

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, May 19, 2015, 1:30 pm  
701 Harrison Street, Port Townsend, WA

### **CALL TO ORDER/WELCOME**

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:30 p.m. Other members present were Catharine Robinson, David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman.

### **STAFF PRESENT**

General Manager Tammi Rubert, Finance Manager Sara Crouch, and Executive Assistant/Clerk of the Board Laura Smedley.

### **PUBLIC COMMENT**

Bert Langsea commented on 4<sup>th</sup> of July service and Sunday Wooden Boat service.

### **NEW AGENDA ITEMS**

Wooden Boat service discussion.

### **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

The increase in Customer Service hours at the Haines Place Transit Center was discussed. There was also a discussion about how JTA is handling financial reporting for our building project differently than Island Transit.

## CONSENT AGENDA

### a. Approval of Minutes April 21, 2015

- Robert Gray requested that on Page 2 the wording be changed from “a discussion regarding the shelter on Grant Street” to “a discussion regarding the shelter on Discovery Road at Grant Street”
- Kathleen Kler noted on the third page of the General Manager’s Report under I.T. Updates, the Trojan virus be changed from “ranson” to “ransom.”

### b. Approval of Special Minutes April 24, 2015

### c. Approval of Expenses, April 2015

***Motion: David Sullivan moved to approve the April 2015 Consent Agenda with changes. Kathleen Kler seconded.***

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

## OLD BUSINESS

There was none.

## NEW BUSINESS

A discussion regarding Wooden Boat Festival Sunday service began with David Sullivan asking that if service was offered as a promotional activity, could it be considered different than charter service.

Catharine Robinson understands the language to mean that there is a way to provide Wooden Boat Festival Sunday service if JTA covers the entire cost of the event without monetary input from other entities to help support the service.

It was previously agreed that JTA would not add service until the reserves were fully funded. At this time JTA is 50% funded. One of the main concerns for the Board is figuring out how to use JTA to mitigate traffic problems during high density events. The City of Port Townsend shares this responsibility during these events.

## REPORTS

### **General Managers Report – Tammi Rubert** Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Updates
- Washington State Transit Association (WSTA)
- New Facility Update
- Miscellaneous Items
- Farmers Market Update
- Maintenance Report

There was a discussion about the cost of used and new shelters.

## RIDERSHIP

Ridership from March to April has increased by 233 passengers. Overall, ridership has decreased by 3.57%. The #8 Sequim and #6 Tri Area are slightly down in ridership numbers, and #11 Shuttle, #1 Brinnon and #2 Fort Worden show slightly higher ridership. Fuel prices are lower which affects ridership.

Robert Gray asked what factors are examined for shelter placement. Ms. Rubert replied that requests are taken into consideration. Site characteristics and safety are also studied.

## JEFFERSON COUNTY YMCA CAPITAL PROJECT PRESENTATION

Kyle Kronk from the Olympic Peninsula YMCA along with Earl Murman from the JeffCo Aquatic Coalition presented information about plans for future construction of a new medical YMCA partnership facility. It has been proposed to build this facility on the property at Mountain View Commons.

There was discussion on the best plan for adding transit access to the facility.

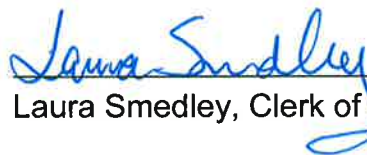
## PUBLIC COMMENT

Darrell Conder commented on Sunday service during Wooden Boat Festival.

Burt Langsea suggested JTA use information from our drivers for bus stop information.

## ADJOURNMENT

The meeting was adjourned at 2:59 pm. The next regular meeting will be held Tuesday, July 21, 2015, at 1:30 p.m. at 63 Four Corners Road, Port Townsend.

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

8-6-15  
\_\_\_\_\_  
Date



1615 W. Sims Way, Port Townsend, WA 98368

Attachment A

May 14, 2015

TO: Board of Trustees, Jefferson Transit Authority  
FROM: Sara Crouch, Finance/HR Manager  
RE: April 2015 Financial Report

As promised, April has cash-flow activity due to the transfer to reserve funds for the end of year 2014. Funds from year-end were transferred into the Capital Reserve and the Operating Reserve Accounts. The Operating Reserve Account is now 50% funded. We projected that JTA would recover from the economic downturn (i.e. a fully funded operating reserve) by 2018. JTA is on track to reach that goal. The Capital Reserve is sufficiently funded to pay for the projects scheduled for 2015.

**Sales Tax Analysis Reports –**

- Sales tax for February 2015 is 10% higher than received for February 2014. It is 7% higher than budgeted.

**Revenue Report –**

- Operating Revenues are still down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

**Expense Report –**

- **Labor** - On Track. The opening of the Haines Place Transit Center and operator changes for summer have been budgeted so we are on track.
- **Benefits** - Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- **Service and User Fees** – On Track
- **Materials and Supplied Consumed**
  - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be "expensed" from the inventory.
  - Computer Programs & Supplies is over budget and I expect that will remain over budget.
- The remaining over budget or under budget figures are due to timing.

**Capital Activity –**

- Capital activity in April: Construction, Project Management and Construction Phase design services, purchase of new Shelter for 63 Four Corners Stop, purchase of computer upgrade items (exchange server licenses, etc.)



## April 2015 Financial Summary

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Budget Tracking Figure: 33.32%

|  |                         |
|--|-------------------------|
| 1. Operational Expenses:                           | \$295,538.62            |
| Operational Revenues:                              | \$19,085.02             |
| Non-Operational Income:                            | \$373,736.93            |
| Capital Expenses:                                  | \$512,862.14            |
| Capital Income:                                    | \$376,097.85            |
| <br>   |                         |
| 2. Sales Tax Received 4/30/2015 for February 2015: | \$271,446.82            |
| Sales Tax Received 4/30/2014 for February 2014:    | \$245,824.15            |
| **Sales tax increased from prior year 10%**        |                         |
| <br>   |                         |
| 3. Cash on Hand as of April 30, 2015*:             |                         |
| Operating:   | \$563,985.57            |
| Operating Reserve (50% Funded):                    | \$550,000.00            |
| (Minimum Funding Required \$1,100,000)             |                         |
| Capital Account:                                   | \$320,167.65            |
| Capital Reserve:                                   | \$1,573,263.69          |
| Unemployment Reserve:                              | \$21,575.00             |
| Bond Payment Reserve:                              | \$41,191.10             |
| Bond Reserve:                                      | \$85,250.00             |
| EFT Fund:  | \$96,229.77             |
| Travel Fund:                                       | \$1,485.01              |
| <b>Total</b>                                       | <b>\$3,253,147.79**</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%    |                | \$287,301.65   | \$299,768.61   | \$266,975.22   | \$294,484.00   | 0.00%                            | \$0.00   | 1,392,994.00                            |   |
| June             | 0.90%    |                | \$253,212.12   | \$258,797.23   | \$239,889.31   | \$259,542.00   | 0.00%                            | \$0.00   | 1,652,536.00                            |   |
| July             | 0.90%    |                | \$279,961.16   | \$292,014.18   | \$256,787.52   | \$286,960.00   | 0.00%                            | \$0.00   | 1,939,496.00                            |   |
| August           | 0.90%    |                | \$354,351.27   | \$351,405.02   | \$291,693.72   | \$363,211.00   | 0.00%                            | \$0.00   | 2,302,707.00                            |   |
| September        | 0.90%    |                | \$334,282.34   | \$317,410.71   | \$285,111.93   | \$342,639.00   | 0.00%                            | \$0.00   | 2,645,346.00                            |   |
| October          | 0.90%    |                | \$328,643.28   | \$331,339.51   | \$313,703.24   | \$323,475.00   | 0.00%                            | \$0.00   | 2,968,821.00                            |   |
| November         | 0.90%    |                | \$368,479.21   | \$336,708.79   | \$314,369.17   | \$309,491.00   | 0.00%                            | \$0.00   | 3,278,312.00                            |   |
| December         | 0.90%    |                | \$306,363.54   | \$273,339.76   | \$265,862.08   | \$247,093.00   | 0.00%                            | \$0.00   | 3,525,405.00                            |   |
| Total            |          | \$1,169,417.80 | \$3,620,676.50 | \$3,639,307.56 | \$3,226,039.90 | \$3,525,405.00 | 0.00%                            |  |   |   |
| Monthly Average  |          | \$292,354.45   | \$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 Actual Sales Tax Received | 2015 Cumulative 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%    |              | \$287,301.65   | \$299,768.61   | \$266,975.22   | \$294,484.00   | 0.00%                            | \$0.00                                    | 808,884.00                         |   |
| April            | 0.90%    |              | \$253,212.12   | \$258,797.23   | \$239,889.31   | \$259,542.00   | 0.00%                            | \$0.00                                    | 1,068,426.00                       |   |
| May              | 0.90%    |              | \$279,961.16   | \$292,014.18   | \$256,787.52   | \$286,960.00   | 0.00%                            | \$0.00                                    | 1,355,386.00                       |   |
| June             | 0.90%    |              | \$354,351.27   | \$351,405.02   | \$291,693.72   | \$363,211.00   | 0.00%                            | \$0.00                                    | 1,718,597.00                       |   |
| July             | 0.90%    |              | \$334,282.34   | \$317,410.71   | \$285,111.93   | \$342,639.00   | 0.00%                            | \$0.00                                    | 2,061,236.00                       |   |
| August           | 0.90%    |              | \$328,643.28   | \$331,339.51   | \$313,703.24   | \$323,475.00   | 0.00%                            | \$0.00                                    | 2,384,711.00                       |   |
| September        | 0.90%    |              | \$368,479.21   | \$336,708.79   | \$314,369.17   | \$309,491.00   | 0.00%                            | \$0.00                                    | 2,694,202.00                       |   |
| October          | 0.90%    |              | \$306,363.54   | \$273,339.76   | \$265,862.08   | \$247,093.00   | 0.00%                            | \$0.00                                    | 2,941,295.00                       |   |
| November         | 0.90%    |              | \$261,865.96   | \$261,546.64   | \$263,071.24   | \$241,672.00   | 0.00%                            | \$0.00                                    | 3,182,967.00                       |   |
| December         | 0.90%    |              | \$374,287.05   | \$344,682.23   | \$361,349.36   | \$331,952.00   | 0.00%                            | \$0.00                                    | 3,514,919.00                       |   |
| Total            |          | \$533,264.79 | \$3,650,600.64 | \$3,621,115.83 | \$3,284,165.48 | \$3,514,919.00 | 0.00%                            |   |                                    |   |
| Monthly Average  |          | \$266,632.40 | \$304,216.72   | \$301,759.65   | \$273,680.46   | \$292,909.92   |                                  |   |                                    |   |





**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Four Months Ending April 30, 2015**

|   | April                 | Year to Date          |
|---|-----------------------|-----------------------|
| <b>STATEMENT OF CASH FLOWS</b>              |                       |                       |
| Cash Balances - Beginning of Period         | \$3,814,749.92        | \$3,959,529.97        |
| Operating Cash Provided/(Used) by:          |                       |                       |
| Operating Activities                        | (\$847,328.34)        | (\$1,515,541.72)      |
| Non-Capital Financing Activities            | (\$85,741.99)         | \$1,102,938.86        |
| Investing Activities                        | \$392.27              | \$1,200.63            |
| Total Operating Cash Provided/(Used)        | (\$932,678.06)        | (\$411,402.23)        |
| Capital Cash Provided/(Used) by:            |                       |                       |
| Capital and Related Financing Activities    | \$372,565.86          | (\$293,490.02)        |
| Net Increase/(Decrease) Cash and Equivalent | (\$560,112.20)        | (\$704,892.25)        |
| <b>CASH BALANCES - END OF PERIOD</b>        | <b>\$3,254,637.72</b> | <b>\$3,254,637.72</b> |

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Four Months Ending April 30, 2015**

|  | April               | YTD                   | Budget                | % of Actual<br>vs. Budget |
|--|---------------------|-----------------------|-----------------------|---------------------------|
| <b>STATEMENT OF INCOME/(LOSS)</b>                  |                     |                       |                       |                           |
| <b>Operating Revenues</b>                          | <b>\$19,085.02</b>  | <b>\$66,138.51</b>    | <b>\$209,680.00</b>   | <b>31.54%</b>             |
| <b>Operating Expenses</b>                          |                     |                       |                       |                           |
| Labor  | 152,603.02          | 584,056.75            | 1,884,121.00          | 31.00%                    |
| Benefits   | 93,074.73           | 436,338.84            | 1,423,526.00          | 30.65%                    |
| Services and User Fees                             | 7,753.99            | 35,487.51             | 182,150.00            | 19.48%                    |
| Materials & Supplies                               | 27,081.24           | 140,912.04            | 605,010.00            | 23.29%                    |
| Utilities  | 3,427.69            | 18,324.26             | 83,690.00             | 21.90%                    |
| Casualty/Liability Costs                           | 8,761.66            | 35,046.64             | 108,480.00            | 32.31%                    |
| Taxes  | 555.07              | 1,821.47              | 8,028.00              | 22.69%                    |
| Miscellaneous Expenses                             | 2,281.22            | 15,556.18             | 83,441.00             | 18.64%                    |
| Leases and Rentals                                 |                     | 3,697.84              | 24,240.00             | 15.26%                    |
| <b>Total Operating Expenses</b>                    | <b>295,538.62</b>   | <b>1,271,241.53</b>   | <b>4,402,686.00</b>   | <b>28.87%</b>             |
| <b>Operating Income (Loss)</b>                     | <b>(276,453.60)</b> | <b>(1,205,103.02)</b> | <b>(4,193,006.00)</b> | <b>28.74%</b>             |
| <b>Non-Operating Revenues</b>                      |                     |                       |                       |                           |
| Non-Transportation Revenue                         | 3,332.11            | 9,453.49              | 13,011.00             | 72.66%                    |
| Taxes Levied by Transit                            | 279,018.82          | 1,139,333.80          | 3,514,918.00          | 32.41%                    |
| Local Grants & Contributions                       | 1,250.00            | 5,000.00              | 17,500.00             | 28.57%                    |
| State Grants & Contributions                       | 21,665.00           | 87,206.27             | 199,600.00            | 43.69%                    |
| Federal Grants & Contributions                     | 68,471.00           | 273,884.00            | 814,932.00            | 33.61%                    |
| <b>Total Non-Operating Revenues</b>                | <b>373,736.93</b>   | <b>1,525,574.14</b>   | <b>4,581,353.00</b>   | <b>33.30%</b>             |
| <b>Net Income (Loss) Before Transfers In/(Out)</b> | <b>97,283.33</b>    | <b>320,471.12</b>     | <b>388,347.00</b>     | <b>82.52%</b>             |
| <b>Net Income/(Loss)</b>                           | <b>97,283.33</b>    | <b>320,471.12</b>     | <b>388,347.00</b>     | <b>82.52%</b>             |



**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Four Months Ending April 30, 2015**

|  | April             | YTD                 | Budget              | % of Actual<br>vs. Budget |
|--|-------------------|---------------------|---------------------|---------------------------|
| <b>OPERATING REVENUES</b>  |                   |                     |                     |                           |
| <b>Passenger Fares for Transit Services</b>                          |                   |                     |                     |                           |
| Fixed Route Fares - East   | \$13,660.78       | \$46,939.42         | \$142,800.00        | 32.87%                    |
| Fixed Route Fares - West - JTOC                                      | 262.33            | 1,036.10            | 5,400.00            | 19.19%                    |
| Dial-a-Ride Fares (DAR)  | 1,155.91          | 3,675.99            | 13,200.00           | 27.85%                    |
| Vanpools   | 3,941.00          | 14,227.00           | 45,000.00           | 31.62%                    |
| Extended Service   |                   |                     | 2,500.00            | 0.00%                     |
| <b>Auxiliary Transportation Revenues</b>                             |                   |                     |                     |                           |
| Other Services Revenue   | 65.00             | 260.00              | 780.00              | 33.33%                    |
| <b>Total Operating Revenues</b>                                      | <b>19,085.02</b>  | <b>66,138.51</b>    | <b>209,680.00</b>   | <b>31.54%</b>             |
| <b>NONOPERATING REVENUES</b>   |                   |                     |                     |                           |
| Nontransportation  |                   |                     |                     |                           |
| Investment (Interest) Income   | 392.27            | 1,200.63            | 1,704.00            | 70.46%                    |
| Other Nontransportation Revenues                                     | 2,939.84          | 8,252.86            | 11,307.00           | 72.99%                    |
| <b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b> | <b>279,018.82</b> | <b>1,139,333.80</b> | <b>3,514,918.00</b> | <b>32.41%</b>             |
| <b>Special Sales Tax Receipts - Miscellaneous</b>                    |                   | <b>10,696.58</b>    | <b>21,392.00</b>    | <b>50.00%</b>             |
| <b>Local Grants and Contributions</b>                                |                   |                     |                     |                           |
| JTOC   | 1,250.00          | 5,000.00            | 15,000.00           | 33.33%                    |
| WSTIP  |                   |                     | 2,500.00            | 0.00%                     |
| <b>State Grants and Contributions</b>                                |                   |                     |                     |                           |
| Rural Mobility Competitive   | 21,665.00         | 86,660.00           | 193,600.00          | 44.76%                    |
| RTAP   |                   | 546.27              | 6,000.00            | 9.10%                     |
| <b>Federal Grants and Contributions (OPERATING)</b>                  |                   |                     |                     |                           |
| Federal Grants and Contributions - FTA 5311                          | 68,471.00         | 273,884.00          | 814,932.00          | 33.61%                    |
| <b>Capital Contributions - Local/State/Federal</b>                   |                   |                     |                     |                           |
| Capital Contributions - FTA 5311, Equipment Assistance (Federal)     | 332,232.27        | 708,196.67          |                     | 0.00%                     |
| Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)  | 43,865.58         | 467,426.58          |                     | 0.00%                     |
| <b>Total Nonoperating Revenues</b>                                   | <b>749,834.78</b> | <b>2,701,197.39</b> | <b>4,581,353.00</b> | <b>58.96%</b>             |
| <b>TOTAL REVENUES</b>  | <b>768,919.80</b> | <b>2,767,335.90</b> | <b>4,791,033.00</b> | <b>57.76%</b>             |

**Jefferson Transit Authority  
Expense Statement  
For the Four Months Ending April 30, 2015**

|  | April       | YTD          | Budget       | % of Actual<br>vs. Budget |
|--|-------------|--------------|--------------|---------------------------|
| <b>OPERATING EXPENSES</b>                                  |             |              |              |                           |
| <b>Labor</b>   |             |              |              |                           |
| Operators Salaries & Wages - Fixed Route                   | \$52,220.29 | \$202,845.16 | \$614,707.00 | 33.00%                    |
| Operators Overtime - Fixed Route                           | 1,623.68    | 11,310.88    | 53,864.00    | 21.00%                    |
| Operators Salaries & Wages - Dial-a-Ride (DAR)             | 10,165.68   | 38,938.66    | 157,420.00   | 24.74%                    |
| Operators Overtime - Dial-a-Ride (DAR)                     |             | 1,186.17     | 7,269.00     | 16.32%                    |
| Other Salaries & Wages (Mntce, Dispatch, Cust Serv)        | 42,287.43   | 159,849.81   | 530,549.00   | 30.13%                    |
| Other Overtime (Mntce, Dispatch, Cust Serv)                | 2,651.83    | 10,480.31    | 44,322.00    | 23.65%                    |
| Administration Salaries                                    | 43,654.11   | 159,445.76   | 475,990.00   | 33.50%                    |
| <b>Benefits</b>  |             |              |              |                           |
| FICA   | 12,155.45   | 49,879.92    | 178,869.00   | 27.89%                    |
| Pension Plans (PERS)                                       | 14,113.79   | 65,771.56    | 226,231.00   | 29.07%                    |
| Medical Plans  | 38,102.05   | 152,408.20   | 499,313.00   | 30.52%                    |
| Dental Plans   | 3,052.00    | 12,208.00    | 43,695.00    | 27.94%                    |
| Unemployment Insurance (UI)                                |             |              | 9,068.00     | 0.00%                     |
| Workers' Compensation Insurance - Labor & Industries (L&I) | 4,082.80    | 15,035.27    | 72,009.00    | 20.88%                    |
| Holiday  | 97.77       | 42,073.42    | 84,850.00    | 49.59%                    |
| General Leave  | 19,321.61   | 83,093.54    | 254,955.00   | 32.59%                    |
| Other Paid Absence (Court Duty & Bereavement)              | 1,239.36    | 4,057.76     | 14,686.00    | 27.63%                    |
| Uniforms, Work Clothing & Tools Allowance                  | 345.30      | 2,420.40     | 13,350.00    | 18.13%                    |
| Other Benefits (HRA, EAP & Wellness)                       | 564.60      | 9,390.77     | 26,500.00    | 35.44%                    |
| <b>Service and User Fees</b>                               |             |              |              |                           |
| Vanpool Services and Fees                                  |             |              | 3,000.00     | 0.00%                     |
| Advertising Fees   | 1,308.25    | 4,996.51     | 18,250.00    | 27.38%                    |
| Professional & Technical Services                          | 3,389.73    | 15,230.00    | 77,050.00    | 19.77%                    |
| Contract Maintenance Services (IT Services)                |             |              | 2,125.00     | 0.00%                     |
| Security Services  |             |              | 4,400.00     | 0.00%                     |
| Vehicle Technical Services                                 |             | 3,547.47     | 30,750.00    | 11.54%                    |
| Property Maintenance Services                              | 893.80      | 2,332.33     | 12,500.00    | 18.66%                    |
| Software Maintenance Fees                                  | 1,343.66    | 6,889.48     | 23,175.00    | 29.73%                    |
| Postage & Mail Meter Fees                                  | 496.05      | 1,101.72     | 3,600.00     | 30.60%                    |
| Drug & Alcohol Services                                    | 232.50      | 930.00       | 4,800.00     | 19.38%                    |
| Other Services & User Fees                                 | 90.00       | 460.00       | 2,500.00     | 18.40%                    |
| <b>Materials and Supplies Consumed</b>                     |             |              |              |                           |
| Fuel   | 13,058.65   | 80,294.34    | 407,000.00   | 19.73%                    |
| Tires  | 4,005.15    | 7,712.17     | 31,500.00    | 24.48%                    |
| Lubrication  | 388.48      | 3,088.62     | 10,550.00    | 29.28%                    |
| Tools  | 826.37      | 2,204.15     | 10,000.00    | 22.04%                    |
| Vehicle Maintenance & Repair Parts                         | 4,496.01    | 30,013.58    | 62,000.00    | 48.41%                    |
| Non-Vehicle Maintenance & Repair Parts                     | 57.19       | 1,236.37     | 8,240.00     | 15.00%                    |
| Vehicle Accessories  |             |              | 1,350.00     | 0.00%                     |
| Park & Ride Materials                                      | 156.59      | 352.66       | 3,000.00     | 11.76%                    |
| Shop Supplies (Maintenance & Cleaning)                     | 1,001.23    | 4,084.53     | 18,500.00    | 22.08%                    |
| Safety & Emergency Supplies                                | 20.11       | 91.55        | 8,550.00     | 1.07%                     |
| Office Supplies  | 836.39      | 1,820.07     | 13,420.00    | 13.56%                    |
| Computer Programs & Supplies                               | 1,274.40    | 2,950.54     | 2,750.00     | 107.29%                   |
| Printing (Photocopier, Schedules & Brochures)              | 779.12      | 6,881.91     | 26,150.00    | 26.32%                    |
| Other Materials & Supplies                                 | 181.55      | 181.55       | 2,000.00     | 9.08%                     |
| <b>Utilities</b>   |             |              |              |                           |
| Water, Sewer & Solid Garbage                               | 1,220.45    | 5,028.30     | 26,920.00    | 18.68%                    |
| Utilities (Electrical & Propane)                           | 20.00       | 3,757.80     | 23,475.00    | 16.01%                    |
| Telephone & Internet                                       | 2,187.24    | 9,538.16     | 33,295.00    | 28.65%                    |
| <b>Casualty and Liability Costs</b>                        |             |              |              |                           |
| Premiums for Public Liability & Property Damage Insurance  | 8,761.66    | 35,046.64    | 108,480.00   | 32.31%                    |
| <b>Taxes</b>   |             |              |              |                           |
| State Taxes  | 367.58      | 1,274.49     | 4,278.00     | 29.79%                    |
| Vehicle Licensing & Registration Fees                      |             |              | 750.00       | 0.00%                     |
| Other Licensing Fees & Taxes                               | 187.49      | 546.98       | 3,000.00     | 18.23%                    |

**Jefferson Transit Authority  
Expense Statement  
For the Four Months Ending April 30, 2015**

|  | <u>April</u>             | <u>YTD</u>                 | <u>Budget</u>              | <u>% of Actual<br/>vs. Budget</u> |
|--|--------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Miscellaneous</b>                     |                          |                            |                            |                                   |
| Dues & Subscriptions                     | \$161.59                 | \$3,436.94                 | \$15,591.00                | 22.04%                            |
| Travel & Meetings                        | 579.28                   | 3,721.98                   | 29,900.00                  | 12.45%                            |
| Safety Program (Rodeo & Safety Rewards)  | 80.07                    | 690.73                     | 6,500.00                   | 10.63%                            |
| Training (Classes, Seminars & Materials) | 1,358.28                 | 7,392.53                   | 26,550.00                  | 27.84%                            |
| EE CDL and EE Physical Expense           | 102.00                   | 314.00                     | 4,600.00                   | 6.83%                             |
| Other Miscellaneous                      |                          |                            | 300.00                     | 0.00%                             |
| <b>Interest Expense</b>                  |                          |                            |                            |                                   |
| Interest on Long-term Debt Obligation    | 25.00                    | 25.00                      |                            | 0.00%                             |
| <b>Leases and Rentals</b>                |                          |                            |                            |                                   |
| Transit Way & Passenger Stations         |                          | 413.82                     | 1,800.00                   | 22.99%                            |
| Service Vehicles & Equipment             |                          | 70.85                      | 9,000.00                   | 0.79%                             |
| Other General Administration Facilities  |                          | 3,213.17                   | 13,440.00                  | 23.91%                            |
| <b>TOTAL OPERATING EXPENSES</b>          | <b><u>295,563.62</u></b> | <b><u>1,271,266.53</u></b> | <b><u>4,402,686.00</u></b> | <b><u>28.87%</u></b>              |

**Jefferson Transit Authority/FTA Grant WA-03-0180-02 (Four Corners Facility Project)**

|                                     |                 |   |               |
|-------------------------------------|-----------------|---|---------------|
| <b>Total Project Cost</b>           | \$ 4,083,068.00 | Equals Total project award plus total match |               |
| <b>FTA FUNDS AWARDED TO JTA</b>     |                 | <b>ITA MATCH</b>                            |               |
| Original                            | \$ 560,000.00   | Match Required                              | \$ 816,614.00 |
| 1st Amendment                       | \$ 423,679.00   |   |               |
|                                     | \$ 970,874.00   |   |               |
|                                     | \$ 380,361.00   |   |               |
| 2nd Amendment                       | \$ 931,540.00   |   |               |
| <b>Total Project Award from FTA</b> | \$ 3,266,454.00 | <b>Total Match</b>                          | \$ 816,614.00 |
| <b>Disbursements to date</b>        | \$ 3,212,636.00 | <b>Disbursements to date</b>                | \$ 816,614.00 |
| <b>Remaining Balance</b>            | \$ 53,818.00    | <b>Remaining Balance</b>                    | \$ -          |
| <b>Team/Disbursements</b>           | \$ 3,212,636.00 | <b>JTA Match</b>                            | \$ 816,614.00 |
| <b>Difference</b>                   | \$ -            | <b>Difference</b>                           | \$ -          |

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

**Detail of Disbursements**

| Date         | Total Amount    | FTA Share       | JTA Share     | Invoice Numbers  |
|--------------|-----------------|-----------------|---------------|--|
| 1/20/2005    | \$ 32,530.35    | \$ 26,025.00    | \$ 6,505.35   | Inv #174437; 57832091; 74572; 6501360 Payroll Sheets   |
| 2/7/2005     | \$ 74,291.66    | \$ 59,434.00    | \$ 14,857.66  | Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports   |
| 4/29/2005    | \$ 47,592.07    | \$ 38,074.00    | \$ 9,518.07   | Inv #2004015-0105; 2004015-0205, HMW3/2/05 & HMW4/4/05, 121700   |
| 7/13/2005    | \$ 34,544.54    | \$ 27,636.00    | \$ 6,908.54   | Inv #040901946, 3166393; 2004015-0405, 2004015-0505; 2004015-0205, HMW 06/01/2005, Sport Townsend  |
| 9/13/2005    | \$ 41,886.50    | \$ 33,510.00    | \$ 8,376.50   | Inv #FTL 3/2&4/5, 2004015-0605, 2004015-0705; 2004015-0805; HMW 5/2, 7/1, 8/2, 9/1/2005  |
| 5/12/2006    | \$ 7,537.00     | \$ 6,006.00     | \$ 1,531.00   | Inv # HMW 1/3, 2/3, 3/3/2006, 3625   |
| 1/24/2007    | \$ 268,065.63   | \$ 214,452.00   | \$ 53,613.63  | Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase |
| 1/24/2007    | \$ (319.00)     | \$ (319.00)     |               | correction to 05/12/06 draw  |
| 2/2/2007     | \$ 14,054.00    | \$ 14,054.00    |               | Inv# 2004015-1206  |
| 9/15/2008    | \$ (11,590.00)  | \$ (11,590.00)  |               | correction to 02/2/2007 draw   |
| 9/24/2008    | \$ 139.31       | \$ 112.00       | \$ 27.31      | Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's  |
| 9/24/2008    | \$ (46.00)      | \$ (46.00)      |               | correction to 02/2/2007 draw   |
| 5/18/2012    | \$ 15,824.74    | \$ 12,660.00    | \$ 3,164.74   | Inv# C15926350; C15926564; 3249925   |
| 1/28/2013    | \$ 1,798.78     | \$ 298.00       | \$ 1,500.78   | Inv# 11308; 17123-1; 3270127   |
| 4/30/2013    | \$ 14,419.05    | \$ 4,360.00     | \$ 10,059.05  | Inv# 20130317; 31325; 21314; 17215; 13-056   |
| 5/17/2013    | \$ 26,532.35    | \$ 21,226.00    | \$ 5,306.35   | Inv# 20130419  |
| 8/5/2013     | \$ 63,999.21    | \$ 47,850.00    | \$ 16,149.21  | Inv#; 20130517; 20130619; 71322; 13-116  |
| 9/24/2013    | \$ 109,263.62   | \$ 78,062.00    | \$ 31,201.62  | Inv#; 201307020; 20130810; 071305; 081306; 091311  |
| 10/17/2013   | \$ 32,128.03    | \$ 24,363.00    | \$ 7,765.03   | Inv#; 20130912; 201311   |
| 11/25/2013   | \$ 60,655.54    | \$ 48,524.00    | \$ 12,131.54  | Inv#; 20131014   |
| 1/8/2014     | \$ 54,281.46    | \$ 38,662.00    | \$ 15,619.46  | Inv#; 20131116; 121313; SEPTICPERMIT 14-11403  |
| 1/31/2014    | \$ 114,715.46   | \$ 90,788.00    | \$ 23,927.46  | Inv#; 111325-14-004 14-005 14-006; 20131212  |
| 2/25/2014    | \$ 92,386.70    | \$ 70,635.00    | \$ 21,751.70  | Inv#; 021414 B, Permit 2-11 2014 B, 14-025 B, 201401138 48430 B, 14 018 SEP TIC PERMIT 14  |
| 3/25/2014    | \$ 63,285.76    | \$ 50,628.00    | \$ 12,657.76  | 00005, 2014B1de14-00005, 2014B1de14  |
| 4/21/2014    | \$ 41,043.83    | \$ 21,359.00    | \$ 19,684.83  | Inv#; 48860, 31419, 1041404, 20140312, 041411B   |
| 6/4/2014     | \$ 17,092.82    | \$ 13,674.00    | \$ 3,418.82   | Inv#; 1218, 49099, 20140415, 51416   |
| 7/9/2014     | \$ 11,362.00    | \$ 9,090.00     | \$ 2,272.00   | Inv#; 20140510, 061411   |
| 7/18/2014    | \$ 283,306.78   | \$ 226,645.00   | \$ 56,661.78  | Inv#; 49498, 1228, 54-572569 20140611, 100, 071411, Acuph, ation#1   |
| 8/14/2014    | \$ 314,402.33   | \$ 251,522.00   | \$ 62,880.33  | Inv#; 81414, Add #2, 51331, ODT Acc, Cas, 13192  |
| 9/23/2014    | \$ 414,443.07   | \$ 331,554.00   | \$ 82,889.07  | Inv#; 13378; 20140710; 20140811, BLD14-00004, PR#3   |
| 10/22/2014   | \$ 257,213.70   | \$ 205,771.00   | \$ 51,442.70  | 20140905, PR#4, 13589 691473/141666, 13191, 20141010, 141117, Ptes, 13990/14125  |
| 11/24/2014   | \$ 603,988.35   | \$ 483,192.00   | \$ 120,796.35 | 20141104/1412122/141222/PR#6/14253   |
| 1/5/2015     | \$ 223,022.05   | \$ 178,418.00   | \$ 44,604.05  | 20141208; 150115; PR#7   |
| 1/26/2015    | \$ 213,495.73   | \$ 170,797.00   | \$ 42,698.73  | 14425 (final 2014 invoice this project)  |
| 2/5/2015     | \$ 2,061.25     | \$ 1,649.00     | \$ 412.25     | 20150109; 150220; PR#8; 14586  |
| 2/25/2015    | \$ 468,112.33   | \$ 401,832.00   | \$ 66,280.33  | Meter, 20150208, 14757   |
| 4/10/2015    | \$ 21,729.00    | \$ 21,729.00    | \$ -          |  |
| <b>Total</b> | \$ 4,029,250.00 | \$ 3,212,636.00 | \$ 816,614.00 |  |

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**April 2015**

|                                 |                                   |                        |             |
|---------------------------------|-----------------------------------|------------------------|-------------|
| <b>Current Account Status</b>   | <b>Balance per Bank @ 4/30/15</b> | <b>\$ 2,386,085.91</b> | <b>\$ -</b> |
| Balance per GL @ 3/31/15        |                                   | <b>\$ 1,680,864.12</b> |             |
|                                 | Transfers - In                    | \$ 740,018.00          |             |
|                                 | Transfers - In ( Bond Financing)  | \$ -                   |             |
|                                 | Debt Financing Expenses           | \$ (25.00)             |             |
|                                 | Reimbursement                     | \$ 21,729.00           |             |
|                                 | Investment Interest               | \$ 170.00              |             |
|                                 | Transfers - Out (Purchases)       | \$ (56,670.21)         |             |
|                                 | Transfers - Out (Bond Reserves)   | \$ -                   |             |
| <b>Balance per GL @ 4/30/15</b> |                                   | <b>\$ 2,386,085.91</b> |             |

**2015 Capital Projects**

| Facility                                |  | Grant Funding        | JTA Funding        | JTA Appropriation |
|---|--|----------------------|--------------------|-------------------|
|   | <b>2015 Budgeted Balance</b>                 | \$ 480,000.00        | \$ 120,000.00      | \$ (120,000.00)   |
|   | Charge to Add Regional STP funds             | \$ 493,717.00        | \$ 77,054.00       | \$ (77,054.00)    |
|   | STP-Flex for Fuel Island                     | \$ 272,000.00        | \$ 68,000.00       | \$ (68,000.00)    |
|   | JTA Outlay                                   | \$ -                 | \$ 1,795,222.00    | \$ (1,795,222.00) |
| <b>Monthly Payments</b>                 |  |                      |                    |                   |
| Jan-15                                  | Pease, TCF, PT                               | \$ (178,456.00)      | \$ (44,614.13)     | \$ 44,614.13      |
| Feb-15                                  | Pease, TCF, PT, Materials Testing            | \$ (476,249.84)      | \$ (119,062.46)    | \$ 119,062.46     |
| Mar-15                                  | Pease, TCF, PT, Materials Testing, Projector | \$ (311,775.30)      | \$ (77,943.82)     | \$ 77,943.82      |
| Apr-15                                  | Pease, TCF, PT, Materials Testing, Other     | \$ (359,660.07)      | \$ (153,202.07)    | \$ 153,202.07     |
| May-15                                  |  |                      |                    |                   |
| Jun-15                                  |  |                      |                    |                   |
| Jul-15                                  |  |                      |                    |                   |
| Aug-15                                  |  |                      |                    |                   |
| Sep-15                                  |  |                      |                    |                   |
| Oct-15                                  |  |                      |                    |                   |
| Nov-15                                  |  |                      |                    |                   |
| Dec-15                                  |  |                      |                    |                   |
|   | <b>Ending Balance</b>                        |                      |                    | \$ (1,665,453.52) |
| <b>Other Building and Structures</b>    |  | <b>Grant Funding</b> | <b>JTA Funding</b> |                   |
| Transit Shelter New & Replace           | <b>2015 Beginning Balance</b>                | \$ 22,472.00         | \$ 5,618.00        | \$ (5,618.00)     |
|   | Solar Lighting for Shelters                  | \$ (3,316.80)        | \$ (829.20)        | \$ 829.20         |
|   | New Transit Shelter                          | \$ (10,520.00)       | \$ (2,630.00)      | \$ 2,630.00       |
| Kiosks and Signage                      | <b>2015 Beginning Balance</b>                | \$ 8,000.00          | \$ 2,000.00        | \$ (2,000.00)     |
| PNR Upgrades (banners, signs, etc)      | <b>2015 Beginning Balance</b>                | \$ -                 | \$ 35,000.00       | \$ (35,000.00)    |
| Four Corners PNR                        | <b>2015 Beginning Balance</b>                | \$ 240,000.00        | \$ 60,000.00       | \$ (60,000.00)    |
| <b>Revenue Vehicles</b>                 |  |                      |                    |                   |
| Cut-a-Way Vehicles                      | <b>2015 Beginning Balance</b>                | \$ 276,000.00        | \$ 69,000.00       | \$ (69,000.00)    |
| <b>Service Vehicles</b>                 |  |                      |                    |                   |
| <b>Service Equipment</b>                |  |                      |                    |                   |
| VoIP Local Host Phone System            | <b>2015 Supplemental Budget</b>              |                      | \$ 24,000.00       | \$ (24,000.00)    |
|   | Down Payment                                 |                      | \$ (4,194.35)      | \$ 4,194.35       |
|   | <b>Ending Balance</b>                        |                      |                    | \$ (19,805.65)    |
| <b>Office Furniture &amp; Equipment</b> |  |                      |                    |                   |
| IT Systems/Trapeze Upgrades             | <b>2014 Beginning Balance</b>                | \$ 47,090.00         | \$ 11,772.00       | \$ (11,772.00)    |
|   | Trapeze Upgrade 50%                          | \$ (5,584.20)        | \$ (1,396.05)      | \$ 1,396.05       |
|   | License and Equipment                        | \$ (1,699.20)        | \$ (424.80)        | \$ 424.80         |
|   | <b>Balance</b>                               |                      |                    | \$ (9,951.15)     |

JTA Capital Reserve Account Balance \$ 2,386,085.91  
JTA Appropriated Project Funds Sub-Total \$ (1,883,174.77)

Pending Reimbursements  
Pending Payments

CAPITAL RESERVE BALANCE \$ 502,911.14  
**Total 2015 Budgeted Capital Projects \$ 4,106,945.00**



1615 W. Sims Way, Port Townsend, WA 98368

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## General Manager's Report Attachment B

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May 19, 2015

### **Legislative Updates**

Special session started on April 29<sup>th</sup>. Since this time, the transportation package negotiators have met repeatedly and are continuing. There is no agreement yet, but they are optimistic.

There have been numerous operating budget briefings, but no real negotiation session yet. The capital budget is awaiting the operating budget as is the transportation budget. There will be a second special session and possibility a third.

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

Upcoming WSTA Board and Committee meetings:

- 2015 Spring Maintenance Forum: May 19-20, 2015 in Pasco
- WSTA 2<sup>nd</sup> Quarter Board Meeting: June 4-5 in Moses Lake (will not be attending)
- WSTA Finance Committee/WSTIP Quarterly Meeting: June 24-26 (Spokane)

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

#### **Site Work Complete**

- Wood Ceilings in Commons, Board Room
- Finishing Detail for Bathrooms
- Reclaim Wood Outside Commons Area
- Inspection of Septic System (waiting for paperwork)
- Office Door Windows and Windows in Maintenance Offices
- Exhaust for Stove in Kitchen
- Installation of Heat Pumps (one in operation now and one to be operational by May 14)
- Installation of Baseboard

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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



## **Work Planned (May/June)**

- Hydro seeding Week of 10<sup>th</sup>
- Continue to Finish Installing Built-in Desk in Lobby
- Trapeze for Piping Lubrication in Maintenance Bay (air, lube) Hanging May 14<sup>th</sup>
- Eco Lift Installation (end of May)
- Continue Fuel Island Canopy Work (electrical remaining)
- Rail, Electrical for Mezzanine in Maintenance Shop to be delivered
- Waiting for Exhaust System in Maintenance Bay (waiting for delivery )
- Waiting for Water Reclaim System Delivery (on site waiting for install Monday)
- Installation of Fencing (90% done)
- Monument Sign (footing poured formed by May 14) (still waiting for sign)
- Internal Lighting Fixtures (completed by June 1<sup>st</sup> )
- Parking Striping
- Final Cleaning
- Punch List JTA and TCF

## **Schedule/Budget Status:**

- Substantial Completion and Occupancy date June 5, 2015
- 90 day Final Acceptance Period
- On budget
- Punch list to begin in May
- Starting in May, training will begin on HVAC, Plumbing, Lube Equipment and Reels, Lighting Controls, Intercom System, Fire System, Security System, Generator System.

## **Miscellaneous Items:**

JTA has moved to the Haines Place Transit Center and is operational as of Monday May 18, 2015. Our new customer service hours will be Monday through Friday from 7:00am to 7:00pm. Please remember to stop by for our Open House scheduled for Friday May 22, 2015 from 1:00pm to 3:00pm.

David Lont and Kenny Yingling did a wonderful job of cleaning, repairing and painting the center, Ben Arnold and Tom Smithers did an amazing job of moving our customer service, mobility coordinator/outreach manager and our field supervisors.

We recruited a new customer service person for the new facility at 63 Four Corners Road. Her name is Miranda Nash. Miranda's first day with JTA will be May 26, 2015. Miranda comes to Jefferson Transit with extensive marketing and technology skills. We are all excited to have a new person on our Team.

Carl Thompson, long time driver for Jefferson Transit retired on May 15, 2015. Carl has worked for Jefferson Transit since 1998. He started his career with Paratransit before Dial-A-Ride was brought in-house. Everyone at JTA will miss him and wishes him well.

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



Jefferson Transit provided deviated fixed route service to Sequim May 9<sup>th</sup> during the Sequim Irrigation Festival.

Jefferson Transit provided deviated fixed route and Dial-A-Ride service Wednesday through Saturday during the Rhododendron Festival May 13-16, 2015.

### **Farmers' Market**

Sue Jones provided public outreach at the Farmers' Market on May 9, 2015. We had 160 total visitors to our booth. JTA received several questions about the Seatac and COHO brochures.

### **Maintenance Update:**

The new red shelter for 63 Four Corners Road arrived and the maintenance crew will be placing it at the site before the Grand Opening on June 12<sup>th</sup>. This shelter is equipped with solar lighting and is 8'X15'.

Fuel prices increased somewhat last month. The average price for the combination of Bio Diesel and Diesel was \$2.76 in March. April it was \$2.98.

Year to date, JTA consumed 22,045 gallons of fuel, traveled 157,425 miles for 6.5 miles per gallon.

Jefferson Transit consumed 7,110 gallon of fuel and drove 53,454 miles for 6.7 miles per gallons.

Jefferson Transit's new fuel island at 63 Four Corners Road in almost complete. JTA will be filling the tanks will fuel on the 27<sup>th</sup> of May and testing its operation. The tank holds 15,000 gallons of Diesel and 5,000 gallons of gasoline. All Jefferson Transit vehicles will now fuel on site.

Jefferson Transit selected Sound Moving to move 1615 W. Sims Way to our new site at 63 Four Corners Road. With the exception of Maintenance, all the offices are packing their own boxes. Sound Moving was the lowest quote and came with excellent references.

Jefferson Transit has also selected J & D Painting Services, Inc. to clean, prep and paint the shelter at the Haines Place Park and Ride.

This will be JTA's last meeting at this site. See you all at 63 Four Corners Road. The 6A Tri-Area will get everyone wanting to ride the bus to the new facility at 1:10 pm for the 1:30 pm meeting.