

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, December 17, 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, Ariel Speser, 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, Mobility Manager Miranda Nash, and Executive Assistant/Clerk of the Board Laura Smedley

NEW AGENDA ITEMS

There are new agenda items; the Citizens Advisory Committee (CAC) recommendations and Bylaws will be discussed under Old Business. We will move the CAC report just ahead of Old Business.

Tammi Rubert requested an Executive Session regarding personnel.

Fehr & Peers Presentation – See Attached

Tammi introduced Aaron Gooze from Fehr & Peers. Mr. Gooze gave a presentation for JTA's Comprehensive Plan.

The presentation provided the structure of the plan, the process, and how JTA will move forward through data analysis and community input. The structure of the plan will be based on those fundamentals.

Questions and comments during the presentation:

- Is there an opportunity to engage with the ridership?
 - Yes, and I will walk through our engagement approach in detail.
- JTA also reached out to the City, County, Jefferson Healthcare, WSDOT, and every connecting Agency, and there will be an Agency Committee as well.
- Port Townsend is the nexus of the rides, how can we make this viable for people living out in the county?

- This gets into formalizing service standards which will be part of this process.
- There are two CAC's in Port Townsend, the Citizens Advisory Committee and the Climate Action Group. We are unrolling an inventory of gas emissions for the County.

PUBLIC COMMENT

Debbie Jahnke asked where the January Open House will be held.

- The Open House will be at the Cotton Building on Wednesday, January 29, 2020.

Brenda McMillan commented on a bus buddy program to introduce transit to new riders.

- The CAC can get involved in that, but Miranda Nash is our coordinator for that program and currently does travel training. OlyCAP also offered volunteers. It is a requirement of State Law that volunteers pass a criminal background check because they work with vulnerable populations.

PUBLIC BUDGET HEARING

Sara Crouch said she had not received further comment since the last Budget Hearing.

Public Comment

Brenda McMillan asked about JTA's debt.

Sara Crouch said the bonds were called in October, and JTA has zero debt.

The Budget Hearing closed at 2:05 pm

FINANCE REPORTS

Please see Attachment A and B

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

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

Why are taxes so far under budget?

- Ms. Crouch said JTA does not pay taxes, but that is also a line item for licensing and titles of vehicles. These funds are kept in reserve if needed.

CONSENT AGENDA

- a. Approval of Minutes, October 15, 2019
- b. Approval of Budget Workshop Minutes, November 5, 2019
- c. Approval of Budget Hearing Minutes, November 26, 2019
- d. Approval of Expenses, November 2019
- e. Approval of Expenses, October 2019
- f. Out of State Travel for John Bender and Desiree Williams to attend the RTA Annual Conference
- g. **Resolution 19-28:** 2020 Board Meeting Schedule

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

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

OLD BUSINESS

Citizens Advisory Committee (CAC) Report and Recommendations

Please see Attachment C

Darrell Conder updated the Board on the following items:

- CAC meeting details
- CAC recommendations to the Authority Board

- a. **Resolution 19-35:** To amend the CAC Bylaws.

Motion: Kate Dean moved to approve the CAC recommendations as stated in the Resolution. Ariel Speser seconded.

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

Motion: Greg Brotherton moved to reappoint Anne Metcalfe and John Nowak for a two (2) year term to the CAC. David Faber seconded.

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

NEW BUSINESS

- a. **Resolution 19-29:** Adopting the 2020 Proposed Budget

Motion: Ariel Speser moved to approve Resolution 19-29, to adopt the 2020 Operating and Capital Budget. David Faber seconded.

David Faber noted that we are operating off of the Yes I-976 budget, but we still don't know what the effects will be.

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

b. Resolution 19-30: Authorizing the Chair of the Authority Board to sign Grant Agreement PTD0143

Sara Crouch explained this is a Capital Consolidated Grant Agreement for federal funds to purchase four (4) buses. This grant was preapproved in October to submit the order for the buses.

Motion: Kate Dean moved to approve the Resolution 19-30 authorizing the Chair of the Authority Board to sign Grant Agreement PTD0143. David Faber seconded.

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

c. Resolution 19-31: Closing the Debt Service Reserve Accounts

Sara Crouch stated per bond covenant, we had a debt service reserve. Within that debt service reserve we had two (2) reserve accounts, the bond payment account, and another account that had one annual payment. The funds in the bond reserve account will be transferred to the Operating Fund. The other account is empty because JTA called the bonds.

Motion: Greg Brotherton moved to approve Resolution 19-31, authorizing closing the Debt Service Reserve Accounts. David Faber seconded.

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

d. Resolution 19-32: Adopting the Amended Reserve Fund Policy

Sara Crouch stated this Resolution authorizes JTA to remove the Debt Reserve from our Reserve Policy.

Motion: Ariel Speser moved to approve Resolution 19-32, adopting the amended Reserve Fund Policy. Greg Brotherton seconded.

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

e. Resolution 19-33: Adopting the Amended ADA Policy

Leesa Monroe stated our Policy had not been updated since 2011. Policy and procedure were mixed

It was noted that pages were missing.

Motion: moved to table Resolution 19-33, until the next Board Meeting. Ariel Speser seconded.

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

f. Resolution 19-34: Authority for the General Manager to sign a contract with Transpo Group

Tammi Rubert stated that one of our 2020 projects is our Electric Vehicle (EV) Feasibility Study. Transpo Group was selected to complete our EV study.

Motion: Kate Dean moved to approve Resolution 19-34, authorizing the General Manager to sign a contract with Transpo Group. David Faber seconded.

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

REPORTS

GENERAL MANAGERS REPORT

Please see Attachment D

Tammi Rubert updated the Board on the following items:

- Completed 2019 Projects
- Ongoing 2020 Projects
- WSTA Update
- I-976 Update
- IT Update

FLEET AND FACILITIES REPORT

Please see Attachment E

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/misc.

OPERATIONS REPORT

Please see Attachment F

Leesa Monroe reported on the following items:

- Safety and Training updates
- Operations update
- Ridership

PUBLIC COMMENT

Brenda McMillan requested a shelter by the county library.

Darrell Conder asked about the reconfiguration of the Park & Ride.

CLOSED SESSION

Chair Sullivan announced that the Closed Session will be held from 3:00 pm to 3:20 pm with the Authority Board, General Manager, Finance Manager, and Operations 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 3:20 pm

Motion: David Faber moved to approve Resolution 19-36 for negotiations with ATU #587. Ariel Speser seconded.

David Faber suggested amending the language to say “the ratification of the contract with the exception of Article 19, Section 1, B.”

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

Executive Session: Pursuant to RCW 42.30.110(4) (g) for the purpose of discussing personnel issues.

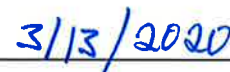
The Board concluded the Executive Session with no action and resumed the regular meeting at 3:41 pm.

ADJOURNMENT

The meeting was adjourned at 3:45 pm. The next regular meeting will be held Tuesday, February 18, 2020, 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

December 11, 2019

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance Manager

RE: November 2019 Financial Report

The budget tracking percentage for November is 91.63%. We use that tracking figure as a guideline for monitoring revenue/expenses.

Sales Tax Analysis Reports –

For the month September 2019 sales tax was 6% higher than received in September 2018 (Very Good News). Cumulatively, JTA sales tax receipts are maintaining a rate of 4% higher than same time period in 2019.

Revenue Report –

Overall - Operating revenue is tracking higher than budgeted. Vanpool is slightly under budget and JTOC is under 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 12% UNDER budget.

- **Labor** – Labor is 3.9% under budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 20% over budget. Operations is monitoring the increase in DAR operator hours, ridership has also increased.
- **Benefits** – Benefits are 11.8% under budget.
 - L&I – Over budget, JTA notified of increased cost after budget completed.
- **Services and User Fees** – S/U Fees are 38.4% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 26.4% under budget.
 - Shop Supplies – over budget, 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 is over budget.
- **Utilities** – Utilities is 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** – 5% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 44% under budget.
- **Miscellaneous** – 40% under budget.
- **Interest on Debt** – In 2014 we sold our bonds at a premium, when called, this premium reduced the interest expense. In November, we received a small refund (\$1.63) which further reduced the interest expense.

- **Leases and Rentals** – 16.8% under budget
 - Transit Way & Passenger Stations - JTA has elected to keep the port-a-potty, this will increase the expenses for this line item.

Capital Activity – Capital activity in November: HPTC bathroom



November 2019 Financial Summary

Budget Tracking Figure: 91.63%

Operational Expenses:	\$404,859.63
Operational Revenues:	\$12,680.70
Non-Operational Income:	\$563,874.76
Capital Expenses:	112,273.10
Capital Income:	\$0.00

Sales Tax Received 11/30/2019 for September 2019: \$535,728.65

Sales Tax Received 11/30/2018 for September 2018: \$501,570.25

Sales tax increased from prior year 6%

Cash on Hand as of November 30, 2019*:

Operating:	\$3,461,668.27
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,727,570.30
Dedicated (Committed) Grant Match (57% Funded):	\$2,634,355.50
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$0.00
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,303.66
Travel Fund:	\$1,500.00

Total **\$9,802,147.73****

**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%	\$550,089.91	\$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%	\$485,580.98	\$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%	\$501,416.48	\$491,604.80	\$430,879.75	\$422,063.41	\$377,289.26	\$439,442.00	22.50%	\$4,441,931.55	3,593,250.00	23.62%
November	0.90%	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	21.91%	\$4,977,660.20	4,032,692.00	23.43%
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		\$4,977,680.20	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$452,514.56	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$384,539.75				

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	1,651,710.00	22.01%
June	0.90%	\$550,089.91	\$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%	\$485,580.98	\$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%	\$501,416.48	\$491,604.80	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$3,552,278.38	2,882,773.00	23.22%
September	0.90%	\$535,728.65	\$501,570.25	\$462,570.00	\$460,983.02	\$399,850.25	\$439,442.00	21.91%	\$4,088,007.03	3,322,215.00	23.05%
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		\$4,088,007.03	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$454,223.00	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

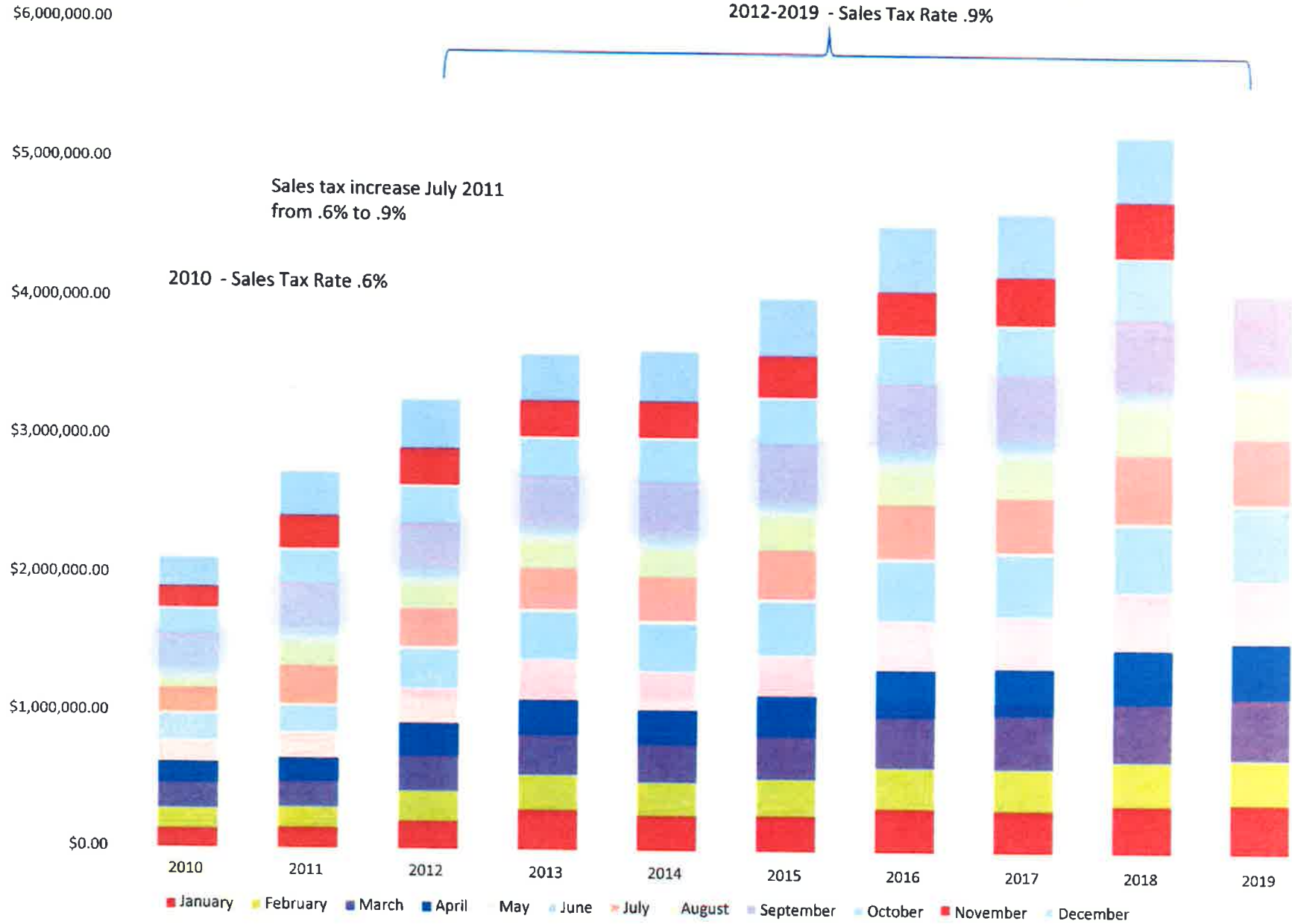
Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

November 2019
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Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eleven Months Ending November 30, 2019

	November	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$9,359,604.50	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$435,677.59)	(\$3,723,836.23)
Non-Capital Financing Activities	\$918,180.01	\$6,137,325.56
Investing Activities	\$9,287.11	\$111,222.11
Total Operating Cash Provided/(Used)	\$491,789.53	\$2,524,711.44
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$100,173.55)	\$39,567.60
Net Increase/(Decrease) Cash and Equivalent	\$391,615.98	\$2,564,279.04
CASH BALANCES - END OF PERIOD	\$9,751,220.48	\$9,751,220.48

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending November 30, 2019

	November	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$12,680.70	\$163,592.19	\$172,072.00	95.07%
Operating Expenses				
Labor	196,619.01	1,972,492.31	2,249,110.00	87.70%
Benefits	131,701.14	1,409,153.43	1,765,334.00	79.82%
Services and User Fees	12,127.49	179,169.21	336,454.00	53.25%
Materials & Supplies	38,430.28	408,554.65	626,760.00	65.19%
Utilities	4,511.18	77,318.22	80,853.00	95.63%
Casualty/Liability Costs	11,647.91	133,283.81	138,000.00	96.58%
Taxes	244.23	3,485.03	7,319.00	47.62%
Miscellaneous Expenses	10,270.02	54,865.92	105,325.00	52.09%
Interest on Debt	(1.63)	(365.06)	10,800.00	(3.38%)
Leases and Rentals	310.00	15,877.30	21,220.00	74.82%
Total Operating Expenses	405,859.63	4,253,834.82	5,341,175.00	79.64%
Operating Income (Loss)	(393,178.93)	(4,090,242.63)	(5,169,103.00)	79.13%
Non-Operating Revenues				
Non-Transportation Revenue	9,287.11	128,757.86	76,176.00	169.03%
Taxes Levied by Transit	425,715.65	4,938,397.20	4,435,490.00	111.34%
Local Grants & Contributions	1,250.00	15,750.00	17,500.00	90.00%
State Grants & Contributions	20,872.00	197,516.16	295,508.00	66.84%
Federal Grants & Contributions	106,750.00	1,193,722.00	1,060,104.00	112.60%
Total Non-Operating Revenues	563,874.76	6,474,143.22	5,884,778.00	110.02%
Net Income (Loss) Before Transfers In/(Out)	170,695.83	2,383,900.59	715,675.00	333.10%
Net Income/(Loss)	170,695.83	2,383,900.59	715,675.00	333.10%

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

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$9,720.06	\$125,023.05	\$131,496.00	95.08%
Fixed Route Fares - West - JTOC	445.47	4,429.96	5,256.00	84.28%
Dial-a-Ride Fares (DAR)	740.45	9,853.32	9,660.00	102.00%
Vanpools	1,774.72	20,643.52	22,860.00	90.30%
Extended Service		3,642.34	2,800.00	130.08%
Auxiliary Transportation Revenues				
Total Operating Revenues	12,680.70	163,592.19	172,072.00	95.07%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	9,287.11	111,222.11	74,976.00	148.34%
Gain (Loss) on Disposition of Capital Items		12,284.67	1,200.00	1,023.72%
Public Donations		110.19		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	425,715.65	4,938,397.20	4,435,490.00	111.34%
Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP		2,000.00	2,500.00	80.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	194,584.00	295,508.00	65.85%
RTAP		2,932.16		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	106,750.00	1,193,722.00	1,060,104.00	112.60%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	563,874.76	6,474,143.22	5,884,778.00	110.02%
TOTAL REVENUES	576,555.46	6,637,735.41	6,056,850.00	109.59%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2019**

	November	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$68,021.51	\$707,348.13	\$783,140.00	90.32%
Operators Overtime - Fixed Route	1,194.97	29,049.86	73,170.00	39.70%
Operators Salaries & Wages - Dial-a-Ride (DAR)	13,974.78	105,044.64	87,787.00	119.66%
Operators Overtime - Dial-a-Ride (DAR)	(262.00)	4,049.42	12,705.00	31.87%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	55,849.21	513,955.03	591,221.00	86.93%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,093.97	31,550.49	46,007.00	68.58%
Administration Salaries	54,746.57	581,494.74	655,080.00	88.77%
Total Labor	196,619.01	1,972,492.31	2,249,110.00	87.70%
Benefits				
FICA	16,005.97	168,291.93	222,376.00	75.68%
Pension Plans (PERS)	37,818.06	296,927.65	344,638.00	86.16%
Medical Plans	42,010.85	495,322.19	637,020.00	77.78%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	9,427.26	93,822.66	94,433.00	99.35%
Holiday	1,276.58	74,157.27	95,939.00	77.30%
General Leave	23,806.57	237,047.35	292,240.00	81.11%
Other Paid Absence (Court Duty & Bereavement)	(95.00)	6,469.06	14,686.00	44.05%
Uniforms, Work Clothing & Tools Allowance	376.04	8,233.51	17,840.00	46.15%
Other Benefits (HRA, EAP & Wellness)	642.34	25,497.23	32,196.00	79.19%
Paid FML	432.47	3,384.58	3,966.00	85.34%
Total Benefits	131,701.14	1,409,153.43	1,765,334.00	79.82%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	467.00	13,929.76	24,250.00	57.44%
Professional & Technical Services	5,116.83	81,886.47	123,500.00	66.30%
Contract Maintenance Services (IT Services)	818.77	9,436.02	16,005.00	58.96%
Custodial Services	630.00	2,130.00	7,800.00	27.31%
Security Services	255.08	2,494.81	5,600.00	44.55%
Vehicle Technical Services	251.40	16,844.14	47,000.00	35.84%
Property Maintenance Services		12,684.28	36,264.00	34.98%
Software Maintenance Fees	2,140.59	15,194.30	41,635.00	36.49%
Postage & Mail Meter Fees	19.61	2,039.80	3,800.00	56.86%
Drug & Alcohol Services	322.41	4,491.51	8,500.00	52.84%
Other Services & User Fees	2,105.80	18,038.12	19,300.00	93.46%
Total Service and User Fees	12,127.49	179,169.21	336,454.00	53.25%
Materials and Supplies Consumed				
Fuel	30,864.49	227,224.09	355,000.00	64.01%
Tires	484.50	15,841.58	35,000.00	45.26%
Lubrication	2,680.00	10,409.74	15,550.00	66.94%
Tools	158.34	9,908.41	18,000.00	55.05%
Vehicle Maintenance & Repair Parts	1,540.78	74,662.18	96,500.00	77.37%
Non-Vehicle Maintenance & Repair Parts	498.52	6,020.50	8,240.00	73.06%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		2,248.55	5,750.00	39.11%
Shop Supplies (Maintenance & Cleaning)	1,477.29	16,864.27	7,500.00	224.86%
Safety & Emergency Supplies	128.59	4,396.16	7,050.00	62.36%
Office Supplies	264.18	14,505.44	19,920.00	72.82%
Computer Programs & Supplies	172.00	12,908.72	15,700.00	82.22%
Printing (Photocopier, Schedules & Brochures)	161.59	13,565.01	39,200.00	34.60%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	38,430.28	408,554.65	626,760.00	65.19%
Utilities				
Water, Sewer & Solid Garbage	892.51	12,448.86	14,100.00	88.29%
Utilities (Electrical & Propane)		23,404.04	29,000.00	80.70%
Telephone & Internet	3,618.67	41,465.52	37,753.00	109.83%
Total Utilities	4,511.18	77,318.22	80,853.00	95.63%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2019**

	November	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$128,127.01	\$138,000.00	92.85%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
Total Casualty and Liability Costs	11,647.91	133,283.81	138,000.00	96.58%
Taxes				
State Taxes	244.23	3,137.74	3,569.00	87.92%
Vehicle Licensing & Registration Fees		215.39	750.00	28.72%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
Total Taxes	244.23	3,485.03	7,319.00	47.62%
Miscellaneous				
Dues & Subscriptions	955.10	11,964.09	24,171.00	49.50%
Travel & Meetings	1,318.52	24,572.51	35,500.00	69.22%
Fines & Penalties		103.36		0.00%
Safety Program (Roadeo & Safety Rewards)	5,481.40	5,481.40	9,000.00	60.90%
Training (Classes, Seminars & Materials)	2,415.00	9,127.61	27,104.00	33.68%
EE CDL and EE Physical Expense	100.00	3,514.14	9,250.00	37.99%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	10,270.02	54,865.92	105,325.00	52.09%
Interest Expense				
Interest on Long-term Debt Obligation	(1.63)	(365.06)	10,800.00	(3.38%)
Total Interest Expense	(1.63)	(365.06)	10,800.00	(3.38%)
Leases and Rentals				
Transit Way & Passenger Stations	310.00	3,410.00	3,000.00	113.67%
Service Vehicles & Equipment		442.00	2,500.00	17.68%
Other General Administration Facilities		12,025.30	15,720.00	76.50%
Total Leases and Rentals	310.00	15,877.30	21,220.00	74.82%
TOTAL OPERATING EXPENSES	405,859.63	4,253,834.82	5,341,175.00	79.64%

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

Current Account Status		Balance per Bank @ 11/30/19	\$ 4,786,925.80	\$ -
Balance per GL @ 10/31/19			\$ 4,892,733.32	
	Transfers - In		\$ -	
	Transfers - In (Bond Financing)		\$ -	
	Debt Financing Expenses		\$ -	
	Reimbursement		\$ -	
	Investment Interest		\$ 8,465.58	
	Transfers Out (Purchases)		\$ -	
	Transfers Out /Bond Call		\$ (112,273.10)	
Balance per GL @ 11/30/19			\$ 4,786,925.80	
Balance in Capital Account		Outstanding Checks		\$ 4,786,925.80
2019 Capital Projects				
Land	2019 Budgeted Balance	Grant Funding	JTA Funding	
	Feb 2019 Escrow	\$ -	\$	78,761.55
	April 2019 Purchase		\$	(1,000.00)
	JTA Funded Balance		\$	(77,761.55)
Facility	2019 Budgeted Balance	Grant Funding	JTA Funding	
	Eng/Des 63 4 Corners EV Feasibility	\$ -	\$	75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$	150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$	150,000.00
	JTA Comprehensive Plan		\$	200,000.00
	JTA Funded Balance		\$	575,000.00
Other Building and Structures		Grant Funding	JTA Funding	
PNR Upgrades	2019 Beginning Budget		\$	187,000.00
	Bathroom Installation	\$ -	\$	(49.40)
	Aug 19 - Bid Advertising		\$	(575.11)
	Sep 19 - Permit		\$	(73,847.08)
	Nov 19 - CXT (Building)		\$	(38,426.04)
	Nov 19 - Jacobs - (Installation)		\$	35,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$	
Radio Project - Maynard Min Repeater	2019 Beginning Budget	\$ -	\$	22,000.00
Security Cameras	2019 Beginning Budget	\$ 2,500.00	\$	35,000.00
Server Room Fire Protection Proj	2019 Beginning Budget	\$ -	\$	35,000.00
	July 2019		\$	(29,994.62)
	September 2019		\$	(3,008.40)
New Shelters	2019 Beginning Budget	\$ -	\$	25,000.00
	Discovery Road Shelter		\$	(7,875.00)
	JTA Funded Balance		\$	185,224.37
Revenue Vehicles			\$	
1 Full-Size Buses	2019 Beginning Budget	\$ 419,301.00	\$	65,440.00
2 DAR Cut-a-ways	2019 Beginning Budget	\$ -	\$	185,000.00
1 Trolley Style FR Bus	2019 Beginning Budget		\$	350,000.00
Bus Wrap	2019 Beginning Budget	\$ -	\$	25,000.00
	Sep 19 - Stripe #700		\$	(2,816.00)
Major Component Replacement	2019 Beginning Budget	\$ -	\$	150,000.00
	JTA Funded Balance		\$	772,824.00
System Wide			\$	
Bond Deleasance	2019 Supplemental Budget		\$	360,000.00
	10/11/2019 Bond Payment		\$	(380,000.00)
	JTA Funded Balance		\$	-
Service Equipment			\$	
Conex Box for Tire Storage	2019 Beginning Budget		\$	5,000.00
	Mar-19		\$	(3,583.30)
Tool Box for 805 (Road Call Response)	2019 Beginning Budget		\$	20,000.00
	Tool Box - May 2019		\$	(19,974.58)
	JTA Funded Balance		\$	1,442.12
Office Furniture & Equipment			\$	
New Finance/Mntce/Ops Software	2019 Beginning Budget		\$	175,000.00
Printer/Scanner /Copier for HPTC	2019 Beginning Budget		\$	3,500.00
	June 2019 - HPTC Copier		\$	(3,260.19)
Remix Mapping Software	2019 Beginning Budget		\$	12,000.00
SMARSH - Archiving Software	2019 Beginning Budget		\$	5,840.00
	JTA Funded Balance		\$	193,079.81
JTA Capital Balance			\$	4,786,925.80
JTA Committed Project Funds Sub-Total			\$	(1,727,570.30)
JTA Vehicle Reserve			\$	(375,000.00)
JTA IT Reserve			\$	(50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY			\$	2,634,355.50



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

November 14, 2019

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

The budget tracking percentage for October is 83.3%. We use that tracking figure as a guideline for monitoring revenue/expenses.

Sales Tax Analysis Reports –

For the month August 2019 sales tax was 2% higher than received in August 2018. Cumulatively, JTA sales tax receipts are 4% higher than same time period in 2019.

Revenue Report –

Overall - Operating revenue is tracking higher than budgeted. Vanpool and JTOC are slightly under budget, 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 11.5% UNDER budget.

- **Labor** – Labor is 4.3% under budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 20% over budget. Operations is monitoring the increase in DAR operator hours.
- **Benefits** – Benefits are 11% under budget.
 - L&I – Over budget, JTA notified of increased cost after budget completed.
- **Services and User Fees** – S/U Fees are 34.6% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 24.5% under budget.
 - Shop Supplies – over budget, reduced this annual budget in 2019 and moved a portion to service for the 2019 budget year; will need to increase in 2020. The expenses are high this month due to HPTC restroom supply purchases. This line item is 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** – 4.8% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 39% under budget.
- **Miscellaneous** – 41% under budget.
- **Interest on Debt** – Bond call, we sold the bonds in 2014 at a premium, when called, this premium reduced the interest expense.
- **Leases and Rentals** – 15.7% under budget
 - Transit Way & Passenger Stations - JTA has elected to keep the port-a-potty, this will increase the expenses for this line item.

Capital Activity – Capital activity in October: Bond Call



October 2019 Financial Summary

Budget Tracking Figure: 83.3%

Operational Expenses:	\$364,727.96
Operational Revenues:	\$13,833.01
Non-Operational Income:	\$575,367.20
Capital Expenses:	\$360,000.00
Capital Income:	\$0.00
 Sales Tax Received 10/31/2019 for August 2019:	 \$501,416.48
Sales Tax Received 10/31/2018 for August 2018:	\$491,604.90

Sales tax increased from prior year 2%

Cash on Hand as of October 31, 2019*:

Operating:	\$2,887,734.09
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,839,843.40
Dedicated (Committed) Grant Match (57% Funded):	\$2,627,889.92
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$0.00
Bond Reserve:	\$85,250.00
EFT Fund:	\$127,487.09
Travel Fund:	\$1,500.00
Total	\$9,359,204.50**

*"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%	\$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%	\$1,253,877.02	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	\$379,552.88	\$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	\$358,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.87%
August	0.90%	\$550,089.91	\$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%	\$485,580.98	\$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%	\$801,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$4,441,931.55	3,593,250.00	23.62%
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		\$4,441,931.55	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$444,193.16	\$430,102.87	\$387,188.59	\$375,701.08	\$329,108.23	\$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%	\$550,089.91	\$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%	\$485,580.98	\$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%	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$3,552,276.38	2,882,773.00	23.22%
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	\$428,927.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
Total		\$3,552,278.38	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$444,034.80	\$438,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

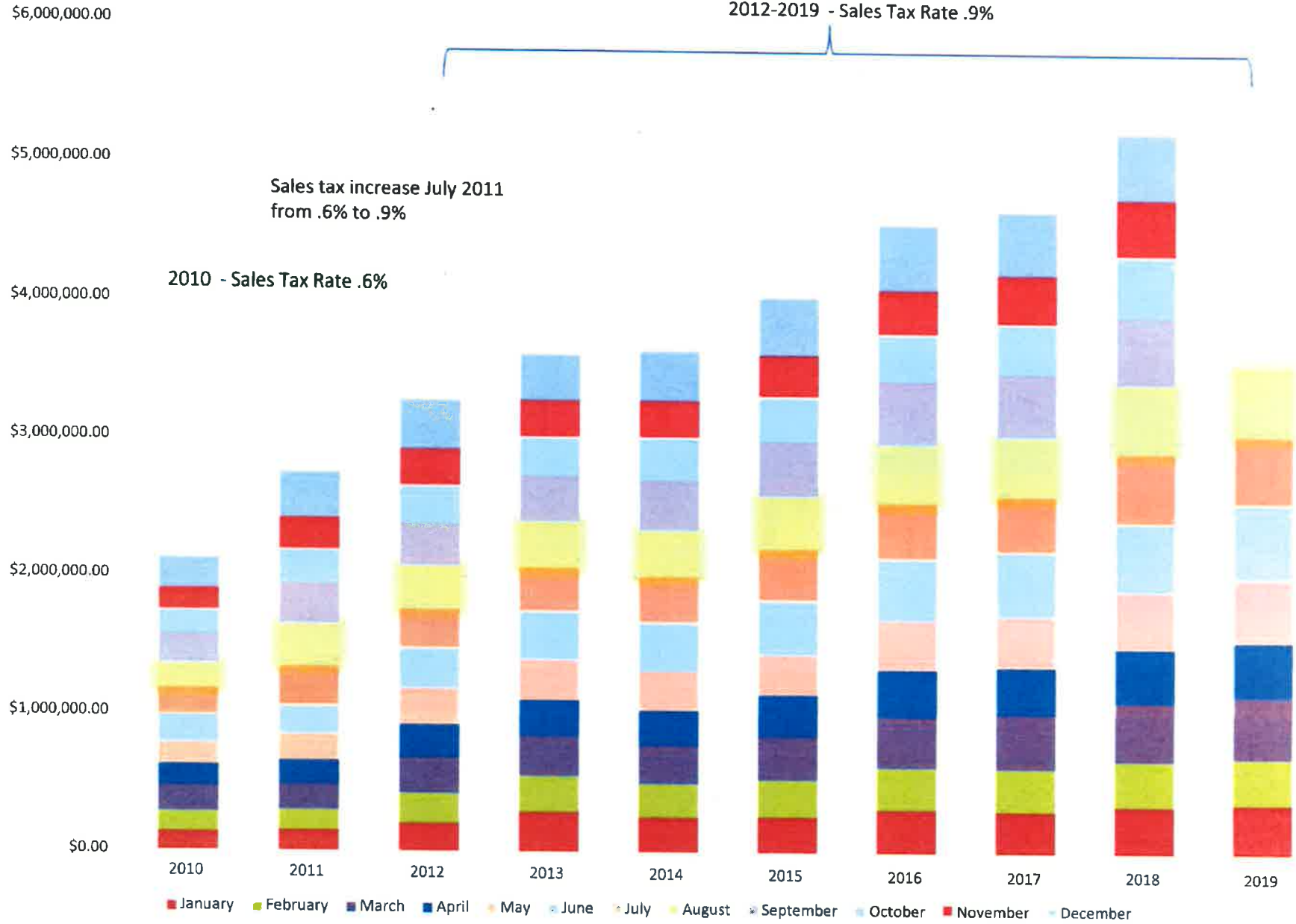
Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

October 2019
Page 4 of 9



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

	<u>October</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$9,599,027.56	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$311,937.09)	(\$3,293,660.34)
Non-Capital Financing Activities	\$505,402.80	\$5,219,145.55
Investing Activities	<u>\$10,621.72</u>	<u>\$101,935.00</u>
Total Operating Cash Provided/(Used)	\$204,087.43	\$2,027,420.21
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>(\$443,510.49)</u>	<u>\$145,242.85</u>
Net Increase/(Decrease) Cash and Equivalent	(\$239,423.06)	\$2,172,663.06
CASH BALANCES - END OF PERIOD	<u>\$9,359,604.50</u>	<u>\$9,359,604.50</u>

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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,833.01	\$150,911.49	\$172,072.00	87.70%
Operating Expenses				
Labor	186,419.76	1,775,873.30	2,249,110.00	78.96%
Benefits	118,580.91	1,276,312.48	1,765,334.00	72.30%
Services and User Fees	8,900.71	183,828.95	336,454.00	48.89%
Materials & Supplies	37,657.21	368,199.89	626,760.00	58.75%
Utilities	4,123.96	69,027.96	80,853.00	85.37%
Casualty/Liability Costs	11,647.91	121,635.90	138,000.00	88.14%
Taxes	266.42	3,240.80	7,319.00	44.28%
Miscellaneous Expenses	2,584.51	44,480.90	105,325.00	42.23%
Interest on Debt	(5,763.43)	(363.43)	10,800.00	(3.37%)
Leases and Rentals	310.00	14,346.35	21,220.00	67.61%
Total Operating Expenses	364,727.96	3,836,583.10	5,341,175.00	71.83%
Operating Income (Loss)	(350,894.95)	(3,685,671.61)	(5,169,103.00)	71.30%
Non-Operating Revenues				
Non-Transportation Revenue	10,629.72	119,470.75	76,176.00	156.84%
Taxes Levied by Transit	433,865.48	4,512,681.55	4,435,490.00	101.74%
Local Grants & Contributions	3,250.00	14,500.00	17,500.00	82.86%
State Grants & Contributions	20,872.00	176,644.16	295,508.00	59.78%
Federal Grants & Contributions	106,750.00	1,086,972.00	1,060,104.00	102.53%
Total Non-Operating Revenues	575,367.20	5,910,268.46	5,884,778.00	100.43%
Net Income (Loss) Before Transfers In/(Out)	224,472.25	2,224,596.85	715,675.00	310.84%
Net Income/(Loss)	224,472.25	2,224,596.85	715,675.00	310.84%

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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,463.63	\$115,302.99	\$131,496.00	87.69%
Fixed Route Fares - West - JTOC		3,984.49	5,256.00	75.81%
Dial-a-Ride Fares (DAR)	1,398.50	9,112.87	9,660.00	94.34%
Vanpools	1,970.88	18,868.80	22,860.00	82.54%
Extended Service		3,642.34	2,800.00	130.08%
Auxiliary Transportation Revenues				
Total Operating Revenues	13,833.01	150,911.49	172,072.00	87.70%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	10,621.72	101,935.00	74,976.00	135.96%
Gain (Loss) on Disposition of Capital Items		12,284.67	1,200.00	1,023.72%
Public Donations	8.00	110.19		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	433,865.48	4,512,681.55	4,435,490.00	101.74%
Local Grants and Contributions				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP	2,000.00	2,000.00	2,500.00	80.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	173,712.00	295,508.00	58.78%
RTAP		2,932.16		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	106,750.00	1,086,972.00	1,060,104.00	102.53%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	575,367.20	5,910,268.46	5,884,778.00	100.43%
TOTAL REVENUES	589,200.21	6,061,179.95	6,056,850.00	100.07%

Jefferson Transit Authority
Expense Statement
For the Ten Months Ending October 31, 2019

	October	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$64,492.98	\$639,326.62	\$783,140.00	81.64%
Operators Overtime - Fixed Route	3,005.76	27,854.89	73,170.00	38.07%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,062.61	91,069.86	87,787.00	103.74%
Operators Overtime - Dial-a-Ride (DAR)	836.32	4,311.42	12,705.00	33.93%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,522.17	458,105.82	591,221.00	77.48%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,792.15	28,456.52	46,007.00	61.85%
Administration Salaries	56,707.77	526,748.17	655,080.00	80.41%
Total Labor	186,419.76	1,775,873.30	2,249,110.00	78.96%
Benefits				
FICA	15,349.86	152,285.96	222,376.00	68.48%
Pension Plans (PERS)	24,916.89	259,109.59	344,638.00	75.18%
Medical Plans	46,716.79	453,311.34	637,020.00	71.16%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	9,025.39	84,395.40	94,433.00	89.37%
Holiday	972.20	71,854.02	95,939.00	74.90%
General Leave	20,588.03	214,267.45	292,240.00	73.32%
Other Paid Absence (Court Duty & Bereavement)		6,564.06	14,686.00	44.70%
Uniforms, Work Clothing & Tools Allowance	508.46	7,857.47	17,840.00	44.04%
Other Benefits (HRA, EAP & Wellness)	218.50	23,715.08	32,196.00	73.66%
Paid FML	284.79	2,952.11	3,966.00	74.44%
Total Benefits	118,580.91	1,276,312.48	1,765,334.00	72.30%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	(25.00)	13,139.76	24,250.00	54.18%
Professional & Technical Services	1,940.89	75,495.77	123,500.00	61.13%
Contract Maintenance Services (IT Services)	818.78	8,617.25	16,005.00	53.84%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services		2,097.23	5,600.00	37.45%
Vehicle Technical Services	1,630.84	16,275.74	47,000.00	34.63%
Property Maintenance Services	158.31	11,827.88	36,264.00	32.62%
Software Maintenance Fees	1,561.59	13,053.71	41,635.00	31.35%
Postage & Mail Meter Fees	338.34	2,020.19	3,600.00	56.12%
Drug & Alcohol Services	219.91	3,869.10	8,500.00	45.52%
Other Services & User Fees	2,257.05	15,932.32	19,300.00	82.55%
Total Service and User Fees	8,900.71	163,828.95	336,454.00	48.69%
Materials and Supplies Consumed				
Fuel	21,939.52	196,359.60	355,000.00	55.31%
Tires	1,497.26	15,357.08	35,000.00	43.88%
Lubrication	388.52	7,729.74	15,550.00	49.71%
Tools	(31.24)	8,457.78	18,000.00	46.99%
Vehicle Maintenance & Repair Parts	8,448.50	73,219.31	96,500.00	75.87%
Non-Vehicle Maintenance & Repair Parts	605.54	5,521.98	8,240.00	67.01%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		2,248.55	5,750.00	39.11%
Shop Supplies (Maintenance & Cleaning)	3,030.42	15,054.56	7,500.00	200.73%
Safety & Emergency Supplies	44.33	4,267.57	7,050.00	60.53%
Office Supplies	1,066.07	14,191.58	19,920.00	71.24%
Computer Programs & Supplies	506.70	12,736.72	15,700.00	81.13%
Printing (Photocopier, Schedules & Brochures)	161.59	13,055.42	39,200.00	33.30%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	37,657.21	368,199.89	626,760.00	58.75%
Utilities				
Water, Sewer & Solid Garbage	455.66	10,641.04	14,100.00	75.47%
Utilities (Electrical & Propane)		20,613.65	29,000.00	71.08%
Telephone & Internet	3,668.30	37,773.27	37,753.00	100.05%
Total Utilities	4,123.96	69,027.96	80,853.00	85.37%

**Jefferson Transit Authority
Expense Statement
For the Ten Months Ending October 31, 2019**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$116,479.10	\$138,000.00	84.41%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
Total Casualty and Liability Costs	11,647.91	121,635.90	138,000.00	88.14%
Taxes				
State Taxes	266.42	2,893.51	3,569.00	81.07%
Vehicle Licensing & Registration Fees		215.39	750.00	28.72%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
Total Taxes	266.42	3,240.80	7,319.00	44.28%
Miscellaneous				
Dues & Subscriptions	955.10	11,008.99	24,171.00	45.55%
Travel & Meetings	1,418.41	23,253.99	35,500.00	65.50%
Fines & Penalties		103.36		0.00%
Safety Program (Roadeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	150.00	6,597.61	27,104.00	24.34%
EE CDL and EE Physical Expense	61.00	3,414.14	9,250.00	36.91%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	2,584.51	44,480.90	105,325.00	42.23%
Interest Expense				
Interest on Long-term Debt Obligation	(5,763.43)	(363.43)	10,800.00	(3.37%)
Total Interest Expense	(5,763.43)	(363.43)	10,800.00	(3.37%)
Leases and Rentals				
Transit Way & Passenger Stations	310.00	3,100.00	3,000.00	103.33%
Service Vehicles & Equipment		442.00	2,500.00	17.68%
Other General Administration Facilities		10,804.35	15,720.00	68.73%
Total Leases and Rentals	310.00	14,346.35	21,220.00	67.61%
TOTAL OPERATING EXPENSES	<u>364,727.96</u>	<u>3,836,583.10</u>	<u>5,341,175.00</u>	<u>71.83%</u>

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

Current Account Status		Balance per Bank @ 10/31/19	\$ 4,892,733.32	\$ -
Balance per GL @ 9/30/19			\$ 5,189,528.44	
	Transfers - In		\$ -	
	Transfers - In (Bond Financing)		\$ -	
	Debt Financing Expenses		\$ -	
	Reimbursement		\$ -	
	Investment Interest		\$ 7,488.45	
	Transfers Out (Purchases)		\$ -	
	Transfers Out /Bond Call		\$ (304,283.57)	
Balance per GL @ 10/31/19			\$ 4,892,733.32	
Balance in Capital Account		Outstanding Checks	\$ 4,892,733.32	
2019 Capital Projects				
Land	2019 Budgeted Balance	Grant Funding	JTA Funding	
	Feb 2019 Escrow	\$ -	\$ 78,761.55	
	April 2019 Purchase		\$ (1,000.00)	
	April 2019 Purchase		\$ (77,761.55)	
	JTA Funded Balance		\$ -	
Facility	2019 Budgeted Balance	Grant Funding	JTA Funding	
	Eng/Des 83 4 Corners EV Feasibility	\$ -	\$ 75,000.00	
	Eng/Des 83 4 Addl Maintenance Bay		\$ 150,000.00	
	Eng/Des HPTC Bus Loop Configurallon		\$ 150,000.00	
	JTA Comprehensive Plan		\$ 200,000.00	
	JTA Funded Balance		\$ 575,000.00	
Other Building and Structures		Grant Funding	JTA Funding	
PNR Upgrades	2019 Beginning Budget			
	Bathroom Installation	\$ -	\$ 187,000.00	
	Aug 19 - Bid Advertising		\$ (49.40)	
	Sep 19 - Permit		\$ (575.11)	
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 35,000.00	
Radio Project - Maynard Mtn Repeater	2019 Beginning Budget	\$ -	\$ 22,000.00	
Security Cameras	2019 Beginning Budget	\$ 2,500.00	\$ 35,000.00	
Server Room Fire Protection Proj	2019 Beginning Budget	\$ -	\$ 35,000.00	
	July 2019		\$ (29,994.62)	
	September 2019		\$ (3,008.40)	
New Shelters	2019 Beginning Budget	\$ -	\$ 25,000.00	
	Discovery Road Shelter		\$ (7,875.00)	
	JTA Funded Balance		\$ 297,497.47	
Revenue Vehicles				
1 Full-Size Buses	2019 Beginning Budget	\$ 419,301.00	\$ 65,440.00	
2 DAR Cut-a-ways	2019 Beginning Budget	\$ -	\$ 185,000.00	
1 Trolley Style FR Bus	2019 Beginning Budget		\$ 350,000.00	
Bus Wrap	2019 Beginning Budget	\$ -	\$ 25,000.00	
	Sep 19 - Stripe #700		\$ (2,818.00)	
Major Component Replacement	2019 Beginning Budget	\$ -	\$ 150,000.00	
	JTA Funded Balance		\$ 772,824.00	
System Wide				
Bond Defeasance	2019 Supplemental Budget		\$ 360,000.00	
	10/11/2019 Bond Payment		\$ (360,000.00)	
	JTA Funded Balance		\$ -	
Service Equipment				
Conex Box for Tire Storage	2019 Beginning Budget		\$ 5,000.00	
	Mar-19		\$ (3,583.30)	
Tool Box for 805 (Road Call Response)	2019 Beginning Budget		\$ 20,000.00	
	Tool Box - May 2019		\$ (19,974.58)	
	JTA Funded Balance		\$ 1,442.12	
Office Furniture & Equipment				
New Finance/Mntce/Ops Software	2019 Beginning Budget		\$ 175,000.00	
Printer/Scanner /Copier for HPTC	2019 Beginning Budget		\$ 3,500.00	
	June 2019 - HPTC Copier		\$ (3,260.19)	
Remix Mapping Software	2019 Beginning Budget		\$ 12,000.00	
SMARSH - Archiving Software	2019 Beginning Budget		\$ 5,840.00	
	JTA Funded Balance		\$ 193,079.81	
JTA Capital Balance			\$ 4,892,733.32	
JTA Committed Project Funds Sub-Total			\$ (1,839,843.40)	
JTA Vehicle Reserve			\$ (375,000.00)	
JTA IT Reserve			\$ (50,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY			\$ 2,627,889.92	



63 4 Corners Road, Port Townsend, WA 98368

Citizens Advisory Committee – Darrell Conder
Wednesday, November 6, 2019
Attachment C

The meeting was called to order at 3:33 pm by Jefferson Transit Citizen Advisory Committee Chair Darrell Conder.

Members Present: John Nowak, Brandon Maxwell, Viviann Kuehl, Darrell Conder, and Tim Caldwell. Brenda Williamson was absent due to her resignation from the CAC. A quorum was present.

Also Present: Port Townsend City Council member Ariel Speser, Jefferson Transit Operations Manager Leesa Monroe, and Laura Smedley, Executive Assistant/Clerk of the Board.

Public Comment There was no public comment.

1. Fehr & Peers – Comprehensive Plan Presentation

2. Approval of Minutes, August 7, 2019

There was one correction noted in the minutes, Tim Caldwell “was” on the ferry advisory committee.

Motion: Tim Caldwell moved to approve the 8/7/2019 CAC minutes with a correction. Vivian Kuehl seconded. **Vote:** The motion carried unanimously, 5-0 by voice vote.

3. New Agenda Items

Recommendations for a new CAC member and Vice-Chair nominations.

4. Old Business

a. Reconsider Motion to Recommend Scott Walker to the CAC Board

Darrell Conder requested to bring this back to the CAC Committee for discussion. Because Brenda Williamson resigned from her position, we will need to add at least one new member. We will discuss this in New Business under 5 c – Recommendations for a New Member.

5. New Business

a. Discuss Reappointment of Positions 5, 6 & 7 for a 2-year Term

CAC Board Members in positions 5, 6, and 7, 1-year term limits, will expire in December 2019. Those members are Anne Metcalfe, John Nowak, and Brenda Williamson, who has resigned. If the members holding these positions are interested in continuing as CAC Board Members, we ask for a motion to extend their terms for two years and make a recommendation to the Authority Board.

Motion: Tim Caldwell moved to approve the extension and recommendation. Brandon Maxwell seconded. Vote: The motion carried unanimously, 5-0 by voice vote.

b. Set Terms for Positions 8 through 15

The Bylaws did not specify term limits for positions 8 through 15. We can stagger the last 8 term limits the same as the first 7 by adding the following language to the CAC Bylaws: Positions eight (8) through eleven (11) will be appointed for two (2) years. Positions twelve (12) through fifteen (15) will be appointed for (1) year. This language recommendation will be taken to the Authority Board for approval.

Motion: Tim Caldwell moved to approve the Bylaw language for positions 8 through 15. Anne Metcalfe seconded. **Vote:** The motion carried unanimously, 5-0 by voice vote.

c. Recommendations for a new member.

The CAC can have up to 15 members on the Committee. The Committee should keep group representation in mind when considering a new member. The Committee agreed to wait until the next CAC meeting to nominate a new member. This will allow time to recruit new members from South Jefferson County.

d. Vice-Chair elections.

MOTION: Vivianne Kuehl nominated Brandon Maxwell to be Vice-Chair. Tim Caldwell seconded.

e. Video – Roberts Rules of Order Mastering the 3 most Important Motions. This will be tabled to the next meeting. We will send a link to CAC members to watch the video before the next meeting.

f. CAC 2020 Work Plan Discussion

The work plan for 2020 will be the Comprehensive Plan.

6. Reports

a. Leesa Monroe – Ridership Report

This will be tabled to the next meeting. Ms. Monroe stated she would be able to report on all of 2018 and 2019 if we wait until the February meeting for her report.

7. The next CAC meeting date is February 5, 2019, at 3:30 pm.

Public Comment

John Frasca stated he was happy he attended this meeting and learned more about transit.

The meeting was adjourned at 4:59 pm. The next regular meeting is February 5, 2020, at 3:30 pm, and will be held at 63 4 Corner Road, Port Townsend, WA.

CITIZENS ADVISORY COMMITTEE RECOMMENDATIONS TO THE AUTHORITY BOARD – 12/17/2019

1. The CAC would like to recommend to the Authority Board the re-appointment of positions 5 and 6, Anne Metcalfe and John Nowak, for a two-year term. Position 7 was held by Brenda Williamson, representing Brinnon, and she has resigned her position on the Committee.

2. The CAC would also like to recommend to the Authority Board the following language addition to the CAC Bylaws in Section 4.1 a) to specify term limits for positions 8 through 15:

a) Positions one (1) through four (4) will be appointed for two (2) years. Positions five (5) through seven (7) will be appointed for one (1) year. Positions eight (8) through eleven (11) will be appointed for two (2) years. Positions twelve (12) through fifteen (15) will be appointed for one (1) year. At the inception of the Committee, terms will start upon appointment and run through December of the terminal year.



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report Attachment D

December 17, 2019

2019 Year-End Update

This past year has been extremely productive! What this group can do together is truly amazing. I have a three-page list, but in the interest of time, I will highlight just a few.

Completed Projects 2019:

- Committed staff time to RTPPO to serve as Fiscal Agent for the Peninsula Regional Transportation Planning Organization
- Successful 2018 State Audit
- Support the Citizens Advisory Board
- Installed clean agent fire suppression system in the server room
- Increased ridership
- Completed wayfinding signage
- Installation of HPTC Restrooms
- 63 4 Corners landscaping improvement project
- HPTC sidewalk safety improvement
- Called Bond
- Purchased the property at 111 4 Corners Road
- Accepted and in serviced 12 new vehicles and surplus and disposed of 12
- Rejected two cutaways and reordered from an alternate company
- Completed Fuel Island concrete repair project
- Permitted/procured and installed a shelter at Salish Elementary School
- Successful Partnership with Farmers' Market and East Jefferson Fire and Rescue

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Ongoing Projects 2020

Comprehensive Plan

On October 21, 2019, Fehr & Peers held a phone meeting with JTA staff and an in-person on October 31st to confirm objectives and develop outreach and CAC coordination strategies. We also discussed data needs and developed a detailed project schedule.

On November 6th Fehr & Peers held a kick-off meeting with the Citizens Advisory Committee and presented objects, project approach, and engagement.

To date, JTA is working on providing Fehr & Peers all the data requested, such as operating data, TDP, GIS, Financial information, and website updating. JTA has recruited members from our regional partner agencies for the Agency Advisory Committee. County, City, Hospital, and all connecting transit agencies.

JTA and Fehr & Peers will also hold a weekly call-in meeting.

Proposed Schedule

- Open House January 29, 2020
- Anticipated Completion of Project August 2020

EV Feasibility Study

Transpo Group was selected to complete JTA's EV Feasibility Study. On December 3, 2019, JTA held a scoping meeting for the Study. We discussed tasks such as an electrical requirement analysis with the PUD, inventory of existing fleet and operations, and cost analysis. We also discussed the option of a carbon comparison, which would require additional scoping. JTA is planning on commencing this project in January 2020. The budget amount approved by the Authority is \$75,000, and John Bender is the PM on this project.

Engineer HPTC Bus Loop Plan

JTA received three Qualifications for the Haines Place Transit Center bus loop redesign. JTA has reviewed and will be interviewing in late January. The budget amount approved by the Authority is \$150,000, and Leesa Monroe is the PM for this project.

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

Engineering/Design 63 4 Corners Additional Maintenance Bay

TCF was selected to prepare the design of the additional maintenance bay at 63 4 Corners. JTA completed the scoping on December 12, 2019, and a contract will be prepared. The budget amount approved by the Authority is 150,000, and John Bender is the PM for this project.

Finance Software

JTA is sending RFP to selected qualified vendors for finance software. JTA hopes to begin Q1 of 2020.

SMARSH

JTA is awaiting legal review to procure SMARSH software, to set up social media. SMARSH will capture and store social media posts and text messages for rapid public records responses. Social media will enable JTA to communicate information to our ridership more quickly regarding traffic delays, inclement weather reports, developments to the Comprehensive Planning.

Washington State Transit Association (WSTA)

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

Upcoming WSTA Board and Committee meetings:

- 1st Quarter Board Meeting, Olympia – February 5-6
- Operations Committee Meeting, Bellingham – March 4-6
- Finance Officers Committee (FOLC), Leavenworth – March 25
- Maintenance Committee Meeting, Vancouver – March 25

State Announces I-976 Impacts

Washington State Transportation Secretary Roger Millar released a memo on Tuesday, December 10, 2019, outlining a short term delay of projects to manage the I-976 impacts. \$35 million in transit projects will be delayed by six months. The legislature will open its short 2020 legislative session in January and have the final say on the supplemental transportation budget.

RouteMatch – Mobile (RMM) & RouteShout (RS)

JTA's RM Account Manager implemented a demo Cradlepoint unit (CP). One for a single modem provider Verizon (VZ) and another with two modems for two providers VZ and ATT should we need to go down a dual modem path. CP also sent some very impressive, tailor-made, antennas for each unit as well. The plan is first to see if we can fix it with a single modem CP unit, which has a much better 4G/LTE type modem designed for VZ cells. If that doesn't cure our coverage problems, we go to the dual modem configuration. We may test both in parallel once we have the first up and running and collecting performance data. Buses 511 and 512 will be the test vehicles.

Network and Server Upgrades. All the firewalls have been updated.

Daktronics Sign:

JTA has been having trouble with the cable on the sign on four corners road. With the help of Daktronics in troubleshooting the matter, JTA replaced an existing CAT5 cable, and it is up and running.

Facilities Video Surveillance

IT started collecting data for video surveillance specifications for both the MOAC and HPTC facilities. In the meantime, we have equipment on hand when installed can provide us with minimal surveillance of the fuel island. Completion of the specification and video surveillance of the Fuel Island before the end of Q1, 2020.



63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Report – John Bender

December 17, 2019

Attachment E

Fleet:

- New cutaways received – currently being in-serviced
- Next new bus delivery slated for January/February
- Pre-build meeting for consolidated grant order complete – cost reduced by ~ \$4000/bus
- AT DVR retrofit underway – 20% complete
- Currently implementing use of part requisition system in RTA to improve inventory management efficiency

Facilities:

- HP restroom now open for business
- Septic system repairs and inspection at 111 4 Corners Rd. completed
- On-site design meeting scheduled for 3rd maintenance bay addition
- Sheds from 111 4 Corners Rd. relocated/repurposed for equipment storage, snow response

Staff/misc.:

- Two new techs testing for CDLs Dec. 19th
- Jason Brown to start training on Jan 6th
- New hazmat disposal program in place for aerosols, grain, pads, filters, fluids



63 4 Corners Road, Port Townsend, WA 98368

Operations Report – Leesa Monroe
October 2019 - November 2019
Attachment F

Safety and Training Report

For the last four weeks Gary has been training two of our mechanics to test for their Commercial Driver's License (CDL). They will be going to Intercity Transit this Thursday for testing. Two more maintenance employees will start CDL training in January.

At the last board meeting it was reported we were not sure if the Warming Center would open. The Warming Shelter opened at the end of November and it has given people a place to go until noon. Gary and Nicole continue to monitor the transit center and direct people to available community services

We are working on installing additional lighting at Haines Place, there is not electricity available in the center of the loop so maintenance is looking at brighter solar lights.

Operations Update

JTOC Service was canceled all day Tuesday October 22. In the evening on Monday, October 21 in two separate locations on Hwy 101 there was a mud slide and a propane truck rollover. The events closed the highway for approximately 21 hours starting at 8:20 pm Monday until 5:30 pm Tuesday.

Miranda and Leesa worked on providing the lengthy list of data needed by Fehr and Peers.

On October 30, 2019 Jayme, John and Leesa attended a meeting that was hosted by the Washington State Department of Commerce (Michael Breish, Energy Policy Specialist) and the Washington State University Energy Program (Jim Jensen, Sr. Bioenergy & Alternative Fuels Specialist). The group included city, county, PUD representatives and transit agencies. The purpose was to discuss the electrification of transportation systems in the North Olympic Peninsula and to gather feedback on challenges agencies face.

Sara, Tammi, Miranda and Leesa met with Bill James and Mark Getzendaner from ECHHO and talked about the service ECHHO provides and reviewed Jefferson Transit's service. Miranda will be following up with additional on Jefferson Transit service. We also provided Bill and Mark some ideas on marketing to recruit volunteer drivers for ECHHO and funding.

Miranda and Lisa Bradley were out with a passenger travel training on how to ride to Sequim. Earlier in the year Miranda was training with students on riding the bus.

Special Events/Projects

Jefferson Transit joined with the Kiwanis by staging a bus on Sims Way, Saturday, December 7 to collect toys for Toys for Tots. This is the sixth year for this event.

Ridership

Ridership monthly average of 2019 compared to 2018.

Fixed average monthly increase 5.94%

JTOC average monthly decrease 4.95%

We have had a significant increase in Dial-A-Ride trips. Dial-a-Ride average monthly increase was 14.24% over 2018.