

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, February 18, 2020, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:31 pm. Other members present were David Faber, Greg Brotherton, Kate Dean, Ariel Speser, and ATU 587 Representative Nicole Gauthier. A quorum was present.

STAFF PRESENT

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

2020 AUTHORITY BOARD ELECTIONS

Motion: David Sullivan moved to nominate David Faber as Board Chair, Greg Brotherton seconded.

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

Motion: Ariel Speser moved to nominate Kate Dean as Vice-Chair, Greg Brotherton seconded.

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

PUBLIC COMMENT

There was none.

NEW AGENDA ITEMS

Leesa Monroe introduced Nicole Gauthier as the ATU 587 Representative board member. Tammi Rubert requested a Closed Session be added to the Agenda.

CITIZENS ADVISORY REPORT

Darrell Conder – Attachment A

Darrell Conder reported on the following items:

- Fehr and Peers presentation
- New CAC Committee Member recommendation
- Unfinished business due to time limitations

FINANCE REPORTS

Please see Attachment B and C

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

- Revenue Report
- Capital Activity
- Casualty and Liability is over budget
- Taxes were 47% under budget
- Leases and rentals

There was a discussion regarding the port-a-potty at Haines Place Transit Center.

CONSENT AGENDA

- Approval of Minutes, December 17, 2019
- Approval of Public Hearing Minutes January 29, 2020
- Approval of Expenses, January 2020
- Approval of Expenses, December 2019
- Resolution 20-01:** 2020 Citizens Advisory Committee Meeting Schedule
- Resolution 20-02:** Disposition of Surplus Property over \$5,000
- Disposition of Surplus Property under \$5,000.

***Motion: Ariel Speser moved to approve the Consent Agenda. Kate Dean seconded.
Vote: The motion carried unanimously, 5-0 by voice vote.***

OLD BUSINESS

- Resolution 20-04:** Adopting the Amended ADA Policy

Miranda Nash said the last ADA Policy update was done in 2011. We removed repetitive information, clarified the mobility device definitions, and removed eligibility requirements.

Motion: David Sullivan moved to adopt the amended ADA Policy. Greg Brotherton seconded.

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

CLOSED SESSION

Chair Faber announced that the Closed Session will be held from 1:55 pm to 2:05 pm with the Authority Board, General Manager Tammi Rubert, and Finance Manager Sara Crouch 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. The Closed Session is 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 their regular meeting at 2:05 pm

b. Resolution 20-05: Ratification of ATU/JTA 2018-2021 Contract Bargaining Agreement

Motion: Kate Dean moved to ratify the ATU/JTA 2018-2021 CBA. Ariel Speser seconded.

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

NEW BUSINESS

a. Resolution 20-03: Interlocal Agreement for Summer Youth Pass

Tammi Rubert said this Interlocal Agreement allows several agencies that connect with JTA to partner and sell a Summer Youth Pass to riders 18 and under for \$20 between Memorial Day to Labor Day.

Motion: Ariel Speser moved to approve Resolution 20-03, authorizing the General Manager to sign the 2020-2022 Interlocal Agreement for the Summer Youth Pass. Kate Dean seconded.

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

b. Motion for CAC Recommendation to add two (2) new Committee members

Motion: Kate Dean moved to appoint Debbie Jahnke and Brenda McMillan to the Citizens Advisory Committee, Greg Brotherton 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:

- Legislative Updates
- WSTA Meeting Update

- JTC is overseeing a project to study
- Restroom update
- PRTPO Update
- IT Update

FLEET AND FACILITIES REPORT

Please see Attachment E

John Bender reported on the following items.

- Fleet Updates
- Facility Updates
- Staffing/Miscellaneous Updates

OPERATIONS REPORT

Please see Attachment F

Leesa Monroe reported on the following item:

- Safety and Training Updates
- Snow Update
- Ridership

PUBLIC COMMENT

Darrell Conder commented on surplussed buses.

ADJOURNMENT

The meeting was adjourned at 3:07 pm. The next regular meeting will be held Tuesday, April 21, 2020, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.



SJ, Clerk of the Board



Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

Citizens Advisory Committee Report

Darrell Conder, Chair

Wednesday, February 18, 2020

The CAC meeting was held on February 5, 2020, at 3:30 pm. We began the meeting by electing a Chairperson for 2020. Darrell Conder was the only nomination and was elected by unanimous vote.

Fehr & Peers gave a presentation on the Long-Range Plan and talked about the January 29th Open House, which included an informative group discussion.

The November 6, 2019, CAC minutes and the 2020 CAC meeting schedule were approved.

There was a discussion about holding another CAC Meeting in March. Because of the Fehr & Peers presentation and discussion, there has not been enough time to complete the Agenda business at the last two CAC Meetings. Laura will check calendars and send possible dates to the Committee for an additional March meeting.

Brenda Williamson's resignation left the CAC with only six members. A new Committee member is needed to bring the number of members back to a minimum of seven. Debbie Jahnke and Brenda McMillan were nominated to join the Committee. Both were previously approved by the Authority Board as alternates, and both accepted the nomination to serve on the CAC.

Because of time limitations, the three remaining items on the Agenda; a Roberts Rules of Order training video, a 2020 work plan discussion, and a ridership report by Leesa Monroe, were tabled to the next meeting.

The meeting was adjourned at 5:00 pm. The next regular meeting is May 6, 2020, at 3:30 pm and will be held at 63 4 Corners Road, Port Townsend, WA.

CITIZENS ADVISORY COMMITTEE RECOMMENDATIONS TO THE AUTHORITY BOARD – 2/18/2020

CAC would like to recommend to the Authority Board the appointment of Debbie Jahnke to position 7, and Brenda McMillan to position 8 of the CAC for two (2) year terms. As stated in Section 4.1, b) of the CAC Bylaws, "Upon termination of the initial terms outlined above (Section 4.1, a) the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms."



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

February 13, 2020

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: January 2020 Financial Report

The budget tracking percentage for January is 8.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports – Still Reporting on 2019 Sales Tax Figures

For the month November 2019 sales tax was 7% higher than received in November 2018. Cumulatively, JTA has received 5% higher sales tax in 2019 than during the same time period in 2018.

Revenue Report –

- Overall - Operating revenue is just slightly below budget.

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

Cumulatively, JTA expenses are 1% BELOW budget.

- **Labor** – Labor is 1.3% below budget.
 - **Dial-A-Ride (DAR)** – The DAR labor budget has been increased but we are still seeing increased expenses over budget. Monitoring.
 - **Other Overtime** – The Martin Luther King working holiday pays all employees working at the overtime rate. This is a timing issue.
- **Benefits** – Benefits are .86% over budget
 - **Holiday** – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
 - **Uniforms and Tool Allowance** – Timing issue, expenditures occur early in the year then taper off.
- **Services and User Fees** – S/U Fees are 5.69% below budget
 - **Other Services & User Fees** – This is a posting error that will be corrected before the February report. This line item is for uniform services and other miscellaneous services, the company that provides the uniform services also provides shop cleaning supplies, January expenditures will be reclassified to the shop cleaning supplies.
- **Materials and Supplies Consumed** – M/S Consumed is 1.9% below budget
 - **Lubrication** – timing issue
 - **Tools** – timing issue.
 - **Vehicle Maintenance & Repair** – timing issue.
- **Utilities** – 3% below budget – electricity bill not yet posted
- **Casualty/Liability Costs** – On budget

- **Taxes** – 4.9% below budget
- **Miscellaneous** – 2.1% below budget
- **Leases and Rentals** – 4.9% below budget

Capital Activity –

- Capital activity in January: 2020 Capital Purchases – Pre-purchase of logos for new fixed route buses; Comprehensive Plan Invoices (Also clearing in January for 2019 Expenses – Engineering Expenses for HPTC bathroom)



January 2020 Financial Summary

Budget Tracking Figure: 8.3%

Operational Expenses:	\$429,543.81
Operational Revenues:	\$14,174.59
Non-Operational Income:	\$564,802.58
Capital Expenses:	\$69,255.42
Capital Income:	\$0.00
Sales Tax Received 1/31/2020 for November 2019:	\$435,461.40
Sales Tax Received 1/31/2019 for November 2018:	\$406,363.77

****Sales tax increased from prior year 7%****

Cash on Hand as of January 31, 2020*:

Operating:	\$3,612,543.07
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2020 Capital Projects):	\$2,368,241.45
Dedicated (Committed) Grant Match (37% Funded):	\$1,738,205.01
(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:	\$0.00
EFT Fund:	\$104,182.32
Travel Fund:	\$1,500.00

Total **\$9,614,171.85****

*"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

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,080.00	0.00%	\$0.00	771,489.00	
March	0.90%		\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	0.00%	\$0.00	1,091,489.00	
April	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	1,401,489.00	
May	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,781,489.00	
June	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	2,123,489.00	
July	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	2,483,489.00	
August	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,931,489.00	
September	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	3,331,489.00	
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	3,754,489.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	4,214,489.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	4,559,489.00	
Total		\$435,461.40	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$435,461.40	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$379,957.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Actual to Budgeted Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%		\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	0.00%	\$0.00	320,000.00	
February	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	630,000.00	
March	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,010,000.00	
April	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	1,352,000.00	
May	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	1,712,000.00	
June	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,160,000.00	
July	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	2,560,000.00	
August	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	2,983,000.00	
September	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$460,000.00	0.00%	\$0.00	3,443,000.00	
October	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	3,788,000.00	
November	0.90%		\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$315,000.00	0.00%	\$0.00	4,103,000.00	
December	0.90%			\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
Total		\$0.00	\$5,003,601.29	\$5,238,794.61	\$4,666,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
Monthly Average		\$0.00	\$416,966.77	\$436,566.22	\$389,078.05	\$380,867.21	\$381,916.67				

Jefferson Transit

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

2019

Month Received - Cash Basis (Cash Flow)

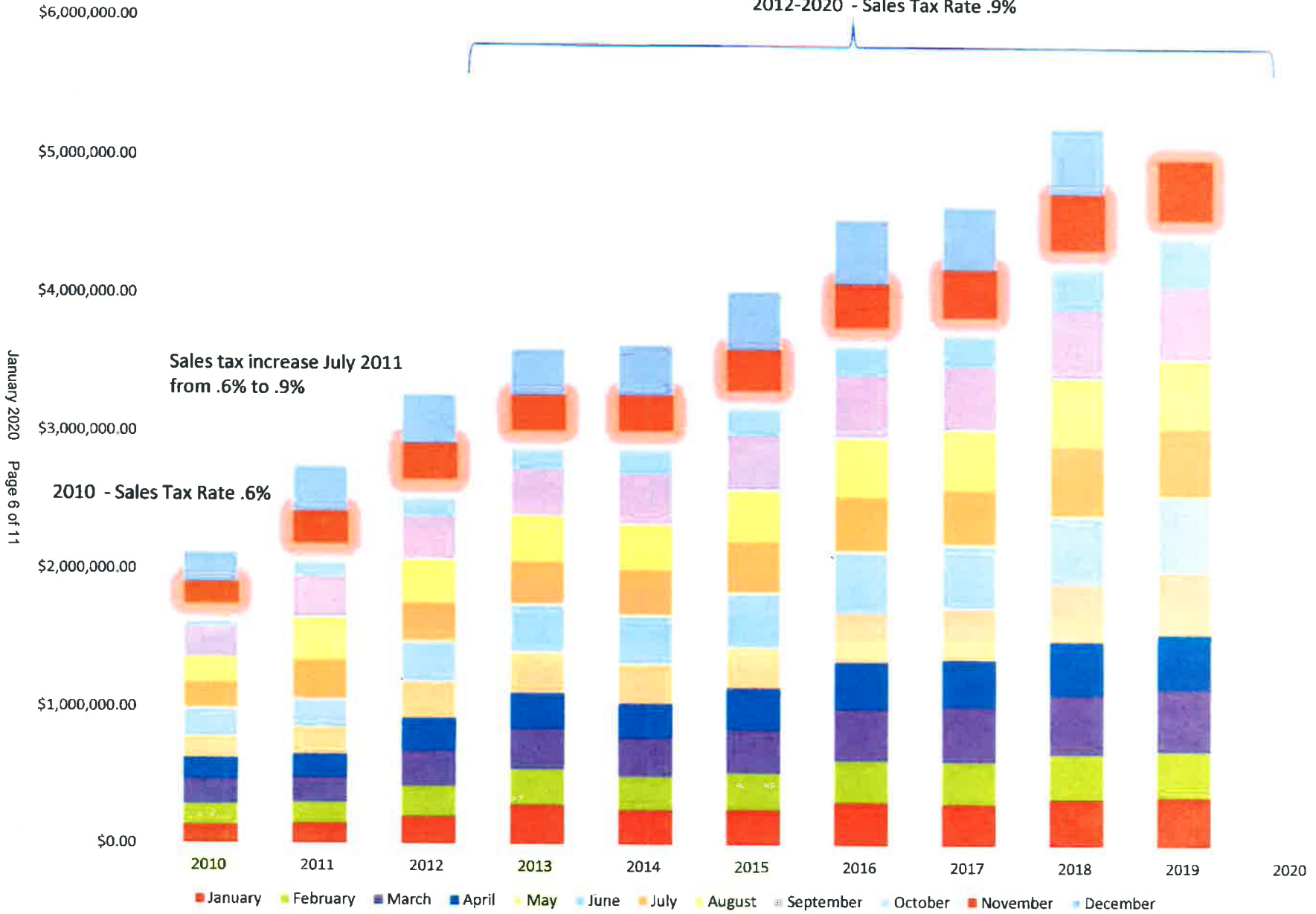
Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$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	\$318,748.72	\$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	\$358,751.00	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	\$491,604.90	\$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%	\$535,728.66	\$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%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$5,457,793.06	4,374,477.00	24.76%
Total		\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	19.85%			
Monthly Average		\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$1,155,724.66	972,889.00	18.79%
April	0.90%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$358,751.00	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%	\$3,552,278.38	2,882,773.00	23.22%
September	0.90%	\$535,728.66	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	21.91%	\$4,088,007.03	3,322,215.00	23.05%
October	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$4,568,139.89	3,664,000.00	24.68%
November	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,986.98	\$300,908.64	\$329,429.00	32.19%	\$5,003,601.29	3,993,429.00	25.30%
December	0.90%	\$483,289.40	\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
Total		\$5,003,601.29	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$454,872.84	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

Jefferson Transit Authority - 2008-2020 Cumulative Sales Tax (Accrual Based)

2012-2020 - Sales Tax Rate .9%



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Month Ending January 31, 2020**

	<u>January</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$9,604,925.37	\$9,604,925.37
Operating Cash Provided/(Used) by:		
Operating Activities	(\$547,511.87)	(\$547,511.87)
Non-Capital Financing Activities	\$436,410.49	\$436,410.49
Investing Activities	<u>\$8,956.22</u>	<u>\$8,956.22</u>
Total Operating Cash Provided/(Used)	(\$102,145.16)	(\$102,145.16)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>(\$6,434.50)</u>	<u>(\$6,434.50)</u>
Net Increase/(Decrease) Cash and Equivalent	(\$108,579.66)	(\$108,579.66)
CASH BALANCES - END OF PERIOD	<u>\$9,496,345.71</u>	<u>\$9,496,345.71</u>

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Month Ending January 31, 2020**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,174.59	\$14,174.59	\$174,530.00	8.12%
Operating Expenses				
Labor	177,749.80	177,749.80	2,544,440.00	6.99%
Benefits	171,884.78	171,884.78	1,870,104.00	9.19%
Services and User Fees	10,705.38	10,705.38	410,035.00	2.61%
Materials & Supplies	44,053.81	44,053.81	664,810.00	6.63%
Utilities	4,826.69	4,826.69	88,153.00	5.48%
Casualty/Liability Costs	13,339.42	13,339.42	160,000.00	8.34%
Taxes	250.78	250.78	7,366.00	3.40%
Miscellaneous Expenses	6,006.80	6,006.80	97,410.00	6.17%
Leases and Rentals	726.35	726.35	21,472.00	3.38%
Total Operating Expenses	429,543.81	429,543.81	5,863,790.00	7.33%
Operating Income (Loss)	(415,369.22)	(415,369.22)	(5,689,260.00)	7.30%
Non-Operating Revenues				
Non-Transportation Revenue	9,898.18	9,898.18	97,200.00	10.18%
Taxes Levied by Transit	426,032.40	426,032.40	4,583,000.00	9.30%
Local Grants & Contributions	1,250.00	1,250.00	18,000.00	6.94%
State Grants & Contributions	20,872.00	20,872.00		0.00%
Federal Grants & Contributions	106,750.00	106,750.00	1,283,160.00	8.32%
Total Non-Operating Revenues	564,802.58	564,802.58	5,981,360.00	9.44%
Net Income (Loss) Before Transfers In/(Out)	149,433.36	149,433.36	292,100.00	51.16%
Net Income/(Loss)	149,433.36	149,433.36	292,100.00	51.16%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Month Ending January 31, 2020**

	January	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,051.12	\$11,051.12	\$134,145.00	8.24%
Fixed Route Fares - West - JTOC	250.00	250.00	5,225.00	4.78%
Dial-a-Ride Fares (DAR)	1,153.79	1,153.79	9,660.00	11.94%
Vanpools	1,719.68	1,719.68	22,500.00	7.64%
Extended Service			3,000.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,174.59	14,174.59	174,530.00	8.12%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	8,956.22	8,956.22	96,000.00	9.33%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	941.96	941.96		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	426,032.40	426,032.40	4,583,000.00	9.30%
Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	20,872.00		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	106,750.00	106,750.00	1,283,160.00	8.32%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	564,802.58	564,802.58	5,981,360.00	9.44%
TOTAL REVENUES	578,977.17	578,977.17	6,155,890.00	9.41%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2020**

	January	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$60,580.08	\$60,580.08	\$946,767.00	6.40%
Operators Overtime - Fixed Route	3,949.66	3,949.66	76,502.00	5.16%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,835.56	11,835.56	122,579.00	9.66%
Operators Overtime - Dial-a-Ride (DAR)	505.00	505.00	8,642.00	5.84%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	48,066.54	48,066.54	691,376.00	6.95%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,506.67	5,506.67	28,889.00	19.06%
Administration Salaries	47,306.29	47,306.29	669,685.00	7.06%
Total Labor	177,749.80	177,749.80	2,544,440.00	6.99%
Benefits				
FICA	17,116.13	17,116.13	243,184.00	7.04%
Pension Plans (PERS)	24,595.22	24,595.22	377,066.00	6.52%
Medical Plans	48,153.05	48,153.05	597,000.00	8.07%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,813.33	6,813.33	131,354.00	5.19%
Holiday	41,931.95	41,931.95	113,879.00	36.82%
General Leave	27,182.41	27,182.41	318,180.00	8.54%
Other Paid Absence (Court Duty & Bereavement)	204.47	204.47	14,686.00	1.39%
Uniforms, Work Clothing & Tools Allowance	4,265.64	4,265.64	24,140.00	17.67%
Other Benefits (HRA, EAP & Wellness)	1,342.00	1,342.00	36,276.00	3.70%
Paid FML	280.58	280.58	4,339.00	6.47%
Total Benefits	171,884.78	171,884.78	1,870,104.00	9.19%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,095.75	2,095.75	24,250.00	8.64%
Professional & Technical Services	2,919.75	2,919.75	131,900.00	2.21%
Contract Maintenance Services (IT Services)	916.90	916.90	16,005.00	5.73%
Custodial Services	910.00	910.00	18,720.00	4.86%
Security Services	410.38	410.38	5,600.00	7.33%
Vehicle Technical Services	163.90	163.90	47,000.00	0.35%
Property Maintenance Services			74,401.00	0.00%
Software Maintenance Fees	1,272.35	1,272.35	69,895.00	1.82%
Postage & Mail Meter Fees	188.81	188.81	3,600.00	5.24%
Drug & Alcohol Services	274.92	274.92	8,500.00	3.23%
Other Services & User Fees	1,552.62	1,552.62	7,164.00	21.67%
Total Service and User Fees	10,705.38	10,705.38	410,035.00	2.61%
Materials and Supplies Consumed				
Fuel	20,173.71	20,173.71	375,000.00	5.38%
Tires	2,512.98	2,512.98	35,000.00	7.18%
Lubrication	1,651.61	1,651.61	15,550.00	10.62%
Tools	3,506.31	3,506.31	21,300.00	16.46%
Vehicle Maintenance & Repair Parts	10,768.02	10,768.02	96,500.00	11.16%
Non-Vehicle Maintenance & Repair Parts	397.04	397.04	8,240.00	4.82%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	299.67	299.67	5,750.00	5.21%
Shop Supplies (Maintenance & Cleaning)	930.89	930.89	18,000.00	5.17%
Safety & Emergency Supplies	436.49	436.49	7,800.00	5.60%
Office Supplies	285.34	285.34	20,920.00	1.36%
Computer Programs & Supplies	514.23	514.23	17,900.00	2.87%
Printing (Photocopier, Schedules & Brochures)	2,577.52	2,577.52	39,500.00	6.53%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	44,053.81	44,053.81	664,810.00	6.63%
Utilities				
Water, Sewer & Solid Garbage	1,186.48	1,186.48	14,600.00	8.13%
Utilities (Electrical & Propane)			27,500.00	0.00%
Telephone & Internet	3,640.21	3,640.21	46,053.00	7.90%
Total Utilities	4,826.69	4,826.69	88,153.00	5.48%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2020**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$13,339.42	\$160,000.00	8.34%
Total Casualty and Liability Costs	13,339.42	13,339.42	160,000.00	8.34%
Taxes				
State Taxes	250.78	250.78	3,616.00	6.94%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%
Total Taxes	250.78	250.78	7,366.00	3.40%
Miscellaneous				
Dues & Subscriptions	2,083.42	2,083.42	20,056.00	10.39%
Travel & Meetings	3,368.99	3,368.99	35,400.00	9.52%
Fines & Penalties	2.39	2.39		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)			23,404.00	0.00%
EE CDL and EE Physical Expense	552.00	552.00	9,250.00	5.97%
Other Miscellaneous			300.00	0.00%
Total Miscellaneous	6,006.80	6,006.80	97,410.00	6.17%
Leases and Rentals				
Transit Way & Passenger Stations	310.00	310.00	3,000.00	10.33%
Service Vehicles & Equipment	16.35	16.35	2,500.00	0.65%
Other General Administration Facilities	400.00	400.00	15,972.00	2.50%
Total Leases and Rentals	726.35	726.35	21,472.00	3.38%
 TOTAL OPERATING EXPENSES	 <u>429,543.81</u>	 <u>429,543.81</u>	 <u>5,863,790.00</u>	 <u>7.33%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
January 2020

Current Account Status	Balance per Bank @ 1/31/20	\$ 4,531,446.46	\$ -
	Balance per GL @ 12/31/19	\$ 4,594,428.86	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 6,273.02	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Bond Call)	\$ (69,255.42)	
	Balance per GL @ 1/31/20	\$ 4,531,446.46	
	Outstanding Checks		
Balance in Capital Account		\$ 4,531,446.46	

2019 Capital Projects

Land		Grant Funding	JTA Funding
	2020 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Facility		Grant Funding	JTA Funding
	2020 Budgeted Balance	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	Jan 2020 - Invoice		\$ (6,118.55)
	JTA Funded Balance		\$ 568,881.45
Other Building and Structures		Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater	2020 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2020 Beginning Budget	\$ 2,500.00	\$ 35,000.00
New Shelters	2020 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 91,840.00
Revenue Vehicles			
1 Full-Size Buses	2020 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	2020 Beginning Budget	\$ -	\$ 487,121.00
1 Trolley Style FR Bus	2020 Beginning Budget		\$ 350,000.00
2 Full-Size 30' FR Buses	2020 Beginning Budget	\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses	2020 Beginning Budget	\$ 814,975.00	\$ 203,819.00
Bus Wrap	2020 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2020 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 1,469,520.00
System Wide			
	JTA Funded Balance		\$ -
Service Equipment			
Column Lifts for Vehicle Repair	2020 Beginning Budget		\$ 55,000.00
	JTA Funded Balance		\$ 55,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2020 Beginning Budget		\$ 175,000.00
New Desk for HPTC Customer Service	2020 Beginning Budget		\$ 8,000.00
	JTA Funded Balance		\$ 183,000.00

JTA Capital Balance	\$ 4,531,446.46
JTA Committed Project Funds Sub-Total	\$ (2,368,241.45)
JTA Vehicle Reserve	\$ (375,000.00)
JTA IT Reserve	\$ (50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,738,205.01



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

January 14, 2020

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

The budget tracking percentage for December is 100%. We use that tracking figure as a guideline for monitoring revenue/expenses. This financial report does not become FINAL until we receive our February 2020 Sales Tax payment and we always expect to have a few more invoices that will post to 2019. This report is as of January 14, 2020.

Sales Tax Analysis Reports –

For the month October 2019 sales tax was 11% higher than received in October 2018 (Very Good News). Cumulatively, JTA sales tax receipts are 5% higher than same time period in 2019.

Revenue Report –

Overall - Operating revenue is tracking higher than budgeted, however, Vanpool and JTOC revenues came in 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 13.2% UNDER budget.

- **Labor** – Labor is 4.4% under budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 33% over budget. Operations determined there is a 14% increase in DAR ridership.
- **Benefits** – Benefits are 12.8% under budget.
 - L&I – Over budget by 8%, JTA notified of increased cost after budget completed.
 - Other Benefits – slightly over budget with EOY reimbursements, etc.
- **Services and User Fees** – S/U Fees are 43% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 29.6% under budget.
 - Shop Supplies – significantly 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.
- **Utilities** – Utilities is 6.1% over budget – (still awaiting final electricity invoices)
 - 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** – 46% under budget.
- **Miscellaneous** – 40% under budget.

- **Interest on Debt** –In 2014 JTA sold 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** – 16.3% 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 December: Major Component Replacement (Upgrades to Fixed Route on-board camera system); Remix Software; JTA Comprehensive Plan; 2 Cut-a-way purchases; 111 small trailer haul-away charge.



December 2019 Financial Summary

Budget Tracking Figure: 100%

Operational Expenses:	\$372,611.77
Operational Revenues:	\$14,399.65
Non-Operational Income:	\$720,986.20
Capital Expenses:	\$198,957.32
Capital Income:	\$0.00
 Sales Tax Received 12/31/2019 for October 2019:	 \$480,132.86
Sales Tax Received 12/31/2018 for October 2018:	\$432,231.53

Sales tax increased from prior year 11%

Cash on Hand as of December 30, 2019*:

Operating:	\$3,605,079.62
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,517,933.33
Dedicated (Committed) Grant Match (57% Funded):	\$2,651,495.53
(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:	\$0.00
EFT Fund:	\$101,139.43
Travel Fund:	\$1,500.00
Total	\$9,666,647.91**

*"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	\$320,854.36	\$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	\$491,604.90	\$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%	\$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%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$5,457,793.06	4,374,477.00	24.76%
Total		\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	19.85%			
Monthly Average		\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%	\$465,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,854.36	\$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%	\$3,552,278.38	2,882,773.00	23.22%
September	0.90%	\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	21.91%	\$4,088,007.03	3,322,215.00	23.05%
October	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$4,568,139.89	3,664,000.00	24.68%
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		\$4,568,139.89	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$456,813.99	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

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

	December	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$9,752,310.82	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$458,600.15)	(\$4,165,164.69)
Non-Capital Financing Activities	\$486,796.05	\$6,624,121.61
Investing Activities	\$9,200.83	\$120,422.94
Total Operating Cash Provided/(Used)	\$37,396.73	\$2,579,379.86
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$184,782.18)	(\$161,395.93)
Net Increase/(Decrease) Cash and Equivalent	(\$147,385.45)	\$2,417,983.93
CASH BALANCES - END OF PERIOD	\$9,604,925.37	\$9,604,925.37

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

	December	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,399.65	\$179,082.18	\$172,072.00	104.07%
Operating Expenses				
Labor	178,398.85	2,150,891.16	2,249,110.00	95.63%
Benefits	127,371.30	1,539,378.72	1,765,334.00	87.20%
Services and User Fees	8,595.42	191,957.19	336,454.00	57.05%
Materials & Supplies	38,620.67	442,719.75	626,760.00	70.64%
Utilities	4,829.63	85,765.11	80,853.00	106.08%
Casualty/Liability Costs	11,647.91	144,931.72	138,000.00	105.02%
Taxes	394.19	3,879.22	7,319.00	53.00%
Miscellaneous Expenses	2,084.10	57,329.52	105,325.00	54.43%
Interest on Debt		(365.06)	10,800.00	(3.38%)
Leases and Rentals	669.70	17,767.95	21,220.00	83.73%
Total Operating Expenses	372,611.77	4,634,255.28	5,341,175.00	86.76%
Operating Income (Loss)	(358,212.12)	(4,455,173.10)	(5,169,103.00)	86.19%
Non-Operating Revenues				
Non-Transportation Revenue	9,206.34	178,256.20	76,176.00	234.01%
Taxes Levied by Transit	580,407.86	5,518,805.06	4,435,490.00	124.42%
Local Grants & Contributions	3,750.00	19,500.00	17,500.00	111.43%
State Grants & Contributions	20,872.00	218,388.16	295,508.00	73.90%
Federal Grants & Contributions	106,750.00	1,300,472.00	1,060,104.00	122.67%
Total Non-Operating Revenues	720,986.20	7,235,421.42	5,884,778.00	122.95%
Net Income (Loss) Before Transfers In/(Out)	362,774.08	2,780,248.32	715,675.00	388.48%
Net Income/(Loss)	362,774.08	2,780,248.32	715,675.00	388.48%

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

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,062.93	\$137,176.32	\$131,496.00	104.32%
Fixed Route Fares - West - JTOC	507.22	4,937.18	5,256.00	93.93%
Dial-a-Ride Fares (DAR)	1,154.30	11,007.62	9,660.00	113.95%
Vanpools	1,675.20	22,318.72	22,860.00	97.63%
Extended Service		3,642.34	2,800.00	130.08%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,399.65	179,082.18	172,072.00	104.07%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	9,200.83	120,422.94	74,976.00	160.62%
Gain (Loss) on Disposition of Capital Items		52,576.67	1,200.00	4,381.39%
Public Donations	5.51	115.70		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	580,407.86	5,518,805.06	4,435,490.00	124.42%
Local Grants and Contributions				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP	2,500.00	4,500.00	2,500.00	180.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	215,456.00	295,508.00	72.91%
RTAP		2,932.16		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	106,750.00	1,300,472.00	1,060,104.00	122.67%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	720,986.20	7,235,421.42	5,884,778.00	122.95%
TOTAL REVENUES	735,385.85	7,414,503.60	6,056,850.00	122.42%

**Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2019**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$59,689.25	\$767,037.38	\$783,140.00	97.94%
Operators Overtime - Fixed Route	1,391.41	30,441.27	73,170.00	41.60%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,952.82	116,997.46	87,787.00	133.27%
Operators Overtime - Dial-a-Ride (DAR)	150.18	4,199.60	12,705.00	33.05%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,051.07	561,006.10	591,221.00	94.89%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,196.10	33,746.59	46,007.00	73.35%
Administration Salaries	55,968.02	637,462.76	655,080.00	97.31%
Total Labor	178,398.85	2,150,891.16	2,249,110.00	95.63%
Benefits				
FICA	14,075.27	182,367.20	222,376.00	82.01%
Pension Plans (PERS)	24,406.24	321,333.89	344,638.00	93.24%
Medical Plans	42,588.65	537,910.84	637,020.00	84.44%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,150.09	101,972.75	94,433.00	107.98%
Holiday	12,501.75	86,659.02	95,939.00	90.33%
General Leave	18,982.13	256,029.48	292,240.00	87.61%
Other Paid Absence (Court Duty & Bereavement)	1,019.96	7,489.02	14,686.00	50.99%
Uniforms, Work Clothing & Tools Allowance	1,031.29	9,264.80	17,840.00	51.93%
Other Benefits (HRA, EAP & Wellness)	4,337.11	32,688.33	32,196.00	101.53%
Paid FML	278.81	3,663.39	3,966.00	92.37%
Total Benefits	127,371.30	1,539,378.72	1,765,334.00	87.20%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	827.00	14,756.76	24,250.00	60.85%
Professional & Technical Services	2,942.35	88,462.82	123,500.00	71.63%
Contract Maintenance Services (IT Services)	818.79	10,254.81	16,005.00	64.07%
Custodial Services	875.00	3,005.00	7,800.00	38.53%
Security Services		2,494.81	5,600.00	44.55%
Vehicle Technical Services		17,402.70	47,000.00	37.03%
Property Maintenance Services		12,684.28	36,264.00	34.98%
Software Maintenance Fees	795.24	15,989.54	41,635.00	38.40%
Postage & Mail Meter Fees	177.24	2,217.04	3,600.00	61.58%
Drug & Alcohol Services	219.91	4,711.42	8,500.00	55.43%
Other Services & User Fees	1,939.89	19,978.01	19,300.00	103.51%
Total Service and User Fees	8,595.42	191,957.19	336,454.00	57.05%
Materials and Supplies Consumed				
Fuel	18,907.57	241,040.32	355,000.00	67.90%
Tires		15,841.58	35,000.00	45.26%
Lubrication	621.11	11,030.85	15,550.00	70.94%
Tools	5,423.87	15,332.28	18,000.00	85.18%
Vehicle Maintenance & Repair Parts	9,418.52	84,232.02	96,500.00	87.29%
Non-Vehicle Maintenance & Repair Parts	46.14	6,066.64	8,240.00	73.62%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	936.92	3,185.47	5,750.00	55.40%
Shop Supplies (Maintenance & Cleaning)	1,196.18	18,061.79	7,500.00	240.82%
Safety & Emergency Supplies		4,396.16	7,050.00	62.36%
Office Supplies	855.02	15,373.25	19,920.00	77.17%
Computer Programs & Supplies	750.61	13,659.33	15,700.00	87.00%
Printing (Photocopier, Schedules & Brochures)	464.73	14,500.06	39,200.00	36.99%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	38,620.67	442,719.75	626,760.00	70.64%
Utilities				
Water, Sewer & Solid Garbage	1,160.02	13,932.37	14,100.00	98.81%
Utilities (Electrical & Propane)		26,558.19	29,000.00	91.58%
Telephone & Internet	3,669.61	45,274.55	37,753.00	119.92%
Total Utilities	4,829.63	85,765.11	80,853.00	106.08%

**Jefferson Transit Authority
Expense Statement
For the Twelve Months Ending December 31, 2019**

	<u>December</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	\$139,774.92	\$138,000.00	101.29%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
Total Casualty and Liability Costs	11,647.91	144,931.72	138,000.00	105.02%
Taxes				
State Taxes	268.01	3,405.75	3,569.00	95.43%
Vehicle Licensing & Registration Fees	126.18	341.57	750.00	45.54%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
Total Taxes	394.19	3,879.22	7,319.00	53.00%
Miscellaneous				
Dues & Subscriptions	1,877.77	13,841.86	24,171.00	57.27%
Travel & Meetings	48.08	24,620.59	35,500.00	69.35%
Fines & Penalties		103.36		0.00%
Safety Program (Rodeo & Safety Rewards)		5,481.40	9,000.00	60.90%
Training (Classes, Seminars & Materials)		9,127.61	27,104.00	33.68%
EE CDL and EE Physical Expense	158.25	4,051.89	9,250.00	43.80%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	2,084.10	57,329.52	105,325.00	54.43%
Interest Expense				
Interest on Long-term Debt Obligation		(365.06)	10,800.00	(3.38%)
Total Interest Expense		(365.06)	10,800.00	(3.38%)
Leases and Rentals				
Transit Way & Passenger Stations	310.00	3,720.00	3,000.00	124.00%
Service Vehicles & Equipment	359.70	801.70	2,500.00	32.07%
Other General Administration Facilities		13,246.25	15,720.00	84.26%
Total Leases and Rentals	669.70	17,767.95	21,220.00	83.73%
TOTAL OPERATING EXPENSES	<u>372,611.77</u>	<u>4,634,255.28</u>	<u>5,341,175.00</u>	<u>86.76%</u>

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

Current Account Status		Balance per Bank @ 12/31/19	\$ 4,594,428.86	\$ -
Balance per GL @ 10/31/19			\$ 4,788,925.80	
	Transfers - In		\$ -	
	Transfers - in (Bond Financing)		\$ -	
	Debt Financing Expenses		\$ -	
	Reimbursement		\$ -	
	Investment Interest		\$ 6,460.38	
	Transfers Out (Purchases)		\$ -	
	Transfers Out /Bond Call		\$ (198,957.32)	
Balance per GL @ 12/31/19			\$ 4,594,428.86	
Balance in Capital Account			\$ 4,594,428.86	
2019 Capital Projects				
Land		Grant Funding	JTA Funding	
	2019 Budgeted Balance	\$ -	\$	79,361.55
	<i>Feb 2019 Escrow</i>		\$	(1,000.00)
	<i>April 2019 Purchase</i>		\$	(77,781.55)
	<i>Dec 2019 - Sm. Trailer Disposal</i>		\$	(600.00)
	JTA Funded Balance		\$	-
Facility		Grant Funding	JTA Funding	
	2019 Budgeted Balance	\$ -	\$	-
	Eng/Des 63.4 Corners EV Feasibility		\$	75,000.00
	Eng/Des 63.4 Addl Maintenance Bay		\$	150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$	150,000.00
	JTA Comprehensive Plan		\$	200,000.00
	<i>Dec 2019 - Fahr & Peers</i>		\$	(18,181.35)
	JTA Funded Balance		\$	558,818.65
Other Building and Structures		Grant Funding	JTA Funding	
PNR Upgrades	2019 Beginning Budget	\$ -	\$	187,000.00
	<i>Bathroom Installation</i>		\$	(49.40)
	<i>Aug 19 - Bid Advertising</i>		\$	(575.11)
	<i>Sep 19 - Permit</i>		\$	(73,847.00)
	<i>Nov 19 - CXT (Building)</i>		\$	(38,428.04)
	<i>Nov 19 - Jacobs - (Installation)</i>		\$	35,000.00
	<i>Paint Roof/Maintenance of HPTC Building</i>		\$	-
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
	<i>July 2019</i>		\$	(28,984.62)
	<i>September 2019</i>		\$	(3,008.40)
New Shelters	2019 Beginning Budget	\$ -	\$	25,000.00
	<i>Discovery Road Shelter</i>		\$	(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
	<i>Dec 2019 - 2 DAR Cutaways</i>		\$	(166,633.66)
1 Trolley Style FR Bus	2019 Beginning Budget	\$ -	\$	350,000.00
Bus Wrap	2019 Beginning Budget	\$ -	\$	25,000.00
	<i>Sep 19 - Stripe #700</i>		\$	(2,616.00)
Major Component Replacement	2019 Beginning Budget	\$ -	\$	150,000.00
	<i>Dec 2019 - Upgraded Bus Camera DVRs</i>		\$	(15,921.96)
	JTA Funded Balance		\$	590,268.38
System Wide				
Bond Defeasance	2019 Supplemental Budget		\$	360,000.00
	<i>10/11/2019 Bond Payment</i>		\$	(360,000.00)
	JTA Funded Balance		\$	-
Service Equipment				
Conex Box for Tire Storage	2019 Beginning Budget		\$	5,000.00
	<i>Mar-19</i>		\$	(3,583.30)
Tool Box for 805 (Road Call Response)	2019 Beginning Budget		\$	20,000.00
	<i>Tool Box - May 2019</i>		\$	(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
	<i>June 2019 - HPTC Copier</i>		\$	(3,280.19)
Remix Mapping Software	2019 Beginning Budget		\$	12,000.00
	<i>Dec 2019 - Remix Purchase</i>		\$	(10,300.00)
SMARSH - Archiving Software	2019 Beginning Budget		\$	5,840.00
	JTA Funded Balance		\$	182,179.81
JTA Capital Balance			\$	4,594,428.86
JTA Committed Project Funds Sub-Total			\$	(1,517,933.33)
JTA Vehicle Reserve			\$	(375,000.00)
JTA IT Reserve			\$	(50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY			\$	2,651,495.53



63 4 Corners Road, Port Townsend, WA 98368
Attachment D

General Manager's Report

February 18, 2020

Legislative Update

The 1st Quarter Board meeting in Olympia started with an executive session to discuss the update on the I-976 lawsuit. The case was on for Summary Judgment on Friday, February 7, 2020, at 9:00 and lasted until 4:00 pm. After arguments, the judge took it under advisement. On February 12, 2020, the Court rejected all the constitutional challenges except for two: the claim related to the City of Burien's bond issuance and the claim related to the use of the Kelley Blue Book for valuation. The Court kept the injunction in place and allowed discovery on the facts related to both claims. On February 13th, the State Supreme Court ruled on the challenge to Sound Transit's valuation schedule, upholding Sound Transit's authority to implement the motor vehicle excise tax that was legislatively authorized in 2015.

This morning during the weekly SMTA meeting, it was reported that the Senate has decided not to have a delay list (they believe they have a way to fund), but the house is very much moving forward with a delay list.

The Board had a presentation from the Washington State Transportation Commission regarding the Road Usage Charge pilot project. After several years of study, the steering committee and the Transportation Commission determined that a road usage charge is feasible and could produce the needed revenue to fund Washington's long-term transportation needs. The Transportation Commission transmitted its final report on how Washington can begin the transition to the Governor, State Legislature, and the Federal Highway Administration. To read the report visit www.waroadusagecharge.org

Day two started with visits from Representative Fey, Barkis, State Senator Hobbs, Senator King, and Senator Saldana. Also from the Governor's Office was Debbie Driver, Transportation Policy Advisor, and Eric Hansen OFM Senior Budget Analyst.

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I-976 is on everyone's radar, as is fixing the funding problem. As this is a short session, they are looking at how they can fix the funding issue in the short term and work out funding shortage for the long run over the summer. The State Patrol, Ferries, and Special Needs Transportation must be funded.

Their priority is also the problem (the Feds) have mandated them to correct (the fish culverts). The balance of the projects that could not be funded was put on the "Pause" list.

Senator Hobbs's message is that they are putting together a funding package from unused appropriations to fund those "pause" projects. This can only be done once and is not a long term solution. In the long term, they are looking at a possible Carbon Tax or Cap & Trade as alternative funding.

Senator King used Community and Intercity Transit (going back to the voters for more sales tax authority) as a funding option and expected Transportation Committees to meet this summer and work on the long term issues.

Senators King and Hobbs both stated they expect I-976 will be overturned and are afraid that Gov. Inslee will enact the legislation anyway because the voters have spoken.

Senator Saldana stated that the funding package proposed is entirely unsustainable and is looking for a different approach to the competitive grant process and wants to change the "metrics." (the details for her ideas are TBD)

Representatives Fey and Barkis both stated there is talk of "you voted for it, and there are consequences."

The message from the Governor is that he wants to bridge the budget gap for now with the priorities of 1) Preserving and Maintaining what we have now; 2) protecting the long term ferry needs, 3) funding the state patrol. Regarding balancing the transportation budget, the Governor is not interested in the motor vehicle excise tax or sweeping tax reform.

Ongoing Projects 2020

Comprehensive Plan

The first phase of outreach is underway and will be wrapping up this week, which has included:

- Materials development for Phase 1 outreach, including website, FAQ, and notifications
- JTA held an all-day open house on January 29, 2020, from 10:30 to 6:30 at the Cotton Building. We had excellent participation with over 50 people in attendance; two presentations were given, one at 12:00 noon and one at 5:00 pm that provided the structure of the plan, the process, and how JTA will move forward through data analysis and community input.

Fehr & Peers displayed informational boards about the following:

- Growth projections for Jefferson County
- Regional connections
- Where people are traveling to Port Townsend from
- System map
- Where would you like to see future service
- Invitation to complete a paper/online survey

Surveys were distributed, both in-person and online, along with a website. Recent counts are approaching 200 responses.

Fehr & Peers has attended and presented at the CAC meetings to discuss priorities. The Agency Advisory Committee held a kick-off meeting on Thursday, February 13, 2020, at 1:00 pm. The group was eager, supportive, and received a presentation from Fehr & Peers.

Planning context analysis, including:

- Streetlight data processing to determine origin-destination travel demand throughout Jefferson County and Western Washington
- Route profiles focused on ridership and productivity
- Local area plan review, including the Countywide Comprehensive Plan
- Remix review and sensitivity testing of a few different network options

JTA and Fehr & Peers are also engaging in a weekly call-in meeting.

Proposed Schedule

- Anticipated Completion of Project August 2020

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Engineer HPTC Bus Loop Plan

kpff out of Seattle was selected to complete JTA's HPTC bus loop redesign plan. JTA will hold a scoping meeting and then work on a contract. The budget amount approved by the Authority is \$150,000, and Leesa Monroe is the PM for this project.

Finance Software

JTA has received RFP from qualified vendors for finance software. JTA will begin the review process soon.

SMARSH

The SMARSH software was purchased. The Customer Service lead, Executive Assistant, and Mobility Coordinator are working on developing a social media strategy and policy to establish a social media presence for the agency and increase our accessibility to the community.

SMARSH 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:

- Operations Committee Meeting, Bellingham – March 4-6
- Finance Officers Committee (FOLC), Leavenworth – March 25
- Maintenance Committee Meeting, Vancouver – March 31
- 2020 Spring Maintenance Forum, Vancouver – April 1-2



63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Board Report – John Bender
December 2019 – January 2020
Attachment E

Fleet:

- Both new cutaways now in service
- Bus 513 delivered 02/10/20. Currently being prepped for service
- Consolidated grant bus order delivery ETA late June 2020
- 01 currently being retrofitted to dump truck with budgeted funds

Facilities:

- New customer service desk and flooring for HPTC on order
- Installing new gate camera to improve reliability and surveillance
- Additional maintenance bay: Design plan under way with TCF architecture. Professional Services Agreement under legal review
- EV Feasibility study – Contract signed w/ Transpo Group. Scoping meeting complete. Awaiting next comms/feedback
- New wireless lift set ordered – ETA February 21

Staff/misc:

- Matt Denson and Joe Halverson completed CDL training
- Purchased drum of 5W/30 oil and new dispensing equipment for light vehicles to prevent oil pressure sensor failures
- Completed shop tool/equipment organization/inventory project to improve operational efficiency



63 4 Corners Road, Port Townsend, WA 98368

Operations Report – Leesa Monroe
December 2019 - January 2020
Attachment F

Safety and Training (Gary Maxfield & Nicole Gauthier)

- Since our last board meeting 2 mechanics passed their CDL test, thank you to Inter-City transit for providing testing
- We continue collaborating with PTPD and we are in the process of adding no loitering sign to shelters.
- Gary and Nicole made numerous social contacts for drinking alcohol/smoking/sleeping and camping in shelters.
- One person who had been suspended from Jefferson Transit service was reinstated. (When someone is suspended there is an appeal process) The person met with Service & Training Supervisor Gary Maxfield and they reached an agreement and the person has been abiding to the agreement.
- 5.5 hours of video were viewed.
- G Maxfield attended monthly county EOC meeting where they discussed the recent snow event and planning for Cascadia Rising 2022. Cascadia Rising 2016 was a large-scale exercise developed to test agencies from a regional to a national level on how well they will be able to respond to a Cascadia Subduction Zone earthquake. At the recent meeting they went over a new situation report format. A full scale exercise for four states is tentatively planned for June of 2022.

Operations

There were some weather related service delays:

- Dec 31, 2019 the 9:15 am Poulsbo was unable to cross the Hood Canal Bridge. High winds closed the bridge for approximately 2 ½ hours.
- The week of January 13 it snowed delaying and stopping some service. (Ridership dropped 600 passengers the week it snowed)
- Jan 31, 2020 the last two Poulsbo routes (3:12 pm and 5:08 pm) were unable to go to Poulsbo, high winds closed approximately 7 hours. (Fortunately both drivers were on this side of the bridge)

Mobility Coordinator (Miranda Nash)

- Jan 30- JT (Miranda) met with ECCHO, Vet Connect, Paratransit (Medicaid), Catholic Community Services, and O3A to discuss how our agencies can collaborate and provide transportation services to the community.
- Feb 4th- attended DASH Meeting
- Began travel training with new rider Feb 7. (Travel Training brochure included in board packet)

Ridership

- Fixed route ridership for the year comparing 2018 to 2019 increased by 2.8%. (236,817 to 243,643) We had a much larger increase in 2018 of 7.8% when additional service that had been cut in the 2008 downturn was reinstated.
- We saw a decrease in JTOC ridership of 5.6% (16,225 in 2018 and 15,313 in 2019)
- Yearly DAR ridership from 2018 to 2019 increased by 14.3% (12,127 in 2018 and 13,870 in 2019) We saw an increase of 3.3% trips from Life Care in 2019 compared to .2% in 2018
- January 2020 – Ridership is lower than last year, our weekly ridership the week of the snow was down 600 riders.