

# **Jefferson Transit Authority Board**

## **Regular Meeting Minutes**

Tuesday, March 15, 2016, 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 Catharine Robinson at 1:31 p.m. Other members present were David Sullivan, Kathleen Kler, David Faber and Karen Kautzman. Phil Johnson was excused.

### **STAFF PRESENT**

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet and Facilities Manager Ben Arnold, Mobility and Outreach Manager & Interim Operations Manager Leesa Monroe and Executive Assistant/Clerk of the Board Laura Smedley.

### **PUBLIC COMMENT**

Kate Dwyer discussed the PTeRider business.

Scarlett Sankey commented on passenger incidents and public comment procedure.

Michele Gransgaard commented on public transit passenger safety.

Burt Langsea commented on passenger safety.

Ed Stanard commented on a passenger incident.

### **NEW AGENDA ITEMS**

Discussion on PTeRider

## **FINANCE REPORT - Sara Crouch**

Please see Attachment A

Ms. Crouch reported on the following items:

- Sale of Sims Way Property
- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

Catharine Robinson asked about non-transportation revenue. Ms. Crouch reported that the variance is the result of the property sale. Because it is skewing the overall total revenue, she will add this amount to the supplemental budget and manually adjust until the supplemental budget is passed.

### **CONSENT AGENDA**

- a. Approval of Minutes, February 16, 2016**
- b. Approval of Expenses, February 2016**

***Motion: Kathleen Kler moved to approve the February 2016 Consent Agenda. David Sullivan seconded.***

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

### **OLD BUSINESS**

There was none.

### **NEW BUSINESS**

- a. Resolution 16-03: Authorizing the General Manager to sign the 2016 Certifications and Assurances**

Tammi Rubert stated because JTA is a recipient of federal funds, we are required to sign certification and assurances that we will follow the Federal Transit Administration (FTA's) agreements throughout the year. This is done each year.

***Motion: Kathleen Kler moved to approve Resolution 16-03: Authorizing the General Manager to sign the 2016 Certifications and Assurances, David Faber seconded.***

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

b. **Resolution 16-04:** Amending the 2016 Capital Budget

Sara Crouch reported because the New Facility Project expenses in 2015 were less than projected, additional budget authority is needed for the 2016 Capital Budget. The budget authority originally requested for kiosks, signage and transit shelters is needed for LED lighting upgrades at the Haines Place Park & Ride. Expanded budget authority is also requested for the Haines Place Park & Ride upgrade project in order to install additional restroom facilities.

***Motion: David Faber moved to approve Resolution 16-04: Amending the 2016 Capital Budget with amended language. Kathleen Kler seconded.***

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

c. **PTeRider Discussion:**

Some of JTA's concerns relating to PTeRider are liability issues for passengers waiting for PTeRider in JTA shelters; bus pull-outs being blocked by PTeRider which would, in turn, cause the bus to block roads; delays causing our buses to run behind schedule; and increased shelter maintenance. It was suggested these issues could be worked out contractually.

Washington State Transit Insurance Pool (WSTIP) provides specific language for transit agencies to use in any agreement.

The Board requested a conference call be scheduled with JTA's attorney, two Board members, and staff.

d. **Citizen's Advisory Committee (CAC) Discussion**

Phil Johnson and Catharine Robinson prepared this first draft of the CAC Bylaws.

It was requested that the language in the document referring to CAC and the Authority Board be more consistent, and that rules be added for the adoption of the Agenda.

CAC members would be required to have Open Public Meetings Act and Open Public Records Act training, and additional training in JTA's budget and state requirements. A budget was created to estimate expenses associated with CAC. Estimated hours for all JTA staff working on meetings and related advertising would cost approximately \$4,356 per year.

A question was raised as to whether the Authority Board would request CAC to have a unified voice on issues. It was agreed that a diversity of opinions would be preferred. The Board may ask for recommendations on updating policies, scheduling and routing. There may be a dominant recommendation or a ranking of recommendations. CAC may also have issues they would like to add to the Agenda for discussion.

The next step will be to make the adjustments to the Standing Rules that were suggested today, and put this on next month's Board meeting Agenda.

## **REPORTS**

### **OPERATIONS/MOBILITY REPORT – Leesa Monroe**

Operations has been focused on the run cut for schedule changes which will be effective April 25, 2016. Small time point adjustments are being made for the new Triton Cove addition to the Brinnon run to make the run more efficient, as well as some other minor time point changes.

Casey Quayle is retiring April 1, 2016. JTA is recruiting for new operators.

### **MAINTENANCE REPORT – Ben Arnold**

Mr. Arnold began his report by correcting his January Board report. In January, he reported that JTA's cost per mile for 2015 was \$17.00. The actual cost per mile for 2015 was \$.83.

The Food Bank shelter request has been submitted to the City of Port Townsend for a permit.

The stop request and permit application for the stop across from Black Point Road are being processed. A sign will be installed.

During the wind storm on March 13<sup>th</sup>, a large tree fell and partially blocked our driveway. Thank you to David Lont for cleaning it up quickly.

The Haines Place Transit Center intrusion security system is operating. We will begin the training process immediately.

The large parts that were purchased recently included two diesel particulate filters (DPFs), which are required by federal law. The cost for these parts are between \$3,500 and \$4,000 each. There were also two selective catalytic reducers (SCR's) that failed. These are basically a catalytic converter for a diesel engine. The cost for the SCRs is also \$3,500 to \$4,000 each. A diesel exhaust fluid doser failed, the cost to replace that was approximately \$2,000. Bus #403 in Forks required an engine replacement. The work on the engine is complete, and the bus is ready to return to Forks. The cost for the new engine was approximately \$6,000.

### **GENERAL MANAGER'S REPORT – Tammi Rubert**

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Update
- New Facility Update

- Bike & Ride Project Update

Ms. Rubert will be gone next week to attend a drug and alcohol training course in Sacramento.

### **RIDERSHIP – Leesa Monroe**

Ridership is up by 10.58% from January to February, and also by 4.06% from 2015.

### **PUBLIC COMMENT**

Debbie Jahnke commented on CAC Standing Rules draft and asked about HPTC restrooms.

Ed Stanard asked if CAC members would be compensated.

Burt Langsea commented on enforcement of passenger behavior.

Tammi Rubert clarified that JTA has a very effective exclusion order policy where a rider would go through steps to be excluded, or for some behaviors, be excluded immediately. We do exclude people from our buses for behavior whenever needed.

### **ADJOURNMENT**

The meeting was adjourned at 3:12 p.m. The next regular meeting will be held Tuesday, April 19, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

  
\_\_\_\_\_  
Laura Smedley, Clerk of the Board

  
\_\_\_\_\_  
Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

March 10, 2016

TO: Board of Trustees, Jefferson Transit Authority  
FROM: Sara Crouch, Finance/HR Manager  
RE: February 2016 Financial Report

The Sims Way property sold in February. The revenue from that sale is reported on the Revenue Report on line item Gain (Loss) on Disposition of Capital Items. We contacted the FTA regarding the disposition of the property due to receiving grant funding to purchase the Sims Way property. We have requested to use the revenue to pay down the debt service used to build the new facility, we are awaiting final instructions from FTA.

Your budget tracking percentage for February is 16.6%. Typically we use that tracking figure as a guideline for monitoring expenses.

#### **Sales Tax Analysis Reports –**

- Sales tax for December 2015 is 12.74% higher than received for December 2014. Cumulatively, JTA is up 9.71% compared to 2014 and up 13% to the budgeted sales tax figures. There are two sales tax reports because we report both cash basis and accrual basis. The sales tax chart is accrual based, meaning it is through December 2015.

#### **Revenue Report –**

- February farebox revenues are under budget due to ridership during the winter months.

#### **Expense Report –**

- **Labor** – Fixed route overtime still up, Other overtime was up last month, now trending on budget.
- **Benefits** – Holiday is over budget due to front loading of personal holidays, this line item will trend on budget as year progresses.
- **Service and User Fees** –
  - Property Maintenance Services – Last month the removal of an overgrown shrub resulting in concrete work at Haines Place Transit Center was posted to the operating account, these expenses have been moved to capital because budgeted upgrades to HPTC included tree removal. However, gears on the large overhead doors in Maintenance (at 63 4 Corners) have been replaced due to slow opening/closing issues.
- **Materials and Supplies Consumed** -
  - Vehicle Maintenance & Repair Parts – Ben will discuss expensive repairs in February during his report, will continue monitor this line item.
  - Shop Supplies – primarily over budget due to restocking of supplies at the beginning of the year, will continue to monitor this line item.
- **Utilities**
  - Electrical – PUD has notified us of a “multiplier” error in the billing for 63 4 Corners. There are not currently retroactive charges associated with this error, however, the charges are significantly higher than anticipated in the budget. This may result in a budget amendment later in the year.
- The remaining under budget figures are performing within expected parameters for the time of year.

#### **Capital Activity –**

- Capital activity in February: TCF services for the facility project, IT purchases, property maintenance upgrades at Haines Place Transit Center.



## February 2016 Financial Summary

Budget Tracking Figure: 16.66%

1. Operational Expenses:	\$288,064.35
Operational Revenues:	\$15,440.33
Non-Operational Income:	\$1,027,413.02
Capital Expenses:	\$15,519.00
Capital Income:	\$0.00

2. Sales Tax Received 2/29/2016 for December 2015:	\$428,927.47
Sales Tax Received 2/28/2015 for December 2014:	\$374,287.05

**\*\*Sales tax increased from prior year 12.74%\*\***

3. Cash on Hand as of February 29, 2016*:	
Operating:	\$1,927,777.33
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$563,860.39
Capital Reserve (24% Funded):	\$573,263.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$27,254.06
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,189.54
Travel Fund:	\$1,470.03
<b>Total</b>	<b>\$4,416,155.54**</b>

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$1,169,417.80	1,098,510.00	6.45%
May	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$1,490,072.16	1,392,994.00	6.97%
June	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,792,903.96	1,652,536.00	8.49%
July	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$2,085,263.07	1,939,496.00	7.52%
August	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$2,479,672.27	2,302,707.00	7.69%
September	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,850,816.94	2,645,346.00	7.77%
October	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$3,228,106.20	2,968,821.00	8.73%
November	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$3,627,956.45	3,278,312.00	10.67%
December	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,949,274.80	3,525,405.00	12.02%
Total		\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	10.73%			
Monthly Average		\$329,106.23	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Accrual Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$261,817.97	262,430.00	(0.23%)
February	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$533,264.79	514,400.00	3.67%
March	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$853,919.15	808,884.00	5.57%
April	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,156,750.95	1,068,426.00	8.27%
May	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$1,449,110.06	1,355,386.00	6.91%
June	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$1,843,519.26	1,718,597.00	7.27%
July	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,214,663.93	2,061,236.00	7.44%
August	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$2,591,953.19	2,384,711.00	8.69%
September	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$2,991,803.44	2,694,202.00	11.05%
October	0.90%	\$321,318.35	\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	30.04%	\$3,313,121.79	2,941,295.00	12.64%
November	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$3,614,030.43	3,182,967.00	13.54%
December	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$4,042,957.90	3,514,919.00	15.02%
Total		\$4,042,957.90	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	13.06%			
Monthly Average		\$336,913.16	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				



Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2015 Budget	2016	2016	2016	2016
							Monthly Act to Bud Variance	Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%		\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	0.00%	\$0.00	840,678.00	
April	0.90%		\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$729,836.11	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$364,918.06	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016	2016	2016	2016
							Actual to Budgeted Variance	Cumulative Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%		\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	0.00%	\$0.00	267,054.00	
February	0.90%		\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$0.00	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$0.00	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				



**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Two Months Ending February 29, 2016**

	<u>February</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$3,385,225.67	\$3,576,936.62
Operating Cash Provided/(Used) by:		
Operating Activities	(\$226,792.67)	(\$718,197.42)
Non-Capital Financing Activities	\$699,226.69	\$1,000,744.29
Investing Activities	\$466.60	\$900.88
Total Operating Cash Provided/(Used)	\$472,900.62	\$283,447.75
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$559,792.40	\$557,534.32
Net Increase/(Decrease) Cash and Equivalent	\$1,032,693.02	\$840,982.07
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$4,417,918.69</b>	<b>\$4,417,918.69</b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Two Months Ending February 29, 2016**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$15,440.33</b>	<b>\$30,979.85</b>	<b>\$215,600.00</b>	<b>14.37%</b>
<b>Operating Expenses</b>				
Labor	152,007.26	289,109.94	1,937,683.00	14.92%
Benefits	95,444.78	231,360.58	1,538,325.00	15.04%
Services and User Fees	5,678.25	22,042.71	198,970.00	11.08%
Materials & Supplies	19,855.32	53,651.64	555,310.00	9.66%
Utilities	2,750.61	9,888.32	89,967.00	10.99%
Casualty/Liability Costs	9,880.42	19,760.84	120,000.00	16.47%
Taxes	423.54	837.68	8,158.00	10.27%
Miscellaneous Expenses	2,024.17	4,402.25	72,877.00	6.04%
Leases and Rentals		1,237.42	23,928.00	5.17%
<b>Total Operating Expenses</b>	<b>288,064.35</b>	<b>632,291.38</b>	<b>4,545,218.00</b>	<b>13.91%</b>
<b>Operating Income (Loss)</b>	<b>(272,624.02)</b>	<b>(601,311.53)</b>	<b>(4,329,618.00)</b>	<b>13.89%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	564,019.15	565,192.25	13,800.00	4,095.60%
Taxes Levied by Transit	373,851.47	700,142.11	3,817,621.00	18.34%
Local Grants & Contributions	1,250.00	2,500.00	17,500.00	14.29%
State Grants & Contributions	21,500.07	42,196.74	251,579.00	16.77%
Federal Grants & Contributions	66,792.33	133,584.66	801,284.00	16.67%
<b>Total Non-Operating Revenues</b>	<b>1,027,413.02</b>	<b>1,443,615.76</b>	<b>4,901,784.00</b>	<b>29.45%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>754,789.00</b>	<b>842,304.23</b>	<b>572,166.00</b>	<b>147.21%</b>
<b>Net Income/(Loss)</b>	<b>754,789.00</b>	<b>842,304.23</b>	<b>572,166.00</b>	<b>147.21%</b>

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Two Months Ending February 29, 2016**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$10,645.97	\$21,350.63	\$142,800.00	14.95%
Fixed Route Fares - West - JTOC	402.53	570.18	4,500.00	12.67%
Dial-a-Ride Fares (DAR)	791.83	1,553.38	10,800.00	14.38%
Vanpools	3,600.00	7,505.66	55,000.00	13.65%
Extended Service			2,500.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>15,440.33</b>	<b>30,979.85</b>	<b>215,600.00</b>	<b>14.37%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	466.60	900.88	3,000.00	30.03%
Gain (Loss) on Disposition of Capital Items	561,998.19	561,998.19		0.00%
Other Nontransportation Revenues	1,554.36	2,293.18	10,800.00	21.23%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>373,851.47</b>	<b>700,142.11</b>	<b>3,817,621.00</b>	<b>18.34%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,696.67	41,393.34	248,579.00	16.65%
RTAP	803.40	803.40	3,000.00	26.78%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	66,792.33	133,584.66	801,284.00	16.67%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>1,027,413.02</b>	<b>1,443,615.76</b>	<b>4,901,784.00</b>	<b>29.45%</b>
<b>TOTAL REVENUES</b>	<b>1,042,853.35</b>	<b>1,474,595.61</b>	<b>5,117,384.00</b>	<b>28.82%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Two Months Ending February 29, 2016**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$49,972.36	\$94,389.57	\$634,498.00	14.88%
Operators Overtime - Fixed Route	4,196.89	11,171.48	58,406.00	19.13%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,025.89	17,631.53	145,464.00	12.12%
Operators Overtime - Dial-a-Ride (DAR)	355.31	691.34	6,970.00	9.92%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	45,676.37	83,707.44	520,272.00	16.09%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,873.52	6,550.48	40,693.00	16.10%
Administration Salaries	40,906.92	74,968.10	531,380.00	14.11%
<b>Benefits</b>				
FICA	13,305.40	27,960.19	186,057.00	15.03%
Pension Plans (PERS)	18,055.32	36,802.95	258,449.00	14.24%
Medical Plans	35,561.36	73,849.31	565,613.00	13.06%
Dental Plans	2,943.27	5,968.62	42,235.00	14.13%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,256.75	8,521.73	71,932.00	11.85%
Holiday	(302.06)	30,399.56	87,360.00	34.80%
General Leave	15,507.71	38,557.28	262,825.00	14.67%
Other Paid Absence (Court Duty & Bereavement)	730.21	1,286.44	14,686.00	8.76%
Uniforms, Work Clothing & Tools Allowance	733.75	2,215.13	10,100.00	21.93%
Other Benefits (HRA, EAP & Wellness)	4,653.07	5,799.37	30,000.00	19.33%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	120.00	548.20	18,250.00	3.00%
Professional & Technical Services	4,237.81	12,358.42	83,530.00	14.80%
Contract Maintenance Services (IT Services)		654.39	5,500.00	11.90%
Security Services	319.00	461.50	5,000.00	9.23%
Vehicle Technical Services		1,380.99	38,750.00	3.56%
Property Maintenance Services	(559.64)	3,238.89	13,000.00	24.91%
Software Maintenance Fees	1,335.25	2,670.50	21,540.00	12.40%
Postage & Mail Meter Fees		278.16	3,100.00	8.97%
Drug & Alcohol Services	225.83	451.66	4,800.00	9.41%
Other Services & User Fees			2,500.00	0.00%
<b>Materials and Supplies Consumed</b>				
Fuel	2,259.93	19,064.11	340,000.00	5.61%
Tires	1,033.23	6,174.32	35,000.00	17.64%
Lubrication	472.96	1,156.80	10,550.00	10.96%
Tools	469.91	1,858.85	10,000.00	18.59%
Vehicle Maintenance & Repair Parts	12,614.03	16,405.66	66,500.00	24.67%
Non-Vehicle Maintenance & Repair Parts	509.12	682.96	8,240.00	8.29%
Vehicle Accessories		1,350.00	1,350.00	0.00%
Park & Ride Materials		140.87	4,000.00	3.52%
Shop Supplies (Maintenance & Cleaning)	1,559.52	4,376.70	18,500.00	23.66%
Safety & Emergency Supplies			7,050.00	0.00%
Office Supplies	677.04	1,976.58	14,920.00	13.25%
Computer Programs & Supplies		847.67	7,750.00	10.94%
Printing (Photocopier, Schedules & Brochures)	259.58	863.62	29,450.00	2.93%
Other Materials & Supplies		103.50	2,000.00	5.18%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	146.45	1,252.51	27,170.00	4.61%
Utilities (Electrical & Propane)		3,131.21	23,475.00	13.34%
Telephone & Internet	2,604.16	5,504.60	39,322.00	14.00%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	9,880.42	19,760.84	120,000.00	16.47%
<b>Taxes</b>				
State Taxes	297.38	585.36	4,408.00	13.28%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	252.32	3,000.00	8.41%

**Jefferson Transit Authority  
Expense Statement  
For the Two Months Ending February 29, 2016**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$1,160.20	\$2,641.48	\$16,727.00	15.79%
Travel & Meetings	538.77	785.57	29,650.00	2.65%
Safety Program (Rodeo & Safety Rewards)			6,500.00	0.00%
Training (Classes, Seminars & Materials)	300.00	510.00	14,900.00	3.42%
EE CDL and EE Physical Expense		440.00	4,800.00	9.17%
Other Miscellaneous	25.20	25.20	300.00	8.40%
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation			35,755.00	0.00%
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations		144.20	1,800.00	8.01%
Service Vehicles & Equipment			9,000.00	0.00%
Other General Administration Facilities		1,093.22	13,128.00	8.33%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>288,064.35</u></b>	<b><u>632,291.38</u></b>	<b><u>4,580,973.00</u></b>	<b><u>13.80%</u></b>

Jefferson Transit  
 Treasury Pool Investments Account (Capital) and Checking Account  
 Capital Projects Tracking Report  
 February 2016

Current Account Status	Balance per Bank @ 2/29/16	\$ 1,137,124.08	\$ -
Balance per GL @ 1/31/16		\$ 1,152,464.15	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 178.93	
	Transfers - Out (Purchases)	\$ (15,519.00)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 2/29/16		\$ 1,137,124.08	

2016 Capital Projects		Grant Funding	JTA Funding	JTA Appropriation
Facility	<b>2016 Budgeted Balance</b>	\$ -	\$ -	\$ -
	Retainage still to be paid on this project, will require a budget adjustment.			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -		\$ -
	16-Feb TCF Architecture		\$ 4,385.90	\$ (4,385.90)
				\$ -
				\$ -
	<b>Ending Balance</b>			\$ (4,385.90)
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	
Transit Shelter New & Replace	<b>2016 Beginning Balance</b>	\$ 6,249.00	\$ 1,562.00	\$ (1,562.00)
				\$ -
				\$ -
Kiosks and Signage	<b>2016 Beginning Balance</b>	\$ 6,500.00	\$ 1,500.00	\$ (1,500.00)
PNR Upgrades (banners, signs, e	<b>2016 Beginning Balance</b>	\$ -	\$ 60,000.00	\$ (60,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79)	\$ (2,205.79)
Four Corners PNR	<b>2016 Beginning Balance</b>	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
				\$ -
	<b>Ending Balance</b>			\$ (325,267.79)
<b>Revenue Vehicles</b>				
Cut-a-Way Vehicles	<b>2016 Beginning Balance</b>	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	<b>2016 Beginning Balance</b>	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
<b>Service Vehicles</b>				
<b>Service Equipment</b>	<b>2016 Supplemental Budget</b>			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
				\$ -
	<b>Ending Balance</b>			\$ (124,500.00)
<b>Office Furniture &amp; Equipment</b>				
IT Systems/Trapeze Upgrades	<b>2016 Beginning Balance</b>	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
	16-Feb Laptop	\$ 671.00	\$ 167.66	\$ 838.66
				\$ -
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 80,000.00	\$ (80,000.00)
	<b>Balance</b>			\$ (220,593.34)
JTA Capital Reserve Account Balance				\$ 1,137,124.08
JTA Appropriated Project Funds Sub-Total				\$ (862,656.13)

Pending Reimbursements  
 Pending Payments

**CAPITAL RESERVE BALANCE** \$ 274,467.95

**Total 2016 Budgeted Capital Projects JTA Outlay** \$ 861,289.00



63 4 Corners Road, Port Townsend, WA 98368

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## General Manager's Report Attachment B

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March 15, 2016

### **Legislative Updates**

The end of the Legislative session ended on March 10, 2016, and a special session began immediately to discuss the supplemental operating and capital budgets. The House and Senate remain far apart on some key issues.

The Legislature did pass the supplemental Transportation budget on the last day of the regular session. The budget contains a proviso to study public transportation agencies that provide regional public transportation service outside the boundaries of the agency's PTBA. The distracted driving bill (pertaining to the use of person wireless communications devices) did not make it nor did any of the bills pertaining to public procurement.

### **Update on New Facility Project**

#### **Schedule/Budget Status:**

Pease Construction has completed all punch list items and is now just handling a few warranty items. Pease completed the revisions of the as-built drawings for TCF and is now working on the as-built submittals. Pease will finalize the remaining change orders and submitting for approval. The goal is to have everything completed and submitted to TCF by the end of next week so the job can be closed out.

### **Washington State Transit Association (WSTA)**

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

Upcoming WSTA Board and Committee meetings:

- HR Committee Mtg., Shelton – March 18
- SMTA & Finance Committee Mtgs., Vancouver – March 23
- Operations Committee Mtg., Pullman – March 23-25

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

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



## **Miscellaneous Items**

Jefferson Transit is continuing the process of searching for an A&E firm to design the "Bike & Ride" at our new transit facility on 63 4 Corners Road. Jefferson Transit received and will proceed with the technical review of the A&E qualifications. The RFQ/P is a two-step process in which JTA will select firms based on their qualifications to participate in the second step, which is the Request for Proposals. We will then present to the Board for approval, the selection of an A&E firm.

Jefferson Transit continues to review service and routing. We requested information from the driver and received a great deal of input regarding the timing of routes. The run cut committee is adjusting some of JTA's service routes to connect better with other agencies such as Clallam Transit and the Washington State Ferry. During 2016, JTA will gather data to be used to plan for future service to our customers.