

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, October 16, 2018, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Faber at 1:31 pm. Other members present were David Sullivan, Kathleen Kler, and Ariel Speser. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Fleet & Facilities Manager John Bender, Human Resources, Payroll & Benefits Coordinator Deb Palmer, and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Brenda McMillan commented on the CAC bylaws.

Debbie Jahnke commented on the expansion of the Board.

Darrell Conder suggested a correction on the August minutes.

NEW AGENDA ITEMS

Resolution 18-16: Executing the 1st Amendment to Grant Agreement GCB2605

Resolution 18-17: Executing the 1st Amendment to Grant Agreement GCB2604

General Manager's Board Report

FINANCE REPORTS

Please see Attachment A and B

Ms. Crouch attended the Transportation Commission meeting in Port Angeles on 9/12/18, she reported on JTA's funding challenges, particularly sales tax as a primary funding source for rural transits. Abundant retail sales tax is not generated in Jefferson County because of our smaller population and lack of big box stores. Tourism and construction are effected by the economy, and retail and construction are the biggest generators of sales tax for JTA.

Kate Dean entered the meeting at 1:36 pm

Ms. Crouch explained the grant and ranking process JTA recently participated in with WSDOT (Washington State Department of Transportation).

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

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

CONSENT AGENDA

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

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

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

OLD BUSINESS

a. Composition of the Board Discussion

This month JTA will be sending a letter to the Chair of the County Commissioners and the Mayor of Port Townsend requesting elected officials be designated to represent each jurisdiction. JTA will continue to move forward with the process.

b. Citizens Advisory Committee (CAC) Discussion

Ms. Rubert noted Ms. Speser's proposed changes to the bylaws and discussed JTA's suggestions to her amendments.

Ms. Speser said at our last Board meeting more clarification in the bylaws was requested. There was a specific request to add how the CAC reported to the Board. We also discussed the process for nominating and recruiting, and that was added, and clarification about the work plan was added.

Discussion continued regarding changes to the By-laws to be brought back to the next Board Meeting for approval.

c. Resolution 18-13: Disposition of Surplus Property

Sara requested we have a Resolution approving the surplus as opposed to the Motion that we had last month. The Auditor wants to see we approved via Resolution the disposition of capital items.

David Faber suggested tabling item 3c and discussing item 3d first. All agreed.

d. Restoration of Bus #96

John Bender asked the Board to see the page titled Bus #96 Refurbish Project Factors. There is a bulleted list regarding concerns about the proposed refurbishing of that vehicle, most primarily the infestation of mold that it has on the interior and exterior of the bus. Mr. Bender continued to discuss quoted costs associated with refurbishing bus #96.

Kathleen Kler stated it is pretty clear that the investment of time and money is not responsible, especially with the health factors involved.

The decision to surplus #96 would not change if another agency is interested in #96 to refurbish or for parts.

c. Resolution 18-13: Disposition of Surplus Property

Motion: Kathleen Kler moved to approve items listed above on Resolution 18-13: Disposition of Surplus Property. David Sullivan seconded.

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

NEW BUSINESS

a. Resolution 18-14: Procurement Policy Amendment

The State Auditor noted that the specific terminology "conflict of interest" was not in our current Procurement Policy. He requested that I add the paragraph on page 34 which states: "JTA employees, officers, board members or agents are prohibited from using their positions for the purpose that constitutes or presents the appearance of person or organizational conflict of interest or personal gain." I request the Board pass Resolution 18-14.

Motion: David Sullivan moved to approve Resolution 18-14 adopting the updated Procurement Policy Amendment with changes. Kathleen Kler seconded.

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

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

Following an audit by the Washington State Department of Transportation (WSDOT) changes are needed to comply with the Federal Transportation Administration (FTA) regulations in the Drug & Alcohol Policy. Deb Palmer will present.

Ms. Palmer stated in July she attended the FTA sponsored training to ensure JTA is managing our Drug & Alcohol Program in accordance with CFR Part 40 code of Federal regulations. Most of these changes are housekeeping in nature. A summary of changes is included in your packet.

Motion: Kathleen Kler moved to approve Resolution 18-15 adopting the amended Substance Abuse Policy and Drug & Alcohol Testing Program. Kate Dean seconded. Vote: The motion carried unanimously, 5-0 by voice vote.

c. **Resolution 18-16: Executing the 1st Amendment to Grant Agreement GCB2605**

We have recently received 2 Dial-A-Ride vehicles that we have rejected due to safety concerns. Because of that JTA has \$180,000 in funding that is Paratransit Special Needs funding that we would otherwise lose because there is no way we can get new vehicles ordered and purchased before the expiration date of June 30, 2019. What WSDOT has suggested is that we move the \$180,000 to our Operating Grant, purchase the two Dial-A-Ride vehicles without an expiration date of June 30th on our Capital side with sales tax funding so it will part of our Capital budget next year, and cancel the project for two Dial-A-Ride vehicles. The amendment for Grant Agreement GCB2605 is performing all of those things.

Motion: David Sullivan moved to approve Resolution 18-16 to execute the 1st Amendment to Grant Agreement GCB2605. Ariel Speser seconded. Vote: The motion carried unanimously, 5-0 by voice vote.

d. **Resolution 18-17: Executing the 1st Amendment to Grant Agreement GCB2604**

We presented the Resolutions in this order because we are cancelling one project and moving the funds to the Operating Grant. In addition to that \$180,000, we received our annual Sales Tax Equalization money in the amount of \$293,947. We typically put this toward our Operating Grant because these funds have an expiration date, and it makes sense to add this to our Operating Grant rather than trying to use the funds within the six month time frame.

Motion: Kathleen Kler moved to approve Resolution 18-17 to execute the 1st Amendment to Grant Agreement GCB2604. Kate Dean seconded. Vote: The motion carried unanimously, 5-0 by voice vote.

REPORTS

GENERAL MANAGERS REPORT – Tammi Rubert

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Updates
- Restroom Update
- Peninsula Regional Transportation Planning Organization (PRTPO) Update
- RouteMatch Update
- Surface Transportation Block Grant

MAINTENANCE REPORT

Please see Attachment D

John Bender reported on the following items.

- Fleet Updates
- Facility Updates
- Staff Updates

OPERATIONS REPORT

Please see Attachment E

Leesa Monroe reported on the following item:

- Safety and Training Updates
- Staffing Updates
- Ridership
- Wooden Boat Update

PUBLIC COMMENT


Brenda McMillan commented on Board Meeting length and frequency.

Debbie Jahnke asked to see the General Manager's Report and the two added Resolutions.

Brenda McMillan asked the Board to consider free service for one year.

ADJOURNMENT

The meeting was adjourned at 3:29 pm. The next regular meeting will be held Tuesday, December 18, 2018, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.


Laura Smedley, Clerk of the Board

12/21/2018
Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

October 8, 2018

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

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

Sales Tax Analysis Reports –

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

Revenue Report –

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

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

Cumulatively, JTA expenses are 10% BELOW budget.

- **Labor –** Labor is 6% below budget.
 - **Labor (Fixed Route) –** This is no longer a timing issue. The numbers were improving, however, we have increases to both regular wages and overtime due to illness. Additional training expenses are also a factor in this budget.
- **Benefits –** Benefits are 8.6% below budget
 - **Worker's Compensation –** May be over budget for the year, line item is improving.
 - **Holiday –** Timing Issue - Personal Holidays are front loaded, will fall in line as year progresses
 - **Other Paid Leave –** Paid Administrative leave, Bereavement Leave, this line item will be over budget for the year.
- **Services and User Fees –** S/U Fees are 17.76% below budget
 - **Advertising –** will be over budget for the year – We have additional unexpected advertising expenses (job postings, farmer's market).
 - **Professional & Technical Services –** will be over budget.
 - **Contract Maintenance Services (IT Services) –** This is no longer a timing issue, this line item will be over budget.
- **Materials and Supplied Consumed –** M/S Consumed is 18.6% below budget
 - **Non-Vehicle Maintenance & Repair –** New signage for P&R, opportunity to purchase used shelters from Intercity Transit. Will be over budget for the year.
 - **Shop Supplies –** Monitoring, is showing an over budget trend

- **Utilities** – 12.9% below budget, electric utility billing runs late, expect to end the year close to or slightly over budget.
- **Casualty/Liability Costs** – 4.8% below budget
- **Taxes** – 37.4% below budget
- **Miscellaneous** – 33.8% below budget
- **Interest on Debt** – 58.2% below budget, bi-annual payment made in June and Dec, will be below budget for the year, amount budgeted was prior to large debt payment in Dec 2017, new interest payments are now significantly lower.
- **Leases and Rentals** – 16.6% below budget – expect cost increases for Transit Way and Passenger Stations due to increased frequency of port-a-potty cleaning during summer months.

Capital Activity –

- Capital activity in September: Purchased Shop Maintenance Vehicle



September 2018 Financial Summary

Budget Tracking Figure: 75%

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

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

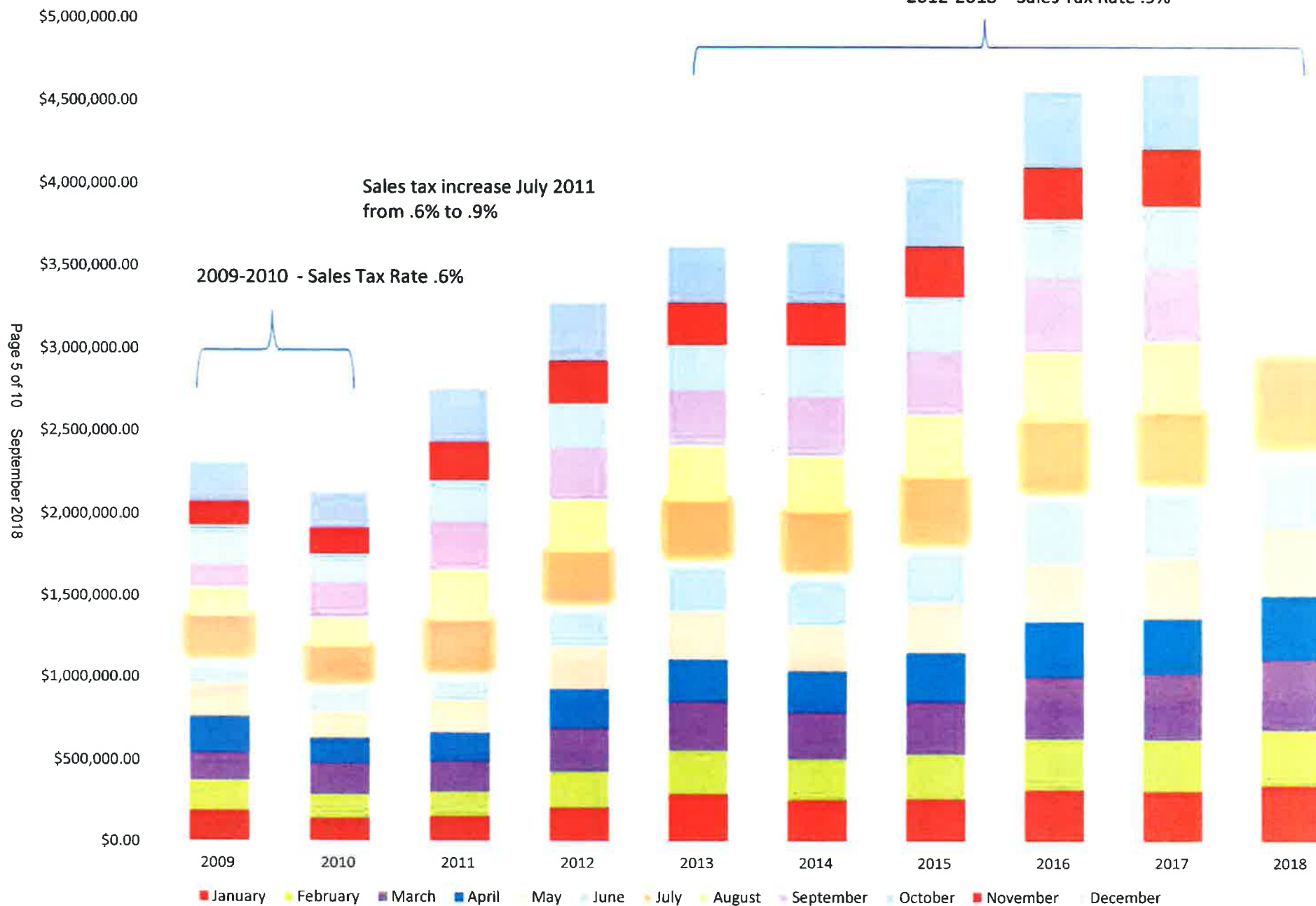
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$3,735,827.81	2,992,134.00	24.85%
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$3,735,827.81	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$415,091.98	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative 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%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
July	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$2,923,734.76	2,343,258.00	24.77%
August	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	2,731,050.00	
September	0.90%		\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$2,923,734.76	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$417,676.39	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

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

2012-2018 - Sales Tax Rate .9%



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

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

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

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

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

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

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

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$58,953.61	\$577,153.04	\$705,898.00	81.76%
Operators Overtime - Fixed Route	5,110.29	47,381.66	79,254.00	59.78%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,324.53	60,506.47	129,226.00	46.82%
Operators Overtime - Dial-a-Ride (DAR)	911.94	7,653.13	12,879.00	59.42%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,053.00	355,957.54	579,880.00	61.38%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,964.48	23,775.15	51,684.00	46.00%
Administration Salaries	51,996.91	440,940.73	635,220.00	69.42%
Total Labor	166,314.76	1,513,367.72	2,194,041.00	68.98%
Benefits				
FICA	14,159.22	127,944.18	217,429.00	58.84%
Pension Plans (PERS)	23,836.73	218,073.92	318,319.00	68.51%
Medical Plans	44,249.18	395,456.64	586,956.00	67.37%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		4,925.00	22,000.00	22.39%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,586.80	62,531.08	79,370.00	78.78%
Holiday	7,699.07	72,443.65	93,317.00	77.63%
General Leave	21,946.85	194,497.60	282,932.00	68.74%
Other Paid Absence (Court Duty & Bereavement)	629.13	14,631.03	14,686.00	99.63%
Uniforms, Work Clothing & Tools Allowance		7,317.15	16,880.00	43.35%
Other Benefits (HRA, EAP & Wellness)	266.61	14,710.48	28,836.00	51.01%
Total Benefits	119,373.59	1,112,530.73	1,675,485.00	66.40%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		17,510.13	18,250.00	95.95%
Professional & Technical Services	2,175.52	99,820.60	127,000.00	78.60%
Contract Maintenance Services (IT Services)	863.00	15,808.56	14,500.00	109.02%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	482.86	9,668.56	42,000.00	23.02%
Property Maintenance Services	207.59	8,412.92	29,500.00	28.52%
Software Maintenance Fees	958.92	10,007.36	46,615.00	21.47%
Postage & Mail Meter Fees		1,676.14	3,100.00	54.07%
Drug & Alcohol Services	237.08	3,178.72	4,800.00	66.22%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	4,924.97	169,928.68	296,865.00	57.24%
Materials and Supplies Consumed				
Fuel	(1,453.73)	198,825.92	355,000.00	56.01%
Tires	770.56	16,995.24	35,000.00	48.56%
Lubrication	838.27	8,032.77	10,550.00	76.14%
Tools	1,563.73	6,965.09	18,000.00	38.69%
Vehicle Maintenance & Repair Parts	3,648.91	66,428.32	96,500.00	68.84%
Non-Vehicle Maintenance & Repair Parts	117.35	8,376.70	8,240.00	101.66%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials	13.04	377.96	3,750.00	10.08%
Shop Supplies (Maintenance & Cleaning)	857.04	16,132.16	20,500.00	78.69%
Safety & Emergency Supplies		1,369.77	7,050.00	19.43%
Office Supplies	55.46	5,450.39	17,420.00	31.29%
Computer Programs & Supplies		5,679.03	13,750.00	41.30%
Printing (Photocopier, Schedules & Brochures)	161.59	21,291.09	42,450.00	50.16%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	6,572.22	356,145.71	631,560.00	56.39%
Utilities				
Water, Sewer & Solid Garbage	236.25	8,540.64	14,100.00	60.57%
Utilities (Electrical & Propane)		17,189.35	29,000.00	59.27%
Telephone & Internet	2,633.71	25,963.35	40,153.00	64.66%
Total Utilities	2,869.96	51,693.34	83,253.00	62.09%

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

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$10,968.41	\$98,715.69	\$132,000.00	74.78%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Recoveries of Public Liability & Property Damage Settlements		(5,000.00)		0.00%
Total Casualty and Liability Costs	10,968.41	92,653.24	132,000.00	70.19%
Taxes				
State Taxes	349.48	2,561.57	4,261.00	60.12%
Vehicle Licensing & Registration Fees		97.50	750.00	13.00%
Other Licensing Fees & Taxes		354.00	3,000.00	11.80%
Total Taxes	349.48	3,013.07	8,011.00	37.61%
Miscellaneous				
Dues & Subscriptions	689.03	8,974.70	17,757.00	50.54%
Travel & Meetings	134.59	15,408.49	34,750.00	44.34%
Safety Program (Roadeo & Safety Rewards)		46.69	9,000.00	0.52%
Training (Classes, Seminars & Materials)		10,842.33	26,454.00	40.99%
EE CDL and EE Physical Expense	120.00	3,123.00	5,071.00	61.59%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	943.62	38,464.91	93,332.00	41.21%
Interest Expense				
Interest on Long-term Debt Obligation		6,025.00	35,755.00	16.85%
Total Interest Expense		6,025.00	35,755.00	16.85%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,687.80	3,000.00	56.26%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		9,148.00	13,140.00	69.62%
Total Leases and Rentals	274.20	10,873.95	18,640.00	58.34%
TOTAL OPERATING EXPENSES	312,591.21	3,354,696.35	5,168,942.00	64.90%

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

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

2018 Capital Projects

Facility		Grant Funding	JTA Funding
	2018 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2018 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$ -	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$ -	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
	August Bus 509/510	\$ (790,000.00)	\$ (176,693.18)
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	July 2018 - 508 Transmission Replacement		\$ (9,106.99)
	JTA Funded Balance		\$ 475,224.85
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
	September 2018 Shop Mntce Vehicle		\$ (79,339.27)
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	JTA Funded Balance		\$ 29,203.31
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 2,606,671.24
JTA Committed Project Funds Sub-Total	\$ (1,030,928.18)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,300,743.08



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

September 17, 2018

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

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

Sales Tax Analysis Reports –

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

Revenue Report –

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

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

Cumulatively, JTA expenses are 7.92% BELOW budget.

- **Labor –** Labor is 5.24% below budget.
 - **Labor (Fixed Route) –** This is no longer a timing issue. The numbers were improving, however, we have increases to both regular wages and overtime due to illness. Additional training expenses are also a factor in this budget. Will continue to monitor – we are working on hiring additional operators.
- **Benefits –** Benefits are 7.4% under budget
 - Worker's Compensation – May be over budget for the year, line item is improving.
 - Holiday – Timing Issue - Personal Holidays are front loaded, will fall in line as year progresses
 - Other Paid Leave – Paid Administrative leave, Bereavement Leave, this line item will be over budget for the year.
- **Services and User Fees –** S/U Fees are 12% below budget
 - Advertising – will be over budget for the year – We have additional unexpected advertising expenses (job postings, farmer's market).
 - Professional & Technical Services – will be over budget.
 - Contract Maintenance Services (IT Services) – This is no longer a timing issue, this line item will be over budget.
- **Materials and Supplied Consumed –** M/S Consumed is 11.32% under budget
 - Non-Vehicle Maintenance & Repair – New signage for P&R, opportunity to purchase used shelters from Intercity Transit. Will be over budget for the year.
 - Shop Supplies – Monitoring, is showing an over budget trend

- **Utilities** – 10.6% under budget, electric utility billing runs late, expect to end the year close to or slightly over budget.
- **Casualty/Liability Costs** – 4.8% under budget
- **Taxes** – 33.4% under budget
- **Miscellaneous** – 26.5% under budget
- **Interest on Debt** – 49.8% under budget, bi-annual payment made in June and Dec, will be under budget for the year, amount budgeted was prior to large debt payment in Dec 2017, new interest payments are now significantly lower.
- **Leases and Rentals** – 15.9% under budget – expect cost increases for Transit Way and Passenger Stations due to increased frequency of port-a-potty cleaning during summer months.

Capital Activity –

- Capital activity in August: Purchased two 35-foot buses



August 2018 Financial Summary

Budget Tracking Figure: 66.64%

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

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

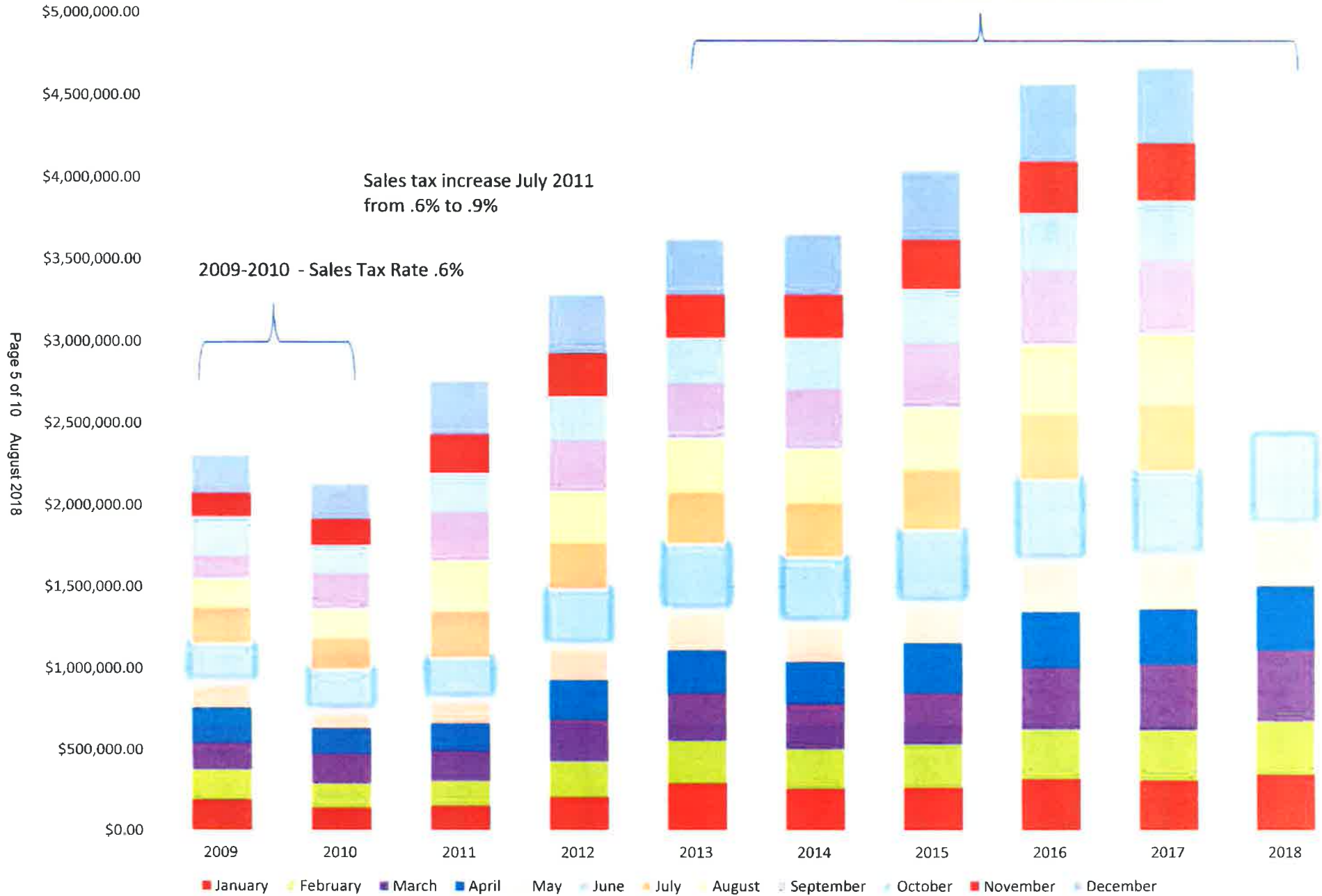
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,992,134.00	
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$3,231,353.83	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$403,919.23	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative 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%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
July	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,343,258.00	
August	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	2,731,050.00	
September	0.90%		\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$2,419,260.78	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$403,210.13	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

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

2012-2018 - Sales Tax Rate .9%



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

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

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

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,297.24	\$112,554.49	\$208,000.00	54.11%
Operating Expenses				
Labor	183,891.09	1,347,052.96	2,194,041.00	61.40%
Benefits	113,595.81	992,474.44	1,675,485.00	59.24%
Services and User Fees	11,048.69	162,112.11	298,865.00	54.61%
Materials & Supplies	54,558.57	349,389.29	631,560.00	55.32%
Utilities	3,765.05	46,669.72	83,253.00	56.06%
Casualty/Liability Costs	5,988.41	81,684.83	132,000.00	61.88%
Taxes	696.90	2,663.59	8,011.00	33.25%
Miscellaneous Expenses	6,846.71	37,460.49	93,332.00	40.14%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	274.20	9,456.25	18,640.00	50.73%
Total Operating Expenses	380,645.43	3,034,988.68	5,168,942.00	58.72%
Operating Income (Loss)	(367,348.19)	(2,922,434.19)	(4,960,942.00)	58.91%
Non-Operating Revenues				
Non-Transportation Revenue	9,723.99	57,732.85	24,000.00	240.55%
Taxes Levied by Transit	466,554.29	3,329,417.83	4,166,099.00	79.92%
Local Grants & Contributions	1,250.00	10,000.00	17,500.00	57.14%
State Grants & Contributions	12,841.00	103,910.69	255,000.00	40.75%
Federal Grants & Contributions	88,344.00	706,810.00	960,000.00	73.63%
Total Non-Operating Revenues	578,713.28	4,207,871.37	5,422,599.00	77.60%
Net Income (Loss) Before Transfers In/(Out)	211,365.09	1,285,437.18	461,657.00	278.44%
Net Income/(Loss)	211,365.09	1,285,437.18	461,657.00	278.44%

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

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

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

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,755.54	\$518,199.43	\$705,898.00	73.41%
Operators Overtime - Fixed Route	6,680.55	42,271.37	79,254.00	53.34%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,781.90	53,181.94	129,226.00	41.15%
Operators Overtime - Dial-a-Ride (DAR)	678.00	6,741.19	12,879.00	52.34%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,215.46	316,904.54	579,880.00	54.65%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,093.37	20,810.67	51,684.00	40.27%
Administration Salaries	59,686.27	388,943.82	635,220.00	61.23%
Total Labor	183,891.09	1,347,052.96	2,194,041.00	61.40%
Benefits				
FICA	15,027.11	113,784.96	217,429.00	52.33%
Pension Plans (PERS)	23,480.83	194,237.19	318,319.00	61.02%
Medical Plans	45,596.52	351,207.46	586,956.00	59.84%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		4,925.00	22,000.00	22.39%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,826.31	55,944.28	79,370.00	70.49%
Holiday	1,020.57	64,744.58	93,317.00	69.38%
General Leave	20,916.54	172,550.75	282,932.00	60.99%
Other Paid Absence (Court Duty & Bereavement)	255.00	14,001.90	14,686.00	95.34%
Uniforms, Work Clothing & Tools Allowance	32.93	7,317.15	16,880.00	43.35%
Other Benefits (HRA, EAP & Wellness)	440.00	13,761.17	28,836.00	47.72%
Total Benefits	113,595.81	992,474.44	1,675,485.00	59.24%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,261.15	17,299.44	18,250.00	94.79%
Professional & Technical Services	4,420.79	95,610.46	127,000.00	75.28%
Contract Maintenance Services (IT Services)	1,671.79	14,945.56	14,500.00	103.07%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services		8,539.41	42,000.00	20.33%
Property Maintenance Services	242.96	8,205.33	29,500.00	27.81%
Software Maintenance Fees	958.92	9,048.44	46,615.00	19.41%
Postage & Mail Meter Fees	201.00	1,676.14	3,100.00	54.07%
Drug & Alcohol Services	292.08	2,941.64	4,800.00	61.28%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	11,048.69	162,112.11	296,865.00	54.61%
Materials and Supplies Consumed				
Fuel	32,867.44	200,279.65	355,000.00	56.42%
Tires	2,326.16	16,224.68	35,000.00	46.36%
Lubrication	908.30	7,194.50	10,550.00	68.19%
Tools	1,225.32	5,386.94	18,000.00	29.93%
Vehicle Maintenance & Repair Parts	6,012.51	62,770.63	96,500.00	65.05%
Non-Vehicle Maintenance & Repair Parts	2,273.24	8,074.89	8,240.00	98.00%
Vehicle Accessories		221.27	1,350.00	16.39%
Park & Ride Materials		364.92	3,750.00	9.73%
Shop Supplies (Maintenance & Cleaning)	843.08	15,275.12	20,500.00	74.51%
Safety & Emergency Supplies		1,369.77	7,050.00	19.43%
Office Supplies	735.16	5,394.93	17,420.00	30.97%
Computer Programs & Supplies	78.48	5,702.49	13,750.00	41.47%
Printing (Photocopier, Schedules & Brochures)	7,288.88	21,129.50	42,450.00	49.78%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	54,558.57	349,389.29	631,560.00	55.32%
Utilities				
Water, Sewer & Solid Garbage	1,078.22	8,074.68	14,100.00	57.27%
Utilities (Electrical & Propane)		15,523.41	29,000.00	53.53%
Telephone & Internet	2,686.83	23,071.63	40,153.00	57.46%
Total Utilities	3,765.05	46,669.72	83,253.00	56.06%

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

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$10,968.41	\$87,747.28	\$132,000.00	66.48%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Recoveries of Public Liability & Property Damage Settlements	(5,000.00)	(5,000.00)		0.00%
Total Casualty and Liability Costs	5,968.41	81,684.83	132,000.00	61.88%
Taxes				
State Taxes	300.40	2,212.09	4,261.00	51.91%
Vehicle Licensing & Registration Fees	97.50	97.50	750.00	13.00%
Other Licensing Fees & Taxes	299.00	354.00	3,000.00	11.80%
Total Taxes	696.90	2,663.59	8,011.00	33.25%
Miscellaneous				
Dues & Subscriptions	813.76	8,285.67	17,757.00	46.66%
Travel & Meetings	4,262.95	15,273.90	34,750.00	43.95%
Safety Program (Rodeo & Safety Rewards)		35.89	9,000.00	0.40%
Training (Classes, Seminars & Materials)	1,550.00	10,792.33	26,454.00	40.80%
EE CDL and EE Physical Expense	220.00	3,003.00	5,071.00	59.22%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	6,846.71	37,460.49	93,332.00	40.14%
Interest Expense				
Interest on Long-term Debt Obligation		6,025.00	35,755.00	16.85%
Total Interest Expense		6,025.00	35,755.00	16.85%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,413.60	3,000.00	47.12%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		8,004.50	13,140.00	60.92%
Total Leases and Rentals	274.20	9,456.25	18,640.00	50.73%
TOTAL OPERATING EXPENSES	380,645.43	3,034,988.68	5,168,942.00	58.72%

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

Current Account Status	Balance per Bank @ 8/31/18	\$ 2,683,217.83	\$ -
Balance per GL @ 7/31/18		\$ 3,653,997.15	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 4,134.53	
	Transfers Out (Purchases)	\$ (965,806.86)	
	Transfers Out /Reimburse OP-Transmission)	\$ (9,106.99)	
Balance per GL @ 8/31/18		\$ 2,683,217.83	
Balance in Capital Account	Outstanding Checks	\$ 2,683,217.83	

2018 Capital Projects

Facility		Grant Funding	JTA Funding
	2018 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2018 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$ -	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$ -	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
	August Bus 509/510	\$ (790,000.00)	\$ (175,609.70)
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	July 2018 - 508 Transmission Replacement		\$ (9,106.99)
	JTA Funded Balance		\$ 476,308.31
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	JTA Funded Balance		\$ 108,542.58
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 2,683,217.83
JTA Committed Project Funds Sub-Total	\$ (1,111,350.89)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,296,866.94



63 4 Corners Road, Port Townsend, WA 98368

**General Manager's Report
Attachment C**

October 16, 2018

Legislative Updates

There is not a lot going on in Olympia right now regarding transportation. There is a Joint Transportation Committee (JCT) study happening now regarding transit capital needs.

ESSB 6106, Sec 204(6) directs the Joint Transportation Committee to conduct a study of the capital needs of the 31 public transportation systems operated by public transportation benefit areas. The study will examine vehicle fleets as well as facilities such as park-and-rides, maintenance facilities and transit centers and will include an assessment of potential revenue sources to address future capital needs. The Washington State Transit Association and WSDOT will provide technical support to the study. A final report is due on March 1, 2019.

We are coming into a long year, budget year to begin in January of 2019 and hopefully, end in June. Two years ago they ended up going until July. There are a lot of new faces in Olympia, a new Transportation Committee. Chair Judy Clibborn retired this year. That means new leadership on the Transportation Committee regardless of what happens in the elections this November.

Some things we will be watching is the carbon tax initiative this year, which will create discussion on how that will affect gas tax. Of course, WSTA will continue to support long-term State funding and stable funding sources.

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:

- Facilities Maintenance Committee, Leavenworth – October 8
- SMTA Committee Meeting, Olympia – October 12
- Clerks of the Authority, Vancouver – October 22/23
- Operations Committee Meeting, Everett – October 24-26

Bathrooms at Haines Place Park and Ride

JTA has Officially released the RFQ for Engineer/Project Manager on October 10, 2018. Dates to remember:

- October 8th to November 5th is the question and answer time frame
- November 7th by 4:00 PST, the qualifications are due
- November 12th – 16th – Interview period
- November 26th JTA will award the contract

PRTPO Update

During the last RTPO meeting, the board approved moving forward with the due diligence regarding hiring Grays Harbor Council of Governments (GHCOG) to act as the PRTPO's Lead Agency. WSDOT is transitioning away from this responsibility with the intent of discontinuing serving as Lead Agency as of June 30, 2019. We hope to have appropriate agreements ready for approval at the November 16th meeting.

The PRTPO needs legal services on an ongoing basis and has approached Bremerton's legal department to see if they have the capacity and interest in providing services.

Jefferson Transit has offered to be the fiscal agent for RTPO. It is anticipated these duties will take no more than two hours per month for invoicing.

Route Match / RouteShout

As of September, JTA has completed testing the new VLU hardware installed on 5 test buses with positive results. As a result, tablet connectivity is no longer a problem. JTA will begin the rollout of RouteShout. JTA will ask staff, riding public and possibly Board Members to Beta Test before the full deployment of the application.

Surface Transportation Block Grant (STBG) Program

On October 11, 2018, I attended the 2019-2021 Jefferson Countywide Regional Allocation Selection Committee Meeting. Surface Transportation Block Grant Program funds are flexible funding that can be used by the County, City and Transit to preserve or improve the conditions of highways, bridges, public roads, and transit buses. STBG is FHWA/Federal Monies. Jefferson Transit applied for and was awarded \$419,301 to purchase One Heavy Duty Bus for Fixed-Route Service. STBG is the same funding source JTA used for the last two Fixed Route buses JTA received.



63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Board Report

Attachment D

Fleet updates:

- Two new 35' Gillig heavy-duty buses in service as of 09/11/18 – vehicles 509, 510.
- Scheduled to receive two new 30' Gillig heavy-duty buses in December/January.
- Two StarTrans cutaways from Creative Bus Sales rejected for safety/quality concerns (Elaborated on major defects). Currently assessing alternate vendor options for replacement.
- Two Chevrolet Express 12 passenger vanpool vehicles received, replacing 26, 202. In-service date TBD.
- Two new Ford Explorer road supervisor vehicles now in service (809, 810).
- New maintenance vehicle received – currently being outfitted for service.
- Road calls: Repeat issues with W/C lifts on vehicles 971, 972 related to worn parts/bushing. Replacement parts being ordered.

Facility:

- Concrete repair project currently underway at 63 4 Corners – Jacobs Excavating.
- RFQ sent out on 10/11/18 for new bus stop route signage.

Staff:

- New Mechanic 1 hired – David Jay started 10/01/2018.
- Dave Little's 11 year anniversary was on 9/24.
- Jake Hollingsworth reached 7 years with JTA on 10/10.



63 4 Corners Road, Port Townsend, WA 98368

Operations Report

August - September 2018

Attachment E

Safety and Training (Supervisor, Gary Maxfield)

Gary viewed 63 hours of videos/ Leesa 7.5 hours of video viewed
1 case report from Jefferson County Sheriff's Office / counterfeit money
Leesa issued 1 code of conduct for intoxication and being a nuisance
23 social contacts

Several route deviations / for construction and local festivals

2 home site surveys for DAR clients for vehicle accessibility

Completed all driver training on new coaches. (Cannot put new buses on the road without driver training)

Gary has finalized the planning for Sunday, November 11th All Staff Training. The November 11th date is a contractual obligation, so even though it is a Sunday, we will all be here.

- Jefferson County Emergency Operations Center (JCEOC) will review disaster preparedness
- Deb Palmer will present Drug & Alcohol awareness updates
- A presenter will train staff on bloodborne pathogens procedures
- Staff will train on fire suppression (extinguishers) & bus evacuation with East Jefferson Fire & Rescue (EJFR).
- Jefferson Transit is grateful to JCEOC, EJFR and our bloodborne pathogens presenter, all presenters are offering their time as a community service and not charging Jefferson Transit for training.

Staffing:

We had another driver retire this month, Darrell Finley, he first worked in Forks and then transferred over to Port Townsend, he has worked for JTA for 18 years. Staff will host a party on Oct 31, starting around 12:00 the board is invited to come.

20 year anniversary Rob Bondurant

The Operations Department has three new drivers in training; bringing the total of new drivers this year to 7 new hires. Karen Karr started last month as a part-time Customer Service Representative at Haines Place. Field Supervisor Nicole Gauthier started training with Gary in mid-September. Nicole was a dispatcher, and we hired her in June to be the Field Supervisor. It took us until September before we were able to move her into that position as it took time to fill her dispatcher position because we needed to hire drivers and a mechanic, and we only have one Deb to screen applications, set up interviews and check references.

Ridership Notes

We are currently averaging 1305 more passengers per month. The largest increase in ridership can be found by comparing the old routing of the #11A/11B routes (the 7137 ridership in 2017) to the new split routing of the #11s and the #4 (the currently combined ridership is 8439). Of the 1305 ridership increase, 1161 of those riders are on the new routing of the #11/#4 routes.

We looked at Wednesday's ridership, and during the Wednesday Farmers Market, we averaged 44 extra riders every Wednesday.

The September numbers do not include Wooden Boat as these would skew the average. September ridership looks lower but is because there were only 24 service days in September. (There were 5 Sundays and Labor Day)

Wooden Boat

Jefferson Transit provided shuttle service from Haines Place on Friday, Saturday, and Sunday to Wooden Boat. Total 4231 boardings (assuming round trip about 2115 people)

Of the 4231, 2185 were on Saturday. Sunday had 724 (360 people). The weather may have contributed to the low count, some of the events were canceled due to high wind warning, and people were coming back early because the wind was so cold.

We ran our two new 35 foot buses for the first time during Wooden Boat.