



Whatcom Transportation Authority



Amended Budget 2011

June 2011

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MEMORANDUM

TO: Members of the Board of Directors, Citizens of the Whatcom Public Transportation Benefit Area and other interested parties

FROM: Richard G. Walsh, General Manager
Patricia Dunn, Director of Finance

DATE: May 31, 2011

SUBJECT: Amended 2011 Operating and Capital Budget

WTA staff presents the 2011 Amended Operating and Capital Budget for Whatcom Transportation Authority (WTA). This budget reflects:

- Return of Sunday service as contracted by the Bellingham Transportation Benefit District (TBD)
- Results of the collective bargaining agreement:
 - Medical Plan reductions
 - 1% pay increase for represented employees
- Fuel cost increase
- Labor & Industries (Workers' Comp) rate increase
- Actual results for January through April

Adjustments:

The Bellingham TBD has contracted for the return of Sunday service. There is an increase in expense and corresponding increase in revenue of approximately \$550,000.

Negotiations with the ATU 834 resulted in a significant modification to WTA's employee medical insurance plan resulting in savings of approximately \$300,000 for the last 9 months of 2011. These negotiations also included a \$.24 (about 1.2%) pay increase for represented employees effective March 2011. This increases expense by about \$110,000.

WTA is feeling the pain of world events in its fuel costs. Fuel is projected to be \$1.9m for 2011, up from the \$1.5m originally forecast.

The Washington Department of Labor and Industries raised the Workers Compensation rates shortly after the 2010 November elections, and after WTA's original 2011 budget was finalized. These rates add \$65,000 of employee expense.

The amended budget includes actual results from January through April. Actual expenses were less than budget by \$300,000 and revenues exceeded budget by \$400,000, for a positive variance in net income of \$700,000. Some of this reflects timing of expenditures moved to later in 2011.

This budget adds the new IT Manager position and eliminates the part-time Payroll Specialist position for a net increase of about \$50,000.

2011: The Second Half

WTA expects modest, if any, increases in revenue. With the conclusion of negotiations with the ATU, personnel costs are predictable for the remainder of the year. Other operating expenses should remain stable, with the possible exception of fuel. The amended capital budget reflects the carryover of two capital projects from 2010 to 2011, and the addition of a diesel particulate cleaner, largely funded by a grant. There may be recommendations to modify paratransit fleet acquisitions based on equipment productivity.

Future

WTA expects to reduce service about 7% in 2016 based on current projections. This is a smaller service reduction delayed 2 years beyond previous projections.

WTA is a vital asset to Whatcom County. We continue our efforts to achieve long term sustainability while meeting this community's public transportation needs within the constraints of our fiscal limitations.



Whatcom Transportation Authority

2011 Amended Budget Assumptions

- **Medical Insurance** costs do not increase in 2011 due to plan changes. They are projected to increase 13% annually in future years.
- **Fuel prices**¹ are expected to rise until July (although not as dramatically as the first part of the year) then flatten after July.
- **Capital Programs:**
Two projects scheduled for completion in 2010 were carried over to 2011:
 - Delivery of two Arboc (paratransit) buses
 - Lynden Station improvements

A diesel particulate filter cleaner was added to the capital program at the Board of Directors February, 2011 meeting.

- **Service reductions:** Additional expense reductions will be required in the future to avoid reducing cash reserves below optimal levels.

¹ US Department of Energy's Energy Information Administration's "Annual Energy Outlook 2011"

**Whatcom Transportation Authority
Revenue and Expenditures
2011 Amended Budget**

	2011A Budget	2011 Budget	Actuals 2010	Actuals 2009
Revenue				
Fixed Route Revenue	2,696,210	2,396,977	2,308,795	2,108,685
Paratransit Revenue	14,095	12,700	14,247	12,045
Contract Revenue	551,100	0	0	0
Vanpool Revenue	214,520	222,000	225,128	186,338
Total Operating Revenue	3,475,925	2,631,677	2,548,171	2,307,068
Sales Tax Income	17,759,070	17,675,000	17,911,874	17,844,828
Investment Income	144,156	255,000	275,394	532,936
Other Revenue	84,382	74,000	-63,756	-83,310
Total Revenue	21,463,534	20,635,677	20,671,683	20,601,522
Expenses:				
Salaries & Wages	11,279,031	11,075,987	11,575,647	12,023,887
Employee Benefits	5,267,391	5,443,219	5,245,274	5,573,789
Outside Services	916,710	889,031	1,045,623	881,355
Repairs and Maintenance	126,871	135,012	124,795	114,168
Parts and Supplies	1,201,827	1,132,599	1,128,165	1,502,821
Fuel	1,902,232	1,421,800	1,353,450	1,079,676
Utilities	312,886	284,008	310,330	374,583
Insurance and Claims	384,766	460,000	419,626	364,925
General Expense	203,820	229,499	219,744	265,772
Training, Mtgs, Trvl	81,927	73,492	53,468	59,222
Total Operating Expense	21,677,129	21,144,648	21,476,120	22,240,199
Net Income from Operations	-213,595	-508,971	-804,438	-1,638,677
Depreciation	3,523,829	3,672,400	3,502,168	3,558,566
Net Income	-3,737,424	-4,181,371	-4,306,606	-5,197,243
Capital Expenditures	5,138,000	4,650,000	5,294,406	7,084,791
Grants & Contributions	4,062,800	3,702,800	4,677,384	5,713,880
Net Capital	1,075,200	947,200	617,022	1,370,911
Net Inc Less Net Capital	-4,812,624	-5,128,571	-4,923,628	-6,568,154
Est Cashflow Impact	-1,288,795	-1,456,171	-1,421,459	-3,009,588

Whatcom Transportation Authority

Position Detail

2011 Budget

DIVISION/DEPARTMENT	2010 Budget	Changes	2011 Budget	Sunday Service Restored	2011 Budget Revised
<u>OPERATIONS DIVISION</u>					
Transit Administration					
Director of Operations	1.0		1.0		1.0
Operations / Field Supervisors	6.0	-1.0	5.0	1.0	6.0
Dispatch Supervisor	1.0	-1.0	0.0		0.0
Executive Assistant	1.0		1.0		1.0
Department Assistant	1.0	-0.5	0.5		0.5
	10.0	-2.5	7.5	1.0	8.5
Training					
Training Coordinator	1.0		1.0		1.0
Trainer	1.0	-1.0	0.0		0.0
	2.0	-1.0	1.0		1.0
Safety & Security Officer					
	1.0		1.0		1.0
Fixed Route Operations					
Dispatchers	3.0	-1.0	2.0	1.0	3.0
Lead FR Customer Svc Rep	1.0		1.0		1.0
Fixed Rte Customer Svc Reps	3.0		3.0		3.0
Fixed Route Operators	104.5	-15.5	89.0	5.0	94.0
Terminal Expeditors	4.0	-1.0	3.0		3.0
	115.5	-17.5	98.0	6.0	104.0
Paratransit Operations					
Paratransit Manager	1.0		1.0		1.0
Eligibility Specialist	1.0		1.0		1.0
Paratransit Dispatchers	6.0		6.0		6.0
Paratransit Dispatch Coordinator	1.0		1.0		1.0
Paratransit Customer Svc Reps	2.0		2.0		2.0
Paratransit Scheduler	1.0		1.0		1.0
Paratransit Operators	39.5	-1.5	38.0	2.0	40.0
	51.5	-1.5	50.0	2.0	52.0
TOTAL OPERATIONS	180.0	-22.5	157.5	9.0	166.5
<u>FLEET & FACILITIES DIVISION</u>					
Vehicle Maintenance					
Director of Fleet and Facilities	0.5		0.5		0.5
Fleet Maintenance Supervisor	1.0		1.0		1.0
Fleet Administrator	1.0		1.0		1.0
Fleet Maintenance Technicians	11.0	-1.0	10.0		10.0
Lead Fleet Maintenance Techs	3.0	-1.0	2.0	1.0	3.0
	16.5	-2.0	14.5	1.0	15.5
Warehouse					
Chief Storekeeper	1.0		1.0		1.0
Storekeeper	2.0	-1.0	1.0		1.0
	3.0	-1.0	2.0		2.0
Vehicle Service					
Service Section Supervisor	1.0		1.0		1.0
Lead Hostler	1.0		1.0		1.0
Hostlers	4.6	-1.0	3.6	0.4	4.0
	6.6	-1.0	5.6	0.4	6.0
Route Maintenance Workers					
	2.5		2.5		2.5
Facilities Maintenance					
Director of Fleet and Facilities	0.5		0.5		0.5
Facilities Maintenance Worker	0.5		0.5		0.5
Facilities Technician	2.0		2.0		2.0
	3.0		3.0		3.0
TOTAL FLEET & FACILITIES	31.6	-4.0	27.6	1.4	29.0

DIVISION/DEPARTMENT	2010 Budget	Changes	2011 Budget	Sunday Service Restored	2011 Budget Revised
FINANCE DIVISION					
Finance					
Director of Finance	1.0		1.0		1.0
Purchasing & Contracts Administrator		1.0	1.0		1.0
Department Assistant	1.0	-1.0	0.0		0.0
	2.0	0.0	2.0		2.0
Accounting					
Manager of Grants and Acctg	1.0		1.0		1.0
Accounting Assistant (Payroll)	1.3		1.3	-0.3	1.0
Accounting Technicians (I & II)	2.0		2.0		2.0
	4.3		4.3	-0.3	4.0
Procurement (Mgr)					
	1.0	-1.0	0.0		0.0
Information Technology					
Director of IT	1.0	-1.0	0.0		0.0
IT Manager			0.0	1.0	1.0
Hardware Specialist	1.0	-1.0	0.0		0.0
Help Desk Technician	1.0		1.0		1.0
System Administrator	1.0		1.0		1.0
Systems Analyst	1.0		1.0		1.0
TOTAL INFORMATION TECH.	5.0	-2.0	3.0	1.0	4.0
TOTAL FINANCE DIVISION	12.3	-3.0	9.3	0.7	10.0
SERVICE DEVELOPMENT DIV.					
Service Development					
Director of Service Development	1.0		1.0		1.0
Public Information Coordinator	0.7	-0.4	0.3		0.3
Service Planner	1.0		1.0		1.0
Department Assistant	1.0		1.0		1.0
Surveyors	0.4		0.4		0.4
	4.1	-0.4	3.7		3.7
Vanpool					
Vanpool Coordinator	0.3		0.3		0.3
TOTAL SERVICE DEV.	4.4	-0.4	4.0		4.0
HUMAN RESOURCES					
Director of Human Resources	1.0		1.0		1.0
Human Resources Specialist	1.0		1.0		1.0
Department Assistant	1.0		1.0		1.0
TOTAL HUMAN RESOURCES	3.0		3.0		3.0
EXECUTIVE ADMINISTRATION					
General Manager	1.0		1.0		1.0
Executive Assistant	1.0		1.0		1.0
TOTAL EXECUTIVE ADMIN.	2.0		2.0		2.0
COMM RELATIONS/MKTG (Mgr)	1.0		1.0		1.0
TOTAL	234.3	-29.9	204.4	11.1	215.5

Whatcom Transportation Authority

Division Budgets



WTA				
Operations				
Amended Budget 2011				
	Amended Budget 2011	Original Budget 2011	Actuals 2010	Actuals 2009
Salaries & Wages	8,336,171	8,186,860	8,476,404	8,749,405
Employee Benefits	4,030,369	4,171,067	3,992,051	4,202,592
Outside Services	192,621	152,485	182,728	145,664
Repairs & Maintenance	1,105	950	651	1,260
Parts and Supplies	122,338	157,275	81,899	186,910
Utilities	24,261	24,620	24,576	36,558
Insurance and Claims	301,134	339,720	332,668	284,497
General Expense	23,330	20,345	17,248	17,246
Meetings and Travel	17,926	15,055	15,783	17,654
Total Dept Op Exp	13,049,254	13,068,377	13,124,008	13,641,785
Depreciation	1,794,416	1,964,000	1,664,044	0
Total Expense	14,843,671	15,032,377	14,788,051	13,641,785

Fixed Route and Paratransit Operations are responsible for providing safe, reliable and friendly transportation services to our passengers. Fixed Route service includes:

- Dispatchers and Expeditors who ensure adherence to published route schedules.
- Operators who safely operate coaches, interacting with many customers.
- CSRs who assist customers by answering the Ride Line, covering the reception desk at MOAB and the Bellingham Station booth, selling passes and giving route information.

Paratransit service includes:

- Dispatchers who schedule and adjust trips with the Operators throughout each day.
- CSRs who book rides, provide trip planning and answer many questions.
- Paratransit management who ensure compliance with the Americans with Disabilities Act (ADA), manage auxiliary taxi service contract, administrate eligibility for specialized services and oversee the mobile data system in coaches.
- Operators who safely operate coaches, assisting special needs customers.

Transit Administration, Training, and Safety/Security:

- Training ensures compliance with federal and state training requirements for all personnel, including CPR, First Aid and (for Operators) Ride Checks.
- The Safety and Security Officer provides oversight for all safety and security issues at WTA, including MSDS compliance, accident records and investigation, and collaboration with law enforcement for provision of security services at WTA facilities.
- Transit Administration provides day to day front-line support for all operational services including customer comment follow up and emergency response.

WTA				
Fleet and Facilities				
Amended Budget 2011				
	Amended Budget 2011	Original Budget 2011	Actuals 2010	Actuals 2009
Salaries & Wages	1,589,270	1,557,219	1,534,218	1,614,648
Employee Benefits	708,254	718,623	697,228	800,914
Outside Services	277,598	311,511	309,369	287,037
Repairs & Maintenance	106,113	110,400	106,962	99,115
Parts and Supplies	785,585	698,450	698,600	953,458
Fuel	1,901,677	1,421,300	1,353,362	1,079,399
Utilities	244,485	213,840	227,694	277,573
General Expense	60,788	90,460	93,373	130,948
Meetings and Travel	11,580	12,400	12,321	14,176
Total Dept Op Exp	5,685,351	5,134,203	5,033,128	5,257,268
Depreciation	1,119,602	1,088,900	1,113,825	0
Total Expense	6,804,953	6,223,103	6,146,953	5,257,268

The Fleet and Facilities Division has oversight of the Vehicle Service, Vehicle, Route, Facilities Maintenance and Warehouse departments.

The Vehicle Maintenance and Service Department are responsible for the maintenance and safety of all WTA vehicles. Other areas of responsibilities include the effective management of vehicle specification, purchase, acceptance, modification, disposal and vehicle appearance, fueling, detailing and washing.

Route Maintenance is responsible for the safety and appearance of fixed route bus stops and amenities. Other areas of responsibility include the installation, repair and maintenance of bus stops and shelters, as well as route signage and information strips.

Facilities Maintenance oversees the day to day maintenance and repair of four transit stations and the maintenance and operations base.

The Warehouse Department is responsible for ordering, stocking and maintaining the inventory of parts needed to maintain and repair Agency vehicles and facilities.

WTA				
Finance Division				
Amended Budget 2011				
	Amended Budget 2011	Original Budget 2011	Actuals 2010	Actuals 2009
Salaries & Wages	631,861	595,522	817,952	861,490
Employee Benefits	262,602	271,706	307,831	311,574
Outside Services	260,011	235,335	393,884	284,769
Repairs & Maintenance	19,653	23,662	17,182	13,717
Parts and Supplies	107,183	112,755	158,650	225,521
Utilities	41,472	42,650	55,362	57,147
Insurance and Claims	59,700	87,076	60,667	57,944
General Expense	22,448	20,465	20,405	35,105
Meetings and Travel	27,568	25,287	14,015	12,371
Total Dept Op Exp	1,432,496	1,414,460	1,845,949	1,859,637
Depreciation	309,875	308,000	441,758	3,558,566
Total Expense	1,742,371	1,722,460	2,287,707	5,418,204

The Finance Division includes the Accounting, Procurement and Information Technology functions.

The Finance Department is responsible for preparation of the Agency Budget, internal control oversight and related policies and procedures; and ensuring the Agency remains in compliance with local, state, and federal government and regulatory requirements. Procurement responsibilities include the oversight of agency purchasing, contract management, DBE program, and surplus and disposal program.

The Accounting Department manages financial and National Transit Database (NTD) reporting and audits, grant administration, payroll, accounts payable/receivable, fixed asset accounting. Farebox counting, bus pass and tokens inventory control and reporting, and agency archives are also Accounting responsibilities.

The IT Department manages all telecommunications and data communications systems and network architecture and security. IT maintains software applications and provides user support.

WTA				
Service Development				
Amended Budget 2011				
	Amended Budget 2011	Original Budget 2011	Actuals 2010	Actuals 2009
Salaries & Wages	258,856	270,584	288,293	313,683
Employee Benefits	99,134	107,344	94,238	90,841
Outside Services	66,497	65,150	27,631	68,835
Parts and Supplies	140,063	120,480	156,154	94,377
Fuel	555	500	88	277
Utilities	1,255	1,500	1,140	1,415
Insurance and Claims	23,932	33,204	26,290	22,484
General Expense	19,667	19,650	14,276	10,278
Meetings and Travel	4,688	5,600	2,809	4,277
Total Dept Op Exp	614,646	624,012	610,920	606,468
Depreciation	190,873	204,000	177,229	0
Total Expense	805,519	828,012	788,149	606,468

The Service Development Department manages service planning and performance evaluation for the Fixed Route, Specialized and Vanpool programs. Other areas of responsibility include:

- Production and Distribution of printed customer information and graphic design.
- Liaison to the City and County planning departments, Western Washington University, WSDOT and other organizations with an emphasis on transportation related planning.
- Management of the Commute Trip Reduction program.
- Planning and holding forums and public meetings to receive public and customer input.
- Management planning and administration related to fares and bus passes.



WTA Amended Budget 2011

WTA				
Human Resources				
Amended Budget 2011				
	Amended Budget 2011	Original Budget 2011	Actuals 2010	Actuals 2009
Salaries & Wages	203,701	208,793	190,038	228,433
Employee Benefits	85,801	88,948	76,548	86,653
Outside Services	79,950	84,850	73,849	66,938
Parts and Supplies	33,592	30,684	29,693	31,111
Utilities	0	0	119	461
General Expense	3,115	3,979	1,306	2,673
Meetings and Travel	11,190	6,500	829	4,944
Total Dept Op Exp	417,348	423,755	372,383	421,214
Depreciation	104,614	101,500	102,023	0
Total Expense	521,962	525,255	474,406	421,214

The Human Resources Department manages employee health and welfare benefits, as well as the recruitment, selection and orientation process for new WTA personnel. Other areas of oversight are:

- Management of a competitive and equitable compensation and benefits system
- Manage the Fit for Work program (including drug and alcohol testing)
- Serve as an active participant in organizational development and strategic planning
- Lead efforts related to contract negotiations and administration
- Identify, develop and implement training to meet specific staff development needs
- Ensure compliance with applicable labor laws and regulations
- Manage the Workers' Compensation Program
- Manage the Equal Opportunity Employment Program
- Maintain the performance review monitoring and tracking systems
- Promotion of employee morale and recognition of all WTA employees

WTA				
Community Relations and Marketing				
Amended Budget 2011				
	Amended Budget 2011	Original Budget 2011	Actuals 2010	Actuals 2009
Salaries & Wages	76,731	76,975	76,014	73,934
Employee Benefits	19,725	20,702	18,701	20,168
Outside Services	12,000	12,000	16,228	14,044
Repairs & Maintenance	0	0	0	0
Parts and Supplies	10,067	10,100	2,403	9,902
Fuel	0	0	0	0
Utilities	692	678	721	718
Insurance and Claims	0	0	0	0
General Expense	42,873	43,000	44,004	45,336
Meetings and Travel	2,277	1,950	3,307	1,983
Total Dept Op Exp	164,365	165,405	161,377	166,085
Depreciation	870	2,000	0	0
Total Expense	165,235	167,405	161,377	166,085

The Community Relations and Marketing Manager plans and implements programs to increase ridership and enhance community awareness of WTA services. Other responsibilities include:

- Solicitation of grant funding
- WTA advertising and promotion
- Promotion of the Smart Trips program
- Management of expanded transit advertising sales
- Community engagement
- Collaboration with community partners
- Coordination of Citizen Advisory Committee
- Proactive media relations



WTA				
Executive Administration				
Amended Budget 2011				
	Amended Budget 2011	Original Budget 2011	Actuals 2010	Actuals 2009
Salaries & Wages	182,442	180,033	192,726	182,295
Employee Benefits	61,507	64,828	58,677	61,047
Outside Services	27,700	27,700	41,933	14,067
Repairs & Maintenance	0	0	0	76
Parts and Supplies	3,000	2,855	766	1,542
Fuel	0	0	0	0
Utilities	721	720	718	712
Insurance and Claims	0	0	0	0
General Expense	31,600	31,600	29,131	24,186
Meetings and Travel	6,700	6,700	4,403	3,817
Total Dept Op Exp	313,670	314,436	328,355	287,742
Depreciation	3,579	4,000	3,290	0
Total Expense	317,248	318,436	331,645	287,742

Executive Administration is responsible for the oversight, coordination and strategic management of the WTA to meet its mission to “Deliver Safe, Reliable, Efficient and Friendly Service to our Community.” In addition, Executive Administration has daily oversight of all WTA departments and employees and provides support and assistance to the Board of Directors, various committees and the general public.



**Whatcom
Transportation
Authority**

**2011 Budget
Supplemental
Information**

**WTA
Capital and Grants
2011 Budget**

Project	Dept	2011 Projects Original Budget	2011 Projects Amended Budget	Grant Funding	WTA Pays (Local Match)
Carryover: 2 ARBOC Buses	Fleet	-	365,000	207,000	158,000
Carryover: Lynden Station Improvements	Facilities	-	35,000	-	35,000
Buses: 8 Gilligs (35')	Fleet	3,600,000	3,600,000	2,880,000	720,000
3 Eldorado Minibuses	Fleet	276,000	406,000	324,800	81,200
7 Van Pool Units	Fleet	200,000	180,000	144,000	36,000
2 Supervisor Vans	Fleet	64,000	50,000	-	50,000
Alignment Machine	Fleet	45,000	37,000	-	37,000
Urea dispensing system	Fleet	50,000	50,000	-	50,000
Right of Way Improvements	Fleet	40,000	40,000	-	40,000
Bus DVR/Camera Systems (13)	IT/Ops	130,000	130,000	-	130,000
Diesel Particulate Filter System	Fleet	-	75,000	65,000	10,000
Computer Room Cooling	IT/Ops	70,000	70,000	-	70,000
Computer Room fire supp	IT/Fac	25,000	25,000	-	25,000
Highline Phase II (HR)	HR	20,000	20,000	-	20,000
Bike Rack Ad Frames	Mktg	15,000	15,000	-	15,000
Pass Vending Machine - B'ham Station	Finance	10,000	10,000	-	10,000
IT Upgrades	IT	30,000	30,000	-	30,000
Total		4,575,000	5,138,000	3,620,800	1,517,200
Grant Summary:					
Additional WSDOT Grants:					
Paratransit Operations				260,000	
TriCounty Connector				182,000	
Total WSDOT				1,117,800	
Total Other				65,000	
Total Federal				2,880,000	
Total Grants (Capital & Operating)				4,062,800	

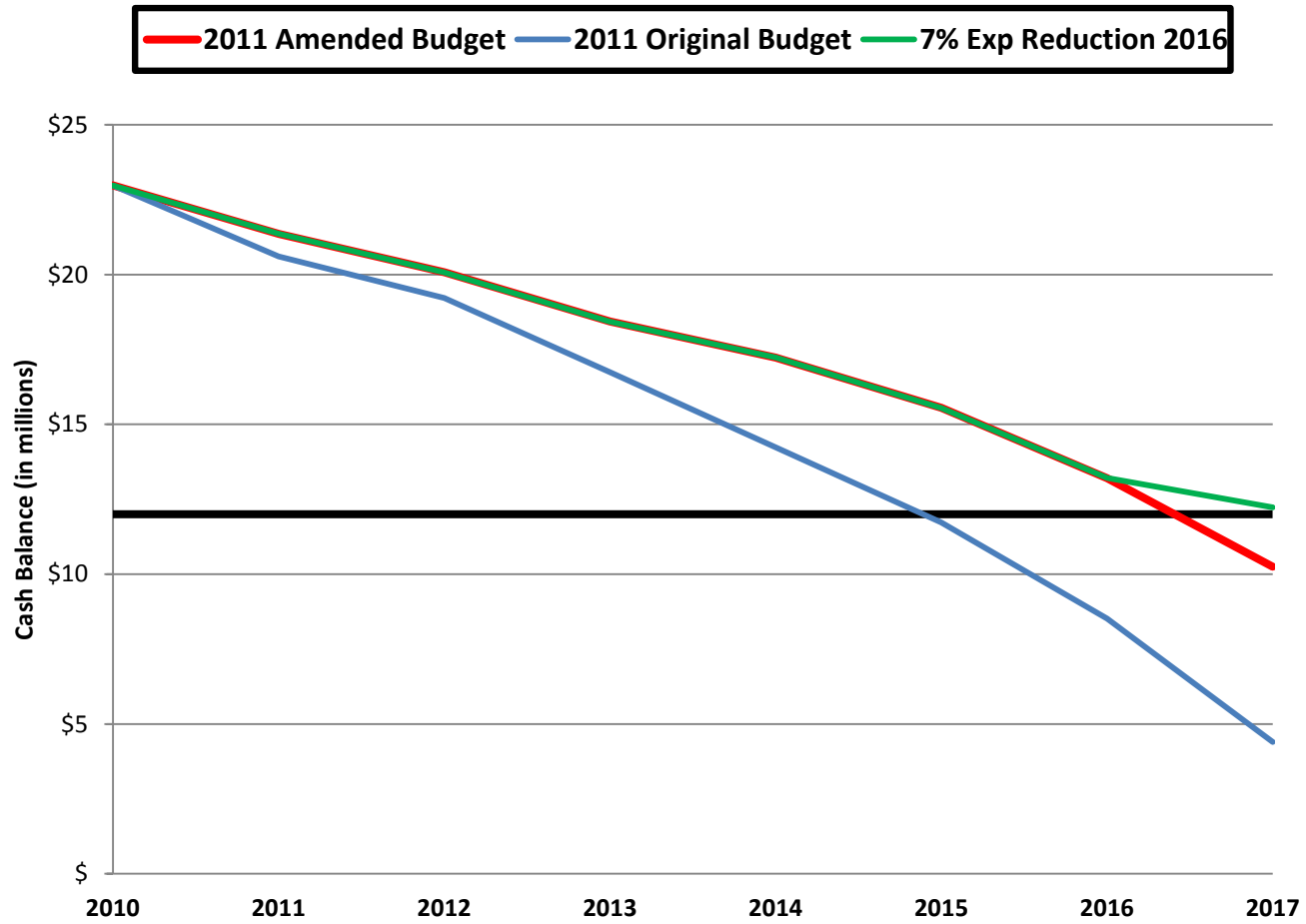
Capital consists of generally tangible items that cost more than \$5,000 and are in use for more than a year.

**2011 Original and
2011 Amended Budget
Performance Data**

	Amended Budget 2011	Original Budget 2011	Amended vs. Original
FIXED ROUTE			
Ridership	4,626,580	4,490,000	3.04%
Total Revenue Miles	1,798,189	1,646,970	9.18%
Total Revenue Hours	122,911	120,217	2.24%
Passengers Per Hour	37.64	37.35	0.78%
Passengers Per Mile	2.57	2.73	-5.62%
Miles Per Hour	14.63	13.70	6.79%
PARATRANSIT			
Ridership	178,707	172,500	3.60%
Total Revenue Miles	788,229	765,000	3.04%
Total Revenue Hours	56,805	54,750	3.75%
Passengers Per Hour	3.15	3.15	-0.15%
Passengers Per Mile	0.23	0.23	0.55%
Miles Per Hour	13.88	13.97	-0.69%
VANPOOL (<i>no change</i>)			
Ridership	109,213	109,213	0.00%
Total Revenue Miles	721,199	721,199	0.00%
Total Revenue Hours	13,946	13,946	0.00%
Passengers Per Hour	7.83	7.83	0.00%
Passengers Per Mile	0.151	0.151	0.00%

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WTA Cashflow Projections at January 1



**Projected WTA Reserve Fund Balances
(Based on Amended 2011 Budget)
At January 1**

