

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, February 19, 2019, 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 1:33 pm. Other members present were David Sullivan, Greg Brotherton, Kate Dean, 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, Grants & Procurement Frank Burns, and Executive Assistant/Clerk of the Board Laura Smedley.

2019 AUTHORITY BOARD ELECTIONS

Kate Dean asked if there is a protocol for elections. David Sullivan said there is a practice that there is one City and one County representative for Chair and Vice-Chair, and it is alternated during annual elections. David Faber said a typical practice is to have a nominee for chair, the Board then votes on that and that person would take over and hold the vote for the Vice-Chair. Kate Dean asked if there was a precedence for maintaining the status quo. David Sullivan said he does not recall the Board remaining the same two years in a row.

Motion: Ariel Speser nominated the Board keep the status quo with David Faber as Chair and David Sullivan as Vice-Chair. Kate Dean seconded. David Faber said he would prefer to keep the regular practice and nominate a County Commissioner as Board Chair. Ariel Speser stated she would strike her original motion and make a new motion.

Motion: Ariel Speser moved to nominate David Sullivan as Board Chair and David Faber as Vice-Chair, Kate Dean seconded.

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

PUBLIC COMMENT

Darrell Conder commented positively on seeing a supervisor at the HPTC on Saturday.

Tom Thiersch commented on warm shelter availability during snow in Jefferson County and transportation to these shelters.

Brenda McMillan asked who would review applications for CAC.

- David Sullivan stated that Ariel Speser and Kate Dean had formed a CAC sub-committee.
- Kate Dean responded to the warm shelter issue and commented on JTA's involvement with the Homeless shelter and the warming center.
- Leesa Monroe stated people from the shelter received passes to ride JTA from OlyCAP.
- Tammi Rubert said the JTA's customer service representatives also know shelter details.

NEW AGENDA ITEMS

There were none.

FINANCE REPORTS

Please see Attachment A and B

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

- Explained how JTA's Financial Reports are formatted
- Sales Tax Analysis
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, December 18, 2018
- b. Approval of Composition of the Board Review Minutes
- c. Approval of Expenses, January 2019
- d. Approval of Expenses, December 2018
- e. **Resolution 19-01:** Disposition of Surplus Property over \$5000
- f. Disposition of Surplus Property under \$5,000
- g. Out-of-State Travel for Mike Samodurov
- h. Out-of-State Travel for Laura Smedley

Motion: David Faber moved to approve the Consent Agenda. Ariel Speser seconded.

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

OLD BUSINESS

a. Proposed Amendment to CAC Bylaws

Ariel Speser noted that on page 5 under 6.6, we would like to clarify that the CAC comply with the OPMA and Public Records act. The thought is that communication between the CAC Committee members would go through staff and that way a record can be kept of what the CAC is working on and communicating about.

A discussion was held. It was decided that the second sentence in 6.6 should include "and Public Records Act Training" after Open Public Meetings Act Trainings.

Motion: David Faber moved to accept the Jefferson Transit Authority Citizens Advisory Committee Bylaws as amended and with changes made at today's meeting. Kate Dean seconded.

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

b. Designate Sub-Committee to Review CAC Applications and Propose Candidate Slate

A discussion was held.

Motion: David Faber moved to maintain the sub-committee consisting of Ariel Speser and Kate Dean to review the application process, applications for the CAC, and to propose a slate. Greg Brotherton seconded.

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

NEW BUSINESS

a. Resolution 19-02: Acquisition of Real Property

Tammi Rubert said in November 2018 the executor of Kenneth Shavers estate offered the property adjacent to JTA to purchase for the tax assessed value. The procurement policy states that procurements over \$25,000 must be approved by the Authority Board. She asked that the Board approve that the General Manager enters into an agreement for the purchase of the property.

David Faber recused himself from the vote because he is the attorney of record for the estate.

A discussion was held.

Motion: Kate Dean moved to approve Resolution 19-02: to authorize the General Manager to sign a purchase and sale agreement for the property located at 111 4 Corners Road, Port Townsend. Ariel Speser seconded.

Vote: The motion carried unanimously, 4-0 by voice vote with David Faber abstaining.

b. Resolution 19-03: Contract with JE Gibson Consulting for Restroom Project Manager/Engineer

Tammi Rubert stated JTA has selected JE Gibson Consulting to be the Project Manager/Engineer. JTA will purchase and place a pre-fabricated restroom building at the Haines Place Transit Center. The procurement policy states that procurements over \$25,000 must be approved by the Authority Board. She asked that the Board authorize the General Manager to enter into an agreement with JE Gibson Consulting for the amount of \$52,983.00.

A discussion was held regarding the consulting service and the restroom.

Motion: David Faber moved to Resolution 19-03: Contract with JE Gibson Consulting for Restroom Project Manager/Engineer. Kate Dean seconded.

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

c. Resolution 19-04: Authorization to Purchase Pre-Fabricated Restroom

Motion: David Faber moved to Resolution 19-04: Authorizing the General Manager to Purchase Pre-Fabricated Restroom. Ariel Speser seconded.

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

d. Resolution 19-05: Contract with Suppression Systems, Inc.

Tammi Rubert explained the IT server room was designed with an overhead water sprinkler. JTA had a suppression system study done and the report suggested JTA install a gas suppression system and disable the sprinkler in that room.

A discussion was held.

Motion: Kate Dean moved to Resolution 19-05: Authorizing the General Manager to sign a Contract with Suppression Systems, Inc. Greg Brotherton seconded.

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

REPORTS

GENERAL MANAGERS REPORT

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Updates
- WSTA Meeting Update
- JTC is overseeing a project to study
- Restroom update
- PRTPO Update
- IT Update

There was a discussion regarding RTPO and electric buses.

FLEET AND FACILITIES REPORT

Please see Attachment D

John Bender reported on the following items.

- Fleet Updates
- Facility Updates
- Staffing/Miscellaneous Updates

OPERATIONS REPORT

Please see Attachment E

Leesa Monroe reported on the following item:

- Safety and Training Updates
- Snow Update
- New Contact
- Ridership

There was a discussion regarding the feasibility of the Kingston Fast Ferry service and the reasons for Sunday service cancellation in 2013.

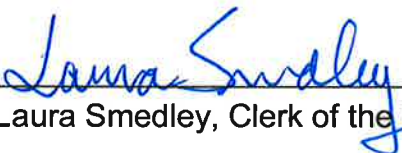
PUBLIC COMMENT

Tom Thiersch commented on Public Records Act training and the CAC Bylaws.

Brenda McMillan commented on how ridership is counted.

ADJOURNMENT

The meeting was adjourned at 3:14 pm. The next regular meeting will be held Tuesday, April 16, 2019, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.



Laura Smedley, Clerk of the Board

4/23/19

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

February 12, 2019

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: January 2019 Financial Report

The budget tracking percentage for January is 8.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports – Still Reporting on 2018 Sales Tax Figures

For the month November 2018 sales tax was 17% higher than received in November 2017. Cumulatively, JTA has received 13% higher sales tax in 2018 than during the same time period in 2017.

Revenue Report –

- Overall - Operating revenue is just slightly below budget.

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

Cumulatively, JTA expenses are .64% BELOW budget.

- **Labor** – Labor is .45% below budget.
 - **Dial-A-Ride (DAR)** – Operations is reviewing the reports to determine why there is an increase in DAR operator hours. Monitoring.
- **Benefits** – Benefits are 1% over budget
 - **Holiday** – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
 - **Uniforms**– Timing issue.
- **Services and User Fees** – S/U Fees are 5.8% below budget
 - **Software Maintenance Fees** – will be over budget for the year – we have upgraded our Maintenance Software to cloud based services, this was essential for instituting a paper-free shop. It will run approximately \$3000 more per year.
 - **Other Services & User Fees** – Timing issue, but will monitor.
- **Materials and Supplies Consumed** – M/S Consumed is 1.9% below budget
 - **Tools** – timing issue – will monitor.
 - **Vehicle Maintenance & Repair** – Timing issue – will monitor.
 - **Park & Ride Materials** – Timing issue – signage purchase – will monitor.
- **Utilities** – 3.2% below budget – electricity bill not yet posted
- **Casualty/Liability Costs** – .11% over budget – slight end of year increase over budgeted amount.
- **Taxes** – 4.6% below budget
- **Miscellaneous** – 4.7% below budget

- **Interest on Debt** – 8.33% below budget, bi-annual payments made in June and Dec, Timing issue
- **Leases and Rentals** – 5.6% below budget

Capital Activity –

- Capital activity in January: 2018 Capital Purchases Radio installation; Maintenance Van final tool/equipment purchases



January 2019 Financial Summary

Budget Tracking Figure: 8.3%

1. Operational Expenses:	\$411,397.52
Operational Revenues:	\$14,167.80
Non-Operational Income:	\$522,917.79
Capital Expenses:	\$1,385.00
Capital Income:	\$717,439.00
2. Sales Tax Received 1/31/2019 for November 2018:	\$406,363.77
Sales Tax Received 1/31/2018 for November 2017:	\$346,766.90
Sales tax increased from prior year 17%	
3. Cash on Hand as of January 31, 2019*:	
Operating:	\$3,107,335.21
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,903,280.00
Dedicated (Committed) Grant Match (22% Funded):	\$962,621.60
(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:	\$19,916.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,226.63
Travel Fund:	\$1,500.00
Total	\$7,773,129.87**

*"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)

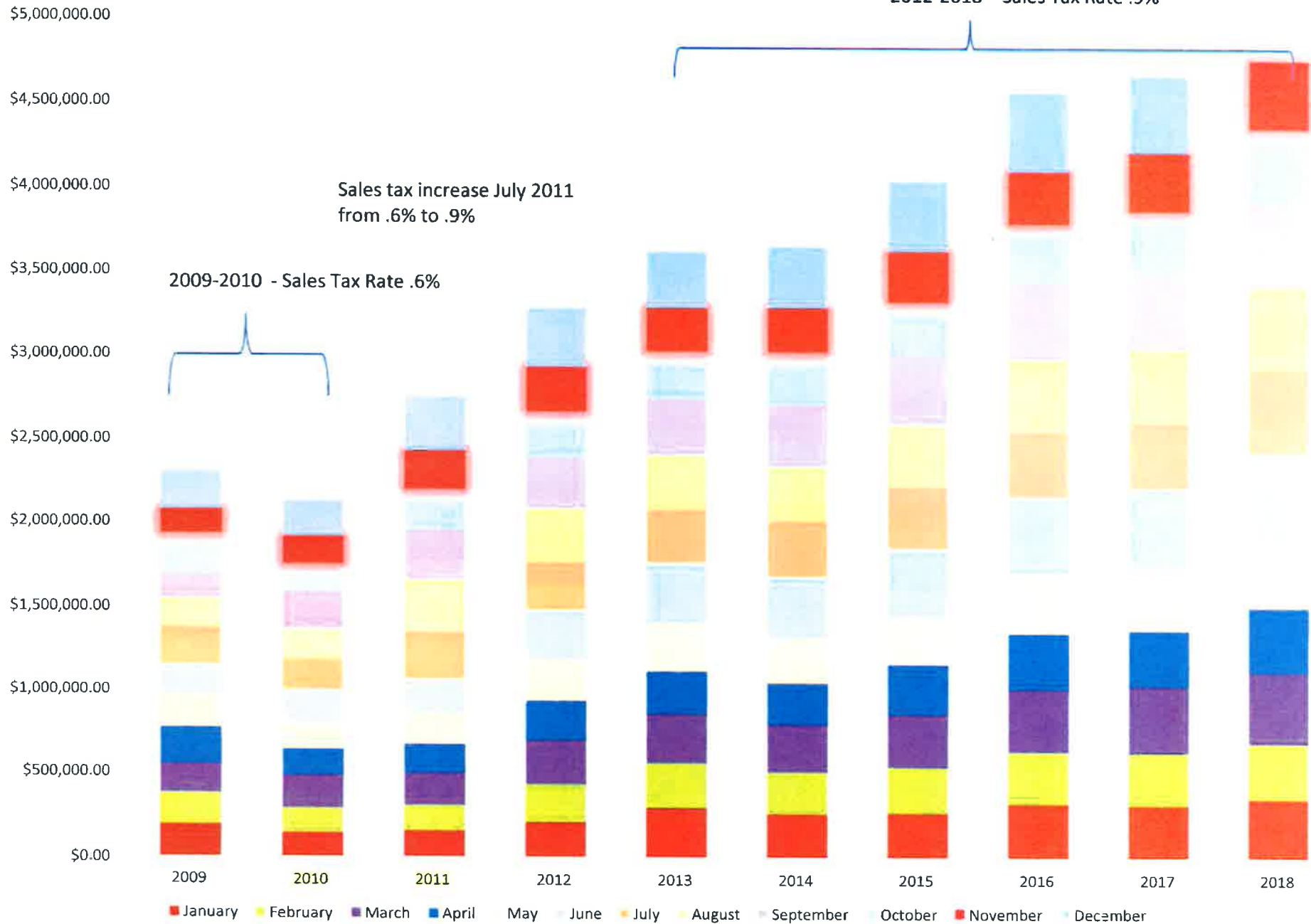
Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$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%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$5,161,234.49	4,104,498.00	25.75%
Total		\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	20.47%			
Monthly Average		\$430,102.87	\$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%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$4,349,141.44	3,455,622.00	25.86%
November	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	43.81%	\$4,755,505.21	3,738,192.00	27.21%
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$4,755,505.21	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$432,318.66	\$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 Month Ending January 31, 2019**

	<u>January</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$7,185,757.84	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$545,257.48)	(\$545,257.48)
Non-Capital Financing Activities	\$407,427.03	\$407,427.03
Investing Activities	\$7,991.10	\$7,991.10
Total Operating Cash Provided/(Used)	(\$129,839.35)	(\$129,839.35)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$688,317.38	\$688,317.38
Net Increase/(Decrease) Cash and Equivalent	\$558,478.03	\$558,478.03
CASH BALANCES - END OF PERIOD	<u>\$7,744,235.87</u>	<u>\$7,744,235.87</u>

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Month Ending January 31, 2019**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,167.80	\$14,167.80	\$173,212.00	8.18%
Operating Expenses				
Labor	176,461.78	176,461.78	2,249,110.00	7.85%
Benefits	166,498.09	166,498.09	1,782,374.00	9.34%
Services and User Fees	8,072.65	8,072.65	327,454.00	2.47%
Materials & Supplies	39,974.33	39,974.33	626,760.00	6.38%
Utilities	4,112.45	4,112.45	80,853.00	5.09%
Casualty/Liability Costs	11,647.91	11,647.91	138,000.00	8.44%
Taxes	272.87	272.87	7,319.00	3.73%
Miscellaneous Expenses	3,785.28	3,785.28	105,325.00	3.59%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	572.50	572.50	21,220.00	2.70%
Total Operating Expenses	411,397.86	411,397.86	5,349,215.00	7.69%
Operating Income (Loss)	(397,230.06)	(397,230.06)	(5,176,003.00)	7.67%
Non-Operating Revenues				
Non-Transportation Revenue	(20,380.98)	(20,380.98)	76,176.00	(26.76%)
Taxes Levied by Transit	416,368.77	416,368.77	4,435,490.00	9.39%
Local Grants & Contributions	1,250.00	1,250.00	17,500.00	7.14%
State Grants & Contributions	16,496.00	16,496.00	295,508.00	5.58%
Federal Grants & Contributions	109,184.00	109,184.00	1,060,104.00	10.30%
Total Non-Operating Revenues	522,917.79	522,917.79	5,884,778.00	8.89%
Net Income (Loss) Before Transfers In/(Out)	125,687.73	125,687.73	708,775.00	17.73%
Net Income/(Loss)	125,687.73	125,687.73	708,775.00	17.73%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Month Ending January 31, 2019**

	January	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,911.85	\$10,911.85	\$131,496.00	8.30%
Fixed Route Fares - West - JTOC	474.31	474.31	5,256.00	9.02%
Dial-a-Ride Fares (DAR)	855.24	855.24	10,800.00	7.92%
Vanpools	1,926.40	1,926.40	22,860.00	8.43%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,167.80	14,167.80	173,212.00	8.18%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,991.10	7,991.10	74,976.00	10.66%
Gain (Loss) on Disposition of Capital Items	(29,121.62)	(29,121.62)	1,200.00	(2,426.80%)
Other Nontransportation Revenues	749.54	749.54		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	416,368.77	416,368.77	4,435,490.00	9.39%
Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	16,496.00	295,508.00	5.58%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	109,184.00	1,060,104.00	10.30%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	522,917.79	522,917.79	5,884,778.00	8.89%
TOTAL REVENUES	537,085.59	537,085.59	6,057,990.00	8.87%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2019**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$65,334.56	\$65,334.56	\$783,140.00	8.34%
Operators Overtime - Fixed Route	4,045.71	4,045.71	73,170.00	5.53%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,093.62	10,093.62	87,787.00	11.50%
Operators Overtime - Dial-a-Ride (DAR)	420.28	420.28	12,705.00	3.31%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	44,204.29	44,204.29	591,221.00	7.48%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,950.50	4,950.50	46,007.00	10.76%
Administration Salaries	47,412.82	47,412.82	655,080.00	7.24%
Total Labor	176,461.78	176,461.78	2,249,110.00	7.85%
Benefits				
FICA	14,831.68	14,831.68	222,376.00	6.67%
Pension Plans (PERS)	24,014.23	24,014.23	344,638.00	6.97%
Medical Plans	45,366.45	45,366.45	637,020.00	7.12%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,970.50	7,970.50	115,439.00	6.90%
Holiday	42,178.72	42,178.72	95,939.00	43.96%
General Leave	27,690.68	27,690.68	292,240.00	9.48%
Other Paid Absence (Court Duty & Bereavement)	918.83	918.83	14,686.00	6.26%
Uniforms, Work Clothing & Tools Allowance	1,783.79	1,783.79	17,840.00	10.00%
Other Benefits (HRA, EAP & Wellness)	1,743.21	1,743.21	32,196.00	5.41%
Total Benefits	166,498.09	166,498.09	1,782,374.00	9.34%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	296.80	296.80	24,250.00	1.22%
Professional & Technical Services	3,280.15	3,280.15	123,500.00	2.66%
Contract Maintenance Services (IT Services)	779.30	779.30	16,005.00	4.87%
Custodial Services			7,800.00	0.00%
Security Services			5,600.00	0.00%
Vehicle Technical Services	281.79	281.79	47,000.00	0.60%
Property Maintenance Services			36,264.00	0.00%
Software Maintenance Fees	1,265.78	1,265.78	41,635.00	3.04%
Postage & Mail Meter Fees	342.96	342.96	3,600.00	9.53%
Drug & Alcohol Services	424.91	424.91	8,500.00	5.00%
Other Services & User Fees	1,400.96	1,400.96	10,300.00	13.60%
Total Service and User Fees	8,072.65	8,072.65	327,454.00	2.47%
Materials and Supplies Consumed				
Fuel	19,763.91	19,763.91	355,000.00	5.57%
Tires	740.04	740.04	35,000.00	2.11%
Lubrication	877.10	877.10	15,550.00	5.64%
Tools	2,379.84	2,379.84	18,000.00	13.22%
Vehicle Maintenance & Repair Parts	13,927.91	13,927.91	96,500.00	14.43%
Non-Vehicle Maintenance & Repair Parts			8,240.00	0.00%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	747.28	747.28	5,750.00	13.00%
Shop Supplies (Maintenance & Cleaning)	593.56	593.56	7,500.00	7.91%
Safety & Emergency Supplies			7,050.00	0.00%
Office Supplies	248.09	248.09	19,920.00	1.25%
Computer Programs & Supplies	186.91	186.91	15,700.00	1.19%
Printing (Photocopier, Schedules & Brochures)	509.69	509.69	39,200.00	1.30%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	39,974.33	39,974.33	626,760.00	6.38%
Utilities				
Water, Sewer & Solid Garbage	1,141.46	1,141.46	14,100.00	8.10%
Utilities (Electrical & Propane)			29,000.00	0.00%
Telephone & Internet	2,970.99	2,970.99	37,753.00	7.87%
Total Utilities	4,112.45	4,112.45	80,853.00	5.09%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2019**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$11,647.91	\$138,000.00	8.44%
Total Casualty and Liability Costs	11,647.91	11,647.91	138,000.00	8.44%
Taxes				
State Taxes	272.87	272.87	3,569.00	7.65%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%
Total Taxes	272.87	272.87	7,319.00	3.73%
Miscellaneous				
Dues & Subscriptions	1,463.99	1,463.99	24,171.00	6.06%
Travel & Meetings	875.18	875.18	35,500.00	2.47%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	675.86	675.86	27,104.00	2.49%
EE CDL and EE Physical Expense	744.00	744.00	9,250.00	8.04%
Other Miscellaneous	26.25	26.25	300.00	8.75%
Total Miscellaneous	3,785.28	3,785.28	105,325.00	3.59%
Interest Expense				
Interest on Long-term Debt Obligation			10,800.00	0.00%
Total Interest Expense			10,800.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	310.00	310.00	3,000.00	10.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	262.50	262.50	15,720.00	1.67%
Total Leases and Rentals	572.50	572.50	21,220.00	2.70%
 TOTAL OPERATING EXPENSES	 411,397.86	 411,397.86	 5,349,215.00	 7.69%

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
January 2019

Current Account Status	Balance per Bank @ 1/31/19	\$ 3,140,901.60	\$ -
Balance per GL @ 12/31/18		\$ 2,420,328.61	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 717,439.00	
	Investment Interest	\$ 4,518.99	
	Transfers Out (Purchases)	\$ (1,385.00)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 1/31/19		\$ 3,140,901.60	
Balance in Capital Account	Outstanding Checks	\$ 3,140,901.60	

2019 Capital Projects			
Land	2019 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ 82,500.00
	JTA Funded Balance		\$ 82,500.00
Facility	2019 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	JTA Funded Balance		\$ 575,000.00
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2019 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 25,000.00
Radio Project - Maynard Mtn Repeater	2019 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2019 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2019 Beginning Budget	\$ -	\$ 30,000.00
New Shelters	2019 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 324,000.00
Revenue Vehicles			
1 Full-Size Buses	2019 Beginning Budget	\$ 419,301.00	\$ 65,440.00
2 DAR Cut-a-ways	2019 Beginning Budget	\$ -	\$ 160,000.00
1 Trolley Style FR Bus	2019 Beginning Budget	\$ -	\$ 300,000.00
Bus Wrap	2019 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2019 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 700,440.00
Service Vehicles			
	JTA Funded Balance		\$ -
Service Equipment			
Conex Box for Tire Storage	2019 Beginning Budget		\$ 5,000.00
Tool Box for 805 (Road Call Response)	2019 Beginning Budget		\$ 20,000.00
	JTA Funded Balance		\$ 25,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2019 Beginning Budget		\$ 175,000.00
Printer/Scanner /Copier for HPTC	2019 Beginning Budget		\$ 3,500.00
Remix Mapping Software	2019 Beginning Budget		\$ 12,000.00
SMARSH - Archiving Software	2019 Beginning Budget		\$ 5,840.00
	JTA Funded Balance		\$ 196,340.00

JTA Capital Balance	\$ 3,140,901.60
JTA Committed Project Funds Sub-Total	\$ (1,903,280.00)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 962,621.60



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

January 16, 2019

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

The budget tracking percentage for December is 100%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month October 2018 sales tax was 8% higher than received in October 2017. Cumulatively, JTA has received 12% higher sales tax in 2018 than during the same time period in 2017.

Revenue Report –

- Operating revenue is 15.2% below budget. Fixed Route is 19% below budget while JTOC is 29.5% over budget. DAR is 6.2% below budget. Vanpool is 1.7% below budget.

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

Cumulatively, JTA expenses are 10.8% BELOW budget.

- **Labor –** Labor is 5% 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 10.2% 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 25% 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 17.6% 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 –** 13.3% below budget
- **Casualty/Liability Costs –** 4.9% below budget due to subrogation recovery.
- **Taxes –** 48.5% below budget.

- **Miscellaneous** – 48.9% below budget
- **Interest on Debt** – 71% 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** – 18.3% below budget

Capital Activity –

- Capital activity in December: Bus purchases, Maintenance Van tool/equipment purchases



December 2018 Financial Summary

Budget Tracking Figure: 100%

1. Operational Expenses:	\$368,452.86
Operational Revenues:	\$14,584.27
Non-Operational Income:	\$686,247.23
Capital Expenses:	\$950,131.70
Capital Income:	\$717,439.00
2. Sales Tax Received 12/31/2018 for October 2018:	\$432,231.53
Sales Tax Received 12/31/2017 for October 2017:	\$359,773.50
Sales tax increased from prior year 8%	
3. Cash on Hand as of December 31, 2018*:	
Operating:	\$3,248,044.09
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$784,452.39
Dedicated (Committed) Grant Match (31% Funded):	\$1,360,876.22
(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:	\$14,766.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,468.71
Travel Fund:	\$1,500.00
Total	\$7,185,357.84**

*"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%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$5,161,234.49	4,104,498.00	25.75%
Total		\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	20.47%			
Monthly Average		\$430,102.87	\$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%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$4,349,141.44	3,455,622.00	25.86%
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		\$4,349,141.44	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$434,914.14	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

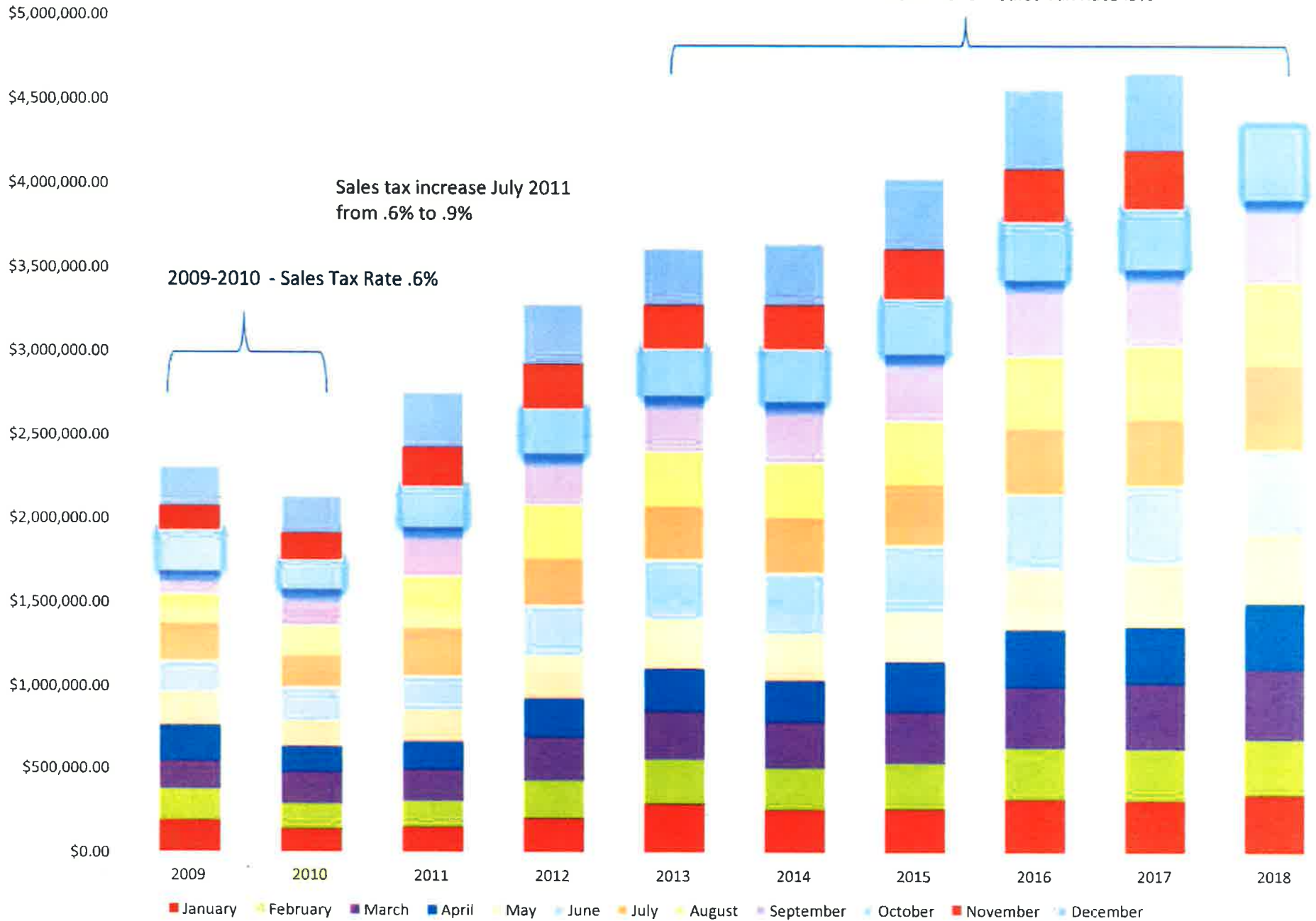
Jefferson Transit Authority - 2008-2018 Cumulative Sales Tax (Accrual Based)

2012-2018 - Sales Tax Rate .9%

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

2009-2010 - Sales Tax Rate .6%

Page 5 of 10 December 2018



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

	<u>December</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$8,049,129.78	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$1,255,548.90)	(\$4,125,228.67)
Non-Capital Financing Activities	\$436,718.42	\$6,178,497.59
Investing Activities	\$7,847.52	\$82,550.68
Total Operating Cash Provided/(Used)	(\$810,982.96)	\$2,135,819.60
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$52,388.98)	(\$1,358,435.85)
Net Increase/(Decrease) Cash and Equivalent	(\$863,371.94)	\$777,383.75
CASH BALANCES - END OF PERIOD	<u>\$7,185,757.84</u>	<u>\$7,185,757.84</u>

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

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,584.27	\$176,461.39	\$208,000.00	84.84%
Operating Expenses				
Labor	177,000.37	2,085,300.10	2,194,041.00	95.04%
Benefits	126,478.83	1,505,070.82	1,675,485.00	89.83%
Services and User Fees	8,281.34	222,542.67	296,865.00	74.96%
Materials & Supplies	35,675.39	520,623.86	631,560.00	82.43%
Utilities	3,998.01	72,208.74	83,253.00	86.73%
Casualty/Liability Costs	10,968.41	125,558.47	132,000.00	95.12%
Taxes	400.27	4,123.38	8,011.00	51.47%
Miscellaneous Expenses	1,031.53	47,714.64	93,332.00	51.12%
Interest on Debt	4,344.51	10,369.51	35,755.00	29.00%
Leases and Rentals	274.20	15,224.70	18,640.00	81.68%
Total Operating Expenses	368,452.86	4,608,736.89	5,168,942.00	89.16%
Operating Income (Loss)	(353,868.59)	(4,432,275.50)	(4,960,942.00)	89.34%
Non-Operating Revenues				
Non-Transportation Revenue	8,883.70	95,101.02	24,000.00	396.25%
Taxes Levied by Transit	550,433.53	5,222,835.49	4,166,099.00	125.37%
Local Grants & Contributions	1,250.00	18,087.50	17,500.00	103.36%
State Grants & Contributions	16,496.00	180,070.43	255,000.00	70.62%
Federal Grants & Contributions	109,184.00	1,185,226.99	960,000.00	123.46%
Total Non-Operating Revenues	686,247.23	6,701,321.43	5,422,599.00	123.58%
Net Income (Loss) Before Transfers In/(Out)	332,378.64	2,269,045.93	461,657.00	491.50%
Net Income/(Loss)	332,378.64	2,269,045.93	461,657.00	491.50%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Twelve Months Ending December 31, 2018

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,652.86	\$136,021.16	\$168,000.00	80.96%
Fixed Route Fares - West - JTOC	404.60	5,049.96	3,900.00	129.49%
Dial-a-Ride Fares (DAR)	992.73	10,135.57	10,800.00	93.85%
Vanpools	1,534.08	22,405.12	22,800.00	98.27%
Extended Service		2,849.58	2,500.00	113.98%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,584.27	176,461.39	208,000.00	84.84%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,847.52	82,550.68	12,000.00	687.92%
Gain (Loss) on Disposition of Capital Items	376.51	1,176.16	1,200.00	98.01%
Other Nontransportation Revenues	659.67	11,374.18	10,800.00	105.32%
Taxes Levied Directly by Transit System - Sales & Use Tax	550,433.53	5,222,835.49	4,166,099.00	125.37%
Local Grants and Contributions				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP		3,087.50	2,500.00	123.50%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	175,962.00	252,000.00	69.83%
RTAP		4,108.43	3,000.00	136.95%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	1,185,226.99	960,000.00	123.46%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	717,439.00	1,545,789.00		0.00%
Total Nonoperating Revenues	1,403,686.23	8,247,110.43	5,422,599.00	152.09%
TOTAL REVENUES	1,418,270.50	8,423,571.82	5,630,599.00	149.60%

Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2018

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,111.06	\$784,036.37	\$705,898.00	111.07%
Operators Overtime - Fixed Route	2,902.03	65,061.75	79,254.00	82.09%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,097.97	93,503.51	129,226.00	72.36%
Operators Overtime - Dial-a-Ride (DAR)	1,005.54	11,928.64	12,879.00	92.62%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,946.61	494,960.60	579,880.00	85.36%
Other Overtime (Mntce, Dispatch, Cust Serv)	144.14	30,241.35	51,684.00	58.51%
Administration Salaries	52,793.02	605,567.88	635,220.00	95.33%
Total Labor	177,000.37	2,085,300.10	2,194,041.00	95.04%
Benefits				
FICA	15,634.08	175,605.00	217,429.00	80.76%
Pension Plans (PERS)	24,827.61	305,817.73	318,319.00	96.07%
Medical Plans	45,745.88	530,485.21	586,956.00	90.38%
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)	7,948.24	85,781.55	79,370.00	108.08%
Holiday	3,507.61	84,829.86	93,317.00	90.91%
General Leave	18,990.80	256,903.11	282,932.00	90.80%
Other Paid Absence (Court Duty & Bereavement)	555.96	18,505.47	14,686.00	126.01%
Uniforms, Work Clothing & Tools Allowance	764.10	10,021.05	16,880.00	59.37%
Other Benefits (HRA, EAP & Wellness)	8,504.55	26,466.50	28,836.00	91.78%
Total Benefits	126,478.83	1,505,070.82	1,675,485.00	89.83%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	397.00	21,063.26	18,250.00	115.42%
Professional & Technical Services	2,128.88	113,418.94	127,000.00	89.31%
Contract Maintenance Services (IT Services)	982.36	18,317.21	14,500.00	126.33%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	1,930.59	24,381.76	42,000.00	58.05%
Property Maintenance Services	1,400.70	23,739.95	29,500.00	80.47%
Software Maintenance Fees	659.68	10,369.22	46,615.00	22.24%
Postage & Mail Meter Fees	490.05	2,776.68	3,100.00	89.57%
Drug & Alcohol Services	292.08	4,479.96	4,800.00	93.33%
Other Services & User Fees		1,711.28	2,500.00	68.45%
Total Service and User Fees	8,281.34	222,542.67	296,865.00	74.96%
Materials and Supplies Consumed				
Fuel	24,176.12	299,257.96	355,000.00	84.30%
Tires	212.72	19,259.98	35,000.00	55.03%
Lubrication	792.05	10,132.07	10,550.00	96.04%
Tools	598.18	17,955.14	18,000.00	99.75%
Vehicle Maintenance & Repair Parts	6,559.93	94,713.54	96,500.00	98.15%
Non-Vehicle Maintenance & Repair Parts	80.93	9,874.40	8,240.00	119.83%
Vehicle Accessories		238.69	1,350.00	17.68%
Park & Ride Materials	32.37	473.27	3,750.00	12.62%
Shop Supplies (Maintenance & Cleaning)	1,763.90	23,237.19	20,500.00	113.35%
Safety & Emergency Supplies		2,599.52	7,050.00	36.87%
Office Supplies	583.84	10,420.04	17,420.00	59.82%
Computer Programs & Supplies	357.50	7,125.23	13,750.00	51.82%
Printing (Photocopier, Schedules & Brochures)	517.85	23,377.88	42,450.00	55.07%
Other Materials & Supplies		1,958.95	2,000.00	97.95%
Total Materials and Supplies Consumed	35,675.39	520,623.86	631,560.00	82.43%
Utilities				
Water, Sewer & Solid Garbage	1,039.53	12,791.53	14,100.00	90.72%
Utilities (Electrical & Propane)		24,407.34	29,000.00	84.16%
Telephone & Internet	2,958.48	35,009.87	40,153.00	87.19%
Total Utilities	3,998.01	72,208.74	83,253.00	86.73%

**Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2018**

	<u>December</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	\$131,620.92	\$132,000.00	99.71%
Recoveries of Public Liability & Property Damage Settlements		(6,062.45)		0.00%
Total Casualty and Liability Costs	10,968.41	125,558.47	132,000.00	95.12%
Taxes				
State Taxes	302.77	3,396.63	4,261.00	79.71%
Vehicle Licensing & Registration Fees	97.50	346.50	750.00	46.20%
Other Licensing Fees & Taxes		380.25	3,000.00	12.68%
Total Taxes	400.27	4,123.38	8,011.00	51.47%
Miscellaneous				
Dues & Subscriptions	765.98	11,704.24	17,757.00	65.91%
Travel & Meetings	58.65	17,954.12	34,750.00	51.67%
Fines & Penalties	1.90	1.90		0.00%
Safety Program (Rodeo & Safety Rewards)		1,165.84	9,000.00	12.95%
Training (Classes, Seminars & Materials)	205.00	12,627.84	26,454.00	47.74%
EE CDL and EE Physical Expense		4,191.00	5,071.00	82.65%
Other Miscellaneous		69.70	300.00	23.23%
Total Miscellaneous	1,031.53	47,714.64	93,332.00	51.12%
Interest Expense				
Interest on Long-term Debt Obligation	4,344.51	10,369.51	35,755.00	29.00%
Total Interest Expense	4,344.51	10,369.51	35,755.00	29.00%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	2,510.40	3,000.00	83.68%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		12,676.15	13,140.00	96.47%
Total Leases and Rentals	274.20	15,224.70	18,640.00	81.68%
TOTAL OPERATING EXPENSES	<u>368,452.86</u>	<u>4,608,736.89</u>	<u>5,168,942.00</u>	<u>89.16%</u>

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

Current Account Status	Balance per Bank @ 12/31/18	\$ 2,420,328.61	\$ -
Balance per GL @ 11/30/18		\$ 3,365,980.76	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,479.55	
	Transfers Out (Purchases)	\$ (950,131.70)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 12/31/18		\$ 2,420,328.61	
Balance in Capital Account	Outstanding Checks	\$ 2,420,328.61	

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
	December Buses 511/512	\$ (717,439.00)	\$ (221,341.44)
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
	Oct 2018 - 2 Vanpool Vans	\$ (38,350.00)	\$ (10,087.00)
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)
	Oct 2018 - #406 Transmission		\$ (4,501.05)
	JTA Funded Balance		\$ 244,002.77
Service Vehicles			
Shop Maintenance Van	2018 Beginning Budget	\$ -	\$ 100,000.00
	2018 Shop Mntce Vehicle		\$ (94,592.96)
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	JTA Funded Balance		\$ 13,949.62
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	\$ 2,420,328.61
JTA Committed Project Funds Sub-Total	\$ (784,462.39)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,360,876.22



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

Attachment C

February 19, 2019

Legislative Updates

January 14, 2019, the Legislature convened its long session, scheduled for 105 days. It is expected to end on April 28, 2019. By week four over 2100 bills have been introduced. More bills are expected to drop daily. The first cutoff is March 1 for Transportation.

The Legislature is starting a new 2-year budget cycle (2019-2021) during which new Operating, Transportation, and Capital budgets will be negotiated.

Some priority areas are:

Electrification of Public Fleet bill HB 1832 (by Rep Macri) which requires all public agencies to switch to electric vehicles by a certain time frame.

Green Transportation bill HB2042 (by Rep. Fey) which incentivizes the adoption of electric and other clean alternatives fuel vehicles (tax incentive program) (there is concern that this 50/50 matching program may take funding away from something else such as the WSF or WSP.

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.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Upcoming WSTA Board and Committee meetings:

- WSTA 1st Quarter Board Meeting, Olympia – February 26-27 – Tammi
- 2019 Spring Maintenance Forum, Spokane – March 27-28 – John

JTA met with Peter Soderberg from Nelson Nygaard yesterday, February 18, 2019. In response to the 2018 Supplemental Transportation Budget, the Washington State Legislature's Joint Transportation Committee (JTC) is overseeing a project to inventory and assess the capital needs of all bus transit agencies in the state. The purpose is to provide a foundation for a legislative policy discussion regarding the state's role in funding the capital needs of the state's public transportation systems.

A component of this project includes interviews with representatives from each Washington State transit agency—31 agencies in all.

Restrooms at Haines Place Park and Ride

The Bathroom project is set to begin once the Authority approves the CXT Pre-cast Restroom Purchase Order and J.E. Gibson Consulting Contract. The first Topographic Survey date is tentatively set for February 20, 2019.

Approximate Schedule:

- February 20, 2019 - Begin Topographic Survey
- February 2019 - Begin Construction Documents
- March 2019 – Submit Construction Documents to City for Approval
- May 2019 - Anticipated approved of plans and permits from City
- May 2019 – Advertise and place bid request for contractor
- May - Bid Opening and Award
- Contractor to begin site work
- June 2019 – CXT Facilities Installed
- July 2019 – Project Complete

Peninsula Regional Transportation Planning Organization (PRTPO) Lead Agency Update

Grays Harbor Council of Governments (GHCOG) bid to become our RTPO's Lead agency as WSDOT is transitioning away from this responsibility as of June 30, 2019.

After much discussion, interviews, and meetings GHCOG has declined the opportunity to be the lead agency for the PRTPO. The Chair of RTPO, Bek Ashby has been in communication with Kitsap Transit and Triangle Associates to start the recruiting process again. Ms. Ashby also met with WSDOT to get a better understanding of exactly what scope and delivery of work was needed by our lead agency.

On February 7, 2019, RTPO met with Kitsap Transit to discuss expectations, duties, experiences, and responsibilities. Our goal was to come away with a clear goal and next steps.

See RCW 47.80.023 for the Duties of the Lead Agency.

On February 15, 2019, the RTPO selection committee met to discuss next steps and how to move forward with Kitsap. Sara will continue researching other RTPO's to determine if JTA would be a good fit as the fiscal agent. She will be attending MPO/RTPO/WSDOT Coordinating Committee Meeting next week as a networking opportunity to discuss fiscal agent responsibilities and policy concerns. The option for JTA to be the fiscal agent may not be the best option available because JTA uses the County as our Treasurer. JTA would need to create an entirely separate governmental entity for the appearance of separation.

Other Lead Agency responsibilities include:

Legal Services - WSDOT has an agreement with the Kitsap County Prosecuting Attorney's office. This agreement is through 6-30-19. The PRTPO would enter into a separate agreement for services after 7-1-19.

Bylaws and Interlocal Agreement – Both documents require updating. Time is an issue because the ILA will need to be approved by each jurisdiction.

Web Site – The website is resident on a state server. The website will need to be moved to another server and administrator.

Record Retention - WSDOT has several boxes of archival documents. WSDOT has agreed to inventory these documents and to retain only the required records per the state retention schedule.

- The preferred solution is to transfer the hard copies to digital media.

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Insurance – Appropriate liability insurance for PRTPO executive board should be purchased. AWC estimate premium to be \$2,500 to \$3,000.

Policies – Basic policies should be available for approval before the transition.

Sara will contact other MPO/RTPO for recommended policies. The group discussed an Ethics Code, Reimbursement Policy and Procedures, Procurement Policy, Public Records Request Policy, and Grant Ranking Policy as possibilities.

Training for new staff – Kitsap Transit staff will receive training by WSDOT for updating the STIP monthly and RTIP annually and other duties.

Regional Transportation Plan – The RTP is due to be updated before December 2019. WSDOT has begun the process of updating the RTP.

UPWP – The 2019-2020 development is underway and will be sent out for 30-day review by Executive Board members in May.

Also on February 15, 2019, RTPO approved the updates to the Human Services Transportation Coordination Plan (HSTP). This plan directly influences the WSDOT's Consolidated Grant program which is a competitive application process for state and federal transportation grants. The grant is typically 20% of all of our revenue.

RouteMatch

Work continues getting the fixed route portion of RM to work as we need it to, IT placed an order for five additional tablets required for the new vehicles, and it has been two months, and we have still not received the tablets. We anticipate receiving the tablets by the end of February.

Network and Server Upgrades

IT is in the last phases of decommissioning the old server. The plan is to keep the old server in standby, idling until we confirm that everything is working as expected.



63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Board Report – John Bender

December 2018 – January 2019

Attachment D

Fleet updates:

- Hanover training scheduled for tomorrow 2/20/19 at 9:30 am. All techs will be available for training and it will close out reception of the new Gilligs.
- Cutaway reorder in progress with Schetkey. To be finalized at the next staff meeting.

Facility:

- Conex to be delivered tomorrow 2/20/19 at 8:00 am. To be used for tire inventory and other shop equipment storage.
- Annual preventative service agreement for 250K Kohler generator established with DD electric. First scheduled service to be performed in July.

Staff/misc:

- New Mechanic Clayton West started 01/28/19, started CDL training 02/18/19.
- Way finding signage project nearing completion. Only routes 1 and 7 remaining.



63 4 Corners Road, Port Townsend, WA 98368

Operations Report – Leesa Monroe

December 2018 - January 2019

Attachment E

Safety and Training (Supervisor, Gary Maxfield)

- One person was excluded from service for 30 days
- Two riders received a code of conduct
- Gary viewed six hours of video
- JTA continues to see an influx of new transients
- Service and Training Supervisor, Gary Maxfield and Field Supervisor, Nicole Gauthier attended the bi-monthly meeting with the shelter staff in January
- Gary is currently doing CDL training for JTA's new maintenance person; Intercity has offered to do the testing for JTA.
- Gary provided courtesy rides to a person needing to get to dialysis treatment during the snow

Events: Between February 4 and February 14 JTA experienced eight snow days. Staff were out checking roads by 3:00 am to assess road conditions and ensure snow routes were posted on the website by 5:30 am. All operations staff did an excellent job of adapting to re-routing and ongoing changes. Operations could not have put service on the road without our maintenance staff clearing the snow out of the bus parking lot and Haines Place and shoveling the sidewalks.

Significant service events that occurred during the storm included:

- Friday, Feb 8th
 - The JTA 11:45 Sequim returned 2 hours late due to a blocking accident on Hwy 20
 - The #8 Sequim run @ 15:15 was canceled due to a jack-knifed semi on Hwy 20 & hazardous road conditions
 - The #1 last two Brinnon routes of the day were canceled. Road access was closed due to power lines were down at Tarboo Rd and accidents at Hwy 104 & Hwy 101 interchange.
- Saturday, Feb 9th

By 9 am service had been canceled for the day after the first bus of the day became stuck at 19th and Landes on the ice at 6:50 am. We wish to thank the PT road crew truck who brought sand to try and help us get out, it didn't work, but JTA appreciated their effort. JTA's maintenance crew David Lont, Jake Hollingsworth, and Service Supervisor Gary Maxfield used shovels, the snow plow and gravel to dig the bus out; Three hours after the bus became stuck, at 9:49 with chains on, the bus headed slowly back to the depot.

- JTOC Service during the storm

Saturday, Feb 9th JTOC service was suspended at 10:45 due to high winds, trees falling and the power was out.

Monday, Feb 11th JTOC service was suspended at 11:00 after JT and Grays Harbor buses became stuck in the snow at Amanda Park. JT vehicle received a very small dent, approximately 2" square to the trim piece but otherwise, there was no damage or injuries.

New contact: Leesa Monroe and Miranda Nash met with Celeste Bennett, Mobile Services Manager for the Jefferson County Library; we met to discuss where the Bookmobile goes and how it matches transit routes. Celeste will review the Bookmobile schedules and where transit buses go; she is looking to see if there are places to provide patrons more access to the Bookmobile by bus. Two other ideas we discussed are partnering to promote a Read and Ride program with JTA Summer Youth Pass; perhaps riding the Tri-Area bus to the library. Additionally, cards promoting the Home Library Service have been placed in our DAR vehicles letting passengers know the library has home delivery of library resources for people with disabilities.

Ridership:

- JTA combined ridership for fixed route and JTOC and was over a quarter of a million rides for 2018, 253,042 rides
- There was a 7.6% increase in fixed route ridership and a 2.9% increase in JTOC ridership
- We are monitoring the increase in DAR ridership; there was an increase in October, November, December 2018, and January 2019. DAR ridership traditionally has ebbed and flowed, and the overall monthly average ridership comparison of 2017 and 2018 is very close.