

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, August 16, 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 and David Faber with Phil Johnson excused. A quorum was present.

STAFF PRESENT

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

PUBLIC COMMENT

There was none.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

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

Catharine Robinson noted on the Statement of Income page in the Finance Report there are handwritten numbers which are due to her request. Sara Crouch explained when the facility building at 1615 W Sims Way was sold, the revenue was not budgeted, so it appears we are over budget in Capital and Revenue. These figures can only be corrected manually until a

supplemental budget is done. The supplemental budget should be done next month.

CONSENT AGENDA

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

Motion: David Faber moved to approve the August 2016 Consent Agenda. David Sullivan seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

PUBLIC HEARING

Transit Development Plan (TDP)/ State Transportation Improvement Plan (STIP) 2016-2021

Public Comment on TDP

There was none.

Kathleen Kler entered the meeting at 1:38 pm.

Catharine Robinson and Kathleen Kler requested several minor changes to the TDP.

- a. **Resolution 16-10:** Transportation Development Plan (TDP) 2016-2021

Motion: Kathleen Kler moved to approve Resolution 16-10 with changes. David Faber seconded.

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

- b. **Resolution 16-11:** State Transportation Improvement Plan (STIP) 2016-2021

Motion: Catharine Robinson moved to approve Resolution 16-11. Kathleen Kler seconded.

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

OLD BUSINESS

- c. Citizen Advisory Committee (CAC) Member Recruitment Update

Laura Smedley reported that CAC recruitment had been advertised in the Peninsula Daily News, the Port Townsend Leader, JTA's website as a Rider Alert, and the Port Townsend

City Newsletter. This advertising began August 1, 2016. As of this time, there have been no applications returned. JTA will continue to accept applications until October 1, 2016.

Catharine Robinson stated she is personally inviting local business people to apply.

Executive Session for discussion regarding litigation per RCW 42.30.110 (1) (i) with no action taken until the Board meeting resumes.

The Board meeting resumed at 2:03 pm.

NEW BUSINESS

d. Resolution 16-12: Authorization for the General Manager to enter into a contract with Williams Kastner

Motion: Kathleen Kler moved to approve Resolution 16-12. David Faber seconded.

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

Catharine Robinson will entertain an amendment to Resolution 16-12. Kathleen Kler moved to change the motion if the first \$25,000 is exceeded to return to the Board with a second step of \$25,000.

David Faber suggested changing the language on line 22 after "Kastner" to read; "not to exceed a total amount of \$50,000 for Litigation and Dispute Resolution Services without further action of the Board."

Motion: Kathleen Kler moved to amend the motion for Resolution 16-12 with the change in the "Now Therefore Be It Resolved that the Jefferson Transit Authority Board is hereby authorizing the General Manager to sign and execute the agreement with Williams Kastner which may not exceed the total amount of \$50,000 for litigation and dispute resolution services without further action of the Board". David Faber maintained his second.

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

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Park & Ride Construction Update
- Washington State Transit Association (WSTA) Update
- Thanked Jefferson County Fair Volunteers

- Electric Bus Purchase Update
- Schedule Master Software Update
- RouteMatch Software Update
- IT Update
- Haines Place Transit Center (HPTC) Restroom Update

David Sullivan is concerned about the total cost of the new restroom and is reluctant to put increased transit services behind the cost of this facility.

Kathleen Kler believes that when riders disembark, this facility is needed. Ms. Kler, Catharine Robinson, and David Faber would like to continue getting estimates for installation costs so JTA is ready to install when the funding is available.

OPERATIONS AND MOBILITY REPORT – Leesa Monroe
Please see Attachment C

Leesa Monroe reported on the following items:

- Special Events
- New printed schedules with an Effective Date of September 18
- Hospital Service Beginning in late September on Sheridan Street
- Kennedy stops on Highway 19 to be removed
- Anniversaries

MAINTENANCE REPORT – Ben Arnold
Please see Attachment D

Ben Arnold reported on the following items:

- Electric Bus Updates
- Back-up Generators for 63 4 Corners Road and HPTC
- Surplus Item Update
- Shelters on Hoh Reservation
- Black Point Stop completed
- Gate Issues
- Snorkel Lift Purchase
- Salmon Business Park Name Change

Kathleen Kler asked what type of work will the Snorkel Lift do. Mr. Arnold said it will be used to change light bulbs at the Park & Rides, install banners, trim trees, cleaning, etc.

RIDERSHIP – Leesa Monroe

Leesa Monroe stated a more accurate way of calculating ridership is to use the number of service hours on the road instead of the days of the weeks. Service hour comparisons are more accurate than days of the week comparisons. The reporting will not be changed until the end of

the year for consistency. Year to date ridership has increased, particularly in JTOC.

Catharine Robinson asked about the on-time compliance report. Ms. Monroe stated what is most often reported and commented on the #11 Shuttle route is that ADA boardings are causing our buses to run late. JTA's data shows JTA running late due to ADA boarding's less than 0.5% of the time. New software would tell us specifically where delays are happening and what are causing delays.

Kathleen Kler asked if the #7 is delayed because of frequent bridge openings. Leesa said the bridge and ferry delays are the main delays.

PUBLIC COMMENT


Debbie Jahnke thanked all for supporting HPTC restrooms.

ADJOURNMENT

The meeting was adjourned at 3:10 p.m. The next regular meeting will be held Tuesday, September 27, 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

August 11, 2016

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

The budget tracking percentage for July is 58.33%.

Sales Tax Analysis Reports –

- Sales tax for May 2016 was 22% higher than received for May 2015. Cumulatively, JTA is up 17% compared to 2015.

Revenue Report –

- East side farebox and JTOC (west side service) farebox are tracking above budget, DAR is now tracking on budget, and vanpool is performing below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.

Expense Report – Overall - JTA is tracking 8.33% below budget as of July 2016

- **Labor** – Fixed route and DAR overtime is over budget, July was particularly bad for overtime because the newly hired operators were being trained and we filled vacation bids.
- **Benefits** – All trending at or below budget.
- **Service and User Fees** – All trending at or below budget.
- **Materials and Supplies Consumed -**
 - Tools – timing issues.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs over the past months, expect it will remain over budget.
 - Shop Supplies – over budget, will continue monitoring this line item, seeing increased costs for cleaning supplies.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is on 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.
- **Casualty and Liability Costs** – Trending below budget
- **Taxes** – Trending below budget
- **Miscellaneous**
 - Safety Program – Timing - Purchased LED headlights for buses, partial reimbursement from WSTIP grant.
 - Training is over budget due to timing.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in July: TCF Architecture



July 2016 Financial Summary

Budget Tracking Figure: 58.33%

1. Operational Expenses:	\$332,038.66
Operational Revenues:	\$15,913.49
Non-Operational Income:	\$536,207.91
Capital Expenses:	\$196.99
Capital Income:	\$0.00
2. Sales Tax Received 7/31/2016 for May 2016:	\$358,635.90
Sales Tax Received 7/31/2015 for May 2015:	\$292,359.11
Sales tax increased from prior year 22%	
3. Cash on Hand as of July 31, 2016*:	
Operating:	\$1,280,187.03
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$241,308.24
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$43,156.36
Bond Reserve:	\$85,250.00
EFT Fund:	\$88,845.48
Travel Fund:	\$1,352.00
<hr/>	
Total	\$4,800,246.80**

**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

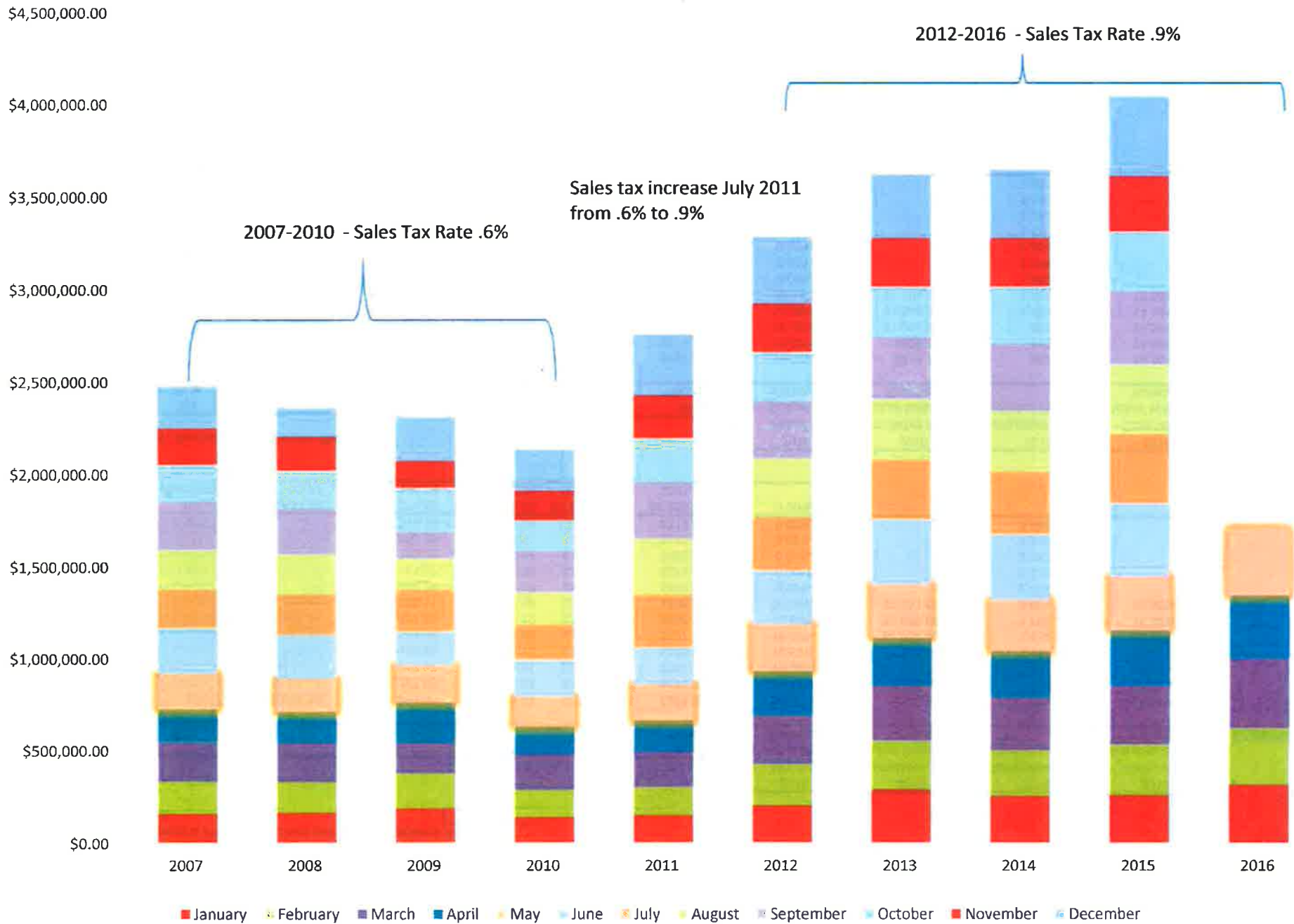
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 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%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
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		\$2,434,697.78	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$347,813.97	\$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%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
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	\$344,682.23	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,704,861.67	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$340,972.33	\$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 Seven Months Ending July 31, 2016**

	<u>July</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,498,869.74	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$352,457.52)	(\$2,229,760.42)
Non-Capital Financing Activities	\$622,058.16	\$3,244,317.23
Investing Activities	\$1,964.72	\$7,195.91
Total Operating Cash Provided/(Used)	\$271,565.36	\$1,021,752.72
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$31,725.43	\$226,066.82
Net Increase/(Decrease) Cash and Equivalent	\$303,290.79	\$1,247,819.54
CASH BALANCES - END OF PERIOD	\$4,802,160.53	\$4,802,160.53

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Seven Months Ending July 31, 2016**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,913.49	\$120,826.66	\$215,600.00	56.04%
Operating Expenses				
Labor	177,552.29	1,099,329.55	1,937,683.00	56.73%
Benefits	114,615.41	748,830.73	1,538,325.00	48.68%
Services and User Fees	8,093.16	77,492.09	198,970.00	38.95%
Materials & Supplies	13,953.43	200,558.71	555,310.00	36.12%
Utilities	3,670.59	40,131.57	89,967.00	44.61%
Casualty/Liability Costs	9,880.42	69,162.94	120,000.00	57.64%
Taxes	361.26	3,347.04	8,158.00	41.03%
Miscellaneous Expenses	3,637.90	31,096.70	72,877.00	42.67%
Leases and Rentals	274.20	7,730.68	23,928.00	32.31%
Total Operating Expenses	332,038.66	2,277,680.01	4,545,218.00	50.11%
Operating Income (Loss)	(316,125.17)	(2,156,853.35)	(4,329,618.00)	49.82%
Non-Operating Revenues			594,631.00	99%
Non-Transportation Revenue	5,593.35	594,372.04	15,000.00	4,307.84%
Taxes Levied by Transit	438,813.90	2,641,938.78	3,817,621.00	69.20%
Local Grants & Contributions	3,750.00	11,250.00	17,500.00	64.29%
State Grants & Contributions	39,539.00	277,904.57	251,579.00	110.46%
Federal Grants & Contributions	48,511.66	339,581.64	801,284.00	42.38%
Total Non-Operating Revenues	536,207.91	3,865,047.03	4,001,704.00 5,482,615.00	78.85% 70%
Net Income (Loss) Before Transfers In/(Out)	220,082.74	1,708,193.68	572,166.00	298.55%
Net Income/(Loss)	220,082.74	1,708,193.68	572,166.00	298.55%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Seven Months Ending July 31, 2016**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,796.57	\$84,690.24	\$142,800.00	59.31%
Fixed Route Fares - West - JTOC	394.04	2,905.88	4,500.00	64.58%
Dial-a-Ride Fares (DAR)	947.88	6,300.02	10,800.00	58.33%
Vanpools	3,775.00	26,930.52	55,000.00	48.96%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,913.49	120,826.66	215,600.00	56.04%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,964.72	7,195.91	3,000.00	239.86%
Gain (Loss) on Disposition of Capital Items	3,527.32	580,831.19	<i>580,831.00</i>	100.00%
Other Nontransportation Revenues	101.31	6,344.94	10,800.00	58.75%
Taxes Levied Directly by Transit System - Sales & Use Tax	438,813.90	2,641,938.78	3,817,621.00	69.20%
Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP	2,500.00	2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	276,772.00	248,579.00	111.34%
RTAP		1,132.57	3,000.00	37.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	339,581.64	801,284.00	42.38%
Capital Contributions - Local/State/Federal			<i>548,265.00</i>	<i>70%</i>
Total Nonoperating Revenues	536,207.91	3,865,047.03	4,904,784.00	78.85%
TOTAL REVENUES	552,121.40	3,985,873.69	5,117,384.00	77.89%
			<i>5698215.00</i>	<i>69%</i>

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2016**

	July	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$60,873.11	\$349,286.17	\$634,498.00	55.05%
Operators Overtime - Fixed Route	9,984.50	53,619.12	58,406.00	91.80%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,653.90	70,896.20	145,464.00	48.74%
Operators Overtime - Dial-a-Ride (DAR)	4,903.03	7,578.14	6,970.00	108.73%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,023.34	298,831.37	520,272.00	57.44%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,185.25	25,683.41	40,693.00	63.12%
Administration Salaries	42,929.16	293,435.14	531,380.00	55.22%
Benefits				
FICA	16,084.04	103,032.03	186,057.00	55.38%
Pension Plans (PERS)	28,712.58	139,325.54	258,449.00	53.91%
Medical Plans	33,897.65	249,843.61	565,613.00	44.17%
Dental Plans	2,759.28	20,052.25	42,235.00	47.48%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,616.22	30,928.18	71,932.00	43.00%
Holiday	6,674.80	46,306.82	87,360.00	53.01%
General Leave	20,396.48	137,521.76	262,825.00	52.32%
Other Paid Absence (Court Duty & Bereavement)	847.43	3,383.29	14,686.00	23.04%
Uniforms, Work Clothing & Tools Allowance	222.53	4,785.93	10,100.00	47.39%
Other Benefits (HRA, EAP & Wellness)	404.40	13,651.32	30,000.00	45.50%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,151.01	7,046.47	18,250.00	38.61%
Professional & Technical Services	2,225.76	36,694.66	83,530.00	43.93%
Contract Maintenance Services (IT Services)		3,187.45	5,500.00	57.95%
Security Services	142.50	879.40	5,000.00	17.59%
Vehicle Technical Services	115.01	11,415.39	38,750.00	29.46%
Property Maintenance Services	2,001.46	5,995.99	13,000.00	46.12%
Software Maintenance Fees	718.31	8,729.81	21,540.00	40.53%
Postage & Mail Meter Fees	513.28	1,709.41	3,100.00	55.14%
Drug & Alcohol Services	225.83	1,823.81	4,800.00	38.00%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	10,822.58	95,094.60	340,000.00	27.97%
Tires	2,101.65	8,916.09	35,000.00	25.47%
Lubrication	356.46	3,895.46	10,550.00	36.92%
Tools	590.38	6,242.99	10,000.00	62.43%
Vehicle Maintenance & Repair Parts	(2,506.37)	49,167.77	66,500.00	73.94%
Non-Vehicle Maintenance & Repair Parts	22.98	2,219.57	8,240.00	26.94%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		212.10	4,000.00	5.30%
Shop Supplies (Maintenance & Cleaning)	858.04	13,473.19	18,500.00	72.83%
Safety & Emergency Supplies		143.80	7,050.00	2.04%
Office Supplies	331.44	5,666.62	14,920.00	37.98%
Computer Programs & Supplies	309.22	4,480.89	7,750.00	57.82%
Printing (Photocopier, Schedules & Brochures)	959.19	10,834.27	29,450.00	36.79%
Other Materials & Supplies	107.86	211.36	2,000.00	10.57%
Utilities				
Water, Sewer & Solid Garbage	903.61	6,209.60	27,170.00	22.85%
Utilities (Electrical & Propane)		13,072.69	23,475.00	55.69%
Telephone & Internet	2,766.98	20,849.28	39,322.00	53.02%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	69,162.94	120,000.00	57.64%
Taxes				
State Taxes	328.26	2,316.33	4,408.00	52.55%
Vehicle Licensing & Registration Fees	33.00	33.00	750.00	4.40%
Other Licensing Fees & Taxes		997.71	3,000.00	33.26%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2016**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$559.67	\$5,978.83	\$16,727.00	35.74%
Travel & Meetings	428.23	9,649.49	29,650.00	32.54%
Fines & Penalties		14.00		0.00%
Safety Program (Roadeo & Safety Rewards)	2,500.00	4,038.53	6,500.00	62.13%
Training (Classes, Seminars & Materials)	150.00	10,303.65	14,900.00	69.15%
EE CDL and EE Physical Expense		1,087.00	4,800.00	22.65%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation		17,907.50	35,755.00	50.08%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,130.48	1,800.00	62.80%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		6,559.32	13,128.00	49.96%
TOTAL OPERATING EXPENSES	<u>332,038.66</u>	<u>2,295,587.51</u>	<u>4,580,973.00</u>	<u>50.11%</u>

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

Current Account Status	Balance per Bank @ 7/31/16	\$ 2,030,257.88	\$ -
	Balance per GL @ 6/30/16	\$ 2,001,433.60	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 28,198.11	
	Investment Interest	\$ 823.16	
	Transfers - Out (Purchases)	\$ (198.99)	
	Transfers - Out (Bond Reserves)	\$ -	
	Balance per GL @ 7/31/16	\$ 2,030,257.88	

2016 Capital Projects

Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00	\$ (465,648.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -	\$ -	\$ -
Feb-16	TCF Architecture		\$ (4,385.90)	\$ 4,385.90
Mar-16	Correctional Industries		\$ (326.48)	\$ 326.48
Apr-16	TCF, Pease		\$ (62,881.61)	\$ 62,881.61
May-16	TCF		\$ (167.09)	\$ 167.09
Jun-16	TCF, Pease		\$ (254,513.94)	\$ 254,513.94
Jul-16	TCF		\$ (198.99)	\$ 198.99
	Ending Balance			\$ (143,175.99)
Other Building and Structures		Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
				\$ -
				\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00	\$ (120,000.00)
	<i>Tree Removal & IT Upgrades</i>		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 280,000.00	\$ (280,000.00)
	Ending Balance			\$ (380,978.21)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment	2016 Supplemental Budget			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	Ending Balance			\$ (124,500.00)
Office Furniture & Equipment				
IT Systems/Trapeza Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
Feb-16 Laptop		\$ 666.00	\$ 173.28	\$ 173.28
Mar-16 Use tax, BU/Mail Archive Software, Laptops, A		\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
Apr-16 Use tax, Monitors, Servers,		\$ 13,331.66	\$ 3,332.82	\$ 3,332.82
May-16 Use Tax, Spare PCs, Monitors		\$ 2,769.15	\$ 692.90	\$ 692.90
Jun-16 Use tax, Shop Laptops, Monitors		\$ 1,428.34	\$ 357.08	\$ 357.08
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			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (214,261.40)

JTA Capital Reserve Account Balance	\$ 2,030,257.88
JTA Appropriated Project Funds Sub-Total	\$ (1,377,682.61)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY **\$ 662,575.27**

Total 2016 Budgeted Capital Projects JTA Outlay **\$ 1,387,059.00**



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

August 16, 2016

Jefferson Transit Authority (JTA) Park and Ride Expansion:

Project Status

- The project is currently undergoing 60% design documents. SCJ Alliance anticipates the completion of 60% documents for JTA and WSDOT review the week of August 22nd.
- SCJ is expecting to submit civil plans for review on or before September 2nd.
- Building plans will be submitted on September 7th.
- Anticipated completion date is March 31, 2017.

Current Work Completed

- Mountain 2 Coast Surveying completed the topographic survey of the site.
- SCJ completed the preliminary site plan design phase of the project.
- Following a review and approval of preliminary site plans by JTA, construction plans were started.
- SCJ completed the 60% Landscape plans and will submit to JTA for approval the week of August 15th.
- Architect met with JTA staff regarding bike storage building concepts and use.
- The architect will finalize 60% building plans for JTA and WSDOT review.

Work Planned

- Completion of the 60% landscape plans.
- Completion of building plans.
- 60% plans submitted to WSDOT for cursory 60% grant review.

JTA is researching types of Electric Vehicles charging stations needed. We are researching the differences of Level 2 Chargers that connect to 208-220V vs. DC fast chargers that need 480V and 3 Phase Power.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

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:

- WSTA Officer's Call – August 19
- 40th Annual Public Transportation Conference, Wenatchee – September 18-21
- 3rd Quarter Board Meeting, Wenatchee- September 19
- Finance Officers Leadership Committee, Wenatchee – September 21

Miscellaneous Items

Jefferson County Fair

I wanted to thank everyone that participated and helped JTA with our booth at the County Fair. Alice Lane, Ben Arnold, Darlene, Darrell Condor, Gary Maxfield, Katie Nolan (our Volunteer High School student), Laura Smedley, Leesa Monroe, Miranda Nash, Sara Crouch and Sue Jones. JTA's focus at the fair was to gather real data from the public through surveys to help improve our service in the future.

Low or No Emission Vehicle Grant Program

Jefferson Transit was not successful in our application for the two additional zero-emission buses for 2016. The funding went to Link, Pierce, and Everett Transits. The news was disappointing, but JTA will continue to seek to fund for electric buses.

JTA requested test drives for at least a week, from all three zero-emission buses on our routes to ensure they will work for our rural and hilly routes. Currently, BYD, Proterra, and GreenPower have all offered to bring a bus us to test.

Master Schedule

JTA was fortunate to receive a generous offer for a free license for the use of Schedule Masters Software. JTA received three days of training from Schedule Master Inc. The software allows JTA to construct efficient runs which offer a trip to vehicle assignments that are mathematically provable as the most cost-efficient runs possible. Changes are instantaneous, and significantly reduce time spent by staff creating the runs by hand. Master Scheduler creates weekly assignments that maximize consecutive days off. It is difficult to gather useful data without technology.

JTA is also looking into software for our Demand Response and Fixed Routes. To improve service reliability, manage incidents, and communicate to riders. The software will accurately collect data, allow drivers to view information and monitor service in real-time through Computer Aided Dispatch (CAD) and Automated Vehicle Location (AVL) systems. The software will help JTA improve on-time performance and schedule adherence, and provide passengers with real-time traveler information. Everyone has a

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cell phone these days, and with this software, passengers can find out what the next bus will be there to pick them up and time. The software allows for passenger counts and automated voice annunciators. On the Demand Response side, the software allows for scheduling and dispatching with route optimization. AVL playback, and paperless and real-time automated vehicle location and manifest management which all help improve driver and dispatch communication, which in turn improves system performance. The software also has Asset Management capabilities.

IT Update

JTA continues the Radio Improvement Project. JTA received a release letter from Snohomish Emergency Radio who had also been using the same radio frequencies as JTA. The approval was one of the requirements before pursuing the second repeater on Maynard. JTA is still waiting for a response from Canada to move forward with plans to improve radio performance.



63 4 Corners Road, Port Townsend, WA 98368

August 2016 Operations Manager Board Report

Special Events

We hosted our booth at the Jefferson County Fair this weekend. We had 256 people come by the booth and we collected 140 surveys. Booth staffing included driver Alice Lane, volunteer Darrell Conder and high school student, Katie Nolan. Katie is volunteering with JT as part of her senior project she volunteered for all three days of the fair and also attended the Veterans Stand Down. Miranda Nash volunteered Sunday at the United Good Neighbors booth as part of her work with DASH.

On August 8th JT hosted the Community Transit Association NW Mobility Managers quarterly meeting. Miranda Nash did a presentation on her work with DASH and Leesa Monroe presented information on how Jefferson Transit provides public outreach.

We are preparing now for Wooden Boat.

New Schedules

New schedules will be in effect September 18th. This schedule has minimal changes. One time change to JTOC and a routing change at Fort Worden. Peninsula College has moved to a different building, classes will start the week of Sept 18th.

Our January schedule will have time changes as we transition the Poulsbo route to the new North Viking Transfer Center, expected to open in December.

During the construction at the hospital fixed route service has been going onto the hospital property. It is expected service will resume on Sheridan St in late September. The stop will be close to 8th & Sheridan there is an ADA ramp near the stop going to the new entrance. I asked the hospital, and they agreed to absorb the cost of pouring the concrete pad for the shelter. Ben went out and met with the construction crew. The shelter will connect with the sidewalk, passengers will no longer have to walk through the landscaping to reach the hospital entrance.

This week we will post signs at the Kennedy St and Hwy 19 stops advising JT intends to close these stops, stops are being closed due to poor visibility to enter traffic.

Anniversaries

We two 15 year anniversaries, driver Mike Pollack in August and dispatch Betty Mysak in September.



63 4 Corners Road, Port Townsend, WA 98368

August 2016 Maintenance Board Report

- 1) I have been spending a lot of time talking to all three electric bus companies getting as much information as possible. At this point, it looks like all three will let us try their bus for a week in service. I hope you can take the time to take a ride on each. We are hoping sometime in September or October.
- 2) All of us have been working on procurement on back-up Generators for 4 Corners and Haines Place Transit Center (HPTC). We still have some unanswered questions.
- 3) We had a meeting at the HPTC today about where we might want to place a bathroom. At this time it looks like by the end of the building farthest from Safeway.
- 4) We finished the round of Surplus Auction. Everyone but one person has picked up their winnings.
- 5) The shelter placement down at the Hoh is going well. I made a deal with them, If they put in the concrete slabs, we would provide the shelters. They have completed the slabs. And we have one shelter refurbished and ready to go. Dave has started the other one and will take about two weeks to finish.
- 6) The bus stop sign across from Black Point is complete. It is now an active and legal stop.
- 7) The gate is down again. It has an issue with a sensitive edge. We think it is a wiring problem that we haven't found yet. But we will.
- 8) And last but not least. We have purchased a Snorklelift and closed that deal.