

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, May 17, 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 Vice-Chair David Sullivan at 1:31 p.m. Other members present were Phil Johnson, Kathleen Kler, David Faber and Lloyd Eisenman, with Catharine Robinson excused.

STAFF PRESENT

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

PUBLIC COMMENT

Debbie Jahnke reported on public restroom research.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

- 2015 Operating/Capital Reserve Transfers
- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, April 19, 2016
- b. Approval of Expenses, April 2016
- c. Surplus Property Valued Under \$5,000

Motion: Kathleen Kler moved to approve the April 2016 Consent Agenda with a change in the minutes. David Faber seconded.

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

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert Please see Attachment B

Tammi Rubert reported on the following items:

- Ms. Rubert presented a drawing of the planned Bike and Ride.
- Legislative Update
- Washington State Transit Association (WSTA) Update
- IT Update
- Farmers Market Update
- Operator Interviews
- Marketing Update

OPERATIONS AND MOBILITY REPORT – Leesa Monroe Please see Attachment C

Leesa Monroe reported on the following items:

- Rhody Festival
- Training for Mobility back-up
- Forks Operator Interviews

MAINTENANCE REPORT – Ben Arnold Please see Attachment D

Ben Arnold reported on the following items:

- Washington State Transit Association (WSTA) Maintenance Forum electric bus research

RIDERSHIP – Leesa Monroe

Ridership at Jefferson Transit Olympic Connection (JTOC) has increased.

PUBLIC COMMENT

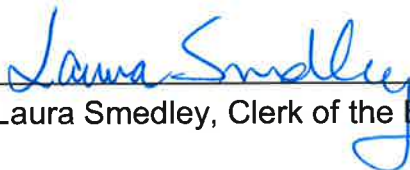
Michele Gransgaard commented on electric charging stations.

Darrell Conder commented on Wooden Boat Sunday service.

There was a discussion regarding Wooden Boat Sunday service and possible transportation alternatives.

ADJOURNMENT

The meeting was adjourned at 2:30 p.m. The next regular meeting will be held Tuesday, July 19, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

May 12, 2016

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

The 2015 Operating/Capital Reserve transfers were made in April. Cash on Hand figures changed in April to reflect the movement of funds.

Your budget tracking percentage for March is 33.3%.

Sales Tax Analysis Reports –

- Sales tax for February 2016 was 12% higher than received for February 2015. Cumulatively, JTA is up 14.7% compared to 2015.

Revenue Report –

- April east side farebox and dial-a-ride revenues dipped slightly, JTOC (west side service) farebox was slightly above budget, while vanpools are trailing behind budgeted figures.

Expense Report – JTA is tracking 5.4% below budget as of April 2016

- **Labor** – Fixed route overtime is over budget, Operations Manager will discuss how the hiring process for new transit operators is progressing.
- **Benefits** – Holiday is over budget due to front loading of personal holidays, this line item is beginning to trend on budget as year progresses. The Uniforms, Work Clothing, Tool Allowance slight over budget condition is a timing issue.
- **Service and User Fees** – All trending at or under budget
- **Materials and Supplies Consumed -**
 - Tools – over budget – timing issue.
 - Vehicle Maintenance & Repair Parts –still over budget, will continue monitor this line item, several high dollar repairs have hit over past months. The engine replacement for JTOC bus is a capital expense.
 - Shop Supplies – primarily over budget due to restocking of supplies at the beginning of the year, will continue to monitor this line item.
 - Computer Programs & Supplies is now slightly over budget, will monitor.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is over budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- **Miscellaneous**
 - Training is over budget due to timing, there have been new employee training expenses.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in March: IT purchases, Use tax payments, Payments for Facility Project.



April 2016 Financial Summary

Budget Tracking Figure: 33.3%

1. Operational Expenses:	\$304,409.65
Operational Revenues:	\$14,928.24
Non-Operational Income:	\$435,074.26
Capital Expenses:	\$79,546.29
Capital Income:	\$0.00
2. Sales Tax Received 4/29/2016 for February 2016:	\$306,315.48
Sales Tax Received 4/30/2015 for February 2015:	\$271,446.82
Sales tax increased from prior year 12%	
3. Cash on Hand as of April 30, 2016*:	
Operating:	\$612,146.21
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$471,304.76
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$40,765.98
Bond Reserve:	\$85,250.00
EFT Fund:	\$96,329.16
Travel Fund:	\$1,228.45
Total	\$4,374,747.75**

**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

2016

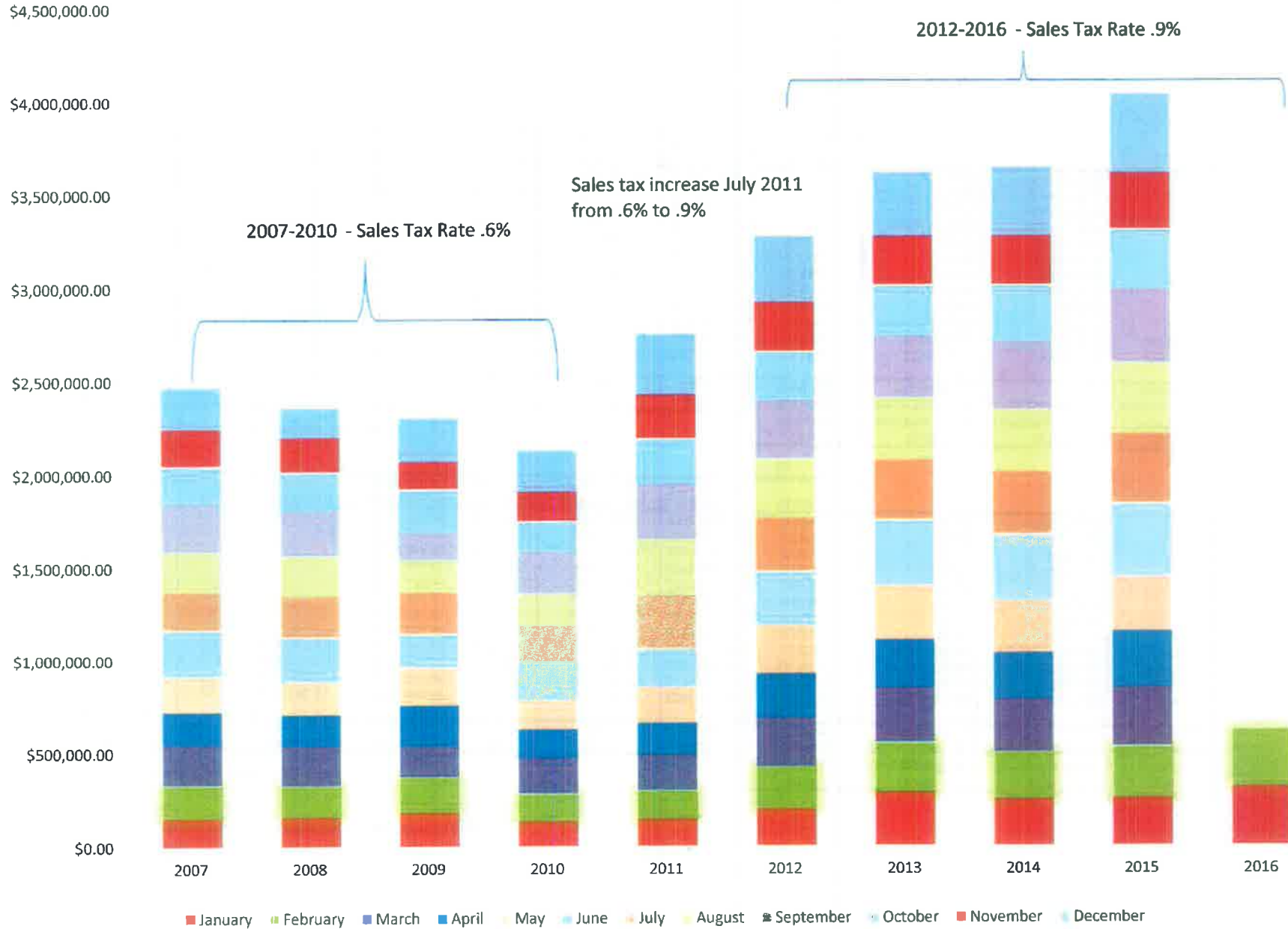
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2015 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 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%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
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		\$1,354,898.31	\$3,949,274.80	\$3,820,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$338,724.58	\$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 Actual to Budgeted Variance	2016 Cumulative Actual Sales Tax Received	2016 Cumulative Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
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		\$625,062.20	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$312,531.10	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Four Months Ending April 30, 2016**

	April	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,445,041.42	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$351,851.56)	(\$1,263,353.27)
Non-Capital Financing Activities	\$306,663.11	\$1,630,185.36
Investing Activities	\$891.42	\$2,356.09
Total Operating Cash Provided/(Used)	(\$44,297.03)	\$369,188.18
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$25,097.17)	\$452,118.05
Net Increase/(Decrease) Cash and Equivalent	(\$69,394.20)	\$821,306.23
CASH BALANCES - END OF PERIOD	\$4,375,647.22	\$4,375,647.22

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending April 30, 2016**

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,928.24	\$67,774.20	\$215,600.00	31.44%
Operating Expenses				
Labor	144,398.23	601,763.51	1,937,683.00	31.06%
Benefits	99,149.05	427,405.67	1,538,325.00	27.78%
Services and User Fees	6,898.33	48,571.47	198,970.00	24.41%
Materials & Supplies	33,159.22	114,481.98	555,310.00	20.62%
Utilities	3,699.03	23,554.46	89,967.00	26.18%
Casualty/Liability Costs	9,880.42	39,521.68	120,000.00	32.93%
Taxes	413.68	2,039.41	8,158.00	25.00%
Miscellaneous Expenses	6,667.49	16,949.04	72,877.00	23.26%
Leases and Rentals	144.20	3,712.26	23,928.00	15.51%
Total Operating Expenses	304,409.65	1,277,999.48	4,545,218.00	28.12%
Operating Income (Loss)	(289,481.41)	(1,210,225.28)	(4,329,618.00)	27.95%
Non-Operating Revenues				
Non-Transportation Revenue	5,762.12	583,041.27	40,880.00	1,221.04%
Taxes Levied by Transit	338,327.48	1,417,229.31	3,817,621.00	37.12%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	96,064.99	158,958.40	251,579.00	63.18%
Federal Grants & Contributions	(6,330.33)	194,046.66	801,284.00	24.22%
Total Non-Operating Revenues	435,074.26	2,358,275.64	4,001,784.00	48.11%
Net Income (Loss) Before Transfers In/(Out)	145,592.85	1,148,050.36	572,166.00	200.65%
Net Income/(Loss)	145,592.85	1,148,050.36	572,166.00	200.65%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Four Months Ending April 30, 2016**

	April	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$9,763.69	\$47,294.75	\$142,800.00	33.12%
Fixed Route Fares - West - JTOC	646.40	1,553.97	4,500.00	34.53%
Dial-a-Ride Fares (DAR)	694.53	3,432.23	10,800.00	31.78%
Vanpools	3,823.62	15,493.25	55,000.00	28.17%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,928.24	67,774.20	215,600.00	31.44%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	891.42	2,356.09	3,000.00	78.54%
Gain (Loss) on Disposition of Capital Items	4,453.99	577,303.87	572,850.00	0.00% 101%
Other Nontransportation Revenues	416.71	3,381.31	10,800.00	31.31%
Taxes Levied Directly by Transit System - Sales & Use Tax	338,327.48	1,417,229.31	3,817,621.00	37.12%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	96,064.99	158,155.00	248,579.00	63.62%
RTAP		803.40	3,000.00	26.78%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	(6,330.33)	194,046.66	801,284.00	24.22%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	435,074.26	2,358,275.64	4,901,784.00	48.11% 43.1%
TOTAL REVENUES	450,002.50	2,426,049.84	5,417,384.00	47.44% 42.6%
			5690234	



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report
Attachment B

May 17, 2016

Bike and Ride Update:

Schedule/Budget Status:

Jefferson Transit met with Jim Gibson, SCJ Alliance to discuss the Bike and Ride project. On May 12, 2016, JTA received a formal scope of work to provide civil engineering and construction management for the development of a proposed 50-stall Bike and Ride facility. A bike storage building, and trail system is also included in the scope.

A summary of the project deliverables are as follows:

- Project Management
- Topographical Survey
- Preliminary Site Planning
- Civil Construction Documents and Specifications
- Bike Barn and Locker Documents
- Project Ad and Award
- Construction Support
- Expenses and Mileage

Total fee proposal is \$203,351

Staff will draft a contract and present it to the Board for approval and the draft notice to proceed.

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:

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

www.JeffersonTransit.com

- 2nd Quarter WSTA Board Meeting, SMTA, and Finance Committee Meeting, Walla Walla – June 21-23 (JTA Authority Board Meeting is canceled in June).
- HR Roundtable Meeting, Wenatchee – July 8
- WSTA Officer's Call – July 15

Miscellaneous Items

Jefferson Transit is applying for two zero emission buses, inductive charging stations infrastructure and installation through FTA 5339 Low or No Emission pass through funding. It was a very tight turnaround for the application and letters of support. JTA requested and received letters of support from Senator Maria Cantwell, Grays Harbor Transit Authority, Peninsula Regional Transportation Planning Organization, Jefferson County Commissioners, Cindy Jayne, from the Climate Action Committee, and the City of Port Townsend. All of their support will help JTA support our state and local goals to lower our carbon footprint in Jefferson County. Ben will be providing some technical details in his report.

JTA is ramping up the Summer Youth Pass program again. These passes are good for Jefferson, Clallam, Mason, and Grays Harbor Transit systems from Memorial Day weekend to Labor Day. JTA will begin marketing and selling passes on May 23, 2016, one week before Memorial Day weekend. We will market the passes in the leader and on the website. The passes are valid from Memorial Day to Labor Day, and the cost of a pass is \$20.00.

The Port Townsend High School 2016 Grad Night Party is a drug and alcohol-free graduation event. The party will follow graduation on Friday, June 10th. The event is designed to provide a fun, memorable experience that celebrates the all the seniors' hard work and scholastic success. The event is planned by the Parent Planning Committee, and JTA is providing a July monthly pass, along with a lunch bag, water bottle and other marketing materials used by JTA as a raffle drawing prize.

I T Updates:

Trapeze Upgrade:

Substantial progress was made on the Trapeze Migration to Version 14, and what remains is just testing the new trapeze reports to confirm the new system will generate the required reports.

Radio Improvement Project:

Greentree Communications will be assessing the entire JTA radio system, because of some long term communication issues since moving to our new facility on Four Corners. May 2016 JTA hired Greentree to perform this initial assessment/analysis before doing anything more with the communication system we now have. Mike and Chris (from Greentree) took a trip to Buck Mt, which is where JTA has our one and only radio repeater and found some tree growth that could be affecting radio performance among other issues. It appears JTA may require a second radio repeater on Maynard

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

Mountain to effectively improve radio performance and correct some long existing “dead spots” that our drivers and dispatchers have been living with for a while.

Implementing WSTIP Network Security Recommendations & the Potential Impact:

JTA has received the results of its assessment from WSTIP consultants (David, Wright & Tremaine) and improvements are needed. Many of the recommendations were sound and much work to implement them has been initiated or completed since then. Also, to help implement the balance of “recommendations” steps have been taken to implement a “**shadow IT**” capability at JTA. Since JTA only has a single person IT department, it is prudent to have a backup plan should that person be unable to perform their job, for one reason or another. JTA prepared an RFQ to solicit quotes from three local vendors to provide “shadow IT” service or support. JTA will retain a level of expertise at the lowest possible monthly cost in which JTA will receive several hours of minimal support or service each month and have a vendor familiar with JTA’s network and systems and capable of stepping in should it be necessary. Should a vendor need to step in, rates would already be set, and coverage agreed upon saving much time and anguish. Responses are due May 25th.

JTA continues to work on improving the backup link to maintain phone service when the main WAVE service goes down. The work is a two person job, and once the “Shadow IT” capability is in place, JTA should be able to complete the installation and testing on the backup called, Hot Fail Over VPN. The PUD has informed us that they will be adding service infrastructure in the area to improve reliability which will include installing fiber optic (FO). Depending on cost, this may be an option for reliability.

Farmers’ Market

Sue Jones attended the Saturday Farmers’ Market on May 7th. Sue reported a record 212 visitors to JTA’s booth. We had wonderful comments from customers such as “JTA offers the most wonderful service! There were requests for information regarding getting to SeaTac, and we received comments about having the “nicest Ads” the woman stated that she took a trip to Seattle because of one of the ads.

On Wednesday, May 11th, the office received a visitor and a phone call, both women trying the Coho Connection for the first time this week from a brochure they picked up at this Farmers’ Market.



63 4 Corners Road, Port Townsend, WA 98368

Operations May 2016 Board Report
Attachment C

1. Rhody Festival
 - We are ready for detours for Rhody Festival. Troy Surber from the City of PT Police Department has been very helpful making sure we are the same page.
 - One of our buses with a SeaTac ad will be entered in the parade, decorated with pink and black decorations to match our advertisement.
 - To encourage people to park at HP during the parade we are going to put out the sandwich board at the road pointing to parking at HP
2. Miranda Nash has been training to act as a back for Mobility functions
3. We are hiring a driver in Forks, Emma Henry has retired



63 4 Corners Road, Port Townsend, WA 98368

MAY MAINTENANCE REPORT – Ben Arnold
Attachment D

Electric Buses:

On May 2nd, 3rd, 4th I attended the Washington State Transit Association (WSTA) Maintenance Meetings and Forum.

I had the opportunity to see a lot of buses, and talk to a lot of bus sales guys and gals, particularly about the electric buses. GreenPower was there but didn't bring a bus. Proterra was there, but their 35' bus is not on the state contract at this time

The other electric bus we are interested in is the BYD 29'. I was able to look this bus over and talked to the sales guy. On Thursday, Dave Little and I went to Mason Transit for a BYD demo. BYD parked the truck and trailer at Kitsap's bus yard and drove it 6 or 7 miles to the Forum, they had the batteries and lights on for most of the 3 days at the forum, and then drove it to Mason Transit. We were able to test drive the bus.

This bus had a lot of power, and it had the smaller motors in it, 90 kW motor, one on each drive wheel. They have an option for 150 kW motors. They out preform the smaller motors and the battery's last longer because you have all that power that you don't need. A really good feature about this bus is anytime your foot is off the throttle and the bus is moving, it is regenerating the batteries.

On the test drive, we took the bus on most of the in town routes which included a lot of hills, and took about 4 hours. The lead tech guy, Mike, went with us and he knew everything about this bus. This bus is a pretty quiet on the outside while it's moving, but on the inside you can hear the whine of the motors, but you can still have a conversation with ease. Mike said the bigger motors are quieter.

When we got back to the shop, Mike had an APP on his phone, he aimed it at the dash of the bus, and said with all that driving and the regenerating we did, we only used 15% of the batteries. He said we averaged 1.2 kW per mile, which equates to 22.9 mpg. Our big buses average 5.3 mpg, plus the cost of all the fluids. Then we lifted it up on the hoist and looked over the under carriage, it looks like a bus except for the big electric motors on each drive wheel. He showed us how to service and remove them if needed. All the batteries and controls are on the roof. I am very impressed with this bus and the 35' version is available on the state contract. The sales guy is going to try to have one here in June for us to play with and get some drivers to test drive it.