

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, June 18, 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 1:35 pm. Other members present were Greg Brotherton and Kate Dean, with Ariel Speser and David Faber excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet & Facilities Manager John Bender, Mobility Coordinator Miranda Nash, Grants and Procurement Coordinator Frank Burns, and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Margaret Lee commented on the possible purchase of the trolley bus for downtown shuttle service.

Brenda McMillan asked who is responsible for giving the drivers a raise.

Darrell Conder asked if the restrooms will be reported on today.

Ms. Rubert stated she would report on the restroom project during her Board report. The drivers get annual raises according to Union member's Collective Bargaining Agreement (CBA). JTA is currently in negotiations with the Union, and their last raise was January 1, 2017, because we are in negotiations for a contract that expired January 1, 2018. That is why Union members have not had a raise in one year and six months.

NEW AGENDA ITEMS

There were none.

FINANCE REPORTS

Please see Attachment A and B

Sara Crouch explained the audit process. The auditors will perform three audits, an accountability audit, financial statement audit, and single audit on grants. Ms. Crouch provided a document that showed the 2018 reserve transfer totals. The total amount transferred into reserve was \$2,213,739. These transfers are based on our Reserve Fund Policy.

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

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

David Sullivan said he met with the Auditor and discussed many entrance items and he appreciates how open JTA is with the State Auditors. The exit audit is tentatively scheduled for August 13th.

Greg Brotherton asked about the fiber optics expenses. Ms. Crouch stated the extra expenses were for digging work and the set-up inside JTA's server room. Fiber is not available yet, but possibly later in the month.

David Sullivan discussed the purchase of the property next door and how that can work with with the Olympic Discovery Trail.

CONSENT AGENDA

- a. Approval of Minutes, April 16, 2019
- b. Approval of Expenses, May 2019
- c. Approval of Expenses, April 2019
- d. Correction to 2/19 Board Meeting Minutes
- e. **Resolution 19-10:** Clallam Transit Interlocal Agreement-West End Service
- f. **Resolution 19-11:** Authorization for the General Manager to sign the 2018 Certifications and Assurances
- g. **Resolution 19-12:** Authorizing the GM to execute the Peninsula Regional Transportation Planning Organization (PRTPO) Interlocal Agreement.
- h. **Resolution 19-13:** Authorizing the GM to enter into an Agreement to Provide Fiscal Services for PRTPO
- i. **Resolution 19-14:** Authorizing the Jefferson County Auditor to activate a PRTPO Fund

***Motion: Greg Brotherton moved to approve the Consent Agenda. Kate Dean seconded.
Vote: The motion carried unanimously, 3-0 by voice vote.***

Public Hearing: Transit Development Plan/Transportation Improvement Plan 2019-2024

Public Comment

Brenda McMillan asked why additional service was not mentioned in the plan. Frank Burns said we are planning to add expansion service to the Kingston Fast Ferry.

Margaret Lee would like to know the process for the TDP.

Ms. Rubert offered to meet with Ms. Lee before the next Board meeting.

There was a discussion regarding the TDP. Significant changes in the TDP are highlighted in yellow. The TDP is a six-year rolling plan that is updated annually. JTA is excited to be working on a long term Comprehensive Plan this year.

Ms. Crouch said the other element to the TDP is our Regional Transportation Improvement Plan (RTIP). If projects are not in our RTIP, we can't get grant funding for the project. We include many items in our plan that may not happen this year. In this plan, we have included projects that deal with capacity issues we have at Haines Place, electric vehicle potential at 4 Corners and HPTC, and a third maintenance bay. We are planning for construction of those projects, but we have to get the plans prepared and have a shovel ready project in order to apply for construction grant funding.

Frank puts our TDP together, and he will be leaving JTA at the end of July. We appreciate the work he has done on the TDP, grants, and procurement.

OLD BUSINESS

There was none.

NEW BUSINESS

- a. **Resolution 19-15:** Authorizing the General Manager to purchase a trolley bus for downtown shuttle service

There was discussion. JTA's intentions for this trolley are to use this as a marketing tool to increase our ridership, not to be a historically correct vehicle. This will look like a bus with trolley features.

Greg Brotherton asked if there was a cost difference between the trolley and a regular bus. John Bender stated the trolley style is significantly less expensive than a regular Gillig bus. The trolley JTA has chosen is a better value and a more genuine product.

Kate Dean requested to continue this discussion with input from the Historical Society.

This agenda item will be tabled until the next Board Meeting.

b. Resolution 19-16: 2nd Amendment to Grant GCB2605

This is a grant agreement for Grant GCB 2605. WSDOT has offered JTA the Olympic Lines Dungeness bus at no cost and will add it to our current Capital Grant. What we would like to do is make it look like a JTA bus and perhaps use it for the Kingston service.

Motion: Kate Dean moved to approve Resolution 19-16: 2nd Amendment to Grant GCB2605. Greg Brotherton seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

c. Resolution 19-17: Debt Management Policy

Ms. Crouch stated we have bonds that Standard and Poor's (S&P) has rated at AA. They are in the process of looking at the rankings. JTA completed a questionnaire, and one of the suggestions S&P have was that it would improve our ranking to have a Debt Management Policy. Ms. Crouch believes we are leaning towards calling the bonds, and we can discuss this at the next Board meeting.

Kate Dean asked how Sara drafted this policy. Ms. Crouch said this was a suggestion from our bond underwriter. This Debt Policy will guide us if JTA ever needs to go out for debt again.

Motion: Kate Dean moved to approve Resolution 19-17: Debt Management Policy Greg Brotherton seconded.

David Sullivan mentioned that this was reviewed in the Finance Committee Meeting.

Vote: The motion carried unanimously, 3-0 by voice vote.

REPORTS

GENERAL MANAGERS REPORT

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- WSTA updates
- Comprehensive Plan update
- Fire Suppression update
- Restroom update
- PRTPO update
- Consolidated Grant Award

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

Miranda Nash reported on the following items for Leesa Monroe:

- Safety and Training updates
- Events and Projects
- Service Planning
- Ridership

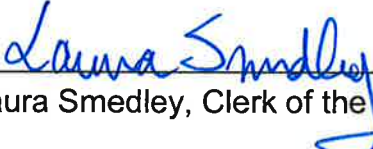
PUBLIC COMMENT

Darrell Conder commented on JTA's purchase of a trolley bus.

Kate Dean stated the first Citizens Advisory Committee Meeting is scheduled for Wednesday, August 7, 2019, at 3:30 pm.

ADJOURNMENT

The meeting was adjourned at 2:55 pm. The next regular meeting will be held Tuesday, August 27, 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

June 12, 2019

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

The budget tracking percentage for May is 41.7%. We use that tracking figure as a guideline for monitoring revenue/expenses.

Sales Tax Analysis Reports –

For the month March 2019 sales tax was 4% higher than received in March 2018. Cumulatively, JTA sales tax receipts are 3% higher than same time period in 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 4.8% UNDER budget.

- **Labor** – Labor is 1% under budget.
 - **Fixed Route** – Fixed Route regular wages are slightly over budget (.5%). This is most likely a timing issue, will continue to monitor.
 - **Dial-A-Ride (DAR)** – DAR Wages are 7.6% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 4.2% under budget.
 - L&I – Over budget, JTA notified of increased cost after budget completed.
 - Holiday – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget.
 - Other Benefits – Timing issue.
- **Services and User Fees** – S/U Fees are 25% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 10.1% under budget.
 - Vehicle Maintenance & Repair – Timing issue – will monitor.
 - Shop Supplies – monitoring, reduced this annual budget in 2019 and moved a portion to service for the 2019 budget year; will need to increase in 2020. This line item will be over budget.
 - Safety & Emergency Supplies – Timing issue - purchased training tool for wheel chair tie-down, will monitor.
 - Office Supplies – Timing issue – will monitor.
- **Utilities** – Utilities is 1.7% over budget –
 - Electricity not yet posted – will continue to monitor – may be over budget by year end
 - Telephone & Internet - In May we paid for infrastructure utility work for fiber optic services. We expect to realize cost savings in Internet services in the future.

- **Casualty/Liability Costs** – 4.2% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 20.7% under budget.
- **Miscellaneous** – 18.7% under budget.
- **Interest on Debt** – 9.3% over budget, bi-annual payments made in May and Dec, timing issue.
- **Leases and Rentals** – 9.2% under budget.

Capital Activity – Capital activity in May: Tool Box for 805 – Road Call Response Vehicle



May 2019 Financial Summary

Budget Tracking Figure: 41.7%

1. Operational Expenses:	\$433,828.32
Operational Revenues:	\$15,620.93
Non-Operational Income:	\$580,657.73
Capital Expenses:	\$19,974.58
Capital Income:	\$0.00
2. Sales Tax Received 5/31/2019 for February 2019:	\$455,211.10
Sales Tax Received 5/31/2018 for February 2018:	\$433,601.92
Sales tax increased from prior year 4%	
3. Cash on Hand as of April 30, 2019*:	
Operating:	\$1,895,086.02
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,800,960.57
Dedicated (Committed) Grant Match (66% Funded):	\$3,026,967.02
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$325,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$35,116.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,688.73
Travel Fund:	\$1,500.00
Total	\$8,687,068.77**

*"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 Cash Actual Sales Tax Received	2019 Cumulative Cash 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%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
May	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$2,045,377.83	1,683,366.00	21.51%
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		\$2,045,377.83	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$409,075.57	\$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%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$1,155,724.66	972,889.00	18.79%
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	\$460,963.02	\$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	\$475,452.80	\$374,287.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
Total		\$1,155,724.66	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$385,241.55	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

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**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Five Months Ending May 31, 2019**

	May	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$8,280,066.22	\$7,185,445.58
Operating Cash Provided/(Used) by:		
Operating Activities	(\$51,466.24)	(\$1,604,755.08)
Non-Capital Financing Activities	\$456,803.17	\$2,431,781.19
Investing Activities	\$12,248.39	\$43,423.00
Total Operating Cash Provided/(Used)	\$417,585.32	\$870,449.11
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$7,427.08)	\$634,329.77
Net Increase/(Decrease) Cash and Equivalent	\$410,158.24	\$1,504,778.88
CASH BALANCES - END OF PERIOD	\$8,690,224.46	\$8,690,224.46

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2019**

	May	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,620.93	\$73,334.49	\$172,072.00	42.62%
Operating Expenses				
Labor	208,692.64	916,137.02	2,249,110.00	40.73%
Benefits	135,438.30	661,809.52	1,765,334.00	37.49%
Services and User Fees	12,527.62	56,086.23	336,454.00	16.67%
Materials & Supplies	49,443.02	197,996.93	626,760.00	31.59%
Utilities	6,630.64	35,250.48	80,853.00	43.60%
Casualty/Liability Costs	11,647.91	63,396.35	138,000.00	45.94%
Taxes	300.86	1,536.45	7,319.00	20.99%
Miscellaneous Expenses	3,379.56	24,228.14	105,325.00	23.00%
Interest on Debt	5,400.00	5,400.00	10,800.00	50.00%
Leases and Rentals	367.77	6,685.90	21,220.00	31.51%
Total Operating Expenses	433,828.32	1,968,527.02	5,341,175.00	36.86%
Operating Income (Loss)	(418,207.39)	(1,895,192.53)	(5,169,103.00)	36.66%
Non-Operating Revenues				
Non-Transportation Revenue	25,474.04	56,598.27	76,176.00	74.30%
Taxes Levied by Transit	427,625.10	2,013,721.83	4,435,490.00	45.40%
Local Grants & Contributions	1,250.00	6,250.00	17,500.00	35.71%
State Grants & Contributions	17,124.59	83,912.16	295,508.00	28.40%
Federal Grants & Contributions	109,184.00	545,920.00	1,060,104.00	51.50%
Total Non-Operating Revenues	580,657.73	2,706,402.26	5,884,778.00	45.99%
Net Income (Loss) Before Transfers In/(Out)	162,450.34	811,209.73	715,675.00	113.35%
Net Income/(Loss)	162,450.34	811,209.73	715,675.00	113.35%

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

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,708.90	\$57,572.19	\$131,496.00	43.78%
Fixed Route Fares - West - JTOC		1,999.39	5,256.00	38.04%
Dial-a-Ride Fares (DAR)	979.55	4,402.91	9,660.00	45.58%
Vanpools	1,932.48	9,360.00	22,860.00	40.94%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,620.93	73,334.49	172,072.00	42.62%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	12,248.39	43,423.00	74,976.00	57.92%
Gain (Loss) on Disposition of Capital Items	12,547.50	10,482.38	1,200.00	873.53%
Public Donations		52.00		0.00%
Other Nontransportation Revenues	678.15	2,640.89		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	427,625.10	2,013,721.83	4,435,490.00	45.40%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	82,480.00	295,508.00	27.91%
RTAP	628.59	1,432.16		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	545,920.00	1,060,104.00	51.50%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	580,657.73	2,706,402.26	5,884,778.00	45.99%
TOTAL REVENUES	596,278.66	2,779,736.75	6,056,850.00	45.89%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2019**

	May	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$76,270.12	\$330,273.75	\$783,140.00	42.17%
Operators Overtime - Fixed Route	2,807.76	15,790.61	73,170.00	21.58%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,260.22	43,289.20	87,787.00	49.31%
Operators Overtime - Dial-a-Ride (DAR)	216.04	1,284.79	12,705.00	10.11%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	53,414.34	237,830.38	591,221.00	40.23%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,856.70	15,727.57	46,007.00	34.19%
Administration Salaries	63,867.46	271,940.72	655,080.00	41.51%
Total Labor		208,692.64	2,249,110.00	40.73%
Benefits				
FICA	16,568.06	75,474.14	222,376.00	33.94%
Pension Plans (PERS)	36,973.34	135,357.56	344,638.00	39.28%
Medical Plans	45,976.44	229,080.38	637,020.00	35.96%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	9,920.51	43,351.43	94,433.00	45.91%
Holiday	935.90	45,717.03	95,939.00	47.65%
General Leave	22,688.62	108,113.81	292,240.00	36.99%
Other Paid Absence (Court Duty & Bereavement)	1,260.58	4,415.74	14,686.00	30.07%
Uniforms, Work Clothing & Tools Allowance	398.61	5,379.11	17,840.00	30.15%
Other Benefits (HRA, EAP & Wellness)	315.14	13,391.83	32,196.00	41.59%
Paid FML	401.10	1,528.49	3,966.00	38.54%
Total Benefits		135,438.30	1,765,334.00	37.49%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	951.28	4,574.92	24,250.00	18.87%
Professional & Technical Services	3,632.04	16,320.09	123,500.00	13.21%
Contract Maintenance Services (IT Services)	1,163.00	4,231.30	16,005.00	26.44%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services		634.82	5,600.00	11.34%
Vehicle Technical Services	198.10	7,438.23	47,000.00	15.83%
Property Maintenance Services	3,353.31	5,874.20	36,264.00	16.20%
Software Maintenance Fees	1,450.39	5,373.10	41,635.00	12.91%
Postage & Mail Meter Fees	4.50	1,038.17	3,600.00	28.84%
Drug & Alcohol Services	329.91	1,889.55	8,500.00	22.23%
Other Services & User Fees	1,445.09	7,211.85	19,300.00	37.37%
Total Service and User Fees		12,527.62	336,454.00	16.67%
Materials and Supplies Consumed				
Fuel	27,554.97	102,792.83	355,000.00	28.96%
Tires	947.42	5,390.93	35,000.00	15.40%
Lubrication	1,991.43	5,016.47	15,550.00	32.26%
Tools	757.89	4,564.21	18,000.00	25.36%
Vehicle Maintenance & Repair Parts	9,173.77	43,536.82	96,500.00	45.12%
Non-Vehicle Maintenance & Repair Parts	287.34	2,576.87	8,240.00	31.27%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,702.49	5,750.00	29.61%
Shop Supplies (Maintenance & Cleaning)	425.60	5,779.59	7,500.00	77.06%
Safety & Emergency Supplies		3,058.65	7,050.00	43.39%
Office Supplies	470.38	8,823.09	19,920.00	44.29%
Computer Programs & Supplies	199.99	5,216.06	15,700.00	33.22%
Printing (Photocopier, Schedules & Brochures)	7,634.23	9,538.92	39,200.00	24.33%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed		49,443.02	197,996.93	31.59%
Utilities				
Water, Sewer & Solid Garbage	818.08	5,224.79	14,100.00	37.06%
Utilities (Electrical & Propane)		11,154.36	29,000.00	38.46%
Telephone & Internet	5,812.56	18,871.33	37,753.00	49.99%
Total Utilities		6,630.64	80,853.00	43.60%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2019**

	May	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$58,239.55	\$138,000.00	42.20%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
Total Casualty and Liability Costs	11,647.91	63,396.35	138,000.00	45.94%
Taxes				
State Taxes	300.86	1,404.55	3,569.00	39.35%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
Total Taxes	300.86	1,536.45	7,319.00	20.99%
Miscellaneous				
Dues & Subscriptions	759.99	6,346.83	24,171.00	26.26%
Travel & Meetings	2,457.71	13,122.41	35,500.00	36.96%
Fines & Penalties	11.86	29.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	150.00	2,316.23	27,104.00	8.55%
EE CDL and EE Physical Expense		2,310.00	9,250.00	24.97%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	3,379.56	24,228.14	105,325.00	23.00%
Interest Expense				
Interest on Long-term Debt Obligation	5,400.00	5,400.00	10,800.00	50.00%
Total Interest Expense	5,400.00	5,400.00	10,800.00	50.00%
Leases and Rentals				
Transit Way & Passenger Stations	310.00	1,550.00	3,000.00	51.67%
Service Vehicles & Equipment	57.77	256.70	2,500.00	10.27%
Other General Administration Facilities		4,879.20	15,720.00	31.04%
Total Leases and Rentals	367.77	6,685.90	21,220.00	31.51%
TOTAL OPERATING EXPENSES	433,828.32	1,968,527.02	5,341,175.00	36.86%

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

Current Account Status	Balance per Bank @ 5/31/19	\$ 5,202,927.59	\$ -
Balance per GL @ 4/30/19		\$ 5,214,087.53	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 8,814.64	
	Transfers Out (Purchases)	\$ (19,974.58)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 5/31/19		\$ 5,202,927.59	
Balance in Capital Account	Outstanding Checks		\$ 5,202,927.59

2019 Capital Projects

Land	2019 Budgeted Balance	Grant Funding	JTA Funding
	Feb 2019 Escrow	\$ -	\$ 82,500.00
	April 2019 Purchase		\$ (1,000.00)
	JTA Funded Balance		\$ (77,781.55)
			\$ 3,738.45
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	2019 Beginning Budget	Grant Funding	JTA Funding
PNR Upgrades	<i>Bathroom Installation</i>	\$ -	\$ 187,000.00
	<i>Paint Roof/Maintenance of HPTC Building</i>	\$ -	\$ 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	2019 Beginning Budget	Grant Funding	JTA Funding
1 Full-Size Buses		\$ 419,301.00	\$ 65,440.00
2 DAR Cut-a-ways		\$ -	\$ 160,000.00
1 Trolley Style FR Bus			\$ 300,000.00
Bus Wrap			\$ 25,000.00
Major Component Replacement			\$ 150,000.00
	JTA Funded Balance		\$ 700,440.00
Service Vehicles	2019 Beginning Budget	Grant Funding	JTA Funding
			\$ -
	JTA Funded Balance		\$ -
Service Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
Conex Box for Tire Storage			\$ 5,000.00
		<i>Mar-19</i>	\$ (3,583.30)
Tool Box for 805 (Road Call Response)			\$ 20,000.00
	<i>Tool Box - May 2019</i>		\$ (19,974.58)
	JTA Funded Balance		\$ 1,442.12
Office Furniture & Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mnlce/Ops Software			\$ 175,000.00
Printer/Scanner /Copier for HPTC			\$ 3,500.00
Remix Mapping Software			\$ 12,000.00
SMARSH - Archiving Software			\$ 5,840.00
	JTA Funded Balance		\$ 196,340.00

JTA Capital Balance	\$ 5,202,927.59
JTA Committed Project Funds Sub-Total	\$ (1,800,960.57)
JTA Vehicle Reserve	\$ (325,000.00)
JTA IT Reserve	\$ (50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 3,026,967.02



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

May 20, 2019

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

The budget tracking percentage for April is 33.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month February 2019 sales tax was 1.5% higher than received in February 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 3.9% UNDER budget.

- **Labor** – Labor is 1.85% under budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 6.6% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 3.6% under budget.
 - L&I – Over budget, JTA notified of increased cost after budget completed.
 - Holiday – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget.
 - Other Benefits – Timing issue.
- **Services and User Fees** – S/U Fees are 21.5% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 9.7% under budget.
 - Vehicle Maintenance & Repair – Timing issue – will monitor.
 - Shop Supplies – monitoring, reduced this annual budget in 2019 and moved a portion to service for the 2019 budget year; will need to increase in 2020. This line item will be over budget.
 - Safety & Emergency Supplies – Timing issue - purchased training tool for wheel chair tie-down, will monitor.
 - Office Supplies – Timing issue – will monitor.
- **Utilities** – appears near budget – but electricity not yet posted – will monitor.
- **Casualty/Liability Costs** – 4.2% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 16.4% under budget.
- **Miscellaneous** – 14% under budget.
- **Interest on Debt** – 33.3% under budget, bi-annual payments made in June and Dec, timing issue.
- **Leases and Rentals** – 9.1% under budget.

Capital Activity – Capital activity in April: Property Purchase - 111 4 Corners



April 2019 Financial Summary

Budget Tracking Figure: 32.3%

1. Operational Expenses:	\$367,310.82
Operational Revenues:	\$13,796.04
Non-Operational Income:	\$498,086.47
Capital Expenses:	\$0.00
Capital Income:	\$0.00
2. Sales Tax Received 4/30/2019 for February 2019:	\$336,289.71
Sales Tax Received 4/30/2018 for February 2018:	\$331,184.26
Sales tax increased from prior year 1.5%	
3. Cash on Hand as of April 30, 2019*:	
Operating:	\$1,387,337.81
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,820,935.15
Dedicated (Committed) Grant Match (65% Funded):	\$3,018,152.38
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$35,366.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$189,121.99
Travel Fund:	\$1,500.00
Total	\$8,327,163.76**

*"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%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
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		\$1,590,166.73	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$397,541.68	\$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%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
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	\$460,963.02	\$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		\$700,513.56	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$350,256.78	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

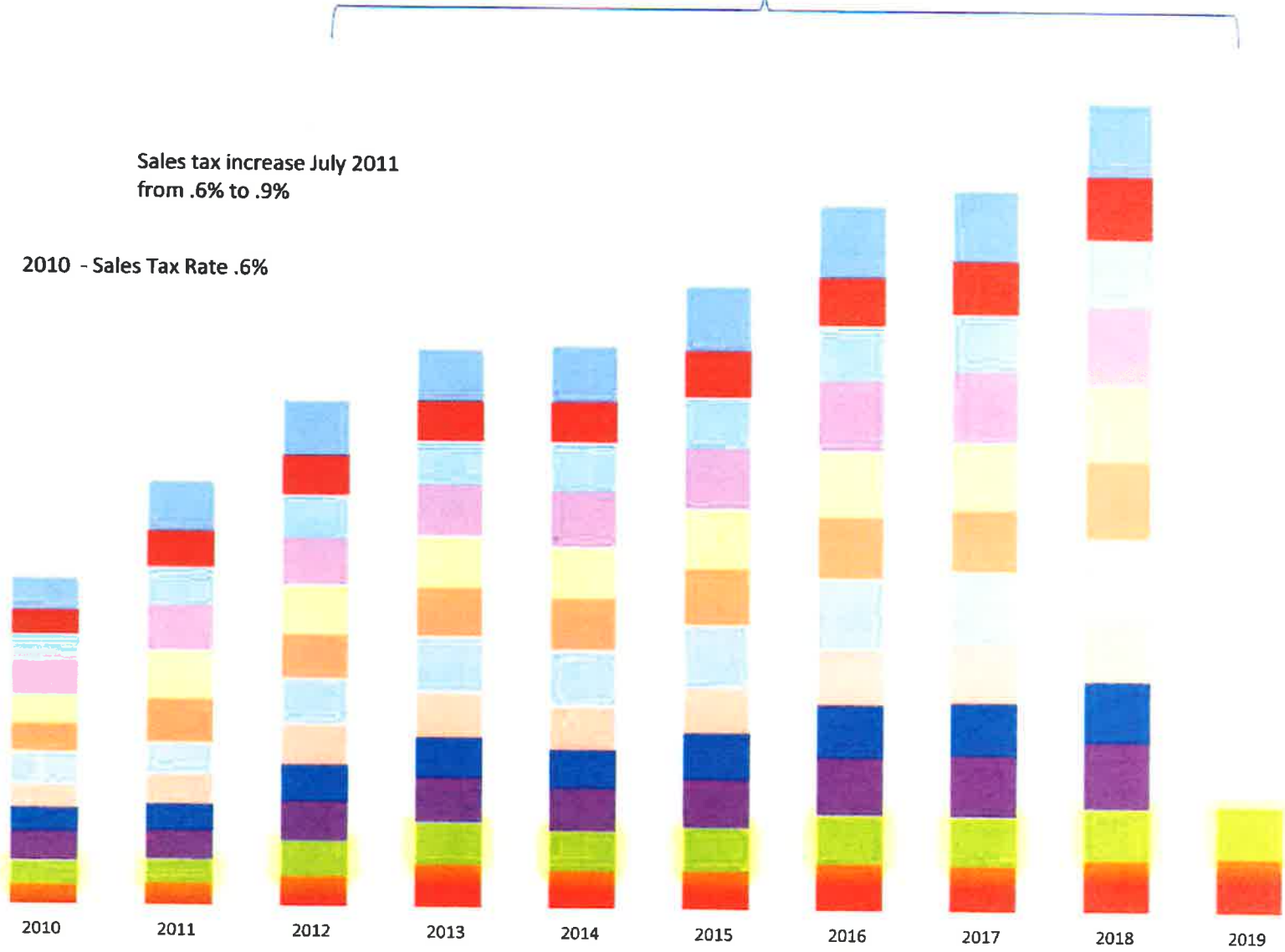
2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

April 2019
Page 4 of 9

\$6,000,000.00
\$5,000,000.00
\$4,000,000.00
\$3,000,000.00
\$2,000,000.00
\$1,000,000.00
\$0.00



■ January ■ February ■ March ■ April ■ May ■ June ■ July ■ August ■ September ■ October ■ November ■ December

**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Four Months Ending April 30, 2019**

	April	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$8,356,506.09	\$7,185,445.58
Operating Cash Provided/(Used) by:		
Operating Activities	(\$343,887.60)	(\$1,553,435.80)
Non-Capital Financing Activities	\$337,197.86	\$1,974,978.02
Investing Activities	\$7,864.46	\$31,174.61
Total Operating Cash Provided/(Used)	\$1,174.72	\$452,716.83
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$77,761.55)	\$641,756.85
Net Increase/(Decrease) Cash and Equivalent	(\$76,586.83)	\$1,094,473.68
CASH BALANCES - END OF PERIOD	\$8,279,919.26	\$8,279,919.26

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending April 30, 2019**

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,796.04	\$57,713.56	\$172,072.00	33.54%
Operating Expenses				
Labor	179,205.76	707,444.38	2,249,110.00	31.45%
Benefits	117,472.90	525,052.06	1,765,334.00	29.74%
Services and User Fees	11,542.13	39,659.36	336,454.00	11.79%
Materials & Supplies	37,201.17	147,847.19	626,760.00	23.59%
Utilities	3,600.14	25,946.51	80,853.00	32.09%
Casualty/Liability Costs	11,647.91	51,748.44	138,000.00	37.50%
Taxes	385.96	1,235.59	7,319.00	16.88%
Miscellaneous Expenses	4,856.30	20,326.87	105,325.00	19.30%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	1,398.55	5,142.08	21,220.00	24.23%
Total Operating Expenses	367,310.82	1,524,402.48	5,341,175.00	28.54%
Operating Income (Loss)	(353,514.78)	(1,466,688.92)	(5,169,103.00)	28.37%
Non-Operating Revenues				
Non-Transportation Revenue	7,949.27	31,124.23	76,176.00	40.86%
Taxes Levied by Transit	362,382.71	1,586,096.73	4,435,490.00	35.76%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	17,320.49	66,787.57	295,508.00	22.60%
Federal Grants & Contributions	109,184.00	436,736.00	1,060,104.00	41.20%
Total Non-Operating Revenues	498,086.47	2,125,744.53	5,884,778.00	36.12%
Net Income (Loss) Before Transfers In/(Out)	144,571.69	659,055.61	715,675.00	92.09%
Net Income/(Loss)	144,571.69	659,055.61	715,675.00	92.09%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Four Months Ending April 30, 2019**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,391.28	\$44,863.29	\$131,496.00	34.12%
Fixed Route Fares - West - JTOC	658.78	1,999.39	5,256.00	38.04%
Dial-a-Ride Fares (DAR)	793.98	3,423.36	9,660.00	35.44%
Vanpools	1,952.00	7,427.52	22,860.00	32.49%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	13,796.04	57,713.56	172,072.00	33.54%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,864.46	31,174.61	74,976.00	41.58%
Gain (Loss) on Disposition of Capital Items		(2,065.12)	1,200.00	(172.09%)
Public Donations	47.00	52.00		0.00%
Other Nontransportation Revenues	37.81	1,962.74		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	362,382.71	1,586,096.73	4,435,490.00	35.76%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	65,984.00	295,508.00	22.33%
RTAP	824.49	803.57		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	436,736.00	1,060,104.00	41.20%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	498,086.47	2,125,744.53	5,884,778.00	36.12%
TOTAL REVENUES	511,882.51	2,183,458.09	6,056,850.00	36.05%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2019**

	April	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$64,159.68	\$254,003.63	\$783,140.00	32.43%
Operators Overtime - Fixed Route	2,402.06	12,982.85	73,170.00	17.74%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,866.92	35,028.98	87,787.00	39.90%
Operators Overtime - Dial-a-Ride (DAR)	99.42	1,068.75	12,705.00	8.41%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,839.19	184,416.04	591,221.00	31.19%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,712.57	11,870.87	46,007.00	25.80%
Administration Salaries	54,125.92	208,073.26	655,080.00	31.76%
Total Labor	179,205.76	707,444.38	2,249,110.00	31.45%
Benefits				
FICA	14,788.10	58,906.08	222,376.00	26.49%
Pension Plans (PERS)	24,743.54	98,384.22	344,638.00	28.55%
Medical Plans	45,963.37	183,103.94	637,020.00	28.74%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,444.27	33,430.92	94,433.00	35.40%
Holiday	523.93	44,781.13	95,939.00	46.68%
General Leave	20,413.72	85,425.19	292,240.00	29.23%
Other Paid Absence (Court Duty & Bereavement)	647.24	3,155.16	14,686.00	21.48%
Uniforms, Work Clothing & Tools Allowance	269.98	4,980.50	17,840.00	27.92%
Other Benefits (HRA, EAP & Wellness)	1,395.19	11,757.53	32,196.00	36.52%
Paid FML	283.56	1,127.39	3,966.00	28.43%
Total Benefits	117,472.90	525,052.06	1,765,334.00	29.74%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	185.17	1,946.89	24,250.00	8.03%
Professional & Technical Services	2,551.14	12,092.95	123,500.00	9.79%
Contract Maintenance Services (IT Services)	763.00	3,068.30	16,005.00	19.17%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services	378.66	634.82	5,600.00	11.34%
Vehicle Technical Services	1,532.39	5,992.73	47,000.00	12.75%
Property Maintenance Services	2,280.44	2,520.89	36,264.00	6.95%
Software Maintenance Fees	1,433.95	3,922.71	41,635.00	9.42%
Postage & Mail Meter Fees	477.67	1,033.67	3,600.00	28.71%
Drug & Alcohol Services	219.91	1,179.64	8,500.00	13.88%
Other Services & User Fees	1,719.80	5,766.76	19,300.00	29.88%
Total Service and User Fees	11,542.13	39,659.36	336,454.00	11.79%
Materials and Supplies Consumed				
Fuel	24,212.59	75,237.86	355,000.00	21.19%
Tires		4,443.51	35,000.00	12.70%
Lubrication	295.62	3,025.04	15,550.00	19.45%
Tools	209.35	3,806.32	18,000.00	21.15%
Vehicle Maintenance & Repair Parts	5,220.11	34,363.05	96,500.00	35.61%
Non-Vehicle Maintenance & Repair Parts	1,169.77	2,289.53	8,240.00	27.79%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	430.55	1,702.49	5,750.00	29.61%
Shop Supplies (Maintenance & Cleaning)	648.53	5,353.99	7,500.00	71.39%
Safety & Emergency Supplies	2,508.75	2,880.91	7,050.00	40.86%
Office Supplies	945.45	8,179.34	19,920.00	41.06%
Computer Programs & Supplies	1,398.86	5,016.07	15,700.00	31.95%
Printing (Photocopier, Schedules & Brochures)	161.59	1,549.08	39,200.00	3.95%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	37,201.17	147,847.19	626,760.00	23.59%
Utilities				
Water, Sewer & Solid Garbage	470.05	3,827.18	14,100.00	27.14%
Utilities (Electrical & Propane)		9,225.17	29,000.00	31.81%
Telephone & Internet	3,130.09	12,894.16	37,753.00	34.15%
Total Utilities	3,600.14	25,946.51	80,853.00	32.09%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2019**

	April	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$46,591.64	\$138,000.00	33.76%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
Total Casualty and Liability Costs	11,647.91	51,748.44	138,000.00	37.50%
Taxes				
State Taxes	289.06	1,103.69	3,569.00	30.92%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	96.90	131.90	3,000.00	4.40%
Total Taxes	385.96	1,235.59	7,319.00	16.88%
Miscellaneous				
Dues & Subscriptions	969.99	5,586.84	24,171.00	23.11%
Travel & Meetings	3,766.31	10,142.99	35,500.00	28.57%
Fines & Penalties		18.00		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	(320.00)	2,166.23	27,104.00	7.99%
EE CDL and EE Physical Expense	440.00	2,310.00	9,250.00	24.97%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	4,856.30	20,326.87	105,325.00	19.30%
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	1,240.00	3,000.00	41.33%
Service Vehicles & Equipment		198.93	2,500.00	7.96%
Other General Administration Facilities	1,088.55	3,703.15	15,720.00	23.56%
Total Leases and Rentals	1,398.55	5,142.08	21,220.00	24.23%
 TOTAL OPERATING EXPENSES	 367,310.82	 1,524,402.48	 5,341,175.00	 28.54%

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

Current Account Status	Balance per Bank @ 4/30/19	\$	5,214,087.53	\$	-
Balance per GL @ 2/28/19		\$	3,144,871.85		
	Transfers - In	\$	2,163,239.00		
	Transfers - In (Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement	\$	-		
	Investment Interest	\$	4,453.23		
	Transfers Out (Purchases)	\$	(98,476.55)		
	Transfers Out /Reimburse OP-Transmission)	\$	-		
Balance per GL @ 4/30/19		\$	5,214,087.53		
Balance in Capital Account	Outstanding Checks	\$	5,214,087.53		

2019 Capital Projects

Land		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$	82,500.00
	Feb 2019 Escrow	\$	(1,000.00)
	April 2019 Purchase	\$	(77,761.55)
	JTA Funded Balance	\$	3,738.45

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
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		Grant Funding	JTA Funding
1 Full-Size Buses	2019 Beginning Budget	\$	419,301.00
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		Grant Funding	JTA Funding
	JTA Funded Balance	\$	-

Service Equipment		Grant Funding	JTA Funding
Conex Box for Tire Storage	2019 Beginning Budget	\$	5,000.00
		\$	(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		Grant Funding	JTA Funding
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	\$	5,214,087.53
JTA Committed Project Funds Sub-Total	\$	(1,820,935.15)
JTA Vehicle Reserve	\$	(325,000.00)
JTA IT Reserve	\$	(50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$	3,018,152.38



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report
Attachment C

April 16, 2019

WSTA updates

During our 2nd Quarter meeting, the Board voted to renew Lyset Cadena SMTA's Lobbyist and Michael Shaw WSTA's Lobbyist contract which expires annually. Both Lyset and Michael represented SMTA and WSTA by helping pass legislation that supports Transit and also working to prevent legislation that WSTA opposes.

WSDOT discussed the consolidated grant awards and asked the group if they wanted to discuss changes to the competitive process or if the group would like to leave it alone and let the four-year cycle progress. The group wanted to see the four-year process out and discuss changing at that time if necessary. WSDOT is working on two new grant programs, the New Green Infrastructure grant program and the 1st Mile Last Mile grant program (we are not eligible for this one because of our size)

WSDOT said they would be allowing more Rural Transit Assistance Program (RTAP) money so agencies can send more people for training and events. Jefferson Transit is allowed 10 RTAPs per year (three per person)

WSTA discussed Governor Inslee's veto of the language in the budget that was added to prevent grants from being decided by fuel type. The Regional Mobility, Rural Mobility, Special Needs, and Vanpool Investment Grants all had language which said fuel type could not be a deciding factor in the selection process of grants. All of our agencies are impacted, especially small rural providers. WSTA is not against supporting initiatives and efforts to advance clean fuel technology, and they are not going to take action at this time but keep working through the Grants Program Advisory Committee (GPAC) process on "Electrification of Grants."

The goal for the process is to establish a plan and rules for switching to electric vehicles by public agencies in a manner that minimizes costs and maximizes benefits for Washington's economy.

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We discussed 2020 Legislative Priorities and what the needs are for transits. The next session is a short session, so we will not give them a two-page list like our 2019 priorities. Lyset discussed the levels of funding and that 3% of the transportation budget is not enough.

Washington State Transit Association (WSTA)

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

Upcoming WSTA Board and Committee meetings:

- Transit Planners Meeting, Everett – June 14 – Leesa and Miranda (done)
- 2nd Quarter FOLC Meeting, Richland – June 26 – Sara
- Washington State Public Transportation Conference, SeaTac – August 16-20 – Tammi, Sara, John

Comprehensive Plan

JTA has received four Comp Plan submittals. Interviews are tentatively set to begin on July 14th.

Again expectations of the new plan are to analyze regional public transportation, trends, and needs.

Goals for the project are:

- Extend the life of our local and regional infrastructure
- Reduce congestion
- Remove single occupancy vehicles (SOV's) from our roads
- Improving air quality
- Reduction of greenhouse gases
- Promoting healthier options for mobility

Listed Schedule

- | | |
|---------------------------------------|--------------------------|
| • Tentative Finalist Interviews Start | July 14, 2019 |
| • Award | Aug 13, 2019 |
| • Completion of Project | Aug 12, 2020 |
| • Anticipated completion of project | July 20, 2020 - 367 days |

Fire Suppression for IT Server Room update

JTA completed all the work to seal the server room suggested by the vendor, and all the fire suppression equipment has been installed as of June 10, 2019. After an initial inspection, it was determined that additional sealant is needed and then the room will be inspected again. Suppression Systems, Inc. will then return and remove and cap the server room sprinkler. So far, the project is on budget, and JTA is working on an annual inspection plan.

Restrooms at Haines Place Park and Ride

The Topographic Survey and Design are complete. CXT finished the internal engineering and document have been sent to L&I for approval. Once approved, build time for building is estimated to be quick.

The final design has been submitted to the City for approval. The plan is to keep the water and the power on the property so there should be no need for a public works review.

The construction is estimated to occur during July. The project is expected to be complete by the end of August.

Approximate Schedule:

- May 2019 - Limited project scope due to budget considerations
- May 20, 2019 - Labor and Industries building review begins
- June 2019 - City of Port Townsend Permit review and approval
- June 24 - Advertise for bid
- July 15 - Open Bids
- July 31 - Site Construction begins
- August 6 - Restroom delivered
- August 13 - Project completed

Peninsula Regional Transportation Planning Organization (PRTPO) ILA (2G)

The Peninsula Regional Transportation Planning Organization (PRTPO) was established through an Interlocal Agreement (ILA) executed in 1990. The ILA included the counties of Clallam, Jefferson, Kitsap, and Mason. The ILA presented to this Authority Board is for JTA to become members of the PRTPO. Washington State DOT has stepped down from the responsibilities of Lead Planning agency, and Kitsap Transit has stepped in to fill the gap. Jefferson Transit has also stated they will act as Fiscal Agent for RTPO.

Jefferson Transit has been a member of the RTPO for many years now and would like to continue to **collaborate on regional transportation planning** through membership in the PRTPO.

Budget Notes: The work of the PRTPO is funded through a planning grant from Washington State DOT. No direct dues or assessments are levied on members.

Key elements of the RTPO are to develop the long-range Regional Transportation Plan (RTP) to guide the development of regional transportation systems; to develop and regularly update the Regional Transportation Improvement Program (RTIP); to certify concurrency of the transportation elements of local comprehensive plans; and evaluate and prioritize grant applications for programs such as the Public Transportation Consolidated Grant Program and the Transportation Alternative Programs (TAP).

Additional Data: To maintain designation as a Regional Transportation Planning Organization the PRTPO must have as members all four counties and at least sixty percent of the cities and towns within the region representing a minimum of seventy-five percent of the cities' and towns' population.

By executing the ILA, Jefferson Transit will be a member with full voting rights on all matters brought before the Executive Board and will have a seat on the Technical Advisory Committee.

Jefferson Transit Fiscal Agent Agreement

During the May 17th PRTPO Executive Board meeting the Board voted to approve JTA assuming the duties of Fiscal Agent.

During the June Jefferson Transit Authority Board meeting, JTA staff requested the Board approve a new agreement between JTA and PRTPO naming JTA as Fiscal Agent for the next two years.

Duties to include:

- Maintaining an RTPO Fund for deposits and withdrawal
- Collect money and make deposits
- Issue warrants, electronic payment, and cash transmittals
- Prepare monthly invoices for expenses
- Report to RTPO regarding finances annually
- Maintain financial records

JTA purchased software and a file cabinet. The equipment will be the property of the RTPO and will be used for work related to Fiscal Agent. The duties will be at the direction of the RTPO Executive Board.

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RTPO Executive Committee Update

The Executive Committee has been working with Kitsap Transit's marketing firm to refresh the website and develop a new logo for the PRTPO. Comments and feedback are welcome your comments and feedback. The next Executive Board Meeting will be on June 21st.

RouteMatch

RouteMatch – Demand and Response (DAR) continues to function satisfactorily. RM is still addressing one bug that prevents same day changes to trips/bookings.

RouteMatch – Mobile (RMM) & RouteShout (RS) IT reports a definite improvement in tablet performance for all the FR fleet. JTA still has the occasional system (VLU) reboot issue required to fix failed connections but overall much improved. JTA continues to work on the accuracy of routes and information entered into RM, and overall cell phone coverage quality.

JTA had Chris Palmer from GreenTree, reviewed our system and focused on the vehicle antenna installation for the GPS and Cell components. Chris made suggestions that should improve cell performance.

Improved Network Reliability between HPTC and 63 Four Corners

Fiber Optic is now installed and tested at both 63 Four Corners and HPTC. IT will begin the migration away from WAVE internet to NOP Data Center (the internet service provider)/NoaNET Internet later this month.

Consolidated Grant Award

For the first time, the Consolidated Grant is a four year grant. JTA will receive \$4,412,597 for the 2019-2023 East Jefferson Operating Award and \$788,269 for the 2019-2023 Route Deviated. We also will receive \$1,567,836 for purchasing two 30' and two 35' bio-diesel buses.

Per the below chart, we increased our awards significantly since the last grant cycle.

	'17-'19	'19-'21	'21-'23
	<i>Last Cycle</i>	<i>Award</i>	<i>Projected</i>
East Jeff	\$1,765,000	\$2,173,692	\$2,238,905
Oly	\$377,000	\$388,310	\$399,959
Cap Buses	\$717,439	\$1,567,836	\$0
		Dif to Prior	Dif to Prior
East Jeff		\$408,692	\$65,213
Oly		\$11,310	\$11,649
Cap Buses		\$850,397	

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63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Board Report – John Bender

April 2019 – May 2019

Attachment D

Fleet:

- Cutaway order complete. Final floorplan diagram signed on 06/12/19.
- One 30' Gillig bus order completed. New options for added safety, serviceability – Anderson connector, orange driver seat belt, backup camera, AngelTrax, etc.
- Steam cleaner purchased for wash bay. Improves seat cushion cleanliness/public safety.
- Special tools purchased from Gillig.
- 805 retrofit complete.

Facilities:

- Front landscaping project nearing completion. Pergola, bench ordered, water pressure improved.
- Fuel island outlet installation complete, certified. Improves process efficiency.
- Collecting quotes for flooring in HPTC.
- Z-Wave security system installation complete, awaiting programming, testing.
- Server room fire suppression system nearing completion. Awaiting final leak test.

Staff/misc.:

- Dave Little retired as of 05/31/19.
- Schedule changes made to retain/reorganize remaining staff to maintain shift and operational task coverage.
- A/C diag. software installed on shop tablets, TK training scheduled with Eric Little.
- Kevin Vance hit 2 years with Jefferson Transit on June 1st.
- Jim Crose will hit 2 years with Jefferson Transit on June 26th.
- Positive feedback received on PM program changes – checklists, nesting, etc. Improving efficiency.



63 4 Corners Road, Port Townsend, WA 98368

Operations Report – Leesa Monroe

April 2019 - May 2019

Attachment E

Safety and Training (Supervisor, Gary Maxfield)

- 4 Exclusions (2 consuming alcohol on JTA properties, one leading to arrest on felony charges)
- Working on agreement with Port Townsend Police Department to allow the police to issue trespass warnings on JTA property.
- Reviewed 4 hours of video
- Field Supervisor Nicole Gauthier planned bus detours this year for the Rhododendron Festival
- Attended Trainers Show Case: (reviewed DriveCam Safety System a video based coaching and safety program that uses a palm sized event recorder mounted on the windshield. The DriveCam program is designed to capture a short video clip (12 seconds, 8 seconds prior to the activation event, 4 seconds after the event) activated by an unusual driving event such as hard braking, sudden acceleration, swerving, following to close or excessive speed, the system is being beta tested in Pierce County. It uses location point of reference that helps identify repeat problem places. We will keep following the reporting from Pierce on their beta test.
- Attended Monthly Jefferson County EOC (Emergency Operations Committee) meeting

Events:

- Monday, April 22 for Earth Day, service was fare free, although it was free to ride and it was advertised in the paper, on the website, and in the buses, we did not see an increase in our ridership.
- Our Summer Youth pass program started the day after Memorial Day. At the last Board meeting, I reported the library was looking at waiting until next year for partnering in a “Summer Read & Ride” program, as time was limited for both JTA and the library staff to put a program together before the summer youth passes needed to go to print, we didn’t do a read and ride program. However, we will still be advertising riding the bus to the library. The Jefferson County Library Summer Reading program starting mid-June, *A Universe of Stories is tied to a grant the library received from the National Center for Interactive Learning at the Space Science Institute.* Jefferson County Library was one of only eight libraries chosen to host a national tour of a traveling exhibition *Discover Exoplanets: the Search for Alien Earths.* (The exhibition will be at the library in August you can go and find out how NASA is searching for habitable worlds) The library and Laura are working on having banners made advertising riding the bus to the exhibit.
- JTA entered a bus in the Rhododendron Parade
- Farmers Market Started Wednesday, June 5
- Monday, July 29, Veterans Stand Down (at the Elks Lodge)

- Saturday, August 3, we will do public outreach at Hadlock Days
- Friday, Saturday, Sunday, Aug 9,10,11 at Jefferson County Fair
- 2019 Wooden Boat service will run Friday, Saturday, and Sunday (last year Sunday was 17% of Wooden Boat Ridership)

Wooden Boat Festival September 7-9 2018 Ridership			
Fri 9/7	Sat 9/8	Sun 9/9	Total
1322	2185	724	4231

Service Planning:

- Drivers signed their tri-annual bid in May, and Monday, May 20, new printed schedules became effective.
- Leesa Monroe continues talks with Kitsap Transit and the Port of Kingston about logistics of JTA providing service to the Kitsap Fast Ferry.
- Staging - We are waiting to hear from the Port of Kingston if they would allow JTA to use a section of the Port parking lot for staging loading/unloading. Kitsap Transit received permission from the WA State ferries to use ferry property for staging. KT is not opposed to having JTA use their bus lane, however, they can have up to six buses at a time, with 3 buses laying over for up to 20 minutes, so we need to further review the capacity issue and order the buses would need to arrive, or have buses leave and return.
- Another option is to use the KT stop at the top of the hill on Washington Boulevard, this stop will take any size bus but might require we depart and return depending on the timing so a Kitsap bus could use the bus zone.
- Timing of route – a draft of a Monday – Friday commuter schedule would have passengers to the Fast Ferry for the departure at 7:05 am, arriving in Seattle at 7:44 am, and returning from Seattle on the 5:05 pm fast ferry. Neither of these two pieces of work fit with our current driver work assignments, so I anticipate hiring one, probably two additional drivers.
- Saturday service would be considered based on the success of M-F service
- Roundtrip mileage for the route is 78 miles (39 x 2) with stops at Four Corners, Haines Place Hwy 19 & Hwy 104 P& R and Kingston
- An estimate of the fare for this service is between \$12.00 to \$15.00, because this would be considered expansion service it cannot be grant funded under our current grants.
- A consideration is to have mobile ticketing such as Token Transit or TouchPass so riders could pay the fare using an app.

Ridership

- Continues to be higher than last year. On time service has dropped due to travel and road construction. We missed one trip on Tuesday, May 14, the 8:00 am 11A because the driver was held up approximately 37 minutes coming from Sequim.