

# Jefferson Transit Authority Board

## Regular Meeting Minutes

Tuesday, August 27, 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 1:31 pm. Other members present were David Faber, Greg Brotherton, and Kate Dean, with Ariel Speser excused. A quorum was present.

### **STAFF PRESENT**

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet & Facilities Manager John Bender, Operations Manager Leesa Monroe, Grants and Procurement Coordinator Jayme Brooke, and Executive Assistant/Clerk of the Board Laura Smedley

### **PUBLIC COMMENT**

Brenda McMillan asked when drivers will get their raise.

Ken Price commented on contract negotiations.

Jim Todd requested information regarding the status of fare-free buses.

Tammi Rubert responded to Mr. Todd and will discuss her fare-free research results during her General Manager report. Ms. Rubert would also like to enter into a closed session to discuss negotiations.

### **NEW AGENDA ITEMS**

Closed session to discuss negotiations will be added before the Transit Development Plan (TDP) Public Hearing.

## FINANCE REPORTS

Please see Attachment A and B

Ms. Crouch has furnished the Board with a copy of the State Auditor's Annual Report. JTA had a clean audit with no findings. Ms. Crouch also provided the Board with the Washington State Transit Insurance Pool (WSTIP) 2018 Annual Report.

Kate Dean entered the meeting at 1:48 pm

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

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

## CONSENT AGENDA

- a. Approval of Minutes, June 18, 2019
- b. Approval of Expenses, July 2019
- c. Approval of Expenses, June 2019

***Motion: David Faber moved to approve the Consent Agenda. Greg Brotherton seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

## CLOSED SESSION

A Closed Session was added to the Agenda to be held before the TDP Public Hearing. Chair Sullivan announced that the Closed Session will be held from 1:45 pm to 2:00 pm with the Authority Board, General Manager, JTA Attorney, and Finance Manager to discuss planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress not subject to the Open Public Meeting Act, as outlined in RCW 42.30.140(4)(b).

The Board concluded the Closed Session and resumed the regular meeting at 2:00 pm

David Sullivan stated the issues have been discussed, and we are strong believers in collective bargaining, and we want that to continue. We will ask our staff to return to the table with the Union to negotiate this one clause in Article 19. We are ready to have a Special Meeting as soon as this is resolved. If it requires mediation, that's fine, but I think we are close to having a final agreement. We encourage the Union to work with our staff and get this ready to go. We realize that if we wait until our next regular meeting, it would be two months, and we don't think it should take that long.

Ken Price asked if the Board voted the contract down.

David Sullivan stated we do not vote or make decisions in Closed Sessions; we only do it in open sessions.

## **PUBLIC HEARING**

### **Transit Development Plan/Transportation Improvement Plan 2019-2024**

The 2019-2024 TDP was presented at the last Board meeting, and Public Comment was left open. We have received no comments.

#### **Public Comment**

There were none.

#### **The Public Hearing was closed at 2:05 pm.**

Comments and questions from the Board:

- Will JTA be able to connect to the West End when the radio repeater project is completed?
  - JTA has been working with the Department of Emergency Management. It is an ongoing project to get better radio service.
- Should the fare structure in Section 3 be changed in order to address possible fare-free planning in the future?
  - The TDP is a working document, and it would not be an issue to change to fare-free.
- Has the value of JTA connecting to the Strait Shot been weighed against creating a Kingston route?
  - JTA has met with the General Manager of Clallam Transit regarding a connection to the Strait Shot. It was initially set up not to connect with JTA so they would not interfere with JTA's service that already connects riders with the Bainbridge Ferry five times per day. This TDP document helps us get grant funding. Clallam started the Strait Shot by paying for it on their own for the first year and then and requested Grant funding. That is a good model for us to follow to show that the route is viable.
  - If JTA met the Strait Shot at Discovery Bay, we would take people to Discovery Bay two times per day and would return empty. Cost-effectively, it seems better to connect directly with the Kingston Ferry. Also, if you connect with the Strait Shot at Discovery Bay on our regular #8 Sequim route, you will have to cross Hwy 101.
  - Communication lines are open; we talk with Clallam Transit regularly. We don't know if the Strait Shot route times will be changed. We will continue to talk about that because we know it is an interest to the Board.

## OLD BUSINESS

a. **Resolution 19-18:** Transportation Development Plan (TDP) 2019-2024

***Motion: David Faber moved to approve Resolution 19-18 Transportation Development Plan (TDP) 2019-2024 with the CAC addition. Kate Dean seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

b. **Resolution 19-19:** State Transportation Improvement Plan (STIP) 2019-2024

***Motion: Kate Dean moved to approve Resolution 19-19 amending the 2019-2024 six-year State Transportation Improvement Plan (STIP). Greg Brotherton seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

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

***Motion: Greg Brotherton moved to approve Resolution 19-15, authorizing the General Manager to purchase a trolley bus for downtown shuttle service. David Faber seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

## NEW BUSINESS

a. **Resolution 19-20:** Budget Amendment

The budget amendment includes several things, including Bond Defeasance, painting of the Haines Place Transit Center, completion of the server room fire suppression system project, the two Dial-A-Ride cut-aways, and the trolley bus project. The total project increase, that is primarily the bond call, is \$450,000 for the Capital Budget.

***Motion: David Faber moved to approve Resolution 19-20, amending the 2019 Supplemental Capital Budget. Kate Dean seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

b. **Resolution 19-21:** Bond Defeasance

***Motion: David Faber moved to approve the Resolution 19-21, authorizing the General Manager and Finance Manager to proceed with the bond defeasance. Greg Brotherton seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

c. **Resolution 19-22:** Authorizing the General Manager to sign the Restroom Installation Contract

**Motion: Kate Dean moved to approve Resolution 19-22, authorizing the General Manager to sign a construction contract with Jacobs Construction, LLC. David Faber seconded.**

**Vote: The motion carried unanimously, 4-0 by voice vote.**

## **REPORTS**

### **GENERAL MANAGERS REPORT**

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- I-976 Ballot Measure update
- WSTA update
- Comprehensive Plan update
- Fire Suppression for IT Server Room update
- HPTC Restroom update
- PRTPO update
- RouteMatch update
- Trolleybus update
- Ferry Advisory Committee update
- Procurement update

There was a discussion regarding the Hwy 104 round-about project.

### **FLEET AND FACILITIES REPORT**

Please see Attachment D

John Bender reported on the following items:

- New Cutaway Vehicle update
- Kingston Shuttle run update
- Gillig bus purchase update
- New bus shelter at Salish Elementary School
- New Bus stop location at Discovery Bay
- 4 Corners Landscaping project
- Fire Suppression Project update
- Miscellaneous items update

### **OPERATIONS REPORT**

Please see Attachment E

Leesa Monroe reported on the following items:

- Safety and Training updates
- Special Events and Projects

- Service Planning
- Ridership

## CITIZENS ADVISORY COMMITTEE (CAC) REPORT

Please see Attachment F

Darrell Conder reported on the following items:

- CAC Elections
- Addition of Public Comment to Agenda
- Recommend to the Authority Board to change Bylaws to include 15 members
- Recommend to the Authority Board to recommend Scott Walker be appointed to CAC Board
- Recommend to the Authority Board to change Bylaw wording regarding carrying-on propaganda
- Future Agenda items

David Sullivan asked for a formal recommendation to the Authority Board to make changes to the CAC Bylaws. He also requested language for term limits for members between 7 and 15.

A roundtable or workshop was discussed for the next CAC meeting.

### PUBLIC HEARING DISCUSSION

Discussion on possible I-976 Public Hearing. 3<sup>rd</sup> Tuesdays are available on our meeting schedule. A Public Hearing could be scheduled for September 17<sup>th</sup> at 1:30 pm.

***Kate Dean motioned for a Public Hearing and Special Meeting on Tuesday, September 17, 2019, at 1:30 pm to discuss a potential position on I-976. David Faber seconded. Vote: The motion carried unanimously, 4-0 by voice vote.***

### PUBLIC COMMENT

Debbie Jahnke asked if the CAC should prepare language for recommendations to the Board.

David Sullivan stated a recommendation from the CAC should go through staff for approval to add to the Authority Board Meeting Agenda.

Darrell Conder stated that staff was a great help when preparing his Board report.

Jim Todd asked about WSDOT, and future bus stops near Brinnon.

David Sullivan said we have discussed highway revisions many times as the traffic increases.

Bendi Carruthers commented on the ATU Contract.

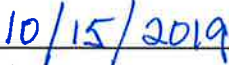
**Executive Session for discussion regarding personnel per RCW 42.30.110 1(g) at 3:15 pm and will return in 20 minutes with no action anticipated at 3:35 pm.**

**Returned from Executive Session at 3:35 pm with no action.**

### ADJOURNMENT

The meeting was adjourned at 3:35 pm. The next regular meeting will be held Tuesday, October 15, 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

August 16, 2019

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

The budget tracking percentage for June is 58.3%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

For the month May 2019 sales tax was 10% higher than received in May 2018. Cumulatively, JTA sales tax receipts are 4% higher than same time period in 2018.

**Revenue Report –**

Overall - Operating revenue is tracking near or 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 7.7% UNDER budget.**

- **Labor** – Labor is 3.8% under budget.
  - **Fixed Route** – Fixed Route is hovering just over to just under budget every month.
  - **Dial-A-Ride (DAR)** – DAR Wages are 9.4% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 6.7% 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.
- **Services and User Fees** – S/U Fees are 23.5% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 16% under budget.
  - 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.
- **Utilities** – Utilities is 2.4% over budget –
  - 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** – 4.5% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 29.7% under budget.
- **Miscellaneous** – 29.3% under budget.
- **Interest on Debt** – On Budget
- **Leases and Rentals** – 6.4% under budget.

**Capital Activity** – Capital activity in July: Fire Suppression System in IT Server Room





## July 2019 Financial Summary

Budget Tracking Figure: 58.3%

Operational Expenses:	\$379,444.04
Operational Revenues:	\$13,253.50
Non-Operational Income:	\$622,780.28
Capital Expenses:	\$29,994.62
Capital Income:	\$0.00
Sales Tax Received 7/31/2019 for May 2019:	\$460,807.07
Sales Tax Received 7/31/2018 for May 2018:	\$418,621.08

**\*\*Sales tax increased from prior year 10%\*\***

Cash on Hand as of July 31, 2019\*:

Operating:	\$2,011,371.90
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,759,830.76
Dedicated (Committed) Grant Match (66% Funded):	\$3,044,856.15
(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:	\$45,416.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,069.03
Travel Fund:	\$1,500.00
<b>Total</b>	<b>\$8,791,794.27**</b>

\*"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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
July	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.97%
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		\$2,904,844.18	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$414,977.74	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,015,191.01	1,651,710.00	22.01%
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		\$2,015,191.01	\$5,238,794.61	\$4,688,936.57	\$4,588,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$403,038.20	\$438,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

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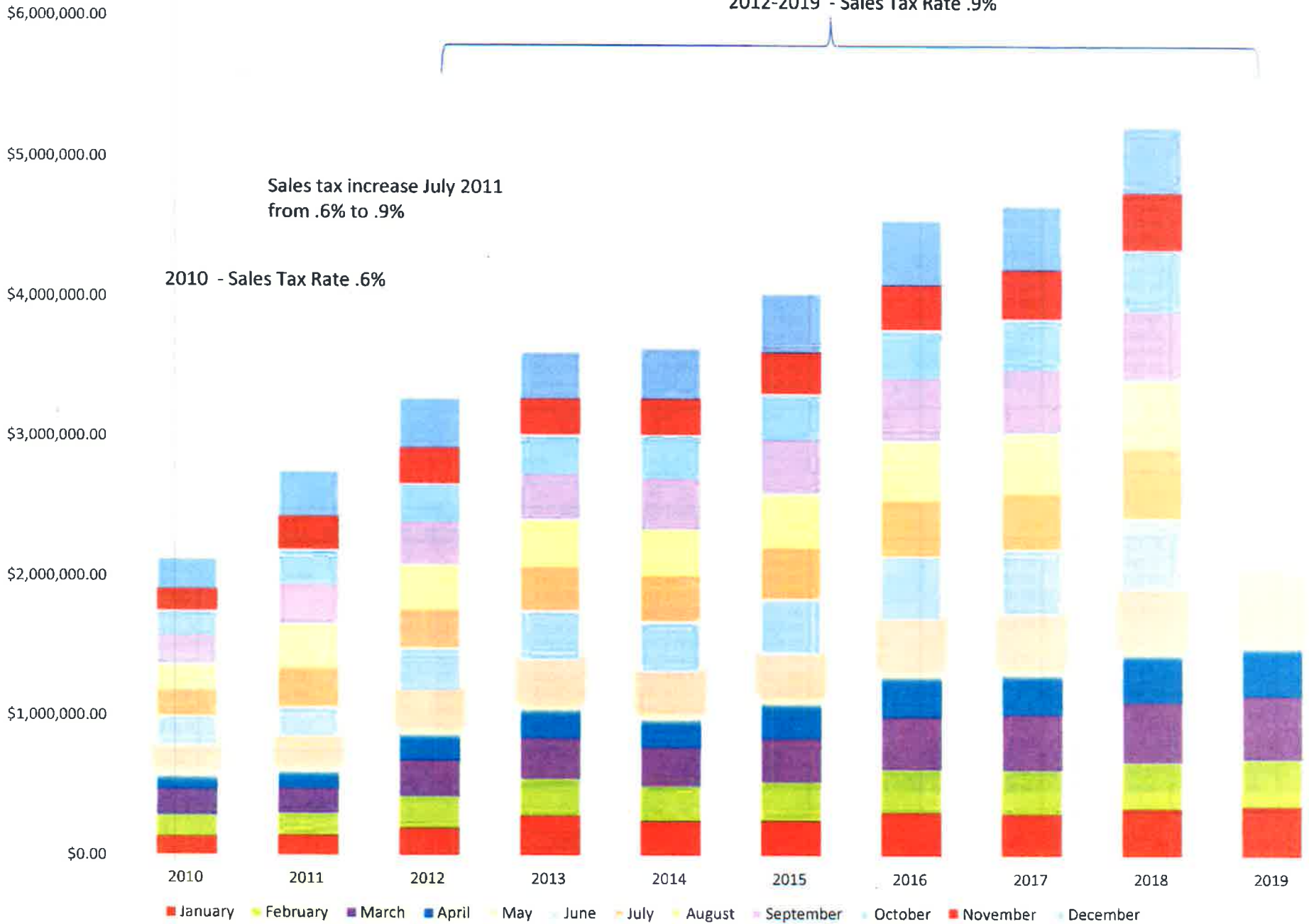
# Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

July 2019  
4 of 9



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

	July	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,783,526.90	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$464,589.25)	(\$2,353,292.02)
Non-Capital Financing Activities	\$461,155.25	\$3,297,376.96
Investing Activities	\$12,582.48	\$68,449.04
Total Operating Cash Provided/(Used)	\$9,148.48	\$1,012,533.98
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$111.73	\$593,311.69
Net Increase/(Decrease) Cash and Equivalent	\$9,260.21	\$1,605,845.67
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$8,792,787.11</b>	<b>\$8,792,787.11</b>

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

	July	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$13,253.50</b>	<b>\$102,279.14</b>	<b>\$172,072.00</b>	<b>59.44%</b>
<b>Operating Expenses</b>				
Labor	162,782.01	1,226,893.31	2,249,110.00	54.55%
Benefits	126,835.67	911,302.18	1,765,334.00	51.62%
Services and User Fees	22,953.04	117,249.70	336,454.00	34.85%
Materials & Supplies	44,704.61	265,439.81	626,760.00	42.35%
Utilities	5,858.90	49,072.73	80,853.00	60.69%
Casualty/Liability Costs	11,647.91	86,692.17	138,000.00	62.82%
Taxes	255.26	2,093.92	7,319.00	28.61%
Miscellaneous Expenses	2,778.89	30,588.42	105,325.00	29.04%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	1,627.75	11,019.35	21,220.00	51.93%
<b>Total Operating Expenses</b>	<b>379,444.04</b>	<b>2,705,751.59</b>	<b>5,341,175.00</b>	<b>50.66%</b>
<b>Operating Income (Loss)</b>	<b>(366,190.54)</b>	<b>(2,603,472.45)</b>	<b>(5,169,103.00)</b>	<b>50.37%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	12,694.21	84,236.04	76,176.00	110.58%
Taxes Levied by Transit	483,156.07	3,016,094.18	4,435,490.00	68.00%
Local Grants & Contributions	1,250.00	8,750.00	17,500.00	50.00%
State Grants & Contributions	16,496.00	116,904.16	295,508.00	39.56%
Federal Grants & Contributions	109,184.00	764,288.00	1,060,104.00	72.10%
<b>Total Non-Operating Revenues</b>	<b>622,780.28</b>	<b>3,990,272.38</b>	<b>5,884,778.00</b>	<b>67.81%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>256,589.74</b>	<b>1,386,799.93</b>	<b>715,675.00</b>	<b>193.78%</b>
<b>Net Income/(Loss)</b>	<b>256,589.74</b>	<b>1,386,799.93</b>	<b>715,675.00</b>	<b>193.78%</b>

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

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$10,291.33	\$80,657.56	\$131,496.00	61.34%
Fixed Route Fares - West - JTOC	594.43	2,948.13	5,256.00	56.09%
Dial-a-Ride Fares (DAR)	493.50	5,626.41	9,660.00	58.24%
Vanpools	1,874.24	13,047.04	22,860.00	57.07%
Extended Service			2,800.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>13,253.50</b>	<b>102,279.14</b>	<b>172,072.00</b>	<b>59.44%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	12,582.48	68,449.04	74,976.00	91.29%
Gain (Loss) on Disposition of Capital Items	111.73	10,594.11	1,200.00	882.84%
Public Donations		52.00		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>483,156.07</b>	<b>3,016,094.18</b>	<b>4,435,490.00</b>	<b>68.00%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	115,472.00	295,508.00	39.08%
RTAP		1,432.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	764,288.00	1,060,104.00	72.10%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>622,780.28</b>	<b>3,990,272.38</b>	<b>5,884,778.00</b>	<b>67.81%</b>
<b>TOTAL REVENUES</b>	<b>636,033.78</b>	<b>4,092,551.52</b>	<b>6,056,850.00</b>	<b>67.57%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Seven Months Ending July 31, 2019**

	July	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$61,586.16	\$449,454.92	\$783,140.00	57.39%
Operators Overtime - Fixed Route	1,762.64	18,354.79	73,170.00	25.09%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,068.04	59,413.35	87,787.00	67.68%
Operators Overtime - Dial-a-Ride (DAR)	290.91	2,257.78	12,705.00	17.77%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	40,232.14	317,415.16	591,221.00	53.69%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,960.37	19,162.97	46,007.00	41.65%
Administration Salaries	47,881.75	360,834.34	655,080.00	55.08%
<b>Total Labor</b>	<b>162,782.01</b>	<b>1,226,893.31</b>	<b>2,249,110.00</b>	<b>54.55%</b>
<b>Benefits</b>				
FICA	16,092.41	104,801.46	222,376.00	47.13%
Pension Plans (PERS)	18,351.95	183,996.97	344,638.00	53.39%
Medical Plans	48,242.21	319,375.29	637,020.00	50.14%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,119.93	57,795.53	94,433.00	61.20%
Holiday	7,582.46	62,617.56	95,939.00	65.27%
General Leave	27,373.86	151,562.61	292,240.00	51.86%
Other Paid Absence (Court Duty & Bereavement)		4,415.74	14,686.00	30.07%
Uniforms, Work Clothing & Tools Allowance	283.30	6,015.17	17,840.00	33.72%
Other Benefits (HRA, EAP & Wellness)	579.73	18,636.46	32,196.00	57.88%
Paid FML	209.82	2,085.39	3,966.00	52.58%
<b>Total Benefits</b>	<b>126,835.67</b>	<b>911,302.18</b>	<b>1,765,334.00</b>	<b>51.62%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,138.33	10,212.61	24,250.00	42.11%
Professional & Technical Services	13,906.15	52,307.37	123,500.00	42.35%
Contract Maintenance Services (IT Services)	565.39	5,759.68	16,005.00	35.99%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services	1,226.25	1,861.07	5,600.00	33.23%
Vehicle Technical Services	1,744.37	11,373.04	47,000.00	24.20%
Property Maintenance Services		10,849.57	36,264.00	29.92%
Software Maintenance Fees	806.60	8,788.03	41,635.00	21.11%
Postage & Mail Meter Fees	372.74	1,510.91	3,600.00	41.97%
Drug & Alcohol Services	314.91	2,629.37	8,500.00	30.93%
Other Services & User Fees	1,878.30	10,458.05	19,300.00	54.19%
<b>Total Service and User Fees</b>	<b>22,953.04</b>	<b>117,249.70</b>	<b>336,454.00</b>	<b>34.85%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	29,585.56	140,802.80	355,000.00	39.66%
Tires	3,125.78	10,109.49	35,000.00	28.88%
Lubrication	368.91	5,770.19	15,550.00	37.11%
Tools	219.52	6,724.70	18,000.00	37.36%
Vehicle Maintenance & Repair Parts	4,196.67	52,232.56	96,500.00	54.13%
Non-Vehicle Maintenance & Repair Parts	666.67	3,728.33	8,240.00	45.25%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	354.56	2,091.42	5,750.00	36.37%
Shop Supplies (Maintenance & Cleaning)	1,955.17	9,666.44	7,500.00	128.89%
Safety & Emergency Supplies		3,294.81	7,050.00	46.73%
Office Supplies	1,877.96	11,583.28	19,920.00	58.15%
Computer Programs & Supplies	1,362.88	7,586.08	15,700.00	48.32%
Printing (Photocopier, Schedules & Brochures)	990.93	11,849.71	39,200.00	30.23%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>44,704.61</b>	<b>265,439.81</b>	<b>626,760.00</b>	<b>42.35%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,152.09	7,677.76	14,100.00	54.45%
Utilities (Electrical & Propane)	1,543.32	14,803.58	29,000.00	51.05%
Telephone & Internet	3,163.49	26,591.39	37,753.00	70.44%
<b>Total Utilities</b>	<b>5,858.90</b>	<b>49,072.73</b>	<b>80,853.00</b>	<b>60.69%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Seven Months Ending July 31, 2019**

	July	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$81,535.37	\$138,000.00	59.08%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>86,692.17</b>	<b>138,000.00</b>	<b>62.82%</b>
<b>Taxes</b>				
State Taxes	255.26	1,962.02	3,569.00	54.97%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>255.26</b>	<b>2,093.92</b>	<b>7,319.00</b>	<b>28.61%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	899.94	8,206.76	24,171.00	33.95%
Travel & Meetings	256.67	15,233.24	35,500.00	42.91%
Fines & Penalties		29.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,745.14	4,102.61	27,104.00	15.14%
EE CDL and EE Physical Expense	(122.86)	2,913.14	9,250.00	31.49%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>2,778.89</b>	<b>30,588.42</b>	<b>105,325.00</b>	<b>29.04%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		5,400.00	10,800.00	50.00%
<b>Total Interest Expense</b>		<b>5,400.00</b>	<b>10,800.00</b>	<b>50.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	2,170.00	3,000.00	72.33%
Service Vehicles & Equipment	141.70	442.00	2,500.00	17.68%
Other General Administration Facilities	1,176.05	8,407.35	15,720.00	53.48%
<b>Total Leases and Rentals</b>	<b>1,627.75</b>	<b>11,019.35</b>	<b>21,220.00</b>	<b>51.93%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>379,444.04</b>	 <b>2,705,751.59</b>	 <b>5,341,175.00</b>	 <b>50.66%</b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 7/31/19</b>	\$ 5,179,686.91	\$ -
<b>Balance per GL @ 6/30/19</b>		\$ 5,200,638.97	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 9,042.56	
	Transfers Out (Purchases)	\$ (29,994.62)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
<b>Balance per GL @ 7/31/19</b>		\$ 5,179,686.91	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ -	
		\$ 5,179,686.91	

**2019 Capital Projects**

Land		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ 82,500.00
	Feb 2019 Escrow		\$ (1,000.00)
	April 2019 Purchase		\$ (77,761.55)
	<b>JTA Funded Balance</b>		\$ 3,738.45
Facility		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ -
	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
	<b>JTA Funded Balance</b>		\$ 575,000.00
Other Building and Structures		Grant Funding	JTA Funding
<b>PNR Upgrades</b>	<b>2019 Beginning Budget</b>		
	Bathroom Installation	\$ -	\$ 187,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 25,000.00
<b>Radio Project - Maynard Mtn Repeater</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 22,000.00
<b>Security Cameras</b>	<b>2019 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
<b>Server Room Fire Protection Proj</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 30,000.00
	July 2019		\$ (29,994.62)
<b>New Shelters</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	Discovery Road Shelter		\$ (7,875.00)
	<b>JTA Funded Balance</b>		\$ 286,130.38
Revenue Vehicles			
<b>1 Full-Size Buses</b>	<b>2019 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
<b>2 DAR Cut-a-ways</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 180,000.00
<b>1 Trolley Style FR Bus</b>	<b>2019 Beginning Budget</b>		\$ 300,000.00
<b>Bus Wrap</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
<b>Major Component Replacement</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		\$ 700,440.00
Service Vehicles			
	<b>JTA Funded Balance</b>		\$ -
Service Equipment			
<b>Conex Box for Tire Storage</b>	<b>2019 Beginning Budget</b>		\$ 5,000.00
	Mar-19		\$ (3,583.30)
<b>Tool Box for 805 (Road Call Response)</b>	<b>2019 Beginning Budget</b>		\$ 20,000.00
	Tool Box - May 2019		\$ (19,974.58)
	<b>JTA Funded Balance</b>		\$ 1,442.12
Office Furniture & Equipment			
<b>New Finance/Mntce/Ops Software</b>	<b>2019 Beginning Budget</b>		\$ 175,000.00
<b>Printer/Scanner /Copier for HPTC</b>	<b>2019 Beginning Budget</b>		\$ 3,500.00
	June 2019 - HPTC Copier		\$ (3,260.19)
<b>Remix Mapping Software</b>	<b>2019 Beginning Budget</b>		\$ 12,000.00
<b>SMARSH - Archiving Software</b>	<b>2019 Beginning Budget</b>		\$ 5,840.00
	<b>JTA Funded Balance</b>		\$ 193,079.81

JTA Capital Balance	\$ 5,179,686.91
JTA Committed Project Funds Sub-Total	\$ (1,759,830.76)
JTA Vehicle Reserve	\$ (325,000.00)
JTA IT Reserve	\$ (50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 3,044,856.15</b>





63 4 Corners Road, Port Townsend, WA 98368

Attachment B

July 22, 2019

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

The budget tracking percentage for June is 50%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

For the month April 2019 sales tax was 1% higher than received in April 2018. Cumulatively, JTA sales tax receipts are 3% higher than same time period in 2018.

**Revenue Report –**

Overall - Operating revenue is tracking near or 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 6.6% UNDER budget.**

- **Labor** – Labor is 2.7% under budget.
  - **Fixed Route** – Fixed Route is hovering just over to just under budget every month.
  - **Dial-A-Ride (DAR)** – DAR Wages are 8.5% 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 24.5% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 14.8% under budget.
  - 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.
- **Utilities** – Utilities is 3.1% over budget –
  - 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** – 4.4% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 24.9% under budget.

- **Miscellaneous** – 23.7% under budget.
- **Interest on Debt** – On Budget
- **Leases and Rentals** – 11.% under budget.

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



## June 2019 Financial Summary

Budget Tracking Figure: 50%

Operational Expenses:	\$333,438.32
Operational Revenues:	\$14,321.74
Non-Operational Income:	\$661,089.84
Capital Expenses:	\$11,135.19
Capital Income:	\$0.00
Sales Tax Received 6/30/2019 for April 2019:	\$398,659.28
Sales Tax Received 6/30/2018 for April 2018:	\$391,012.04

**\*\*Sales tax increased from prior year 1%\*\***

Cash on Hand as of June 30, 2019\*:

Operating:	\$1,984,704.64
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,789,825.38
Dedicated (Committed) Grant Match (66% Funded):	\$3,035,813.59
(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:	\$40,266.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,288.43
Travel Fund:	\$1,500.00
<b>Total</b>	<b>\$8,778,148.47**</b>

\*"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	+3.81%	\$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	-2.94%	\$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	+4.49%	\$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	-3.62%	\$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	-8.44%	\$2,045,377.83	1,683,366.00	21.51%
June	0.90%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	+3.78%	\$2,444,037.11	2,005,436.00	21.87%
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	
<b>Total</b>		\$2,444,037.11	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
<b>Monthly Average</b>		\$407,339.52	\$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 Accrual 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	+4.49%	\$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	-3.62%	\$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	+8.44%	\$1,155,724.66	972,889.00	18.79%
April	0.90%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	+3.78%	\$1,554,383.94	1,294,959.00	20.03%
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	
<b>Total</b>		\$1,554,383.94	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
<b>Monthly Average</b>		\$388,595.99	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

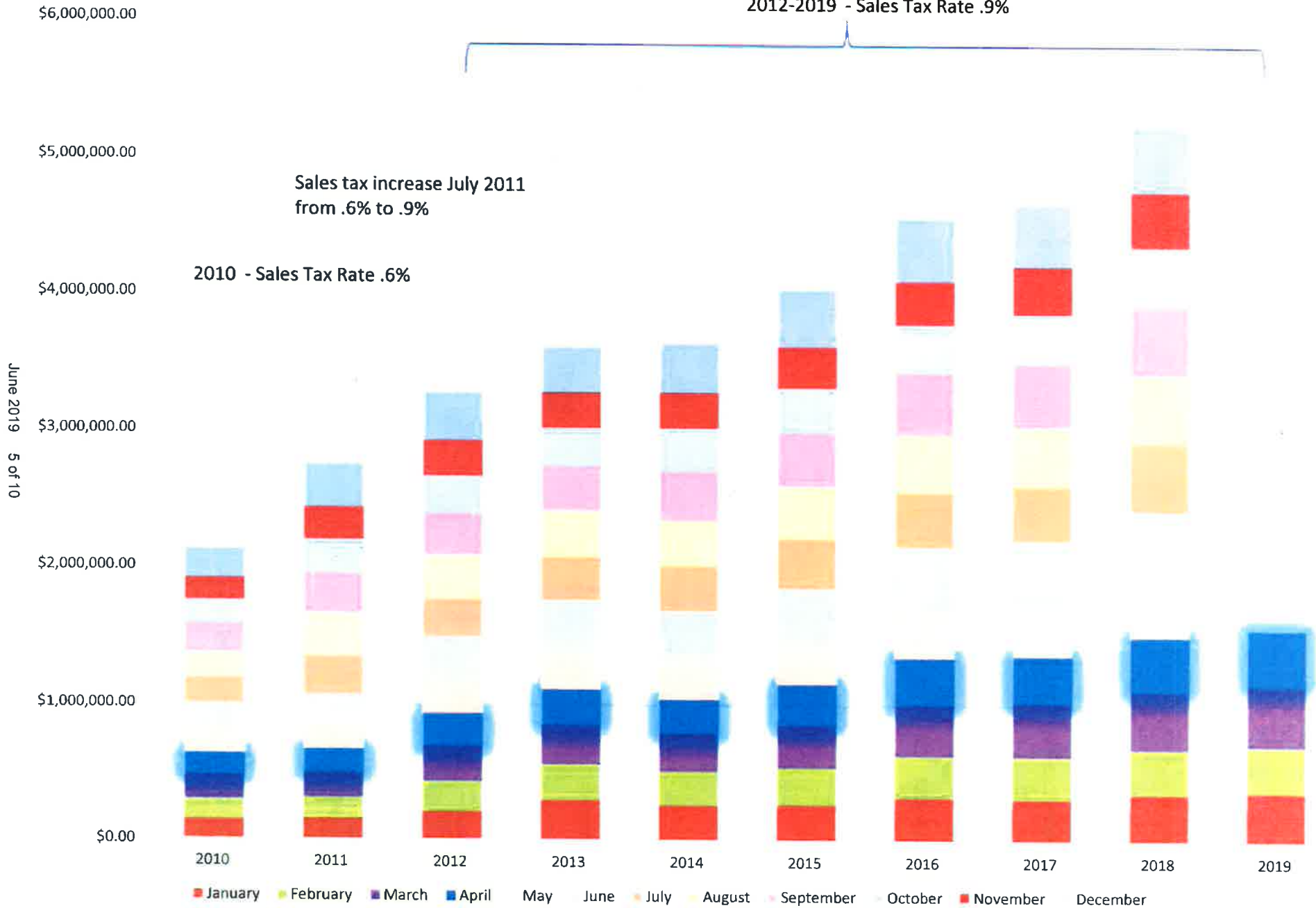
June 2019 4 of 10

# 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%



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

	<u>June</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,691,593.87	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$296,140.03)	(\$1,888,702.77)
Non-Capital Financing Activities	\$404,440.52	\$2,836,221.71
Investing Activities	\$12,443.56	\$55,866.56
Total Operating Cash Provided/(Used)	\$120,744.05	\$1,003,385.50
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$29,994.62)	\$593,199.96
Net Increase/(Decrease) Cash and Equivalent	\$90,749.43	\$1,596,585.46
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$8,782,343.30</u></b>	<b><u>\$8,782,343.30</u></b>

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

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,321.74</b>	<b>\$89,025.64</b>	<b>\$172,072.00</b>	<b>51.74%</b>
<b>Operating Expenses</b>				
Labor	148,102.14	1,064,111.30	2,249,110.00	47.31%
Benefits	120,036.40	784,466.51	1,765,334.00	44.44%
Services and User Fees	24,208.94	85,706.25	336,454.00	25.47%
Materials & Supplies	20,636.07	220,366.06	626,760.00	35.16%
Utilities	5,339.34	42,913.83	80,853.00	53.08%
Casualty/Liability Costs	11,647.91	75,044.26	138,000.00	54.38%
Taxes	302.21	1,838.66	7,319.00	25.12%
Miscellaneous Expenses	2,812.36	27,689.53	105,325.00	26.29%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	353.60	8,215.55	21,220.00	38.72%
<b>Total Operating Expenses</b>	<b>333,438.97</b>	<b>2,315,751.95</b>	<b>5,341,175.00</b>	<b>43.38%</b>
<b>Operating Income (Loss)</b>	<b>(319,117.23)</b>	<b>(2,226,726.31)</b>	<b>(5,169,103.00)</b>	<b>43.08%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	14,943.56	71,541.83	76,176.00	93.92%
Taxes Levied by Transit	519,216.28	2,532,938.11	4,435,490.00	57.11%
Local Grants & Contributions	1,250.00	7,500.00	17,500.00	42.86%
State Grants & Contributions	16,496.00	100,408.16	295,508.00	33.98%
Federal Grants & Contributions	109,184.00	655,104.00	1,060,104.00	61.80%
<b>Total Non-Operating Revenues</b>	<b>661,089.84</b>	<b>3,367,492.10</b>	<b>5,884,778.00</b>	<b>57.22%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>341,972.61</b>	<b>1,140,765.79</b>	<b>715,675.00</b>	<b>159.40%</b>
<b>Net Income/(Loss)</b>	<b>341,972.61</b>	<b>1,140,765.79</b>	<b>715,675.00</b>	<b>159.40%</b>

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

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,778.94	\$70,366.23	\$131,496.00	53.51%
Fixed Route Fares - West - JTOC		2,353.70	5,256.00	44.78%
Dial-a-Ride Fares (DAR)	730.00	5,132.91	9,660.00	53.14%
Vanpools	1,812.80	11,172.80	22,860.00	48.87%
Extended Service			2,800.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,321.74</b>	<b>89,025.64</b>	<b>172,072.00</b>	<b>51.74%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	12,443.56	55,866.56	74,976.00	74.51%
Gain (Loss) on Disposition of Capital Items		10,482.38	1,200.00	873.53%
Public Donations		52.00		0.00%
Other Nontransportation Revenues	2,500.00	5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>519,216.28</b>	<b>2,532,938.11</b>	<b>4,435,490.00</b>	<b>57.11%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	98,976.00	295,508.00	33.49%
RTAP		1,432.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	655,104.00	1,060,104.00	61.80%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>661,089.84</b>	<b>3,367,492.10</b>	<b>5,884,778.00</b>	<b>57.22%</b>
<b>TOTAL REVENUES</b>	<b>675,411.58</b>	<b>3,456,517.74</b>	<b>6,056,850.00</b>	<b>57.07%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2019**

	June	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$57,595.01	\$387,868.76	\$783,140.00	49.53%
Operators Overtime - Fixed Route	801.54	16,592.15	73,170.00	22.68%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,056.11	51,345.31	87,787.00	58.49%
Operators Overtime - Dial-a-Ride (DAR)	682.08	1,966.87	12,705.00	15.48%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,352.64	277,183.02	591,221.00	46.88%
Other Overtime (Mntce, Dispatch, Cust Serv)	602.89	16,202.60	46,007.00	35.22%
Administration Salaries	41,011.87	312,952.59	655,080.00	47.77%
<b>Total Labor</b>	<b>148,102.14</b>	<b>1,064,111.30</b>	<b>2,249,110.00</b>	<b>47.31%</b>
<b>Benefits</b>				
FICA	13,234.91	88,709.05	222,376.00	39.89%
Pension Plans (PERS)	30,287.46	165,645.02	344,638.00	48.06%
Medical Plans	42,052.70	271,133.08	637,020.00	42.56%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,324.17	49,675.60	94,433.00	52.60%
Holiday	9,318.07	55,035.10	95,939.00	57.36%
General Leave	16,074.94	124,188.75	292,240.00	42.50%
Other Paid Absence (Court Duty & Bereavement)		4,415.74	14,686.00	30.07%
Uniforms, Work Clothing & Tools Allowance	172.91	5,731.87	17,840.00	32.13%
Other Benefits (HRA, EAP & Wellness)	2,224.16	18,056.73	32,196.00	56.08%
Paid FML	347.08	1,875.57	3,966.00	47.29%
<b>Total Benefits</b>	<b>120,036.40</b>	<b>784,466.51</b>	<b>1,765,334.00</b>	<b>44.44%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	985.36	8,074.28	24,250.00	33.30%
Professional & Technical Services	15,546.63	33,600.02	123,500.00	27.21%
Contract Maintenance Services (IT Services)	962.99	5,194.29	16,005.00	32.45%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services		634.82	5,600.00	11.34%
Vehicle Technical Services		8,327.01	47,000.00	17.72%
Property Maintenance Services	2,212.82	8,362.02	36,264.00	23.06%
Software Maintenance Fees	2,608.33	7,981.43	41,635.00	19.17%
Postage & Mail Meter Fees	100.00	1,138.17	3,600.00	31.62%
Drug & Alcohol Services	424.91	2,314.46	8,500.00	27.23%
Other Services & User Fees	1,367.90	8,579.75	19,300.00	44.45%
<b>Total Service and User Fees</b>	<b>24,208.94</b>	<b>85,706.25</b>	<b>336,454.00</b>	<b>25.47%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	8,423.91	111,216.74	355,000.00	31.33%
Tires	1,592.78	6,983.71	35,000.00	19.95%
Lubrication	384.81	5,401.28	15,550.00	34.73%
Tools	1,995.46	6,559.67	18,000.00	36.44%
Vehicle Maintenance & Repair Parts	3,518.80	47,718.22	96,500.00	49.45%
Non-Vehicle Maintenance & Repair Parts	454.62	3,056.55	8,240.00	37.09%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	34.37	1,736.86	5,750.00	30.21%
Shop Supplies (Maintenance & Cleaning)	1,477.97	7,711.27	7,500.00	102.82%
Safety & Emergency Supplies	236.16	3,294.81	7,050.00	46.73%
Office Supplies	434.75	9,604.97	19,920.00	48.22%
Computer Programs & Supplies	1,007.14	6,223.20	15,700.00	39.64%
Printing (Photocopier, Schedules & Brochures)	1,075.30	10,858.78	39,200.00	27.70%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>20,636.07</b>	<b>220,366.06</b>	<b>626,760.00</b>	<b>35.16%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,060.71	6,525.67	14,100.00	46.28%
Utilities (Electrical & Propane)	177.56	13,260.26	29,000.00	45.73%
Telephone & Internet	4,101.07	23,127.90	37,753.00	61.26%
<b>Total Utilities</b>	<b>5,339.34</b>	<b>42,913.83</b>	<b>80,853.00</b>	<b>53.08%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2019**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$69,887.46	\$138,000.00	50.64%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>75,044.26</b>	<b>138,000.00</b>	<b>54.38%</b>
<b>Taxes</b>				
State Taxes	302.21	1,706.76	3,569.00	47.82%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>302.21</b>	<b>1,838.66</b>	<b>7,319.00</b>	<b>25.12%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	759.99	7,306.82	24,171.00	30.23%
Travel & Meetings	1,505.13	14,976.57	35,500.00	42.19%
Fines & Penalties		29.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	41.24	2,357.47	27,104.00	8.70%
EE CDL and EE Physical Expense	506.00	2,916.00	9,250.00	31.52%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>2,812.36</b>	<b>27,689.53</b>	<b>105,325.00</b>	<b>26.29%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		5,400.00	10,800.00	50.00%
<b>Total Interest Expense</b>		<b>5,400.00</b>	<b>10,800.00</b>	<b>50.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	1,860.00	3,000.00	62.00%
Service Vehicles & Equipment	43.60	300.30	2,500.00	12.01%
Other General Administration Facilities		6,055.25	15,720.00	38.52%
<b>Total Leases and Rentals</b>	<b>353.60</b>	<b>8,215.55</b>	<b>21,220.00</b>	<b>38.72%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b><u>333,438.97</u></b>	 <b><u>2,315,751.95</u></b>	 <b><u>5,341,175.00</u></b>	 <b><u>43.36%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 6/30/19</b>	\$	5,200,638.97	\$	-
Balance per GL @ 5/31/19		\$	5,202,927.59		
	Transfers - In	\$	-		
	Transfers - In ( Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement	\$	-		
	Investment Interest	\$	8,846.57		
	Transfers Out (Purchases)	\$	(11,135.19)		
	Transfers Out /Reimburse OP-Transmission)	\$	-		
<b>Balance per GL @ 6/30/19</b>		\$	5,200,638.97		
<b>Balance in Capital Account</b>	Outstanding Checks	\$	5,200,638.97		

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

Facility		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$	-
	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
	<b>JTA Funded Balance</b>	\$	575,000.00

Other Building and Structures		Grant Funding	JTA Funding
<b>PNR Upgrades</b>	<b>2019 Beginning Budget</b>	\$	187,000.00
	Bathroom Installation	\$	25,000.00
	Paint Roof/Maintenance of HPTC Building	\$	-
<b>Radio Project - Maynard Mtn Repeater</b>	<b>2019 Beginning Budget</b>	\$	22,000.00
<b>Security Cameras</b>	<b>2019 Beginning Budget</b>	\$	35,000.00
	2,500.00	\$	-
<b>Server Room Fire Protection Proj</b>	<b>2019 Beginning Budget</b>	\$	30,000.00
<b>New Shelters</b>	<b>2019 Beginning Budget</b>	\$	25,000.00
	Discovery Road Shelter	\$	(7,875.00)
	<b>JTA Funded Balance</b>	\$	316,125.00

Revenue Vehicles		Grant Funding	JTA Funding
1 Full-Size Buses	2019 Beginning Budget	\$	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
	<b>JTA Funded Balance</b>	\$	700,440.00

Service Vehicles		Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$	-

Service Equipment		Grant Funding	JTA Funding
<b>Conex Box for Tire Storage</b>	<b>2019 Beginning Budget</b>	\$	5,000.00
	Mar-19	\$	(3,583.30)
<b>Tool Box for 805 (Road Call Response)</b>	<b>2019 Beginning Budget</b>	\$	20,000.00
	Tool Box - May 2019	\$	(19,974.58)
	<b>JTA Funded Balance</b>	\$	1,442.12

Office Furniture & Equipment		Grant Funding	JTA Funding
<b>New Finance/Mntce/Ops Software</b>	<b>2019 Beginning Budget</b>	\$	175,000.00
<b>Printer/Scanner /Copier for HPTC</b>	<b>2019 Beginning Budget</b>	\$	3,500.00
	June 2019 - HPTC Copier	\$	(3,280.19)
<b>Remix Mapping Software</b>	<b>2019 Beginning Budget</b>	\$	12,000.00
<b>SMARSH - Archiving Software</b>	<b>2019 Beginning Budget</b>	\$	5,840.00
	<b>JTA Funded Balance</b>	\$	193,079.81

JTA Capital Balance	\$	5,200,638.97
JTA Committed Project Funds Sub-Total	\$	(1,789,825.38)
JTA Vehicle Reserve	\$	(325,000.00)
JTA IT Reserve	\$	(50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	\$	3,035,813.59



63 4 Corners Road, Port Townsend, WA 98368

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## General Manager's Report Attachment C

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August 27, 2019

### WSTA updates

The 3<sup>rd</sup> Quarter WSTA Board of Directors meeting was held on Sunday, August 18<sup>th</sup> during the 2019 Public Transportation Conference in SeaTac. The agenda for the Board meeting began with a lengthy discussion about Tim Eyman's initiative 976 (\$30.00 car tabs), which is on the ballot this November. The Office of Financial Management (OFM) estimates an overall State impact of 1.9 billion over the next six years. The impact on the Multimodal account will be roughly 1.5 billion in that same amount of time. If Tim Eyman succeeds with his initiative, funding for Public Transportation Benefit Districts (PTBA's) around the state could be drastically cut. Transit grants may not be prioritized over other essential services such as the Washington State Patrol. The grants affected will be the Consolidated Grant Program, Special Needs Grants, Rural Mobility Grants, Regional Mobility Grants, Vanpool Investment Grants, Complete Streets, Safe Routes to Schools and other Bike/Ped grants.

Staff will work on putting together an informational sheet to inform the public of the impact this may have on JTA.

WSDOT also discussed how they would work on making the TDP more useful to agencies and WSDOT.

With the 2020 Legislative session around the corner, the group discussed how to have a conversation with our legislators about how to fill in the gaps, if I-976 passes, and reviewed our 2020 Legislative Priorities.

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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[www.JeffersonTransit.com](http://www.JeffersonTransit.com)

## **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:**

- Finance Officers Leadership Committee Meeting, Wenatchee – September 25
- Facilities and Maintenance Committee Meeting, Leavenworth – October 7
- Clerks Committee Meeting, Coupeville – October 29-29
- 4<sup>th</sup> Quarter Board Meeting, Leavenworth – November 7-8

### **Comprehensive Plan**

JTA requested RFQ's for a company to develop a Comprehensive Long Range Plan. We received four RFQ's and chose three to interview.

Some of JTA's criteria for the interview was:

- Public Involvement and Research
- Public Transit Trends
- Public Financing

JTA selected Fehr & Peers, a company from Seattle, with 34 years of expertise in transit plan with a multimodal perspective. Fehr & Peers specializes in transit service, facility planning, and travel demand modeling/marketing research analysis.

### **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**

- |                                     |                    |
|-------------------------------------|--------------------|
| • Contract Scoping                  | September 10, 2019 |
| • Anticipated Completion of Project | Aug 12, 2020       |

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

### **Fire Suppression for IT Server Room update**

The final inspection is complete, and Suppression Systems, Inc. (SSI) has determined the room is appropriately sealed. On August 28, 2019, SSI will return to remove and cap the server room sprinkler. Once removed, there will be a final certification of the entire system.

### **Restrooms at Haines Place Park and Ride (Resolution 19-22)**

CXT has completed all work on the restroom, and the building is being stored by CXT awaiting delivery. JTA opened contractor bids on August 9<sup>th</sup> and Jacobs Construction, LLC, is the apparent low bidder at \$38,426.04. The construction is estimated to begin August 28<sup>th</sup>, and the project is expected to be completed within 24 days after signing the contract, which is 18 to prep for building and six days after the building is set. CXT needs ten days' notice to transport the building, and once on-site, it will take four hours. Jim Gibson, PM will have the plumbers and electrician on-site standing by for connection.

### **Peninsula Regional Transportation Planning Organization (PRTPO) update**

Thera Black from 3P Transportation was selected as the Lead Planning Agency's Consultant for the RTPO. Thera Black will provide Kitsap Transit support and will work with JTA with its role as fiscal agent. Thera coordinated a kick-off meeting to discuss Kitsap Transit's Lead Planning Agency Agreement, Jefferson Transit's Fiscal Agent Agreement, and PRTPO Coordinator Scope of Work. The next PRTPO Executive Board meeting is September 20, 2019, from 10-12.

### **RouteMatch**

**RouteMatch – Mobile (RMM) & RouteShout (RS)** JTA reported improvement during the last report, but there are still issues with the quality of tablet cell performance throughout the JTA service area. Multiple cell tests and a system performance report prove that weak cell signal is the problem. One solution for the weak cell signal is a Dual SIM solution. Using two different cell services is being researched at this time.

### **Historical Preservation Committee (Resolution 19-15)**

JTA did a presentation regarding Jefferson Transit's possible purchase of a trolley bus to replace the current fixed-route bus serving the 11A/11B (downtown shuttle service). JTA showed the committee photos of trolleybuses similar to the one JT is considering purchasing and provided answers to questions on how often service runs, size of the vehicle, how the smaller size of the vehicle would be better suited to Water street and the costs associated with electric buses vs. diesel. The committee was informed the color of the trolley had not yet been chosen.

**Don Schussler** was interested in knowing more about a comprehensive regional plan, and **Cate Comerford** stated it was a great idea, trolley imagery is a good one.

**George Randels** said it was a great idea to have a more manageable vehicle; he did not want Port Townsend to appear to be Disneyland and said there is a need to prevent things that look gimmicky, however; what was presented was different than what he thought was coming, and the vehicle does not look gimmicky. It is a modern vehicle that is noticeable but does not scream, look at me. Mr. Randels was not a fan of the window details and had no issues with the color.

**Kathleen Croston** likes the top photo, does not think it looks gimmicky but thought the wood slat seats would be an uncomfortable ride on bumps in the street.

**Richard Berg** (Committee Chair): had the same concern that it would be gimmicky but agreed with George that it looks like a modern bus, not gimmicky.

Mr. Berg stated that the color scheme could be in the same range the Historical Preservation Committee uses.

The group stated that if JTA were interested in coming to another meeting, the group would be happy to provide feedback on color choices. It was also suggested instead of the bumper shown in the photo to have a bike rack on the front.

### **Ferry Advisory Committee (FAC) update**

On July 10, 2019, the FAC met to discuss fare increases and the timeline for implementation. The FAC made its recommendation to the Washington State Transportation Committee. The fares are going to increase by 2.5% and are slated to fund the debt service on the next new vessel. This increase is a directive from our State Legislature. The committee discussed whether passenger fares should increase at the same rate vehicle. The committee was split on this matter but agreed the May 2020

timing should capture the tourist season. The committee discussed the subject of the amount of increase, and the committee recommended a .15 increase only.

### **EV Feasibility Study**

JTA's new Grants and Procurement specialist has completed a draft RFQ for the Electric Vehicle Feasibility Study and plan to start this project in late November. Staff is reviewing the RFQ, and the issue date is TBD.

The key project activities are as follows:

- a. Work closely with Jefferson PUD #1 to determine: limitations of the current power grid, PUD's ability to expand their current capabilities, PUD's willingness to work with JTA to obtain wholesale energy pricing
- b. Communicate energy demands of electrified bus routes to PUD
- c. Determine whether PUD can provide electricity for EV charging systems during peak hours
- d. Thoroughly inspect and understand JTA's current operations
- e. Conduct a route analysis to determine which routes would best support the use of Electric Buses
- f. Devise a plan to dispose of EV batteries after useful life has been expended
- g. Conduct comparative cost analysis of operating and maintaining diesel-powered vs. Electric Buses

This project is in the 2019 Capital Budget approved by the Authority.

### **Engineer HPTC Bus Loop Plan**

Grants and Procurement completed a draft RFQ for Engineering the HPTC Bus Loop Plan and plan to start this project by the end of 2019. Staff is reviewing the RFQ, and the issue date is TBD.

The key project activities are as follows:

- a. Increase bus capacity to facilitate short and long term bus parking.
- b. Design a bus loop illumination configuration to ensure better visibility for public and operator safety.
  - a. Examples include but are not limited to better illumination for the HPTC building operator's door entry and bus shelters.
- c. Design additional bus entry and exit points

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- d. Formulate a plan to keep HPTC operational during construction.
- e. Increase bus capacity to facilitate short and long term bus parking.
- f. Design locations for future service expansion, including egress and ingress for buses, shelter locations, pedestrian pathways, and ADA curb cuts.

This project is in the 2019 Capital Budget approved by the Authority.

### **Engineering/Design 63 4 Corners Additional Maintenance Bay**

Grants and Procurement have started to work on the RFQ for the additional maintenance bay.

Other components of the project:

Design additional maintenance bay

- JTA would prefer the new bay to be the same size as existing bays, which house 35' buses.
- Preferably new bay would be attached to the existing maintenance facility. If this is not possible, close proximity to the existing facility is preferred.
- The design should consider the location of existing underground utility lines.
- Concrete is approximately 6 inches thick without rebar.
- Ensure a safe area for vendor deliveries

JTA would also need the ability to upgrade maintenance bay for EV capability. JTA is assuming this project will be a catalyst for future projects such as:

- Automatic bus washing facility
- EV Charging facilities
- Potential paint bay
- Extra exit/entry point for buses
- Operator training area





**63 4 Corners Road, Port Townsend, WA 98368**

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**Fleet & Facilities Board Report – John Bender**

August 27, 2019

Attachment D

**Fleet:**

- Cutaway paint diagram approved –ETA November 2019.
- Gillig bus pre-production meeting complete. ETA Jan 2020.
- Kingston shuttle vehicle (700) being prepped for service.

**Facilities:**

- Salish school bus shelter placement complete.
- Awaiting safety committee review of potential locations for new stop location at Discovery bay.
- Front landscaping project complete and open for use.
- Placement of gravel in parking lot to further reduce landscaping work.
- Server room fire suppression system nearing completion. Final leak test scheduled.

**Staff/misc.:**

- Thermo King A/C training completed 07/11.
- All fleet/facilities employees renewed their forklift operator certification.
- Two new employees hired, starting August 5<sup>th</sup>. Eric Johnson and Kenneth Williams.
- Kevin Vance has tendered his resignation effective September 5, 2019.



**63 4 Corners Road, Port Townsend, WA 98368**

**Operations Report – Leesa Monroe**  
 June 2019 - July 2019 – August 2019  
 Attachment E

**Safety and Training Report**

- We just finished training one of our maintenance employees to get his CDL. To give you an idea of the hours of training involved prior to testing, the Department of Licensing requires a total of 92 hours of training. (48 Hours of Classroom time, 44 hours in a bus, of the 44 hours 8 hours are devoted to backing up, including offset back and a 100 feet of straight backing) Intercity Transit has again offered to do the test for us, so we will be doing this in September.
- Gary Maxfield and Nicole Gauthier continue to do a great job monitoring Haines Place for any problem situations.
- Leesa Monroe moved her office to Haines Place on August 1<sup>st</sup> to provide support at HP while Gary is out training.
- In August, three people were excluded from JTA property (2 involved high levels of intoxications, one resulting in arrest).
- We had one emergency at Haines Place resulting in a 40-minute suspension of service in and out of Haines Place.
- We had a small trash fire beside the Sani Can at HP.
- We spoke with a police officer regarding travel trailers that were parked in at Haines Place, and tow notices were posted on the trailers
- 6 hours of video were reviewed

**Special Events/Projects**

Staff was out promoting transit at three special events this summer

We did three special events this summer	2018	2019
Monday, July 29 Veterans Stand down (at the Elks)	27	33
Saturday, August 3 at Hadlock Block Party	92	152
Friday, Saturday, Sunday, Aug 9, 10, 11 at JC Fair	517	738

There were 636 visitors in 2018. This year there were 923 visitors.

The “Thing” - The Seattle Theatre Group, promoters of an event called The Thing at Fort Worden, requested use of Jefferson Transit property for their chartered shuttle service. Jefferson Transit (Leesa and Laura) worked quickly to ensure support for the event. JTA signed two contracts to support the “Thing” on August 24<sup>th</sup> and 25<sup>th</sup>. Charter service drivers used 12<sup>th</sup> street to pick up passengers, and bus stops along the route to Fort Worden. JTA also added extra field support and an additional driver to provide backup service for route delays due to traffic. On Saturday Haines Place Park

and Ride was approximately 3/4 filled vehicles. The Festival Shuttles were very busy and had no issues. All in all, it was a very successful partnership.

We are all set for Wooden Boat service and will run Friday, Saturday, and Sunday (last year Sunday was 17%) Last year ridership

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

I want to thank Terry Khile, Hoist and Yard Manager at the Port for giving JTA permission to use the Boat Haven for overflow parking. JTA parked 325-350 vehicles there last year on Saturday.

### **Service Planning**

- In September Drivers will sign their tri-annual bid for shift that begins Monday, September 16<sup>th</sup>, and in October will sign for yearly vacations
- Planning for service to the Kitsap Fast Ferry continues; Leesa Monroe will await the November decision regarding bill I-976 before completion of the project

### **Ridership**

Our ridership on JTOC this summer has been a little lower than last year. East Jefferson ridership continues to be higher than last year, fixed-route service is averaging 628 more riders per month than last year. Dial-A-Ride service is averaging 83 rides per month. We were told Life Care currently does not have a fulltime driver on staff so Dial-A-Ride service has increased in part due to additional ridership from Life Care.