



**JEFFERSON TRANSIT AUTHORITY
REGULAR BOARD MEETING
Tuesday, December 18, 2018, 1:30 p.m.
Jefferson Transit Boardroom
63 4 Corners Road, Port Townsend, WA**

AGENDA

Call to Order/Welcome

Public Comment

Public Budget Hearing

New Agenda Items

I. Finance Reports

- a. November 2018
- b. October 2018

II. Consent Agenda

- a. Approval of Minutes, October 16, 2018
- b. Approval of Budget Workshop Minutes
- c. Approval of Budget Hearing Minutes
- d. Approval of Expenses, November 2018
- e. Approval of Expenses, October 2018
- f. Out-of-State Travel Approval for John Bender
- g. **Resolution 18-18:** 2018 Board Meeting Schedule
- h. **Resolution 18-19:** Disposition of Surplus Property over \$5,000
- i. Disposition of Surplus Property under \$5,000

III. Old Business

- a. CAC Discussion

IV. New Business

- a. **Resolution 18-20:** Adopt the 2019 Proposed Budget

V. Reports

- a. General Managers Report
- b. Fleet & Facilities Report
- c. Operations Report

Public Comment

Adjournment

Authority Board will sign documents



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

December 12, 2018

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

The budget tracking percentage for October is 91.63%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month September 2018 sales tax was 8% higher than received in September 2017.

Revenue Report –

- Operating revenue is 14.5% below budget. Fixed Route is 18.4% below budget while JTOC is over budget. DAR is 7% 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 10.1% BELOW budget.

- **Labor** – Labor is 4.7% below budget.
 - **Labor (Fixed Route)** – This is no longer a timing issue. The numbers were improving, however, additional training is the primary driver for this line item.
- **Benefits** – Benefits are 9.78% below budget
 - Worker's Compensation – Over budget for the year, the 2018 rate increase notice arrived after the 2018 budget was completed.
 - 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 21.3% below budget
 - Advertising – will be over budget for the year – we had additional unexpected advertising expenses (job postings, farmer's market).
 - Contract Maintenance Services (IT Services) – This line item will be over budget, additional services were required over the summer.
- **Materials and Supplies Consumed** – M/S Consumed is 17.4% below budget
 - Non-Vehicle Maintenance & Repair – Over budget due to new signage for P&R and opportunity to purchase used shelters from Intercity Transit.
 - Shop Supplies – Over budget, examined the line item have revised budget for 2019.
- **Utilities** – 14.5% below budget
- **Casualty/Liability Costs** – 4.8% below budget due to subrogation recovery.
- **Taxes** – 45.3% below budget.
- **Miscellaneous** – 42.8% below budget

- **Interest on Debt** – 75% 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** – 17.7% below budget

Capital Activity –

- Capital activity in November: Equipment purchase for Mntce Vehicle; Vanpool Vans striped



November 2018 Financial Summary

Budget Tracking Figure: 91.63%

1. Operational Expenses:	\$438,463.26
Operational Revenues:	\$13,713.19
Non-Operational Income:	510,037.90
Capital Expenses:	13,560.37
Capital Income:	\$38,350.00
2. Sales Tax Received 11/30/2018 for September 2018:	\$501,570.25
Sales Tax Received 11/30/2017 for September 2017:	\$462,570.00
Sales tax increased from prior year 8%	
3. Cash on Hand as of November 30, 2018*:	
Operating:	\$3,113,076.96
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,014,610.16
Dedicated (Committed) Grant Match (47% Funded):	\$2,076,370.60
(TDP Funding Match \$4,279,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$65,341.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,492.41
Travel Fund:	\$1,500.00
Total	\$8,047,641.56**

**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)

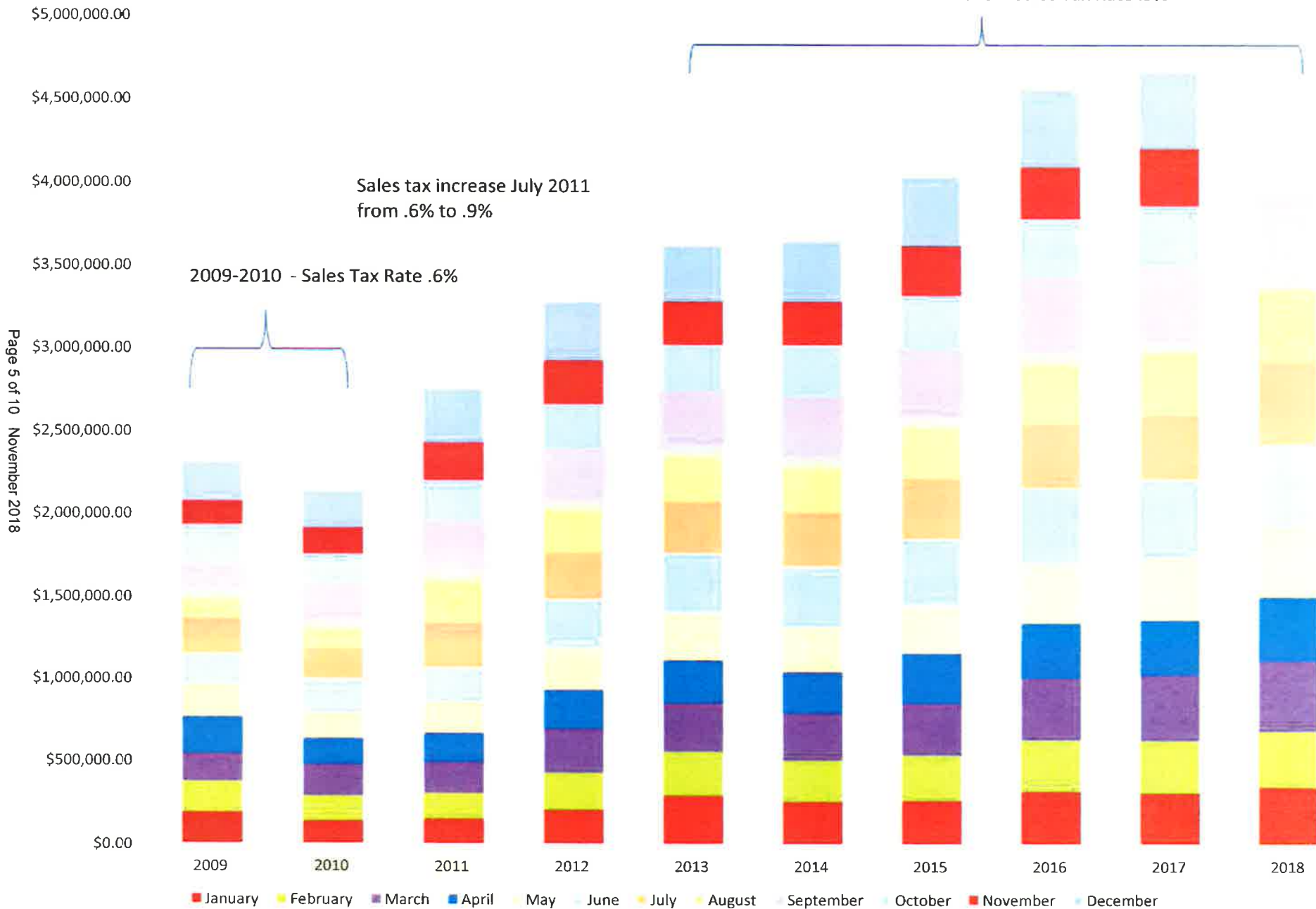
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$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%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$4,227,432.71	3,379,926.00	25.07%
November	0.90%	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	20.90%	\$4,729,002.96	3,794,793.00	24.62%
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$4,729,002.96	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$429,909.36	\$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%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$3,415,339.66	2,731,050.00	25.06%
September	0.90%	\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	20.90%	\$3,916,909.91	3,145,917.00	24.51%
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		\$3,916,909.91	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$435,212.21	\$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 Eleven Months Ending November 30, 2018

	November	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$7,600,194.25	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	\$843,747.86	(\$2,874,691.12)
Non-Capital Financing Activities	\$505,368.58	\$5,741,779.17
Investing Activities	\$8,964.95	\$74,703.16
Total Operating Cash Provided/(Used)	\$1,358,081.39	\$2,941,791.21
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$910,513.98)	(\$1,302,403.64)
Net Increase/(Decrease) Cash and Equivalent	\$447,567.41	\$1,639,387.57
CASH BALANCES - END OF PERIOD	\$8,047,761.66	\$8,047,761.66

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

	November	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,713.19	\$160,509.00	\$208,000.00	77.17%
Operating Expenses				
Labor	207,346.20	1,908,299.73	2,194,041.00	86.98%
Benefits	146,113.62	1,377,942.51	1,675,485.00	82.24%
Services and User Fees	25,255.18	208,798.22	296,865.00	70.33%
Materials & Supplies	42,669.54	489,150.41	631,560.00	74.28%
Utilities	2,833.81	64,253.92	83,253.00	77.18%
Casualty/Liability Costs	10,968.41	114,590.06	132,000.00	86.81%
Taxes	264.12	3,714.36	8,011.00	46.37%
Miscellaneous Expenses	2,738.18	45,498.72	93,332.00	48.75%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	274.20	13,774.45	18,640.00	73.90%
Total Operating Expenses	438,463.26	4,212,047.38	5,168,942.00	81.49%
Operating Income (Loss)	(424,750.07)	(4,051,538.38)	(4,960,942.00)	81.67%
Non-Operating Revenues				
Non-Transportation Revenue	10,747.15	86,217.32	24,000.00	359.24%
Taxes Levied by Transit	369,273.25	4,672,401.96	4,166,099.00	112.15%
Local Grants & Contributions	4,337.50	16,837.50	17,500.00	96.21%
State Grants & Contributions	16,496.00	163,574.43	255,000.00	64.15%
Federal Grants & Contributions	109,184.00	1,076,042.99	960,000.00	112.09%
Total Non-Operating Revenues	510,037.90	6,015,074.20	5,422,599.00	110.93%
Net Income (Loss) Before Transfers In/(Out)	85,287.83	1,963,535.82	461,657.00	425.32%
Net Income/(Loss)	85,287.83	1,963,535.82	461,657.00	425.32%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eleven Months Ending November 30, 2018

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,877.10	\$123,000.18	\$168,000.00	73.21%
Fixed Route Fares - West - JTOC	259.05	4,645.36	3,900.00	119.11%
Dial-a-Ride Fares (DAR)	826.64	9,142.84	10,800.00	84.66%
Vanpools	1,750.40	20,871.04	22,800.00	91.54%
Extended Service		2,849.58	2,500.00	113.98%
Auxiliary Transportation Revenues				
Total Operating Revenues	13,713.19	160,509.00	208,000.00	77.17%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	8,964.95	74,703.16	12,000.00	622.53%
Gain (Loss) on Disposition of Capital Items	799.65	799.65	1,200.00	66.64%
Other Nontransportation Revenues	982.55	10,714.51	10,800.00	99.21%
Taxes Levied Directly by Transit System - Sales & Use Tax	369,273.25	4,672,401.96	4,166,099.00	112.15%
Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP	3,087.50	3,087.50	2,500.00	123.50%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	159,466.00	252,000.00	63.28%
RTAP		4,108.43	3,000.00	136.95%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	1,076,042.99	960,000.00	112.09%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		828,350.00		0.00%
Total Nonoperating Revenues	510,037.90	6,843,424.20	5,422,599.00	126.20%
TOTAL REVENUES	523,751.09	7,003,933.20	5,630,599.00	124.39%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2018**

	November	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$79,224.65	\$717,925.31	\$705,898.00	101.70%
Operators Overtime - Fixed Route	7,564.85	62,159.72	79,254.00	78.43%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,056.34	82,405.54	129,226.00	63.77%
Operators Overtime - Dial-a-Ride (DAR)	1,499.75	10,923.10	12,879.00	84.81%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,779.63	452,013.99	579,880.00	77.95%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,890.36	30,097.21	51,684.00	58.23%
Administration Salaries	54,330.62	552,774.86	635,220.00	87.02%
Total Labor	207,346.20	1,908,299.73	2,194,041.00	86.98%
Benefits				
FICA	16,720.89	159,970.92	217,429.00	73.57%
Pension Plans (PERS)	38,643.22	280,990.12	318,319.00	88.27%
Medical Plans	45,040.79	484,739.33	586,956.00	82.59%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		10,655.34	22,000.00	48.43%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,766.11	77,833.31	79,370.00	98.06%
Holiday	8,647.71	81,322.25	93,317.00	87.15%
General Leave	25,789.10	237,912.31	282,932.00	84.09%
Other Paid Absence (Court Duty & Bereavement)	2,652.36	17,949.51	14,686.00	122.22%
Uniforms, Work Clothing & Tools Allowance	480.59	9,099.03	16,880.00	53.90%
Other Benefits (HRA, EAP & Wellness)	372.85	17,470.39	28,836.00	60.59%
Total Benefits	146,113.62	1,377,942.51	1,675,485.00	82.24%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		19,947.26	18,250.00	109.30%
Professional & Technical Services	3,115.14	108,510.06	127,000.00	85.44%
Contract Maintenance Services (IT Services)	763.29	17,334.85	14,500.00	119.55%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	8,963.91	21,681.81	42,000.00	51.62%
Property Maintenance Services	11,850.27	22,280.46	29,500.00	75.53%
Software Maintenance Fees	175.49	8,791.48	46,615.00	18.86%
Postage & Mail Meter Fees		2,218.73	3,100.00	71.57%
Drug & Alcohol Services	237.08	4,037.88	4,800.00	84.12%
Other Services & User Fees	150.00	1,711.28	2,500.00	68.45%
Total Service and User Fees	25,255.18	208,798.22	296,865.00	70.33%
Materials and Supplies Consumed				
Fuel	30,736.51	271,694.36	355,000.00	76.53%
Tires		19,047.26	35,000.00	54.42%
Lubrication	(218.43)	9,340.02	10,550.00	88.53%
Tools	600.84	13,026.56	18,000.00	72.37%
Vehicle Maintenance & Repair Parts	7,392.77	84,387.39	96,500.00	87.45%
Non-Vehicle Maintenance & Repair Parts	619.01	9,779.11	8,240.00	118.68%
Vehicle Accessories		335.60	1,350.00	24.86%
Park & Ride Materials		377.96	3,750.00	10.08%
Shop Supplies (Maintenance & Cleaning)	1,118.23	20,612.93	20,500.00	100.55%
Safety & Emergency Supplies		2,194.23	7,050.00	31.12%
Office Supplies	300.07	7,812.93	17,420.00	44.85%
Computer Programs & Supplies		6,143.51	13,750.00	44.68%
Printing (Photocopier, Schedules & Brochures)	161.59	22,439.60	42,450.00	52.86%
Other Materials & Supplies	1,958.95	1,958.95	2,000.00	97.95%
Total Materials and Supplies Consumed	42,669.54	469,150.41	631,560.00	74.28%
Utilities				
Water, Sewer & Solid Garbage	236.25	10,948.72	14,100.00	77.65%
Utilities (Electrical & Propane)		21,507.95	29,000.00	74.17%
Telephone & Internet	2,597.56	31,797.25	40,153.00	79.19%
Total Utilities	2,833.81	64,253.92	83,253.00	77.18%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2018**

	<u>November</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	\$120,652.51	\$132,000.00	91.40%
Recoveries of Public Liability & Property Damage Settlements		(6,062.45)		0.00%
Total Casualty and Liability Costs	10,968.41	114,590.06	132,000.00	86.81%
Taxes				
State Taxes	264.12	3,093.86	4,261.00	72.61%
Vehicle Licensing & Registration Fees		249.00	750.00	33.20%
Other Licensing Fees & Taxes		371.50	3,000.00	12.38%
Total Taxes	264.12	3,714.36	8,011.00	46.37%
Miscellaneous				
Dues & Subscriptions	723.83	10,633.85	17,757.00	59.89%
Travel & Meetings	269.20	17,498.00	34,750.00	50.35%
Safety Program (Rodeo & Safety Rewards)	1,119.15	1,165.84	9,000.00	12.95%
Training (Classes, Seminars & Materials)	200.00	12,380.33	26,454.00	46.80%
EE CDL and EE Physical Expense	426.00	3,751.00	5,071.00	73.97%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	2,738.18	45,498.72	93,332.00	48.75%
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	2,236.20	3,000.00	74.54%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		11,500.10	13,140.00	87.52%
Total Leases and Rentals	274.20	13,774.45	18,640.00	73.90%
TOTAL OPERATING EXPENSES	<u>438,463.26</u>	<u>4,212,047.38</u>	<u>5,168,942.00</u>	<u>81.49%</u>

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

Current Account Status	Balance per Bank @ 11/30/18	\$ 3,365,980.76	\$ -
Balance per GL @ 9/30/18		\$ 3,335,413.09	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 38,350.00	
	Investment Interest	\$ 5,778.04	
	Transfers Out (Purchases)	\$ (13,560.37)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 11/30/18		\$ 3,365,980.76	
Balance in Capital Account	Outstanding Checks	\$ 3,365,980.76	

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
	<i>August Bus 509/510</i>	\$ (790,000.00)	\$ (176,693.16)
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 38,350.00	\$ 33,150.00
	<i>Oct 2018 - 2 Vanpool Vans</i>	\$ (38,350.00)	\$ (10,087.00)
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	<i>July 2018 - 508 Transmission Replacement</i>		\$ (13,608.04)
	<i>Oct 2018 - #406 Transmission</i>		\$ (4,501.05)
	JTA Funded Balance		\$ 464,260.75
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
	<i>September 2018 Shop Mntce Vehicle</i>		\$ (84,693.17)
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	<i>July 2018 Supervisor Vehicles</i>		\$ (71,457.42)
	JTA Funded Balance		\$ 23,849.41
Service Equipment			
Parking Lot Stripper	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	\$ 3,365,980.76
JTA Committed Project Funds Sub-Total	\$ (1,014,610.16)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY **\$ 2,076,370.60**



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

November 21, 2018

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

The budget tracking percentage for October is 83.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month August 2018 sales tax was 14% higher than received in August 2017.

Revenue Report –

- Operating revenue is 12.73% below budget. Fixed Route is 16.6% below budget while JTOC is over budget. DAR is 6% below budget. Vanpool is on budget.

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

Cumulatively, JTA expenses are 10% BELOW budget.

- **Labor** – Labor is 5.7% 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 9.78% below budget
 - Worker's Compensation – May be over budget for the year, line item is improving.
 - 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 21.5% 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.
- **Materials and Supplies Consumed** – M/S Consumed is 13.7% below budget
 - Lubrication over budget – most likely a timing issue, will monitor.
 - 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** – 9.5% below budget
- **Casualty/Liability Costs** – 4.8% below budget
- **Taxes** – 40.2% below budget
- **Miscellaneous** – 37.5% below budget

- **Interest on Debt** – 66.5% 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** – 10.8% 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 October: Purchased Vanpool 2 Vans



October 2018 Financial Summary

Budget Tracking Figure: 83.3%

1. Operational Expenses:	\$374,373.45
Operational Revenues:	\$13,695.90
Non-Operational Income:	697,482.04
Capital Expenses:	66,907.98
Capital Income:	\$790,000.00
2. Sales Tax Received 10/31/2018 for August 2018:	\$491,604.90
Sales Tax Received 10/31/2017 for August 2017:	\$430,879.75
Sales tax increased from prior year 14%	
3. Cash on Hand as of October 31, 2018*:	
Operating:	\$2,611,221.07
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,040,677.18
Dedicated (Committed) Grant Match (47% Funded):	\$2,019,735.91
(TDP Funding Match \$4,279,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$60,191.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$192,218.66
Travel Fund:	\$1,500.00
Total	\$7,599,794.25**

*"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)

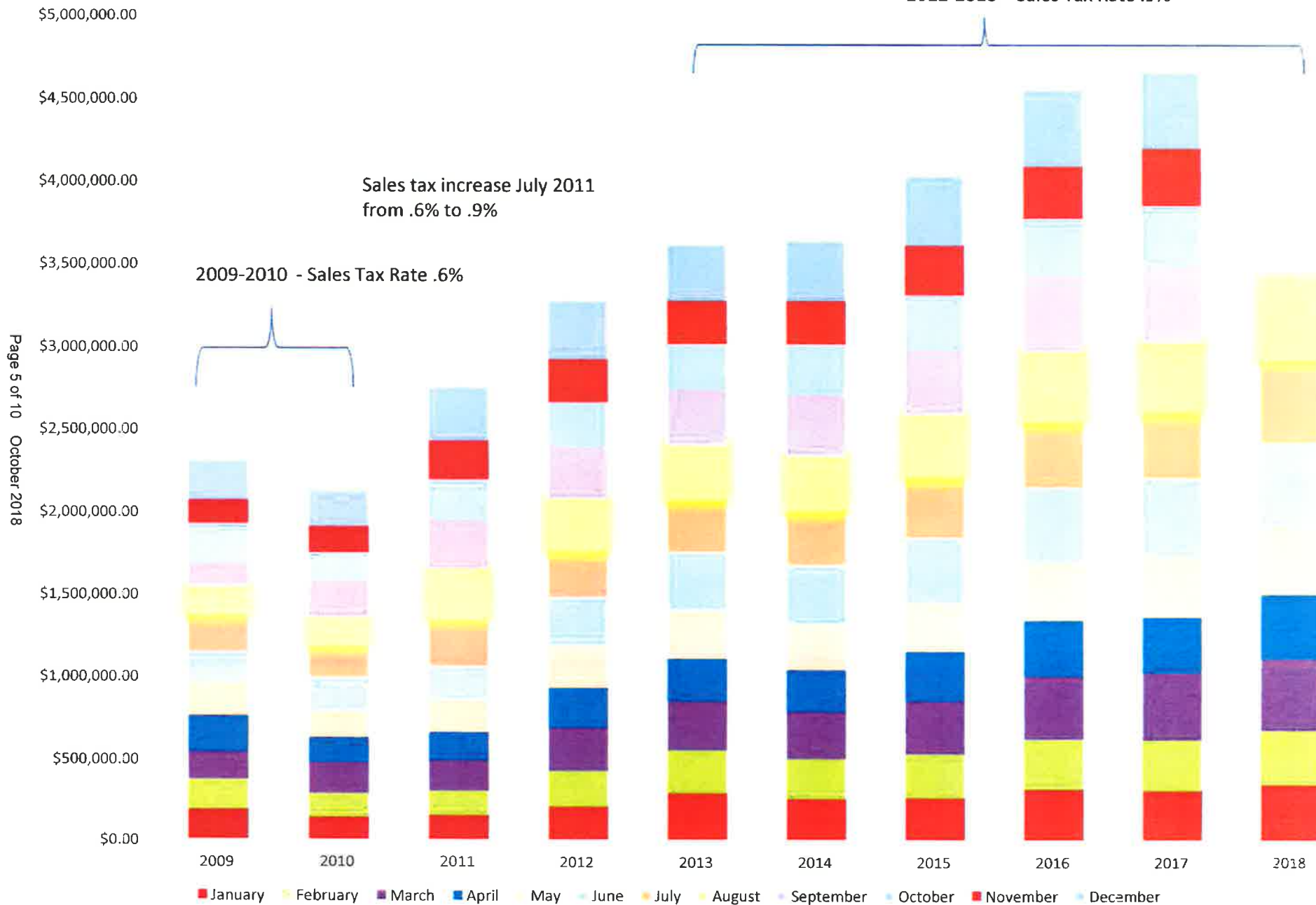
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$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%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$4,227,432.71	3,379,926.00	25.07%
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		\$4,227,432.71	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$422,743.27	\$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%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$3,415,339.66	2,731,050.00	25.06%
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		\$3,415,339.66	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$426,917.46	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

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

2012-2018 - Sales Tax Rate .9%



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

	October	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$6,222,720.96	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$405,340.06)	(\$3,718,438.98)
Non-Capital Financing Activities	\$998,193.56	\$5,236,410.59
Investing Activities	\$9,506.05	\$65,738.21
Total Operating Cash Provided/(Used)	\$602,359.55	\$1,583,709.82
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$775,113.74	(\$391,889.66)
Net Increase/(Decrease) Cash and Equivalent	\$1,377,473.29	\$1,191,820.16
CASH BALANCES - END OF PERIOD	\$7,600,194.25	\$7,600,194.25

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

	October	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,695.90	\$146,795.81	\$208,000.00	70.57%
Operating Expenses				
Labor	187,585.81	1,700,953.53	2,194,041.00	77.53%
Benefits	112,931.66	1,231,828.89	1,675,485.00	73.52%
Services and User Fees	6,982.14	183,543.04	296,865.00	61.83%
Materials & Supplies	43,548.97	439,123.29	631,560.00	69.53%
Utilities	8,146.34	61,420.11	83,253.00	73.78%
Casualty/Liability Costs	10,968.41	103,621.65	132,000.00	78.50%
Taxes	419.67	3,450.24	8,011.00	43.07%
Miscellaneous Expenses	2,340.20	42,760.54	93,332.00	45.82%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	1,450.25	13,500.25	18,640.00	72.43%
Total Operating Expenses	374,373.45	3,786,226.54	5,168,942.00	73.25%
Operating Income (Loss)	(360,677.55)	(3,639,430.73)	(4,960,942.00)	73.36%
Non-Operating Revenues				
Non-Transportation Revenue	11,708.16	75,470.17	24,000.00	314.46%
Taxes Levied by Transit	558,843.88	4,303,128.71	4,166,099.00	103.29%
Local Grants & Contributions	1,250.00	12,500.00	17,500.00	71.43%
State Grants & Contributions	16,496.00	136,113.43	255,000.00	53.38%
Federal Grants & Contributions	109,184.00	904,338.00	960,000.00	94.20%
Total Non-Operating Revenues	697,482.04	5,431,550.31	5,422,599.00	100.17%
Net Income (Loss) Before Transfers In/(Out)	336,804.49	1,792,119.58	461,657.00	388.19%
Net Income/(Loss)	336,804.49	1,792,119.58	461,657.00	388.19%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Ten Months Ending October 31, 2018

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,207.87	\$112,123.08	\$168,000.00	66.74%
Fixed Route Fares - West - JTOC	444.90	4,386.31	3,900.00	112.47%
Dial-a-Ride Fares (DAR)	1,069.05	8,316.20	10,800.00	77.00%
Vanpools	1,974.08	19,120.64	22,800.00	83.86%
Extended Service		2,849.58	2,500.00	113.98%
Auxiliary Transportation Revenues				
Total Operating Revenues	13,695.90	146,795.81	208,000.00	70.57%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	9,506.05	65,738.21	12,000.00	547.82%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	2,202.11	9,731.96	10,800.00	90.11%
Taxes Levied Directly by Transit System - Sales & Use Tax	558,843.88	4,303,128.71	4,166,099.00	103.29%
Local Grants and Contributions				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	132,005.00	252,000.00	52.38%
RTAP		4,108.43	3,000.00	136.95%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	904,338.00	960,000.00	94.20%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	38,350.00	828,350.00		0.00%
Total Nonoperating Revenues	735,832.04	6,259,900.31	5,422,599.00	115.44%
TOTAL REVENUES	749,527.94	6,406,696.12	5,630,599.00	113.78%

**Jefferson Transit Authority
Expense Statement
For the Ten Months Ending October 31, 2018**

	October	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$61,547.62	\$638,700.66	\$705,898.00	90.48%
Operators Overtime - Fixed Route	7,213.21	54,594.87	79,254.00	68.89%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,842.73	70,349.20	129,226.00	54.44%
Operators Overtime - Dial-a-Ride (DAR)	1,770.22	9,423.35	12,879.00	73.17%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	49,276.82	405,234.36	579,880.00	69.88%
Other Overtime (Mntce, Dispatch, Cust Serv)	431.70	24,206.85	51,684.00	46.84%
Administration Salaries	57,503.51	498,444.24	635,220.00	78.47%
Total Labor	187,585.81	1,700,953.53	2,194,041.00	77.53%
Benefits				
FICA	15,305.85	143,250.03	217,429.00	65.88%
Pension Plans (PERS)	24,272.98	242,346.90	318,319.00	76.13%
Medical Plans	44,241.90	439,698.54	586,956.00	74.91%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		10,655.34	22,000.00	48.43%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,536.12	70,067.20	79,370.00	88.28%
Holiday	230.89	72,674.54	93,317.00	77.88%
General Leave	17,625.61	212,123.21	282,932.00	74.97%
Other Paid Absence (Court Duty & Bereavement)	666.12	15,297.15	14,686.00	104.16%
Uniforms, Work Clothing & Tools Allowance	962.49	8,618.44	16,880.00	51.06%
Other Benefits (HRA, EAP & Wellness)	2,089.70	17,097.54	28,836.00	59.29%
Total Benefits	112,931.66	1,231,828.89	1,675,485.00	73.52%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	823.69	19,947.26	18,250.00	109.30%
Professional & Technical Services	2,967.50	105,394.92	127,000.00	82.99%
Contract Maintenance Services (IT Services)	763.00	16,571.56	14,500.00	114.29%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	860.80	12,717.90	42,000.00	30.28%
Property Maintenance Services	721.98	10,430.19	29,500.00	35.36%
Software Maintenance Fees	175.49	8,615.99	46,615.00	18.48%
Postage & Mail Meter Fees	267.60	2,218.73	3,100.00	71.57%
Drug & Alcohol Services	402.08	3,800.80	4,800.00	79.18%
Other Services & User Fees		1,561.28	2,500.00	62.45%
Total Service and User Fees	6,982.14	183,543.04	296,865.00	61.83%
Materials and Supplies Consumed				
Fuel	25,712.57	253,799.38	355,000.00	71.49%
Tires	2,052.02	19,047.26	35,000.00	54.42%
Lubrication	228.73	9,558.45	10,550.00	90.60%
Tools	1,517.34	12,246.17	18,000.00	68.03%
Vehicle Maintenance & Repair Parts	8,023.68	76,994.62	96,500.00	79.79%
Non-Vehicle Maintenance & Repair Parts	675.94	9,142.74	8,240.00	110.96%
Vehicle Accessories	114.33	335.60	1,350.00	24.86%
Park & Ride Materials		377.96	3,750.00	10.08%
Shop Supplies (Maintenance & Cleaning)	3,134.43	19,492.50	20,500.00	95.09%
Safety & Emergency Supplies	39.82	2,194.23	7,050.00	31.12%
Office Supplies	1,034.15	7,512.86	17,420.00	43.13%
Computer Programs & Supplies	290.81	6,143.51	13,750.00	44.68%
Printing (Photocopier, Schedules & Brochures)	725.15	22,278.01	42,450.00	52.48%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	43,548.97	439,123.29	631,560.00	69.53%
Utilities				
Water, Sewer & Solid Garbage	1,029.78	10,712.47	14,100.00	75.97%
Utilities (Electrical & Propane)	4,131.98	21,507.95	29,000.00	74.17%
Telephone & Internet	2,984.58	29,199.69	40,153.00	72.72%
Total Utilities	8,146.34	61,420.11	83,253.00	73.78%

**Jefferson Transit Authority
Expense Statement
For the Ten Months Ending October 31, 2018**

	<u>October</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	\$109,684.10	\$132,000.00	83.09%
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	103,621.65	132,000.00	78.50%
Taxes				
State Taxes	268.17	2,829.74	4,261.00	66.41%
Vehicle Licensing & Registration Fees	151.50	249.00	750.00	33.20%
Other Licensing Fees & Taxes		371.50	3,000.00	12.38%
Total Taxes	419.67	3,450.24	8,011.00	43.07%
Miscellaneous				
Dues & Subscriptions	553.83	9,910.02	17,757.00	55.81%
Travel & Meetings	491.37	17,228.80	34,750.00	49.58%
Safety Program (Rodeo & Safety Rewards)		46.69	9,000.00	0.52%
Training (Classes, Seminars & Materials)	1,193.00	12,180.33	26,454.00	46.04%
EE CDL and EE Physical Expense	102.00	3,325.00	5,071.00	65.57%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	2,340.20	42,760.54	93,332.00	45.82%
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	1,962.00	3,000.00	65.40%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities	1,176.05	11,500.10	13,140.00	87.52%
Total Leases and Rentals	1,450.25	13,500.25	18,640.00	72.43%
TOTAL OPERATING EXPENSES	374,373.45	3,786,226.54	5,168,942.00	73.25%

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

Current Account Status	Balance per Bank @ 10/31/18	\$ 3,335,413.09	\$ -
Balance per GL @ 9/30/18		\$ 2,808,671.24	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 790,000.00	
	Investment Interest	\$ 5,849.83	
	Transfers Out (Purchases)	\$ (66,907.98)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 10/31/18		\$ 3,335,413.09	
Balance in Capital Account	Outstanding Checks	\$ 3,335,413.09	

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	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	August Bus 509/510	\$ (790,000.00)	\$ (176,693.16)
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
	Oct 2018 - 2 Vanpool Vans	\$ (46,475.00)	\$ 15,091.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	July 2018 - 508 Transmission Replacement		\$ (13,608.04)
	JTA Funded Balance		\$ 485,814.80
Service Vehicles	2018 Beginning Budget	\$ -	\$ 100,000.00
Shop Maintenance Van	September 2018 Shop Mntce Vehicle		\$ (80,180.20)
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	JTA Funded Balance		\$ 28,362.38
Service Equipment	2018 Beginning Budget		\$ 7,500.00
Parking Lot Striper			\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment	2018 Beginning Budget		\$ 175,000.00
New Finance/Mntce/Ops Software			\$ 12,000.00
Remix Mapping Software			\$ 187,000.00
	JTA Funded Balance		\$ 187,000.00

JTA Capital Balance	\$ 3,335,413.09
JTA Committed Project Funds Sub-Total	\$ (1,040,677.18)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 2,019,735.91

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

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)

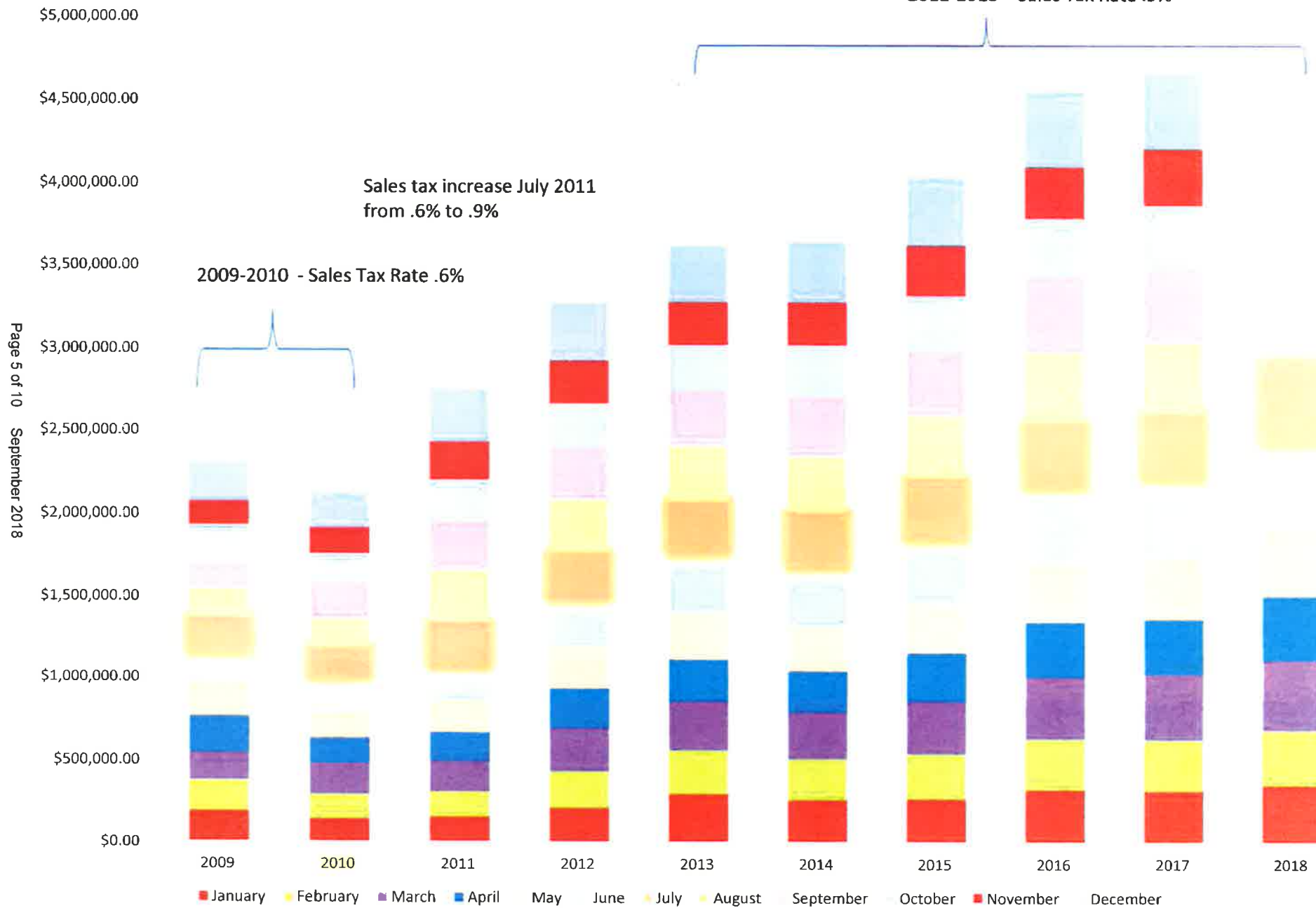
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$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	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$3,735,827.81	\$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	119,817.43	255,000.00	46.91%
Federal Grants & Contributions	88,344.00	795,154.00	960,000.00	82.83%
Total Non-Operating Revenues	526,196.90	4,734,068.27	5,422,599.00	87.30%
Net Income (Loss) Before Transfers In/(Out)	233,078.23	1,512,471.83	461,657.00	327.62%
Net Income/(Loss)	233,078.23	1,512,471.83	461,657.00	327.62%

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

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

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

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

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

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

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

Current Account Status	Balance per Bank @ 9/30/18	\$ 2,606,671.24	\$ -
Balance per GL @ 9/31/18		\$ 2,683,217.83	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 3,876.14	
	Transfers Out (Purchases)	\$ (80,422.73)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 9/30/18		\$ 2,606,671.24	
Balance in Capital Account	Outstanding Checks	\$ 2,606,671.24	
2018 Capital Projects			
Facility		Grant Funding	JTA Funding
	2018 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2018 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$ -	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	2018 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2018 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2018 Beginning Budget	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	2018 Beginning Budget	\$ -	\$ 10,000.00
New Shelters	2018 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 332,000.00
Revenue Vehicles			
2 Full-Size Buses	2018 Beginning Budget	\$ 790,000.00	\$ 210,000.00
	August Bus 509/510	\$ (790,000.00)	\$ (176,693.16)
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	July 2018 - 508 Transmission Replacement		\$ (9,106.99)
	JTA Funded Balance		\$ 475,224.85
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
	September 2018 Shop Mntce Vehicle		\$ (79,339.27)
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	JTA Funded Balance		\$ 29,203.31
Service Equipment			
Parking Lot Striper	2018 Beginning Budget		\$ 7,500.00
	JTA Funded Balance		\$ 7,500.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2018 Beginning Budget		\$ 175,000.00
Remix Mapping Software	2018 Beginning Budget		\$ 12,000.00
	JTA Funded Balance		\$ 187,000.00
JTA Capital Balance		\$ 2,606,671.24	
JTA Committed Project Funds Sub-Total		\$ (1,030,928.16)	
JTA Vehicle Reserve		\$ (250,000.00)	
JTA IT Reserve		\$ (25,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 1,300,743.08	



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

September 17, 2018

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

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

Sales Tax Analysis Reports –

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

Revenue Report –

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

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

Cumulatively, JTA expenses are 7.92% BELOW budget.

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

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

Capital Activity –

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



August 2018 Financial Summary

Budget Tracking Figure: 66.64%

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

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

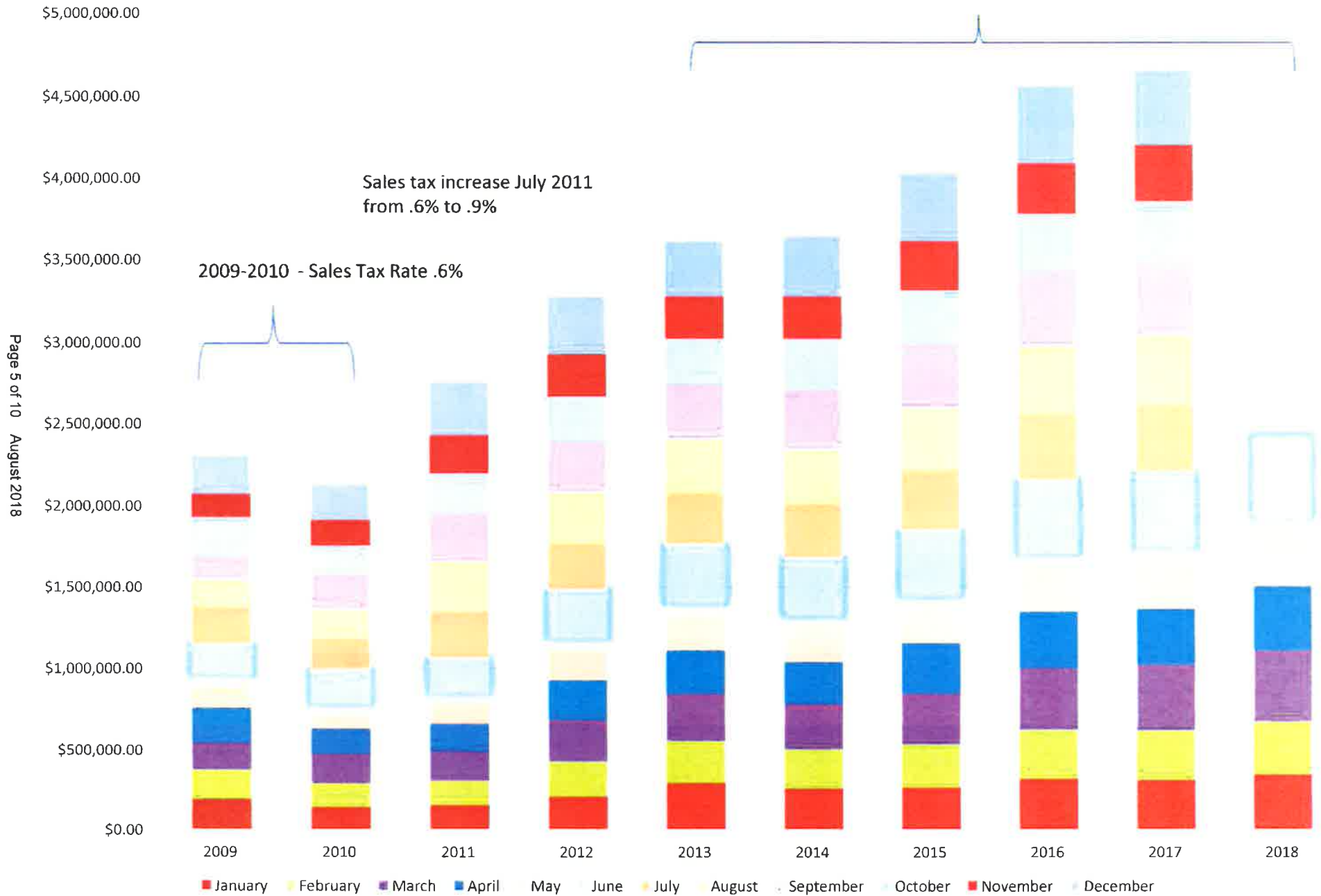
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%		\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	0.00%	\$0.00	2,992,134.00	
October	0.90%		\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	0.00%	\$0.00	3,379,926.00	
November	0.90%		\$462,570.00	\$460,953.02	\$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	\$428,927.05	\$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

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

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

	August	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,297.24	\$112,554.49	\$208,000.00	54.11%
Operating Expenses				
Labor	183,891.09	1,347,052.96	2,194,041.00	61.40%
Benefits	113,595.81	992,474.44	1,675,485.00	59.24%
Services and User Fees	11,048.69	162,112.11	296,865.00	54.61%
Materials & Supplies	54,558.57	349,389.29	631,560.00	55.32%
Utilities	3,765.05	46,669.72	83,253.00	56.06%
Casualty/Liability Costs	5,968.41	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		\$ 3,653,997.16	
	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	
	Outstanding Checks		
Balance in Capital Account		\$ 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.

Jefferson Transit Authority Board

2019 Budget Workshop Minutes

Tuesday, November 6, 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 1:32 pm. Other members present were David Sullivan, Kathleen Kler Ariel Speser and Kate Dean. A quorum was present

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet & Facilities Manager John Bender, and Executive Assistant/Clerk of the Board Laura Smedley.

2019 BUDGET PRESENTATION

Tammi Rubert welcomed the Board to the Budget presentation. The staff has developed 2019 goals for review and approval by the Board. These are goals presented for review in advance of the approval of the budget to allow staff the opportunity to incorporate funding associated with the process.

Kate Dean entered the meeting at 1:35 pm

Sara Crouch welcomed everyone and began her presentation on the 2019 Budget. She began the workshop by reading JTA's Mission Statement; "To Provide reliable, safe, comfortable public transportation service in Jefferson County which is cost-effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

Please see the 2019 Budget Presentation available at www.jeffersontransit.com for presentation details.

After explaining the reserve fund status and policies, Ms. Crouch stated with the exception of the Operating fund balance just described (page 5), these Policy driven funds are used for specific purposes. The funding requires Board approval to use. If it is used for any other purchase than it's intended purchase, this must also be Board approved.

The following questions were asked during and following the 2019 Budget Presentation:

- To clarify on the Capital reserve, the maximum level that we can currently have is \$4,279,300. Is JTA aiming to hit the maximum?
 - Yes, you are correct.
- These different reserves are dedicated reserves that do not flow between accounts.
 - The Board can decide to move money from one reserve to the another. The only caveat to that is we could not take money from the Capital fund and put into an Operational fund. Once it's in the Capital Reserve, it stays in the Capital Reserve. Although, JTA could take the Capital Reserve funding for the Vehicle Reserve or the Technology Reserve and move it over to the Capital Reserve. So, instead of funding a full-sized bus, we could fund a grand fund match in the Capital Reserve if we didn't have that money.
- Do any of the other accounts have maximum amounts like the Capital Reserve?
 - The Operational Reserve has up to three months expenses, so that would be the three months budgeted expense reserve. The idea for the Vehicle Replacement Reserve is four years to buy a bus, so it would go back down. I would say a maximum of \$500,000, but it doesn't have a cap per se.
- Are online sales helping the sales tax?
 - Unfortunately, it is difficult to determine how much of the retail sales tax is related to online sales. We are seeing increased sales tax for this year. The increase in July 2018 is construction related.
- What are your sales tax projections for 2019?
 - JTA is looking at 6.8% over the 2018 budgeted amount. We actually broke \$500,000 for the first time in the history of JTA last month.
- Can you help me understand the "what if" page where it says 2012 actual total sales tax at \$3,284,165.67?
 - That is the actual sales tax money JTA received. It is the first year JTA was at .09% sales tax rate for the entire year. Potentially, in a recession, we could go back to that amount because that is at the full sales tax rate.
 - Remember that 2012 was the first full year that we received the increased sales tax. What if we saw a few years of declining sales tax? On page 10 of this presentation is our five-year outlook. This is usually a very positive page, but the "what if" scenario shows a negative outlook, however, there is a reason for looking at this. It shows that if we received similar sales tax in a reversing trend with the exact amounts received for sales tax from 2015 to 2012, we would run into issues within about three years. Remember our sales tax

have been from retail sales and construction. These are the first areas to trend downward in a recession. People stop buying luxuries, they don't travel as much, and new construction is put on hold. In this example, the recession hits in 2020, but we can weather the storm because we have sound reserve policies. However, we are seeing \$108,570 as our reserve fund transfer at the end of this year, and \$100,000 automatically goes to the Capital Reserve, because that is how our Policy is written, the Capital Reserve gets funded before anything else, and then we would have \$8,500 going into our Operational Reserve, not the amount we need, but we are still in good shape. As the 2020 sales tax trend continues downward, we are seeing the decline and biting into the Operational Reserves, and that's leaving our balance here, but we are not funding the Capital Reserves. As you go on to 2022, and at this point, we are going to have to seriously look at cutting service. We are continuing to see the downward trend. We couldn't fund our Capital Reserves again. And we are running out of money to fund bus replacement. We still have to put service on the road, but it is hard to do without buses. My intention here isn't to scare the Board or the public; it's to say this is how fickle sales tax can be and why I have to be conservative when I budget. We are in a positive position because we have been fiscally responsible. We had to build a new facility in the middle of an economic downturn. We've added service, but done it responsibly. The budget we are presenting today maintains the responsible use of taxpayer dollars while keeping an eye towards the future.

- We are helping other districts with fueling, maintenance, storage. Can the 3rd maintenance bay be shared when it is built?
 - We are partnering with East Jefferson Fire and Rescue (EJFR) for fueling. They contributed funding toward the fueling system. We are discussing a potential partnership with the PUD. They have requested that JTA maintain their vehicles. We did reach out to the school districts before we built this facility to see if they would be interested in some type of partnership, and they were not.
- Is PUD going with electric vehicles?
 - JTA requested an updated vehicle list from the PUD, and they have not gone that path yet. We did start the conversation with them to see if they could provide enough electricity for us to completely electrify our entire fleet.
- What is the % increase in the rent at the school district facility in Forks?

- This year it was just under 9%, last year it was 2-4%. The rent is a little over \$1400/month. They also do all of our regular maintenance such as oil changes and tire rotation, with a fee for each service. This increase has regenerated discussions with Clallam Transit. Clallam Transit is interested in partnering to build a shared facility.
- What is the timeline on the Haines Place restroom?
 - Approximately 6 to 9 months. It is a prefabricated building, so the work is mainly the utilities and permitting.
- Thank you for being conservative considering the sales tax projections.

In two weeks the Budget Hearing will be held on November 20th. We have scheduled an executive session for that meeting also.

ADJOURNMENT

The meeting was adjourned at 2:17 p.m. The next regular Authority Board meeting will be held Tuesday, December 18, 2018, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

Laura Smedley, Clerk of the Board

Date

Jefferson Transit Authority

Public Hearing Minutes

Tuesday, November 20, 2018, 1:30 p.m.

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 1:30 p.m. Other members present were David Sullivan, Kate Dean and Ariel Speser, with Kathleen Kler excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Fleet and Facilities Manager John Bender and Mobility Coordinator Miranda Nash for Laura Smedley.

The Public Hearing for the 2019 Proposed Budget is opened.

PUBLIC COMMENT

Margaret Lee asked about electric buses and encouraged JTA to be aggressive in getting electric buses. She also asked if a dialog has been started with the PUD to encourage them to install the type of charging stations that would be necessary. The 2019 Budget does not show a plan to purchase electric buses before 2021. She believes that Transit should set an example to the community and take the lead in helping the environment. Ms. Lee also asked about the trolley bus that may be purchased for the uptown/downtown route.

David Faber stated that the Public Hearing would remain open until December 18, 2018, for comments and questions.

Mr. Faber also responded to Margaret Lee's questions by stating that JTA has looked at electric buses and the problem is that the technology is not there yet to facilitate the size of our rural community. Those concerns are the purpose of going with a consultant in 2019 to see how far the technology has come because it is developing rapidly.

Tammi Rubert said JTA is continuing to apply for grants. Recently we met with the PUD to discuss infrastructure, and have also written the PUD in the hopes that eventually JTA can put in an electric vehicle charging station for an electric bus. EV buses are very expensive, and JTA would like to see the bigger transit agencies test them first. The electric bus companies are promising a certain amount of miles per charge, but they are not delivering it. JTA has buses that go to Poulsbo and back, and we can't be sure that an electric bus will make it over there and back. We are not giving up on that option. The feasibility study will tell us what JTA must have in order for us to go down the path of electric vehicles.

David Sullivan said the feasibility study should give us what we need to hopefully effectively lobby the State, because they are the ones that need to make the commitment to having electric buses, especially in rural areas because basically, they are the ones that will fund it. We will take the money and do it when it is available, but we have to know that it is going to meet our needs and they are going to have to step up and say this is valuable enough to do. So that is another place you can put your efforts.

Kate Dean stated in terms of a policy direction. I think this Board would support a decision that was a little experimental and providing some leadership in testing technology. Not just making it about what is most cost-effective, but what does JTA need to do to be headed in the right direction towards fewer carbon emissions.

Sara Crouch stated that the March 2019 Finance Officer's Leadership Committee Meeting will be about electric vehicles. We decided in the Finance Group that we wanted to continue the discussion about electric buses as we continue to have more facts. Whatcom Transit is currently testing a Proterra bus with a six-month lease. Valley Transit in Walla Walla purchased five electric buses, and we want to hear about how those are working for them. Those transit agencies have agreed to attend our next Finance Committee Meeting and report out on their results, and how it is changing their business model. JTA's feasibility study is to look at where we would place slow and fast chargers in our County and if we have enough power for demand. We want the consultant we hire to discuss with the PUD what the issues are and give us expansion plans so we have a shovel-ready project when funding becomes available.

Kate Dean asked if the planning will include looking at which routes are most suitable for electric buses.

Sara Crouch said it is an open study.

David Sullivan said there are some shorter routes, and we don't have to look at our maximum routes because maybe that range isn't there. We can also look at hills and determine what will be successful.

Tammi Rubert said the issue that Link Transit in Wenatchee is having with their power might not be our issue with power. Our PUD said they could sell us that kind of power. Link Transit is having trouble buying the power.

Leesa Monroe said she went to Wenatchee and Link Transit is having three issues. They are similar in size to JTA. Their buses would run out of power driving between Wenatchee and Leavenworth. What they are finding is they have to have a matching diesel bus for every electric bus that they have so that they can keep service on the road. When they talked about power, I think the assumption with the PUD was that the buses would charge at night when there isn't such a demand for power, but they are charging through the day also because their buses are running all the time. They have so many types of vehicles in their fleet now that sometimes they have an electric bus available and don't have a driver that has been trained on that electric bus yet. Link Transit's advice is to let the larger agencies be the testers. Another Transit Agency also

had a fire on one of their electric buses and the fire department had no experience with electric vehicles and didn't know how to safely put the fire out. We are not giving up, but it is good to have a plan and to learn from everyone's experience.

David Faber said while he likes the idea of testing the buses on shorter routes, don't our current routes tend to switch? So we would have to change that structure as well.

Tammi Rubert said our service model routes switch between local routes and commuter routes throughout the day.

Ms. Monroe said the catch with the shuttle route is that it starts very early in the morning and the driver's switch but the bus doesn't change, so in the middle of the day the drivers switch, and the bus continues on. The issue is not just the distance the buses are going, but how many hours they are on the road, which is sometimes 10 to 12 hours in service.

John Bender said the trolley bus we are considering is a diesel bus with a classic appearance, like a street car with arched window frames. It's more or less a visual appeal vehicle, but it's functionally the same as the rest of the fleet.

Board Discussion

Sara Crouch said there is one change in the Capital Budget page that is under Tab 3. There will be additional changes before the December meeting. The change noted here is to change the "Vehicle Engine Transmission Replacement" to "Major Component Replacement." The reason for that change is because we would like to test...the new buses that just arrived have what they call a Hanover Annunciator, and we would like to retrofit our other buses with this, but we want to do that process slowly because they are a little pricey. The annunciator fits in that general location, and that will enable us to use the funds to purchase more than just engine and transmission replacements. The other two changes are we are going to remove two items because we were able to complete the purchases in 2018. That includes the parking lot striping under Service Equipment, and the new bus stop Wayfinding signage under Capital Assets Other Buildings and Structures will also come out before the next meeting.

David Faber asked questions regarding 6 under Operating Revenues, we have a decrease in projected revenues for Operations down in the lower 17%. Why are we projecting such a steep drop?

Ms. Crouch said it is related to what we received this year. I expected more revenue than we actually received, so I reduced my expectations for 2019.

David Faber went on to the next page under Capital Projects. The third paragraph discusses various projects that were in the 2018 budget, but not completed, so they make an appearance in the 2019 budget. So all of those expenditures were already appropriated in 2018, we are just rolling them over to 2019. And then lastly, the trolley-style bus. Looking at the cost difference, the trolley bus seems to be 2/3 of the cost of the regular bus. John Bender mentioned these are fairly similar to our regular buses, are these buses somewhat smaller or less capacity?

John Bender said the number that we budgeted for is essentially a ballpark figure based on vague quote figures. The model that we quoted out was a 29-foot bus, so it will be smaller than the majority of our existing fleet. These vehicles are built with wood slat seating to complete the retro look and feel.

Ms. Rubert said the trolley is ADA compliant, and it also answers the question that we often hear about putting a smaller bus downtown. This bus is just like one of our regular buses, but it has a unique downtown feel for Port Townsend. We will check to see if we can have a bike rack installed on the bus.

Kate Dean asked if the line items in the Capital budget associated with EV's for the 4 Corners location are already planned?

Ms. Crouch said there are two EV car chargers already here, but we will have to put EV bus chargers at 4 Corners as well. If we put an inductive, fast charger, it would be a ten-minute quick charger, but the others are for slow chargers. There is a placeholder in the Transit Development Plan (TDP) capital budget for EV.

Ms. Rubert said we are looking at the fast charger for Haines Place to charge the buses throughout the day. The PUD knows we are interested in the near future to have the capability to install a drive-under fast charger at this location.

This Public Hearing will remain open for comments until the December 18, 2018 Board Meeting.

We now have an Executive Session for discussion regarding property per RCW 42.30.110(1)(b) with action anticipated. David Faber will recuse himself from this Executive Session. He will also leave the meeting and turn over the Chair to David Sullivan. We will anticipate the Executive Session to last 15 minutes.

David Faber left the meeting at 2:00 pm.

Motion: Kate Dean moved to authorize the General Manager to sign a Purchase and Sale Agreement on terms she deems appropriate for the purchase of the property located at 111 4 Corners Road, Port Townsend. This will be subject to ratification of the Purchase and Sale Agreement by the Board by Resolution to be adopted after the Board review of the Agreement. Ariel Speser seconded.
Vote: The motion carried unanimously, 4-0 by voice vote.

ADJOURNMENT

The meeting was adjourned at 2:15 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

Date



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 12/18/2018

November 2018 Expenses

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

- Accounts Payable Vouchers #97717-97750 in the amount of \$64,043.64
- Accounts Payable Vouchers #97751-97776 in the amount of \$72,908.64
- Accounts Payable Voucher #97777 in the amount of \$87,703.62
- Accounts Payable Vouchers #97778-97813 in the amount of \$64,492.70
- Accounts Payable Vouchers #97814-97815 in the amount of \$11,673.90
- Accounts Payable Voucher #97816 in the amount of \$101,645.37
- Void Accounts Payable Voucher #97814 in the amount of \$11,673.90
- Capital Check #634 in the amount of \$1,213.16
- Capital Checks #635-637 in the amount of \$12,347.21
- Capital Check #638 in the amount of \$1,451.47
- 6 EFT Payments in the amount of \$2,785.54
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying annual bond debt service in the amount of \$5,150.00

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.

The General Manager has approved these for the consent agenda.

These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 12/18/2018

October 2018 Expenses

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

- Accounts Payable Voucher #97625 in the amount of \$83,328.68
- Accounts Payable Voucher #97626-97667 in the amount of \$157,018.45
- Accounts Payable Voucher #97668 in the amount of \$85,149.26
- Accounts Payable Vouchers #97669-97715 in the amount of \$47,495.50
- Accounts Payable Voucher #97716 in the amount of \$86,940.71
- Capital Check #630 in the amount of \$61,566.00
- Capital Check #631 in the amount of \$840.93
- Capital Check #633 in the amount of \$4,501.05
- Voided Capital Check #632 in the amount of \$5,591.05
- EFT/Payroll Voucher #53246 in the amount of \$1,514.85
- 5 EFT Payments in the amount of \$23,278.92
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying annual bond debt service in the amount of \$5,150.00

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.

The General Manager has approved these for the consent agenda.

These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: December 18, 2018

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

SUBMITTED BY: John Bender **TITLE:** Fleet & Facilities Manager

DEPARTMENT: Maintenance

**EXHIBITS/
ATTACHMENTS:**

Travel Estimate

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$3,130

FUNDING SOURCE: Maintenance

REVIEWED BY:

Sammi Ruskat

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

Fleet & Facilities Manager John Bender requests to travel to Orlando, Florida to attend the Ron Turley Associates (RTA) Fleet Management Software Annual Software User's Conference.

This yearly conference offers training and highly use information on managing daily tasks and improving RTA system usage.

**RECOMMENDED
ACTION/MOTION:**

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

**Estimated Travel for John Bender to attend the Ron Turley Associates (RTA) Annual
Software Users' Conference in Orlando, FL**

Conference Fee		\$1,036.00
Flight Estimation		\$400.00
Travel to SeaTac	188.6 Round Trip x .327	\$61.67
Parking at SeaTac	7-Day Discount	\$84.00
Bridge Toll		\$6.00
Hotel + Tax x 6 days	\$155 x 6 + tax	\$1,050.00
Uber est. from airport to hotel		\$64.00
Meals/per diem		\$429.00
		<u>\$3,130.67</u>
Meals		
	10-Mar 1st travel day	\$49.50
	11-Mar	\$66.00
	12-Mar	\$66.00
	13-Mar	\$66.00
	14-Mar	\$66.00
	15-Mar	\$66.00
	16-Mar Last travel day	\$49.50
		<u>\$429.00</u>



Authority Board Agenda Summary

MEETING DATE: December 18, 2018

AGENDA ITEM: Resolution 18-18 - Adopting the 2019 Jefferson Transit Authority Board Meeting Schedule

SUBMITTED BY: Laura Smedley **TITLE:** Clerk of the Board

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-18
2019 Authority Board Meeting Schedule

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

REVIEWED BY:

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

This Resolution adopts the 2019 Authority Board Meeting schedule. Meetings will be held on the 3rd Tuesday of every other month, except for August will be on the 4th Tuesday: February, April, June, August, October and December, with two budget meetings in November.

**RECOMMENDED
ACTION/MOTION:**

Motion: To approve Resolution 18-18 adopting the 2019 Authority Board Meeting Schedule

Jefferson Transit Authority Resolution No. 18-18

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", establishing the schedule for regular meetings of the Authority for 2019

WHEREAS, the Authority holds regular monthly meetings on the 3rd Tuesday of every other month beginning in February, which are open to the public; and

WHEREAS, the need exists to establish a published schedule of said meetings;

NOW THEREFORE, BE IT RESOLVED by the Jefferson Transit Authority Board that the regular monthly meetings for the 2019 calendar year be established as follows:

The monthly public meetings shall be held at the times and locations as outlined on the attached schedule. Meeting changes and special meetings will be published as required by law.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on December 18, 2018.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Jefferson Transit Authority Board Meeting Schedule 2019

The **Jefferson Transit Authority Board** (JTA) meets the 3rd Tuesday of every other month at 1:30 pm. The meetings are held at the Jefferson Transit boardroom located at 63 4 Corners Road, Port Townsend, WA.

February 19

April 16

June 18

August 27 *This meeting has been scheduled for the 4th Tuesday*

October 15

November 5 – Budget Workshop

November 19 – Budget Hearing

December 17

Any changes to this schedule or location will be advertised in the Legal Notices section of the Port Townsend Leader and posted on our website at www.jeffersontransit.com.



Authority Board Agenda Summary

MEETING DATE: December 18, 2018

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

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-19
Inventory Disposal Forms and Lists

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None **FUNDING SOURCE:** N/A

REVIEWED BY:

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

All items are no longer operating, are no longer required for services, or are in poor condition. They will be disposed of by surplus auction and scrap metal recycling.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Consent Agenda Item Resolution 18-19 for the disposition of Surplus Property Valued over \$5,000.



Inventory Disposal Form

Items \$5,000 and above Value

BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Department: Fleet Maintenance (41) Employee Requesting Disposal: John Bender

How was Current Market Value established? Averaged price of multiple similar units currently being sold

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

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

Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown How did you determine this? Surpassed WSDOT ULB schedule rating

Is Board Approval Needed? ☒ Yes ☐ No

Department Supervisor Approval: John Bender

General Manager Approval: Sammi Richey

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
2011 International Champion Maxxforce	11/2010	\$132,088.32	VIN: 4DRASSKK7BH335314	Vehicle # 404	\$36,200	Fair	Posted for public surplus auction <i>OK</i>
2011 International Champion Maxxforce	11/2010	\$132,088.32	VIN: 4DRASSKK9BH335315	Vehicle # 405	\$36,200	Fair	Posted for public surplus auction <i>OK</i>

AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Disposal Location & Receiver Signature (or attach receipt): _____ Disposal Date: _____

Disposed by (JTA Employee): _____ Payment Received (if applicable): _____

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



Inventory Disposal Form

Items \$5,000 and above Value

BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Department: Fleet Maintenance (41) Employee Requesting Disposal: John Bender

How was Current Market Value established? Kelley Blue Book used vehicle evaluation

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

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

Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown How did you determine this? Surpassed WSDOT ULB schedule rating

Is Board Approval Needed? ☒ Yes ☐ No

Department Supervisor Approval: John Bender General Manager Approval: Sammi Ruben

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
2000 Ford E350 van	06/2000	\$27,532.47	VIN: 1FBSS31F5YHB35824	Vehicle # 26	\$1,949	Fair	Posted for public surplus auction <i>SMC</i>
2006 Ford E350 XLT van	12/2006	\$24,325.51	VIN: 1FBSS31L26DA95762	Vehicle # 202	\$1,989	Fair	Posted for public surplus auction <i>SMC</i>

AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Disposal Location & Receiver Signature (or attach receipt): _____ Disposal Date: _____

Disposed by (JTA Employee): _____ Payment Received (if applicable): _____

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



Inventory Disposal Form

Items \$5,000 and above Value

BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Department: Maintenance Employee Requesting Disposal: John Bender
How was Current Market Value established? Averaged price of similar units currently for sale
Was the item(s) purchased with Federal funds? ☐ Yes ☒ No ☐ Unknown Is the item(s) fully depreciated? ☒ Yes ☐ No ☐ Unknown
Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown How did you determine this? Surpassed ULB
Is Board Approval Needed? ☒ Yes ☐ No
Department Supervisor Approval: John Bender General Manager Approval: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
Kohler 50 KW backup generator	05/1999	\$29,693	50ROZJ	G446	\$11,700	Good	Posted for public surplus auction

AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Disposal Location & Receiver Signature (or attach receipt): _____ Disposal Date: _____

Disposed by (JTA Employee): _____ Payment Received (if applicable): _____

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



Inventory Disposal Form

Items \$5,000 and above Value

BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Department: Maintenance Employee Requesting Disposal: John Bender
How was Current Market Value established? Averaged price of similar units currently for sale
Was the item(s) purchased with Federal funds? ☒ Yes ☐ No ☐ Unknown Is the item(s) fully depreciated? ☒ Yes ☐ No ☐ Unknown
Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown How did you determine this? Surpassed WSDOT ULB schedule rating
Is Board Approval Needed? ☒ Yes ☐ No
Department Supervisor Approval: John Bender General Manager Approval: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
2004 Gillig Phantom bus	10/2004	\$294,128.06	VIN: 15GCA211X41111743	Veh # 503	\$1,775	Poor	Sold for scrap metal value

AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Disposal Location & Receiver Signature (or attach receipt): _____ Disposal Date: _____

Disposed by (JTA Employee): _____ Payment Received (if applicable): _____

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



Inventory Disposal Form

Items \$5,000 and above Value

BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Department: Maintenance Employee Requesting Disposal: John Bender
How was Current Market Value established? Averaged price of multiple similar units currently for sale
Was the item(s) purchased with Federal funds? ☐ Yes ☒ No ☐ Unknown Is the item(s) fully depreciated? ☒ Yes ☐ No ☐ Unknown
Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown How did you determine this? Surpassed ULB
Is Board Approval Needed? ☒ Yes ☐ No
Department Supervisor Approval: John Bender General Manager Approval: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
Toyota forklift	02/1999	\$6,950.00	4F6L25	53	\$2,336	Poor	Sold for scrap metal value

AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Disposal Location & Receiver Signature (or attach receipt): _____ Disposal Date: _____

Disposed by (JTA Employee): _____ Payment Received (if applicable): _____

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



Inventory Disposal Form

Items \$5,000 and above Value

BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Department: Maintenance Employee Requesting Disposal: John Bender
How was Current Market Value established? Averaged price of other similar units currently for sale
Was the item(s) purchased with Federal funds? ☒ Yes ☐ No ☐ Unknown Is the item(s) fully depreciated? ☒ Yes ☐ No ☐ Unknown
Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown How did you determine this? Surpassed WSDOT ULB schedule rating
Is Board Approval Needed? ☒ Yes ☐ No
Department Supervisor Approval: John Bender General Manager Approval: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
1999 Ford E450 Van	12/1998	\$60,138.45	VIN: 1FDXE40F6XHA11104	Vehicle # 801	\$1,193.33	Poor	Sold for scrap metal value

AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Disposal Location & Receiver Signature (or attach receipt): _____ Disposal Date: _____

Disposed by (JTA Employee): _____ Payment Received (if applicable): _____

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



Authority Board Agenda Summary

MEETING DATE: December 18, 2018

AGENDA ITEM: Surplus Property valued under \$5,000 for Board information

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Inventory Disposal Form

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: *Sammi Ruland*

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

The 1985 flatbed utility trailer is in poor condition. It will be disposed of by scrap metal recycling.

RECOMMENDED
ACTION/MOTION:

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



Inventory Disposal Form

Items Up To \$5,000 Value

BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Department: Maintenance

Employee Requesting Disposal: John Bender

Supervisor Approval: John Bender

Was Federal Money Used to Purchase any of these items? ☐ Yes ☒ No ☐ Unknown

General Manager Approval: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY DEPARTMENT HEAD
1985 Flatbed utility trailer	04/2001	\$2,187.25	1W9FS2125F1054108	55	\$1,587	Poor	Sold for scrap metal value

AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER

Disposal Location & Receiver Signature (or attach receipt or photos): _____ Disposal Date: _____

Disposed by (JTA Employee): _____ Payment Received (if applicable): _____

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

**JEFFERSON TRANSIT
CITIZENS ADVISORY COMMITTEE
BYLAWS**

Purpose

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

Mission Statement

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

SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS

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

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

1.3 Representative Interests

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

SECTION II - CAC STANDING RULES

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

2.2 - Residency Requirement, Nomination, and Confirmation Process

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

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

B. Each person to be appointed shall be nominated by the JTA Board Chairperson for a specific numbered position to fill a Representative Interest as specified in Section I. Vacant positions shall be advertised according to JTA procedures. All applications received shall be reviewed by the JTA Board Chairperson or a designated committee composed of JTA Board members, who will conduct an interview of the candidates. Based on application and interview, the Chairperson or designee committee will recommend appointment to the full JTA Board for a vote.

C. Each person shall be deemed appointed and shall commence service after confirmation by the JTA Board, or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.

D. Each confirmation motion by the JTA Board shall include an end date and term length for the position to which the person is appointed, consistent with Section IV. Such information shall be entered into the JTA's minutes.

E. At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the JTA Board.

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

SECTION III - POWERS AND DUTIES

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

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

SECTION IV – TERM LENGTHS OF APPOINTEES

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

- a) Positions one (1) through four (4) will be appointed for two (2) years. Positions five (5) through seven (7) will be appointed for one (1) year. At the inception of the Committee, terms will start upon appointment and run through December of the terminal year.
- b) Upon termination of the initial terms outlined above, the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms.
- c) The first 2-year term for CAC members, who are appointed by the JTA Board to the CAC during a calendar year, will commence upon appointment. The CAC member will be a voting member of the Committee following the date their application is approved by

the JTA Board.

- d) CAC members serve at the discretion of the JTA Board. The JTA Board shall have the power to appoint or remove any members of the CAC at any time deemed essential to maintain integrity of overall CAC function; and may also exercise said power to remove any CAC member at end of individual terms.
- e) Membership applications will be sent to all who have requested an application, and they will also be available at the JTA Administration Office, the Haines Place Transit Center, and on the JTA website @ www.jeffersontransit.com.

SECTION V- VACANCY AND CONFLICT POLICY

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

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

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

SECTION VI - MEETINGS

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

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

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

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

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

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

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

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

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

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

SECTION VII – OFFICERS AND STAFF

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

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

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

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

Citizens Advisory Committee Bylaws

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

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

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

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

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

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

SECTION VIII – AMENDMENTS

8.1 - No amendment to these Bylaws shall be permitted without ~~a two-thirds vote by CAC membership and subsequent~~ JTA Board approval. –The CAC may recommend Bylaw changes to the JTA Board.

**JEFFERSON TRANSIT
CITIZENS ADVISORY COMMITTEE
BYLAWS**

Purpose

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

Mission Statement

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

SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS

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

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

1.3 Representative Interests

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

SECTION II - CAC STANDING RULES

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

2.2 - Residency Requirement, Nomination, and Confirmation Process

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

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

B. Each person to be appointed shall be nominated by the JTA Board Chairperson for a specific numbered position to fill a Representative Interest as specified in Section I. Vacant positions shall be advertised according to JTA procedures. All applications received shall be reviewed by the JTA Board Chairperson or a designated committee composed of JTA Board members, who will conduct an interview of the candidates. Based on application and interview, the Chairperson or designee committee will recommend appointment to the full JTA Board for a vote.

C. Each person shall be deemed appointed and shall commence service after confirmation by the JTA Board, or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.

D. Each confirmation motion by the JTA Board shall include an end date and term length for the position to which the person is appointed, consistent with Section IV. Such information shall be entered into the JTA's minutes.

E. At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the JTA Board.

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

SECTION III - POWERS AND DUTIES

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

- a) To review significant policy decisions as requested by the JTA Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA, as well as to make recommendations to the JTA Board upon these issues and concerns.
- b) To support the efforts of the JTA Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the JTA Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, Dial-A-Ride, and Vanpool services
- e) The CAC is an advisory group and, therefore, it is strictly understood that all recommendations by the CAC are advisory only and do not constitute an action or obligation of the JTA Board or of any JTA employees. In this capacity, the CAC is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.

SECTION IV – TERM LENGTHS OF APPOINTEES

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

- a) Positions one (1) through four (4) will be appointed for two (2) years. Positions five (5) through seven (7) will be appointed for one (1) year. At the inception of the Committee, terms will start upon appointment and run through December of the terminal year.
- b) Upon termination of the initial terms outlined above, the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms.
- c) The first 2-year term for CAC members, who are appointed by the JTA Board to the CAC during a calendar year, will commence upon appointment. The CAC member will be a voting member of the Committee following the date their application is approved by the JTA Board.
- d) CAC members serve at the discretion of the JTA Board. The JTA Board shall have the power to appoint or remove any members of the CAC at any time deemed essential to maintain integrity of overall CAC function; and may also exercise said power to remove

any CAC member at end of individual terms.

- e) Membership applications will be sent to all who have requested an application, and they will also be available at the JTA Administration Office, the Haines Place Transit Center, and on the JTA website @ www.jeffersontransit.com.

SECTION V- VACANCY AND CONFLICT POLICY

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

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

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

SECTION VI - MEETINGS

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

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

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

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

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

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

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

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

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

SECTION VII – OFFICERS AND STAFF

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

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

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

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

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

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

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

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

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

SECTION VIII – AMENDMENTS

8.1 - No amendment to these Bylaws shall be permitted without JTA Board approval. The CAC may recommend Bylaw changes to the JTA Board.



63 4 Corners Road, Port Townsend, WA 98368

An Authority Board member requested this email from Debbie Jahnke be included in the Board packet.

JTA verified the information and found the facts to be correct except the information regarding Grays Harbor Transit. Their Board consists of six voting members and one non-voting Union representative.

Get Outlook for iOS<<https://aka.ms/o0ukef>>

From: DB Jahnke <dbjahnke@att.net>

Sent: Sunday, August 26, 2018 4:11 PM

To: Ariel Speser

Subject: CAC info for a few PTBAs

Dear Councilmember Speser,

Below is a brief summary sample of citizen advisory group status for eight PTBAs in our state. Four have a version of a CAC and four do not. Their websites do not all fully provide schedules etc. Since it's an upcoming topic, I've included the makeup of the Authority Boards as well for your information. I'm not sure that county executives and general managers are voting members for the boards where they are included but can find out if you want.

Mason Transit Authority (nine voting members: three county commissioners, one city councillor, five 'who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts' - these are currently all school board members from their multiple districts) citizen group: Mason Transit CAC two year terms not more than 16 members selected to achieve diversity, socio-economic and geographical representation monthly meetings with quarterly joint meeting with MTA Board currently five members plus four 'honored' members (nonvoting former members)

Kitsap Transit Authority (nine voting members: three county commissioners, mayors and/or councillors from cities, one at large member selected by cities) citizen group: Kitsap Transit CAC two year terms monthly meetings selected to represent geographically and by advocacy/user group currently fifteen members Transit 101 brochure provided for CAC guidelines does not specify communication link with Authority

Pierce Transit Authority (nine voting members, mostly mayors of cities, one county council member, one county executive) citizen group: Pierce Transit Authority CTAG (Community Transit Advisory Group) three year terms nine members selected to achieve diversity and geographical representation meets monthly does not specify communication link with Authority

Whatcom Transportation Authority (nine voting members, mayors or council members from cities, one county council member, one county executive) citizen group: Whatcom Transportation Authority CTAG approx fifteen members for geographical, diversity representation (incl. college student, disabled, elderly, tribes, etc.) no set term specified meet two to five times per year, prior to transit policy group meetings

Grays Harbor Transit Authority (eight voting members: three county commissioners, mayors of cities; appear to include general manager on board) no CAC

Clallam Transit System (eight voting members: three county commissioners, five mayors/councillors of cities, alternates from cities and county) no CAC

Pacific Transit System (seven voting members: four mayors, three county commissioners) no CAC

Island Transit (five voting members: three electeds from cities and two county commissioners) no CAC

CITYOFPT NOTICE REGARDING PUBLIC DISCLOSURE:

Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56).

The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act.

State Supreme Court Says Advisory Committees Are Not Subject to the OPMA

October 6, 2015 by Bob Meinig
Category: Open Public Meetings Act



The Washington State Supreme Court last week, in *Citizens Alliance v. San Juan County*, finally confronted head-on the Open Public Meetings Act (OPMA) issue of when a committee of a governing body “acts on behalf of” the governing body so as to have to comply with the OPMA. It did so by adopting, in a 6-3 decision, the reasoning of a 1986 attorney general opinion, concluding, among other things, that the OPMA does not apply to purely advisory committees of a governing body. The court’s opinion

also touches on related OPMA issues that merit attention.

Factual background. *Citizens Alliance v. San Juan County* involved a challenge under the OPMA to the meetings of an informal group that met occasionally to discuss how to implement the county’s critical areas ordinance (CAO) update. This “CAO Team” had an uncertain origin, no defined membership or formal purpose, and few records regarding its existence. It met about 26 times during a year and a half period, and those attending its meetings, of which little is known, sometimes included three county councilmembers. However, nothing indicated that the CAO Team was specifically established by the county council. After the county prosecuting attorney submitted a memo to the council suggesting that all gatherings involving at least three members of the council should comply with the OPMA, the CAO Team held no further meetings.

Nevertheless, the Citizens Alliance for Property Rights Legal Fund (CAPR) filed a complaint against the county, the CAO Team, and the three county councilmembers who attended CAO team meetings, alleging OPMA violations. Both the superior court and the Court of Appeals denied the CAPR’s complaint.

Major issues. The state Supreme Court addressed three major issues relating to application of the OPMA to committees:

- When does a committee qualify under the OPMA as a committee of the governing body of an agency, as a “committee thereof”?
- When does such a committee “act on behalf” of the governing body?
- When does, for purposes of the OPMA, a “meeting” of a governing body take place?

When does a committee qualify as a committee of the governing body of an agency, as a “committee thereof”?

The OPMA applies to “governing bodies” of public agencies, which are defined by [RCW 42.30.020\(2\)](#) to include “any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.” The court adopted the reasoning of [AGO 1986 No. 16](#), concluding that a “committee thereof” means any committee that the governing body creates, regardless of whether the committee includes members of the governing body.

In this case, there was no evidence that the county council established the CAO.

When does such a committee “act on behalf” of the governing body? Again agreeing with [AGO 1986 No. 16](#), the court concluded that “acts on behalf of” refers to situations when a committee “exercises actual or de facto decision-making authority for a governing body.” As such, the OPMA does not apply to “advisory committees and other entities that do nothing more than conduct internal discussions and provide advice or information to the governing body.”

The CAO here certainly did not exercise any form of decision-making authority on behalf of the county council.

But what does it mean for a committee to exercise “actual or de facto decision-making authority” for a governing body? I don’t think the answer to this question is self-evident. As such, I think it would have been helpful if the court had elaborated a bit.

“De facto” is defined by *Black’s Law Dictionary* as meaning “[a]ctual; existing in fact; having effect even though not formally or legally recognized.” So, I think a committee exercises actual or de facto decision-making authority either when it is formally given decision-making authority or when its governing body, routinely and/or without discussion, merely rubberstamps the committee’s recommendations.

In the latter circumstance, the decision of the committee is, effectively, the decision of the governing body. But does a committee exercise de facto decision-making authority also when, as suggested by Justice Yu in her partial dissent (page 10), a committee narrows the ideas or policies the full governing body ends up considering? Again, it’s not clear.

In the former circumstance, I don’t think that means a committee is formally given *final* decision-making authority, which could raise questions concerning the legality of such a delegation. As noted by Justice Yu (page 8):

a committee’s activities certainly do not need not take the form of “final action” as defined in RCW 42.30.020(3) . . . If that were necessary, the committee would have to usurp the final decision-making authority of the governing body before the OPMA could apply.

When does a “meeting” occur? Unfortunately, the term “meeting” is circuitously defined under the OPMA as “meetings at which action is taken.” [RCW 42.30.020\(4\)](#). The court here provided some clarity on this issue, stating first that “the OPMA applies only to meetings where a majority of the governing body is present.” The court then held:

For a gathering to be considered a "meeting," then, the purpose of the gathering must be "to discuss or act on matters in which" the attendees "have a common interest." It follows that for a gathering of a governing body's members to be considered a "meeting" of the governing body itself, the "common interest" must relate to the official business of the governing body. Consequently, and as our courts have held, members of a governing body "*must collectively intend to meet* to transact the governing body's official business" for their communications to constitute a meeting.

(Emphasis in original; citation omitted.) The court then concluded:

Thus, within the context of the OPMA, we adopt the following definitions: (1) a "meeting" of a governing body occurs when a majority of its members gathers with the collective intent of transacting the governing body's business, (2) a "committee thereof" with respect to a given governing body is an entity that the governing body created or specifically authorized, and (3) a committee "acts on behalf of" a governing body when the committee exercises actual or de facto decision-making authority on behalf of the governing body.

The court found that no facts applied to the above definitions that would lead it to conclude that the San Juan County CAO was subject to the OPMA.

Neither did the court find that "serialized" email and telephone communications involving the county councilmember participants in the CAO and another councilmember constituted a meeting of the county council. The court's discussion of this issue at pages 17-19 is worth reading carefully for guidance on this issue – which comes up a lot – of telephone and email communications between members of a governing body as possibly being subject to the OPMA.

What's a "negative quorum" and does the OPMA apply to one? A secondary issue the court addressed is whether the OPMA applies to meetings involving a sufficient number of members of a governing body to block legislation being considered by the governing body, even if that number is not sufficient to enact legislation. This issue should not come up much because, typically, governing bodies have an odd number of members, but it became an issue in this case because, when the litigation began, the San Juan County Council had six members; it now has three members.

The court found no reason to depart from its long-standing rule requiring the presence of a simple majority of a governing body's members for there to be a "meeting" under the OPMA.

The result of the court's opinion. The state Supreme Court has provided some needed clarification – even if it could have provided more – regarding this nagging OPMA issue involving committees of a governing body.



About Bob Meinig

Bob has written extensively on the state Open Public Meetings Act and on municipal incorporation and annexation. At MRSC, he has also advised local governments for over 25 years on diverse legal issues.

[VIEW ALL POSTS BY BOB MEINIG](#) ▶

Comments

2 comments on State Supreme Court Says Advisory Committees Are Not Subject to the OPMA

"Chris - No, the planning commission and LTAC and similar bodies are subject to the OPMA by virtue of their being "subagencies" of the city (and the governing bodies of those subagencies). See definition of "public agency" in RCW 42.30.020(1). They are not considered committees of the governing body (the city council in your case). It is quite confusing, and there is a need for more clarity in the law regarding the distinction between committees of a governing body and subagencies/subagency governing bodies. Call or email me if you'd like to discuss this further."

Bob Meinig on Oct 12, 2015 1:01 PM

"So is it safe to assume that committees such as Planning Commission, Lodging Tax Advisory Committee are no longer subject to the OPMA? It was just recently that the LTAC was added as a Committee requiring OPMA training. I find this information somewhat confusing"

Chris Bainbridge on Oct 12, 2015 12:06 PM



Authority Board Agenda Summary

MEETING DATE: December 18, 2018

AGENDA ITEM: Resolution 18-20: To adopt the 2019 Operating and Capital Budget

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

DEPARTMENT: Finance

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-20
2019 Operating and Capital Budget

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY:

Jammi Ruckert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

A Resolution of the Board of Directors of the Jefferson County Public Transportation Benefit Area adopting the 2019 Operating and Capital Budget.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 18-20: To adopt the 2019 Operating and Capital Budget

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30

JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating Revenues
2019 Operating Budget

	2019 Budget Compared to 2018 Budget	2019 Budget
OPERATING REVENUES:		
PASSENGER FARES FOR TRANSIT SERVICES	(17.27%)	172,072
OTHER TRANSIT FARES	0.00%	0
CHARTER SERVICE REVENUES	0.00%	0
AUXILIARY TRANSPORTATION REVENUES	0.00%	0
Total Operating Revenues	(17.27%)	172,072
OPERATING EXPENSES:		
LABOR	2.51%	2,249,110
BENEFITS	5.36%	1,765,333
SERVICES AND USER FEES	13.14%	336,454
MATERIALS AND SUPPLIES CONSUMED	(0.76%)	626,760
UTILITIES	(2.88%)	80,853
CASUALTY AND LIABILITY COSTS	4.55%	138,000
TAXES	(8.64%)	7,319
DEBT INTEREST	(69.79%)	10,800
MISCELLANEOUS EXPENSES	12.85%	105,325
LEASES AND RENTALS	13.84%	21,220
Total Operating Expenses	3.32%	5,341,175
OPERATING INCOME (LOSS)	0.00%	(5,169,103)
NONOPERATING REVENUES (EXPENSES)		
NONTRANSPORTATION REVENUES	217.40%	76,176
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	6.47%	4,435,490
LOCAL GRANTS AND CONTRIBUTIONS	0.00%	17,500
STATE GRANTS AND CONTRIBUTIONS	15.89%	295,508
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	10.43%	1,060,104
Total Nonoperating Revenues (Expenses)	8.52%	5,884,778

Statement of Capital Outlays, Revenues and Contributions
2019 Capital Budget
Capital Expenditures and Nonoperating Revenues

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total
CAPITAL EXPENSES				
Capital Assets - Land				
Purchase 111 Four Corners Road	2019	82,500		82,500
		82,500	0	82,500
Capital Project - Facility				
Engineering/Design - 63 4 Corners Feasibility Study EV, EV Chargers & Infrastructure	2019	75,000	0	75,000
Engineering/Design - 63 4 Corners Additional Maintenance Bay	2019	150,000	0	150,000
Engineering/Design - HP Transit Center Bus Loop Configuration Plan	2019	150,000	0	150,000
		375,000	0	375,000
Capital Project - System Wide				
Jefferson Transit Comprehensive Plan	2019	200,000		200,000
		200,000	0	200,000
Capital Assets - Other Building & Structures				
Haines Place Park and Ride				
Bathroom Installation	2018	187,000		187,000
Paint Roof and Maintenance of HPTC Buildings	2016	25,000		25,000
Radio Project - Maynard Mountain Repeater	2017	22,000		22,000
Security Cameras (HPTC/63 4 Corners)	2018	35,000	2,500	37,500
Server Room Fire Protection Project	2018	30,000		30,000
New Shelters	Ongoing	25,000		25,000
		324,000	2,500	326,500
Capital Assets - Revenue Vehicles				
1 full size 30' fixed route buses (STP-Flex)	2019/2020	65,440	419,301	484,741
2 DAR Cut-a-ways	2018/2019	160,000		160,000
1 Trolley-Style Fixed Route Bus	2019	300,000		300,000
Bus Wrap	Ongoing	25,000		25,000
Major Component Replacement	Ongoing	150,000		150,000
		700,440	419,301	1,119,741
Capital Assets - Service Vehicles				
		0	0	0
Capital Assets - Service Equipment				
Conex Box for Tire Storage	2019	5,000		5,000
Tool Box for 805 (Road Call Response Vehicle)	2019	20,000		20,000
		25,000	0	25,000
Capital Assets - Office Furniture & Equipment				
New Finance/Maintenance Software	2017	175,000		175,000
Remix Mapping Software	2018	12,000		12,000
Printer/Scanner/Copier for HPTC	2019	3,500		3,500
SMARSH - Archiving Software	2019	5,840		5,840
		196,340	0	196,340
Capital Assets - Construction in Progress				
N/A		0	0	0
TOTAL CAPITAL EXPENSES		1,903,280	421,801	2,325,081
BY FUNDING TYPE/YEAR				
Funding available - JTA Capital Reserve (CAPITAL ONLY)				
	2016	25,000		25,000
	2017	197,000		197,000
	2018	449,000		449,000
	2019	1,057,280		1,057,280
	2017/2019	0		0
	Ongoing	175,000		175,000
Funding available - WSDOT Regional Mobility formula (PROJECT SPECIFIC)	2012		2,500	2,500
	2013		0	0
Funding Available - STP Flex GCB 1614(CAPITAL ONLY)	2012		419,301	419,301
Funding Available - FTA 5311 (Facility - CAPITAL ONLY)	2015		0	0
Funding Available - FTA 5311 (CAPITAL ONLY)	2016-2017		0	0
Funding Available - FTA 5311 (CAPITAL ONLY)	2017/2019		0	0
		1,903,280	421,801	2,325,081
BY YEAR				
Project Carry Over	2016-2018	880,340.00	2,500	848,500
FY 2019 New Projects	2019	1,022,940	419,301	1,476,581
		1,903,280	421,801	2,325,081

*Net Change from 1st Draft -\$871,439.00



Authority Board Agenda Summary

MEETING DATE: December 18, 2018

AGENDA ITEM: Resolution 18-21: Recognizing and commending Authority Board Member Kathleen Kler for her Outstanding Leadership and Direction on her retirement

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 18-21

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A **FUNDING SOURCE:** N/A

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

This Resolution is to recognize and commend Kathleen Kler for her outstanding leadership and direction on her retirement as a JTA Authority Board member

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 18-21: Recognizing and commending Authority Board Member Kathleen Kler for her outstanding leadership and direction on her retirement.

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

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 18th day of December, 2018.

Clerk of the Board

2017 Ridership Total including JTOC 235,854

2017	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1592	1470	1651	1370	1695	1683	1531	1533	1392	1468	1315	1241	17941	1495
#11 Shuttle	7676	7344	8154	6480	7251	7927	7595	7911	6794	6562	5780	6166	85640	7137
#2 Ft. Worden	1761	1820	2000	1807	2020	2030	1946	1876	1652	1800	1472	1528	21712	1809
#3 Castle Hill	1716	1632	1642	1584	1730	1767	1691	1888	1626	1665	1408	1426	19775	1648
#6A Tri Area	1569	1467	1686	1417	1669	1479	1292	1326	1251	1381	1287	1339	17163	1430
#6B Tri Area	1228	1229	1438	1329	1401	1280	1105	1161	961	1072	1023	989	14216	1185
#7 Poulsbo	1815	1739	1941	1837	2133	1910	1968	2205	1903	1820	1716	1671	22658	1888
#8 Sequim	1766	1618	2054	1893	2106	1829	1681	1762	1616	1824	1475	1357	20981	1748
Riders	19123	18319	20566	17717	20005	19905	18809	19662	17195	17592	15476	15717	220086	18341
On Time Performance	96.25	94.52	95.1	91.7	88.42	86.27	82.38	83.26	89.99	93.97	94.12	93.01		90.75
#Days In Service	26	24	26	25	25	26	25	27	25	26	24	25	304	25.33
Mileage	35886	32711	35881	33749	35808	36868	33749	37362	33764	35881	33573	33749	418979	34915
2017 Notes: June 19 - June 26 Highway 20 Detour August 2 - August 22 Center Rd and Highway 19 Detour														

2018	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1527	1439	1555	1459	1611	1436	1376	1435	1408	1697	1483		16426	1493
#11 Shuttle	5919	4848	5420	4819	5245	5755	6061	6103	5315	5513	5101		60099	5464
#2 Ft. Worden	1772	1631	2065	1752	1878	2092	2196	2158	1719	1910	1570		20743	1886
#3 Castle Hill	1364	1254	1475	1447	1634	1573	1567	1800	1363	1454	1472		16403	1491
#4 Upper Sims Loop	1441	2605	3174	2860	3374	3349	3332	3349	2981	3417	3422		33304	3028
#6A Tri Area	1439	1159	1315	1119	1226	1243	1188	1424	1154	1318	1162		13747	1250
#6B Tri Area	1167	977	1221	1114	1222	1159	1300	1330	1086	1168	1052		12796	1163
#7 Poulsbo	1726	1691	2019	1960	1992	1910	1915	2321	1851	2081	1736		21202	1927
#8 Sequim	1508	1381	1601	1586	1874	1738	1922	2119	1660	1931	1759		19079	1734
Riders	17863	16985	19845	18116	20056	20255	20857	22039	22,044	20489	18757	0	217306	19755
On Time Performance	95.33	97.79	95.41	96.58	94.69	92.77	89.42	97.74	97.7	95.7	97.6			95.52
#Days In Service	26	24	27	25	26	26	25	27	24	27	26		283	25.73
Mileage	37717	35761	39932	37428	38916	38315	30058	40654	35093	40706	37428		412008	37455

Notes

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

Feb 22, 2018 On snow routes

May 1-July 15 Water St construction project, one lane of alternating traffic, paving

* September Total does not include Wooden Boat Sunday 22,044 + 724 = 22,768

Fixed Route Ridership Comparison 2017 and 2018 by Trimester

		Jan	Feb	March	April	Total
		19123	18319	20566	17717	75725
Average per day	2017	735.5	763.2	791.0	708.6	749.6
		17863	16985	19845	18116	72809
Average per day	2018	687.0	707.7	735.0	724.6	713.6
First Trimester -3.85% Ridership Decrease						-2916.0

		May	June	July	Aug	Total
		20005	19905	18809	19662	78381
Average per day	2017	800.2	765.6	752.4	728.2	761.6
		20056	20255	20857	22039	83207
Average per day	2018	771.4	779.0	834.3	816.3	800.2
Second Trimester + 1% Ridership inc						4826.0

		Sept	Oct	Nov	Dec	Total
		17195	17592	15476	0	50263
Average per day	2017	687.8	676.6	644.8		669.7
		22,044	20489	18757		61290
Average per day	2018	918.5	758.9	721.4		799.6
						11027

* September Total does not include Wooden Boat Sunday 22,044 + 724 = 22,768

Wooden Boat Festival September 7-9			
Fri 9/7	Sat 9/8	Sun 9/9	Total
1322	2185	724	4231

JTOC Ridership

2017	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1090	1108	1292	1275	1505	1406	1527	1737	1435	1353	992	1048	15768	1314
#Days In Service	26	24	26	25	25	26	25	27	25	26	24	25	304	25
JTOC Mileage	12540	11450	12980	11870	12468	12474	11700	13054	11687	12434	11673	11734	146064	12172

Notes: Crescent Lake Road Rehabilitation late April through mid November, traffic delays from Port Angeles to Forks

2018	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1040	1174	1412	1258	1531	1482	1543	1646	1681	1303	1039		15109	1374
#Days In Service	26	24	27	25	26	26	25	27	24	27	26		283	26
JTOC Mileage	12338	11455	12793	12343	12463	12300	11919	12933	11476	13063	12623		135706	12337

Notes: Week of February 19 snow

JTOC Ridership Comparison 2017 and 2018 by Trimester

	Jan	Feb	March	April	Total
	1090	1108	1292	1275	4765
Average riders per day 2017	41.9	46.2	49.7	51.0	
	1040	1174	1412	1258	4884
Average riders per day 2018	40.0	48.9	52.3	50.3	
First Trimester increase of 2.4%					119

	May	June	July	Aug	Total
	1505	1406	1527	1737	6175
Average riders per day 2017	60.2	57.0	61.7	61.0	
	1531	1482	1543	1646	6202
Average riders per day 2018	58.9	57.0	61.7	61.0	
Second Trimester increase of 1%					27

	Sept	Oct	Nov	Dec	Total
	1435	1353	992	0	3780
Average riders per day 2017	57.4	52.0	41.3	0.0	
	1681	1303	1039	0	4023
Average riders per day 2018	70.0	48.3	40.0	0.0	
Third Trimester					243

Dial-A-Ride

2018	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	986	792	927	766	826	800	876	1065	1000	1231	1105		10374	943
PCA Boardings	62	44	62	60	60	42	66	67	47	68	57		635	58
Other Boardings	4	0	12	0	0	8	6	9	4	11	5		59	5
Riders	1052	836	1001	826	886	850	948	1141	1051	1310	1167	0	11068	1006
Trips	920	748	852	706	766	750	804	989	949	1152	1043		9679	880
Service Hours	478	385	458	378	420	452	434	539	461	617	594		5216	474
Service Mileage	5455	4091	4866	3748	4235	4538	4535	5487	5199	6417	5928		54499	4954
On Time Performance	95%	92%	89%	97%	95%	94%	94%	93%	93%	93%	91%			93%
#Days In Service	26	24	27	25	26	26	25	27	24	27	25		282	26
Notes														

Vanpool Ridership

2018 Jefferson Transit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Averages
Vanpool Groups in Operation	2	2	2	2	2	2	2	2	2	2	2	2	
Vans Available	7	7	7	7	7	7	7	7	7	7	7	7	
Loaner/Spare Vans in Fleet	2	2	2	2	2	2	2	2	2	2	2	2	
Total Active Vans in Fleet	11	11	11	11	11	11	11	11	11	11	11	11	
Loaners as % of Vanpool Fleet	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	
Vanpool Group Starts	0	0	0	0	0	0	0	0	0	0	0	0	
Vanpool Group Folds	0	0	0	0	0	0	0	0	0	0	0	0	
Passenger Trips	580	536	604	574	508	486	520	528	432	516	434		477
Average Riders Per Van	6.1	5.8	6.2	6.1	7.2	6.6	6.9	6.8	7.3	7.1	6.8		6.08
RevenueMiles Traveled	3,519	3,134	3,728	3,480	3,661	3,211	3,584	3,616	3,160	3,669	2,970		3,144
Average Round Trip Miles	88.0	78.4	93.2	87.0	91.5	80.3	89.6	84.1	83.2	91.7	74.3	0	78.4
Revenue Hours:	86	84	88	86	84	82	86	92	82	90	75		78