Office of the Washington State Auditor
Pat McCarthy

Financial Statements and Federal Single Audit Report

Jefferson County Public Transportation Benefit Area (Jefferson Transit Authority)

For the period January 1, 2018 through December 31, 2018

Published August 19, 2019

Report No. 1024428

Office of the Washington State Auditor
Pat McCarthy

August 19, 2019

Board of Commissioners
Jefferson Transit Authority
Port Townsend, Washington

Report on Financial Statements and Federal Single Audit

Please find attached our report on the Jefferson Transit Authority's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the Authority's financial condition.

Sincerely,

Pat McCarthy

State Auditor

Olympia, WA

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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Jefferson Transit Authority
January 1, 2018 through December 31, 2018

SECTION I – SUMMARY OF AUDITOR'S RESULTS

The results of our audit of the Jefferson Transit Authority are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the Authority.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the Authority's compliance with requirements applicable to its major federal program.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

Identification of Major Federal Programs

The following program was selected as a major program in our audit of compliance in accordance with the Uniform Guidance.

CFDA No.	Program or Cluster Title
20.509	Formula Grants for Rural Areas and Tribal Transit Program

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was $750,000.

The Authority did not qualify as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Jefferson Transit Authority
January 1, 2018 through December 31, 2018

Board of Commissioners
Jefferson Transit Authority
Port Townsend, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Jefferson Transit Authority, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated August 13, 2019. As discussed in Note 8 to the financial statements, during the year ended December 31, 2018, the Authority implemented Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of the Authority's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy

Pat McCarthy

State Auditor

Olympia, WA

August 13, 2019

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Jefferson Transit Authority
January 1, 2018 through December 31, 2018

Board of Commissioners
Jefferson Transit Authority
Port Townsend, Washington

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

We have audited the compliance of the Jefferson Transit Authority, with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended December 31, 2018. The Authority's major federal programs are identified in the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2018.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy

State Auditor

Olympia, WA

August 13, 2019

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Jefferson Transit Authority
January 1, 2018 through December 31, 2018

Board of Commissioners
Jefferson Transit Authority
Port Townsend, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Jefferson Transit Authority, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed on page 14.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Jefferson Transit Authority, as of December 31, 2018, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 8 to the financial statements, in 2018, the Authority adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed on page 14 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This schedule is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated August 13, 2019 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Pat McCarthy

Pat McCarthy

State Auditor

Olympia, WA

August 13, 2019

FINANCIAL SECTION

Jefferson Transit Authority
January 1, 2018 through December 31, 2018

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JEFFERSON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA
DBA/Jefferson Transit Authority

MANAGEMENT DISCUSSION & ANALYSIS
For The Year Ended December 31, 2018

The management of Jefferson Transit Authority (Jefferson Transit) offers the readers of Jefferson Transit's financial statements this narrative as an overview and analysis of the financial activities for the fiscal year ended December 31, 2018. To more fully understand the financial position of Jefferson Transit, this narrative should be considered in conjunction with the information contained in Jefferson Transit's financial statements and accompanying notes.

Jefferson Transit was established in 1980 to provide public transit services.

Current services include:

Fixed Route – Standard bus service on fixed, regularly scheduled routes.

Route Deviated – Is a normal fixed route service that will deviate up to ¾ mile off-route to provide demand response services.

Demand Response (Dial-A-Ride) – Is a shared-ride public transportation service for people with disabilities that prevent them from riding regular bus service.

Vanpool – A program that makes available to groups of 5-15 people a vehicle for commuting to work.

The primary hub of operations is located outside Port Townsend at 63 4 Corners Road, with a transit hub located at the Haines Place Park and Ride and a second satellite base located on the west side of the county in Forks known as Jefferson Transit – Olympic Connection.

FINANCIAL HIGHLIGHTS

It is our opinion that Jefferson Transit's overall future financial position is positive due to sensible reserve policies and judicious control over expenses. Jefferson Transit continues to address existing fiscal challenges including: increasing cost of labor, benefits and fuel; ridership, federal/state grant funding resources; and, the inherent instability of sales tax revenue which is the main revenue source funding transit. 2018 versus 2017 changes include the following:

- Operating revenue decreased to $176,461 from $184,629. Jefferson Transit restored service lost during the 2008 recession (added mid-day Poulsbo and morning Tri-Area run) and re-configured the uptown/downtown shuttle route. Fixed Route revenues have improved, however, two vanpool groups left Jefferson Transit's vanpool program in July of 2017. The loss of these vanpools continue to have an impact on operating revenues.
- Operating expenses (excluding depreciation) increased 5% to $4,360,118 from $4,122,484. The primary increases were seen in salaries, health insurance and a substantial increase in fuel expense.
- Sales tax revenue increased 12% to $5,238,795 from $4,668,937.
- Operating subsidies decreased 3.2% to $1,383,386 from $1,429,723, this funding fluctuates depending on grant awards.
- Net position increased 6% to $16,608,371 from $15,596,019.

Jefferson Transit's primary expense, as with any service industry, is Labor and Benefits. Jefferson Transit's 2018 labor and benefits expenses included increasing service hours (additional transit operators/mechanic hired) and wage increases for non-represented staff. Labor expenses increased $139,660 and benefits increased by $188,170 (before GASB 68/71/75 adjustments) over 2017.

Another major expense for the Jefferson Transit budget is fuel. Fuel expense increased 40% in 2018. Increased service and higher fuel costs account for this increase. The expense for fuel was $287,068, an increase of $82,929 from 2017.

Overall, Jefferson Transit's management has a high degree of control over expenses. Budget versus actual expenses are reviewed by staff and reported to the Authority Board bi-monthly. Staff meets with the Finance Committee (2 members of the Authority Board) to review finances monthly.

OVERVIEW OF THE FINANCIAL STATEMENTS

Jefferson Transit's financial statements include two components: 1) financial statements and 2) notes to the financial statements. This management discussion and analysis is intended to serve as an introduction to Jefferson Transit's basic financial statements.

Financial Statements

The *Statement of Net Position* presents information on all of Jefferson Transit's assets and liabilities, with the difference between the two reported as *Net Position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Jefferson Transit is improving or deteriorating.

The *Statement of Revenues, Expenses and Changes in Fund Net Position* presents information showing how Jefferson Transit's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change actually occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., earned but unused general leave).

The *Statement of Cash Flows* presents actual in and out cash activity during the fiscal period related to operating activities, noncapital financing activities, capital activities and investing activities. Additionally, a reconciliation of net cash provided (used) by operating activities to Operating Income (Loss) is included. Over time, increases or decreases in cash balances may serve as a useful indicator of the financial stability of Jefferson Transit.

Notes to the Financial Statements

The *Notes to the Financial Statements* provide additional information essential to fully understand the data provided in Jefferson Transit's financial statements and are located following the Statement of Cash Flows.

FINANCIAL ANALYSIS

Statement of Net Position

The following condensed financial information provides an overview of Jefferson Transit's financial position for the fiscal years ending December 31, 2018 and 2017.

In 2018, total assets and deferred outflows were $21,340,506, an increase of $2,990,505 (or 16.3%) from 2017. In 2018 current and other assets were $9,314,145, an increase of $1,598,783 (or 20.7%) from 2017. The increase in assets is due to favorable reserve balances and the purchase of revenue and service vehicles.

At December 31, 2018 Jefferson Transit had total liabilities of $4,272,495, an increase of $1,809,739 (or 73.5%) from 2017 year-end. The increase in total liabilities is primarily due to a change in accounting method for other post-employment benefits. In January 2018 Jefferson Transit joined the Washington State Public Employees Benefit Board (PEBB) and began purchasing health care insurance through PEBB. As a member of PEBB, Jefferson Transit can offer employees who retire the option to continue medical coverage on a self-pay basis. The premiums for retired employees are blended with the rates for active employees and is considered an implicit subsidy paid by Jefferson Transit. Therefore, Jefferson Transit is subject to the requirements of Government Accounting Standards Board (GASB) Statement No. 75 and must report an Other Post-Employment Benefit (OPEB) liability.

Jefferson Transit's assets exceeded liabilities at December 31, 2018 by $16,608,371 (total net position), an increase of 1,012,353 (or 6.5%). Due to a bond covenant, Jefferson Transit has a restricted component of assets, $85,250 is restricted in a Bond Reserve Fund.

The financial position of Jefferson Transit remains strong in 2018.

	2018	2017	2018 Increase (Decrease) Over 2017
Assets:			
Current and Other Assets	$ 9,314,145	$ 7,715,362	$ 1,598,783
Capital Assets, Net	11,818,282	10,405,155	1,413,127
Total Assets	$ 21,132,428	$ 18,120,517	$ 3,011,911
Deferred Outflow - Pension	$ 207,084	$ 229,484	(22,400)
Deferred Outflow - OPEB	$ 994	$ -	994
Total Deferred Outflows	$ 208,078	$ 229,484	$ (21,406)
Total Assets & Deferred Outflows	21,340,506	18,350,001	2,990,505
Liabilities:			
Current Liabilities	$ 271,450	$ 311,860	$ (40,410)
Long-Term Liabilities	4,001,045	2,150,897	1,850,149
Total Liabilities	$ 4,272,495	$ 2,462,757	$ 1,809,739
Deferred Inflow - Pension	$ 459,639	$ 291,226	168,413
Invested in Capital Assets	$ 11,448,619	$ 9,984,111	$ 1,464,508
Restricted	$ 85,250	$ 85,250	$ -
Unrestricted	$ 5,074,502	5,526,657	(452,155)
Total Net Position	$ 16,608,371	$ 15,596,019	$ 1,012,353
Total NP-Liabilities-Deferred IF	$ 21,340,506	$ 18,350,001	$ 2,990,505

Statement of Revenues, Expenses and Changes in Fund Net Position

As of December 31, 2018 total net position was $16,608,371, an increase of $1,012,352 (or 6.5%) from 2017 year-end. 2018 capital contributions were $1,545,789, an increase of $625,806 from 2017. Capital projects completed in 2018 were the purchase of 4 new fixed route vehicles, 2 vanpool vans and several service vehicles.

Operating revenue, operating expense and non-operating revenue variances are detailed in greater detail below.

Revenues, Expenses and Changes in Fund Net Position (Summary)
For The Years Ended December 31, 2018 and 2017

	2018	2017	2018 Change Over 2017
Operating Revenues	$ 176,461	$ 184,629	$ (8,168)
Operating Expense	(5,024,002)	(4,752,990)	271,012
Operating Income (Loss)	$ (4,847,541)	$ (4,568,361)	$ 262,845
Nonoperating Revenues (Expenses)	6,706,912	6,131,158	575,754
Capital Contributions	1,545,789	919,983	625,806
Increases (Decreases) in Net Assets	$ 3,405,160	$ 2,482,781	$ 922,379
Net Position - Beginning (January 1)	$ 15,596,020	$ 13,113,083	$ 2,482,937
Change in Accounting Method GASB 75	$ (2,299,515)		(2,299,515)
Prior Period Adjustment	(93,293)	155	(93,448)
Net Position - Ending (December 31)	$ 16,608,371	$ 15,596,019	$ 1,012,352

Operating Revenues

Operating revenues are revenues tied directly to transit and transit related services. 2018 operating revenues for Jefferson Transit were $176,461. This is a decrease of $8,168 (4.4%) over the 2017 figures. Passenger Fares for Transit Services includes fares for fixed route, Dial-a-Ride and, vanpool programs. The decrease in revenue is due the loss of two vanpool groups in July of 2017. Jefferson Transit made some changes to service in 2018 that resulted in an increase in ridership. Jefferson Transit continues to market reaching out to the non-transit riding community to encourage people to “Try Transit”. Additionally, Jefferson Transit will continue to partner with the Jefferson County Farmer’s Market on Wednesday afternoons at the Haines Place Park and Ride encouraging residents of Jefferson County to “Eat Green, Ride Green, Ride Transit”.

Operating Revenues
For The Years Ended December 31, 2018 and 2017

	2018	2017	2018 Increase (Decrease) Over 2017
Passenger Fares for Transit Services	$ 176,461	$ 184,629	$ (8,168)
Operating Revenues	$ 176,461	$ 184,629	$ (8,168)

Operating Expenses

Operating expenses are all expenses tied to operations and providing transit related services. Operating expense categories include operations, maintenance, administration and depreciation.

2018 operating expenses were $5,024,002, an increase of $271,012 (or 5.7%) from 2017.

Operating expenses by category:

Operations – Responsible for all on-street services including transit operators and dispatchers. 2018 expenses related to operations were $2,024,766, an increase of $127,912 (6.7%) from 2017. In January 2018 Jefferson Transit restored runs that were lost during the recession of 2008. Additionally, the Uptown/Downtown Shuttle was reconfigured into two separate runs; one going to the North end of Port Townsend, the other going to the South end (including the new Rainier Street Extension) of Port Townsend. This allowed Jefferson Transit to "disconnect" the Uptown/Downtown shuttle during a major construction project when traffic delays were expected. The two separate runs worked so well Jefferson Transit has elected to make the change permanent. Jefferson Transit hired additional employees to support the service change.

Haines Place Transit Center (HPTC) – HPTC is responsible for all customer service and passenger interactions. HPTC staff include the Mobility Coordinator, Service and Training Supervisor, Field Supervisor and Customer Support Specialist positions. In 2018 HPTC expenses were $335,980. An increase of $61,994 (22.6%). Jefferson Transit hired a Field Supervisor support position to cover evening and weekend operations.

Maintenance – Responsible for all vehicles including fuel, parts, cleaning, servicing, and facility upkeep. Expenses related to maintenance were $1,145,838 in 2018. This is an increase of $82,747 (7.8%) from 2017. The increase was due to a substantial increase in Fuel expense.

Administration – Responsible for all other functions including executive direction, planning, marketing, information systems, purchasing, finance, and human resources. 2018 expenses related to administration were $853,534, a decrease of $35,019 (or 3.9%) from 2017. A personnel change (a temporary full-time position returned to part-time) and a decrease in interest expense (sales tax bond defeased in 2017) reduced expenses in Administration.

Depreciation – This is the estimated pro-ration of the cost of capital assets over the useful life of the asset. 2018 expenses related to depreciation were $663,884, an increase of $33,378 (5.3%) from 2017. Additional vehicle purchases are responsible for the increase.

Operating Expenses
For The Years Ended December 31, 2018 and 2017

	2018	2017	2018 Increase (Decrease) Over 2017
Operations	$ 2,024,766	$ 1,896,854	$ 127,912
Haines Place Transit Center	335,980	273,986	$ 61,994
Maintenance	1,145,838	1,063,091	82,747
Administrative Expenses	853,534	888,554	(35,019)
Depreciation	663,884	630,506	33,378
Operating Expenses	$ 5,024,002	$ 4,752,990	$ 271,012

Non-operating Revenues

Non-operating income consists mainly of sales tax revenue, investment income, and operating grants. Non-operating revenues are all revenues that are not tied directly to an operating category such as fixed route fares.

2018 non-operating revenue was $6,706,912, an increase of $575,754 (or 9.4%) over 2017.

Non-operating Revenues by category:

Sales Tax – Consists of revenue received from local sales tax at the rate of 0.9%. 2018 sales tax was $5,238,765, an increase of $569,858 (or 12.2%) from 2017. Jefferson Transit expected the increase in 2018 due to a major school construction project (Salish Coast Elementary). However, all NAICS categories for sales tax saw increases.

Operating Subsidies – Consist mainly of state and federal grants. 2018 operating subsidies were $1,383,386, a decrease of $46,337 (3.2%) from 2017. Grant funding fluctuates from year to year, this was not a significant decrease.

Investment Income – Consists of revenue generated from investment interest. 2018 investment income was $82,551, an increase of $45,257 (or 121%) from 2017. Strong fund balances account for the increase.

Interest Paid on Capital Debt was $10,370 in 2018. Jefferson Transit called a large portion of the bonds in 2017 and therefore paid less in interest on Capital Debt in 2018. The bonds were used for the construction of the 4-Corners Administration and Maintenance Facility.

Other Non-operating Revenues (Expenses) – Consists of revenues not readily categorized to another revenue line. Other Non-operating Revenues consists of extraordinary items, special items, gain (loss) on sales disposition of capital items, public donations and other non-transportation revenues. For 2018 Non-operating Revenues largely consist of reimbursements from the Amalgamated Transit Union for union work performed by represented employees. 2018 other non-operating revenues (expenses) were $12,550, a decrease of $2,351 (or 15.8%) from 2017.

For The Years Ended December 31, 2018 and 2017

	2018	2017	2018 Increase (Decrease) Over 2017
Sales Tax	$ 5,238,795	$ 4,668,937	$ 569,858
Operating Subsidies	1,383,386	1,429,723	(46,337)
Investment Income	82,551	37,293	45,257
Interest Paid on Capital Debt	(10,370)	(19,696)	9,326
Other Nonoperating Revenues (Expenses)	12,550	14,902	(2,351)
Nonoperating Revenues (Expenses)	$ 6,706,912	$ 6,131,158	$ 575,754

Statement of Cash Flows

2018 year-end cash balance was $7,185,758, an increase of $777,383 (or 12.1%) from 2017 year-end. 2018 cash used by operating activities was $4,491,900, an increase in expenditures of $211,608 (or 4.9%) from 2017. 2018 cash provided from noncapital financing activities was $6,555,539, an increase of $466,015 (or 7.7%) from 2017. 2018 cash used by capital and related financing activities was $1,368,805, an increase in expenditures of $160,826 (or 13.3%) from 2017. This increase is due to Jefferson Transit purchasing capital assets utilizing reserve funds. Cash provided by investing activities (interest earned) was $82,551, an increase of $45,257 (or 121.4%) from 2017. Jefferson Transit is focused on controlling costs, building reserves for future capital purchases, expanding service options, and sustaining current operations.

Statement of Cash Flows (Summary)
For The Years Ended December 31, 2018 and 2017

	2018	2017	2018 Change Over 2017
Net Cash Provided (Used) by:			
Operating Activities	$ (4,491,900)	$ (4,280,292)	(211,608)
Noncapital Financing Activities	6,555,539	6,089,523	466,015
Capital and Related Financing Activities	(1,368,805)	(1,207,979)	(160,826)
Investing Activities	82,551	37,293	45,257
Net Increase (Decrease) in Cash and Equivalents	$ 777,384	$ 638,545	$ 138,838
Cash Balances - Beginning of Year	$ 6,408,374	$ 5,769,829	$ 638,545
Prior Year Adjustment			0
Cash Balances - End of Year	$ 7,185,758	$ 6,408,374	$ 777,383

Capital Assets

Jefferson Transit's investment in capital assets as of year-end 2018 was $11,448,619 (net of related debt), an increase of $1,464,508 (or 14%) from year-end 2017. Jefferson Transit's investment in capital assets includes land, buildings, shelters, vehicles & equipment and construction in progress. Depreciation expense was $663,884; and 3 fixed route buses were retired. Jefferson Transit purchased 4 new fixed route buses; 2 new vanpool vehicles and 3 new service vehicles in 2018.

Additional information concerning capital assets may be obtained from Note 2 in the Notes to the Financial Statements.

ECONOMIC OUTLOOK

Jefferson Transit management has been and continues to be focused on controlling expenses. Jefferson Transit management has taken several measured steps to hold expenses in check and minimize the impact of inflationary pressures, but is keenly aware that the sales tax rate is at the maximum allowable by law. Any future actions taken by management will carefully consider the impact of service to the public and continued ability to comply with regulatory compliance expected of any government entity.

Given that costs increase in the long run, maintaining revenues coupled with the need to maintain Operating and Capital reserves, management must continue to ensure sound fiscal operation of Jefferson Transit.

Major issues which could impact the future financial condition of Jefferson Transit include:

- Maintaining grant and sales tax revenue streams with a focus on sustaining existing and developing new ones in order to address cost increases due to inflationary pressures.
- Review of community growth patterns and adjustment of routes as needed to address various county population centers. Jefferson Transit has budgeted for a 20-Year Comprehensive Plan in 2019.
- In 2018 Jefferson Transit restored service cut during the recession. With the restoration of this service Jefferson Transit will has reached capacity (buses on the road; employees available to service buses, operators available to drive buses). Jefferson Transit has budgeted for Maintenance Bay Expansion and HPTC Bus Loop Expansion plans in 2019.

Requests for Information

This financial report is designed to provide a general overview of Jefferson Transit Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

General Manager
Jefferson Transit Authority
63 Four Corners Road
Port Townsend, WA 98368

Jefferson County Public Transportation Benefit Area
DBA/Jefferson Transit Authority
STATEMENT OF NET POSITION
December 31, 2018

ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	$	7,185,758
Taxes Receivable	$	889,653
Accounts Receivable (Net)	$	24,763
Due To (From) Other Governments	$	1,098,230
Inventory	$	113,801
Prepaid Expenses	$	1,940
TOTAL CURRENT ASSETS	$	9,314,145
NONCURRENT ASSETS		
Capital Assets Not Being Depreciated:		
Land	$	1,103,423
Construction in Progress	$	11,559
Capital Assets Being Depreciated:		
Facility	$	7,369,904
Other Buildings & Structures	$	1,804,232
Revenue Vehicles	$	7,313,015
Service Vehicles	$	584,135
Service Equipment	$	653,777
Office Furniture & Equipment	$	590,371
Less: Accumulated Depreciation	$	(7,612,134)
TOTAL NONCURRENT ASSETS	$	11,818,282
TOTAL ASSETS	$	21,132,427
DEFERRED OUTFLOW OF RESOURCES		
Pension	$	207,084
OPEB	$	994
TOTAL DEFERRED OUTFLOWS	$	208,078
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	$	21,340,506
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	$	140,941
Accrued Expenses	$	44,938
Current Employee Leave Benefits	$	35,571
GO Bond Payable Current Year	$	50,000
TOTAL CURRENT LIABILITIES	$	271,450
NONCURRENT LIABILITIES		
Deposits and Other Payables	$	660
GO Bonds Payable	$	310,000
Unamortized Premium on Bonds Sold	$	9,663
Employee Leave Benefits	$	162,085
Pension Liability	$	1,160,368
OPEB Liability	$	2,358,269
TOTAL NONCURRENT LIABILITIES	$	4,001,045
TOTAL LIABILITIES	$	4,272,495
DEFERRED INFLOW OF RESOURCES		
Pension	$	459,639
NET POSITION		
Net Investment in Capital Assets	$	11,448,619
Restricted for Bond Covenant	$	85,250
Unrestricted	$	5,074,502
TOTAL NET POSITION	$	16,608,371
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	$	21,340,506

The Notes to the Financial Statements are an integral part of this statement.

Jefferson County Public Transportation Benefit Area
DBA/Jefferson Transit Authority
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
For The Year Ended December 31, 2018

OPERATING REVENUES	
Passenger Fares	176,461
Other Operating Revenue	0
Total Operating Revenues	176,461
OPERATING EXPENSES	
Operations	2,024,766
HPTC	335,980
Maintenance	1,145,838
Administrative Expenses	853,534
Depreciation	663,884
Total Operating Expenses	5,024,002
Operating Income (Loss)	(4,847,540)
NONOPERATING REVENUES (EXPENSES)	
Sales Tax	5,238,795
External Operating Subsidies	1,383,386
Investment Income	82,551
Interest Paid on Capital Debt	(10,370)
Other Nonoperating Revenues (Expenses)	12,550
Total Nonoperating Revenues (Expenses)	6,706,912
Income (Loss) Before Capital Contributions, Extraordinary and Special Items	1,859,372
Capital Contributions	1,545,789
Increase (Decrease) In Net Position	3,405,161
Net Position - Beginning of Period	15,596,019
Change in Accounting Method for GASB 75	(2,299,515)
Prior Period Adjustment	(93,293)
Net Position - End of Period	16,608,371

The Notes to the Financial Statements are an integral part of this statement.

Jefferson County Public Transportation Benefit Area
DBA/Jefferson Transit Authority
STATEMENT OF CASH FLOWS
For The Year Ended December 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from Customers	100,638
Payments to Suppliers	(1,041,405)
Payments to Employees	(3,317,400)
Change in accounting method for GASB 68	(291,493)
Change in accounting method for GASB 75	57,760
Net Cash Provided (Used) by Operating Activities	(4,491,900)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Sales Tax Receipts	5,161,234
Other Nonoperating Receipts	10,376
Operating Grant Receipts	1,365,840
Local Government Assistance Fund Receipts	18,088
Net Cash Provided (Used) by Noncapital Financing Activities	6,555,539
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Capital Contributions	862,073
Principal Paid on Capital Debt	(50,000)
Interest Paid on Capital Debt	(10,370)
Purchases of Capital Assets	(2,171,685)
Sale of Capital Assets	1,176
Net Cash Provided (Used) by Capital and Related Financing Activities	(1,368,805)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and Dividends	82,551
Net Cash Provided by Investing Activities	82,551
Net Increase (Decrease) in Cash and Cash Equivalents	777,384
Balances - Beginning of the Year	6,408,374
Balances - End of the Year	7,185,758
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities	
Operating Income (Loss)	(4,847,540)
Adjustments to Reconcile Operating Income to	
Net Cash Provided (Used) by Operating Activities:	
Depreciation Expense	663,884
Change in accounting method for GASB 68	(291,493)
Change in accounting method for GASB 75	57,760
Change in Assets and Liabilities:	
Receivables, Net	(73,015)
Inventories	7,864
Prepaid Expenses	5,484
Prepaid Revenue	225
Accounts and Other Payables	(56,932)
Accrued Payroll and Benefit Expenses	41,863
Net Cash Provided by Operating Activities	(4,491,900)

The Notes to the Financial Statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Jefferson County Public Transportation Benefit Area was incorporated on July 11, 1980 and operates under the laws of the State of Washington applicable to a transit district. The financial statements of the Jefferson County P.T.B.A., DBA/Jefferson Transit Authority (Jefferson Transit) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governments.

A. Reporting Entity

Jefferson Transit is a special purpose government entity and provides Fixed Route, Route Deviated, Demand Response (Dial-A-Ride) and Vanpool Programs to the general public. Jefferson Transit is supported through passenger and other transit charges, sales tax revenue and various local, state and federal contributions and grant programs.

Jefferson Transit is governed by an elected five-member board which consists of two City of Port Townsend councilors and the three Jefferson County commissioners. As required by generally accepted accounting principles, management has considered all potential component units in defining the reporting entity. Jefferson Transit has no component units.

B. Basis of Accounting and Reporting

The accounting records of Jefferson Transit are maintained in accordance with methods prescribed by the State Auditor under the authority of Chapter 43.09 RCW. Jefferson Transit uses the *Budgeting, Accounting, and Reporting System (BARS)* in the State of Washington.

Funds are accounted for on a cost of services or an economic resources measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their statements of net position. Their reported net position is segregated into invested in capital assets, restricted and unrestricted net position. Operating statements present increases (revenues and gains) and decreases (expenses and losses) in net position. Jefferson Transit discloses changes in cash flows by a separate statement that presents their operating, non-capital financing, capital and related financing and investing activities.

Jefferson Transit uses the full-accrual basis of accounting where revenues are recognized when earned and expenses are recognized when incurred. Capital asset purchases are capitalized and long-term liabilities are accounted for in the appropriate fund.

Jefferson Transit distinguishes between operating revenues and expenses from non-operating ones. Operating revenues and expenses result from providing services in connection with Jefferson Transit's principal ongoing operations. The principal operating revenues of Jefferson Transit are charges to customers for passenger fares and charges collected for the use of the Vanpool program. Operating expenses result from those expenses incurred to provide transit services such as fixed route, route deviated, demand response and other services such as the Vanpool program. Operating expenses consist of direct expenses including driver wages and fuel, and indirect expenses such as administration costs and depreciation of capital assets. All revenues and expenses not meeting the definition of operating are classified as non-operating revenues and expenses.

C. Assets, Liabilities and Net Position

1. Cash and Cash Equivalents and Investments

It is Jefferson Transit's policy to invest all temporary cash surpluses. As of December 31, 2018 the treasurer was holding $7,185,758 in short-term residual investments of surplus cash. This amount is classified on the *Statement of Net Position* as cash and cash equivalents.

For purposes of the *Statement of Cash Flows*, Jefferson Transit considers all highly liquid investments (including restricted assets) with a maturity of less than three months when purchased, to be cash equivalents.

Jefferson Transit's deposits are entirely covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (WPDPC) and thus not subject to custodial credit risk.

Investments Measured at Amortized Cost

As of December 31, 2018, Jefferson Transit held $3,456,814 in the State Investment Pool, which is valued at amortized cost.

2. Receivables

As of December 31, 2018, Jefferson Transit had $889,653 in Taxes Receivable.

Taxes Receivable consists of sales tax receivable. Sales tax revenue is accrued in the period earned and received two months later.

As of December 31, 2018, Jefferson Transit had the following sales tax amounts accrued:

November 2018 Sales Tax Received January 2019	$	406,364
December 2018 Sales Tax Received February 2019		483,289
TOTAL	$	889,653

As of December 31, 2018, Jefferson Transit had $24,763.10 in Accounts Receivable (Net).

Accounts receivable consists of amounts owed from employees, private individuals or organizations for goods and services.

Due to the type and amount of receivables, no estimation is made for uncollectible accounts. When accounts are deemed uncollectible following all methods of collection efforts and, if necessary, reviewed by legal counsel, they are written off to appropriate categories.

As of December 31, 2018, Jefferson Transit had the following receivables:

Accounts Receivable	$	20,380
Accounts Receivable - Other		4,383
TOTAL	$	24,763

3. Due to (From) Other Governments

As of December 31, 2018, Jefferson Transit had a net $1,098,230 Due From Other Governments.

Amounts included in Due to (From) Other Governments consist primarily of local, state and federal grant funds.

As of December 31, 2018, Jefferson Transit had the following due from other governments:

Federal and State Governments - Operating		$	380,791
Federal Grants - Capital			717,439
	TOTAL	$	1,098,230

4. Inventory

As of December 31, 2018, Jefferson Transit had $113,801 in Inventory.

Inventories consist of fuel on hand and vehicle maintenance parts and supplies and are valued using the first-in/first-out (FIFO) method. Jefferson Transit Authority values Maintenance Parts Inventory on a cost basis monthly, while fuel is valued on the lower of cost or market. Fuel value is determined utilizing the Washington State Department of Enterprise Services Fuel Price Update website.

As of December 31, 2017 Jefferson Transit had the following inventories:

Maintenance Parts Inventory		$	94,745
Fuel Inventory			19,056
	TOTAL	$	113,801

5. Restricted Assets and Liabilities

See Note 6 for Long Term Debt explanation and Note 9 for Restricted Component of Net Position.

6. Other Assets and Debits

As of December 31, 2018, Jefferson Transit had $1,940 in Prepaid Expenses.

Prepaid expenses consist of services that will be provided in a future period but paid as of the close of current period.

As of December 31, 2018, Jefferson Transit had the following prepaid expenses:

Prepaid Expenses		$	1,940
	TOTAL	$	1,940

7. Capital Assets and Depreciation - See Note 2.

8. Compensated Absences

As of December 31, 2018, Jefferson Transit had $197,656 in Employee Leave Benefits. This represents an increase of $26,917 from 2017.

Employee leave (general leave) benefits are for absences for which employees will be paid. Jefferson Transit records unpaid leave for compensated absences as an expense and liability when earned. Jefferson Transit's employee general leave policy as of December 31, 2018 for both represented and non-represented staff allowed for the accumulation of general leave benefits at the rate of twenty-five days per year. Additional general leave benefits accrue after five and ten years continuous service at the rate of five additional days per year, respectively. The maximum amount of general leave hours represented employees may carry over from year to year is 520 hours and non-represented is 280 hours. Employees' general leave balances as of December 31st in excess of allowed balances are cashed-out and the funds are placed into employee HRA VEBA accounts.

9. Other Accrued Liabilities

As of December 31, 2018, Jefferson Transit had $140,941 in Accounts Payable.

Accounts payable are expenses unrelated to wages and employee-related liabilities recognized in the current period and paid in a future period.

As of December 31, 2017 Jefferson Transit had the following accounts payable:

Accounts Payable		$ 140,941
	TOTAL	$ 140,941

As of December 31, 2018, Jefferson Transit had $44,938 in Accrued Expenses.

Accrued expenses consist mainly of accrued wages and employee-related liabilities.

As of December 31, 2018, Jefferson Transit had the following accrued expenses:

Accrued Employee Payroll & Related Liabilities		44,938
	TOTAL	$ 44,938

As of December 31, 2018, Jefferson Transit had $660 in Deposits and Other Payables.

Deposits and Other Payables consist of liabilities for deposits made by passengers for bike lockers.

10. Long Term Debt – See Note 6

11. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all state sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 – CAPITAL ASSETS AND DEPRECIATION

A. Capital Assets

Major expenses for capital assets, including capital leases and major repairs that increase useful lives, are capitalized. Maintenance, repairs and minor renewals are accounted for as expenses when incurred. All capital assets are valued at historical cost or estimated historical cost where historical cost is not known. Jefferson Transit has acquired certain assets with funding provided by Washington State Department of Transportation (WSDOT) and federal financial assistance programs. Depending on the terms of the agreements involved, WSDOT and the federal government could retain an equity interest in these assets. However, Jefferson Transit has sufficient legal interest to accomplish the purposes for which the assets were acquired and has included such assets within the applicable account.

The original cost of capital property retired or otherwise disposed of, and the cost of installation less salvage, is charged to accumulated depreciation. However, in the case of the sale of an asset, the original cost is removed from Jefferson Transit asset accounts. Accumulated depreciation is charged with the accumulated depreciation related to the property sold, and the net gain or loss on disposition is credited or charged to income via Other Non-operating Revenue on the *Statement of Revenues, Expenses and Changes in Net Position*.

Depreciation expense is charged to operations to allocate the cost of capital assets over their estimated useful lives using the straight-line method with useful lives of three to thirty years. WSDOT provides guidance on the depreciation of all vehicles due to grant funding and financial reporting requirements.

- Facilities
  - Administration Building – 30 years,
  - Building Improvements – 5 to 10 years (based on type of improvement)
- Buildings and Structures
  - Park and Ride Structures – 30 years
  - Bus Stops and Shelters – 10 years
  - Improvements – 5 to 10 (based on type of improvement)
- Revenue Vehicles, Service Vehicles
  - Heavy Duty Small Buses 28ft-35ft – 10 years
  - Medium Duty Bus/Cutaway – 7 years
  - Light Duty Bus – 5 years
  - Light Duty Small Van – 4 years
- Service Equipment
  - 2 – 12 years dependent upon type of equipment
- Office Furniture & Equipment
  - 3 – 12 years dependent upon furniture or equipment

B. Capital Asset Schedule

In 2018 three (3) fixed route buses were retired and sent to metal recycling. A radio project from 2006 that was subsequently found to be unfeasible was written off and deleted from construction in progress. The 63 4 Corners Park & Ride project was transferred from Construction in Progress to Facilities and Service Equipment (Electric Vehicles Chargers). Jefferson Transit purchased four (4) new fixed route buses, two (2) vanpool vans, two (2) supervisor vehicles, and one (1) Facilities Maintenance vehicles and a transmission for a vehicle was purchased. Additional purchases on the RouteMatch operations software were also made, Capital assets activity for the year ended December 31, 2018 was as follows:

	Beginning Balance 1/1/2018	Increases	Decreases	Ending Balance 12/31/2018
Capital assets, not being depreciated				
Land	$ 1,103,423	$ -	$ -	$ 1,103,423
Construction in Progress	997,083	11,188	996,712	11,559
Total capital assets not being depreciated	$ 2,100,506	$ 11,188	$ 996,712	$ 1,114,982
Capital assets, being depreciated:				
Facility	$ 6,483,368	$ 886,536	$ -	$ 7,369,904
Other Buildings & Structures	1,804,232	0	0	1,804,232
Revenue Vehicles	5,767,421	1,984,081	438,487	7,313,015
Service Vehicles	418,404	165,732	0	584,135
Service Equipment	636,258	17,519	0	653,777
Office Furniture & Equipment	580,612	9,759		590,371
Total capital assets being depreciated	$ 15,690,295	$ 3,063,626	$ 438,487	$ 18,315,435
Less accumulated depreciation for:				
Facility	$ 333,302	$ 235,487		$ 568,789
Other Buildings & Structures	1,293,934	62,994		1,356,928
Revenue Vehicles	4,674,725	269,671	437,397	4,507,000
Service Vehicles	405,619	15,397		421,016
Service Equipment	383,870	42,222		426,092
Office Furniture & Equipment	294,197	38,113		332,310
Total accumulated depreciation	$ 7,385,647	$ 663,884	$ 437,397	$ 7,612,134
Total capital assets, being depreciated, net	$ 8,304,649	$ 2,399,742	$ 1,090	$ 10,703,301
Total capital assets	**$ 10,405,155**	**$ 2,410,930**	**$ 997,802**	**$ 11,818,282**

NOTE 3 – CHANGES LONG TERM LIABILITIES

	Beginning Balance 1/1/2018	Additions	Reductions	Ending Balance 12/31/2018	Due Within One Year
Liability					
2014 General Obligation Bonds	$410,000	$0.00	$50,000	$360,000	$50,000
Compensated Absences	$170,738	$29,917		$197,656	$35,571
Pension obligations	$1,642,674	$0.00	$482,306	$1,160,368	
OPEB obligations		$2,499,058	$140,789	$2,358,269	

NOTE 4 - CONTINGENCIES AND LITIGATION

Jefferson Transit has recorded in its financial statements all material liabilities; including estimates for situations which are not yet resolved but where, based on individual information, management believes it is probable that Jefferson Transit will have to make payment. In the opinion of management, Jefferson Transit's insurance policies are adequate to pay all known and pending claims.

Jefferson Transit participates in a number of federal and state assisted programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. Jefferson Transit's management believes that such disallowance, if any, will be immaterial.

NOTE 5– DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN

The following table represents the aggregate OPEB amounts for all plans subject to the requirements of GASB 75 for the year 2018:

Aggregate OPEB Amounts – All Plans	
OPEB liabilities	$2,358,269
OPEB assets	$-0-
Deferred outflows of resources	$994
Deferred inflows of resources	$-0-
OPEB expense/expenditures	$ 58,754

a. As a member of the Washington State Public Employees Benefit Board (PEBB) Jefferson Transit offers employees who retire the option to continue medical coverage on a self-pay basis. The Jefferson Transit plan is considered to be a single-employer defined benefit plan.

b. The plan is available to all employees. The premiums for the retired employees are blended with the rates for active employees. The blending of rates is considered an implicit subsidy paid by Jefferson Transit. There are no COLAs associated with the plan.

c. At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	0
Inactive employees entitled to but not yet receiving benefits	0
Active employees	49
Total	49

d. The plan is funded on a pay-as-you-go basis and there are no assets accumulated in a qualifying trust.

Assumptions and Other Inputs

The discount rate used in the online tool developed by the Office of the State Actuary was 3.58% for the beginning of the measurement year and 3.87% for the end of the measurement year. Projected salary changes were 3.75% plus service based increases. Healthcare Trend rates used an initial rate of approximately 7%, trending down to about 5% in 2080. Mortality rates were calculated using the Healthy RP-2000 base mortality table with an age setback of 1 year, mortality improvements of 100% scale BB and a generational projection period. An inflation rate of 3% was used. Post-retirement participation percentage was 65% and the percentage with spousal coverage was 45%.

Assumptions for retirement, disability, termination and mortality were based on the 2017 PEBB OPEB Actuarial Valuation Report. Retirement service for each active cohort was based on the average entry age of 35 with service being a component of benefit eligibility.

a. The following presents the total OPEB liability of Jefferson Transit calculated using the current healthcare cost trend rate of 6.8 percent, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.8%) or 1-percentage point higher (7.8%) than the current rate.

	1% Decrease (5.8%)	Current Healthcare Cost Trend Rate (6.8%)	1% Increase (7.8%)
Total OPEB Liability	$1,910,489	$2,358,269	$2,938,484

b. The following presents the total OPEB liability of Jefferson Transit calculated using the discount rate of 3.5 percent, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.5%) or 1-percentage point higher (4.5%) than the current rate.

	1% Decrease (2.5%)	Current Discount Rate (3.5%)	1% Increase (4.5%)
Total OPEB Liability	$2,873,219	$2,358,269	$1,952,760

Changes in the Total OPEB Liability

For the current reporting period, a schedule of changes in the total OPEB liability should be presented.

Public Employees Benefit Board	
Total OPEB Liability at 1/1/2018	$2,299,515
Service cost	113,169
Interest	86,374
Changes of benefit terms	0
Changes in Experience Data and Assumptions	(140,789)
Benefit payments	0
Other changes	0
Total OPEB Liability at 12/31/2018	$2,358,269

a. The AMM was performed with a valuation date of June 30, 2018. In order to estimate the TOL as of the beginning of the measurement period, the TOL was projected backwards to the measurement date of June 30, 2017. The alternative measurement method was used to measure the total OPEB liability in place of an actuarial valuation.

b. The backward projection of the liability reflected the estimated service cost, assumed interest, and expected benefit payments.

c. There were no changes of benefit terms that affected measurement of the total OPEB liability since the prior measurement date.

d. There were no obligations for the payment of benefits transferred from the employer to one or more insurance companies.

e. There were no changes between the measurement date of the total OPEB liability and the employer's reporting date that are expected to have any effect on the total OPEB liability.

f. The total OPEB expense recognized by Jefferson Transit in the reporting period was $58,754.

g. At December 31, 2018, Jefferson Transit reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -0-	$-0-
Changes of assumptions	-0-	-0-
Payments subsequent to the measurement date	$994	-0-
TOTAL*	$994	$-0-

Deferred outflows of resources of $994 resulting from payments subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended December 31, 2019.

NOTE 6 – LONG-TERM DEBT

Jefferson Transit issued general obligation bonds to finance the construction of a new Administration and Maintenance Facility at 63 Four Corners Road, Port Townsend. General obligation bonds have been issued for general government activities and are being repaid through sales tax revenue.

General obligation bonds currently outstanding are as follows:

Purpose	**Maturity Date**	**Interest Rate**	**Original Amount**	**Amount of Installment**
Construct Administration and Maintenance Facility	12/1/2025	2.5468%	1,090,000	60,800

The Annual debt service requirements to maturity for general obligation bonds are as follows:

Year Ending December 31	Governmental Activities	
	Principal	Interest
2019	50,000	10,800
2020	50,000	9,550
2021	50,000	8,300
2022	55,000	6,800
2023	55,000	5,150
2024-2025	100,000	5,075
TOTAL	**$360,000**	**$45,675**

At December 31, 2018, Jefferson Transit has $14,766 available in debt service funds to service the general bonded debt. Restricted assets in proprietary funds contain $85,250 in sinking funds and reserves as required by bond indentures.

Jefferson Transit has pledged future sales tax revenue, net of operating expenses and reserve obligations, to repay $360,000 in general obligation bonds issued in June 2014. Proceeds from the bonds provided financing for the construction of an Administration and Maintenance Facility. The bonds are payable solely from sales tax revenue and are payable through 2025. Annual principal and interest payments on the bonds are expected to require less than 2.2 percent of net revenues. The total principal and interest remaining to be paid on the bonds is $405,675.

NOTE 7 - PENSION PLANS

The following table represents the aggregate pension amounts for all plans subject to the requirements of the GASB Statement 68, *Accounting and Financial Reporting for Pensions* for the year 2017:

Aggregate Pension Amounts – All Plans	
Pension liabilities	($1,160,368)
Pension assets	$ -
Deferred outflows of resources	$207,086
Deferred inflows of resources	($459,639)
Pension expense	($630)

State Sponsored Pension Plans

Substantially all Jefferson Transit full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The state Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Or the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

Public Employees' Retirement System (PERS) Plans 1, 2, and 3

PERS members include elected officials; state employees; employees of the Supreme, Appeals and Superior Courts; employees of the legislature; employees of district and municipal courts; employees of local governments; and higher education employees not participating in higher education retirement programs. PERS is comprised of three separate pension plans for membership purposes. PERS plans 1 and 2 are defined benefit plans, and PERS plan 3 is a defined benefit plan with a defined contribution component.

PERS Plan 1 provides retirement, disability and death benefits. Retirement benefits are determined as two percent of the member's average final compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, an optional cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Department of

Labor and Industries. PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

Contributions

The **PERS Plan 1** member contribution rate is established by State statute at 6 percent. The employer contribution rate is developed by the Office of the State Actuary and includes an administrative expense component that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2017 were as follows:

PERS Plan 1		
Actual Contribution Rates:	**Employer**	**Employee**
January – August 2018		
PERS Plan 1	7.49%	6.00%
PERS Plan 1 UAAL	5.03%	
Administrative Fee	0.18%	
Total	**12.70%**	**6.00%**
PERS Plan 1		
Actual Contribution Rates:	**Employer**	**Employee**
September – December 2018		
PERS Plan 1	7.52%	6.00%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
Total	**12.83%**	**6.00%**

PERS Plan 2/3 provides retirement, disability and death benefits. Retirement benefits are determined as two percent of the member's average final compensation (AFC) times the member's years of service for Plan 2 and 1 percent of AFC for Plan 3. The AFC is the average of the member's 60 highest-paid consecutive service months. There is no cap on years of service credit. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 members who have 30 or more years of service credit and are at least 55 years old can retire under one of two provisions:

- With a benefit that is reduced by three percent for each year before age 65; or
- With a benefit that has a smaller (or no) reduction (depending on age) that imposes stricter return-to-work rules.

PERS Plan 2/3 members hired on or after May 1, 2013 have the option to retire early by accepting a reduction of five percent for each year of retirement before age 65. This option is available only to those who are age 55 or older and have at least 30 years of service credit. PERS Plan 2/3 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other PERS Plan 2/3 benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), capped at three percent annually and a one-time duty related death benefit, if found eligible by the Department of Labor and Industries. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service; or after five years of service if 12 months of that service are earned after age 44.

PERS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. PERS Plan 3 members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, Plan 3 required defined contribution rates are set at a minimum of 5 percent and escalate to 15 percent with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

Contributions

The **PERS Plan 2/3** employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The Plan 2/3 employer rates include a component to address the PERS Plan 1 UAAL and an administrative expense that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 2 employer and employee contribution rates and Plan 3 contribution rates. The PERS Plan 2/3 required contribution rates (expressed as a percentage of covered payroll) for 2017 were as follows:

PERS Plan 2/3		
Actual Contribution Rates:	**Employer 2/3**	**Employee 2**
January – August 2018		
PERS Plan 2/3	7.49%	7.38%
PERS Plan 1 UAAL	5.03%	
Administrative Fee	0.18%	
Employee PERS Plan 3		varies
Total	**12.70%**	**7.38%**
PERS Plan 2/3		
Actual Contribution Rates:	**Employer 2/3**	**Employee 2**
September – December 2018		
PERS Plan 2/3	7.52%	7.41%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
Employee PERS Plan 3		varies
Total	**12.83%**	**7.41%**

Jefferson Transit's actual contributions to PERS Plan 1 were $117,231; Jefferson Transit's actual contributions to the PERS Plan 2/3 were $173,633 for the year ended December 31, 2018.

Actuarial Assumptions

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2018 with a valuation date of June 30, 2017. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) *2007-2012 Experience Study and* the *2017 Economic Experience Study*.

Additional assumptions for subsequent events and law changes are current as of the 2017 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2018. Plan liabilities were rolled forward from June 30, 2017, to June 30, 2018, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- **Inflation:** 2.75% total economic inflation; 3.50% salary inflation
- **Salary increases**: In addition to the base 3.50% salary inflation assumption, salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.4%

Mortality rates were based on the RP-2000 report's Combined Healthy Table and Combined Disabled Table, published by the Society of Actuaries. The OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout his or her lifetime.

There were minor changes in methods and assumptions since the last valuation.

- Lowered the valuation interest rate from 7.70% to 7.50% for all systems except LEOFF 2. For LEOFF 2 the valuation interest rate was lowered from 7.50% to 7.40%.
- Lowered the assumed general salary growth from 3.75% to 3.50% for all systems.
- Lowered assumed inflation from 3.00% to 2.75% for all systems.
- Modified how the valuation software calculates benefits paid to remarried duty-related death survivors of LEOFF 2 members.
- Updated the trend that the valuation software uses to project medical inflation for LEOFF 2 survivors of a duty-related death, and for certain LEOFF 2 medical-related duty disability benefits.

Discount Rate

The discount rate used to measure the total pension liability for all DRS plans was 7.4 percent.

To determine that rate, an asset sufficiency test included an assumed 7.5 percent long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. (All plans use 7.5 percent except LEOFF 2, which has assumed 7.4 percent). Consistent with the long-term expected rate of return, a 7.4 percent future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue being made at contractually required rates (including PERS 2/3, PSERS 2, SERS 2/3, and TRS 2/3 employers, whose rates include a component for the PERS 1, and TRS 1 plan liabilities). Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.4 percent was used to determine the total liability.

Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.4 percent was determined using a building-block-method. In selecting this assumption, the Office of the State Actuary (OSA) reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered capital market assumptions and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the capital market assumptions and their target asset allocation to simulate future investment returns over various time horizons.

Estimated Rates of Return by Asset Class

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2018, are summarized in the table below. The inflation component used to create the table is 2.2 percent and represents the WSIB's most recent long-term estimate of broad economic inflation.

Asset Class	Target Allocation	% Long-Term Expected Real Rate of Return Arithmetic
Fixed Income	20%	1.70%
Tangible Assets	7%	4.90%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
	100%	

Sensitivity of Net Pension Liability (Asset)

The table below presents Jefferson Transit's proportionate share of the net pension liability calculated using the discount rate of 7.4 percent, as well as what Jefferson Transit's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.4 percent) or 1-percentage point higher (8.4 percent) than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
PERS 1	$961,581	$782,449	$627,285
PERS 2/3	$1,728,607	$377,918	$(729,496)

Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, Jefferson Transit reported a total pension liability of $1,160,368 for its proportionate share of the net pension liabilities as follows:

	Liability (or Asset)
PERS 1	$782,449
PERS 2/3	$377,918

At June 30, Jefferson Transit's proportionate share of the collective net pension liabilities was as follows:

	Proportionate Share 6/30/17	Proportionate Share 6/30/18	Change in Proportion
PERS 1	.018283%	.017520%	.000763%
PERS 2/3	.022309%	.022134%	.000175%

Employer contribution transmittals received and processed by the DRS for the fiscal year ended June 30 are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Nonemployer Allocations* for all plans.

The collective net pension liability (asset) was measured as of June 30, 2018, and the actuarial valuation date on which the total pension liability (asset) is based was as of June 30, 2017, with update procedures used to roll forward the total pension liability to the measurement date.

Pension Expense

For the year ended December 31, 2018, Jefferson Transit recognized pension expense as follows:

	Pension Expense
PERS 1	$26,452
PERS 2/3	$-27,082
TOTAL	$-630

Deferred Outflows of Resources and Deferred Inflows of Resources

At December 31, 2018, Jefferson Transit reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PERS 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 0	$ 0
Net difference between projected and actual investment earnings on pension plan investments	$ 0	($31,094)
Changes of assumptions	$ 0	$ 0
Changes in proportion and differences between contributions and proportionate share of contributions	$ 0	$ 0
Contributions subsequent to the measurement date	$63,186	$ 0
TOTAL	$63,186	($31,094)
PERS 2/3	**Deferred Outflows of Resources**	**Deferred Inflows of Resources**
Differences between expected and actual experience	$46,323	($66,167)
Net difference between projected and actual investment earnings on pension plan investments	$ 0	($231,908)
Changes of assumptions	$ 4,421	($107,553)
Changes in proportion and differences between contributions and proportionate share of contributions	$ 0	($22,918)
Contributions subsequent to the measurement date	$93,156	$ 0
TOTAL	$143,900	($428,545)

Deferred outflows of resources related to pensions resulting from the Jefferson Transit's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	PERS 1
2019	1,360
2020	(6,797)
2021	(20,397)
2022	(5,260)
Total	**(-31,094)**

Year ended December 31:	PERS 2/3
2019	(45,742)
2020	(80,471)
2021	(144,272)
2022	(54,888)
2023	(21,779)
Thereafter	(30,651)
TOTAL	**(377,803)**

NOTE 8 - PRIOR PERIOD ADJUSTMENTS-CHANGE IN ACCOUNTING PRINCIPLE

In 2018 Jefferson Transit had one prior period adjustment and one change in account principle:

A. A radio project that began in 2006 and was subsequently found to be unfeasible was written off and removed from Capital Assets – Construction in Progress.
B. In January 2018 Jefferson Transit joined the Washington State Public Employees Benefit Board (PEBB) and began purchasing health care insurance through PEBB. As a member of PEBB, Jefferson Transit can offer employees who retire the option to continue medical coverage on a self-pay basis. The premiums for retired employees are blended with the rates for active employees and is considered an implicit subsidy paid by Jefferson Transit. Therefore, Jefferson Transit is subject to the requirements of Government Accounting Standards Board (GASB) Statement No. 75 and must report an Other Post-Employment Benefit (OPEB) liability. As a result of implementing GASB Statement No. 75, which requires recognition of the Transit's share of the underfunded post-employment employee benefit liability, the Transit reported a Prior Period Adjustment reducing the beginning Net Position for the year ended December 31, 2018. The adjustment represents OPEB costs for the prior periods of $2,299,515.

NOTE 9 – RESTRICTED COMPONENT OF NET POSITION

The Statement of Net Position reports $85,250 of restricted component of net position, of which $85,250 is restricted by enabling legislation. Resolution 14-13 enabled Jefferson Transit to enter into indebtedness in the form of the issuance of general obligation bonds to support the construction of an Administration and Maintenance Facility. The resolution also requires the set-up of Reserve Account. These restricted funds satisfy that requirement.

NOTE 10 – RISK MANANGEMENT

A. Public Entity Risk Pool

Jefferson Transit is a member of the Washington State Transit Insurance Pool (WSTIP). WSTIP is a 25-member self-insurance program located in Olympia, Washington. WSTIP supplies Jefferson Transit auto liability, general liability, public official's liability coverage, all risk property coverage, auto physical damage coverage, boiler and machinery coverage, employee fidelity/crime coverage, and cyber liability coverage.

At the end of 2018, Jefferson Transit retained a $5,000 deductible for its all-risk property coverage which includes auto physical damage. Jefferson Transit has a $5,000 deductible for public official's liability coverage and has no deductible for general and auto liability risks covered by WSTIP.

WSTIP was formed by Interlocal Agreement on January 1, 1989, pursuant to Chapters 48.61 and 39.34 RCW. The purpose for forming WSTIP was to provide member transit agencies joint self-insurance, joint purchasing of insurance and joint contracting for hiring of personnel to provide risk management, claims handling, and administrative services. Transit agencies joining WSTIP must remain members for a minimum of 36 months. Members may withdraw after that time by giving six-month's notice. Any member who withdraws will not be allowed to rejoin for a period of 36 months.

Transit authorities applying for membership in WSTIP may do so on approval of a simple majority vote of the WSTIP Board of Directors. Underwriting and rate-setting policies have been established after consultation with actuaries. WSTIP members are subject to a supplemental assessment in the event of deficiencies. If WSTIP's assets were to be exhausted, members would be responsible for WSTIP's liabilities. WSTIP is regulated by the Washington State Risk Manager and audited annually by the Washington State Auditor.

WSTIP utilizes a combination of self-insurance, reinsurance and excess insurance to provide the limits noted in the summary below. Carriers include Government Entities Mutual, Munich Reinsurance America, Lloyds of London, and Hallmark Specialty Insurance Company for the liability lines; Evanston for auto physical damage; American International Group Inc (AIG)/National Union Fire Insurance for the crime policy; and Beazley Cyber Services for the cyber liability policy. The property carrier for all risk property and boiler and machinery is Alliant Property Insurance Program provided by Alliant Insurance Services.

Jefferson Transit has not presented any claims to WSTIP in the last year that exceeded its current coverage limits through WSTIP.

Here is a summary of coverage provided in 2018:

RISK / EXPOSURE		**COVERAGE**	**DEDUCTIBLE**
GENERAL LIABILITY: Bodily Injury & Property Damage Personal Injury & Advertising Injury Contractual Liability	$20 million	Per occurrence	$0
Personal Injury and Advertising Injury	$20 million	Per offense	$0
Contractual liability			$0
Vanpool Driver Medical Expense Protection	$35,000	Per occurrence	$0
*Underinsured Motorist Coverage (by mode)	$60,000	Per occurrence	$0*
PUBLIC OFFICIALS LIABILITY	$20 million	Per occurrence and aggregate	$5,000
PROPERTY COVERAGE All perils subject to the following sublimits:	$500 million	Per occurrence, all perils and insureds/ members combined	$5,000
Flood zones A & V – annual aggregate	$10 million	Per occurrence, annual aggregate	$500,000
All flood zones except A & V – annual aggregate	$50 million	Per occurrence, annual aggregate	$500,000
Earthquake, volcanic eruption, landslide, and mine subsidence --	$25 million	Per occurrence, annual aggregate	5% subject to $500,000 minimum per occurrence per unit
AUTO PHYSICAL DAMAGE Auto Physical Damage (below $250,000 in value)	Fair market value	Limited to $1,250,000 any one vehicle	$5,000
Auto Physical Damage for all vehicles with a model year of 2005 or later and valued over $250,000	Replacement Cost	Limited to $1,250,000 any one vehicle	$5,000
BOILER AND MACHINERY	$100 million		$250,000 or $350,000 depending on size of boiler

CRIME / PUBLIC EMPLOYEE DISHONESTY including faithful performance. Also includes:	$1 million	Per occurrence	$10,000
Employee theft	$1 million	Per occurrence	$10,000
Forgery or alteration	$1 million	Per occurrence	$10,000
Theft, disappearance and destruction (inside premises)	$1 million	Per occurrence	$10,000
Robbery and safe burglary (inside premises)	$1 million	Per occurrence	$10,000
Robbery and safe burglary (outside premises)	$1 million	Per occurrence	$10,000
Computer fraud	$1 million	Per occurrence	$10,000
Funds Transfer Fraud	$1 million	Per occurrence	$10,000
Money orders and counterfeit money	$1 million	Per occurrence	$10,000
CYBER LIABILITY			
Third Party Liability	$25 million	Annual policy and program aggregate of liability for all insured's combined	$100,000*
Information Security & Privacy Liability	$2 million	Limit of Liability and annual aggregate	$100,000*
Privacy Notification Costs	$500,000	Annual aggregate – limit increases to $1 million if carrier's vendors utilized	$100,000*
Penalties for regulatory defense and penalties	$2 million	Limit of Liability and annual aggregate	$100,000*
Including a sub-limit for PCI Fines and Penalties	$100,000	(Sub-limit)	
Website Media Content Liability	$2 million	Limit of Liability and annual aggregate	$100,000*
First Party Computer Security			
Cyber Extortion Loss	$2 million	Limit of Liability and annual aggregate	$100,000*
Data Protection Loss and Business Interruption Loss	$2 million	Limit of Liability and annual aggregate	$100,000*
Including a sub-limit for Forensic expense	$100,000		
And Dependent business interruption	$500,000		
Fraudulent Instruction	$50,000		
Telecommunications Fraud	$50,000		
Consequential reputational loss	$50,000		
*However, if covered loss exists, WSTIP general liability policy also includes a $50,000 limit of coverage with no deductible.			

B. Unemployment Insurance

Jefferson Transit maintains insurance against most normal hazards except for unemployment insurance, where it has elected to become self-insured as a "reimbursable employer" as allowed by the State of Washington Employment Security Department.

Claims are processed by the Employment Security Department and billed to Jefferson Transit quarterly. Jefferson Transit had $13,281 in claims during 2018.

REQUIRED SUPPLEMENTARY INFORMATION

Jefferson Transit
Schedule of Proportionate Share of the Net Pension Liability
PERS 1
As of June 30, 2018
Last 5 Fiscal Years*

		2014	2015	2016	2017	2018
Employer's proportion of the net pension liability (asset)	%	0.019155%	0.018736%	0.018440%	0.018283%	0.017520%
Employer's proportionate share of the net pension liability	$	964,942	980,067	990,315	867,543	782,449
TOTAL	$	964,942	980,067	990,315	867,543	782,449
Covered payroll	$	2,056,075	2,011,382	2,156,613	2,238,457	2,304,191
Employer's proportionate share of the net pension liability as a percentage of covered payroll	%	46.93%	48.73%	45.92%	38.76%	33.96%
Plan fiduciary net position as a percentage of the total pension liability	%	61.19%	59.10%	57.03%	61.24%	66.52%

See Notes to Required Supplementary Information

REQUIRED SUPPLEMENTARY INFORMATION

Jefferson Transit
Schedule of Proportionate Share of the Net Pension Liability
PERS 2/3
As of June 30, 2018
Last 5 Fiscal Years*

		2014	2015	2016	2017	2018
Employer's proportion of the net pension liability (asset)	%	0.023476%	0.023058%	0.022636%	0.022309%	0.022134%
Employer's proportionate share of the net pension liability	$	474,535	823,875	1,139,705	775,131	377,918
TOTAL	$	474,535	823,875	1,139,705	775,131	377,918
Covered payroll	$	2,010,524	1,968,342	2,116,447	2,187,136	2,286,604
Employer's proportionate share of the net pension liability as a percentage of covered payroll	%	23.60%	41.86%	53.85%	35.44%	16.53%
Plan fiduciary net position as a percentage of the total pension liability	%	93.29%	89.20%	85.82%	90.97%	96.88%

See Notes to Required Supplementary Information

Jefferson Transit Authority
Schedule of Employer Contributions
PERS 1
As of December 31, 2018
Last 5 Fiscal Years*

		2014	2015	2016	2017	2018
Statutorily or contractually required contributions	$	85,530	95,725	104,571	109,972	117,111
Contributions in relation to the statutorily or contractually required contributions	$	(85,530)	(95,725)	(104,571)	(109,972)	(117,111)
Contribution deficiency (excess)	$	0	0	0	0	0
Covered payroll	$	2,065,248	2,128,866	2,137,742	2,234,465	2,315,060
Contributions as a percentage of covered payroll	%	4.14%	4.50%	4.89%	4.92%	5.06%

See Notes to Required Supplementary Information

REQUIRED SUPPLEMENTARY INFORMATION

Jefferson Transit Authority
Schedule of Employer Contributions
PERS 2/3
As of December 31, 2018
Last 5 Fiscal Years*

		2014	2015	2016	2017	2018
Statutorily or contractually required contributions	$	100,962	117,530	130,677	136,258	170,789
Contributions in relation to the statutorily or contractually required contributions	$	(100,962)	(117,530)	(130,677)	(136,258)	(170,789)
Contribution deficiency (excess)	$	0	0	0	0	0
Covered payroll	$	2,021,431	2,086,425	2,092,895	2,190,916	2,315,060
Contributions as a percentage of covered payroll	%	4.99%	5.63%	6.24%	6.22%	7.38%

See Notes to Required Supplementary Information

Notes to Required Supplementary Information – Pensions
Year Ended December 31, 2018

Note 1 – Information Provided

Jefferson Transit implemented GASB Nos. 68/71 for the year ended December 31, 2015, therefore there is no data available for years prior to 2014. PERS 1 employer contributions include the PERS 1 employer contributions of PERS 2 and PERS 3, which are required to fund the unfunded actuarially accrued liability pursuant to RCW 41.45.060.

Note 2 – Significant Errors

There were no changes in benefit terms, significant changes in the employees covered under the benefit terms or in the use of different assumptions.

Note 3 – Employer Contribution Rate Changes

The employer contribution rates for both the PERS 1 and PERS 2/3 plans increased from 12.7% to 12.83% for pay periods beginning September 2018.

REQUIRED SUPPLEMENTARY INFORMATION

Jefferson Transit Authority
Schedule of Changes in Total OPEB Liability and Related Ratios
Washington State Public Employees Benefit Board (PEBB)
For the year ended December 31, 2018
Last 10 Fiscal Year(s)*

	2018
Total OPEB liability - beginning	$ 2,299,515
Service cost	113,169
Interest	86,374
Changes in benefit terms	0
Differences between expected and actual experience	(140,789)
Changes of assumptions	0
Benefit payments	0
Other changes	
Total OPEB liability - ending	2,358,269
Covered-employee payroll**	2,085,300
Total OPEB liability as a % of covered payroll	113.09%

Notes to Schedule:

* Until a full 10-year trend is compiled, only information for those years available is presented.
No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75.

Jefferson County Public Transportation Benefit Area
DBA/Jefferson Transit Authority
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For The Year Ended December 31, 2018

Federal Agency Name/ Pass-Through Agency Name	Federal Program Name	CFDA Number	Other Identification Number	Expenditures From Pass-Thru Awards	Expenditures From Direct Awards	Pass-Thru Sub-Recipients	Totals
US Dept of Transportation / pass through from WSDOT	Formula Grants for Rural Areas	20.509	GCB 2517	$ 790,000			$790,000
US Dept of Transportation / pass through from WSDOT	Formula Grants for Rural Areas	20.509	GCB 2605	$ 717,439			$717,439
US Dept of Transportation / pass through from WSDOT	Formula Grants for Rural Areas	20.509	GCB 2604	$ 1,188,612			$ 1,188,612
US Dept of Transportation / pass through from WSDOT	Formula Grants for Rural Areas	20.509	RTAP	$ 4,108			$4,108
TOTAL FEDERAL AWARDS EXPENDED				**$ 2,700,159**	**$ -**		**$ 2,700,159**

NOTE 1 - BASIS OF ACCOUNTING

The schedule of Financial Assistance is prepared on the same basis of accounting as the Transit's financial statements. The Transit uses the full-accrual basis of accounting where revenues are recognized when earned and expenses are recognized when incurred.

NOTE 2 - PROGRAM COSTS

The amounts shown as current year expenses represent only the Federal grant portion of the program costs. Entire program costs, including the Transit's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles on the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - INDIRECT COST RATE

Jefferson Transit has not elected to use the 10-percent de minimus indirect cost rate allowed under the Uniform Guidance.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as fraud, state whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic subscription service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
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Toll-free Citizen Hotline	(866) 902-3900
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