

# Jefferson Transit Authority Board

## Regular Meeting Minutes

Tuesday, October 15, 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 1:33 pm. Other members present were David Faber, Greg Brotherton, and Kate Dean. A quorum was present.

### STAFF PRESENT

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

### NEW AGENDA ITEMS

David Sullivan added Resolution 19-27: Disposition of Rolling Stock as item 4G to the agenda. Tammi Rubert requested to add a Budget Workshop meeting date discussion.

### PUBLIC COMMENT

There was none.

### FINANCE REPORTS

Please see Attachment A and B

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

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

## CONSENT AGENDA

- a. Approval of Minutes, August 27, 2019
- b. Approval of Special Meeting Minutes, September 17, 2019
- c. Approval of Expenses, September 2019
- d. Approval of Expenses, August 2019

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

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

## OLD BUSINESS

There was none.

## NEW BUSINESS

- a. **Resolution 19-23:** Authorizing the Chair of the Authority Board to sign Grant Agreement PTD0037.

Sara Crouch stated this is our Operating Grant Agreement from the Washington State Department of Transportation (WSDOT) for our Consolidated Grant program. We were awarded \$3.06 million in grant funding over the next biennium. It does address the next four years or two bienniums, but what we are agreeing to right now is the 2019-2021 biennium. We expect to see amendments for the next biennium for State Funding, should it exist, and we would expect to see an amendment if I-976 passes.

***Motion: Greg Brotherton moved to approve Resolution 19-26, authorizing the Chair of the Authority Board to sign Grant Agreement PTD0037. Kate Dean seconded.***

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

Ariel Speser entered the meeting at 1:41 pm

- b. **Resolution 19-24:** To adopt a revised Purchasing Policy.

Sara Crouch explained this amends the Purchasing Policy to the current federal standards for micro-purchases, increasing purchasing authority for micro-purchases, and changing the limit for managers from \$2,500 to \$3,500. The General Managers' authority would remain at \$25,000, and anything over \$25,000 would be approved by the Authority Board.

There was a discussion.

***Motion: David Faber moved to approve the Resolution 19-24, to adopt a revised Purchasing Policy. Greg Brotherton seconded.***

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

**c. Resolution 19-25: Amending the Credit Card Policy**

Sara Crouch stated this Resolution amends the Credit Card Policy to increase the credit card limit to \$3,500 for some employees.

***Motion: David Faber moved to approve Resolution 19-25, to adopt an amended Credit Card Policy. Kate Dean seconded.***

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

**d. Resolution 19-26: Fehr & Peers Comprehensive Plan Contract**

Tammi Rubert stated this Resolution will authorize her to sign the contract with Fehr & Peers to prepare our Comprehensive Plan. We are hoping to have our first presentation at the next Citizens Advisory Committee (CAC) meeting.

***Motion: David Faber moved to approve Resolution 19-26, to authorize the General Manager to sign a contract with Fehr & Peers. Kate Dean seconded.***

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

**e. Motion to grant the General Manager authority to sign purchase orders for four new buses.**

Tammi Rubert stated she is asking for the authority to sign a purchase agreement for four new buses. DES (Department of Enterprise Services), has a contract that is ending. JTA has pre-award authority and applied before the contract expired.

Sara Crouch stated that if JTA does not sign the purchase agreement, this opportunity will be lost, and we may not be able to order until May. JTA has pre-award authority on the Consolidated Grant, and JTA's match is \$392,000 for all four buses.

***Motion: David Faber moved to grant the General Manager authority to sign purchase orders for four new buses. Ariel Speser seconded.***

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

**f. Motion to change the language in Section 5.3 of the CAC Bylaws as recommended by the CAC.**

Kate Dean stated there was a lack of clarity around the term "carrying on of propaganda." The CAC agreed to new language, "The members of the CAC shall not lobby representing themselves as Board Members or otherwise attempt to influence legislation without specific JTA approval."

***Motion: Ariel Speser moved to recommend a language change in Section 5.3 of the CAC Bylaws on page 4 as recommended by the CAC. Kate Dean seconded.***

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

**g. Resolution 19-27: Surplus Property of Rolling Stock for Board Approval**

Tammy Rubert stated, in all transparency, we have already disposed of this trailer because it was infested. This was the travel trailer that came with the adjacent property.

**h. Budget workshop calendar conflict discussion.**

***After discussion and amendment, the following motion was adopted:***

***Motion: David Faber moved that we set the Public Workshop to November 5<sup>th</sup> and the Budget Public Hearing to November 26<sup>th</sup>, both at 1:30 pm. Kate Dean seconded.***

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

- The Budget Workshop will be held on 11/5 at 1:30 pm
- The Public Hearing will be held on 11/26 at 1:30 pm

## **REPORTS**

### **GENERAL MANAGERS REPORT**

Please see Attachment C

Tammi Rubert said we have distributed to the Board copies of employee handouts; Dos and Don'ts for Campaigns for JTA employees, and the Facts and Impacts specifically for JTA funding if I-976 passes. JTA also submitted a Press Release where we stated we would keep our current levels of service uninterrupted for as long as possible, and we also added if JTA is planning any service changes, we will bring that to the Citizens Advisory Committee to begin the public outreach process.

Tammi Rubert updated the Board on the following items:

- WSTA update
- HPTC Restroom update
- RTPO update
- RouteMatch update
- Fire Suppression update
- Procurement update

### **FLEET AND FACILITIES REPORT**

Please see Attachment D

John Bender reported on the following items:

- New Cutaway Vehicle update
- Gillig bus purchase update

- Consolidated Grant bus order update
- Coolant grade retrofit
- New part ordering process
- HPTC Restroom update
- Landscaping project
- Hazmat disposal services
- Miscellaneous staffing update

**OPERATIONS REPORT**  
Please see Attachment E

Leesa Monroe reported on the following items:

- Safety and Training updates
- Special Events and Projects
- Wooden Boat update
- Operations update
- Ridership


**PUBLIC COMMENT**

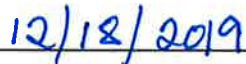
There was none.

Kate Dean announced the Climate Action Committee is doing a sizable Earth Day event, or series of events, in April 2020 for the 50<sup>th</sup> Anniversary of Earth Day. She wanted to suggest to the Board that the Committee may be asking the agencies that are involved to sponsor events.

**ADJOURNMENT**

The meeting was adjourned at 2:40 pm. The next regular meeting will be held Tuesday, December 17, 2019, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

  
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Laura Smedley, Clerk of the Board

  
\_\_\_\_\_  
Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

October 9, 2019

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

The budget tracking percentage for September is 75%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

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

**Revenue Report –**

Overall - Operating revenue is tracking over budget with the exception of vanpool. This is a timing issue.

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

**Cumulatively, JTA expenses are 10.1% UNDER budget.**

- **Labor – Labor is 4.3% under budget.**
  - **Dial-A-Ride (DAR) – DAR Wages are 15% over budget. Operations is monitoring increase in DAR operator hours.**
- **Benefits – Benefits are 9.5% under budget.**
  - **L&I – Over budget, JTA notified of increased cost after budget completed.**
- **Services and User Fees – S/U Fees are 33% under budget.**
- **Materials and Supplies Consumed – M/S Consumed is 20% 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 2.3% 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 – 4.7% over budget – end of year premium increase over budgeted amount and loss event.**
- **Taxes – 34.4% under budget.**
- **Miscellaneous – 35.9% under budget.**
- **Interest on Debt – On Budget, Bond call is scheduled for Oct. 11, 2019.**
- **Leases and Rentals – 14.3% under budget.**

**Capital Activity – Capital activity in September: Decals for bus 700(former Dungeness Bus); HPTC Bathroom permit; Fire Suppression sprinkler cap**



## September 2019 Financial Summary

**Budget Tracking Figure: 75%**

Operational Expenses:	\$366,696.28
Operational Revenues:	\$18,621.26
Non-Operational Income:	\$687,195.99
Capital Expenses:	\$6,248.91
Capital Income:	\$0.00
Sales Tax Received 9/30/2019 for July 2019:	\$485,580.98
Sales Tax Received 9/30/2018 for July 2018:	\$504,473.98

**\*\*Sales tax decreased from prior year 4%\*\***

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

Operating:	\$2,800,244.05
Operating Reserve (100% Funded): (2018 Minimum Funding Required \$1,300,000)	\$1,350,000.00
Capital Committed (2019 Capital Projects):	\$2,199,843.40
Dedicated (Committed) Grant Match (56% Funded): (TDP Funding Match \$4,576,300)	\$2,614,685.04
Capital Vehicle Reserve	\$325,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$55,716.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,230.48
Travel Fund:	\$1,500.00

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**Total** **\$9,597,969.40\*\***

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

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%	\$403,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$809,653.17	710,477.00	25.22%
March	0.90%	\$364,223.86	\$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%	\$466,211.10	\$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%	\$398,689.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,438.00	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%	\$660,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$3,454,934.09	2,804,814.00	23.18%
September	0.90%	\$466,680.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,940,515.07	3,183,914.00	23.76%
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		\$3,940,515.07	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$437,835.01	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.86	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.86	\$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%	\$466,211.10	\$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%	\$398,689.28	\$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	1,851,710.00	22.01%
June	0.90%	\$660,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$2,565,280.92	2,094,337.00	22.49%
July	0.90%	\$466,680.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,050,861.90	2,473,437.00	23.35%
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%		\$463,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,080.00	0.00%	\$0.00	4,435,489.00	
Total		\$3,050,861.90	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$435,837.41	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

September 2019

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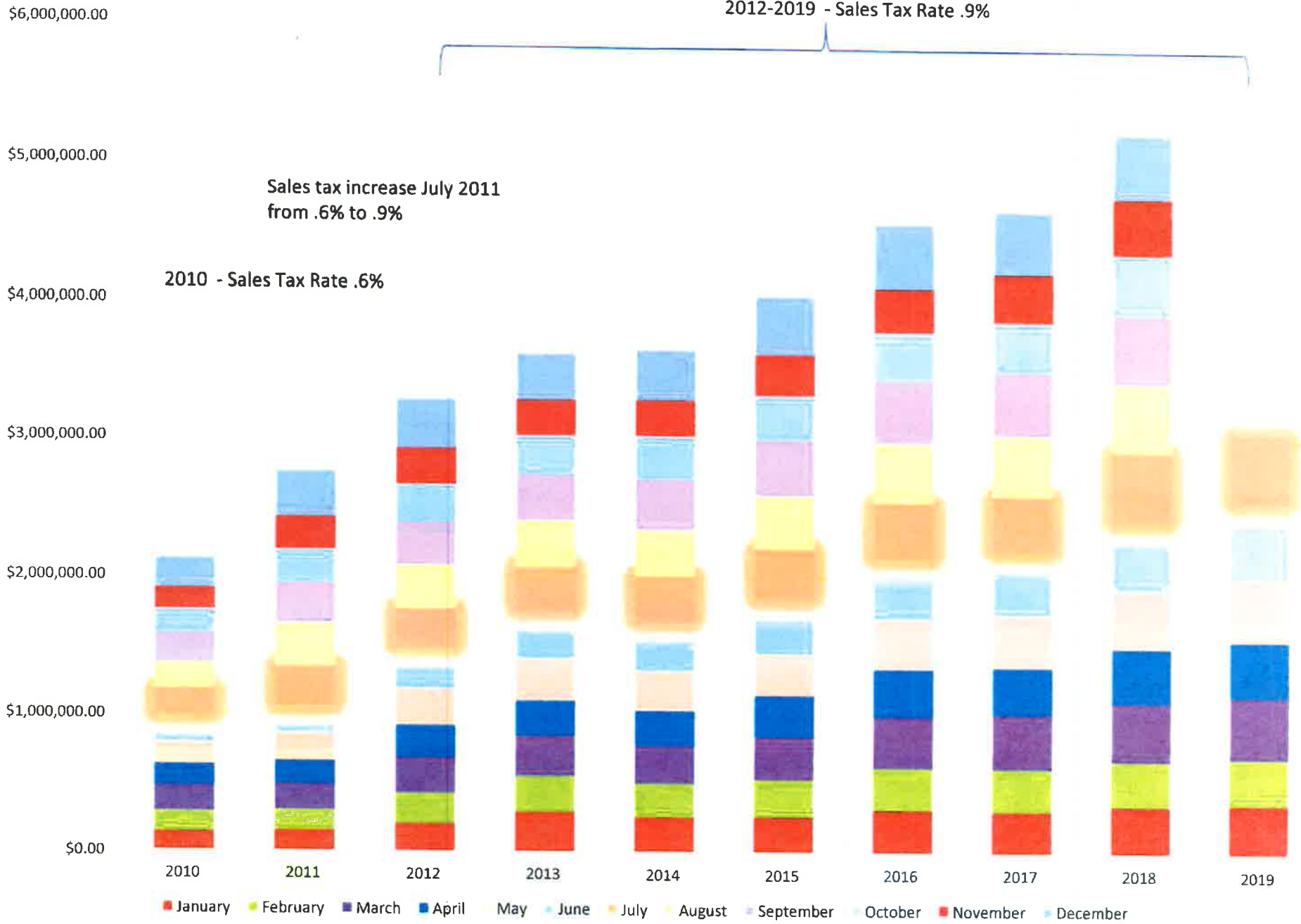
# Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

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

	September	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,387,672.90	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$290,059.15)	(\$2,981,723.25)
Non-Capital Financing Activities	\$489,638.10	\$4,713,742.75
Investing Activities	\$11,070.82	\$91,313.28
Total Operating Cash Provided/(Used)	\$210,649.77	\$1,823,332.78
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$704.89	\$588,753.34
Net Increase/(Decrease) Cash and Equivalent	\$211,354.66	\$2,412,086.12
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,599,027.56</b>	<b>\$9,599,027.56</b>

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

	September	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
Operating Revenues	\$18,621.26	\$137,078.48	\$172,072.00	79.66%
Operating Expenses				
Labor	175,163.46	1,589,773.07	2,249,110.00	70.68%
Benefits	125,459.69	1,156,762.57	1,765,334.00	65.53%
Services and User Fees	7,059.51	140,689.76	336,454.00	41.82%
Materials & Supplies	38,024.99	344,775.34	626,760.00	55.01%
Utilities	4,686.14	62,515.50	80,853.00	77.32%
Casualty/Liability Costs	11,647.91	109,987.99	138,000.00	79.70%
Taxes	358.65	2,974.38	7,319.00	40.64%
Miscellaneous Expenses	3,985.93	41,233.89	105,325.00	39.15%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	310.00	12,815.40	21,220.00	60.39%
Total Operating Expenses	368,696.28	3,466,927.90	5,341,175.00	64.91%
Operating Income (Loss)	(348,075.02)	(3,329,849.42)	(5,169,103.00)	64.42%
Non-Operating Revenues				
Non-Transportation Revenue	12,401.01	108,841.03	76,176.00	142.88%
Taxes Levied by Transit	545,922.98	4,078,816.07	4,435,490.00	91.96%
Local Grants & Contributions	1,250.00	11,250.00	17,500.00	64.29%
State Grants & Contributions	20,872.00	155,772.16	295,508.00	52.71%
Federal Grants & Contributions	106,750.00	980,222.00	1,060,104.00	92.46%
Total Non-Operating Revenues	687,195.99	5,334,901.26	5,884,778.00	90.66%
Net Income (Loss) Before Transfers In/(Out)	339,120.97	2,005,051.84	715,675.00	280.16%
Net Income/(Loss)	339,120.97	2,005,051.84	715,675.00	280.16%

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

	<u>September</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	\$11,473.80	\$104,839.36	\$131,496.00	79.73%
Fixed Route Fares - West - JTOC	687.44	3,984.49	5,256.00	75.81%
Dial-a-Ride Fares (DAR)	966.16	7,714.37	9,660.00	79.86%
Vanpools	1,851.52	16,897.92	22,860.00	73.92%
Extended Service	3,642.34	3,642.34	2,800.00	130.08%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>18,621.26</b>	<b>137,078.48</b>	<b>172,072.00</b>	<b>79.66%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	11,070.82	91,313.28	74,976.00	121.79%
Gain (Loss) on Disposition of Capital Items	1,280.00	12,284.67	1,200.00	1,023.72%
Public Donations	50.19	102.19		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>545,922.98</b>	<b>4,078,816.07</b>	<b>4,435,490.00</b>	<b>91.96%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	152,840.00	295,508.00	51.72%
RTAP		2,932.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	980,222.00	1,060,104.00	92.46%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>687,195.99</b>	<b>5,334,901.26</b>	<b>5,884,778.00</b>	<b>90.66%</b>
<b>TOTAL REVENUES</b>	<b>705,817.25</b>	<b>5,471,979.74</b>	<b>6,056,850.00</b>	<b>90.34%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Nine Months Ending September 30, 2019**

	September	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$58,605.41	\$574,833.64	\$783,140.00	73.40%
Operators Overtime - Fixed Route	3,990.11	24,849.13	73,170.00	33.96%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,584.33	79,007.25	87,787.00	90.00%
Operators Overtime - Dial-a-Ride (DAR)	779.67	3,475.10	12,705.00	27.35%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,278.55	410,583.65	591,221.00	69.45%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,126.02	26,664.37	46,007.00	57.96%
Administration Salaries	52,799.37	470,359.93	655,080.00	71.80%
<b>Total Labor</b>	<b>175,163.46</b>	<b>1,589,773.07</b>	<b>2,249,110.00</b>	<b>70.68%</b>
<b>Benefits</b>				
FICA	16,342.97	136,936.10	222,376.00	61.58%
Pension Plans (PERS)	24,868.92	234,192.70	344,638.00	67.95%
Medical Plans	43,653.12	406,594.55	637,020.00	63.83%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,555.87	75,370.01	94,433.00	79.81%
Holiday	7,882.37	70,881.82	95,939.00	73.88%
General Leave	21,763.74	193,679.42	292,240.00	66.27%
Other Paid Absence (Court Duty & Bereavement)	1,598.16	6,564.06	14,686.00	44.70%
Uniforms, Work Clothing & Tools Allowance	250.57	6,584.10	17,840.00	36.91%
Other Benefits (HRA, EAP & Wellness)	251.57	23,292.49	32,196.00	72.35%
Paid FML	292.40	2,667.32	3,966.00	67.25%
<b>Total Benefits</b>	<b>125,459.69</b>	<b>1,156,762.57</b>	<b>1,765,334.00</b>	<b>65.53%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	438.00	12,980.38	24,250.00	53.53%
Professional & Technical Services	1,904.57	62,093.91	123,500.00	50.28%
Contract Maintenance Services (IT Services)	1,145.31	7,798.47	16,005.00	48.73%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services		2,097.23	5,600.00	37.45%
Vehicle Technical Services	1,097.04	13,104.92	47,000.00	27.88%
Property Maintenance Services		10,849.57	36,264.00	29.92%
Software Maintenance Fees	611.49	11,297.01	41,635.00	27.13%
Postage & Mail Meter Fees	100.00	1,643.81	3,600.00	45.66%
Drug & Alcohol Services	219.91	3,649.19	8,500.00	42.93%
Other Services & User Fees	1,543.19	13,675.27	19,300.00	70.86%
<b>Total Service and User Fees</b>	<b>7,059.51</b>	<b>140,689.76</b>	<b>336,454.00</b>	<b>41.82%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	26,692.12	191,614.29	355,000.00	53.98%
Tires	1,004.87	13,859.82	35,000.00	39.60%
Lubrication	808.44	7,341.22	15,550.00	47.21%
Tools		7,370.57	18,000.00	40.95%
Vehicle Maintenance & Repair Parts	6,661.34	64,770.81	96,500.00	67.12%
Non-Vehicle Maintenance & Repair Parts	446.55	4,736.80	8,240.00	57.49%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	6.08	2,248.55	5,750.00	39.11%
Shop Supplies (Maintenance & Cleaning)	1,417.50	11,998.74	7,500.00	159.98%
Safety & Emergency Supplies		4,223.24	7,050.00	59.90%
Office Supplies	617.51	12,791.69	19,920.00	64.22%
Computer Programs & Supplies		10,925.78	15,700.00	69.59%
Printing (Photocopier, Schedules & Brochures)	370.58	12,893.83	39,200.00	32.89%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>38,024.99</b>	<b>344,775.34</b>	<b>626,760.00</b>	<b>55.01%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,084.93	9,887.61	14,100.00	70.12%
Utilities (Electrical & Propane)		18,570.86	29,000.00	64.04%
Telephone & Internet	3,601.21	34,057.03	37,753.00	90.21%
<b>Total Utilities</b>	<b>4,686.14</b>	<b>62,515.50</b>	<b>80,853.00</b>	<b>77.32%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Nine Months Ending September 30, 2019**

	September	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$104,831.19	\$138,000.00	75.96%
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>109,987.99</b>	<b>138,000.00</b>	<b>79.70%</b>
<b>Taxes</b>				
State Taxes	358.65	2,627.09	3,569.00	73.61%
Vehicle Licensing & Registration Fees		215.39	750.00	28.72%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>358.65</b>	<b>2,974.38</b>	<b>7,319.00</b>	<b>40.64%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	895.19	10,053.89	24,171.00	41.59%
Travel & Meetings	766.24	21,273.08	35,500.00	59.92%
Fines & Penalties	9.50	103.36		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	2,195.00	6,447.61	27,104.00	23.79%
EE CDL and EE Physical Expense	120.00	3,253.14	9,250.00	35.17%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>3,985.93</b>	<b>41,233.89</b>	<b>105,325.00</b>	<b>39.15%</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	2,790.00	3,000.00	93.00%
Service Vehicles & Equipment		442.00	2,500.00	17.68%
Other General Administration Facilities		9,583.40	15,720.00	60.96%
<b>Total Leases and Rentals</b>	<b>310.00</b>	<b>12,815.40</b>	<b>21,220.00</b>	<b>60.39%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>366,696.28</b>	<b>3,466,927.90</b>	<b>5,341,175.00</b>	<b>64.91%</b>

**Jefferson Transit  
Treasury Fund Investments Account (Capital) and Checking Account  
Capital Projects Tracking Report  
September 2019**

Current Account Status:	Balance per Bank @ 9/30/19:	\$	5,189,528.44	\$	-
Balance per GL @ 8/31/19		\$	5,189,029.92		
	Transfers - In	\$	-		
	Transfers - In ( Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement	\$	-		
	Investment Interest	\$	7,747.43		
	Transfers Out (Purchases)	\$	(6,248.91)		
	Transfers Out /Reimburse OP-Transmission)	\$	-		
Balance per GL @ 9/30/19		\$	5,189,528.44		
Balance in Capital Account	Outstanding Checks	\$	5,189,528.44		

2019 Capital Projects			
Land		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$	78,761.55
	Feb 2019 Escrow		\$ (1,000.00)
	April 2019 Purchase		\$ (77,761.55)
	<b>JTA Funded Balance</b>		\$ -
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
PNR Upgrades	<b>2019 Beginning Budget</b>	\$	-
	Bathroom Installation		\$ 187,000.00
	Aug 19 - Bid Advertising		\$ (49.40)
	Sep 19 - Permit		\$ (575.11)
	Paint Roof/Maintenance of HPTC Building	\$	-
			\$ 35,000.00
Radio Project - Maynard Min Repeater	<b>2019 Beginning Budget</b>	\$	-
			\$ 22,000.00
Security Cameras	<b>2019 Beginning Budget</b>	\$	2,500.00
			\$ 35,000.00
Server Room Fire Protection Proj	<b>2019 Beginning Budget</b>	\$	-
	July 2019		\$ (29,994.82)
	September 2019		\$ (3,008.40)
New Shelters	<b>2019 Beginning Budget</b>	\$	-
	Discovery Road Shelter		\$ 25,000.00
			\$ (7,875.00)
	<b>JTA Funded Balance</b>		\$ 297,497.47
Revenue Vehicles		Grant Funding	JTA Funding
1 Full-Size Buses	<b>2019 Beginning Budget</b>	\$	419,301.00
			\$ 65,440.00
2 DAR Cut-a-ways	<b>2019 Beginning Budget</b>	\$	-
			\$ 185,000.00
1 Trolley Style FR Bus	<b>2019 Beginning Budget</b>		\$ 350,000.00
Bus Wrap	<b>2019 Beginning Budget</b>	\$	-
			\$ 25,000.00
	Sep 19 - Stripe #700		\$ (2,616.00)
Major Component Replacement	<b>2019 Beginning Budget</b>	\$	-
			\$ 150,000.00
	<b>JTA Funded Balance</b>		\$ 772,824.00
System Wide		Grant Funding	JTA Funding
Bond Defeasance	<b>2019 Supplemental Budget</b>		\$ 360,000.00
	<b>JTA Funded Balance</b>		\$ 360,000.00
Service Equipment		Grant Funding	JTA Funding
Conex Box for Tire Storage	<b>2019 Beginning Budget</b>		\$ 5,000.00
			\$ (3,583.30)
Tool Box for 805 (Road Call Response)	<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
New Finance/Mntce/Ops Software	<b>2019 Beginning Budget</b>		\$ 175,000.00
Printer/Scanner /Copier for HPTC	<b>2019 Beginning Budget</b>		\$ 3,500.00
	June 2019 - HPTC Copier		\$ (3,260.19)
Remix Mapping Software	<b>2019 Beginning Budget</b>		\$ 12,000.00
SMARSH - Archiving Software	<b>2019 Beginning Budget</b>		\$ 5,240.00
	<b>JTA Funded Balance</b>		\$ 193,079.81

JTA Capital Balance	\$	5,189,528.44
JTA Committed Project Funds Sub-Total	\$	(2,199,843.40)
JTA Vehicle Reserve	\$	(325,000.00)
JTA IT Reserve	\$	(50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	\$	<b>2,614,685.04</b>



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

September 12, 2019

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

The budget tracking percentage for August is 66.7%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

For the month June 2019 sales tax was 10.4% higher than received in June 2018. Cumulatively, JTA sales tax receipts are 6% higher than same time period in 2018.

**Revenue Report –**

Overall - Operating revenue is tracking near or over budget with the exception of JTOC fare collections. This is a timing issue.

**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 8.8% 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 11.2% over budget. Operations is monitoring increase in DAR operator hours.**
- **Benefits – Benefits are 8.3% 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 – This is a timing issue.**
- **Services and User Fees – S/U Fees are 29% under budget.**
- **Materials and Supplies Consumed – M/S Consumed is 18% 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 2.2% 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 – 4.6% over budget – end of year premium increase over budgeted amount and loss event.**
- **Taxes – 31% under budget.**
- **Miscellaneous – 31.3% under budget.**
- **Interest on Debt – On Budget, Bond call is scheduled for Oct. 11, 2019.**
- **Leases and Rentals – 13.3% under budget.**

**Capital Activity – Capital activity in August: No capital activity**



## August 2019 Financial Summary

**Budget Tracking Figure: 66.7%**

Operational Expenses:	\$377,664.53
Operational Revenues:	\$15,909.58
Non-Operational Income:	\$655,932.89
Capital Expenses:	\$0.00
Capital Income:	\$0.00
 Sales Tax Received 8/31/2019 for June 2019:	 \$550,089.91
Sales Tax Received 8/31/2018 for June 2018:	\$498,093.29

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

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

Operating:	\$2,593,631.10
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$2,209,781.36
Dedicated (Committed) Grant Match (56% Funded):	\$2,603,248.56
(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:	\$50,566.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,627.55
Travel Fund:	\$1,500.00

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**Total** **\$9,386,105.00\*\***

\*\*"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%	\$463,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$869,653.17	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%	\$1,233,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$308,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
May	0.90%	\$466,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$2,045,377.83	1,883,366.00	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%	\$660,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$3,454,934.09	2,804,814.00	23.18%
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>		\$3,454,934.09	\$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>		\$431,866.76	\$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 Accrual 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	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	1,851,710.00	22.01%
June	0.90%	\$660,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$2,585,280.92	2,094,337.00	22.49%
July	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	2,473,437.00	
August	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	2,882,773.00	
September	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	3,322,215.00	
October	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	3,664,000.00	
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%		\$463,289.40	\$465,326.15	\$475,452.60	\$428,927.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
<b>Total</b>		\$2,585,280.92	\$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>		\$427,546.82	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

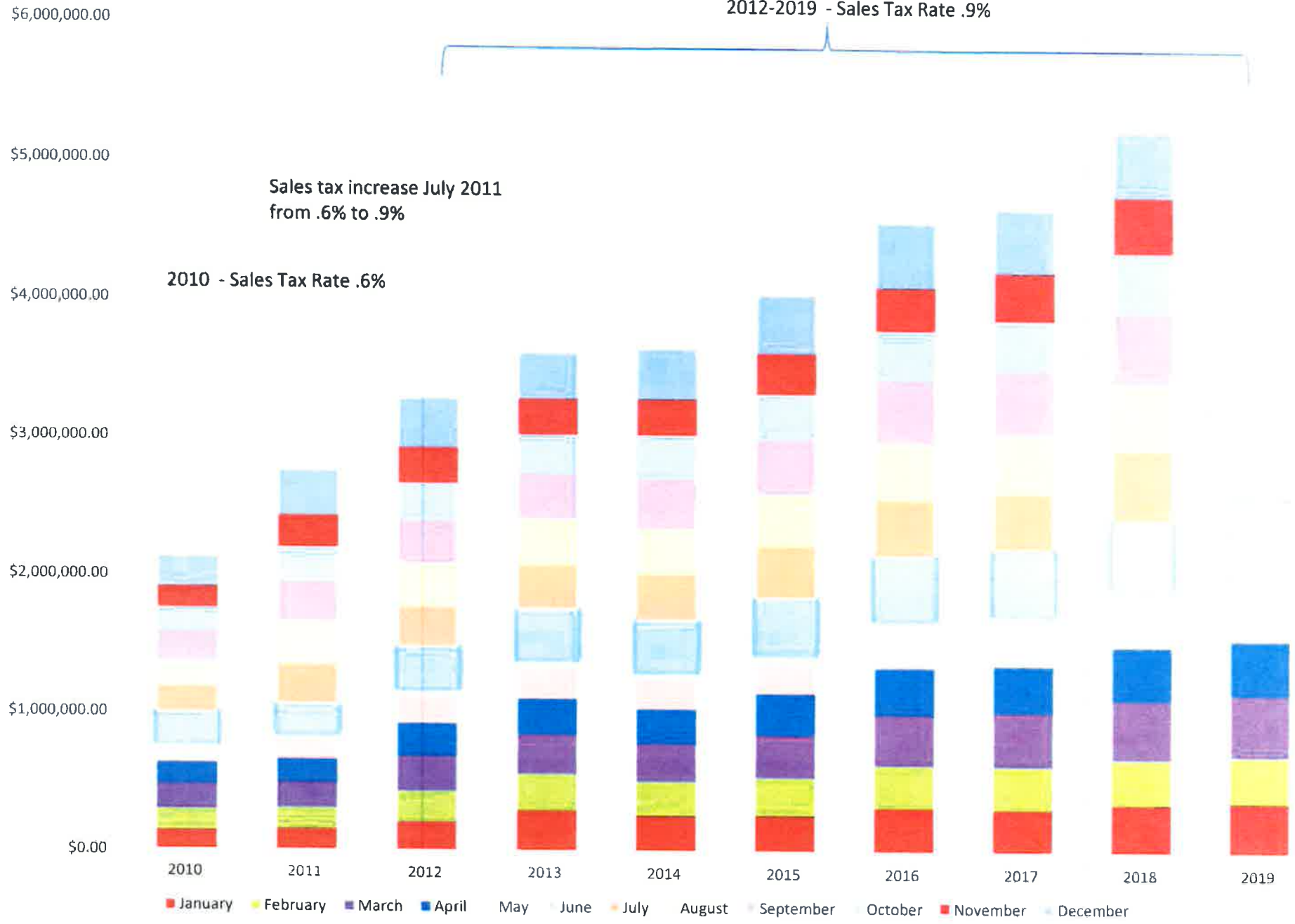
# Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

August 2019  
Page 4 of 9



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

	<u>August</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,792,787.11	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$342,446.89)	(\$2,695,689.51)
Non-Capital Financing Activities	\$926,727.69	\$4,224,104.65
Investing Activities	\$11,793.42	\$80,242.46
Total Operating Cash Provided/(Used)	\$596,074.22	\$1,608,657.60
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$2,205.44)	\$591,056.85
Net Increase/(Decrease) Cash and Equivalent	\$593,868.78	\$2,199,714.45
<b>CASH BALANCES - END OF PERIOD</b>	<u><u>\$9,386,655.89</u></u>	<u><u>\$9,386,655.89</u></u>

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

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$15,909.58</b>	<b>\$118,188.72</b>	<b>\$172,072.00</b>	<b>68.69%</b>
<b>Operating Expenses</b>				
Labor	187,716.30	1,414,609.61	2,249,110.00	62.90%
Benefits	116,553.35	1,031,038.62	1,765,334.00	58.40%
Services and User Fees	9,752.15	129,177.12	336,454.00	38.39%
Materials & Supplies	39,732.10	305,290.78	626,760.00	48.71%
Utilities	4,771.37	55,738.14	80,853.00	68.94%
Casualty/Liability Costs	11,647.91	98,340.08	138,000.00	71.26%
Taxes	521.81	2,615.73	7,319.00	35.74%
Miscellaneous Expenses	6,659.54	37,247.96	105,325.00	35.36%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	310.00	11,329.35	21,220.00	53.39%
<b>Total Operating Expenses</b>	<b>377,664.53</b>	<b>3,090,787.39</b>	<b>5,341,175.00</b>	<b>57.87%</b>
<b>Operating Income (Loss)</b>	<b>(361,754.95)</b>	<b>(2,972,598.67)</b>	<b>(5,169,103.00)</b>	<b>57.51%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	12,203.98	96,440.02	76,176.00	126.60%
Taxes Levied by Transit	516,798.91	3,532,893.09	4,435,490.00	79.65%
Local Grants & Contributions	1,250.00	10,000.00	17,500.00	57.14%
State Grants & Contributions	16,496.00	133,400.16	295,508.00	45.14%
Federal Grants & Contributions	109,184.00	873,472.00	1,060,104.00	82.39%
<b>Total Non-Operating Revenues</b>	<b>655,932.89</b>	<b>4,646,205.27</b>	<b>5,884,778.00</b>	<b>78.95%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>294,177.94</b>	<b>1,673,606.60</b>	<b>715,675.00</b>	<b>233.85%</b>
<b>Net Income/(Loss)</b>	<b>294,177.94</b>	<b>1,673,606.60</b>	<b>715,675.00</b>	<b>233.85%</b>

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

	<u>August</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	\$12,439.50	\$93,097.06	\$131,496.00	70.80%
Fixed Route Fares - West - JTOC	348.92	3,297.05	5,256.00	62.73%
Dial-a-Ride Fares (DAR)	1,121.80	6,748.21	9,660.00	69.86%
Vanpools	1,999.36	15,046.40	22,860.00	65.82%
Extended Service			2,800.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>15,909.58</b>	<b>118,188.72</b>	<b>172,072.00</b>	<b>68.69%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	11,793.42	80,242.46	74,976.00	107.02%
Gain (Loss) on Disposition of Capital Items	410.56	11,004.67	1,200.00	917.06%
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>516,798.91</b>	<b>3,532,893.09</b>	<b>4,435,490.00</b>	<b>79.65%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	131,968.00	295,508.00	44.66%
RTAP		1,432.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	873,472.00	1,060,104.00	82.39%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>655,932.89</b>	<b>4,646,205.27</b>	<b>5,884,778.00</b>	<b>78.95%</b>
<b>TOTAL REVENUES</b>	<b>671,842.47</b>	<b>4,764,393.99</b>	<b>6,056,850.00</b>	<b>78.66%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Eight Months Ending August 31, 2019**

	August	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$66,773.31	\$516,228.23	\$783,140.00	65.92%
Operators Overtime - Fixed Route	2,504.23	20,859.02	73,170.00	28.51%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,009.57	68,422.92	87,787.00	77.94%
Operators Overtime - Dial-a-Ride (DAR)	437.65	2,695.43	12,705.00	21.22%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	49,889.94	367,305.10	591,221.00	62.13%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,375.38	21,538.35	46,007.00	46.82%
Administration Salaries	56,726.22	417,560.56	655,080.00	63.74%
<b>Total Labor</b>	<b>187,716.30</b>	<b>1,414,609.61</b>	<b>2,249,110.00</b>	<b>62.90%</b>
<b>Benefits</b>				
FICA	15,791.67	120,593.13	222,376.00	54.23%
Pension Plans (PERS)	25,326.81	209,323.78	344,638.00	60.74%
Medical Plans	43,566.14	362,941.43	637,020.00	56.97%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	9,018.61	66,814.14	94,433.00	70.75%
Holiday	381.89	62,999.45	95,939.00	65.67%
General Leave	20,353.07	171,915.68	292,240.00	58.83%
Other Paid Absence (Court Duty & Bereavement)	550.16	4,965.90	14,686.00	33.81%
Uniforms, Work Clothing & Tools Allowance	318.36	6,333.53	17,840.00	35.50%
Other Benefits (HRA, EAP & Wellness)	957.11	22,776.66	32,196.00	70.74%
Paid FML	289.53	2,374.92	3,966.00	59.88%
<b>Total Benefits</b>	<b>116,553.35</b>	<b>1,031,038.62</b>	<b>1,765,334.00</b>	<b>58.40%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,890.77	12,103.38	24,250.00	49.91%
Professional & Technical Services	2,096.48	56,578.85	123,500.00	45.81%
Contract Maintenance Services (IT Services)	893.21	6,653.16	16,005.00	41.57%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services	236.16	2,097.23	5,600.00	37.45%
Vehicle Technical Services	231.20	11,604.24	47,000.00	24.69%
Property Maintenance Services		10,849.57	36,264.00	29.92%
Software Maintenance Fees	1,897.49	10,685.52	41,635.00	25.66%
Postage & Mail Meter Fees	32.90	1,543.81	3,600.00	42.88%
Drug & Alcohol Services	799.91	3,429.28	8,500.00	40.34%
Other Services & User Fees	1,674.03	12,132.08	19,300.00	62.86%
<b>Total Service and User Fees</b>	<b>9,752.15</b>	<b>129,177.12</b>	<b>336,454.00</b>	<b>38.39%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	24,119.37	164,922.17	355,000.00	46.46%
Tires	2,745.46	12,854.95	35,000.00	36.73%
Lubrication	762.59	6,532.78	15,550.00	42.01%
Tools	110.71	6,835.41	18,000.00	37.97%
Vehicle Maintenance & Repair Parts	4,935.94	57,253.62	96,500.00	59.33%
Non-Vehicle Maintenance & Repair Parts	541.82	4,270.15	8,240.00	51.82%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	151.05	2,242.47	5,750.00	39.00%
Shop Supplies (Maintenance & Cleaning)	881.05	10,581.24	7,500.00	141.08%
Safety & Emergency Supplies	928.43	4,223.24	7,050.00	59.90%
Office Supplies	542.44	12,125.72	19,920.00	60.87%
Computer Programs & Supplies	3,339.70	10,925.78	15,700.00	69.59%
Printing (Photocopier, Schedules & Brochures)	673.54	12,523.25	39,200.00	31.95%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>39,732.10</b>	<b>305,290.78</b>	<b>626,760.00</b>	<b>48.71%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,124.92	8,802.68	14,100.00	62.43%
Utilities (Electrical & Propane)		16,631.94	29,000.00	57.35%
Telephone & Internet	3,646.45	30,303.52	37,753.00	80.27%
<b>Total Utilities</b>	<b>4,771.37</b>	<b>55,738.14</b>	<b>80,853.00</b>	<b>68.94%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Eight Months Ending August 31, 2019**

	<u>August</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	\$93,183.28	\$138,000.00	67.52%
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>98,340.08</b>	<b>138,000.00</b>	<b>71.26%</b>
<b>Taxes</b>				
State Taxes	306.42	2,268.44	3,569.00	63.56%
Vehicle Licensing & Registration Fees	215.39	215.39	750.00	28.72%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>521.81</b>	<b>2,615.73</b>	<b>7,319.00</b>	<b>35.74%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	951.94	9,158.70	24,171.00	37.89%
Travel & Meetings	5,273.60	20,506.84	35,500.00	57.77%
Fines & Penalties	64.00	93.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	150.00	4,252.61	27,104.00	15.69%
EE CDL and EE Physical Expense	220.00	3,133.14	9,250.00	33.87%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>6,659.54</b>	<b>37,247.96</b>	<b>105,325.00</b>	<b>35.36%</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	2,480.00	3,000.00	82.67%
Service Vehicles & Equipment		442.00	2,500.00	17.68%
Other General Administration Facilities		8,407.35	15,720.00	53.48%
<b>Total Leases and Rentals</b>	<b>310.00</b>	<b>11,329.35</b>	<b>21,220.00</b>	<b>53.39%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>377,664.53</b>	 <b>3,090,787.39</b>	 <b>5,341,175.00</b>	 <b>57.87%</b>

**Jefferson Transit**  
**Treasury Fund Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**August 2019**

Current Account Status		Balance per Bank @ 8/31/19	\$ 5,188,029.92	\$ -
Balance per GL @ 6/30/19			\$ 5,179,686.91	
	Transfers - In		\$ -	
	Transfers - In ( Bond Financing)		\$ -	
	Debt Financing Expenses		\$ -	
	Reimbursement		\$ -	
	Investment Interest		\$ 8,343.01	
	Transfers Out (Purchases)		\$ -	
	Transfers Out /Reimburse OP-Transmission)		\$ -	
<b>Balance per GL @ 8/31/19</b>			\$ 5,188,029.92	
<b>Balance in Capital Account</b>			\$ 5,188,029.92	
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	
PNR Upgrades	<b>2019 Beginning Budget</b>		\$ 187,000.00	
	Bathroom Installation		\$ -	
	Aug 19 - Bkt Advertising		\$ (49.40)	
	Paint Roof/Maintenance of HPTC Building		\$ 35,000.00	
Radio Project - Maynard Min Repeater	<b>2019 Beginning Budget</b>	\$ -	\$ 22,000.00	
Security Cameras	<b>2019 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00	
Server Room Fire Protection Proj	<b>2019 Beginning Budget</b>	\$ -	\$ 35,000.00	
	July 2019		\$ (29,994.62)	
New Shelters	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00	
	Discovery Road Shelter		\$ (7,875.00)	
	<b>JTA Funded Balance</b>		\$ 301,080.98	
Revenue Vehicles		Grant Funding	JTA Funding	
1 Full-Size Buses	<b>2019 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00	
2 DAR Cut-a-ways	<b>2019 Beginning Budget</b>	\$ -	\$ 185,000.00	
1 Trolley Style FR Bus	<b>2019 Beginning Budget</b>		\$ 350,000.00	
Bus Wrap	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00	
Major Component Replacement	<b>2019 Beginning Budget</b>	\$ -	\$ 150,000.00	
	<b>JTA Funded Balance</b>		\$ 775,440.00	
System Wide		Grant Funding	JTA Funding	
Bond Defeasance	<b>2019 Supplemental Budget</b>		\$ 360,000.00	
	<b>JTA Funded Balance</b>		\$ 360,000.00	
Service Equipment		Grant Funding	JTA Funding	
Conex Box for Tire Storage	<b>2019 Beginning Budget</b>		\$ 5,000.00	
	Mar-19		\$ (3,583.30)	
Tool Box for 805 (Road Call Response)	<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	
New Finance/Mntce/Ops Software	<b>2019 Beginning Budget</b>		\$ 175,000.00	
Printer/Scanner /Copier for HPTC	<b>2019 Beginning Budget</b>		\$ 3,500.00	
	June 2019 - HPTC Copier		\$ (3,260.19)	
Remix Mapping Software	<b>2019 Beginning Budget</b>		\$ 12,000.00	
SMARSH - Archiving Software	<b>2019 Beginning Budget</b>		\$ 5,840.00	
	<b>JTA Funded Balance</b>		\$ 193,079.81	
<b>JTA Capital Balance</b>			\$ 5,188,029.92	
<b>JTA Committed Project Funds Sub-Total</b>			\$ (2,288,781.36)	
<b>JTA Vehicle Reserve</b>			\$ (325,000.00)	
<b>JTA IT Reserve</b>			\$ (50,000.00)	
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>			\$ 2,683,248.56	



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

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## General Manager's Report

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October 15, 2019

### **I-976 update**

During our last Board meeting, we spoke about creating an informational sheet with facts and impacts on JTA if I-976 passes in November. Laura put together a fact sheet and a Do's and Don't fact sheet for the employees.

You have the sheets in front of you to take with you if you would like to. The fact sheet has information about the background of the initiative, the measure summary, and the possible impact on Jefferson Transit.

### **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:**

- Clerks Committee Meeting, Coupeville – October 29-29
- 4<sup>th</sup> Quarter Board Meeting, Leavenworth – November 7-8
- HR Committee Meeting, Bellingham – November 15

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

#### **Work Completed the Week of the 8<sup>th</sup>:**

- C.I.S. performed subgrade compaction testing.
- Jacobs Exc. prepared the site for building delivery.
- CXT arrived on Tuesday and set the building on the site.
- CXT connected the floor drains.
- Jacobs Exc. connected the electrical on Tuesday
- Jacobs has prepared the site for asphalt paving

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

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

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



### **Work Anticipated the Week of the 14<sup>th</sup>:**

- RSI will complete the asphalt paving on Monday, Oct 14<sup>th</sup> (weather permitted)
- CXT will return on Tuesday, Oct 15<sup>th</sup> to complete the restroom utility connections
- RSI will complete the bollard/ADA sign installation and striping on the new asphalt on Monday the 14<sup>th</sup>.
- Project should be complete and ready for use by Friday, Oct 18<sup>th</sup>.

The restrooms will be open Monday through Friday when the Customer Service Office is open.

- Customer Service will unlock the door in the morning, and Gary or Nicole will secure the restroom around 5:00 pm.
- As a backup, if Gary or Nicole are called away, they will ask Customer Service to lock the restroom door before the office closes for the day.

Saturdays – the restroom will be open when Nicole arrives and closed around 5:00 pm or when Nicole locks the door.

The Porta-a-potty will remain on-site at Haines Place as an option for when the restroom is locked.

There is a cleaning service that will come in and clean the restroom daily.

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

On September 4, 2019, I attended the Open House in Port Townsend, held by the RTPO, to discuss the Regional Transportation Plan 2040. The meeting was well attended by members of the public and other RTPO members.

The next PRTPO Executive Board Meeting will be on October 18, 2019. Items to be discussed will be:

- Transportation Funding 101 (Federal Funding)
- Selection of RTPO Website Home Page Banner
- Draft Regional Transportation Plan (RTP) 2040 Input and Response from the Open House meetings
- Planning for Effective Legislative Engagement as an RTPO

**RouteMatch – Mobile (RMM) & RouteShout (RS)** JTA provided cell performance data to RM over three months ago, and IT met with RM senior technicians and subject experts on three separate occasions. RM accepted the data and acknowledged there appears to be a significant issue with cell phone signal strength in the downtown area of Port Townsend. IT was then asked to gather more data using AT&T and T-Mobile carriers. Chris Palmer from GreenTree Radio helped in this effort. The solution now being vetted is to replace the current RM equipment with a CradlePoint Dual-Modem solution.

**Customer Service (360) 385-4777      Administrative Offices (360) 385-3020**

RM proposes a two-step pilot: first, using the full Dual-Modem CradlePoint, and gathering performance data; then, a single modem CradlePoint and collect the same performance data. Once done, compare the data and decide which route is the best and most cost-effective solution. JTA is currently waiting for RM to provide the first CradlePoint test devices (at no cost to us) for the pilots.

JTA has moved forward on setting up the Beta Test program for RouteShout (RS) with Operations and the Mobility Coordinator. IT has provided the criteria for the program and will work with them as necessary to roll this out sometime early next year (hopefully) subject to the success of the above proposed CradlePoint test pilots.

**Network and Server Upgrades.** The migration to the new network with all new servers is complete. The makers of our current firewall informed JTA that they are no longer support JTA's current model of firewall, and it will need to be replaced; however, JTA's vendor (Provantage) put together a renewal for us that allows us to push out this work until Q2, 2020.

**Server Room Fire Suppression System Analysis:** the new Clean Agent fire suppression system has been activated and certified by our Fire Marshal, and the water sprinkler has been capped. JTA considers this project complete.

**Radio Improvement Program (RIP)** IT is waiting on updated quotes from Evergreen Radio on the Maynard Mt. portion of the work but expects to begin work Q1, 2020.

### Ferry Advisory Committee (FAC) update

On September 11, 2019, the FAC reviewed the tariff changes, Regional Reduced Fare cards, line cutting issues, and how WSF is trying to promote waiting for the ferry and not cutting. FAC discussed the Electrification of the PT Dock. A study was funding by legislature and work to be done by July 2020. The FAC voted to issue a formal statement in opposition to I-976.

### Comprehensive Plan

JTA completed the scoping with Fehr & Peers for the Comp Plan on September 2, 2019. Once the contract is signed, we will proceed with a kickoff meeting for JTA staff and start to develop a detailed project schedule.

### Proposed Schedule

- Anticipated Completion of Project Aug 12, 2020

**Customer Service (360) 385-4777      Administrative Offices (360) 385-3020**

### **EV Feasibility Study**

Grants and Procurement specialist has begun soliciting consultants for the Electric Vehicle Feasibility Study; however, after speaking to one engineer; this might be a multi-phase project. More information is needed before we proceed.

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

Qualifications for the Haines Place Transit Center bus loop redesign were due by October 2, 2019, and we are currently in the review stage.

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

Qualifications for the engineering and design of additional maintenance bay are due by October 18, 2019.

### **Fleet Update**

JTA should be taking delivery of the two Schetky Cutaways around Thanksgiving and the new 30' Gillig sometime in January/February 2020.

Currently, JTA is waiting on a final quote from Specialty Vehicles so that we may proceed with ordering the new Trolley.



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

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

October 15, 2019

Attachment D

**Fleet:**

- Cutaway delivery still slated for late November/Early December
- Next new bus delivery slated for January/February
- Consolidated grant order placed with Gillig – 4 buses
- Fleet coolant drain retrofit complete – reduces mess, coolant waste
- New part ordering process implemented to improve efficiency and communication

**Facilities:**

- HP restroom building placed, awaiting final connections, paving, z-wave locks
- Gravel placement project still underway
- Gathering information for hazmat disposal program improvements

**Staff/misc.:**

- Hanover headsign training completed. Wooden boat shuttle message added
- Kenny Yingling has tendered his resignation effective 25 Oct. 19
- New practical skills test incorporated into mechanic hiring process
- Two new applicants tested under new test process, one currently pending



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

**Operations Report – Leesa Monroe**  
 September 2019 - October 2019  
 Attachment E

**Safety and Training Report**

- A maintenance person received his CDL, thank you to Inter-city Transit for hosting us for the 3<sup>rd</sup> party testing.
- Supervisors viewed 13 hours of video
- Service and Training Supervisor Gary Maxfield, attended the Homeless Shelter Advisory Meeting, the Shelter is to open for winter hours starting October 20 from 1600-0800). Whether the Warming Center will open in December is to be determined.
- 86 social contacts in and around HPPR (over 2 months). For the future redesign of the HP Transit Center Leesa has suggested relocating the smoking area and moving the crosswalk.
- November 11 will be All Staff Training Day. Every 2 years staff does First Aide/CPR certification, the class will be taught by Chief Tim Manley, from the Brinnon Fire Department. Staff will also train on Verbal De-Escalation presented by Tim Ball a trainer from C-Tran, C-Tran is the transit agency out of Vancouver in Clark County.

**Special Events/Projects**

- Wooden Boat service ran Friday, Saturday, and Sunday. JT's ridership for the festival was 4,979 riders, compared to last year 748 more people rode. Saturday continued to be the busiest day, of the 748 additional riders 687 of them were on Saturday. (52 on Friday, 9 on Sunday)

	Wooden Boat Festival September 2019 Ridership			
	Fri	Sat	Sun	Total
2018	1322	2185	724	4231
2019	1374 28%	2872 58%	733 14%	4979 +748

- Haines Place will have some additional vehicles parking the next 2 weeks. JT was contacted by the Port Townsend Paper Mill about a project they are running at the Mill from Oct 14 through Nov 7, the first week they anticipate 40-50 vehicles will park at Haines Place and 100 – 150 vehicles during the second week.

**Operations**

- Drivers will sign for their annual vacations starting on October 23
- Operations is updating the winter weather plan and preparing for winter

## Ridership

- Fixed route service monthly average is up 4.3% from last year
- JTOC service monthly average has decreased 3.5%
- JT is seeing an increase in Dial-A-Ride ridership this year and will see a budget increase for DAR trips in next year's budget.