

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, December 16, 2014, 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 David Sullivan at 1:32 pm. Other members present were Catharine Robinson, John Austin, Robert Gray and Lloyd Eisenman.

STAFF PRESENT

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

PUBLIC COMMENT

Steve Oakford thanked John Austin for his years of service to the Authority Board.

Gene Brandon shared a confrontation he had as a result of public smoking at the transfer station.

Darrell Conder would like to propose that Field Supervisors be authorized to write citations for minor violations.

Burt Langsea asked when the Composition of the Board meeting will take place.

PUBLIC BUDGET HEARING

No public comment. The Budget Hearing was closed by David Sullivan at 1:38 pm.

NEW AGENDA ITEMS

John Austin commented on Gene Brandon's remark about public smoking and a discussion followed.

Phil Johnson entered the meeting at 1:39 pm

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

- Sales tax for August 2014 is 9% higher than received for September 2013
- East side fare revenue is down.
- We received the \$2,500.00 Washington State Transit Insurance Pool (WSTIP) grant. John Koschnick will discuss how those funds will be used in his report.
- Towing, off-site vehicle repairs and vehicle technical services are over budget.
- Overall it is important to note that expenses are under budget by over 6.5%.

CONSENT AGENDA

Catharine Robinson suggested the following corrections to the November minutes:

- Page 4, under General Manager's Report, in the third bullet, change "my" to "Ms. Rubert's", and also in the next paragraph change "myself" to "Tammi Rubert"
 - In next paragraph change "legislation chooses" to legislature chooses".
- a. Approval of Minutes, November 18, 2014
 - b. Approval of Expenses, November 2014
 - c. **Resolution 14-22:** 2015 Board Meeting Schedule
 - d. **Resolution 14-25:** Second Amendment to GCB 1613

Motion: Catharine Robinson moved to approve the Consent Agenda with changes. John Austin seconded.

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

In appreciation for his years of service, David Sullivan presented a signed photo to John Austin in honor of his retirement.

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 14-23: Authorizes the General Manger to sign the Certifications and Assurances. These are required because JTA is awarded federal capital and operating funds.

Motion: Catharine Robinson moved to adopt Resolution 14-23: Authorizing the General Manager to sign the 2015 Certifications and Assurances. Phil Johnson seconded.

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

Resolution 14-24: The adoption of the 2015 proposed budget.

Motion: Catharine Robinson moved to adopt Resolution 14-24: the 2015 Operating/Capital budget. John Austin seconded.

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

Resolution 14-26: Intent to Dispose of Low Use and Obsolete Surplus Parts. Ben Arnold stated this is in preparation of the upcoming move to the new facility.

Motion: John Austin moved to adopt Resolution 14-26: Intent to Dispose of Low Use and Obsolete Parts. Phil Johnson seconded.

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

REPORTS

General Managers Report – Tammi Rubert

Please see Attachment B

Ms. Rubert reported on the following items:

- Legislative update
- Meeting with Peninsula College regarding student bus passes
- New facility construction updates
- Exterior bus advertising
- Mobility Coordinator updates
- Toys-for-Tots event

Operations Report – John Koschnick

December Employment Anniversaries

- Pam Thompson, Field Supervisor 17 years

Mr. Koschnick reported on the following items:

- WSTIP Safety Grant. The funds will be used to purchase an Automated External Defibrillator (AED) for the Haines Place Transit Center, cameras for supervisor vehicles and a training kiosk controller.
- November 29th was a Priority 1 Emergency snow day. Drivers did an excellent job, with few delays.
- The homeless shelter opened early this year on November 28th due to cold weather.
- The bus stop sign at Oak Bay and Olympus has been installed once again.

Mr. Koschnick gave a PowerPoint presentation on the subject of the New Facility Service Planning Committee. The main purpose for the New Facility Committee is to minimize deadhead costs, maximize routing connectivity and explore new service model ideas.

Maintenance Report – Ben Arnold

Mr. Arnold reported on the following items:

- Four new shelters have been purchased from Intercity Transit
- The Quilcene shelter permit was awarded and the shelter will be installed after January 1st.

RIDERSHIP

Ridership has decreased by 21% from October to November. It is not uncommon for ridership to drop this time of year. This could possibly be due to gas prices and weather.

PUBLIC COMMENT

Steve Oakford commented on smoking problem in shelters and giving more responsibility to Field Supervisors.

Brenda McMillan would like to see fares increased, specifically for the longer routes.

Burt Langsea would like to see the Board expanded.

Steve Oakford commented on fares.

Gene Brandon would be willing to pay more money for a monthly pass.

The meeting was recessed at 2:46 pm for the Board Composition Conference.

The Board reconvened for Executive Session at 3:05 pm.

EXECUTIVE SESSION

Per RCW 42.30.110 for discussion regarding property and personnel with possible direction.

Executive Session began at 3:05 pm

Executive Session ended at 3:31 pm

Motion: John Austin moved that the Board put into effect a step increase for General Manager Tammi Rubert. Catharine Robinson amended the motion to clarify the increase to the General Manager's salary by 3%, to \$76,077 per year. John Austin accepted the amendment. Phil Johnson seconded.

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

Motion: Phil Johnson moved to instruct JTA's attorney to approach the City of Port Townsend for a reasonable solution to the re-zone of the property located on Sims Way in Port Townsend. If that is not successful, to file a timely appeal within twenty-one working days. John Austin seconded.

Catharine Robinson noted that she has recused herself from executive session on that subject, and she recused herself from discussion and vote. Robert Gray also recused himself from executive session on that subject, and from discussion and vote.

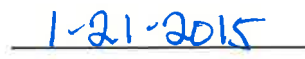
Vote: The motion carried unanimously, 3-0 by voice vote. Catharine Robinson and Robert Gray recused themselves.

ADJOURNMENT

The meeting was adjourned at 3:35pm. The next regular meeting will be held Tuesday, January 20, 2015, at 1:30 p.m.



Laura Smedley, Clerk of the Board



Date



ATTACHMENT A

1615 W. Sims Way, Port Townsend, WA 98368

December 12, 2014

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: November 2014 Financial Report

Sales Tax Analysis Reports –

- Sales tax for August 2014 is 9% higher than received for September 2013, 15% higher than budgeted for September. The cumulative 2014 sales tax receipts between January to September 2014 are 1% lower than the same time period in 2013. This is good news, but cautionary, because we still have the slow months of October and November to get through. The extreme cold and bad weather Thanksgiving weekend may have slowed sales.

Revenue Report –

- East side fare revenues show lower than budgeted; this is expected to continue through 2014 because the budget figure is inflated. [A reasonable budget figure for east side fares is \$148000. If that figure is used instead of \$165,000, the budget percentage is 87%]. Ridership will be discussed during the Operations report.
- Vanpool Revenue under budget due to loss of a vanpool group in May. We expected a decline from 2013, but not the loss of a vanpool.
- Other Non-Transportation – Over budget due to ATU Exec Officer reimbursement

Expense Report –

- Overtime is no longer over-budget for fixed route. Overtime was down in October and November, expecting an increase in December for the holidays. The "Other" overtime issue will remain over budget due to a hiring issue for a small piece of work in dispatch.
- Other Paid Absence – This figure will be over budget for the entire year – ATU Exec Officer, Administrative Leave
- Contracted IT Services is over budget, latent services (Mail Archiving, Virus Protection, off site Backup) were in the budget for 7-8 months; these services will continue past the projected date because it is less expensive to go with current vendor than purchase the services from another vendor. This line item will remain over budget.
- Vehicle Technical Services – Over budget for Towing, body repair work and off site repairs
- Vehicle Maintenance & Repair Parts – there have been several expensive repairs in the past two months. The average monthly expense for this category is \$4,900, in October it was \$15,933, and in November it is \$13,101. This budget line item will remain over budget for the year.
- Shop Supplies – over budget - there has been an increase in uniform/rug rental expenses
- Utilities – Water tracking over budget, most likely this is timing and will come in at budget, Electrical and Propane is under budget (October bills not yet posted) but with colder weather will expect to see it closer to budget.
- OVERALL it is important to note that other than the overtime issue, overall expenses are under budget by over 6.5%, the increase in parts expenses may be offset by the low cost of fuel in the past two months. If low cost fuel trend continues we will see real savings in fuel expenses in 2014.

Capital Activity –

- Capital activity in November: Construction, Project Management and Construction Phase design services.



November 2014 Financial Summary

Budget Tracking Figure: 91.66%

1. Operational Expenses:	\$305,510.78
Operational Revenues:	\$14,494.33
Non-Operational Income:	\$380,438.20
Capital Expenses:	\$588,409.63
Capital Income:	\$470,728.54

2. Sales Tax Received 11/30/2014 for September 2014:	\$368,479.21
Sales Tax Received 11/30/2013 for September 2013:	\$336,708.79

****Sales tax increased from prior year 9%****

3. Cash on Hand as of November 30, 2014*:	
Operating:	\$1,194,443.32
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$1,056,237.62
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$7,465.91
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,001.70
Travel Fund:	\$1,354.51
Kitsap Bank	\$10.64
Total	\$4,053,584.39**

*"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/Funding 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

2014

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Monthly Act to Bud Variance	2014 Cumulative Cash Actual Sales Tax Received	2014 Cumulative Cash Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$261,546.64	\$263,071.24	\$234,370.59	\$221,922.91	235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$152,221.21	323,856.00	6.43%	\$606,228.87	559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$150,424.11	215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$191,817.93	231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$172,294.86	280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$191,845.38	251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$203,110.70	269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.66%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$285,132.17	308,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$305,799.23	299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$300,142.06	329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$239,629.36	315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%	\$273,339.76	\$273,339.76	\$265,862.08	\$2,572,837.54	251,610.00	0.00%	\$0.00	3,309,880.00	
Total		3,314,312.96	3,639,307.56	3,226,039.90	4,987,177.44	3,309,880.00	0.00%			
Monthly Average		301,301.18	303,275.63	268,836.66	415,598.12	275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative Actual Sales Tax Received	2014 Cumulative Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	150,424.11	215,097.00	19.03%	\$256,028.91	215,097.00	19.03%
February	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	191,817.93	231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	172,294.86	280,324.00	2.49%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	191,845.38	251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	203,110.70	269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	285,132.17	306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$305,799.23	299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	300,142.06	329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	239,629.36	315,149.00	16.92%	\$2,708,084.09	2,498,640.00	8.38%
October	0.90%	\$273,339.76	\$273,339.76	\$265,862.08	\$305,799.23	251,610.00	0.00%	\$0.00	2,750,250.00	
November	0.90%	\$261,546.64	\$261,546.64	\$263,071.24	331,924.43	246,090.00	0.00%	\$0.00	2,996,340.00	
December	0.90%	\$344,682.23	\$344,682.23	\$361,349.36	204,854.04	338,020.00	0.00%	\$0.00	3,334,360.00	
Total		2,708,084.09	3,621,115.83	3,284,165.48	2,882,773.48	3,334,360.00	0.00%			
Monthly Average		300,898.23	301,759.65	273,680.46	240,231.12	277,863.33				

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eleven Months Ending November 30, 2014

	<u>November</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,021,635.39	\$2,465,432.33
Operating Cash Provided/(Used) by:		
Operating Activities	(\$827,783.63)	(\$3,556,386.41)
Non-Capital Financing Activities	\$377,988.85	\$4,283,204.66
Investing Activities	\$199.02	\$1,811.50
Total Operating Cash Provided/(Used)	(\$449,595.76)	\$728,629.75
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$483,192.00	\$861,169.55
Net Increase/(Decrease) Cash and Equivalent	\$33,596.24	\$1,589,799.30
CASH BALANCES - END OF PERIOD	<u>\$4,055,231.63</u>	<u>\$4,055,231.63</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending November 30, 2014

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,494.33	\$199,281.50	\$240,580.00	82.83%
Operating Expenses				
Labor	144,520.55	1,614,540.79	1,793,675.00	90.01%
Benefits	94,588.73	1,098,391.99	1,336,375.00	82.19%
Services and User Fees	12,444.37	138,875.66	178,796.00	77.67%
Materials & Supplies	41,375.86	486,253.83	591,620.00	82.19%
Utilities	2,646.19	52,852.78	65,020.00	81.29%
Casualty/Liability Costs	7,741.66	84,105.52	90,348.00	93.09%
Taxes	474.99	5,043.55	8,974.00	56.20%
Miscellaneous Expenses	1,623.15	54,078.17	80,299.00	67.35%
Leases and Rentals	95.28	10,721.49	15,824.00	67.75%
Total Operating Expenses	305,510.78	3,544,863.78	4,160,931.00	85.19%
Operating Income (Loss)	(291,016.45)	(3,345,582.28)	(3,920,351.00)	85.34%
Non-Operating Revenues				
Non-Transportation Revenue	3,458.66	41,049.95	13,011.00	315.50%
Taxes Levied by Transit	299,420.21	3,205,784.09	3,334,359.00	96.14%
Local Grants & Contributions	3,750.00	16,250.00	17,500.00	92.86%
State Grants & Contributions	5,898.33	312,541.16	250,688.00	124.67%
Federal Grants & Contributions	67,911.00	747,019.32	637,500.00	117.18%
Total Non-Operating Revenues	380,438.20	4,354,734.26	4,296,842.00	101.37%
Net Income (Loss) Before Transfers In/(Out)	89,421.75	1,009,151.98	375,491.00	268.76%
Net Income/(Loss)	89,421.75	1,009,151.98	375,491.00	268.76%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eleven Months Ending November 30, 2014

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,027.65	\$130,193.66	\$165,000.00	78.91%
Fixed Route Fares - West - JTOC	139.13	4,872.00	3,600.00	135.33%
Dial-a-Ride Fares (DAR)	981.55	11,503.41	12,000.00	95.86%
Vanpools	3,281.00	44,970.96	57,000.00	78.90%
Extended Service		2,593.83	2,200.00	117.90%
Auxiliary Transportation Revenues				
Advertising Services		4,432.64		0.00%
Other Services Revenue	65.00	715.00	780.00	91.67%
Total Operating Revenues	14,494.33	199,281.50	240,580.00	82.83%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	199.02	1,811.50	1,704.00	106.31%
Gain (Loss) on Disposition of Capital Items		14,621.84		0.00%
Other Nontransportation Revenues	3,259.64	24,616.61	11,307.00	217.71%
Taxes Levied Directly by Transit System - Sales & Use Tax	299,420.21	3,205,784.09	3,334,359.00	96.14%
Special Sales Tax Receipts - Miscellaneous		32,089.74	42,784.00	75.00%
Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP	2,500.00	2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	5,898.33	306,243.65	247,188.00	123.89%
RTAP		6,297.51	3,500.00	179.93%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	67,911.00	747,019.32	637,500.00	117.18%
Capital Contributions - Local/State/Federal				
Capital Contributions - Local		60,000.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	8,866.54	23,413.50		0.00%
Capital Contributions - FTA 5309, Facility Assistance (Federal)	461,862.00	1,687,568.00		0.00%
Total Nonoperating Revenues	851,166.74	6,125,715.76	4,295,842.00	142.60%
TOTAL REVENUES	865,661.07	6,324,997.26	4,536,422.00	139.43%

Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2014

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$52,663.24	\$554,372.23	\$609,291.00	90.99%
Operators Overtime - Fixed Route	2,112.17	43,689.35	48,196.00	90.65%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,150.96	129,106.48	161,449.00	79.97%
Operators Overtime - Dial-a-Ride (DAR)	629.09	5,540.22	7,318.00	75.71%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,545.98	435,263.96	487,623.00	89.26%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,115.50	39,658.86	26,457.00	139.36%
Administration Salaries	38,303.61	406,909.69	451,341.00	90.16%
Benefits				
FICA	12,208.95	138,171.25	168,244.00	82.13%
Pension Plans (PERS)	14,292.98	175,782.65	191,945.00	91.58%
Medical Plans	33,123.23	381,830.13	475,703.00	80.27%
Dental Plans	2,962.28	33,533.58	42,974.00	78.03%
Unemployment Insurance (UI)		464.00	9,068.00	5.12%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,033.55	57,193.82	65,454.00	87.38%
Holiday	5,935.71	69,369.68	75,340.00	92.08%
General Leave	17,883.45	202,087.07	231,502.00	87.29%
Other Paid Absence (Court Duty & Bereavement)	2,193.71	15,055.92	6,286.00	239.52%
Uniforms, Work Clothing & Tools Allowance	394.51	8,380.19	11,599.00	72.25%
Other Benefits (HRA, EAP & Wellness)	560.36	16,523.70	58,260.00	28.36%
Service and User Fees				
Vanpool Services and Fees			4,500.00	0.00%
Advertising Fees	628.50	7,293.15	18,250.00	39.96%
Professional & Technical Services	8,691.90	64,363.82	80,846.00	79.61%
Contract Maintenance Services (IT Services)	724.85	7,813.50	4,850.00	161.10%
Security Services		135.00	1,500.00	9.00%
Vehicle Technical Services		27,502.63	26,750.00	102.81%
Property Maintenance Services	154.76	6,948.65	10,000.00	69.49%
Software Maintenance Fees	1,581.94	17,457.44	21,200.00	82.35%
Postage & Mail Meter Fees	314.34	2,648.19	3,600.00	73.56%
Drug & Alcohol Services	227.08	3,221.88	4,800.00	67.12%
Other Services & User Fees	121.00	1,491.40	2,500.00	59.66%
Materials and Supplies Consumed				
Fuel	26,491.60	325,272.92	407,000.00	79.92%
Tires		19,904.75	28,500.00	69.84%
Lubrication	(1,273.79)	5,492.57	10,550.00	52.06%
Tools	265.21	5,092.65	9,000.00	56.59%
Vehicle Maintenance & Repair Parts	13,100.74	76,957.36	61,500.00	125.13%
Non-Vehicle Maintenance & Repair Parts		7,895.55	8,000.00	98.69%
Vehicle Accessories		549.17	1,350.00	40.68%
Park & Ride Materials	21.24	519.62	2,000.00	25.98%
Shop Supplies (Maintenance & Cleaning)	1,562.81	15,296.05	14,000.00	109.26%
Safety & Emergency Supplies		1,027.61	5,550.00	18.52%
Office Supplies	521.64	9,158.76	12,570.00	72.86%
Computer Programs & Supplies	200.56	2,194.66	2,750.00	79.81%
Printing (Photocopier, Schedules & Brochures)	485.85	16,250.82	26,850.00	60.52%
Other Materials & Supplies		641.34	2,000.00	32.07%
Utilities				
Water, Sewer & Solid Garbage	1,226.95	14,165.84	14,850.00	95.39%
Utilities (Electrical & Propane)		13,153.44	20,475.00	64.24%
Telephone & Internet	1,419.24	25,533.50	29,695.00	85.99%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,741.66	85,158.26	90,348.00	94.26%
Recoveries of Public Liability & Property Damage Settlements		(1,052.74)		0.00%
Taxes				
State Taxes	279.16	3,510.40	5,224.00	67.20%
Vehicle Licensing & Registration Fees	76.00	76.00	750.00	10.13%
Other Licensing Fees & Taxes	119.83	1,457.15	3,000.00	48.57%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2014**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,048.23	\$11,139.77	\$15,591.00	71.45%
Travel & Meetings	(204.38)	20,717.56	27,108.00	76.43%
Safety Program (Rodeo & Safety Rewards)	459.30	459.30	6,500.00	7.07%
Training (Classes, Seminars & Materials)	100.00	20,307.64	27,450.00	73.98%
EE CDL and EE Physical Expense	220.00	1,400.00	3,350.00	41.79%
Other Miscellaneous		53.90	300.00	17.97%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations			1,000.00	0.00%
Passenger Parking Facilities	95.28	325.84		0.00%
Service Vehicles & Equipment		440.92	2,500.00	17.64%
Other General Administration Facilities		9,954.73	12,324.00	80.78%
TOTAL OPERATING EXPENSES	<u>305,510.78</u>	<u>3,544,863.78</u>	<u>4,160,931.00</u>	<u>85.19%</u>

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

Total Project Cost	\$ 4,083,968.00	Equals Total project award plus total match
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FTA FUNDS AWARDED TO JTA	
Original	\$ 560,000.00
1st Amendment	\$ 423,679.00
	\$ 970,874.00
	\$ 380,361.00
2nd Amendment	\$ 931,540.00

JTA MATCH	
Match Required	\$ 816,614.00

Total Project Award from FTA	\$ 3,266,854.00	Total Match	\$ 816,614.00
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Disbursements to date	\$ 2,438,211.00	Disbursements to date	\$ 665,773.13
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Remaining Balance	\$ 828,243.00	Remaining Balance	\$ 150,840.87
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Team/Disbursements	\$ 2,438,211.00	JTA Match	\$ 665,773.13
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Difference	\$ -	Difference	\$ -
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Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 25,025.00	\$ 6,505.35	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,494.00	\$ 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 #PTL 3/28/4/6; 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, 2/1, 2/2, 3/1/2005, 3628
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	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	\$ 288.00	\$ 1,500.78	Inv# 11308; 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,160.00	\$ 10,059.05	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,226.00	\$ 5,306.35	Inv# 20130419
6/11/2013	\$ 3,152.54	\$ -	\$ 3,152.54	Inv#051331 (not reported in 2013 to FTA)
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; 101311
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
2/26/2014	\$ 92,386.70	\$ 70,835.00	\$ 21,751.70	Inv# 021414 B, Permit 2-11-2014 B, 14-025 B, 201401138, 48430 B, 14-018, SEPTICPERMIT 14
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	09005, 2014Bldg14-00006, 2014Bldg14-
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	Inv# 48060, 31419, 1041404, 20140312, 0414110
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# 49488, 1228, 54-572569, 20140611, 100, 071411, Application#1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv# 81414, App #2, 51331, ODT AccEas, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv# 13378; 20140710; 20140811, BLD14-00004, PR#3
10/22/2014	\$ 257,214.00	\$ 205,771.00	\$ 51,443.00	20140905, PR#4, 13583
11/24/2014	\$ 603,990.00	\$ 483,192.00	\$ 120,798.00	091423/141006, 13791, 20141010, 141117, PR#5, 13990/14125
Total	\$ 3,103,984.13	\$ 2,438,211.00	\$ 665,773.13	

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
November 2014

Current Account Status	Balance per Bank @ 11/30/14	\$ 2,389,483.31	\$ -
		\$ 2,521,257.02	
Balance per GL @ 10/31/14			
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 483,192.00	
	Investment Interest	\$ 105.81	
	Transfers - Out (Purchases)	\$ (615,071.52)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 11/30/14		\$ 2,389,483.31	

		2014 Capital Projects		
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2014 Beginning Balance	\$ 2,684,815.00	\$ 671,204.00	\$ (671,204.00)
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00	\$ (77,053.00)
	STP-Flex for Fuel Island	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	Sales Tax Equalization Funding	\$ 237,874.00	\$ -	\$ -
	JTA Outlay	\$ -	\$ 782,000.00	\$ (782,000.00)
Monthly Payments	JTA Bond Financing	\$ -	\$ 1,000,000.00	\$ (1,000,000.00)
Jan-14	City of PT, JeffDCD, TCF	\$ (37,455.82)	\$ (7,491.16)	\$ 7,491.16
Feb-14	Bid Adverts, Permits, TCF	\$ (176,775.26)	\$ (35,355.05)	\$ 35,355.05
Mar-14	Bid Adverts, Permits	\$ (3,925.00)	\$ (981.00)	\$ 981.00
Apr-14	TCF, City of PT, Printing	\$ (68,829.95)	\$ (31,553.59)	\$ 31,553.59
May-14	TCF, City of PT, Printing, Easement Sur	\$ (6,968.18)	\$ (1,393.64)	\$ 1,393.64
Jun-14	TCF, City of PT	\$ (28,337.73)	\$ (5,667.55)	\$ 5,667.55
Jul-14	Pease, TCF, PT, Print, Materials, Elec	\$ (233,700.39)	\$ (58,425.10)	\$ 58,425.10
Aug-14	Pease, TCF, PT	\$ (259,370.34)	\$ (64,842.59)	\$ 64,842.59
Sep-14	Pease, TCF, PT	\$ (320,223.14)	\$ (80,055.79)	\$ 80,055.79
Oct-14	Pease, TCF, PT	\$ (260,095.05)	\$ (52,019.01)	\$ 52,019.01
Nov-14	Pease, TCF, PT, Materials Testing	\$ (615,071.52)	\$ (123,014.30)	\$ 123,014.30
	Ending Balance			\$ (2,142,468.23)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2014 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Transit Shelters (JTA)	2014 Beginning Balance		\$ 8,461.00	
Kiosks and Signage	2014 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2014 Beginning Balance		\$ 35,000.00	
PNR Passenger Services Bldg	2014 Beginning Balance	\$ 76,800.00	\$ 19,200.00	\$ (19,200.00)
Revenue Vehicles				
Replacement Engine	2014 Beginning Balance		\$ 35,000.00	
Service Vehicles				
Service Equipment				
Addl Camera System for Trng	2014 Beginning Balance		\$ 2,500.00	
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 66,911.00	\$ 16,728.00	\$ (16,728.00)
	5 PCs -w/Software	\$ (3,284.44)	\$ (824.86)	\$ 824.86
	SQL-Server Edition & Licenses	\$ (1,644.30)	\$ (411.08)	\$ 411.08
	Virus Protection Software	\$ (855.36)	\$ (213.84)	\$ 213.84
	Sonic Wall and Portable Harddrive	\$ (1,792.00)	\$ (448.00)	\$ 448.00
	600GB HS Hard Drives	\$ (768.11)	\$ (192.03)	\$ 192.03
	17 Pcs -w/Software	\$ (11,473.77)	\$ (2,868.95)	\$ 2,868.95
	Balance			\$ (11,769.24)

JTA Capital Reserve Account Balance \$ 2,389,483.31
JTA Appropriated Project Funds Sub-Total \$ (2,181,046.47)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 208,437.84

Total 2014 Budgeted Capital Projects \$ 5,610,349.00



ATTACHMENT B

1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report

December 16, 2014

Legislative Updates

The 2015 Legislative Session is scheduled to begin on January 12, 2015. The session is scheduled for 105 days. The primary focus of the Legislature will be to boost education funding. This coming from the McCleary case which required the Legislature to do so by 2018.

What this means to JTA is that money will be tight in 2015 and there will be funding gaps. A transportation revenue package is still needed, however, the house is likely to wait for an action from the Senate before taking up the issue. There may be some local option bills for transit as discussions continue on a larger, statewide package.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- December 19 – WSTA Officer's Call

Planning

- Peninsula College, at the request of the students, approached Jefferson Transit with a proposal for a student bus pass program. A bus pass fee would be included within the cost of tuition. Each Jefferson County student would then be given a three month student pass. JTA is very interested in moving forward in this joint venture and is awaiting more information from the college.
- JTA received an appraisal for the Sims Way property.

Update on New Facility Project

Site Work Complete

- ◆ Building B shipped
- ◆ Completed Purlins and Cross Bracing
- ◆ Wall Girts
- ◆ Main Footing Building B poured

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

- November 21/ attended meeting of Jefferson County Council of the Blind and throughout the month, coordinated Christmas luncheon for December
- Attended December DASH monthly meeting
- Saturday December 6, Jefferson Transit partnered with the Kiwanis's collecting toys for the U.S. Marine Corps Toys for Tots program. JTA provided a bus to stuff with presents. Leesa collected toys with Tammi, Sara, Laura, Cheryl and John for the annual Toys for Tots program. A big thank you to Ben and the maintenance staff for set up and delivering the toys at the end. A special thank you to the family members of JTA employees that that helped collect toys. John's wife Gayle, Laura's daughters Jessica and Rachel and Laura's grandson Chase and friend Chris. Cheryl's husband Jim.
- Met with new vanpool passenger who volunteered to be a driver for the vanpool program. Although no new vanpool groups have started up the current vanpools groups have consistent ridership.

Currently 37 riders participate in Jefferson Transit's vanpool program. It is estimated at year end vanpool riders will have travelled more than 85,000 miles this year.