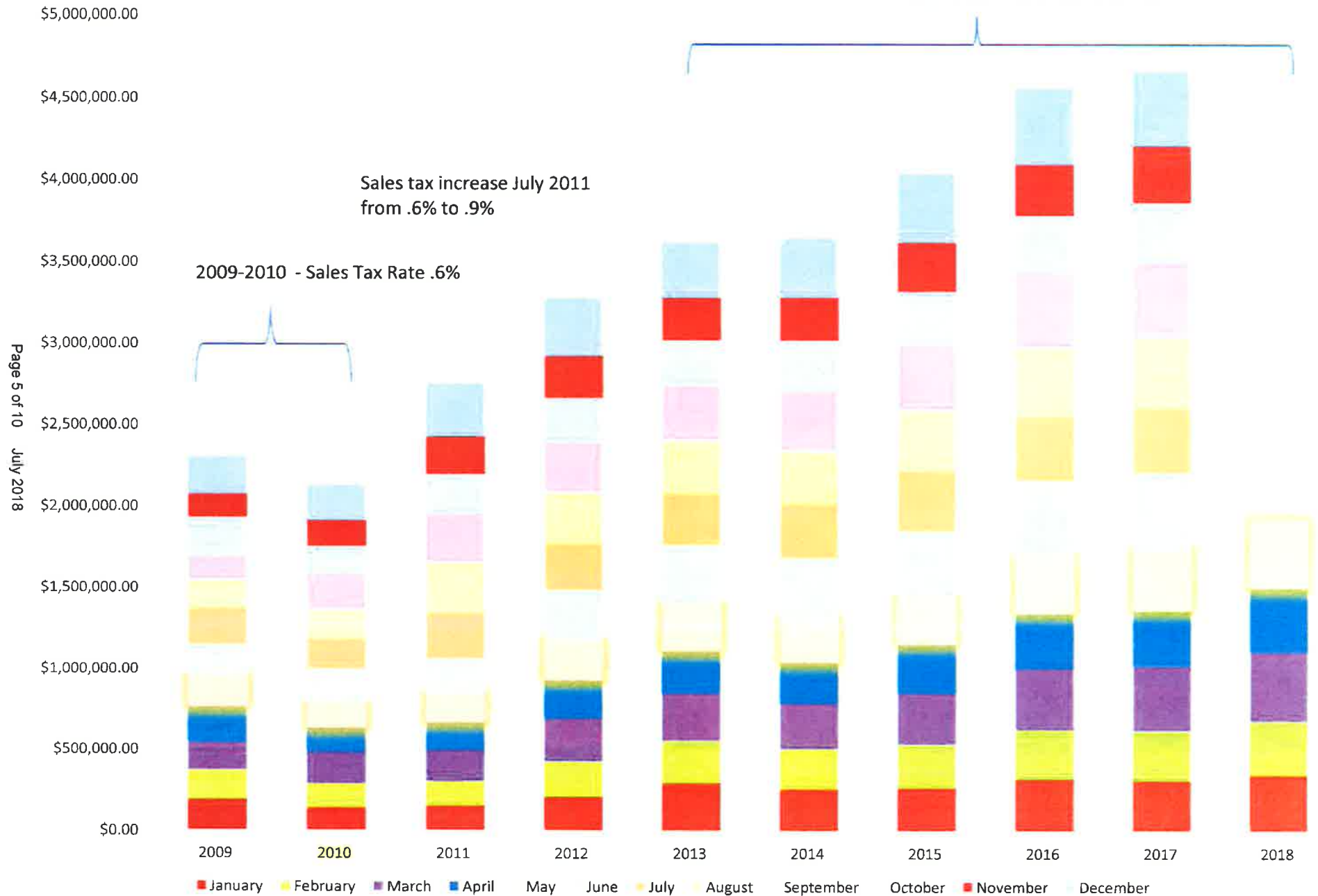
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%		\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	0.00%	\$0.00	2,632,986.00	
September	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,992,134.00	
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$2,733,260.54	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$390,465.79	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Accrual Actual Sales Tax Received	2018 Cumulative Accrual Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$677,932.45	557,576.00	21.59%
March	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,111,534.37	921,685.00	20.60%
April	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$1,502,546.41	1,226,804.00	22.48%
May	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$1,921,167.49	1,564,779.00	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	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$1,921,167.49	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$384,233.50	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

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

2012-2018 - Sales Tax Rate .9%



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

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

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

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

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

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

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

	July	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$74,489.61	\$451,443.89	\$705,898.00	63.95%
Operators Overtime - Fixed Route	5,273.72	35,590.82	79,254.00	44.91%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,467.11	45,400.04	129,226.00	35.13%
Operators Overtime - Dial-a-Ride (DAR)	993.18	6,063.19	12,879.00	47.08%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,921.37	275,689.08	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	12,629.12	28,836.00	43.80%
Total Benefits	130,642.05	878,186.58	1,675,485.00	52.41%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,013.40	13,941.13	18,250.00	76.39%
Professional & Technical Services	3,208.99	75,404.62	127,000.00	59.37%
Contract Maintenance Services (IT Services)	2,457.41	13,273.77	14,500.00	91.54%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	701.59	8,539.41	42,000.00	20.33%
Property Maintenance Services	596.59	7,962.37	29,500.00	26.99%
Software Maintenance Fees	958.92	8,089.52	46,615.00	17.35%
Postage & Mail Meter Fees	326.48	1,475.14	3,100.00	47.59%
Drug & Alcohol Services	292.08	2,649.56	4,800.00	55.20%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	9,555.46	135,181.21	296,865.00	45.54%
Materials and Supplies Consumed				
Fuel	28,024.35	167,412.21	355,000.00	47.16%
Tires	2,167.43	13,898.52	35,000.00	39.71%
Lubrication	922.10	6,286.20	10,550.00	59.58%
Tools		4,161.62	18,000.00	23.12%
Vehicle Maintenance & Repair Parts	10,188.73	56,791.03	96,500.00	58.85%
Non-Vehicle Maintenance & Repair Parts	308.92	5,797.19	8,240.00	70.35%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials	81.76	315.87	3,750.00	8.42%
Shop Supplies (Maintenance & Cleaning)	2,556.82	14,427.43	20,500.00	70.38%
Safety & Emergency Supplies	113.23	1,369.77	7,050.00	19.43%
Office Supplies	256.06	4,665.66	17,420.00	26.78%
Computer Programs & Supplies	1,544.02	5,539.05	13,750.00	40.28%
Printing (Photocopier, Schedules & Brochures)	840.63	13,840.62	42,450.00	32.60%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	47,004.05	294,726.44	631,560.00	46.67%
Utilities				
Water, Sewer & Solid Garbage	1,118.07	6,996.46	14,100.00	49.62%
Utilities (Electrical & Propane)		13,706.50	29,000.00	47.26%
Telephone & Internet	2,879.53	20,376.53	40,153.00	50.75%
Total Utilities	3,997.60	41,079.49	83,253.00	49.34%

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

	July	YTD	Budget	% of Actual vs. Budget
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	\$	6,044.94		
	Transfers - Out (Purchases)	\$	(71,160.26)		
	Transfers - Out /County Interest Correction)	\$	-		
Balance per GL @ 7/31/18		\$	3,653,997.15		
Balance in Capital Account	Outstanding Checks	\$	3,653,997.15		

2018 Capital Projects				Grant Funding	JTA Funding
Facility					
	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	2018 Beginning Budget	\$	790,000.00	\$	210,000.00
2 Full-Size Buses	2018 Beginning Budget	\$	717,439.00	\$	219,000.00
2 Full-Size Buses	2018 Beginning Budget	\$	128,000.00	\$	32,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$	46,475.00	\$	25,025.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$	-	\$	25,000.00
Bus Painting	2018 Beginning Budget	\$	-	\$	150,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$	-	\$	(9,106.99)
	July 2018 - 508 Transmission Replacement			\$	651,918.01
	JTA Funded Balance			\$	651,918.01
Service Vehicles	2018 Beginning Budget	\$	-	\$	100,000.00
Shop Maintenance Van	2018 Beginning Budget	\$	-	\$	80,000.00
Supervisor Vehicles	2018 Beginning Budget			\$	(71,260.26)
	July 2018 Supervisor Vehicles			\$	
	JTA Funded Balance			\$	108,739.74
Service Equipment	2018 Beginning Budget			\$	7,500.00
Parking Lot Striper	2018 Beginning Budget			\$	7,500.00
	JTA Funded Balance			\$	7,500.00
Office Furniture & Equipment	2018 Beginning Budget			\$	175,000.00
New Finance/Mntce/Ops Software	2018 Beginning Budget			\$	12,000.00
Remix Mapping Software	2018 Beginning Budget			\$	
	JTA Funded Balance			\$	187,000.00

JTA Capital Balance	\$	3,653,997.15
JTA Committed Project Funds Sub-Total	\$	(1,287,157.75)
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**

**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	\$341,810.91	\$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	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$1,502,546.41	\$4,688,936.57	\$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%

\$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

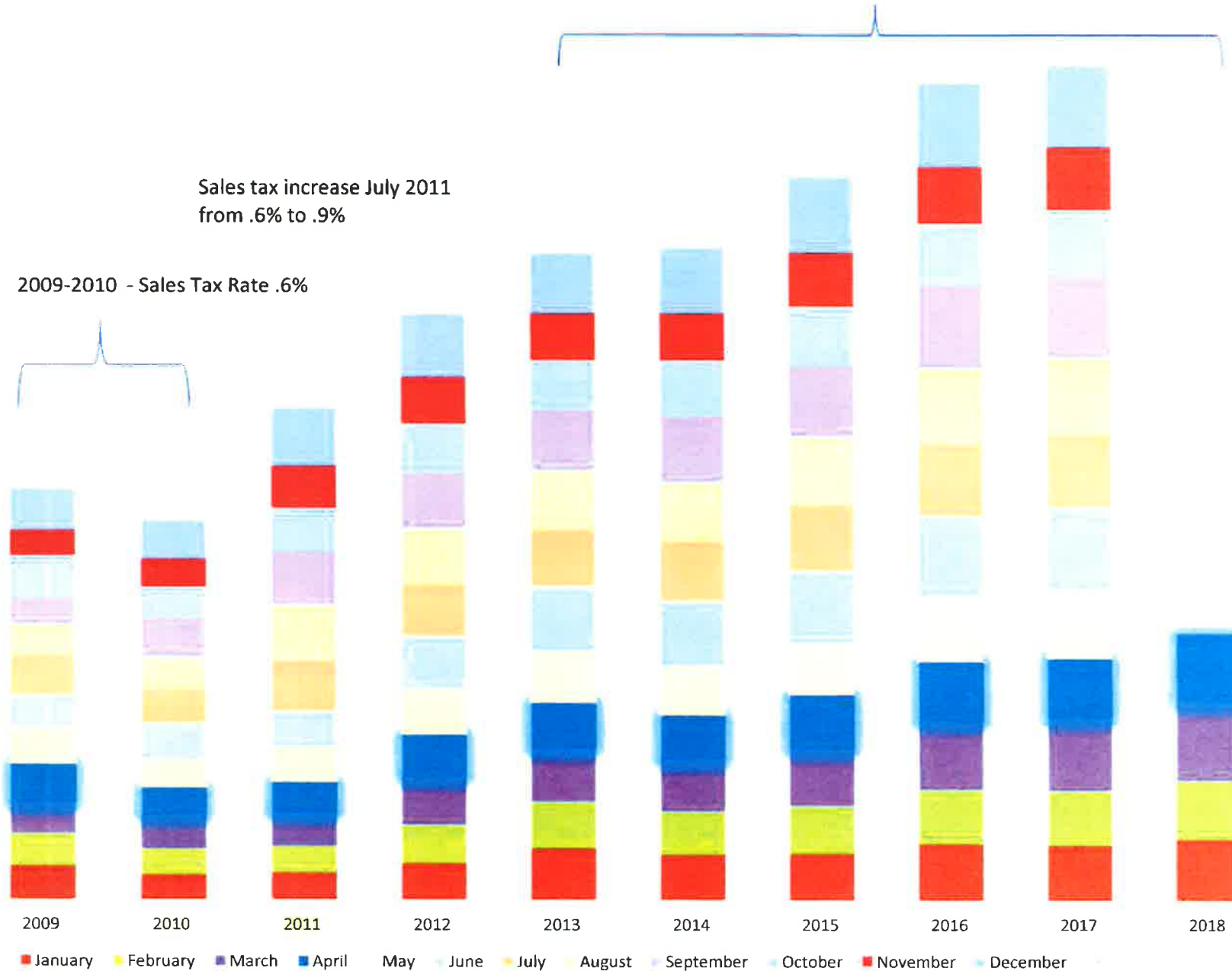
Sales tax increase July 2011
from .6% to .9%

2009-2010 - Sales Tax Rate .6%

Page 5 of 10
June 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 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**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
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	10,326.69	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)	\$ (635.00)	
	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		
	<i>Bathroom Installation</i>	\$ -	\$ 187,000.00
	<i>Sidewalk/Concrete Tree Removal</i>	\$ -	\$ 8,000.00
	<i>Paint Roof of HPTC Building</i>		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$ -	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 661,025.00
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	JTA Funded Balance		\$ 180,000.00
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00
JTA Capital Balance		\$ 3,719,112.47	
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 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