

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, April 16, 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 Sullivan at 1:30 pm. Other members present were David Faber, 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, and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Debbie Jahnke commented on the Rhody Carnival's possible alternate site of Haines Place Park & Ride, and the impact this would have on KaiTai Park.

Tom Thiersch commented on two corrections in the CAC Bylaws, travel request regarding electric bus conference, and fare collection analysis.

Margaret Lee agreed with Debbie Jahnke's comments regarding KaiTai Park and to protect public parking and the use of the Haines Place Park & Ride.

Mike Amon commented on the Rhody Festival Carnival using the Haines Place Park & Ride as an alternate location.

Darrell Conder commented on free fare day.

David Sullivan asked about free fare for transit. Sara Crouch stated grant providers require buy-in from the public. We have looked at this in the past. Kate Dean asked about Island Transit fares. Sara said commuter routes at Island Transit are charged fares.

David Faber asked about the range of electric buses. John Bender said estimates are given, but a lot of variable factors affect range. The seminar he is attending is an informational seminar on Gillig's new electric vehicles. John Bender also believes conference attendees will bring up range.

NEW AGENDA ITEMS

Rhody Carnival Discussion

FINANCE REPORTS

Please see Attachment A and B

Ms. Crouch reported on the following items for March 2019:

- Sales Tax Analysis
- Revenue Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, February 19, 2019
- b. Approval of Expenses, March 2019
- c. Approval of Expenses, February 2019
- d. Out of State travel for John Bender

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

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

OLD BUSINESS

a. CAC Discussion

Ariel Speser stated the CAC Bylaws have been approved, and today we would like to discuss selecting CAC committee members. These selections were discussed with Kate Dean, and they concentrated on making the committee as well rounded as possible in the different represented interests. Today we have recommendations for appointments and alternate appointments.

Greg Brotherton asked if an eight member board may cause voting ties. Ariel Speser said we could ask an alternate to become a regular member and make this a nine member Board.

David Sullivan pointed out some issues in the CAC Bylaws. He suggested making seven nominations for the committee today, and the CAC can come back with recommendations to change the Bylaws. That would keep things moving with the CAC Committee. The Board agreed.

- For the CAC Committee 2-year positions
 1. Tim Caldwell
 2. Darrell Conder
 3. Vivien Kuehl
 4. Brandon Maxwell

- For the CAC Committee 1-year positions
 1. Anne Metcalfe
 2. John Nowak
 3. Brenda Williamson

David Sullivan asked if a board liaison has been named.

Motion: David Faber moved to approve the nominations as presented by the Chair. Greg Brotherton seconded.

Vote: The motion carried 4-0 by voice vote with Kate Dean abstaining.

Mr. Sullivan moved to Section 7.5 Board Liaison. The Bylaws state that this will also be voted on by the Authority Board. Kate Dean said she is happy to serve in the role. Mr. Sullivan recommended to the Board that Commissioner Dean serves as Board Liaison.

Motion: David Faber moved to approve the Board Chair's recommendation that Kate Dean is the Liaison to the CAC. Ariel Speser seconded.

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

Motion: David Faber moved to task the CAC with reviewing the Bylaws for recommended changes as well as looking for potential nominees. Ariel Speser seconded.

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

Kate Dean will work with staff to set up the first meeting where we will select a Chairperson.

Motion: David Faber moved that the Board authorize Kate Dean to prepare the initial Agenda for the CAC meeting. Ariel Speser seconded.

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

b. 1st Amendment to Resolution 19-02: Acquisition of Real Property

Tammi Rubert stated this real estate transaction has been closed, recorded, and added to our insurance. Jefferson Title closed the transaction but would like Tammi Rubert's name added to the Resolution as General Manager, to adjust the purchase price to \$77,761.55, and add the verbiage to the sentence "and authorizes her to sign a Purchase and Sale Agreement "and all other documents related to" the purchase of the property...

Motion: Kate Dean moved to approve the Amendment to Resolution 19-02. Ariel Speser seconded.

David Faber stated he previously had a conflict of interest in this, but his conflict of interest has resolved, and he will not be abstaining.

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

NEW BUSINESS

a. Resolution 19-06: Farmers Market Contract Renewal

Tammi Rubert stated the Farmers Market has requested the use of JTA's property and asks the Board to extend their contract for another year.

Motion: David Faber moved to approve Resolution 19-06 authorizing the General Manager to sign the revocable license with Jefferson County Farmers Market. Ariel Speser seconded.

Kate Dean asked if there were any changes to the license. Tammi Rubert said the only change is the market hours have changed to 11 am to 3 pm.

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

b. Resolution 19-07: PTeRider Contract Renewal

Tammi Rubert said the PTeRider requests we approve their contract renewal for another year.

A discussion was held.

Motion: Kate Dean moved to approve Resolution 19-07 with the condition that a copy of the certificate of insurance is provided to Transit. David Faber seconded.

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

c. Resolution 19-08: Authority to Purchase a New Bio-Diesel Bus

Tammi Rubert stated that JTA has the funding available in our reserves to purchase one full-size bus every four years. We would like the approval to order a bus now for delivery in 2020. This purchase will be in our 2020 budget.

Motion: Greg Brotherton moved to approve Resolution 19-08 authorizing the General Manager to purchase a new bio-diesel Gillig bus. David Faber seconded.

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

d. Resolution 19-09: Authority to enter into an Agreement with the Washington State Department of Transportation (WSDOT) for Fiscal Agent Duties of the Peninsula Regional Transportation Planning Organization (PRTPO)

Tammi Rubert asked the Board to authorize that the General Manager sign an Agreement with the WSDOT for JTA to perform Fiscal Agent duties for the PRTPO for the next two months. After that, we will present another agreement with the PRTPO for the full two years.

A discussion was held.

Motion: David Faber moved to approve Resolution 19-09 authorizing the General Manager to enter into an Agreement with WSDOT to transition the Fiscal Agent duties of the PRTPO to JTA. Greg Brotherton seconded.

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

e. Rhody Carnival Discussion

A discussion was held regarding the following items needed for planning:

- Rhody Festival Proposal
- Coordinate with KaiTai Park environmental concerns
- Insurance requirements: metal fencing for bus loop and body of water separation, curb painting for tripping hazards
- Alternate Park & Ride parking
- Contract and plan between JTA and Rhody Festival and/or Funtastic
- City Permit
- Traffic directors

It was noted that JTA staff must perform all work, even as an alternate site, with a 3½ week time limitation.

A Special Meeting will be scheduled at JTA in one week on April 25th at 4:30 pm to discuss a proposal from the Rhody Festival Board and/or Fantastic. The proposal must be in hand by 5:00 pm on 4/23 for Board review before the Special Meeting, or the Special Meeting will be canceled. The Board also requested the KaiTai Park environmental determination for review.

REPORTS

GENERAL MANAGERS REPORT

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative updates
- Comprehensive Plan update
- Finance Software update
- Fire Suppression update
- Low-No Emissions Grant
- JTA's Projects update
- Restroom update
- IT update

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
- Events and Projects
- Service Planning
- Ridership

PUBLIC COMMENT

Margaret Lee commented on JTA's Earth Day rider alert and JTA's website information on the cost of owning a car. She also commented on the Rhody Carnival alternate site location.

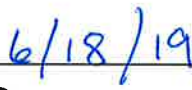
Debbie Jahnke pointed out that Mountain View requires permission from the City of Port Townsend and the School District for use.

ADJOURNMENT

The meeting was adjourned at 3:35 pm. The next regular meeting will be held Tuesday, June 18, 2019, 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

April 10, 2019

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

The budget tracking percentage for March is 24%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month January 2019 sales tax was 5% higher than received in January 2018.

Revenue Report –

- Overall - Operating revenue is tracking near or a little over budget.

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

Cumulatively, JTA expenses are 2.6% UNDER budget.

- **Labor** – Labor is .5% under budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 4.7% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 1% under 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.
 - Other Benefits – Timing issue.
- **Services and User Fees** – S/U Fees are 16.5% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 7.4% under budget
 - Vehicle Maintenance & Repair – Timing issue – will monitor.
 - Shop Supplies – monitoring, several early year purchases for shop – reduced this annual budget and moved a portion to service for the 2019 budget year; will need to increase in 2020.
- **Utilities** – appears on budget – but electricity not yet posted – will monitor; timing issue
- **Casualty/Liability Costs** – 4% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 12.39% under budget
- **Miscellaneous** – 9.81% under budget
- **Interest on Debt** – 24% under budget, bi-annual payments made in June and Dec, Timing issue
- **Leases and Rentals** – 6.36% under budget

Capital Activity – Capital activity in March: Tire Conex Purchase, Escrow Payment 111 4 Corners



March 2019 Financial Summary

Budget Tracking Figure: 24%

1. Operational Expenses:	\$367,494.89
Operational Revenues:	\$16,212.84
Non-Operational Income:	\$618,833.49
Capital Expenses:	\$0.00
Capital Income:	\$0.00
2. Sales Tax Received 3/31/2019 for January 2019:	\$364,223.85
Sales Tax Received 3/31/2018 for January 2018:	\$346,748.19
Sales tax increased from prior year 5%	
3. Cash on Hand as of March 31, 2019*:	
Operating:	\$3,693,713.07
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,898,696.70
Dedicated (Committed) Grant Match (18% Funded):	\$971,175.15
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$30,216.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,446.49
Travel Fund:	\$1,500.00
Total	\$8,370,997.84**

**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

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,786.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,328.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$281,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	0.00%	\$0.00	1,299,029.00	
May	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	1,683,366.00	
June	0.90%		\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	2,005,436.00	
July	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	2,362,187.00	
August	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,804,814.00	
September	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	3,183,914.00	
October	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	3,593,250.00	
November	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	4,032,692.00	
December	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	4,374,477.00	
Total		\$1,253,877.02	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$417,959.01	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	0.00%	\$0.00	588,552.00	
March	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	972,889.00	
April	0.90%		\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	1,294,959.00	
May	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	1,651,710.00	
June	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,094,337.00	
July	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	2,473,437.00	
August	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	2,882,773.00	
September	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	3,322,215.00	
October	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	3,864,000.00	
November	0.90%		\$406,363.77	\$346,786.90	\$313,966.98	\$300,908.64	\$329,429.00	0.00%	\$0.00	3,993,429.00	
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
Total		\$364,223.85	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$364,223.85	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Three Months Ending March 31, 2019

	March	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$8,233,367.98	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$284,008.58)	(\$836,086.76)
Non-Capital Financing Activities	\$368,804.23	\$1,260,760.08
Investing Activities	\$8,039.58	\$23,310.15
Total Operating Cash Provided/(Used)	\$92,835.23	\$447,983.47
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$27,056.50	\$719,518.40
Net Increase/(Decrease) Cash and Equivalent	\$119,891.73	\$1,167,501.87
CASH BALANCES - END OF PERIOD	\$8,353,259.71	\$8,353,259.71

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending March 31, 2019

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,212.84	\$42,296.48	\$172,072.00	24.58%
Operating Expenses				
Labor	183,569.73	528,238.62	2,249,110.00	23.49%
Benefits	119,157.07	405,983.58	1,765,334.00	23.00%
Services and User Fees	7,040.38	25,233.08	336,454.00	7.50%
Materials & Supplies	30,036.98	104,286.89	626,760.00	16.64%
Utilities	3,893.84	19,481.55	80,853.00	24.10%
Casualty/Liability Costs	16,804.71	40,100.53	138,000.00	29.06%
Taxes	329.76	849.63	7,319.00	11.61%
Miscellaneous Expenses	6,352.42	14,940.57	105,325.00	14.19%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	310.00	3,743.53	21,220.00	17.64%
Total Operating Expenses	367,494.89	1,142,857.98	5,341,175.00	21.40%
Operating Income (Loss)	(351,282.05)	(1,100,561.50)	(5,169,103.00)	21.29%
Non-Operating Revenues				
Non-Transportation Revenue	35,917.64	23,174.96	76,176.00	30.42%
Taxes Levied by Transit	455,985.85	1,223,714.02	4,435,490.00	27.59%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	16,496.00	49,488.00	295,508.00	16.75%
Federal Grants & Contributions	109,184.00	327,552.00	1,060,104.00	30.90%
Total Non-Operating Revenues	618,833.49	1,627,678.98	5,884,778.00	27.66%
Net Income (Loss) Before Transfers In/(Out)	267,551.44	527,117.48	715,675.00	73.65%
Net Income/(Loss)	267,551.44	527,117.48	715,675.00	73.65%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Three Months Ending March 31, 2019**

	March	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,981.38	\$32,850.97	\$131,496.00	24.98%
Fixed Route Fares - West - JTOC	422.51	1,340.61	5,256.00	25.51%
Dial-a-Ride Fares (DAR)	865.43	2,629.38	9,660.00	27.22%
Vanpools	1,923.52	5,475.52	22,860.00	23.95%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	16,212.84	42,296.48	172,072.00	24.58%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	8,039.58	23,310.15	74,976.00	31.09%
Gain (Loss) on Disposition of Capital Items	27,056.50	(2,065.12)	1,200.00	(172.09%)
Public Donations		5.00		0.00%
Other Nontransportation Revenues	821.56	1,924.93		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	455,985.85	1,223,714.02	4,435,490.00	27.59%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	49,488.00	295,508.00	16.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	327,552.00	1,060,104.00	30.90%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	618,833.49	1,627,678.98	5,884,778.00	27.66%
TOTAL REVENUES	635,046.33	1,669,975.46	6,056,850.00	27.57%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2019**

	March	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,016.47	\$189,843.95	\$783,140.00	24.24%
Operators Overtime - Fixed Route	2,857.55	10,580.79	73,170.00	14.46%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,270.84	25,162.06	87,787.00	28.66%
Operators Overtime - Dial-a-Ride (DAR)	311.81	969.33	12,705.00	7.63%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	49,421.33	137,576.85	591,221.00	23.27%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,651.12	10,158.30	46,007.00	22.08%
Administration Salaries	55,040.61	153,947.34	655,080.00	23.50%
Total Labor	183,569.73	528,238.62	2,249,110.00	23.49%
Benefits				
FICA	15,393.27	44,117.98	222,376.00	19.84%
Pension Plans (PERS)	24,251.47	73,640.68	344,838.00	21.37%
Medical Plans	46,796.87	137,140.57	637,020.00	21.53%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,974.11	24,986.65	94,433.00	26.46%
Holiday	(64.17)	44,257.20	95,939.00	46.13%
General Leave	20,335.55	65,011.47	292,240.00	22.25%
Other Paid Absence (Court Duty & Bereavement)	1,147.20	2,507.92	14,686.00	17.08%
Uniforms, Work Clothing & Tools Allowance	933.48	4,710.52	17,840.00	26.40%
Other Benefits (HRA, EAP & Wellness)	1,111.29	8,766.76	32,196.00	27.23%
Paid FML	278.00	843.83	3,966.00	21.28%
Total Benefits	119,157.07	405,983.58	1,765,334.00	23.00%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	484.92	1,377.72	24,250.00	5.68%
Professional & Technical Services	1,603.57	7,041.66	123,500.00	5.70%
Contract Maintenance Services (IT Services)	763.00	2,305.30	16,005.00	14.40%
Custodial Services	1,500.00	1,500.00	7,800.00	19.23%
Security Services		256.16	5,600.00	4.57%
Vehicle Technical Services	295.06	4,460.34	47,000.00	9.49%
Property Maintenance Services	76.95	240.45	36,264.00	0.66%
Software Maintenance Fees	611.49	2,488.78	41,835.00	5.98%
Postage & Mail Meter Fees	6.85	556.00	3,600.00	15.44%
Drug & Alcohol Services	314.91	959.73	8,500.00	11.29%
Other Services & User Fees	1,383.63	4,046.96	19,300.00	20.97%
Total Service and User Fees	7,040.38	25,233.08	336,454.00	7.50%
Materials and Supplies Consumed				
Fuel	11,437.05	51,025.27	355,000.00	14.37%
Tires	444.68	4,443.51	35,000.00	12.70%
Lubrication	492.07	2,729.42	15,550.00	17.55%
Tools	57.59	3,596.97	18,000.00	19.98%
Vehicle Maintenance & Repair Parts	12,288.04	29,142.94	96,500.00	30.20%
Non-Vehicle Maintenance & Repair Parts	589.02	1,119.76	8,240.00	13.59%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	94.11	841.39	5,750.00	14.63%
Shop Supplies (Maintenance & Cleaning)	1,412.52	4,705.46	7,500.00	62.74%
Safety & Emergency Supplies	229.25	372.16	7,050.00	5.28%
Office Supplies	835.48	1,305.31	19,920.00	6.55%
Computer Programs & Supplies	1,665.28	3,617.21	15,700.00	23.04%
Printing (Photocopier, Schedules & Brochures)	491.89	1,387.49	39,200.00	3.54%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	30,036.98	104,286.89	626,760.00	16.64%
Utilities				
Water, Sewer & Solid Garbage	1,049.58	3,357.13	14,100.00	23.81%
Utilities (Electrical & Propane)		6,685.53	29,000.00	23.05%
Telephone & Internet	2,844.26	9,438.89	37,753.00	25.00%
Total Utilities	3,893.84	19,481.55	80,853.00	24.10%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2019**

	March	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$34,943.73	\$138,000.00	25.32%
Payouts for Insured Public Liability & Property Damage Settlements	5,156.80	5,156.80		0.00%
Total Casualty and Liability Costs	16,804.71	40,100.53	138,000.00	29.06%
Taxes				
State Taxes	312.26	814.63	3,569.00	22.83%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	17.50	35.00	3,000.00	1.17%
Total Taxes	329.76	849.63	7,319.00	11.61%
Miscellaneous				
Dues & Subscriptions	759.99	4,616.85	24,171.00	19.10%
Travel & Meetings	3,768.06	6,066.68	35,500.00	17.09%
Fines & Penalties	18.00	18.00		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,660.37	2,486.23	27,104.00	9.17%
EE CDL and EE Physical Expense	146.00	1,650.00	9,250.00	17.84%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	6,352.42	14,940.57	105,325.00	14.19%
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	930.00	3,000.00	31.00%
Service Vehicles & Equipment		198.93	2,500.00	7.96%
Other General Administration Facilities		2,614.60	15,720.00	16.63%
Total Leases and Rentals	310.00	3,743.53	21,220.00	17.64%
 TOTAL OPERATING EXPENSES	 367,494.89	 1,142,857.98	 5,341,175.00	 21.40%

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

Current Account Status	Balance per Bank @ 3/31/19	\$ 3,144,871.85	\$ -
Balance per GL @ 2/28/19		\$ 3,145,009.48	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,571.97	
	Transfers Out (Purchases)	\$ (4,709.60)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 3/31/19		\$ 3,144,871.85	
Balance in Capital Account	Outstanding Checks	\$ 3,144,871.85	

2019 Capital Projects			
Land		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ 82,500.00
	Feb 2019 Escrow		\$ (1,000.00)
	JTA Funded Balance		\$ 81,500.00
Facility		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ -
	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 Min 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	\$ 410,301.00	\$ 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
		<i>Mar-19</i>	\$ (3,583.30)
Tool Box for 805 (Road Call Response)	2019 Beginning Budget		\$ 20,000.00
	JTA Funded Balance		\$ 21,416.70
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	\$ 3,144,871.85
JTA Committed Project Funds Sub-Total	\$ (1,898,696.70)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 971,175.15



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

March 20, 2019

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

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

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

For the month December 2018 sales tax was 3% higher than received in December 2017. Cumulatively, JTA received 12% higher sales tax in 2018 than in 2017.

Revenue Report –

- Overall - Operating revenue is 1.5% 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 2.3% UNDER budget.

- **Labor** – Labor is 1.4% below budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 2.5% over budget. Operations is monitoring increase in DAR operator hours.
 - **Other Overtime (Mntce, Dispatch, Cust Serv)** – 1.8% over budget due to shift coverage and snow removal.
- **Benefits** – Benefits are .5% under 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.
 - **Other Benefits** – Timing issue.
- **Services and User Fees** – S/U Fees are 11.9% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 4.8% under budget
 - **Tools** – Timing issue – will monitor.
 - **Vehicle Maintenance & Repair** – Timing issue – will monitor.
 - **Shop Supplies** – monitoring, several early year purchases for shop.
- **Utilities** – 1.4% under budget – electricity bill not yet posted
- **Casualty/Liability Costs** – .17% over budget – slight end of year increase over budgeted amount.
- **Taxes** – 9.6% under budget
- **Miscellaneous** – 9.5% under budget
- **Interest on Debt** – 16.7% under budget, bi-annual payments made in June and Dec, Timing issue
- **Leases and Rentals** – 6% under budget

Capital Activity – Capital activity in February: None



February 2019 Financial Summary

Budget Tracking Figure: 16.7%

1. Operational Expenses:	\$344,610.28
Operational Revenues:	\$11,915.84
Non-Operational Income:	\$485,927.70
Capital Expenses:	\$0.00
Capital Income:	\$0.00
2. Sales Tax Received 2/28/2019 for December 2018:	\$483,289.40
Sales Tax Received 2/28/2018 for December 2017:	\$465,326.15
Sales tax increased from prior year 3%	
3. Cash on Hand as of February 28, 2019*:	
Operating:	\$3,559,948.09
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 (18% Funded):	\$966,729.48
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$25,066.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,816.19
Travel Fund:	\$1,500.00
Total	\$8,233,590.19**

*"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

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%		\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	0.00%	\$0.00	1,003,052.00	
April	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	0.00%	\$0.00	1,299,029.00	
May	0.90%		\$433,801.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	1,683,366.00	
June	0.90%		\$391,012.04	\$339,021.49	\$341,810.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	2,005,436.00	
July	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	2,362,187.00	
August	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,804,814.00	
September	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	3,183,914.00	
October	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	3,593,250.00	
November	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	4,032,692.00	
December	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	4,374,477.00	
Total		\$889,653.17	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$444,826.59	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%		\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	0.00%	\$0.00	292,575.00
February	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	0.00%	\$0.00	588,552.00
March	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	972,889.00
April	0.90%		\$391,012.04	\$339,021.49	\$341,810.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	1,294,959.00
May	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	1,651,710.00
June	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,094,337.00
July	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	2,473,437.00
August	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	2,882,773.00
September	0.90%		\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	3,322,215.00
October	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	3,664,000.00
November	0.90%		\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	0.00%	\$0.00	3,993,429.00
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	0.00%	\$0.00	4,435,489.00
Total		\$0.00	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%		
Monthly Average		\$0.00	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08			

**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Two Months Ending February 28, 2019**

	February	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$7,773,529.87	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$27,386.88)	(\$572,919.48)
Non-Capital Financing Activities	\$484,528.82	\$891,955.85
Investing Activities	\$7,279.47	\$15,270.57
Total Operating Cash Provided/(Used)	\$464,421.41	\$334,306.94
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$4,583.30)	\$713,303.20
Net Increase/(Decrease) Cash and Equivalent	\$459,838.11	\$1,047,610.14
CASH BALANCES - END OF PERIOD	\$8,233,367.98	\$8,233,367.98

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Two Months Ending February 28, 2019**

	February	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$11,915.84	\$26,083.64	\$172,072.00	15.16%
Operating Expenses				
Labor	168,207.11	344,668.89	2,249,110.00	15.32%
Benefits	114,959.64	285,848.33	1,765,334.00	16.19%
Services and User Fees	6,721.16	16,231.60	336,454.00	4.82%
Materials & Supplies	34,940.33	74,928.73	626,760.00	11.95%
Utilities	4,376.23	11,793.72	80,853.00	14.59%
Casualty/Liability Costs	11,647.91	23,295.82	138,000.00	16.88%
Taxes	247.00	519.87	7,319.00	7.10%
Miscellaneous Expenses	3,001.97	7,584.21	105,325.00	7.20%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	508.93	2,257.48	21,220.00	10.64%
Total Operating Expenses	344,610.28	767,128.65	5,341,175.00	14.36%
Operating Income (Loss)	(332,694.44)	(741,045.01)	(5,169,103.00)	14.34%
Non-Operating Revenues				
Non-Transportation Revenue	7,638.30	(12,742.68)	76,176.00	(16.73%)
Taxes Levied by Transit	351,359.40	767,728.17	4,435,490.00	17.31%
Local Grants & Contributions	1,250.00	2,500.00	17,500.00	14.29%
State Grants & Contributions	16,496.00	32,992.00	295,508.00	11.16%
Federal Grants & Contributions	109,184.00	218,368.00	1,060,104.00	20.60%
Total Non-Operating Revenues	485,927.70	1,008,845.49	5,884,778.00	17.14%
Net Income (Loss) Before Transfers In/(Out)	153,233.26	267,800.48	715,675.00	37.42%
Net Income/(Loss)	153,233.26	267,800.48	715,675.00	37.42%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Two Months Ending February 28, 2019**

	February	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$8,957.74	\$19,869.59	\$131,496.00	15.11%
Fixed Route Fares - West - JTOC	443.79	918.10	5,256.00	17.47%
Dial-a-Ride Fares (DAR)	888.71	1,743.95	9,660.00	18.05%
Vanpools	1,625.60	3,552.00	22,860.00	15.54%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	11,915.84	26,083.64	172,072.00	15.16%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,279.47	15,270.57	74,976.00	20.37%
Gain (Loss) on Disposition of Capital Items		(29,121.62)	1,200.00	(2,426.80%)
Public Donations	5.00	5.00		0.00%
Other Nontransportation Revenues	353.83	1,103.37		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	351,359.40	767,728.17	4,435,490.00	17.31%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	32,992.00	295,508.00	11.16%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	218,368.00	1,060,104.00	20.60%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	485,927.70	1,008,845.49	5,884,778.00	17.14%
TOTAL REVENUES	497,843.54	1,034,929.13	6,056,850.00	17.09%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2019**

	February	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$58,492.92	\$123,827.48	\$783,140.00	15.81%
Operators Overtime - Fixed Route	3,677.53	7,723.24	73,170.00	10.56%
Operators Salaries & Wages - Dial-a-Ride (DAR)	6,797.60	16,891.22	87,787.00	19.24%
Operators Overtime - Dial-a-Ride (DAR)	237.24	657.52	12,705.00	5.18%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,951.23	88,155.52	591,221.00	14.91%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,556.68	8,507.18	46,007.00	18.49%
Administration Salaries	51,493.91	98,906.73	655,080.00	15.10%
Total Labor	168,207.11	344,668.89	2,249,110.00	15.32%
Benefits				
FICA	13,893.03	28,724.71	222,376.00	12.92%
Pension Plans (PERS)	25,374.98	49,389.21	344,638.00	14.33%
Medical Plans	44,977.25	90,343.70	637,020.00	14.18%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,042.04	16,012.54	94,433.00	16.96%
Holiday	2,142.65	44,321.37	95,939.00	46.20%
General Leave	16,985.24	44,675.92	292,240.00	15.29%
Other Paid Absence (Court Duty & Bereavement)	441.89	1,360.72	14,686.00	9.27%
Uniforms, Work Clothing & Tools Allowance	1,993.25	3,777.04	17,840.00	21.17%
Other Benefits (HRA, EAP & Wellness)	818.60	6,677.29	32,196.00	20.74%
Paid FML	290.71	565.83	3,966.00	14.27%
Total Benefits	114,959.64	285,848.33	1,765,334.00	16.19%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	141.00	592.80	24,250.00	2.44%
Professional & Technical Services	1,625.44	5,048.09	123,500.00	4.09%
Contract Maintenance Services (IT Services)	763.00	1,542.30	16,005.00	9.64%
Custodial Services			7,800.00	0.00%
Security Services	256.16	256.16	5,600.00	4.57%
Vehicle Technical Services	1,477.29	2,899.37	47,000.00	6.17%
Property Maintenance Services	163.50	163.50	36,264.00	0.45%
Software Maintenance Fees	611.49	1,877.27	41,635.00	4.51%
Postage & Mail Meter Fees	201.00	543.96	3,600.00	15.11%
Drug & Alcohol Services	219.91	644.82	8,500.00	7.59%
Other Services & User Fees	1,262.37	2,663.33	19,300.00	13.80%
Total Service and User Fees	6,721.16	16,231.60	336,454.00	4.82%
Materials and Supplies Consumed				
Fuel	19,824.31	39,588.22	355,000.00	11.15%
Tires	3,258.79	3,998.83	35,000.00	11.43%
Lubrication	1,305.27	2,182.37	15,550.00	14.03%
Tools	1,159.54	3,539.38	18,000.00	19.66%
Vehicle Maintenance & Repair Parts	3,677.38	17,609.60	96,500.00	18.25%
Non-Vehicle Maintenance & Repair Parts	509.84	509.84	8,240.00	6.19%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		747.28	5,750.00	13.00%
Shop Supplies (Maintenance & Cleaning)	2,699.38	3,292.94	7,500.00	43.91%
Safety & Emergency Supplies	142.91	142.91	7,050.00	2.03%
Office Supplies	211.98	469.83	19,920.00	2.36%
Computer Programs & Supplies	1,765.02	1,951.93	15,700.00	12.43%
Printing (Photocopier, Schedules & Brochures)	385.91	895.60	39,200.00	2.28%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	34,940.33	74,928.73	626,760.00	11.95%
Utilities				
Water, Sewer & Solid Garbage	1,166.09	2,307.55	14,100.00	16.37%
Utilities (Electrical & Propane)		3,150.21	29,000.00	10.86%
Telephone & Internet	3,210.14	6,335.96	37,753.00	16.78%
Total Utilities	4,376.23	11,793.72	80,853.00	14.59%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2019**

	February	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$23,295.82	\$138,000.00	16.88%
Total Casualty and Liability Costs	11,647.91	23,295.82	138,000.00	16.88%
Taxes				
State Taxes	229.50	502.37	3,569.00	14.08%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	17.50	17.50	3,000.00	0.58%
Total Taxes	247.00	519.87	7,319.00	7.10%
Miscellaneous				
Dues & Subscriptions	759.99	2,852.92	24,171.00	11.80%
Travel & Meetings	1,255.42	2,298.62	35,500.00	6.47%
Safety Program (Roadeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	150.00	825.86	27,104.00	3.05%
EE CDL and EE Physical Expense	780.00	1,504.00	9,250.00	16.26%
Other Miscellaneous	76.56	102.81	300.00	34.27%
Total Miscellaneous	3,001.97	7,584.21	105,325.00	7.20%
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	620.00	3,000.00	20.67%
Service Vehicles & Equipment	198.93	198.93	2,500.00	7.96%
Other General Administration Facilities		1,438.55	15,720.00	9.15%
Total Leases and Rentals	508.93	2,257.48	21,220.00	10.64%
 TOTAL OPERATING EXPENSES	 344,610.28	 767,128.65	 5,341,175.00	 14.36%

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

Current Account Status	Balance per Bank @ 2/28/19	\$ 3,145,009.48	\$ -
Balance per GL @ 1/31/19		\$ 3,140,901.60	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,107.88	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 2/28/19		\$ 3,145,009.48	
Balance in Capital Account	Outstanding Checks		\$ 3,145,009.48

2019 Capital Projects			
Land		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ 82,500.00
	JTA Funded Balance		\$ 82,500.00
Facility		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ -
	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	\$ -	\$ 180,000.00
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	\$ 3,145,009.48
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	\$ 966,729.48



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report Attachment C

April 16, 2019

Legislative Updates

As of April 12, 2019, week 13 is underway, by week 12, 636 bills continue to move. The session is expected to end on April 28, 2019, but there are some worries that the session will be extended.

WSTA priority bills that are still alive are:

SHB 1360 Driving Record Abstract: The bill allows transit agencies to access the Department of Licensing (DOL) driver abstracts for Vanpool programs. **The bill has passed and is heading to the Governor for approval.**

SHB 2042 Advancing green transportation adoption. Green Transportation bill (by Rep. Fey) incentivizes the adoption of electric and other clean alternatives fuel vehicles (tax incentive program).

ESSB 5418 (SHB 1359) Local government procurement. (by Takko) concerning local government procurement modernization and efficiency.

During the latest SMTA conference call, we asked how soon we would know about the consolidated ranking by DOT. Don Chartock stated the DOT was holding off for agreement on the budget before DOT rank the projects.

Shaver Property Purchase (3B)

JTA closed on the Shaver property on April 4, 2019, and it has been recorded. We received the final settlement statement and title for the property on the 8th. The property has been added to our insurance. JTA will present surplus items from the property during the June Board meeting.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

Comprehensive Plan update

Jefferson Transit is planning for the future of transit in our community. The RFQ for the Comprehensive plan has been posted. JTA's expectation of the new plan is to analyze regional public transportation, trends, and needs. Jefferson Transit is a big part of the solution when it comes to extending the life of our local and regional infrastructure, reduce congestion and remove single occupancy vehicles from our roads. JTA is part of the solution for improving air quality, reduction of greenhouse gases and promoting healthier options for mobility. JTA will request, as part of the Comprehensive Plan, an implementation plan. The procurement is in the 2019 Capital Budget approved by the Authority for \$200,000.

Issue / Advertise RFQ:	April 15, 2019
Final date for questions to be submitted:	May 6, 2019
Statement of Qualification Proposals due to JTA:	May 20, 2019
Tentative Finalist Interviews Start:	June 19, 2019
Award:	July 19, 2019
Completion of Project:	July 20, 2020 - 367 days

Finance Software update

Grants and Procurement is creating the RFQ for the finance software. At this time there is no estimated date when the RFQ will be sent out. The procurement for the software is in the 2019 Capital Budget approved by the Authority for \$175,000.

Fire Suppression for IT Server Room update

Installation of the inert gas fire suppression system will occur in May. Ryan Schwalb with Suppression Systems, Inc. is obtaining all required permits, licenses and inspections to install the product. The cost of this expenditure is \$29,994.62. The procurement is in the 2019 Capital Budget approved by the Authority.

Low-No Emissions Grant

JTA will be applying through WSDOT for a Low-No emissions grant for one 30' electric bus and a slow charger.

Next Projects

Grants and procurement will create RFQ's for an EV Feasibility Study, an additional Maintenance Bay, and a new Bus Loop Configuration.

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Washington State Transit Association (WSTA)

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

Upcoming WSTA Board and Committee meetings:

- Clerks Committee Meeting, Salem, Or – April 29-30
- 2nd Quarter WSTA Board of Directors Meeting, Semiahmoo – May 30-31
- SMTA 2nd Quarter Meeting, Semiahmoo – May 30-31
- HR Roundtable, Wenatchee – June 7
- 2nd Quarter FOLC Meeting, Richland – June 26

Restrooms at Haines Place Park and Ride

The Topographic Survey and Design are complete. Next steps will be submitting to the City for approval. JTA has ordered the pre-fabricated restroom from CXT with a possible build time of 90 days.

The construction is estimated to occur during the second half of May. The project is expected to be complete by the end of June.

Approximate Schedule:

- March 2019 - Topographic Survey (Complete)
- April 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
- June - Contractor to begin site work
- June 2019 – CXT Facilities Installed (3rd week)
- July 2019 – Project Complete

Peninsula Regional Transportation Planning Organization (PRTPO) Lead Agency Update

RTPO is in the process of updating its bylaws, policies, and procedures.

On March 15, 2019, the Executive Board, at the regular meeting, approved the draft Unified Planning Work Program (UPWP) document to WSDOT for compliance review of state and federal requirements. There was also a review of the Regional Transportation Plan (RTP) 2040 and the updates needed.

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John Clauson Kitsap Transit's General Manager stated his Authority Board was supportive of Kitsap acting as Lead Agency. The conditions surrounding Kitsap working as Lead were first and foremost:

- Official Board Approval
- Participation from the entire group
- Jefferson Transit continuing to research acting as Fiscal Agent
- Continued funding to serve as Lead

On March 29, 2019, the Transition Core Group met to discuss and draft the ILA. Final version to be approved for recommendation at the working group meeting on April 12th and presented to the full EB on April 19th for approval.

- A letter will be sent (signed by Chair of RTPO) to each current active member outlining the need for the new ILA and timeline for execution.
- A sample jurisdictional resolution will be provided.
- Any executed ILA received after June 21st will be considered a new application as the certification packet requires a list of members.

Jefferson Transit Fiscal Agent Agreement (4D)

JTA has had ongoing discussions regarding Jefferson Transit assuming the duties of Fiscal Agent for the Peninsula Regional Transportation Planning Organization (PRTPO). The PRTPO Transition Team has moved forward with the transition including working on drafting and updating the Interlocal agreement. During the April Authority Board meeting JTA is requesting authorization to assume the duties of Fiscal Agent for two months. The agreement will be between JTA and WSDOT. During the June Authority Board meeting, JTA will request the Board approves a new agreement between JTA and PRTPO naming JTA as Fiscal Agent for the next two years. Kitsap Transit (KT) has agreed to assume the responsibilities of Lead Agent for the PRTPO with the stipulation that KT has full participation from the rest of the members and that Jefferson Transit assumes the duties of Fiscal Agent.

RouteMatch

JTA's IT Specialist Mike Samadurov, attended the RM conference March 24-27 and had the opportunity to speak with the key engineers and product integrators about their tablets and all the problems JTA is experiencing with the tablets. Mike has gained a better understanding of what is causing the issues JTA and other agencies are having. The RM Vehicle Location Units (VLU) used to connect the tablet with the cell service crashes if the power is switched off at certain times when it is trying to store data. The WiFi connection between the tablet and the VLU may be unreliable due to the vehicle

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radios. There is a solution for each. The first requires a quick and straightforward rewire of the power supply for each VLU. The second would be the installation of an inexpensive network adapter on the tablet that communicates directly with the VLU using a standard (CAT5/6) cable instead of using the built-in WiFi. Mike is currently testing the latter and expects it to work with results that generally improve the reliability of the system.

Test vehicles will be set up no later than by May 15 to begin testing the changes made to the tablets.

Improved Network Reliability between HPTC and 63 Four Corners:

The Fiber Optic project has progressed. Currently, minor trenching work has been completed at HPTC by NOP Data Center (the Internet Service Provider), and JTA is waiting on the PUD to schedule the actual cable pull at HPTC and installation of termination equipment at both facilities before we can begin testing connection reliability and bandwidth improvement. The cost savings are substantial (approx. 1/3 the costs). What JTA had was asynchronous service 80/20 was our max, now it will be 100!



63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Board Report – John Bender

February 2019 – March 2019

Attachment D

Fleet updates:

- Cutaway and trolley orders nearing completion
Surplus vehicle disposal nearing completion – 11 sold, 403 awaiting pickup/resale
- W/C lift rebuild on bus 971 complete, 972 in shop – improves ADA service reliability
- Attending Gillig electric bus information event 4/30

Facility:

- Front landscaping project underway – trees/bushes transplanted
- Tire storage conex received, set up – credit David Lont
- RFQs sent out for fuel island outlet installation and Haines place painting
- ADA review and design plan for HPTC customer service desk nearing completion
- Z-wave lock installed in back door for remote lock/unlock access

Staff/misc:

- Positive feedback on new technician Clayton West
- Schedule changes implemented to improve tech coverage mornings/Saturdays
- New diagnostic tablets in service with RTA, insite
Digital PM checklists created in RTA – reduces paper waste, improves records retention



63 4 Corners Road, Port Townsend, WA 98368

Operations Report – Leesa Monroe

February 2019 - March 2019

Attachment E

Safety and Training (Supervisor, Gary Maxfield)

- Trained new mechanic for his CDL certification
- 3 Code of Conduct notices (Drinking alcohol, excessive garbage in staging area, smoking)
- 3 Exclusions, (Illegal use of another ADA card, Unlawful Transit Conduct which led to individual being incarcerated, JTOC exclusion)
- Formalized 2 new drivers completion of their six month probation
- Viewed approximately 7 hours of video
- Numerous social contacts in regards to JTA Code of Conduct.
- 4 site surveys for potential DAR clients. (when people apply for DAR some properties require a site visit to determine vehicle access, i.e. what size vehicle will fit and can the lift be deployed)

Events:

- In follow up to our meeting with the JC Library we posted the first in a series of informational flyers for the Jefferson County Library Bookmobile. We had discussed partnering to promote a Read and Ride program with JT Summer Youth Pass, we decided to look at this next year as staff time limits for both JT and the library staff could not put a program together before the summer youth passes need to go to print.
- Last month was transit driver and transit employee appreciation day. Some of our staff surprised drivers by decorating Haines Place and provided food.
- Next Monday, April 22 for Earth Day, service will be fare free.
- Bus entry in the Rhody Parade, customer service is handling decorating

Service Planning:

- Way Finding Project is completed. This project came about as a means to help direct passengers. The signs are numbered and posted at each stop, they identify which routes stop at that location; if riders call in and give customer service the stop number, the customer service can quickly identify where the passengers is waiting and provide information.
- L Monroe participated with WSDOT in the Shine Road SR 104 Intersection Control Evaluation (roundabout at Hood Canal Bridge intersection)
- We have been preparing for drivers to pick their work schedules May 5, JT has a contractual agreement for drivers to pick work schedules three times a year. Drivers will begin new schedules Monday, May 20 and new printed schedules will be available.
- L Monroe is talking with Kitsap Transit about logistics of JT providing service to the Kitsap Fast Ferry.