



**JEFFERSON TRANSIT AUTHORITY  
REGULAR BOARD MEETING  
Tuesday, June 16, 2020, 1:30 p.m.  
Jefferson Transit Boardroom  
63 4 Corners Road, Port Townsend, WA**

**AGENDA**

**COVID-19 NOTICE:  
NO IN-PERSON ATTENDANCE ALLOWED  
(Per Governor Inslee's Proclamation 20-28.3)**

**To listen to meeting live dial: 1 (872) 240-3311  
Enter Access Code: 406-763-685**

**Call to Order/Welcome**

**Public Comment**

**SUBMITTING COMMENTS DURING COVID-19:** During social distancing for the COVID-19 pandemic, citizens can submit public comments remotely to Jefferson Transit by email. Emailed comments will be read aloud by staff for up to three minute's during the meeting's public comment period. **Email your comments before the 1:30 PM meeting start time, using the following email address: [speck@jeffersontransit.com](mailto:speck@jeffersontransit.com)**

**I. Finance Reports**

- a. May 2020
- b. April 2020
- c. March 2020
- d. February 2020

**II. Consent Agenda**

- a. Approval of Minutes, February 18, 2020
- b. Approval of Special Meeting Minutes, March 18, 2020
- c. Approval of Remote Special Meeting Minutes, May 19, 2020
- d. Approval of Expenses, May 2020
- e. Approval of Expenses, April 2020
- f. Approval of Expenses, March 2020
- g. Approval of Expenses, February 2020
- h. **Resolution 20-10:** Disposition of Surplus Property over \$5,000
- i. Disposition of Surplus Property under \$5,000

**III. Unfinished Business**

**IV. New Business**

- a. **Resolution 20-11:** DBE Policy Update
- b. **Resolution 20-12:** ADA Policy Update
- c. **Resolution 20-13:** EEO Policy (New)
- d. **Resolution 20-14:** Drug and Alcohol Policy Update

**Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.**

**V. Reports**

- a. General Managers Report
- b. Fleet & Facilities Report
- c. Operations Report

**Public Comment**

**Adjournment**



63 4 Corners Road, Port Townsend, WA 98368  
Attachment A

June 9, 2020

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** May 2020 Financial Report

The budget tracking percentage for April is 41.7%. We use that tracking figure as a guideline for monitoring expenses.

#### **Sales Tax Analysis Reports**

For the month March 2020 sales tax was 15% lower than received in March 2019. Cumulatively, JTA has received 3% less sales tax revenue over the same time period in 2019.

#### **Revenue Report –**

- Overall - Operating revenue is and will remain under budget due to COVID-19 Fare Free decision. A revised budget will need to be prepared when we are more certain of the duration of this event.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 5.6% UNDER budget.**

- **Labor** – Labor is 3.2% under budget.
  - DAR salaries, Other Overtime, and Administration salaries are slightly over budget. This is a timing issue.
- **Benefits** – Benefits are .3% under budget
  - Holiday – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
  - Other Paid Absence - will be significantly over budget for the year due to COVID-19 Administrative Leave – we expect these funds will be reimbursed with CARES Act funding.
- **Services and User Fees** – S/U Fees are 18.8% under budget
  - Other Services & User Fees – expect this line item will be over budget; see increased costs in this area
- **Materials and Supplies Consumed** – M/S Consumed is 25.2% under budget
  - Fuel – Side effect of COVID-19 non-travel is decreased fuel expenses as well as decreased cost of fuel
  - Tires – timing issue – inventory
  - Lubrication – timing issue - inventory
  - Non-Vehicle Maintenance & Repair – Timing issue – purchase made early in the year
  - Shop Supplies – Additional cleaning products purchased.
- **Utilities** – 1.8% under budget –electricity not yet posted so expect over budget condition

- **Casualty/Liability Costs** – On budget
- **Taxes** – 27.7% under budget
- **Miscellaneous** – 5.3% over budget
  - COVID-19 – Added this un-budgeted expense to report for tracking purposes, it will make miscellaneous expenses over budget
- **Leases and Rentals** – 9.2% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

**Capital Activity –**

- Capital activity in May: Comprehensive Plan, EV Study, New Engine Bus 505



## May 2020 Financial Summary

Budget Tracking Figure: 41.65 %

Operational Expenses:	\$387,748.96
Operational Revenues:	\$961.28
Non-Operational Income:	\$498,952.58
Capital Expenses:	\$23,889.32
Capital Income:	\$0.00
Sales Tax Received 5/31/2020 for March 2020:	\$386,720.72
Sales Tax Received 5/31/2019 for March 2019:	\$455,211.10

**\*\*Sales tax decreased from prior year 15%\*\***

**\*\*Cumulative Sales tax decrease from prior year 3%\*\***

Cash on Hand as of May 31, 2020\*:

Operating:	\$2,250,369.17
Operating Reserve (100% Funded): (2020 Minimum Funding Required \$1,500,000)	\$2,032,147.00
Capital Committed (2020 Capital Projects):	\$1,776,763.57
Dedicated (Committed) Grant Match (76% Funded): (TDP Funding Match \$4,576,300)	\$3,489,419.40
Capital Vehicle Reserve	\$0.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$127,936.39
Travel Fund:	\$1,278.50
<b>Total</b>	<b>\$9,743,164.03**</b>

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

\*\*Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2020

Month Received - Cash Basis (Cash Flow)

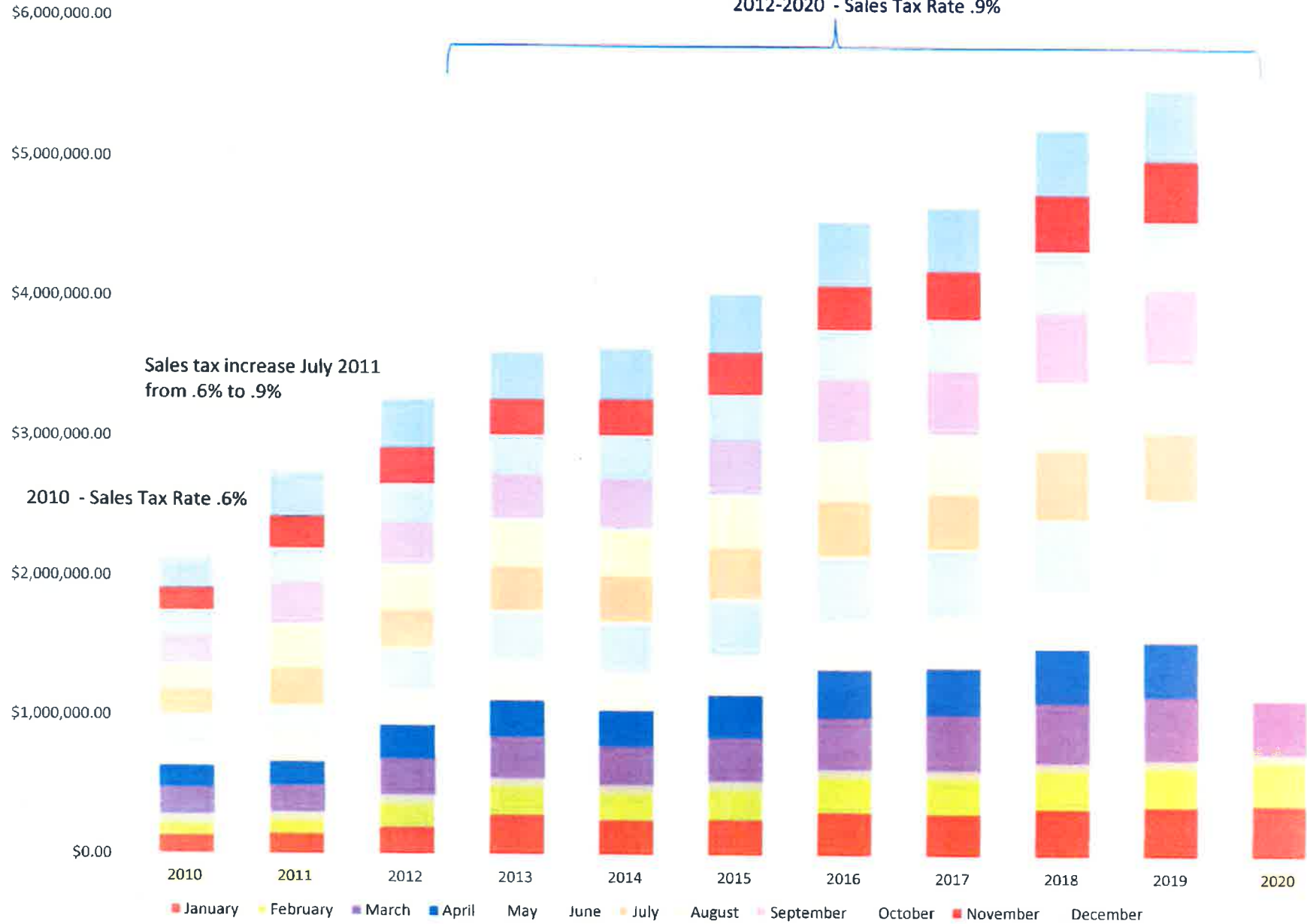
Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,786.81	771,489.00	23.63%
March	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$1,329,810.78	1,091,489.00	21.83%
April	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	18.07%	\$1,695,825.44	1,401,489.00	21.00%
May	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	1.77%	\$2,082,546.16	1,781,489.00	16.90%
June	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	2,123,489.00	
July	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	2,483,489.00	
August	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,931,489.00	
September	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	3,331,489.00	
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	3,754,489.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	4,214,489.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	4,559,489.00	
Total		\$2,082,546.16	\$5,457,793.08	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$416,509.23	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$379,957.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Actual to Budgeted Variance	2020 Cumulative Accrual Actual Sales Tax Received	2020 Cumulative Accrual Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$376,023.97	320,000.00	17.51%
February	0.90%	\$366,014.66	\$338,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	18.07%	\$742,038.63	630,000.00	17.78%
March	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	1.77%	\$1,128,759.35	1,010,000.00	11.76%
April	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	1,352,000.00	
May	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	1,712,000.00	
June	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,160,000.00	
July	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	2,560,000.00	
August	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	2,983,000.00	
September	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$460,000.00	0.00%	\$0.00	3,443,000.00	
October	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	3,788,000.00	
November	0.90%		\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$315,000.00	0.00%	\$0.00	4,103,000.00	
December	0.90%		\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
Total		\$1,128,759.35	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
Monthly Average		\$376,253.12	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$381,916.67				

# Jefferson Transit Authority - 2008-2020 Cumulative Sales Tax (Accrual Based)

2012-2020 - Sales Tax Rate .9%



**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Five Months Ending May 31, 2020**

	May	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,350,193.10	\$9,605,065.29
Operating Cash Provided/(Used) by:		
Operating Activities	(\$379,268.96)	(\$2,125,385.82)
Non-Capital Financing Activities	\$769,588.47	\$2,852,747.79
Investing Activities	\$3,051.42	\$30,132.22
Total Operating Cash Provided/(Used)	\$393,370.93	\$757,494.19
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$2,250.00)	(\$621,245.45)
Net Increase/(Decrease) Cash and Equivalent	\$391,120.93	\$136,248.74
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,741,314.03</b>	<b>\$9,741,314.03</b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Five Months Ending May 31, 2020**

	May	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
Operating Revenues	\$961.28	\$40,230.04	\$174,530.00	23.05%
<b>Operating Expenses</b>				
Labor	157,393.93	979,746.94	2,544,440.00	38.51%
Benefits	196,394.03	774,684.16	1,870,104.00	41.42%
Services and User Fees	10,120.50	93,845.97	410,035.00	22.89%
Materials & Supplies	(3,445.67)	109,925.85	664,810.00	16.53%
Utilities	4,342.00	35,166.91	88,153.00	39.89%
Casualty/Liability Costs	13,339.42	66,697.10	160,000.00	41.69%
Taxes	13.65	1,028.51	7,366.00	13.96%
Miscellaneous Expenses	9,241.10	45,736.32	97,410.00	46.95%
Leases and Rentals	350.00	6,970.15	21,472.00	32.46%
<b>Total Operating Expenses</b>	<b>387,748.96</b>	<b>2,113,801.91</b>	<b>5,863,790.00</b>	<b>36.05%</b>
<b>Operating Income (Loss)</b>	<b>(386,787.68)</b>	<b>(2,073,571.87)</b>	<b>(5,689,260.00)</b>	<b>36.45%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	3,359.86	31,407.77	97,200.00	32.31%
Taxes Levied by Transit	366,720.72	2,013,057.16	4,583,000.00	43.92%
Local Grants & Contributions	1,250.00	6,250.00	18,000.00	34.72%
State Grants & Contributions	20,872.00	104,360.00	0.00	0.00%
Federal Grants & Contributions	106,750.00	533,750.00	1,283,160.00	41.60%
<b>Total Non-Operating Revenues</b>	<b>498,952.58</b>	<b>2,688,824.93</b>	<b>5,981,360.00</b>	<b>44.95%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>112,164.90</b>	<b>615,253.06</b>	<b>292,100.00</b>	<b>210.63%</b>
<b>Net Income/(Loss)</b>	<b>112,164.90</b>	<b>615,253.06</b>	<b>292,100.00</b>	<b>210.63%</b>



**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Five Months Ending May 31, 2020**

	May	YTD	Budget	% of Actual vs. Budget
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East		\$29,323.79	\$134,145.00	21.86%
Fixed Route Fares - West - JTOC		949.71	5,225.00	18.18%
Dial-a-Ride Fares (DAR)		2,717.50	9,660.00	28.13%
Vanpools	961.28	7,239.04	22,500.00	32.17%
Extended Service			3,000.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>961.28</b>	<b>40,230.04</b>	<b>174,530.00</b>	<b>23.05%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	3,051.42	30,132.22	96,000.00	31.39%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	308.44	1,275.55		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>366,720.72</b>	<b>2,013,057.16</b>	<b>4,583,000.00</b>	<b>43.92%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	104,360.00		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	533,750.00	1,283,160.00	41.60%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>498,952.58</b>	<b>2,688,824.93</b>	<b>5,981,360.00</b>	<b>44.95%</b>
<b>TOTAL REVENUES</b>	<b>499,913.86</b>	<b>2,729,054.97</b>	<b>6,155,890.00</b>	<b>44.33%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Five Months Ending May 31, 2020**

	May	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$54,396.74	\$353,730.71	\$946,767.00	37.36%
Operators Overtime - Fixed Route	57.13	9,411.92	76,502.00	12.30%
Operators Salaries & Wages - Dial-a-Ride (DAR)	4,280.19	52,182.63	122,579.00	42.57%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	33,389.52	259,505.83	691,376.00	37.53%
Other Overtime (Mntce, Dispatch, Cust Serv)	40.91	12,213.27	28,889.00	42.28%
Administration Salaries	65,229.44	291,281.62	669,685.00	43.50%
<b>Total Labor</b>		<b>157,393.93</b>	<b>2,544,440.00</b>	<b>38.51%</b>
<b>Benefits</b>				
FICA	15,948.25	88,828.12	243,184.00	36.53%
Pension Plans (PERS)	37,604.89	155,175.99	377,066.00	41.15%
Medical Plans	46,086.58	231,180.36	597,000.00	38.72%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,985.22	32,422.22	131,354.00	24.68%
Holiday	551.23	48,444.56	113,879.00	42.54%
General Leave	15,156.20	114,757.58	318,180.00	36.07%
Other Paid Absence (Court Duty & Bereavement)	69,786.76	80,994.18	14,886.00	551.51%
Uniforms, Work Clothing & Tools Allowance	227.37	7,249.65	24,140.00	30.03%
Other Benefits (HRA, EAP & Wellness)	733.83	6,419.34	36,276.00	17.70%
Paid FML	428.98	1,771.01	4,339.00	40.82%
COVID-19 JTA/Federal Leave	2,884.72	7,441.15		0.00%
<b>Total Benefits</b>		<b>196,394.03</b>	<b>1,870,104.00</b>	<b>41.42%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		4,373.42	24,250.00	18.03%
Professional & Technical Services	3,259.51	48,510.95	131,900.00	36.78%
Contract Maintenance Services (IT Services)	818.64	4,726.27	16,005.00	29.53%
Custodial Services	3,275.00	7,600.00	18,720.00	40.60%
Security Services		665.44	5,600.00	11.88%
Vehicle Technical Services		12,284.58	47,000.00	26.14%
Property Maintenance Services	985.34	5,231.24	74,401.00	7.03%
Software Maintenance Fees	855.24	4,661.19	69,895.00	6.67%
Postage & Mail Meter Fees	17.74	922.53	3,600.00	25.63%
Drug & Alcohol Services	219.92	1,249.60	8,500.00	14.70%
Other Services & User Fees	689.11	3,620.75	7,164.00	50.54%
<b>Total Service and User Fees</b>		<b>10,120.50</b>	<b>410,035.00</b>	<b>22.89%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	(9,511.40)	48,048.74	375,000.00	12.81%
Tires	(81.75)	6,758.69	35,000.00	19.31%
Lubrication	207.11	1,958.31	15,550.00	12.59%
Tools	248.69	6,055.76	21,300.00	28.43%
Vehicle Maintenance & Repair Parts	2,837.03	20,268.09	96,500.00	21.00%
Non-Vehicle Maintenance & Repair Parts	393.84	4,976.68	8,240.00	60.40%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,287.14	5,750.00	22.39%
Shop Supplies (Maintenance & Cleaning)	1,999.41	10,356.04	18,000.00	57.53%
Safety & Emergency Supplies	79.60	652.04	7,800.00	8.36%
Office Supplies	280.55	2,149.78	20,920.00	10.28%
Computer Programs & Supplies		3,327.46	17,900.00	18.59%
Printing (Photocopier, Schedules & Brochures)	101.25	4,087.12	39,500.00	10.35%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>		<b>(3,445.67)</b>	<b>664,810.00</b>	<b>16.53%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	704.18	5,520.99	14,600.00	37.82%
Utilities (Electrical & Propane)		10,790.82	27,500.00	39.24%
Telephone & Internet	3,637.82	18,855.10	46,053.00	40.94%
<b>Total Utilities</b>		<b>4,342.00</b>	<b>88,153.00</b>	<b>39.89%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Five Months Ending May 31, 2020**

	May	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$66,697.10	\$160,000.00	41.69%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>66,697.10</b>	<b>160,000.00</b>	<b>41.69%</b>
<b>Taxes</b>				
State Taxes		689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees		82.92	750.00	11.06%
Other Licensing Fees & Taxes	13.65	255.95	3,000.00	8.53%
<b>Total Taxes</b>	<b>13.65</b>	<b>1,028.51</b>	<b>7,366.00</b>	<b>13.96%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,022.78	8,291.44	20,056.00	41.34%
Travel & Meetings	4.25	6,364.00	35,400.00	17.98%
Fines & Penalties		25.28		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)		472.00	23,404.00	2.02%
EE CDL and EE Physical Expense	587.00	2,299.00	9,250.00	24.85%
COVID-19 Related Expense	7,627.07	28,212.77		0.00%
Other Miscellaneous		71.83	300.00	23.94%
<b>Total Miscellaneous</b>	<b>9,241.10</b>	<b>45,736.32</b>	<b>97,410.00</b>	<b>46.95%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	1,670.00	3,000.00	55.67%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities		5,283.80	15,972.00	33.08%
<b>Total Leases and Rentals</b>	<b>350.00</b>	<b>6,970.15</b>	<b>21,472.00</b>	<b>32.46%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>387,748.96</b>	<b>2,113,801.91</b>	<b>5,863,790.00</b>	<b>36.05%</b>

Jefferson Transit  
 Treasury Pool Investments Account (Capital) and Checking Account  
 Capital Projects Tracking Report  
 May 2020

<b>Current Account Status</b>	<b>Balance per Bank @ 5/31/20</b>	\$ 5,316,182.97	\$ -
Balance per GL @ 4/30/2020		\$ 3,948,335.23	
	Transfers - In	\$ 1,389,924.00	
	Reimbursement	\$ -	
	Investment Interest	\$ 1,813.06	
	Transfers Out (Purchases)	\$ (23,889.32)	
	Transfers Out /Bond Call	\$ -	
<b>Balance per GL @ 5/31/20</b>		\$ 5,316,182.97	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ 5,316,182.97	

**2019 Capital Projects**

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$ -	\$ -
Facility	2020 Budgeted Balance	Grant Funding	JTA Funding
	Eng/Des 63 4 Corners EV Feasibility	\$ -	\$ 75,000.00
	May 2020 - Transpo Group Invoice		\$ (2,596.25)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	Jan 2020 - Invoice		\$ (6,118.55)
	Feb 2020 - Invoice (Pd in March)		\$ (27,497.08)
	Mar 2020 - Invoice		\$ (16,624.04)
	Apr 2020 - Invoice		\$ (5,977.00)
	May 2020 - Invoice		\$ (210.00)
	<b>JTA Funded Balance</b>		\$ 515,977.08
Other Building and Structures	2020 Beginning Budget	Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater		\$ -	\$ 31,840.00
		Mar-20	\$ (2,500.00)
Security Cameras		\$ 2,500.00	\$ 35,000.00
New Shelters		\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		\$ 89,340.00
Revenue Vehicles	2020 Beginning Budget	Grant Funding	JTA Funding
1 Full-Size Buses		\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses		\$ -	\$ 487,121.00
	3/1/2020 Bus 513		\$ (486,393.97)
1 Trolley Style FR Bus		\$ -	\$ 350,000.00
2 Full-Size 30' FR Buses		\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses		\$ 814,975.00	\$ 203,819.00
Bus Wrap		\$ -	\$ 25,000.00
Major Component Replacement		\$ -	\$ 150,000.00
	May 2020 - Vehicle 505 Engine		\$ (21,083.07)
	<b>JTA Funded Balance</b>		\$ 983,126.03
System Wide	2020 Beginning Budget	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>		\$ -
Service Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
Column Lifts for Vehicle Repair		\$ -	\$ 55,000.00
		Mar-20	\$ (49,679.54)
	<b>JTA Funded Balance</b>		\$ 5,320.46
Office Furniture & Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software		\$ -	\$ 175,000.00
New Desk for HPTC Customer Service		\$ -	\$ 8,000.00
	<b>JTA Funded Balance</b>		\$ 183,000.00

JTA Capital Balance	\$ 5,316,182.97
JTA Committed Project Funds Sub-Total	\$ (1,776,763.57)
JTA Vehicle Reserve	\$ -
JTA IT Reserve	\$ (50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 3,489,419.40</b>



63 4 Corners Road, Port Townsend, WA 98368  
Attachment B

May 14, 2020

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** April 2020 Financial Report

The budget tracking percentage for April is 33.3%. We use that tracking figure as a guideline for monitoring expenses.

#### **Sales Tax Analysis Reports**

For the month February 2020 sales tax was 8% higher than received in February 2019. Cumulatively, JTA has received 5% more sales tax revenue over the same time period in 2019.

#### **Revenue Report –**

- Overall - Operating revenue is under budget. Due to COVID-19 Fare Free decision, we expect operating revenue will remain under budget. A revised budget will need to be prepared when we are more certain of the duration of this event.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 4.1% UNDER budget.**

- **Labor** – Labor is 1% under budget.
  - DAR salaries and Other Overtime are over budget. This is a timing issue.
- **Benefits** – Benefits are 2.3% under budget
  - Holiday – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
  - Other Paid Absence - will be significantly over budget for the year due to COVID-19 Administrative Leave – we expect these funds will be reimbursed with CARES Act funding.
- **Services and User Fees** – S/U Fees are 14.5% under budget
  - Other Services & User Fees – expect this line item will be over budget; see increased costs in this area
- **Materials and Supplies Consumed** – M/S Consumed is 16.8% under budget
  - Fuel – Side effect of COVID-19 non-travel is decreased fuel expenses as well as decreased cost of fuel
  - Tires – timing issue – inventory
  - Lubrication – timing issue - inventory
  - Non-Vehicle Maintenance & Repair – Timing issue – purchase made early in the year
  - Shop Supplies – Additional cleaning products purchased.
- **Utilities** – 1% under budget – electricity not yet posted so expect over budget condition
- **Casualty/Liability Costs** – On budget

- **Taxes** – 19.3% under budget
- **Miscellaneous** – 4.2% over budget
  - Dues and Subscriptions – Timing Issue – Annual subscriptions early in the year
  - COVID-19 – Added this un-budgeted expense to report for tracking purposes, it will make miscellaneous expenses over budget
- **Leases and Rentals** – 8.2% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

**Capital Activity –**

- Capital activity in April: Comprehensive Plan and Radio project.



## April 2020 Financial Summary

Budget Tracking Figure: 33.3%

Operational Expenses:	\$350,999.35
Operational Revenues:	\$994.56
Non-Operational Income:	\$530,879.86
Capital Expenses:	\$25,101.04
Capital Income:	\$0.00

Sales Tax Received 4/30/2020 for February 2020: \$366,014.66

Sales Tax Received 4/30/2019 for February 2019: \$336,289.71

\*\*Sales tax increased from prior year 8%\*\*

Cash on Hand as of April 30, 2020\*:

Operating:	\$3,883,104.86
Operating Reserve (100% Funded): (2020 Minimum Funding Required \$1,500,000)	\$1,350,000.00
Capital Committed (2020 Capital Projects):	\$1,779,569.82
Dedicated (Committed) Grant Match (46% Funded): (TDP Funding Match \$4,576,300)	\$2,118,765.41
Capital Vehicle Reserve	\$0.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
EFT Fund:	\$152,574.51
Travel Fund:	\$1,278.50

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**Total** **\$9,349,793.10\*\***

\*\*\*Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

\*\*Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,768.90	\$313,966.98	\$300,908.84	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,786.81	771,489.00	23.63%
March	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$1,329,810.78	1,091,489.00	21.83%
April	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	18.07%	\$1,695,825.44	1,401,489.00	21.00%
May	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,781,489.00	
June	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	2,123,489.00	
July	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	2,483,489.00	
August	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,931,489.00	
September	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	3,331,489.00	
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	3,754,489.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	4,214,489.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	4,559,489.00	
Total		\$1,695,825.44	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$423,956.36	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$379,957.42				

Month Eamed - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Actual to Budgeted Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Accrual Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$376,023.97	320,000.00	17.51%
February	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	18.07%	\$742,038.63	630,000.00	17.78%
March	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,010,000.00	
April	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	1,352,000.00	
May	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	1,712,000.00	
June	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,160,000.00	
July	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	2,560,000.00	
August	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	2,983,000.00	
September	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$460,000.00	0.00%	\$0.00	3,443,000.00	
October	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	3,788,000.00	
November	0.90%		\$435,461.40	\$406,363.77	\$346,768.90	\$313,966.98	\$315,000.00	0.00%	\$0.00	4,103,000.00	
December	0.90%		\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
Total		\$742,038.63	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
Monthly Average		\$371,019.32	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$381,916.67				





**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Four Months Ending April 30, 2020**

	April	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,413,031.37	\$9,605,065.29
Operating Cash Provided/(Used) by:		
Operating Activities	(\$411,798.79)	(\$1,746,326.86)
Non-Capital Financing Activities	\$366,050.39	\$2,083,159.32
Investing Activities	\$3,993.20	\$27,080.80
Total Operating Cash Provided/(Used)	(\$41,755.20)	\$363,913.26
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$21,083.07)	(\$618,785.45)
Net Increase/(Decrease) Cash and Equivalent	(\$62,838.27)	(\$254,872.19)
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,350,193.10</b>	<b>\$9,350,193.10</b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Four Months Ending April 30, 2020**

	April	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$994.56</b>	<b>\$39,268.76</b>	<b>\$174,530.00</b>	<b>22.50%</b>
<b>Operating Expenses</b>				
Labor	165,411.91	822,354.01	2,544,440.00	32.32%
Benefits	129,910.69	579,349.79	1,870,104.00	30.98%
Services and User Fees	17,154.33	77,116.93	410,035.00	18.81%
Materials & Supplies	6,758.51	109,628.83	664,810.00	16.49%
Utilities	4,875.53	28,563.89	88,153.00	32.40%
Casualty/Liability Costs	13,339.42	53,357.68	160,000.00	33.35%
Taxes	74.84	1,034.02	7,366.00	14.04%
Miscellaneous Expenses	13,124.12	38,495.22	97,410.00	37.47%
Leases and Rentals	350.00	5,399.20	21,472.00	25.15%
<b>Total Operating Expenses</b>	<b>350,999.35</b>	<b>1,713,299.57</b>	<b>5,863,790.00</b>	<b>29.22%</b>
<b>Operating Income (Loss)</b>	<b>(350,004.79)</b>	<b>(1,674,030.81)</b>	<b>(5,689,260.00)</b>	<b>29.42%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	3,993.20	28,047.91	97,200.00	28.86%
Taxes Levied by Transit	398,014.66	1,846,336.44	4,583,000.00	35.92%
Local Grants & Contributions	1,250.00	5,000.00	18,000.00	27.78%
State Grants & Contributions	20,872.00	83,488.00		0.00%
Federal Grants & Contributions	106,750.00	427,000.00	1,283,160.00	33.28%
<b>Total Non-Operating Revenues</b>	<b>530,879.86</b>	<b>2,189,872.35</b>	<b>5,981,360.00</b>	<b>36.61%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>180,875.07</b>	<b>515,841.54</b>	<b>292,100.00</b>	<b>176.60%</b>
<b>Net Income/(Loss)</b>	<b>180,875.07</b>	<b>515,841.54</b>	<b>292,100.00</b>	<b>176.60%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Four Months Ending April 30, 2020**

	April	YTD	Budget	% of Actual vs. Budget
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East		\$29,323.79	\$134,145.00	21.86%
Fixed Route Fares - West - JTOC		949.71	5,225.00	18.18%
Dial-a-Ride Fares (DAR)		2,717.50	9,660.00	28.13%
Vanpools	994.56	6,277.76	22,500.00	27.90%
Extended Service			3,000.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>994.56</b>	<b>39,268.76</b>	<b>174,530.00</b>	<b>22.50%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	3,993.20	27,080.80	96,000.00	28.21%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues		967.11		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>398,014.66</b>	<b>1,646,336.44</b>	<b>4,583,000.00</b>	<b>35.92%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	83,488.00		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	427,000.00	1,283,160.00	33.28%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>530,879.86</b>	<b>2,189,872.35</b>	<b>5,981,360.00</b>	<b>36.61%</b>
<b>TOTAL REVENUES</b>	<b>531,874.42</b>	<b>2,229,141.11</b>	<b>6,155,890.00</b>	<b>36.21%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Four Months Ending April 30, 2020**

	April	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$50,605.07	\$299,333.97	\$946,767.00	31.62%
Operators Overtime - Fixed Route	181.44	9,354.79	76,502.00	12.23%
Operators Salaries & Wages - Dial-a-Ride (DAR)	6,613.01	47,902.44	122,579.00	39.08%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	41,875.38	226,116.31	691,376.00	32.71%
Other Overtime (Mntce, Dispatch, Cust Serv)	258.70	12,172.36	28,889.00	42.13%
Administration Salaries	65,878.31	226,053.18	669,685.00	33.76%
<b>Total Labor</b>	<b>165,411.91</b>	<b>822,354.01</b>	<b>2,544,440.00</b>	<b>32.32%</b>
<b>Benefits</b>				
FICA	15,734.47	72,879.87	243,184.00	29.97%
Pension Plans (PERS)	26,252.14	117,571.10	377,066.00	31.18%
Medical Plans	47,442.59	185,093.78	597,000.00	31.00%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,150.87	25,437.00	131,354.00	19.37%
Holiday	1,274.45	45,162.13	113,879.00	39.66%
General Leave	20,194.64	103,882.76	318,180.00	32.65%
Other Paid Absence (Court Duty & Bereavement)	9,294.19	11,207.42	14,686.00	76.31%
Uniforms, Work Clothing & Tools Allowance	488.20	6,627.16	24,140.00	27.45%
Other Benefits (HRA, EAP & Wellness)	223.25	5,590.11	36,276.00	15.41%
Paid FML	299.46	1,342.03	4,339.00	30.93%
COVID-19 JTA/Federal Leave	4,556.43	4,556.43		0.00%
<b>Total Benefits</b>	<b>129,910.69</b>	<b>579,349.79</b>	<b>1,870,104.00</b>	<b>30.98%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		3,229.37	24,250.00	13.32%
Professional & Technical Services	2,090.16	40,594.83	131,900.00	30.78%
Contract Maintenance Services (IT Services)	818.63	3,907.63	16,005.00	24.42%
Custodial Services	1,630.00	4,325.00	18,720.00	23.10%
Security Services		665.44	5,600.00	11.88%
Vehicle Technical Services	6,981.05	11,476.70	47,000.00	24.42%
Property Maintenance Services	3,817.52	4,245.90	74,401.00	5.71%
Software Maintenance Fees	855.24	3,805.95	69,895.00	5.45%
Postage & Mail Meter Fees	56.50	904.79	3,600.00	25.13%
Drug & Alcohol Services	219.92	1,029.68	8,500.00	12.11%
Other Services & User Fees	685.31	2,931.64	7,164.00	40.92%
<b>Total Service and User Fees</b>	<b>17,154.33</b>	<b>77,116.93</b>	<b>410,035.00</b>	<b>18.81%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	(1,657.34)	57,311.02	375,000.00	15.28%
Tires	3,314.95	2,242.51	35,000.00	6.41%
Lubrication	326.92	536.09	15,550.00	3.45%
Tools	337.14	5,807.07	21,300.00	27.26%
Vehicle Maintenance & Repair Parts	(972.73)	19,152.83	96,500.00	19.85%
Non-Vehicle Maintenance & Repair Parts	429.83	4,582.84	8,240.00	55.62%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,287.14	5,750.00	22.39%
Shop Supplies (Maintenance & Cleaning)	1,640.87	8,356.63	18,000.00	46.43%
Safety & Emergency Supplies		572.44	7,800.00	7.34%
Office Supplies	198.73	1,817.24	20,920.00	8.69%
Computer Programs & Supplies	3,038.89	3,977.15	17,900.00	22.22%
Printing (Photocopier, Schedules & Brochures)	101.25	3,985.87	39,500.00	10.09%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>6,758.51</b>	<b>109,628.83</b>	<b>664,810.00</b>	<b>16.49%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,237.71	4,816.81	14,600.00	32.99%
Utilities (Electrical & Propane)		8,683.08	27,500.00	31.57%
Telephone & Internet	3,637.82	15,064.00	46,053.00	32.71%
<b>Total Utilities</b>	<b>4,875.53</b>	<b>28,563.89</b>	<b>88,153.00</b>	<b>32.40%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Four Months Ending April 30, 2020**

	April	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$53,357.68	\$160,000.00	33.35%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>53,357.68</b>	<b>160,000.00</b>	<b>33.35%</b>
<b>Taxes</b>				
State Taxes	19.16	708.80	3,616.00	19.60%
Vehicle Licensing & Registration Fees		82.92	750.00	11.06%
Other Licensing Fees & Taxes	55.68	242.30	3,000.00	8.08%
<b>Total Taxes</b>	<b>74.84</b>	<b>1,034.02</b>	<b>7,366.00</b>	<b>14.04%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,047.78	7,268.66	20,056.00	36.24%
Travel & Meetings	9.99	6,359.75	35,400.00	17.97%
Fines & Penalties	22.89	25.28		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)		472.00	23,404.00	2.02%
EE CDL and EE Physical Expense		1,712.00	9,250.00	18.51%
COVID-19 Related Expense	11,971.63	20,585.70		0.00%
Other Miscellaneous	71.83	71.83	300.00	23.94%
<b>Total Miscellaneous</b>	<b>13,124.12</b>	<b>36,495.22</b>	<b>97,410.00</b>	<b>37.47%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	1,320.00	3,000.00	44.00%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities		4,062.85	15,972.00	25.44%
<b>Total Leases and Rentals</b>	<b>350.00</b>	<b>5,399.20</b>	<b>21,472.00</b>	<b>25.15%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>350,999.35</b>	 <b>1,713,299.57</b>	 <b>5,863,790.00</b>	 <b>29.22%</b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**April 2020**

<b>Current Account Status</b>	<b>Balance per Bank @ 4/30/20</b>	<b>\$ 3,948,335.23</b>	<b>\$ -</b>
<b>Balance per GL @ 3/31/2020</b>		<b>\$ 3,970,956.80</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 2,479.47	
	Transfers Out (Purchases)	\$ (25,101.04)	
	Transfers Out /Bond Call)	\$ -	
<b>Balance per GL @ 4/30/20</b>		<b>\$ 3,948,335.23</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ -	<b>\$ 3,948,335.23</b>

**2019 Capital Projects**

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$ -	\$ -
<b>Facility</b>	<b>2020 Budgeted Balance</b>	<b>\$ -</b>	<b>\$ -</b>
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	Jan 2020 - Invoice		\$ (6,118.55)
	Feb 2020 - Invoice (Pd in March)		\$ (27,497.08)
	Mar 2020 - Invoice		\$ (10,024.04)
	Apr 2020 - Invoice		\$ (5,977.00)
	<b>JTA Funded Balance</b>		<b>\$ 518,783.33</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
Radio Project - Maynard Mtn Repeater	<b>2020 Beginning Budget</b>	\$ -	\$ 31,840.00
		Mar-20	\$ (2,500.00)
Security Cameras	<b>2020 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
New Shelters	<b>2020 Beginning Budget</b>	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		<b>\$ 89,340.00</b>
<b>Revenue Vehicles</b>			
1 Full-Size Buses	<b>2020 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	<b>2020 Beginning Budget</b>	\$ -	\$ 487,121.00
		Mar-20	\$ (486,393.97)
1 Trolley Style FR Bus	<b>2020 Beginning Budget</b>	\$ -	\$ 350,000.00
2 Full-Size 30' FR Buses	<b>2020 Beginning Budget</b>	\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses	<b>2020 Beginning Budget</b>	\$ 814,975.00	\$ 203,819.00
Bus Wrap	<b>2020 Beginning Budget</b>	\$ -	\$ 25,000.00
Major Component Replacement	<b>2020 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		<b>\$ 983,126.03</b>
<b>System Wide</b>			
	<b>JTA Funded Balance</b>		<b>\$ -</b>
<b>Service Equipment</b>			
Column Lifts for Vehicle Repair	<b>2020 Beginning Budget</b>		\$ 55,000.00
		Mar-20	\$ (49,679.54)
	<b>JTA Funded Balance</b>		<b>\$ 5,320.46</b>
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	<b>2020 Beginning Budget</b>		\$ 175,000.00
New Desk for HPTC Customer Service	<b>2020 Beginning Budget</b>		\$ 8,000.00
	<b>JTA Funded Balance</b>		<b>\$ 183,000.00</b>

JTA Capital Balance	<b>\$ 3,948,335.23</b>
JTA Committed Project Funds Sub-Total	<b>\$ (1,779,569.82)</b>
JTA Vehicle Reserve	<b>\$ -</b>
JTA IT Reserve	<b>\$ (50,000.00)</b>

**CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 2,118,765.41**



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

April 14, 2020

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** March 2020 Financial Report

The budget tracking percentage for March is 25%. We use that tracking figure as a guideline for monitoring expenses.

#### **Sales Tax Analysis Reports**

For the month January 2020 sales tax was 3% higher than received in January 2019.

#### **Revenue Report –**

- Overall - Operating revenue is under budget. Due to COVID-19 Fare Free decision, we expect operating revenue will remain under budget. A revised budget will need to be prepared when we are more certain of the duration of this event.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 2.35% UNDER budget.**

- **Labor –** Labor is .82% over budget.
  - All Regular salary and wage categories are over budget EXCEPT Administration Salaries. This is a timing issue due to the retro-active payment of wages and the wage increase for all positions.
- **Benefits –** Benefits are 1.06% under budget
  - Holiday – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
  - General Leave – Slightly over budget; wage rate increases have had an effect on this line item, the unfunded general leave liability increased significantly; will monitor.
  - Other Paid Absence will be over budget for the year due to COVID-19 Administrative Leave
  - Uniforms and Tool Allowance – Now on budget.
- **Services and User Fees –** S/U Fees are 12.21% below budget
  - Other Services & User Fees – expect this line item will be over budget; see increased costs in this area
- **Materials and Supplies Consumed –** M/S Consumed is 12.5% below budget
  - Fuel – Side effect of COVID-19 non-travel is decreased fuel expenses as well as decreased cost of fuel
  - Tires – timing issue – inventory
  - Lubrication – timing issue - inventory
  - Tools – timing issue – purchases made early in the year

- Non-Vehicle Maintenance & Repair – Timing issue – purchase made early in the year
- **Utilities** – 2.6% below budget – water/electricity not yet posted
- **Casualty/Liability Costs** – On budget
- **Taxes** – 12% below budget
- **Miscellaneous** – .9% below budget
  - Dues and Subscriptions – Timing Issue – Annual subscriptions early in the year
  - COVID-19 – Added this un-budgeted expense to report for tracking purposes
- **Leases and Rentals** – 7.2% below budget
  - Transit Way and Passenger Stations – Port-a-potty rental

**Capital Activity –**

- Capital activity in March: Purchased Bus 513, MOHAWK Column Lifts for Maintenance Bay, and Comprehensive Plan.





## March 2020 Financial Summary

Budget Tracking Figure: 25%

Operational Expenses:	\$505,776.02
Operational Revenues:	\$8,731.17
Non-Operational Income:	\$571,256.73
Capital Expenses:	\$563,570.59
Capital Income:	\$0.00

Sales Tax Received 3/31/2020 for January 2020: \$376,023.97

Sales Tax Received 3/31/2019 for January 2019: \$364,223.85

**\*\*Sales tax increased from prior year 3%\*\***

Cash on Hand as of March 31, 2020\*:

Operating:	\$3,901,373.64
Operating Reserve (100% Funded):	\$1,350,000.00
(2020 Minimum Funding Required \$1,475,000)	
Capital Committed (2020 Capital Projects):	\$1,804,670.86
Dedicated (Committed) Grant Match (37% Funded):	\$1,741,285.94
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
EFT Fund:	\$191,622.79
Travel Fund:	\$1,278.50

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**Total \$9,429,731.73\*\***

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

\*\*Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,786.81	771,489.00	23.63%
March	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$1,329,810.78	1,091,489.00	21.63%
April	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	1,401,489.00	
May	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,781,489.00	
June	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	2,123,489.00	
July	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	2,483,489.00	
August	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,931,489.00	
September	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	3,331,489.00	
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	3,754,489.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	4,214,489.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	4,559,489.00	
<b>Total</b>		\$1,329,810.78	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
<b>Monthly Average</b>		\$443,270.26	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$379,957.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Actual to Budgeted Variance	2020 Cumulative Accrual Actual Sales Tax Received	2020 Cumulative Accrual Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$376,023.97	320,000.00	17.51%
February	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	630,000.00	
March	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,010,000.00	
April	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	1,352,000.00	
May	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	1,712,000.00	
June	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,160,000.00	
July	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	2,560,000.00	
August	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	2,983,000.00	
September	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	3,443,000.00	
October	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	3,788,000.00	
November	0.90%		\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$315,000.00	0.00%	\$0.00	4,103,000.00	
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	\$480,000.00	0.00%	\$0.00	4,583,000.00	
<b>Total</b>		\$376,023.97	\$5,003,601.29	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
<b>Monthly Average</b>		\$376,023.97	\$416,966.77	\$436,566.22	\$389,078.05	\$380,667.21	\$381,916.67				



**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Three Months Ending March 31, 2020**

	March	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,554,822.08	\$9,605,065.29
Operating Cash Provided/(Used) by:		
Operating Activities	(\$519,105.29)	(\$1,337,124.32)
Non-Capital Financing Activities	\$379,455.97	\$1,717,108.93
Investing Activities	\$6,335.61	\$23,087.60
Total Operating Cash Provided/(Used)	(\$133,313.71)	\$403,072.21
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$8,477.00)	(\$595,106.13)
Net Increase/(Decrease) Cash and Equivalent	(\$141,790.71)	(\$192,033.92)
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$9,413,031.37</u></b>	<b><u>\$9,413,031.37</u></b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Three Months Ending March 31, 2020**

	March	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$8,731.17</b>	<b>\$38,274.20</b>	<b>\$174,530.00</b>	<b>21.93%</b>
<b>Operating Expenses</b>				
Labor	298,243.28	656,942.09	2,544,440.00	25.82%
Benefits	160,846.99	447,628.51	1,870,104.00	23.94%
Services and User Fees	6,637.83	52,451.43	410,035.00	12.79%
Materials & Supplies	9,746.26	83,114.79	664,810.00	12.50%
Utilities	3,644.56	19,677.65	88,153.00	22.32%
Casualty/Liability Costs	13,339.42	40,018.26	160,000.00	25.01%
Taxes	184.48	959.18	7,386.00	13.02%
Miscellaneous Expenses	12,783.20	23,447.60	97,410.00	24.07%
Leases and Rentals	350.00	3,828.25	21,472.00	17.83%
<b>Total Operating Expenses</b>	<b>505,776.02</b>	<b>1,328,067.76</b>	<b>5,863,790.00</b>	<b>22.65%</b>
<b>Operating Income (Loss)</b>	<b>(497,044.85)</b>	<b>(1,289,793.56)</b>	<b>(5,689,260.00)</b>	<b>22.67%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	6,380.76	24,054.71	97,200.00	24.75%
Taxes Levied by Transit	436,023.97	1,248,321.78	4,583,000.00	27.24%
Local Grants & Contributions	1,250.00	3,750.00	18,000.00	20.83%
State Grants & Contributions	20,872.00	62,616.00	0.00	0.00%
Federal Grants & Contributions	106,750.00	320,250.00	1,283,160.00	24.96%
<b>Total Non-Operating Revenues</b>	<b>571,256.73</b>	<b>1,658,992.49</b>	<b>5,981,360.00</b>	<b>27.74%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>74,211.88</b>	<b>369,198.93</b>	<b>292,100.00</b>	<b>126.39%</b>
<b>Net Income/(Loss)</b>	<b>74,211.88</b>	<b>369,198.93</b>	<b>292,100.00</b>	<b>126.39%</b>

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Three Months Ending March 31, 2020**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$6,051.48	\$29,323.79	\$134,145.00	21.86%
Fixed Route Fares - West - JTOC	462.04	949.71	5,225.00	18.18%
Dial-a-Ride Fares (DAR)	483.89	2,717.50	9,660.00	28.13%
Vanpools	1,733.76	5,283.20	22,500.00	23.48%
Extended Service			3,000.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>8,731.17</b>	<b>38,274.20</b>	<b>174,530.00</b>	<b>21.93%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	6,335.61	23,087.60	96,000.00	24.05%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	25.15	967.11		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>436,023.97</b>	<b>1,248,321.78</b>	<b>4,583,000.00</b>	<b>27.24%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	62,616.00		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	320,250.00	1,283,160.00	24.96%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>571,256.73</b>	<b>1,658,992.49</b>	<b>5,981,360.00</b>	<b>27.74%</b>
<b>TOTAL REVENUES</b>	<b>579,987.90</b>	<b>1,697,266.69</b>	<b>6,155,890.00</b>	<b>27.57%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Three Months Ending March 31, 2020**

	March	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$129,717.11	\$248,728.90	\$946,767.00	26.27%
Operators Overtime - Fixed Route	2,587.72	9,173.35	76,502.00	11.99%
Operators Salaries & Wages - Dial-a-Ride (DAR)	16,609.90	41,289.43	122,579.00	33.68%
Operators Overtime - Dial-a-Ride (DAR)	438.21	1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	89,534.66	184,240.93	691,376.00	26.65%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,867.86	11,913.66	28,889.00	41.24%
Administration Salaries	56,487.82	160,174.86	669,685.00	23.92%
<b>Total Labor</b>	<b>298,243.28</b>	<b>656,942.09</b>	<b>2,544,440.00</b>	<b>25.82%</b>
<b>Benefits</b>				
FICA	25,140.06	57,145.40	243,184.00	23.50%
Pension Plans (PERS)	40,708.72	91,318.96	377,066.00	24.22%
Medical Plans	44,730.57	137,651.19	597,000.00	23.06%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,417.56	21,286.13	131,354.00	16.21%
Holiday	2,761.24	43,887.68	113,879.00	38.54%
General Leave	38,303.72	83,688.12	318,180.00	26.30%
Other Paid Absence (Court Duty & Bereavement)	596.12	1,913.23	14,686.00	13.03%
Uniforms, Work Clothing & Tools Allowance	456.54	5,861.68	24,140.00	24.28%
Other Benefits (HRA, EAP & Wellness)	267.21	3,833.55	36,276.00	10.57%
Paid FML	465.25	1,042.57	4,339.00	24.03%
<b>Total Benefits</b>	<b>160,846.99</b>	<b>447,628.51</b>	<b>1,870,104.00</b>	<b>23.94%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		2,933.37	24,250.00	12.10%
Professional & Technical Services	2,130.90	32,939.45	131,900.00	24.97%
Contract Maintenance Services (IT Services)	818.68	3,089.00	16,005.00	19.30%
Custodial Services	910.00	2,695.00	18,720.00	14.40%
Security Services		410.38	5,600.00	7.33%
Vehicle Technical Services		3,195.75	47,000.00	6.80%
Property Maintenance Services	428.38	428.38	74,401.00	0.58%
Software Maintenance Fees	855.25	2,950.72	69,895.00	4.22%
Postage & Mail Meter Fees	378.75	848.29	3,600.00	23.56%
Drug & Alcohol Services	219.92	714.76	8,500.00	8.41%
Other Services & User Fees	895.95	2,246.33	7,164.00	31.36%
<b>Total Service and User Fees</b>	<b>6,637.83</b>	<b>52,451.43</b>	<b>410,035.00</b>	<b>12.79%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	2,083.81	41,967.64	375,000.00	11.19%
Tires	(1,406.73)	(1,826.37)	35,000.00	(5.22%)
Lubrication	(976.23)	209.17	15,550.00	1.35%
Tools		5,520.06	21,300.00	25.92%
Vehicle Maintenance & Repair Parts	4,347.57	19,462.01	96,500.00	20.17%
Non-Vehicle Maintenance & Repair Parts	516.76	3,020.90	8,240.00	36.66%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	345.16	1,287.14	5,750.00	22.39%
Shop Supplies (Maintenance & Cleaning)	3,489.16	6,715.76	18,000.00	37.31%
Safety & Emergency Supplies	135.95	572.44	7,800.00	7.34%
Office Supplies	800.54	1,585.59	20,920.00	7.58%
Computer Programs & Supplies	309.02	938.26	17,900.00	5.24%
Printing (Photocopier, Schedules & Brochures)	101.25	3,662.19	39,500.00	9.27%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>9,746.26</b>	<b>83,114.79</b>	<b>664,810.00</b>	<b>12.50%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage		2,377.80	14,600.00	16.29%
Utilities (Electrical & Propane)		6,026.95	27,500.00	21.92%
Telephone & Internet	3,644.56	11,272.90	46,053.00	24.48%
<b>Total Utilities</b>	<b>3,644.56</b>	<b>19,677.65</b>	<b>88,153.00</b>	<b>22.32%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Three Months Ending March 31, 2020**

	March	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$40,018.26	\$160,000.00	25.01%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>40,018.26</b>	<b>160,000.00</b>	<b>25.01%</b>
<b>Taxes</b>				
State Taxes	184.48	689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees		82.92	750.00	11.06%
Other Licensing Fees & Taxes		186.62	3,000.00	6.22%
<b>Total Taxes</b>	<b>184.48</b>	<b>959.18</b>	<b>7,366.00</b>	<b>13.02%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,142.78	6,220.88	20,056.00	31.02%
Travel & Meetings	2,065.69	6,475.60	35,400.00	18.29%
Fines & Penalties		2.39		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	275.00	472.00	23,404.00	2.02%
EE CDL and EE Physical Expense	735.00	1,712.00	9,250.00	18.51%
COVID-19 Related Expense	8,564.73	8,564.73		0.00%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>12,783.20</b>	<b>23,447.60</b>	<b>97,410.00</b>	<b>24.07%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	970.00	3,000.00	32.33%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities		2,841.90	15,972.00	17.79%
<b>Total Leases and Rentals</b>	<b>350.00</b>	<b>3,828.25</b>	<b>21,472.00</b>	<b>17.83%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>505,776.02</b>	 <b>1,328,067.76</b>	 <b>5,863,790.00</b>	 <b>22.65%</b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**March 2020**

<b>Current Account Status</b>	<b>Balance per Bank @ 3/31/20</b>	<b>\$ 3,970,956.80</b>	<b>\$ -</b>
Balance per GL @ 2/29/2020		<b>\$ 4,530,378.04</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,149.35	
	Transfers Out (Purchases)	\$ (563,570.59)	
	Transfers Out /Bond Call)	\$ -	
<b>Balance per GL @ 3/31/20</b>		<b>\$ 3,970,956.80</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	<b>\$ 3,970,956.80</b>	

**2019 Capital Projects**

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$ -	\$ -
<b>Facility</b>	<b>2020 Budgeted Balance</b>	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	Jan 2020 - Invoice		\$ (6,118.55)
	Feb 2020 - Invoice (Pd in March)		\$ (27,497.08)
	<b>JTA Funded Balance</b>		<b>\$ 541,384.37</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
Radio Project - Maynard Mtn Repeater	<b>2020 Beginning Budget</b>	\$ -	\$ 31,840.00
Security Cameras	<b>2020 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
New Shelters	<b>2020 Beginning Budget</b>	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		<b>\$ 91,840.00</b>
<b>Revenue Vehicles</b>			
1 Full-Size Buses	<b>2020 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	<b>2020 Beginning Budget</b>	\$ -	\$ 487,121.00
		Mar-20	\$ (486,393.97)
1 Trolley Style FR Bus	<b>2020 Beginning Budget</b>		\$ 350,000.00
2 Full-Size 30' FR Buses	<b>2020 Beginning Budget</b>	\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses	<b>2020 Beginning Budget</b>	\$ 814,975.00	\$ 203,819.00
Bus Wrap	<b>2020 Beginning Budget</b>	\$ -	\$ 25,000.00
Major Component Replacement	<b>2020 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		<b>\$ 983,126.03</b>
<b>System Wide</b>			
	<b>JTA Funded Balance</b>		<b>\$ -</b>
<b>Service Equipment</b>			
Column Lifts for Vehicle Repair	<b>2020 Beginning Budget</b>		\$ 55,000.00
		Mar-20	\$ (49,679.54)
	<b>JTA Funded Balance</b>		<b>\$ 5,320.46</b>
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	<b>2020 Beginning Budget</b>		\$ 175,000.00
New Desk for HPTC Customer Service	<b>2020 Beginning Budget</b>		\$ 8,000.00
	<b>JTA Funded Balance</b>		<b>\$ 183,000.00</b>

JTA Capital Balance	<b>\$ 3,970,956.80</b>
JTA Committed Project Funds Sub-Total	<b>\$ (1,804,670.86)</b>
JTA Vehicle Reserve	<b>\$ (375,000.00)</b>
JTA IT Reserve	<b>\$ (50,000.00)</b>

**CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 1,741,285.94**





63 4 Corners Road, Port Townsend, WA 98368

Attachment D

March 11, 2020

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** February 2020 Financial Report

The budget tracking percentage for February is 16.67%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports – Final Reporting on 2019 Sales Tax Figures**

For the month December 2019 sales tax was 7.2% higher than received in December 2018. Cumulatively, JTA has received 5.4% higher sales tax in 2019 than in 2018.

**Revenue Report –**

- Overall - Operating revenue is just slightly below budget.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 3.07% BELOW budget.**

- **Labor** – Labor is 2.6% below budget.
  - **Dial-A-Ride (DAR)** – The DAR labor budget has been increased but we are still seeing increased expenses over budget. Monitoring.
  - **Other Overtime** – Still believe this is a timing issue, but will monitor.
- **Benefits** – Benefits are 1.4% below budget
  - **Holiday** – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
  - **Uniforms and Tool Allowance** – Timing issue, expenditures occur early in the year then taper off.
- **Services and User Fees** – S/U Fees are 12.6% below budget
  - **Other Services & User Fees** – Timing issue
- **Materials and Supplies Consumed** – M/S Consumed is 4.2% below budget
  - **Tires** – timing issue – inventory
  - **Lubrication** – timing issue - inventory
  - **Tools** – timing issue – purchases made early in the year
  - **Non-Vehicle Maintenance & Repair** – Timing issue – purchase made early in the year
  - **NOTE:** Due to COVID-19 we expect to see significant increases in Shop Supplies, Safety and Emergency Supplies and Custodial Services.
- **Utilities** – 2.3% below budget – electricity bill not yet posted
- **Casualty/Liability Costs** – On budget
- **Taxes** – 6.2% below budget

- **Miscellaneous** – 5.6% below budget
  - Dues and Subscriptions – Timing Issue – Annual subscriptions early in the year
- **Leases and Rentals** – 6.2% below budget
  - Transit Way and Passenger Stations – Port-a-potty rental

**Capital Activity –**

- Capital activity in February: Clearing in February for 2019 Expenses – Smarsh



## February 2020 Financial Summary

Budget Tracking Figure: 16.67%

Operational Expenses:	\$359,682.29
Operational Revenues:	\$14,037.32
Non-Operational Income:	\$522,802.58
Capital Expenses:	\$6,434.50
Capital Income:	\$0.00

Sales Tax Received 2/29/2020 for December 2019:	\$518,325.41
Sales Tax Received 2/28/2019 for December 2018:	\$483,289.40

**\*\*Sales tax increased from prior year 7.2%\*\***

Sales Tax Received 2019:	\$5,521,926.70
Sales Tax Received 2018:	\$5,238,794.61

Cumulative Increase 2019 over 2018 – 5.4%

Cash on Hand as of February 29, 2020\*:

Operating:	\$4,118,026.19
Operating Reserve (100% Funded):	\$1,350,000.00
(2020 Minimum Funding Required \$1,475,000)	
Capital Committed (2020 Capital Projects):	\$2,368,241.45
Dedicated (Committed) Grant Match (37% Funded):	\$1,737,136.59
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
EFT Fund:	\$102,768.84
Travel Fund:	\$1,278.50

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**Total** **\$10,116,951.57\*\***

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

\*\*Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2019

Month Received - Cash Basis (Cash Flow)

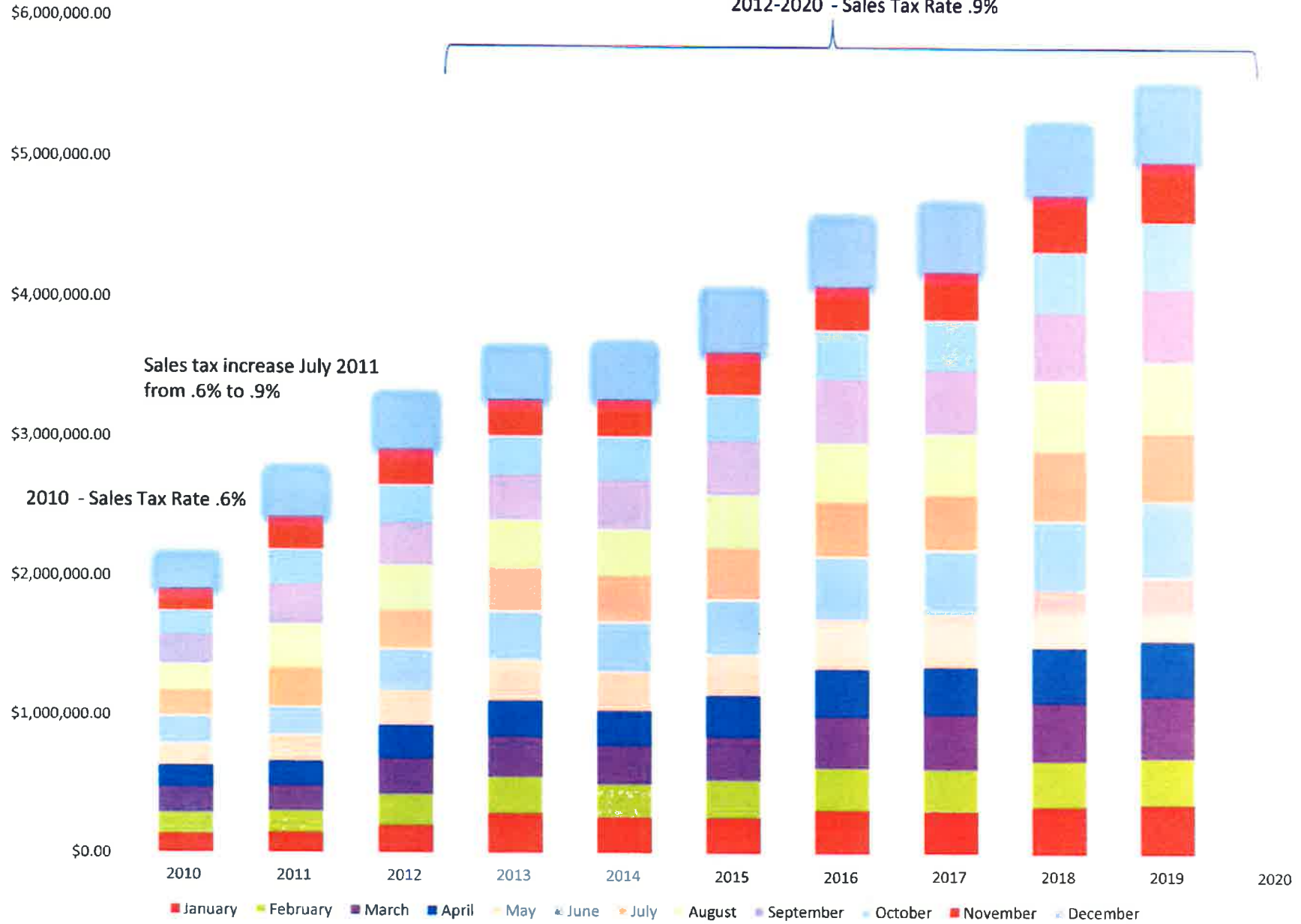
Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
May	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$2,045,377.83	1,683,366.00	21.51%
June	0.90%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
July	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.97%
August	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$3,454,934.09	2,804,814.00	23.18%
September	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,940,515.07	3,183,914.00	23.76%
October	0.90%	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$4,441,931.55	3,593,250.00	23.62%
November	0.90%	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	21.91%	\$4,977,660.20	4,032,692.00	23.43%
December	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$5,457,793.06	4,374,477.00	24.76%
Total		\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	19.85%			
Monthly Average		\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Accrual Actual Sales Tax Received	2019 Cumulative Accrual Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$1,155,724.66	972,889.00	18.79%
April	0.90%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,015,191.01	1,651,710.00	22.01%
June	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$2,565,280.92	2,094,337.00	22.49%
July	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,050,861.90	2,473,437.00	23.35%
August	0.90%	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$3,552,278.38	2,882,773.00	23.22%
September	0.90%	\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	21.91%	\$4,088,007.03	3,322,215.00	23.05%
October	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$4,568,139.89	3,664,000.00	24.68%
November	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$5,003,601.29	3,993,429.00	25.30%
December	0.90%	\$518,326.41	\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	17.25%	\$5,521,926.70	4,435,489.00	24.49%
Total		\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	19.67%			
Monthly Average		\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

# Jefferson Transit Authority - 2008-2020 Cumulative Sales Tax (Accrual Based)

2012-2020 - Sales Tax Rate .9%



Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,786.81	771,489.00	23.63%
March	0.90%		\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	0.00%	\$0.00	1,091,489.00	
April	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	1,401,489.00	
May	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,781,489.00	
June	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	2,123,489.00	
July	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	2,483,489.00	
August	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,931,489.00	
September	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	3,331,489.00	
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	3,754,489.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	4,214,489.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	4,559,489.00	
Total		\$953,786.81	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$476,893.41	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$379,957.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Actual to Budgeted Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%		\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	0.00%	\$0.00	320,000.00	
February	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	630,000.00	
March	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,010,000.00	
April	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	1,352,000.00	
May	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	1,712,000.00	
June	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,160,000.00	
July	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	2,560,000.00	
August	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	2,983,000.00	
September	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	3,443,000.00	
October	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	3,788,000.00	
November	0.90%		\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$315,000.00	0.00%	\$0.00	4,103,000.00	
December	0.90%			\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
Total		\$0.00	\$5,003,601.29	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
Monthly Average		\$0.00	\$416,966.77	\$436,566.22	\$389,078.05	\$380,667.21	\$381,916.67				

**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Two Months Ending February 29, 2020**

	February	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,496,775.65	\$9,605,065.29
Operating Cash Provided/(Used) by:		
Operating Activities	(\$315,959.40)	(\$835,684.17)
Non-Capital Financing Activities	\$901,242.47	\$1,337,652.96
Investing Activities	\$7,795.77	\$16,751.99
Total Operating Cash Provided/(Used)	\$593,078.84	\$518,720.78
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$536,073.51)	(\$570,005.09)
Net Increase/(Decrease) Cash and Equivalent	\$57,005.33	(\$51,284.31)
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,553,780.98</b>	<b>\$9,553,780.98</b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Two Months Ending February 29, 2020**

	February	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,037.32</b>	<b>\$28,501.93</b>	<b>\$174,530.00</b>	<b>16.33%</b>
<b>Operating Expenses</b>				
Labor	180,949.01	358,698.81	2,544,440.00	14.10%
Benefits	113,082.80	285,928.93	1,870,104.00	15.29%
Services and User Fees	5,677.63	16,739.28	410,035.00	4.08%
Materials & Supplies	36,460.69	82,943.70	684,810.00	12.48%
Utilities	4,580.69	12,768.97	88,153.00	14.49%
Casualty/Liability Costs	13,339.42	26,678.84	160,000.00	16.67%
Taxes	523.92	774.70	7,366.00	10.52%
Miscellaneous Expenses	4,758.13	10,799.40	97,410.00	11.09%
Leases and Rentals	310.00	2,257.30	21,472.00	10.51%
<b>Total Operating Expenses</b>	<b>359,682.29</b>	<b>797,589.93</b>	<b>5,863,790.00</b>	<b>13.60%</b>
<b>Operating Income (Loss)</b>	<b>(345,644.97)</b>	<b>(769,088.00)</b>	<b>(5,689,260.00)</b>	<b>13.52%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	7,795.77	17,693.95	97,200.00	18.20%
Taxes Levied by Transit	386,265.41	812,297.81	4,583,000.00	17.72%
Local Grants & Contributions	1,250.00	2,500.00	18,000.00	13.89%
State Grants & Contributions	20,872.00	41,744.00		0.00%
Federal Grants & Contributions	106,750.00	213,500.00	1,283,160.00	16.64%
<b>Total Non-Operating Revenues</b>	<b>522,933.18</b>	<b>1,087,735.76</b>	<b>5,981,360.00</b>	<b>18.19%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>177,288.21</b>	<b>318,647.76</b>	<b>292,100.00</b>	<b>109.09%</b>
<b>Net Income/(Loss)</b>	<b>177,288.21</b>	<b>318,647.76</b>	<b>292,100.00</b>	<b>109.09%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Two Months Ending February 29, 2020**

	February	YTD	Budget	% of Actual vs. Budget
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$10,890.07	\$22,231.21	\$134,145.00	16.57%
Fixed Route Fares - West - JTOC	237.67	487.67	5,225.00	9.33%
Dial-a-Ride Fares (DAR)	1,079.82	2,233.61	9,660.00	23.12%
Vanpools	1,829.76	3,549.44	22,500.00	15.78%
Extended Service			3,000.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,037.32</b>	<b>28,501.93</b>	<b>174,530.00</b>	<b>16.33%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	7,795.77	16,751.99	96,000.00	17.45%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues		941.96		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>386,265.41</b>	<b>812,297.81</b>	<b>4,583,000.00</b>	<b>17.72%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	41,744.00		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	213,500.00	1,283,160.00	16.64%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>522,933.18</b>	<b>1,087,735.76</b>	<b>5,981,360.00</b>	<b>18.19%</b>
<b>TOTAL REVENUES</b>	<b>536,970.50</b>	<b>1,116,237.69</b>	<b>6,155,890.00</b>	<b>18.13%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Two Months Ending February 29, 2020**

	February	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$58,431.71	\$119,011.79	\$946,767.00	12.57%
Operators Overtime - Fixed Route	2,635.97	6,585.63	76,502.00	8.61%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,843.97	24,679.53	122,579.00	20.13%
Operators Overtime - Dial-a-Ride (DAR)	477.75	982.75	8,642.00	11.37%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,639.73	94,706.27	691,376.00	13.70%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,539.13	9,045.80	28,889.00	31.31%
Administration Salaries	56,380.75	103,687.04	669,685.00	15.48%
<b>Total Labor</b>	<b>180,949.01</b>	<b>358,698.81</b>	<b>2,544,440.00</b>	<b>14.10%</b>
<b>Benefits</b>				
FICA	14,889.21	32,005.34	243,184.00	13.16%
Pension Plans (PERS)	26,015.02	50,610.24	377,066.00	13.42%
Medical Plans	44,767.57	92,920.62	597,000.00	15.56%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,055.24	13,868.57	131,354.00	10.56%
Holiday	(805.51)	41,126.44	113,879.00	36.11%
General Leave	18,201.99	45,384.40	318,180.00	14.26%
Other Paid Absence (Court Duty & Bereavement)	1,112.64	1,317.11	14,686.00	8.97%
Uniforms, Work Clothing & Tools Allowance	1,139.50	5,405.14	24,140.00	22.39%
Other Benefits (HRA, EAP & Wellness)	410.40	2,713.75	36,276.00	7.48%
Paid FML	296.74	577.32	4,339.00	13.31%
<b>Total Benefits</b>	<b>113,082.80</b>	<b>285,928.93</b>	<b>1,870,104.00</b>	<b>15.29%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	465.12	2,933.37	24,250.00	12.10%
Professional & Technical Services	2,019.18	5,006.43	131,900.00	3.80%
Contract Maintenance Services (IT Services)	537.01	1,453.91	16,005.00	9.08%
Custodial Services	875.00	1,785.00	18,720.00	9.54%
Security Services		410.38	5,600.00	7.33%
Vehicle Technical Services	151.85	1,107.46	47,000.00	2.36%
Property Maintenance Services			74,401.00	0.00%
Software Maintenance Fees	455.62	1,727.97	69,895.00	2.47%
Postage & Mail Meter Fees	280.73	469.54	3,600.00	13.04%
Drug & Alcohol Services	219.92	494.84	8,500.00	5.82%
Other Services & User Fees	673.20	1,350.38	7,164.00	18.85%
<b>Total Service and User Fees</b>	<b>5,677.63</b>	<b>16,739.28</b>	<b>410,035.00</b>	<b>4.08%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	28,503.41	48,677.12	375,000.00	12.98%
Tires	(2,932.62)	(419.64)	35,000.00	(1.20%)
Lubrication	(466.21)	1,185.40	15,550.00	7.62%
Tools	1,818.08	5,324.39	21,300.00	25.00%
Vehicle Maintenance & Repair Parts	4,651.88	16,091.99	96,500.00	16.68%
Non-Vehicle Maintenance & Repair Parts	2,097.09	2,504.14	8,240.00	30.39%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	630.17	941.98	5,750.00	16.38%
Shop Supplies (Maintenance & Cleaning)	1,416.10	3,226.60	18,000.00	17.93%
Safety & Emergency Supplies		436.49	7,800.00	5.60%
Office Supplies	270.29	785.05	20,920.00	3.75%
Computer Programs & Supplies	115.01	629.24	17,900.00	3.52%
Printing (Photocopier, Schedules & Brochures)	357.49	3,560.94	39,500.00	9.02%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>36,460.69</b>	<b>82,943.70</b>	<b>664,810.00</b>	<b>12.48%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	893.55	2,080.03	14,600.00	14.25%
Utilities (Electrical & Propane)		3,206.32	27,500.00	11.66%
Telephone & Internet	3,687.14	7,482.62	46,053.00	16.25%
<b>Total Utilities</b>	<b>4,580.69</b>	<b>12,768.97</b>	<b>88,153.00</b>	<b>14.49%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Two Months Ending February 29, 2020**

	February	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$26,678.84	\$160,000.00	16.67%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>26,678.84</b>	<b>160,000.00</b>	<b>16.67%</b>
<b>Taxes</b>				
State Taxes	254.38	505.16	3,616.00	13.97%
Vehicle Licensing & Registration Fees	82.92	82.92	750.00	11.06%
Other Licensing Fees & Taxes	186.62	186.62	3,000.00	6.22%
<b>Total Taxes</b>	<b>523.92</b>	<b>774.70</b>	<b>7,366.00</b>	<b>10.52%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	2,970.38	5,078.10	20,056.00	25.32%
Travel & Meetings	1,165.75	4,544.91	35,400.00	12.84%
Fines & Penalties		2.39		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	197.00	197.00	23,404.00	0.84%
EE CDL and EE Physical Expense	425.00	977.00	9,250.00	10.56%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>4,758.13</b>	<b>10,799.40</b>	<b>97,410.00</b>	<b>11.09%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	620.00	3,000.00	20.67%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities		1,620.95	15,972.00	10.15%
<b>Total Leases and Rentals</b>	<b>310.00</b>	<b>2,257.30</b>	<b>21,472.00</b>	<b>10.51%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>359,682.29</b>	 <b>797,589.93</b>	 <b>5,863,790.00</b>	 <b>13.60%</b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**February 2020**

<b>Current Account Status</b>	<b>Balance per Bank @ 2/29/20</b>	<b>\$ 4,530,378.04</b>	<b>\$ -</b>
Balance per GL @ 1/31/2020		<b>\$ 4,531,446.46</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 5,366.08	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Bond Call	\$ (6,434.50)	
<b>Balance per GL @ 2/29/20</b>		<b>\$ 4,530,378.04</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	<b>\$ 4,530,378.04</b>	

**2019 Capital Projects**

Land		Grant Funding	JTA Funding
	<b>2020 Budgeted Balance</b>	\$ -	\$ -
	<b>JTA Funded Balance</b>		\$ -
Facility		Grant Funding	JTA Funding
	<b>2020 Budgeted Balance</b>	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	Jan 2020 - Invoice		\$ (6,118.55)
	<b>JTA Funded Balance</b>		<b>\$ 568,881.45</b>
Other Building and Structures		Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater	<b>2020 Beginning Budget</b>	\$ -	\$ 31,840.00
Security Cameras	<b>2020 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
New Shelters	<b>2020 Beginning Budget</b>	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		<b>\$ 91,840.00</b>
Revenue Vehicles			
1 Full-Size Buses	<b>2020 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	<b>2020 Beginning Budget</b>	\$ -	\$ 487,121.00
1 Trolley Style FR Bus	<b>2020 Beginning Budget</b>		\$ 350,000.00
2 Full-Size 30' FR Buses	<b>2020 Beginning Budget</b>	\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses	<b>2020 Beginning Budget</b>	\$ 814,975.00	\$ 203,819.00
Bus Wrap	<b>2020 Beginning Budget</b>	\$ -	\$ 25,000.00
Major Component Replacement	<b>2020 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		<b>\$ 1,469,520.00</b>
System Wide			
	<b>JTA Funded Balance</b>		<b>\$ -</b>
Service Equipment			
Column Lifts for Vehicle Repair	<b>2020 Beginning Budget</b>		\$ 55,000.00
	<b>JTA Funded Balance</b>		<b>\$ 55,000.00</b>
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	<b>2020 Beginning Budget</b>		\$ 175,000.00
New Desk for HPTC Customer Service	<b>2020 Beginning Budget</b>		\$ 8,000.00
	<b>JTA Funded Balance</b>		<b>\$ 183,000.00</b>

<b>JTA Capital Balance</b>	<b>\$ 4,530,378.04</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (2,368,241.45)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ (375,000.00)</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>

**CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY** **\$ 1,737,136.59**

# Jefferson Transit Authority Board

## Regular Meeting Minutes

Tuesday, February 18, 2020, 1:30 pm  
63 4 Corners Road, Port Townsend, WA

### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:31 pm. Other members present were David Faber, Greg Brotherton, Kate Dean, Ariel Speser, and ATU 587 Representative Nicole Gauthier. A quorum was present.

### STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Fleet & Facilities Manager John Bender, Mobility Coordinator Miranda Nash, and Executive Assistant/Clerk of the Board Laura Smedley.

### 2020 AUTHORITY BOARD ELECTIONS

***Motion: David Sullivan moved to nominate David Faber as Board Chair, Greg Brotherton seconded.***

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

***Motion: Ariel Speser moved to nominate Kate Dean as Vice-Chair, Greg Brotherton seconded.***

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

### PUBLIC COMMENT

There was none.

### NEW AGENDA ITEMS

Leesa Monroe introduced Nicole Gauthier as the ATU 587 Representative board member. Tammi Rubert requested a Closed Session be added to the Agenda.

### CITIZENS ADVISORY REPORT

Darrell Conder – Attachment A

Darrell Conder reported on the following items:

- Fehr and Peers presentation
- New CAC Committee Member recommendation
- Unfinished business due to time limitations

## **FINANCE REPORTS**

Please see Attachment B and C

Ms. Crouch reported on the following items for December 2019:

- Revenue Report
- Capital Activity
- Casualty and Liability is over budget
- Taxes were 47% under budget
- Leases and rentals

There was a discussion regarding the port-a-potty at Haines Place Transit Center.

## **CONSENT AGENDA**

- a. Approval of Minutes, December 17, 2019
- b. Approval of Public Hearing Minutes January 29, 2020
- c. Approval of Expenses, January 2020
- d. Approval of Expenses, December 2019
- e. **Resolution 20-01:** 2020 Citizens Advisory Committee Meeting Schedule
- f. **Resolution 20-02:** Disposition of Surplus Property over \$5,000
- g. Disposition of Surplus Property under \$5,000.

***Motion: Ariel Speser moved to approve the Consent Agenda. Kate Dean seconded.***

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

## **OLD BUSINESS**

- a. **Resolution 20-04:** Adopting the Amended ADA Policy

Miranda Nash said the last ADA Policy update was done in 2011. We removed repetitive information, clarified the mobility device definitions, and removed eligibility requirements.

***Motion: David Sullivan moved to adopt the amended ADA Policy. Greg Brotherton seconded.***

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

## CLOSED SESSION

Chair Faber announced that the Closed Session will be held from 1:55 pm to 2:05 pm with the Authority Board, General Manager Tammi Rubert, and Finance Manager Sara Crouch to discuss planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. The Closed Session is not subject to the Open Public Meeting Act, as outlined in RCW 42.30.140(4)(b).

The Board concluded the Closed Session and resumed their regular meeting at 2:05 pm

### **b. Resolution 20-05: Ratification of ATU/JTA 2018-2021 Contract Bargaining Agreement**

***Motion: Kate Dean moved to ratify the ATU/JTA 2018-2021 CBA. Ariel Speser seconded.***

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

## NEW BUSINESS

### **a. Resolution 20-03: Interlocal Agreement for Summer Youth Pass**

Tammi Rubert said this Interlocal Agreement allows several agencies that connect with JTA to partner and sell a Summer Youth Pass to riders 18 and under for \$20 between Memorial Day to Labor Day.

***Motion: Ariel Speser moved to approve Resolution 20-03, authorizing the General Manager to sign the 2020-2022 Interlocal Agreement for the Summer Youth Pass. Kate Dean seconded.***

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

### **b. Motion for CAC Recommendation to add two (2) new Committee members**

***Motion: Kate Dean moved to appoint Debbie Jahnke and Brenda McMillan to the Citizens Advisory Committee, Greg Brotherton seconded.***

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

## REPORTS

### **GENERAL MANAGERS REPORT**

Please see Attachment D

Tammi Rubert updated the Board on the following items:

- Legislative Updates
- WSTA Meeting Update
- JTC is overseeing a project to study

- Restroom update
- PRTPO Update
- IT Update

### **FLEET AND FACILITIES REPORT**

Please see Attachment E

John Bender reported on the following items.

- Fleet Updates
- Facility Updates
- Staffing/Miscellaneous Updates

### **OPERATIONS REPORT**

Please see Attachment F

Leesa Monroe reported on the following item:

- Safety and Training Updates
- Snow Update
- Ridership

### **PUBLIC COMMENT**

Darrell Conder commented on surplussed buses.

### **ADJOURNMENT**

The meeting was adjourned at 3:07 pm. The next regular meeting will be held Tuesday, April 21, 2020, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

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SJ, Clerk of the Board

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Date



**63 4 Corners Road, Port Townsend, WA 98368**

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Attachment A

**Citizens Advisory Committee Report  
Darrell Conder, Chair**

Wednesday, February 18, 2020

The CAC meeting was held on February 5, 2020, at 3:30 pm. We began the meeting by electing a Chairperson for 2020. Darrell Conder was the only nomination and was elected by unanimous vote.

Fehr & Peers gave a presentation on the Long-Range Plan and talked about the January 29th Open House, which included an informative group discussion.

The November 6, 2019, CAC minutes and the 2020 CAC meeting schedule were approved.

There was a discussion about holding another CAC Meeting in March. Because of the Fehr & Peers presentation and discussion, there has not been enough time to complete the Agenda business at the last two CAC Meetings. Laura will check calendars and send possible dates to the Committee for an additional March meeting.

Brenda Williamson's resignation left the CAC with only six members. A new Committee member is needed to bring the number of members back to a minimum of seven. Debbie Jahnke and Brenda McMillan were nominated to join the Committee. Both were previously approved by the Authority Board as alternates, and both accepted the nomination to serve on the CAC.

Because of time limitations, the three remaining items on the Agenda; a Roberts Rules of Order training video, a 2020 work plan discussion, and a ridership report by Leesa Monroe, were tabled to the next meeting.

The meeting was adjourned at 5:00 pm. The next regular meeting is May 6, 2020, at 3:30 pm and will be held at 63 4 Corners Road, Port Townsend, WA.

**CITIZENS ADVISORY COMMITTEE RECOMMENDATIONS TO THE AUTHORITY BOARD – 2/18/2020**

CAC would like to recommend to the Authority Board the appointment of Debbie Jahnke to position 7, and Brenda McMillan to position 8 of the CAC for two (2) year terms. As stated in Section 4.1, b) of the CAC Bylaws, "Upon termination of the initial terms outlined above (Section 4.1, a) the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms."





63 4 Corners Road, Port Townsend, WA 98368

Attachment B

February 13, 2020

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** January 2020 Financial Report

The budget tracking percentage for January is 8.3%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports – Still Reporting on 2019 Sales Tax Figures**

For the month November 2019 sales tax was 7% higher than received in November 2018. Cumulatively, JTA has received 5% higher sales tax in 2019 than during the same time period in 2018.

**Revenue Report –**

- Overall - Operating revenue is just slightly below budget.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 1% BELOW budget.**

- **Labor** – Labor is 1.3% below budget.
  - **Dial-A-Ride (DAR)** – The DAR labor budget has been increased but we are still seeing increased expenses over budget. Monitoring.
  - **Other Overtime** – The Martin Luther King working holiday pays all employees working at the overtime rate. This is a timing issue.
- **Benefits** – Benefits are .86% over budget
  - **Holiday** – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
  - **Uniforms and Tool Allowance** – Timing issue, expenditures occur early in the year then taper off.
- **Services and User Fees** – S/U Fees are 5.69% below budget
  - **Other Services & User Fees** – This is a posting error that will be corrected before the February report. This line item is for uniform services and other miscellaneous services, the company that provides the uniform services also provides shop cleaning supplies, January expenditures will be reclassified to the shop cleaning supplies.
- **Materials and Supplies Consumed** – M/S Consumed is 1.9% below budget
  - **Lubrication** – timing issue
  - **Tools** – timing issue.
  - **Vehicle Maintenance & Repair** – timing issue.
- **Utilities** – 3% below budget – electricity bill not yet posted
- **Casualty/Liability Costs** – On budget

- **Taxes** – 4.9% below budget
- **Miscellaneous** – 2.1% below budget
- **Leases and Rentals** – 4.9% below budget

**Capital Activity –**

- Capital activity in January: 2020 Capital Purchases – Pre-purchase of logos for new fixed route buses; Comprehensive Plan Invoices (Also clearing in January for 2019 Expenses – Engineering Expenses for HPTC bathroom)



## January 2020 Financial Summary

Budget Tracking Figure: 8.3%

Operational Expenses:	\$429,543.81
Operational Revenues:	\$14,174.59
Non-Operational Income:	\$564,802.58
Capital Expenses:	\$69,255.42
Capital Income:	\$0.00
Sales Tax Received 1/31/2020 for November 2019:	\$435,461.40
Sales Tax Received 1/31/2019 for November 2018:	\$406,363.77

**\*\*Sales tax increased from prior year 7%\*\***

Cash on Hand as of January 31, 2020\*:

Operating:	\$3,612,543.07
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2020 Capital Projects):	\$2,368,241.45
Dedicated (Committed) Grant Match (37% Funded):	\$1,738,205.01
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$0.00
Bond Reserve:	\$0.00
EFT Fund:	\$104,182.32
Travel Fund:	\$1,500.00
<b>Total</b>	<b>\$9,614,171.85**</b>

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

\*\*Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	0.00%	\$0.00	771,489.00	
March	0.90%		\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	0.00%	\$0.00	1,091,489.00	
April	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	1,401,489.00	
May	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,781,489.00	
June	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	2,123,489.00	
July	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	2,483,489.00	
August	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$446,000.00	0.00%	\$0.00	2,931,489.00	
September	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	3,331,489.00	
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	3,754,489.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	4,214,489.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	4,559,489.00	
Total		\$435,461.40	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$435,461.40	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$379,957.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Actual to Budgeted Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%		\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	0.00%	\$0.00	320,000.00	
February	0.90%		\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	0.00%	\$0.00	630,000.00	
March	0.90%		\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$380,000.00	0.00%	\$0.00	1,010,000.00	
April	0.90%		\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	0.00%	\$0.00	1,352,000.00	
May	0.90%		\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	1,712,000.00	
June	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,160,000.00	
July	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	2,560,000.00	
August	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	2,983,000.00	
September	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$460,000.00	0.00%	\$0.00	3,443,000.00	
October	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	3,788,000.00	
November	0.90%		\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$315,000.00	0.00%	\$0.00	4,103,000.00	
December	0.90%			\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
Total		\$0.00	\$5,003,601.29	\$5,238,794.81	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
Monthly Average		\$0.00	\$416,966.77	\$436,566.22	\$389,078.05	\$380,667.21	\$381,916.67				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,748.72	\$261,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.28	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
May	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$2,045,377.83	1,683,366.00	21.51%
June	0.90%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
July	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.97%
August	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$3,454,934.09	2,804,814.00	23.18%
September	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,940,515.07	3,183,914.00	23.76%
October	0.90%	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$4,441,931.55	3,593,250.00	23.62%
November	0.90%	\$535,728.66	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	21.91%	\$4,977,660.20	4,032,692.00	23.43%
December	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$5,457,793.06	4,374,477.00	24.76%
Total		\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	19.85%			
Monthly Average		\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Accrual Actual Sales Tax Received	2019 Cumulative Accrual Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,748.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$1,155,724.66	972,889.00	18.79%
April	0.90%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,015,191.01	1,651,710.00	22.01%
June	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$2,565,280.92	2,094,337.00	22.49%
July	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,050,861.90	2,473,437.00	23.35%
August	0.90%	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$3,552,278.38	2,882,773.00	23.22%
September	0.90%	\$535,728.66	\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	21.91%	\$4,088,007.03	3,322,215.00	23.05%
October	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$4,568,139.89	3,664,000.00	24.68%
November	0.90%	\$435,461.40	\$406,363.77	\$348,766.90	\$313,988.98	\$300,908.64	\$329,429.00	32.19%	\$5,003,601.29	3,993,429.00	25.30%
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
Total		\$5,003,601.29	\$5,238,794.61	\$4,668,938.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$454,872.84	\$438,566.22	\$389,078.05	\$380,687.21	\$332,359.79	\$369,624.08				

# Jefferson Transit Authority - 2008-2020 Cumulative Sales Tax (Accrual Based)

2012-2020 - Sales Tax Rate .9%

\$6,000,000.00

\$5,000,000.00

\$4,000,000.00

\$3,000,000.00

\$2,000,000.00

\$1,000,000.00

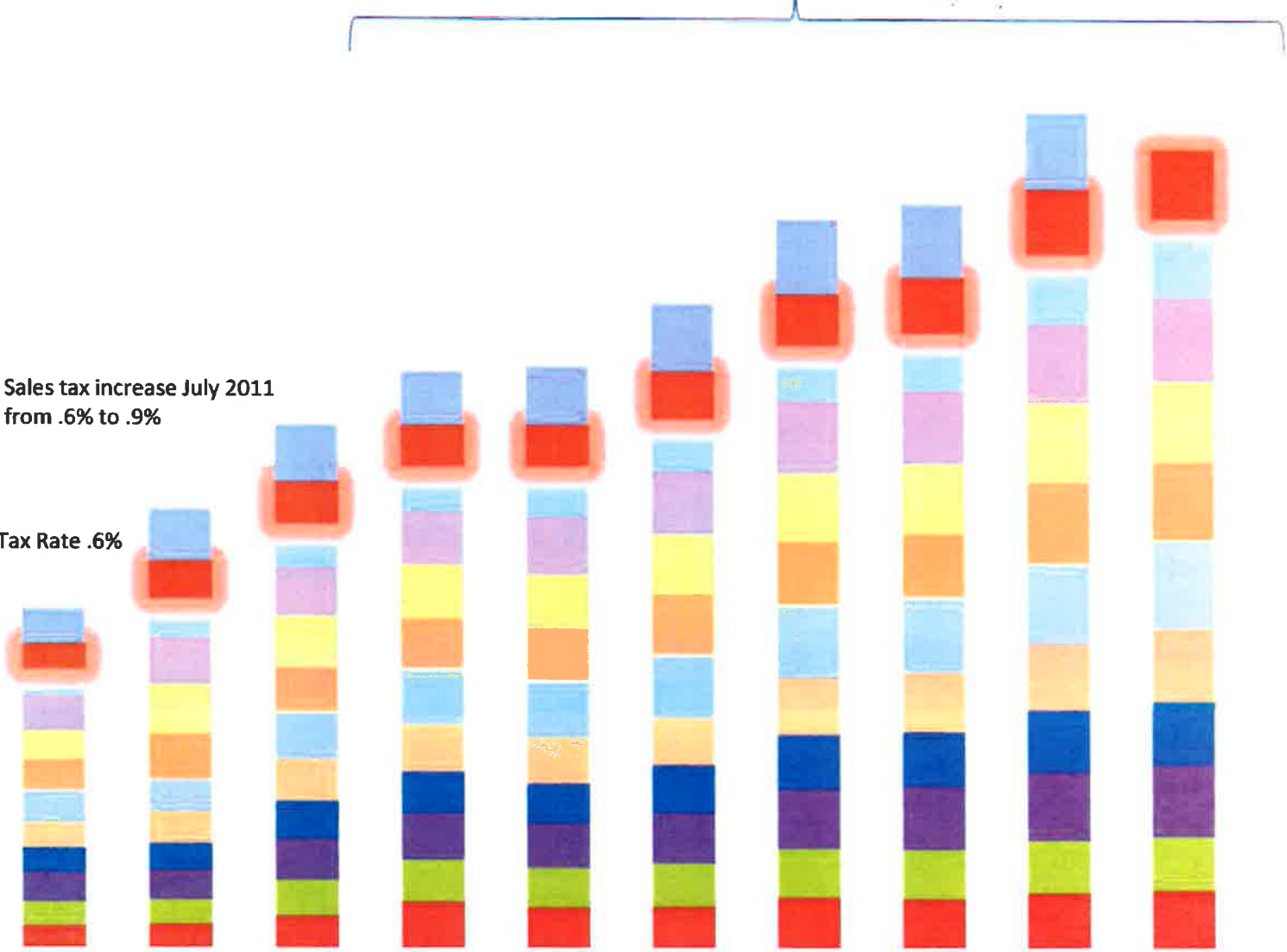
\$0.00

Sales tax increase July 2011  
from .6% to .9%

2010 - Sales Tax Rate .6%

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020



**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Month Ending January 31, 2020**

	January	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,604,925.37	\$9,604,925.37
Operating Cash Provided/(Used) by:		
Operating Activities	(\$547,511.87)	(\$547,511.87)
Non-Capital Financing Activities	\$436,410.49	\$436,410.49
Investing Activities	\$8,956.22	\$8,956.22
Total Operating Cash Provided/(Used)	(\$102,145.16)	(\$102,145.16)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$6,434.50)	(\$6,434.50)
Net Increase/(Decrease) Cash and Equivalent	(\$108,579.66)	(\$108,579.66)
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,496,345.71</b>	<b>\$9,496,345.71</b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Month Ending January 31, 2020**

	January	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,174.59</b>	<b>\$14,174.59</b>	<b>\$174,530.00</b>	<b>8.12%</b>
<b>Operating Expenses</b>				
Labor	177,749.80	177,749.80	2,544,440.00	6.99%
Benefits	171,884.78	171,884.78	1,870,104.00	9.19%
Services and User Fees	10,705.38	10,705.38	410,035.00	2.61%
Materials & Supplies	44,053.81	44,053.81	664,810.00	6.63%
Utilities	4,826.69	4,826.69	88,153.00	5.48%
Casualty/Liability Costs	13,339.42	13,339.42	160,000.00	8.34%
Taxes	250.78	250.78	7,366.00	3.40%
Miscellaneous Expenses	6,006.80	6,006.80	97,410.00	6.17%
Leases and Rentals	726.35	726.35	21,472.00	3.38%
<b>Total Operating Expenses</b>	<b>429,543.81</b>	<b>429,543.81</b>	<b>5,863,790.00</b>	<b>7.33%</b>
<b>Operating Income (Loss)</b>	<b>(415,369.22)</b>	<b>(415,369.22)</b>	<b>(5,689,260.00)</b>	<b>7.30%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	9,898.18	9,898.18	97,200.00	10.18%
Taxes Levied by Transit	426,032.40	426,032.40	4,583,000.00	9.30%
Local Grants & Contributions	1,250.00	1,250.00	18,000.00	6.94%
State Grants & Contributions	20,872.00	20,872.00	0.00	0.00%
Federal Grants & Contributions	106,750.00	106,750.00	1,283,160.00	8.32%
<b>Total Non-Operating Revenues</b>	<b>564,802.58</b>	<b>564,802.58</b>	<b>5,981,360.00</b>	<b>9.44%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>149,433.36</b>	<b>149,433.36</b>	<b>292,100.00</b>	<b>51.16%</b>
<b>Net Income/(Loss)</b>	<b>149,433.36</b>	<b>149,433.36</b>	<b>292,100.00</b>	<b>51.16%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Month Ending January 31, 2020**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,051.12	\$11,051.12	\$134,145.00	8.24%
Fixed Route Fares - West - JTOC	250.00	250.00	5,225.00	4.78%
Dial-a-Ride Fares (DAR)	1,153.79	1,153.79	9,660.00	11.94%
Vanpools	1,719.68	1,719.68	22,500.00	7.64%
Extended Service			3,000.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,174.59</b>	<b>14,174.59</b>	<b>174,530.00</b>	<b>8.12%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	8,956.22	8,956.22	96,000.00	9.33%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	941.96	941.96		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>426,032.40</b>	<b>426,032.40</b>	<b>4,583,000.00</b>	<b>9.30%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	20,872.00		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	106,750.00	1,283,160.00	8.32%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>564,802.58</b>	<b>564,802.58</b>	<b>5,981,360.00</b>	<b>9.44%</b>
<b>TOTAL REVENUES</b>	<b>578,977.17</b>	<b>578,977.17</b>	<b>6,155,890.00</b>	<b>9.41%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Month Ending January 31, 2020**

	January	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$60,580.08	\$60,580.08	\$946,767.00	6.40%
Operators Overtime - Fixed Route	3,949.66	3,949.66	76,502.00	5.16%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,835.56	11,835.56	122,579.00	9.66%
Operators Overtime - Dial-a-Ride (DAR)	505.00	505.00	8,642.00	5.84%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	48,066.54	48,066.54	691,376.00	6.95%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,506.67	5,506.67	28,889.00	19.06%
Administration Salaries	47,306.29	47,306.29	669,685.00	7.06%
<b>Total Labor</b>	<b>177,749.80</b>	<b>177,749.80</b>	<b>2,544,440.00</b>	<b>6.99%</b>
<b>Benefits</b>				
FICA	17,116.13	17,116.13	243,184.00	7.04%
Pension Plans (PERS)	24,595.22	24,595.22	377,066.00	6.52%
Medical Plans	48,153.05	48,153.05	597,000.00	8.07%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,813.33	6,813.33	131,354.00	5.19%
Holiday	41,931.95	41,931.95	113,879.00	36.82%
General Leave	27,182.41	27,182.41	318,180.00	8.54%
Other Paid Absence (Court Duty & Bereavement)	204.47	204.47	14,686.00	1.39%
Uniforms, Work Clothing & Tools Allowance	4,265.64	4,265.64	24,140.00	17.67%
Other Benefits (HRA, EAP & Wellness)	1,342.00	1,342.00	36,276.00	3.70%
Paid FML	280.58	280.58	4,339.00	6.47%
<b>Total Benefits</b>	<b>171,884.78</b>	<b>171,884.78</b>	<b>1,870,104.00</b>	<b>9.19%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,095.75	2,095.75	24,250.00	8.64%
Professional & Technical Services	2,919.75	2,919.75	131,900.00	2.21%
Contract Maintenance Services (IT Services)	916.90	916.90	16,005.00	5.73%
Custodial Services	910.00	910.00	18,720.00	4.86%
Security Services	410.38	410.38	5,600.00	7.33%
Vehicle Technical Services	163.90	163.90	47,000.00	0.35%
Property Maintenance Services			74,401.00	0.00%
Software Maintenance Fees	1,272.35	1,272.35	69,895.00	1.82%
Postage & Mail Meter Fees	188.81	188.81	3,600.00	5.24%
Drug & Alcohol Services	274.92	274.92	8,500.00	3.23%
Other Services & User Fees	1,552.62	1,552.62	7,164.00	21.67%
<b>Total Service and User Fees</b>	<b>10,705.38</b>	<b>10,705.38</b>	<b>410,035.00</b>	<b>2.61%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	20,173.71	20,173.71	375,000.00	5.38%
Tires	2,512.98	2,512.98	35,000.00	7.18%
Lubrication	1,651.61	1,651.61	15,550.00	10.62%
Tools	3,506.31	3,506.31	21,300.00	16.46%
Vehicle Maintenance & Repair Parts	10,768.02	10,768.02	96,500.00	11.16%
Non-Vehicle Maintenance & Repair Parts	397.04	397.04	8,240.00	4.82%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	299.67	299.67	5,750.00	5.21%
Shop Supplies (Maintenance & Cleaning)	930.89	930.89	18,000.00	5.17%
Safety & Emergency Supplies	436.49	436.49	7,800.00	5.60%
Office Supplies	285.34	285.34	20,920.00	1.36%
Computer Programs & Supplies	514.23	514.23	17,900.00	2.87%
Printing (Photocopier, Schedules & Brochures)	2,577.52	2,577.52	39,500.00	6.53%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>44,053.81</b>	<b>44,053.81</b>	<b>664,810.00</b>	<b>6.63%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,186.48	1,186.48	14,600.00	8.13%
Utilities (Electrical & Propane)			27,500.00	0.00%
Telephone & Internet	3,640.21	3,640.21	46,053.00	7.90%
<b>Total Utilities</b>	<b>4,826.69</b>	<b>4,826.69</b>	<b>88,153.00</b>	<b>5.48%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Month Ending January 31, 2020**

	January	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$13,339.42	\$160,000.00	8.34%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>13,339.42</b>	<b>160,000.00</b>	<b>8.34%</b>
<b>Taxes</b>				
State Taxes	250.78	250.78	3,616.00	6.94%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%
<b>Total Taxes</b>	<b>250.78</b>	<b>250.78</b>	<b>7,366.00</b>	<b>3.40%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	2,083.42	2,083.42	20,056.00	10.39%
Travel & Meetings	3,368.99	3,368.99	35,400.00	9.52%
Fines & Penalties	2.39	2.39		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)			23,404.00	0.00%
EE CDL and EE Physical Expense	552.00	552.00	9,250.00	5.97%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>6,006.80</b>	<b>6,006.80</b>	<b>97,410.00</b>	<b>6.17%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	310.00	3,000.00	10.33%
Service Vehicles & Equipment	16.35	16.35	2,500.00	0.65%
Other General Administration Facilities	400.00	400.00	15,972.00	2.50%
<b>Total Leases and Rentals</b>	<b>726.35</b>	<b>726.35</b>	<b>21,472.00</b>	<b>3.38%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>429,543.81</b>	<b>429,543.81</b>	<b>5,863,790.00</b>	<b>7.33%</b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**January 2020**

<b>Current Account Status</b>	<b>Balance per Bank @ 1/31/20</b>	<b>\$ 4,531,446.46</b>	<b>\$ -</b>
Balance per GL @ 12/31/19		<b>\$ 4,594,428.86</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 6,273.02	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Bond Call)	\$ (69,255.42)	
<b>Balance per GL @ 1/31/20</b>		<b>\$ 4,531,446.46</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	<b>\$ 4,531,446.46</b>	

**2019 Capital Projects**

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	<b>\$ -</b>	<b>\$ -</b>
Facility	2020 Budgeted Balance	Grant Funding	JTA Funding
	Eng/Des 63 4 Corners EV Feasibility	\$ -	\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay	\$ -	\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration	\$ -	\$ 150,000.00
	JTA Comprehensive Plan	\$ -	\$ 200,000.00
	Jan 2020 - Invoice	\$ -	\$ (6,118.55)
	<b>JTA Funded Balance</b>		<b>\$ 568,881.45</b>
Other Building and Structures	2020 Beginning Budget	Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater		\$ -	\$ 31,840.00
Security Cameras		\$ 2,500.00	\$ 35,000.00
New Shelters		\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		<b>\$ 91,840.00</b>
Revenue Vehicles	2020 Beginning Budget	Grant Funding	JTA Funding
1 Full-Size Buses		\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses		\$ -	\$ 487,121.00
1 Trolley Style FR Bus		\$ -	\$ 350,000.00
2 Full-Size 30' FR Buses		\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses		\$ 814,975.00	\$ 203,819.00
Bus Wrap		\$ -	\$ 25,000.00
Major Component Replacement		\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		<b>\$ 1,469,520.00</b>
System Wide	2020 Beginning Budget	Grant Funding	JTA Funding
			<b>\$ -</b>
Service Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
Column Lifts for Vehicle Repair			\$ 55,000.00
			<b>\$ 55,000.00</b>
Office Furniture & Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software			\$ 175,000.00
New Desk for HPTC Customer Service			\$ 8,000.00
			<b>\$ 183,000.00</b>

JTA Capital Balance	<b>\$ 4,531,446.46</b>
JTA Committed Project Funds Sub-Total	<b>\$ (2,368,241.45)</b>
JTA Vehicle Reserve	<b>\$ (375,000.00)</b>
JTA IT Reserve	<b>\$ (50,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 1,738,205.01</b>



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

January 14, 2020

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** December 2019 Financial Report

The budget tracking percentage for December is 100%. We use that tracking figure as a guideline for monitoring revenue/expenses. This financial report does not become FINAL until we receive our February 2020 Sales Tax payment and we always expect to have a few more invoices that will post to 2019. This report is as of January 14, 2020.

**Sales Tax Analysis Reports –**

For the month October 2019 sales tax was 11% higher than received in October 2018 (Very Good News). Cumulatively, JTA sales tax receipts are 5% higher than same time period in 2019.

**Revenue Report –**

Overall - Operating revenue is tracking higher than budgeted, however, Vanpool and JTOC revenues came in under budget.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 13.2% UNDER budget.**

- **Labor** – Labor is 4.4% under budget.
  - **Dial-A-Ride (DAR)** – DAR Wages are 33% over budget. Operations determined there is a 14% increase in DAR ridership.
- **Benefits** – Benefits are 12.8% under budget.
  - L&I – Over budget by 8%, JTA notified of increased cost after budget completed.
  - Other Benefits – slightly over budget with EOY reimbursements, etc.
- **Services and User Fees** – S/U Fees are 43% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 29.6% under budget.
  - Shop Supplies – significantly over budget, reduced this annual budget in 2019 and moved a portion to service for the 2019 budget year; will need to increase in 2020.
- **Utilities** – Utilities is 6.1% over budget – (still awaiting final electricity invoices)
  - Telephone & Internet - In May we paid for infrastructure utility work for fiber optic services. We expect to realize cost savings in Internet services in the future.
- **Casualty/Liability Costs** – 5% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 46% under budget.
- **Miscellaneous** – 40% under budget.

- **Interest on Debt** –In 2014 JTA sold bonds at a premium, when called, this premium reduced the interest expense. In November, we received a small refund (\$1.63) which further reduced the interest expense.
- **Leases and Rentals** – 16.3% under budget
  - Transit Way & Passenger Stations - JTA has elected to keep the port-a-potty, this will increase the expenses for this line item.

**Capital Activity** – Capital activity in December: Major Component Replacement (Upgrades to Fixed Route on-board camera system); Remix Software; JTA Comprehensive Plan; 2 Cut-a-way purchases; 111 small trailer haul-away charge.



## December 2019 Financial Summary

Budget Tracking Figure: 100%

Operational Expenses:	\$372,611.77
Operational Revenues:	\$14,399.65
Non-Operational Income:	\$720,986.20
Capital Expenses:	\$198,957.32
Capital Income:	\$0.00
Sales Tax Received 12/31/2019 for October 2019:	\$480,132.86
Sales Tax Received 12/31/2018 for October 2018:	\$432,231.53

**\*\*Sales tax increased from prior year 11%\*\***

Cash on Hand as of December 30, 2019\*:

Operating:	\$3,605,079.62
Operating Reserve (100% Funded): (2018 Minimum Funding Required \$1,300,000)	\$1,350,000.00
Capital Committed (2019 Capital Projects):	\$1,517,933.33
Dedicated (Committed) Grant Match (57% Funded): (TDP Funding Match \$4,576,300)	\$2,651,495.53
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$0.00
Bond Reserve:	\$0.00
EFT Fund:	\$101,139.43
Travel Fund:	\$1,500.00
<b>Total</b>	<b>\$9,666,647.91**</b>

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

\*\*Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
May	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,854.36	\$384,337.00	18.44%	\$2,045,377.83	1,683,366.00	21.51%
June	0.90%	\$398,669.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
July	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.97%
August	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$3,454,934.09	2,804,814.00	23.18%
September	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,940,515.07	3,183,914.00	23.76%
October	0.90%	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$4,441,931.55	3,593,250.00	23.62%
November	0.90%	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	21.91%	\$4,977,660.20	4,032,692.00	23.43%
December	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$5,457,793.06	4,374,477.00	24.76%
Total		\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	19.85%			
Monthly Average		\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$1,155,724.66	972,889.00	18.79%
April	0.90%	\$398,669.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,015,191.01	1,651,710.00	22.01%
June	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$2,565,280.92	2,094,337.00	22.49%
July	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,050,861.90	2,473,437.00	23.35%
August	0.90%	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	22.50%	\$3,552,278.38	2,882,773.00	23.22%
September	0.90%	\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	40.48%	\$4,088,007.03	3,322,215.00	23.05%
October	0.90%	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	40.48%	\$4,568,139.89	3,664,000.00	24.68%
November	0.90%		\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$328,429.00	0.00%	\$0.00	3,993,429.00	
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,080.00	0.00%	\$0.00	4,435,489.00	
Total		\$4,568,139.89	\$5,238,794.61	\$4,668,938.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$456,813.99	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

December 2019 Page 4 of 10

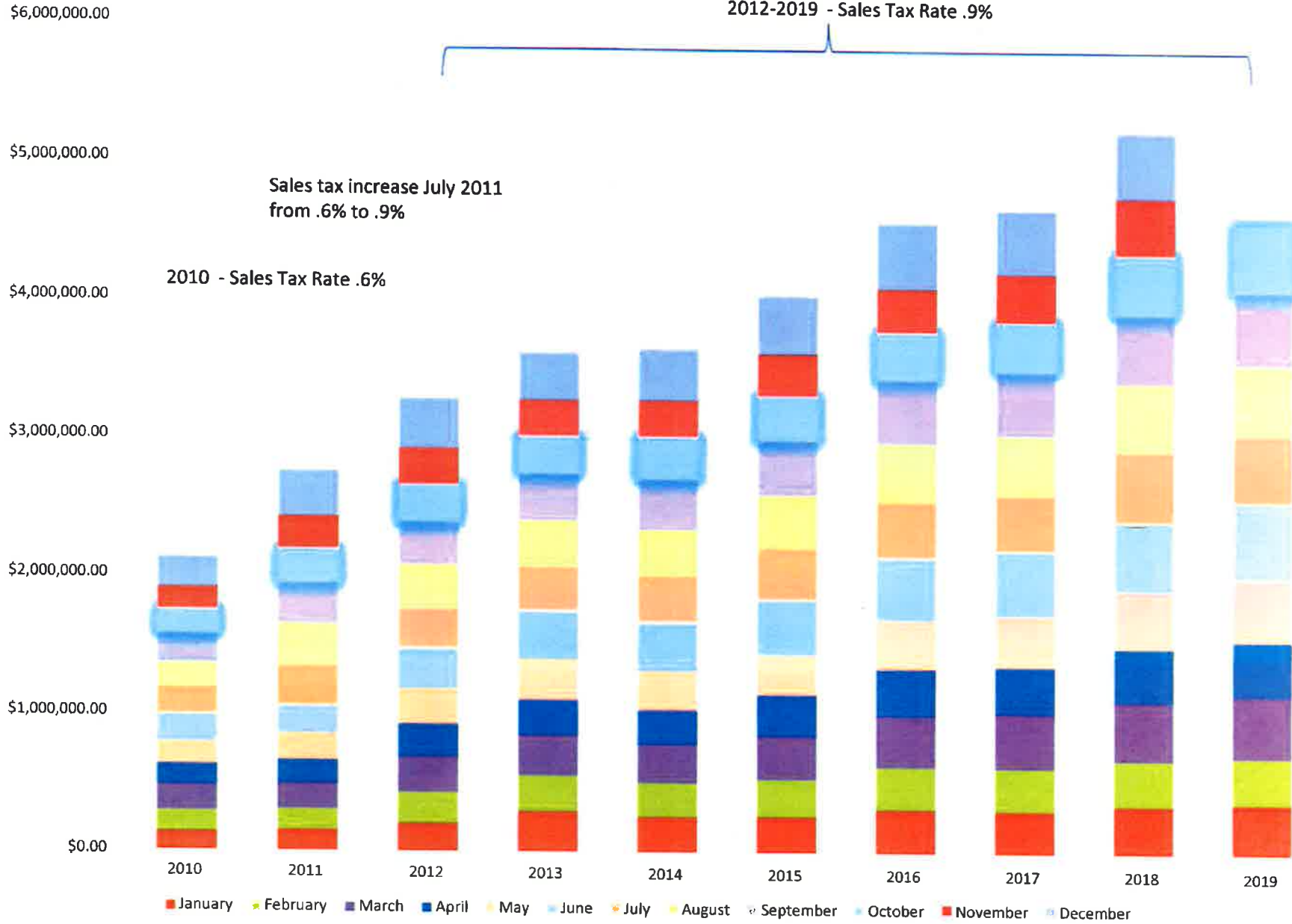
# Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

Sales tax increase July 2011  
from .6% to .9%

2010 - Sales Tax Rate .6%

December 2019  
Page 5 of 10





**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Twelve Months Ending December 31, 2019**

	December	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,752,310.82	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$458,600.15)	(\$4,165,164.69)
Non-Capital Financing Activities	\$486,796.05	\$6,624,121.61
Investing Activities	\$9,200.83	\$120,422.94
Total Operating Cash Provided/(Used)	\$37,396.73	\$2,579,379.86
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$184,782.18)	(\$161,395.93)
Net Increase/(Decrease) Cash and Equivalent	(\$147,385.45)	\$2,417,983.93
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,604,925.37</b>	<b>\$9,604,925.37</b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Twelve Months Ending December 31, 2019**

	December	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,399.65</b>	<b>\$179,082.18</b>	<b>\$172,072.00</b>	<b>104.07%</b>
<b>Operating Expenses</b>				
Labor	178,398.85	2,150,891.16	2,249,110.00	95.63%
Benefits	127,371.30	1,539,378.72	1,765,334.00	87.20%
Services and User Fees	8,595.42	191,957.19	336,454.00	57.05%
Materials & Supplies	38,620.67	442,719.75	626,760.00	70.64%
Utilities	4,829.63	85,765.11	80,853.00	106.08%
Casualty/Liability Costs	11,647.91	144,931.72	138,000.00	105.02%
Taxes	394.19	3,879.22	7,319.00	53.00%
Miscellaneous Expenses	2,084.10	57,329.52	105,325.00	54.43%
Interest on Debt		(365.06)	10,800.00	(3.38%)
Leases and Rentals	669.70	17,767.95	21,220.00	83.73%
<b>Total Operating Expenses</b>	<b>372,611.77</b>	<b>4,634,255.28</b>	<b>5,341,175.00</b>	<b>86.76%</b>
<b>Operating Income (Loss)</b>	<b>(358,212.12)</b>	<b>(4,455,173.10)</b>	<b>(5,169,103.00)</b>	<b>86.19%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	9,206.34	178,256.20	76,176.00	234.01%
Taxes Levied by Transit	580,407.86	5,518,805.06	4,435,490.00	124.42%
Local Grants & Contributions	3,750.00	19,500.00	17,500.00	111.43%
State Grants & Contributions	20,872.00	218,388.16	295,508.00	73.90%
Federal Grants & Contributions	106,750.00	1,300,472.00	1,060,104.00	122.67%
<b>Total Non-Operating Revenues</b>	<b>720,986.20</b>	<b>7,235,421.42</b>	<b>5,884,778.00</b>	<b>122.95%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>362,774.08</b>	<b>2,780,248.32</b>	<b>715,675.00</b>	<b>388.48%</b>
<b>Net Income/(Loss)</b>	<b>362,774.08</b>	<b>2,780,248.32</b>	<b>715,675.00</b>	<b>388.48%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Twelve Months Ending December 31, 2019**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,062.93	\$137,176.32	\$131,496.00	104.32%
Fixed Route Fares - West - JTOC	507.22	4,937.18	5,256.00	93.93%
Dial-a-Ride Fares (DAR)	1,154.30	11,007.62	9,660.00	113.95%
Vanpools	1,675.20	22,318.72	22,860.00	97.63%
Extended Service		3,642.34	2,800.00	130.08%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,399.65</b>	<b>179,082.18</b>	<b>172,072.00</b>	<b>104.07%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	9,200.83	120,422.94	74,976.00	160.62%
Gain (Loss) on Disposition of Capital Items		52,576.67	1,200.00	4,381.39%
Public Donations	5.51	115.70		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>580,407.86</b>	<b>5,518,805.06</b>	<b>4,435,490.00</b>	<b>124.42%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP	2,500.00	4,500.00	2,500.00	180.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	215,456.00	295,508.00	72.91%
RTAP		2,932.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	1,300,472.00	1,060,104.00	122.67%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>720,986.20</b>	<b>7,235,421.42</b>	<b>5,884,778.00</b>	<b>122.95%</b>
<b>TOTAL REVENUES</b>	<b>735,385.85</b>	<b>7,414,503.60</b>	<b>6,056,850.00</b>	<b>122.42%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Twelve Months Ending December 31, 2019**

	December	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$59,689.25	\$767,037.38	\$783,140.00	97.94%
Operators Overtime - Fixed Route	1,391.41	30,441.27	73,170.00	41.60%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,952.82	116,997.46	87,787.00	133.27%
Operators Overtime - Dial-a-Ride (DAR)	150.18	4,199.60	12,705.00	33.05%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,051.07	561,006.10	591,221.00	94.89%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,196.10	33,746.59	46,007.00	73.35%
Administration Salaries	55,968.02	637,462.76	655,080.00	97.31%
<b>Total Labor</b>	<b>178,398.85</b>	<b>2,150,891.16</b>	<b>2,249,110.00</b>	<b>95.63%</b>
<b>Benefits</b>				
FICA	14,075.27	182,367.20	222,376.00	82.01%
Pension Plans (PERS)	24,406.24	321,333.89	344,638.00	93.24%
Medical Plans	42,588.65	537,910.84	637,020.00	84.44%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,150.09	101,972.75	94,433.00	107.98%
Holiday	12,501.75	86,659.02	95,939.00	90.33%
General Leave	18,982.13	256,029.48	292,240.00	87.61%
Other Paid Absence (Court Duty & Bereavement)	1,019.96	7,489.02	14,886.00	50.99%
Uniforms, Work Clothing & Tools Allowance	1,031.29	9,264.80	17,840.00	51.93%
Other Benefits (HRA, EAP & Wellness)	4,337.11	32,688.33	32,196.00	101.53%
Paid FML	278.81	3,663.39	3,966.00	92.37%
<b>Total Benefits</b>	<b>127,371.30</b>	<b>1,539,378.72</b>	<b>1,765,334.00</b>	<b>87.20%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	827.00	14,756.76	24,250.00	60.85%
Professional & Technical Services	2,942.35	88,462.82	123,500.00	71.63%
Contract Maintenance Services (IT Services)	818.79	10,254.81	16,005.00	64.07%
Custodial Services	875.00	3,005.00	7,800.00	38.53%
Security Services		2,494.81	5,600.00	44.55%
Vehicle Technical Services		17,402.70	47,000.00	37.03%
Property Maintenance Services		12,684.28	36,264.00	34.98%
Software Maintenance Fees	795.24	15,989.54	41,635.00	38.40%
Postage & Mail Meter Fees	177.24	2,217.04	3,600.00	61.58%
Drug & Alcohol Services	219.91	4,711.42	8,500.00	55.43%
Other Services & User Fees	1,939.89	19,978.01	19,300.00	103.51%
<b>Total Service and User Fees</b>	<b>8,595.42</b>	<b>191,957.19</b>	<b>336,454.00</b>	<b>57.05%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	18,907.57	241,040.32	355,000.00	67.90%
Tires		15,841.58	35,000.00	45.26%
Lubrication	621.11	11,030.85	15,550.00	70.94%
Tools	5,423.87	15,332.28	18,000.00	85.18%
Vehicle Maintenance & Repair Parts	9,418.52	84,232.02	96,500.00	87.29%
Non-Vehicle Maintenance & Repair Parts	46.14	6,066.64	8,240.00	73.62%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	936.92	3,185.47	5,750.00	55.40%
Shop Supplies (Maintenance & Cleaning)	1,196.18	18,061.79	7,500.00	240.82%
Safety & Emergency Supplies		4,396.16	7,050.00	62.36%
Office Supplies	855.02	15,373.25	19,920.00	77.17%
Computer Programs & Supplies	750.61	13,659.33	15,700.00	87.00%
Printing (Photocopier, Schedules & Brochures)	464.73	14,500.06	39,200.00	36.99%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>38,620.67</b>	<b>442,719.75</b>	<b>626,760.00</b>	<b>70.64%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,160.02	13,932.37	14,100.00	98.81%
Utilities (Electrical & Propane)		26,558.19	29,000.00	91.58%
Telephone & Internet	3,669.61	45,274.55	37,753.00	119.92%
<b>Total Utilities</b>	<b>4,829.63</b>	<b>85,765.11</b>	<b>80,853.00</b>	<b>106.08%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Twelve Months Ending December 31, 2019**

	December	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$139,774.92	\$138,000.00	101.29%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>144,931.72</b>	<b>138,000.00</b>	<b>105.02%</b>
<b>Taxes</b>				
State Taxes	268.01	3,405.75	3,569.00	95.43%
Vehicle Licensing & Registration Fees	126.18	341.57	750.00	45.54%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>394.19</b>	<b>3,879.22</b>	<b>7,319.00</b>	<b>53.00%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,877.77	13,841.86	24,171.00	57.27%
Travel & Meetings	48.08	24,620.59	35,500.00	69.35%
Fines & Penalties		103.36		0.00%
Safety Program (Roadeo & Safety Rewards)		5,481.40	9,000.00	60.90%
Training (Classes, Seminars & Materials)		9,127.61	27,104.00	33.68%
EE CDL and EE Physical Expense	158.25	4,051.89	9,250.00	43.80%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>2,084.10</b>	<b>57,329.52</b>	<b>105,325.00</b>	<b>54.43%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		(365.06)	10,800.00	(3.38%)
<b>Total Interest Expense</b>		<b>(365.06)</b>	<b>10,800.00</b>	<b>(3.38%)</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	3,720.00	3,000.00	124.00%
Service Vehicles & Equipment	359.70	801.70	2,500.00	32.07%
Other General Administration Facilities		13,246.25	15,720.00	84.26%
<b>Total Leases and Rentals</b>	<b>669.70</b>	<b>17,767.95</b>	<b>21,220.00</b>	<b>83.73%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>372,611.77</b>	<b>4,634,255.28</b>	<b>5,341,175.00</b>	<b>86.76%</b>

**Jaffarson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**December 2019**

<b>Current Account Status</b>	<b>Balance per Bank @ 12/31/19</b>	<b>\$ 4,594,428.86</b>	<b>\$ -</b>
<b>Balance per GL @ 10/31/19</b>		<b>\$ 4,786,925.80</b>	
	Transfers - in	\$ -	
	Transfers - in ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 6,460.38	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Bond Call)	\$ (198,957.32)	
<b>Balance per GL @ 12/31/19</b>		<b>\$ 4,594,428.86</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ -	
		<b>\$ 4,594,428.86</b>	

**2019 Capital Projects**

Land		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ 79,361.55
	Feb 2019 Escrow	\$ -	\$ (1,000.00)
	April 2019 Purchase	\$ -	\$ (77,761.55)
	Dec 2019 - Sm. Trailer Disposal	\$ -	\$ (600.00)
	<b>JTA Funded Balance</b>	\$ -	\$ -

Facility		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility	\$ -	\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay	\$ -	\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration	\$ -	\$ 150,000.00
	JTA Comprehensive Plan	\$ -	\$ 200,000.00
	Dec 2019 - Fair & Peers	\$ -	\$ (16,181.35)
	<b>JTA Funded Balance</b>	\$ -	\$ 558,818.65

**Other Building and Structures**

PHR Upgrades		Grant Funding	JTA Funding
	<b>2019 Beginning Budget</b>	\$ -	\$ -
	Bathroom Installation	\$ -	\$ 187,000.00
	Aug 19 - Bid Advertising	\$ -	\$ (49,400.00)
	Sep 19 - Permit	\$ -	\$ (575.11)
	Nov 19 - CXT (Building)	\$ -	\$ (73,947.06)
	Nov 19 - Jacobs - (Installation)	\$ -	\$ (38,426.04)
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 35,000.00

<b>Radio Project - Maynard Mln Repeater</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 22,000.00
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<b>Security Cameras</b>	<b>2019 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
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<b>Server Room Fire Protection Proj</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 35,000.00
	July 2019	\$ -	\$ (29,994.62)
	September 2019	\$ -	\$ (3,008.40)

<b>New Shelters</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	Discovery Road Shelter	\$ -	\$ (7,875.00)

	<b>JTA Funded Balance</b>	\$ -	\$ 185,224.37
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**Revenue Vehicles**

<b>1 Full-Size Buses</b>	<b>2019 Beginning Budget</b>	\$ 419,301.00	\$ 85,440.00
<b>2 DAR Cut-a-ways</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 185,000.00
	Dec 2019 - 2 DAR Cutaways	\$ -	\$ (188,632.86)

<b>1 Trolley Style FR Bus</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 350,000.00
<b>Bus Wrap</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	Sep 19 - Strips #700	\$ -	\$ (2,616.00)

<b>Major Component Replacement</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 150,000.00
	Dec 2019 - Upgraded Bus Camera DVRs	\$ -	\$ (15,921.96)

	<b>JTA Funded Balance</b>	\$ -	\$ 590,268.38
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**System Wide**

<b>Bond Defeasance</b>	<b>2019 Supplemental Budget</b>	\$ -	\$ 360,000.00
	10/11/2019 Bond Payment	\$ -	\$ (360,000.00)

	<b>JTA Funded Balance</b>	\$ -	\$ -
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**Service Equipment**

<b>Conex Box for Tire Storage</b>	<b>2019 Beginning Budget</b>		\$ 5,000.00
	Mar-19	\$ -	\$ (3,583.30)

<b>Tool Box for 805 (Road Call Response)</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 20,000.00
	Tool Box - May 2019	\$ -	\$ (19,074.58)

	<b>JTA Funded Balance</b>	\$ -	\$ 1,442.12
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**Office Furniture & Equipment**

<b>New Finance/Mnlce/Ops Software</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 175,000.00
<b>Printer/Scanner /Copier for HPTC</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 3,500.00
	June 2019 - HPTC Copier	\$ -	\$ (3,260.19)

<b>Remix Mapping Software</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 12,000.00
	Dec 2019 - Remix Purchase	\$ -	\$ (10,900.00)

<b>SMARSH - Archiving Software</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 5,840.00
	<b>JTA Funded Balance</b>	\$ -	\$ 182,179.81

<b>JTA Capital Balance</b>	<b>\$ 4,594,428.86</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,517,933.33)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ (375,000.00)</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>

<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 2,651,495.53</b>
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63 4 Corners Road, Port Townsend, WA 98368

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## General Manager's Report Attachment D

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February 18, 2020

### Legislative Update

The 1<sup>st</sup> Quarter Board meeting in Olympia started with an executive session to discuss the update on the I-976 lawsuit. The case was on for Summary Judgment on Friday, February 7, 2020, at 9:00 and lasted until 4:00 pm. After arguments, the judge took it under advisement. On February 12, 2020, the Court rejected all the constitutional challenges except for two: the claim related to the City of Burien's bond issuance and the claim related to the use of the Kelley Blue Book for valuation. The Court kept the injunction in place and allowed discovery on the facts related to both claims. On February 13<sup>th</sup>, the State Supreme Court ruled on the challenge to Sound Transit's valuation schedule, upholding Sound Transit's authority to implement the motor vehicle excise tax that was legislatively authorized in 2015.

This morning during the weekly SMTA meeting, it was reported that the Senate has decided not to have a delay list (they believe they have a way to fund), but the house is very much moving forward with a delay list.

The Board had a presentation from the Washington State Transportation Commission regarding the Road Usage Charge pilot project. After several years of study, the steering committee and the Transportation Commission determined that a road usage charge is feasible and could produce the needed revenue to fund Washington's long-term transportation needs. The Transportation Commission transmitted its final report on how Washington can begin the transition to the Governor, State Legislature, and the Federal Highway Administration. To read the report visit [www.waroadusagecharge.org](http://www.waroadusagecharge.org)

Day two started with visits from Representative Fey, Barkis, State Senator Hobbs, Senator King, and Senator Saldana. Also from the Governor's Office was Debbie Driver, Transportation Policy Advisor, and Eric Hansen OFM Senior Budget Analyst.

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Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

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

I-976 is on everyone's radar, as is fixing the funding problem. As this is a short session, they are looking at how they can fix the funding issue in the short term and work out funding shortage for the long run over the summer. The State Patrol, Ferries, and Special Needs Transportation must be funded.

Their priority is also the problem (the Feds) have mandated them to correct (the fish culverts). The balance of the projects that could not be funded was put on the "Pause" list.

Senator Hobbs's message is that they are putting together a funding package from unused appropriations to fund those "pause" projects. This can only be done once and is not a long term solution. In the long term, they are looking at a possible Carbon Tax or Cap & Trade as alternative funding.

Senator King used Community and Intercity Transit (going back to the voters for more sales tax authority) as a funding option and expected Transportation Committees to meet this summer and work on the long term issues.

Senators King and Hobbs both stated they expect I-976 will be overturned and are afraid that Gov. Inslee will enact the legislation anyway because the voters have spoken.

Senator Saldana stated that the funding package proposed is entirely unsustainable and is looking for a different approach to the competitive grant process and wants to change the "metrics." (the details for her ideas are TBD)

Representatives Fey and Barkis both stated there is talk of "you voted for it, and there are consequences."

The message from the Governor is that he wants to bridge the budget gap for now with the priorities of 1) Preserving and Maintaining what we have now; 2) protecting the long term ferry needs, 3) funding the state patrol. Regarding balancing the transportation budget, the Governor is not interested in the motor vehicle excise tax or sweeping tax reform.

## Ongoing Projects 2020

### Comprehensive Plan

The first phase of outreach is underway and will be wrapping up this week, which has included:

- Materials development for Phase 1 outreach, including website, FAQ, and notifications
- JTA held an all-day open house on January 29, 2020, from 10:30 to 6:30 at the Cotton Building. We had excellent participation with over 50 people in attendance; two presentations were given, one at 12:00 noon and one at 5:00 pm that provided the structure of the plan, the process, and how JTA will move forward through data analysis and community input.

Fehr & Peers displayed informational boards about the following:

- Growth projections for Jefferson County
- Regional connections
- Where people are traveling to Port Townsend from
- System map
- Where would you like to see future service
- Invitation to complete a paper/online survey

Surveys were distributed, both in-person and online, along with a website. Recent counts are approaching 200 responses.

Fehr & Peers has attended and presented at the CAC meetings to discuss priorities. The Agency Advisory Committee held a kick-off meeting on Thursday, February 13, 2020, at 1:00 pm. The group was eager, supportive, and received a presentation from Fehr & Peers.

Planning context analysis, including:

- Streetlight data processing to determine origin-destination travel demand throughout Jefferson County and Western Washington
- Route profiles focused on ridership and productivity
- Local area plan review, including the Countywide Comprehensive Plan
- Remix review and sensitivity testing of a few different network options

JTA and Fehr & Peers are also engaging in a weekly call-in meeting.

### Proposed Schedule

- Anticipated Completion of Project August 2020

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

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



### **Engineer HPTC Bus Loop Plan**

kpff out of Seattle was selected to complete JTA's HPTC bus loop redesign plan. JTA will hold a scoping meeting and then work on a contract. The budget amount approved by the Authority is \$150,000, and Leesa Monroe is the PM for this project.

### **Finance Software**

JTA has received RFP from qualified vendors for finance software. JTA will begin the review process soon.

### **SMARSH**

The SMARSH software was purchased. The Customer Service lead, Executive Assistant, and Mobility Coordinator are working on developing a social media strategy and policy to establish a social media presence for the agency and increase our accessibility to the community.

SMARSH will enable JTA to communicate information to our ridership more quickly regarding traffic delays, inclement weather reports, developments to the Comprehensive Planning.

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

WSTA works with the Washington State Legislature on transit's behalf, which enables all the transit systems in Washington State a united voice.

### **Upcoming WSTA Board and Committee meetings:**

- Operations Committee Meeting, Bellingham – March 4-6
- Finance Officers Committee (FOLC), Leavenworth – March 25
- Maintenance Committee Meeting, Vancouver – March 31
- 2020 Spring Maintenance Forum, Vancouver – April 1-2



**63 4 Corners Road, Port Townsend, WA 98368**

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**Fleet & Facilities Board Report – John Bender**  
December 2019 – January 2020  
Attachment E

Fleet:

- Both new cutaways now in service
- Bus 513 delivered 02/10/20. Currently being prepped for service
- Consolidated grant bus order delivery ETA late June 2020
- 01 currently being retrofitted to dump truck with budgeted funds

Facilities:

- New customer service desk and flooring for HPTC on order
- Installing new gate camera to improve reliability and surveillance
- Additional maintenance bay: Design plan under way with TCF architecture. Professional Services Agreement under legal review
- EV Feasibility study – Contract signed w/ Transpo Group. Scoping meeting complete. Awaiting next comms/feedback
- New wireless lift set ordered – ETA February 21

Staff/misc:

- Matt Denson and Joe Halverson completed CDL training
- Purchased drum of 5W/30 oil and new dispensing equipment for light vehicles to prevent oil pressure sensor failures
- Completed shop tool/equipment organization/inventory project to improve operational efficiency



**63 4 Corners Road, Port Townsend, WA 98368**

**Operations Report – Leesa Monroe**  
December 2019 - January 2020  
Attachment F

**Safety and Training (Gary Maxfield & Nicole Gauthier)**

- Since our last board meeting 2 mechanics passed their CDL test, thank you to Inter-City transit for providing testing
- We continue collaborating with PTPD and we are in the process of adding no loitering sign to shelters.
- Gary and Nicole made numerous social contacts for drinking alcohol/smoking/sleeping and camping in shelters.
- One person who had been suspended from Jefferson Transit service was reinstated. (When someone is suspended there is an appeal process) The person met with Service & Training Supervisor Gary Maxfield and they reached an agreement and the person has been abiding to the agreement.
- 5.5 hours of video were viewed.
- G Maxfield attended monthly county EOC meeting where they discussed the recent snow event and planning for Cascadia Rising 2022. Cascadia Rising 2016 was a large-scale exercise developed to test agencies from a regional to a national level on how well they will be able to respond to a Cascadia Subduction Zone earthquake. At the recent meeting they went over a new situation report format. A full scale exercise for four states is tentatively planned for June of 2022.

**Operations**

There were some weather related service delays:

- Dec 31, 2019 the 9:15 am Poulsbo was unable to cross the Hood Canal Bridge. High winds closed the bridge for approximately 2 ½ hours.
- The week of January 13 it snowed delaying and stopping some service. (Ridership dropped 600 passengers the week it snowed)
- Jan 31, 2020 the last two Poulsbo routes (3:12 pm and 5:08 pm) were unable to go to Poulsbo, high winds closed approximately 7 hours. (Fortunately both drivers were on this side of the bridge)

**Mobility Coordinator (Miranda Nash)**

- Jan 30- JT (Miranda) met with ECCHO, Vet Connect, Paratransit (Medicaid), Catholic Community Services, and O3A to discuss how our agencies can collaborate and provide transportation services to the community.
- Feb 4<sup>th</sup>- attended DASH Meeting
- Began travel training with new rider Feb 7. (Travel Training brochure included in board packet)

## Ridership

- Fixed route ridership for the year comparing 2018 to 2019 increased by 2.8%. (236,817 to 243,643) We had a much larger increase in 2018 of 7.8% when additional service that had been cut in the 2008 downturn was reinstated.
- We saw a decrease in JTOC ridership of 5.6% (16,225 in 2018 and 15,313 in 2019)
- Yearly DAR ridership from 2018 to 2019 increased by 14.3% (12,127 in 2018 and 13,870 in 2019) We saw an increase of 3.3% trips from Life Care in 2019 compared to .2% in 2018
- January 2020 – Ridership is lower than last year, our weekly ridership the week of the snow was down 600 riders.

# Jefferson Transit Authority Board

## Special Meeting Minutes

Tuesday, March 18, 2020, 3:30 p.m.

63 4 Corners Road, Port Townsend, WA

### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Vice-Chair Kate Dean at 3:31 p.m. Other members present were David Sullivan, Greg Brotherton, Ariel Speser and ATU 587 Representative Nicole Gauthier, with David Faber excused. A quorum was present.

### STAFF PRESENT

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

### PUBLIC COMMENT

There were none.

There was a Board discussion on how to receive remote public comments during future meetings if necessary.

### NEW BUSINESS

#### **a. Resolution 20-06: Declaring an Emergency**

Tammi Rubert stated that the spread of the Corona virus has increased, and the Board of County Commissioners has declared a State of Emergency. JTA will respect the Governor's call for social distancing by closing Haines Place Customer Service and the Administration lobby at 4 Corners, and starting fare free service to protect drivers and passengers. Signs will be posted on buses to enter the bus from the back door unless the ADA lift is needed. JTA is not anticipating cutting service at this time. JTA is asking the Authority Board to approve a supplemental pay package and a Declaration of Emergency of the Covid-19 Pandemic.

***Motion: David Sullivan moved to approve Resolution 20-06, declaring an emergency under the Chapter 38.52 as a result of the spread of COVID-19. Ariel Speser seconded.***

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

**b. Resolution 20-07: Amending Bylaws – Remote Meetings**

Tammy Rubert asked to amend the bylaws to allow for remote meetings.

There was a discussion

***Motion: Greg Botherton moved to approve Resolution 20-07, amending JTA's Bylaws to allow remote meeting access. Ariel Speser seconded.***

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

**c. Citizens Advisory Committee Discussion**

Laura Smedley stated that a quorum would not be available for the April 1<sup>st</sup> CAC meeting and asked the Board if the meeting should be canceled.

Kate Dean recommended to cancel the meeting because of the current situation.

Ariel Speser agreed and also stated that if restrictions are still in place the CAC can combine the April content into the May 6<sup>th</sup> meeting and have the meeting remotely.

Kate Dean stated that it is the Attorney General's opinion that if remote meetings are not banned in the bylaws, they don't need to be amended.

**PUBLIC COMMENT**

There were none.

**ADJOURNMENT**

The meeting was adjourned at 3:38 pm. The next regular meeting will be held on Tuesday, April 21, 2020, at 1:30 p.m.

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SJ Peck, Clerk of the Board

---

Date

# Jefferson Transit Authority Board

## Remote Special Meeting Minutes

Tuesday, May 19, 2020, 1:30 p.m.

63 4 Corners Road, Port Townsend, WA

### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Faber at 1:33 p.m. Other members present were Vice-Chair Kate Dean, David Sullivan, Greg Brotherton, Ariel Speser and ATU 587 Representative Nicole Gauthier. A quorum was present.

### STAFF PRESENT

Finance Manager Sara Crouch, Mobility and Outreach Coordinator Miranda Nash, and Executive Assistant/Clerk of the Board Sj Peck.

### PUBLIC COMMENT

Darrell Conder commented on face mask requirements for the buses.

David Faber asked if this can be discussed during the Special Meeting.

David Sullivan stated that the mask discussion cannot be held because this is a special meeting, but facemasks will be on the Board of Health Agenda and transit will be taken into consideration.

### NEW BUSINESS

- a. Resolution 20-08:** Authorizing the General Manager to Sign the 2020 Certifications and Assurances.

Sara Crouch stated that JTA is required to pass the Certifications and Assurances on a yearly bases in order to receive FTA funded grants. This year, a reminder was added to the top of the Certifications stating that non-applicable certifications will not be enforced.

***Motion: David Sullivan moved to approve Resolution 20-08, authorizing the General Manager to sign the 2020 Certifications and Assurances. Greg Brotherton seconded.***

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

- b. Resolution 20-09:** Authorizing the Chair of the Authority Board to Sign Grant Agreement PTD0191

Sara Crouch stated that JTA was awarded funding from the CARES Act. JTA is asking the Authority Board to approve the resolution, authorizing the Chair to sign the grant agreement and release the funds.

There was discussion.

***Motion: David Sullivan moved to approve Resolution 20-09, authorizing the Chair of the Authority Board to sign Grant Agreement PTD0191. Ariel Speser seconded. Vote: The motion carried unanimously, 5-0 by voice vote.***

#### **PUBLIC COMMENT**

There were none.

#### **ADJOURNMENT**

The meeting was adjourned at 1:52 pm. The next regular meeting will be held on Tuesday, June 16, 2020, at 1:30 p.m.

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SJ Peck, Clerk of the Board

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Date





63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 6/16/2020

May 2020 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #6900587-6900620 in the amount of \$120,939.14
- Accounts Payable Vouchers #6900621-6900622 in the amount of \$7,658.15
- Accounts Payable Voucher #6900623 in the amount of \$86,547.30
- Accounts Payable Vouchers #6900624-6900663 in the amount of \$47,564.93
- Accounts Payable Voucher #6900664 in the amount of \$92,469.92
- Capital Checks #6910020-6910021 in the amount of \$23,679.32
- Capital Check #6910022 in the amount of \$210.00
- Capital Check #6910023 in the amount of \$2,250.00
- 5 EFT payments in the amount of \$2078.23
- Transfer from the Operating account to the Unemployment Reserve account for the purpose of: 2019 Reserve Fund Transfers in the amount of \$750.00
- Transfer from the Operating account to the Capital Treasury Pool account for the purpose of: 2019 Reserve Transfers in the amount of \$1,364,924.00
- Transfer from the Operating account to the Capital Investment Pool account for the purpose of: Funding IT Reserve (this is housed within the Capital Investment Pool) in the amount of \$25,000.00
- Transfer from the Operating account to the Operating Treasury Pool account for the purpose of: Annual Reserve Fund Transfers in the amount of \$682,147.00

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee. The General Manager has approved these for the consent agenda. These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck  
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 6/16/2020

April 2020 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #6900498-6900529 in the amount of \$151,482.51
- Accounts Payable Vouchers #6900530-6900539 in the amount of \$6,750.14
- Accounts Payable Voucher #6900532 in the amount of \$92,021.75
- Accounts Payable Vouchers #6900533-6900585 in the amount of \$54,727.06
- Accounts Payable Voucher #6900586 in the amount of \$88,984.89
- Voided Accounts Payable Vouchers #6900533 & 6900540 in the amount of \$2,607.33
- Capital Check #6910019 in the amount of \$5,977.00
- 6 EFT payments in the amount of \$25,980.00

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee. The General Manager has approved these for the consent agenda. These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck  
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

---

DATE: 6/16/2020

March 2020 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Voucher #6900411 in the amount of \$89,649.76
- Accounts Payable Vouchers #6900412-6900456 in the amount of \$148,211.07
- Accounts Payable Voucher #6900457 in the amount of \$107,582.10
- Accounts Payable Voucher #6900458 in the amount of \$96,386.53
- Accounts Payable Vouchers #6900459-6900496 in the amount of \$74,796.41
- Accounts Payable Voucher #6900497 in the amount of \$90,744.85
- Voided Accounts Payable Voucher #6900422 in the amount of \$135.00
- Capital Check #6910017 in the amount of \$2,500.00
- Capital Check #6910018 in the amount of \$16,624.04
- 4 EFT payments in the amount of \$1890.90

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee. The General Manager has approved these for the consent agenda. These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck  
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 6/16/2020

February 2020 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Voucher #6900327 in the amount of \$95,117.89
- Accounts Payable Vouchers #6900328-6900362 in the amount of \$84,383.22
- Accounts Payable Voucher #6900363 in the amount of \$86,124.96
- Accounts Payable Vouchers #6900364-6900410 in the amount of \$44,017.56
- Voided Accounts Payable Vouchers #6900003 & 6900149 in the amount of \$139.92
- Advance Travel Check #388 in the amount of \$221.50
- Capital Check #6910013 in the amount of \$4,091.00
- Capital Checks #6910014-6910016 in the amount of \$563,570.59
- 4 EFT payments in the amount of \$1731.99
- Transfer from the Capital Treasury Pool to the Capital Checking account for the purpose of: paying Gillig Bus #513 and leaving small balance in the Capital Checking account in the amount of \$500,000.00

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.  
The General Manager has approved these for the consent agenda.  
These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley  
Clerk of the Authority



# Authority Board Agenda Summary

MEETING DATE: June 16, 2020

AGENDA ITEM: Surplus Property valued over \$5,000 for Board approval

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

- Resolution 20-10
- Inventory Disposal Form for Vehicle 013
- Inventory Disposal Form for Vehicle 502
- Inventory Disposal Form for Vehicle 1967
- Inventory Disposal Form for Vehicles 201, 203, 204, 305

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: *Jammi Rubert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

All items are no longer operating, are no longer required for services, or are in poor condition. Vehicles 201, 203, 204, 305, and 1967 will be disposed of by surplus auction. Vehicles 502 and 013 will be disposed for scrap metal value.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item Resolution 20-10 for the disposition of Surplus Property Valued over \$5,000.

1   **Jefferson Transit Authority**  
2   **Resolution No. 20-10**  
3   **Disposal of Surplus Property**

4   **A RESOLUTION** *of the Board of Directors of the Jefferson County Public*  
5   *Transportation Benefit Area, hereinafter called the "Authority," to*  
6   *Dispose of Surplus Property*  
7

8                 **WHEREAS**, according to the Policy for the Disposition of Surplus Property dated  
9 July 21, 2015, the Board of Directors must approve disposal of all rolling stock; and  
10

11                 **WHEREAS**, the property listed on the attached Inventory Disposal Forms are  
12 identified by JTA staff as surplus and is this day presented to the Board of Directors for  
13 approval; and  
14

15                 **WHEREAS**, disposal of grant funded property must comply with FTA Circular  
16 5010;  
17

18                 **NOW, THEREFORE, BE IT RESOLVED** that the designated surplus property  
19 noted in the attached Inventory Disposal Form will be disposed of in a competitive  
20 manner chosen by staff to ensure a fair procedure and gain the greatest value.  
21

22                 **CERTIFICATION**

23                 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
24 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
25 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
26 Transit Authority Board held on June 16, 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



## Inventory Disposal Form

Items **\$5,000 and above** Value

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Maintenance Employee Requesting Disposal: John Bender

How was Current Market Value established? Averaged price of similar units currently for sale

Was the item(s) purchased with Federal funds?  Yes  No  Unknown Is the item(s) fully depreciated?  Yes  No  Unknown

Is the item(s) at the end of its useful life?  Yes  No  Unknown How did you determine this? Surpassed WSDOT ULB schedule rating

Is Board Approval Needed?  Yes  No

Department Supervisor Approval: John Bender General Manager Approval: Thummi Ricketts

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
2004 Gillig Phantom bus	10/2004	\$294,128.09	VIN 15GCA211841111742	Vehicle # 502	\$1,775	Poor	Sold for scrap metal value

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): John Bender Payment Received (if applicable): \_\_\_\_\_

**\* Attach back up documentation about how fair market value was determined!**



## Inventory Disposal Form

Items **\$5,000 and above** Value

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Maintenance (41) Employee Requesting Disposal: John Bender

How was Current Market Value established? Kelley Blue Book private party value report

Was the item(s) purchased with Federal funds?  Yes  No  Unknown Is the item(s) fully depreciated?  Yes  No  Unknown

Is the item(s) at the end of its useful life?  Yes  No  Unknown How did you determine this? Surpassed WSDOT ULB schedule rating

Is Board Approval Needed?  Yes  No

Department Supervisor Approval: John Bender General Manager Approval: Jammi Rubert

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
1995 Ford E350 cutaway van	08/1996	\$51,489.01	VIN: FDKE30FXSHB80703	N/A	\$1,022	Poor	Sold for scrap metal value

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): John Bender - Maintenance Manager Payment Received (if applicable): \_\_\_\_\_

**\* Attach back up documentation about how fair market value was determined!**





**Inventory Disposal Form**

**Items \$5,000 and above Value**

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Maintenance (41) Employee Requesting Disposal: John Bender

How was Current Market Value established? Averaged price of similar units currently for sale

Was the item(s) purchased with Federal funds?  Yes  No  Unknown Is the item(s) fully depreciated?  Yes  No  Unknown

Is the item(s) at the end of its useful life?  Yes  No  Unknown How did you determine this? Unusable for revenue service - not ADA compliant

Is Board Approval Needed?  Yes  No

Department Supervisor Approval: John Bender General Manager Approval: Jammi Ruben

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
1967 GMC Old Look bus	02/02	\$168,185.88	VIN: TDH35011041	Vehicle # 1967	\$4,000	Fair	To be sold in public surplus auction

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): John Bender Payment Received (if applicable): \_\_\_\_\_

**\* Attach back up documentation about how fair market value was determined!**



# Inventory Disposal Form

Items **\$5,000 and above** Value

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Maintenance (41) Employee Requesting Disposal: John Bender  
 How was Current Market Value established? Averaged price of similar units for sale (305), Kelley Blue Book private-party value report (201-204)  
 Was the item(s) purchased with Federal funds?  Yes  No  Unknown Is the item(s) fully depreciated?  Yes  No  Unknown  
 Is the item(s) at the end of its useful life?  Yes  No  Unknown How did you determine this? Surpassed WSDOT ULB schedule rating  
 Is Board Approval Needed?  Yes  No  
 Department Supervisor Approval: John Bender General Manager Approval: Jammi Rucker

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
2007 Chevy Amerivan	12/06	\$44,648.09	VIN: 1GBDV131-57D122955	Vehicle # 305	\$8,333	Fair	To be sold in public surplus auction
2006 Ford E350 XLT	12/06	\$24,325.51	VIN: 1FBSS31L-46DA95763	Vehicle # 201	\$4,216	Fair	To be sold in public surplus auction
2006 Ford E350 XLT	12/06	\$24,325.51	VIN: 1FBSS31L-86DA95765	Vehicle # 203	\$4,216	Fair	To be sold in public surplus auction
2006 Ford E350 XLT	12/06	\$24,325.51	VIN: 1FBSS31L-66DA95764	Vehicle # 204	\$4,216	Fair	To be sold in public surplus auction

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): John Bender - Maintenance Manager Payment Received (if applicable): \_\_\_\_\_

**\* Attach back up documentation about how fair market value was determined!**



# Authority Board Agenda Summary

MEETING DATE: June 16, 2020

AGENDA ITEM: Surplus Property valued under \$5,000 for Board information

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Inventory Disposal Form

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: *Sammi Rubert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

The item listed on the attached Inventory Disposal Form is broken and no longer of use to JTA. It will be destroyed.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item for Surplus Property Valued under \$5,000.



# Inventory Disposal Form

Items Up To \$5,000 Value

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Administration

Employee Requesting Disposal: Sara Crouch

Supervisor Approval: N/A

Was Federal Money Used to Purchase any of these items?  Yes  No  Unknown

General Manager Approval: 

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY DEPARTMENT HEAD
Trapeze Software (No Federal \$\$)	6/2002	\$59499.20		G566	-0-	N/A	Obsolete – Not Tangible Asset
Trapeze Software Upgrade (Federal Funds Used)	3/2015	\$10101.51		No #	-0-	N/A	Obsolete – Not Tangible Asset
Antivirus Software (Federal Funds Used)	11/2013	\$1069.20		No #	-0-	N/A	Obsolete – Not Tangible Asset
Projector – Board Room (Federal Funds Used)	3/2015	\$5466.38		279	-0-	Poor	Broken – Cannot repair – Dispose
Paragon Software (Federal Funds Used)	5/2016	\$4102.12		413	-0-	N/A	Obsolete – Not Tangible Asset
Schedule Masters Software (No Federal \$\$)	10/2016	\$7808.00		216	-0-	N/A	Obsolete – Not Tangible Asset

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt or photos): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): \_\_\_\_\_ Payment Received (if applicable): \_\_\_\_\_

**\* Attach back up documentation about how fair market value was determined!**



# Authority Board Agenda Summary

MEETING DATE: June 16, 2020

AGENDA ITEM: Resolution 20-11: DBE Policy Update

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 20-11  
DBE Policy

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY: *Jammi Ruben*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

A resolution to amend the Disadvantaged Business Enterprise (DBE) Policy.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 20-11 to update the DBE Policy.

1 **Jefferson Transit Authority**  
2 **Resolution No. 20-11**  
3 **Disadvantaged Business Enterprise (DBE) Policy Amendment**  
4

5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
6 *Transportation Benefit Area, hereinafter called the "Authority", to review and update the*  
7 *DBE Policy.*

8 **WHEREAS**, Jefferson Transit Authority receives more than \$250,000 in financial  
9 assistance from the Federal Transit Administration and has established a DBE Program  
10 in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR  
11 Part 26; and  
12

13 **WHEREAS**, Jefferson Transit Authority amends its DBE program as attached;  
14

15 **NOW, THEREFORE, BE IT RESOLVED** by the Board of the Jefferson Transit  
16 Authority that the following DBE Program update will be submitted to Washington  
17 Department of Transportation and will be included in the 2020-2023 DBE Program.  
18

19 **CERTIFICATION**

20 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
21 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
22 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
23 Transit Authority Board held on June 16, 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

<b>Title:</b> <b>Disadvantaged Business Enterprise (DBE) Policy &amp; Program</b>	<b>Resolution:</b> <b>20-11: DBE Policy &amp; Program</b>
<b>Authors:</b> <b>Jayne Brooke</b>	<b>Effective Date: June 16, 2020</b>

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**Deleted:** Date of Public Notice March 11, 2015¶  
Comment Period March 11 through April 9, 2015¶  
Public Hearing before the JTA Board, April 21, 2015¶

Jefferson Transit Authority

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

**POLICY AND PROGRAM**



**Effective: June, 16, 2020**

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Jefferson Transit Authority DBE Policy

**POLICY STATEMENT**

**Objectives/Policy Statement**

Jefferson Transit Authority, hereinafter referred to as JTA, has established a Disadvantaged Business Enterprise (DBE) policy in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Jefferson Transit has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Jefferson Transit has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Jefferson Transit to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in DOT assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
4. To help remove barriers to the participation of DBEs in DOT-assisted contracts;

The Grants & Procurement Coordinator has been delegated as the DBE Liaison Officer, and in that capacity is responsible for implementing all aspects of the DBE policy. Implementation of the DBE policy is accorded the same priority as compliance with all other legal obligations incurred by Jefferson Transit in its financial assistance agreements with the Department of Transportation.

JTA has adopted this policy statement, which is disseminated to all departments and employees.

\_\_\_\_\_  
Jefferson Transit General Manager

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Date

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**SUBPART A – GENERAL REQUIREMENTS**

**Objectives**

The objectives are found in the policy statement on the first page of this program.

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**Applicability**

Jefferson Transit is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of the Teas-21, Pub. L. 105-178.

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**Definitions**

The terms used in this program have definitions contained in 49 CFR 26.5 for this program.

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**Non-discrimination Requirements**

Jefferson Transit will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of race, color, sex, or national origin.

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In administering its DBE policy, Jefferson Transit will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

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**Record Keeping Requirements**

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**Reporting to WSDOT**

JTA will report DBE participation as follows:

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We will report DBE participation on a quarterly basis to WSDOT. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

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**Bidders List**

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Jefferson Transit Authority will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

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We will collect this information in the following ways; options include, but are not limited to:

A contract clause requiring prime bidders to report the names/addresses, and possibly other information, of all firms who quote to them on subcontracts;

A notice in all solicitations, and otherwise widely disseminated, request to firms quoting on subcontracts to report information directly to the JTA.

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**Federal Financial Assistance Agreement**

Jefferson Transit has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance:

Jefferson Transit Authority shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Jefferson Transit of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

**SUBPART B - ADMINISTRATIVE REQUIREMENTS**

DBE Policy Updates

Since Jefferson Transit has received a grant of more than \$250,000 in FTA funds in a federal fiscal year, we will continue to carry out this policy until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Policy Statement

The Policy Statement is elaborated on the first page of this program.

DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

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JTA DBE Program 2020-2023

Grants & Procurement Coordinator  
63 4 Corners Road  
Port Townsend, WA 98368  
(360) 385-3020 x 110  
lbrooke@jeffersontransit.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE policy and ensuring that Jefferson Transit complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the General Manager concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 2 to this policy.

The DBELO is responsible for developing, implementing and monitoring the DBE policy, in coordination with other appropriate officials. The DBELO will devote a portion of their time to this policy to assist in the administration of the policy. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this policy.
3. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
4. Analyzes Jefferson Transit Authority's good faith effort to achieve DBE participation and identifies ways to improve progress.
5. Advises the General Manger\governing body on DBE matters.
6. Participates in pre-bid meetings.
7. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
8. Participates in DBE training seminars.
9. Provides outreach to DBEs and community organizations to advise them of opportunities.
10. Maintains Jefferson Transit's updated directory on certified DBEs.

**DBE Financial Institutions**

It is the policy of Jefferson Transit to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. We have made the following efforts to identify and use such institutions: Jefferson Transit has surveyed banking, savings and loan, the Chamber of Commerce and Economic Development Council to determine their knowledge of any DBE institutions. JTA has not identified any DBE financial institutions in the community.

As information on the availability of such institutions becomes known, it may be obtained from the DBE Liaison Officer.

**Prompt Payment Mechanisms**

Jefferson Transit will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from Jefferson Transit. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Jefferson Transit. This clause applies to both DBE and non-DBE subcontracts.

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## JTA DBE Program 2020-2023

### Directory

Jefferson Transit will rely on the Washington State Office of Minority and Women Business Enterprises (OMWBE) to perform DBE certification work, and to maintain the Directory. Jefferson Transit will keep an electronic version of the current DBE Directory issued by OMWBE on file. This directory will be utilized in the development of mailing lists for RFPs. In addition the directory will be used to provide assistance to potential bidders in the identification of available DBE subcontractors.

The internet address for accessing the OMWBE's Directory is

<http://www.omwbe.wa.gov/biznetwas/mainmenu.asp>

The OMWBE directory lists all firms eligible to participate as DBEs, the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE.

JTA shall [review this policy](#) document, at least once every three years. For information contact the:

[Grants & Procurement Coordinator](#)

[63 4 Corners Road](#)

[Port Townsend, WA 98368](#)

[\(360\) 385-4777](#)

### Overconcentration

Jefferson Transit has not identified that overconcentration exists in the types of work that DBEs perform.

### Business Development Programs

At this time Jefferson Transit does not have a business development program or mentor program.

### Monitoring and Enforcement Mechanisms

Jefferson Transit will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

In order to ensure compliance with DBE requirements in its contracts, Jefferson Transit's project managers and representatives at job sites will monitor on an ongoing basis that work committed to being performed by DBEs is actually performed by the DBEs named in a contractor's bid or proposal. A clause will be included in all contracts requiring that the contractor cannot substitute subcontractors without Jefferson Transit concurrence. In addition, if a DBE subcontractor is unable to perform the work contracted for, the prime contractor must either replace such subcontractor with another DBE or show Jefferson Transit that good faith efforts to do so have been made.

The Jefferson Transit representative at the site will report monthly to the DBE Liaison Officer observations that DBE subcontractors actually are performing the amount and type of work committed. The report will be in writing, email is sufficient. The Contractor shall report DBE participation on a monthly basis in the form of a pay activity request. This mechanism will provide for a running tally of actual DBE attainment (e.g., the payment actually made to DBE firms), including a means of comparing these attainments to commitments. The JTA staff will verify with the DBE at minimum on a quarterly basis the contract amount and payment to the DBE reported by the contractor. These verification forms, for example, request information to confirm scope of services, contract amount and starting date of the DBE contract. DBE subcontractors must complete and return verification forms to the JTA. Appropriate follow-up is conducted to ensure that responses are received. Where no response is received, follow-up notices are issued.

Jefferson Transit Authority Disadvantaged Business Enterprise (DBE) Program & Goal Page 6 of 14

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Port Townsend, WA 98368¶  
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JTA DBE Program 2020-2023

JTA shall not release the contractor's retainage until all DBE subcontractors' participation information is reported and the appropriate forms submitted to JTA.

If a prime contractor is found not to be in compliance with its DBE commitment it shall be so notified by Jefferson Transit and directed to cure the problem within an appropriate time period. Failure by the prime contractor to comply may result in monetary penalties and partial or total termination for default with re-solicitation costs to be borne by the prime contractor or its bond. In addition, Jefferson Transit may consider a contractor's non-compliance with its stated contract goal or good faith efforts when evaluating contractor responsibility in future bids or proposals.

We will bring to the attention of the Washington State Office of Minority and Women's Business Enterprises and the Federal Transit Administration any false, fraudulent or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension or debarment or Program Fraud and Civil Penalties rules) provided in 26.109. We will also assist the WA State OMWBE in the consideration of similar action under local legal authorities.

**Small Business Participation**

Small Business Definition: The Small Business Administration's (SBA) definition and size standards (as it may be amended from time to time) defines a small business:

"... a small business concern is one that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period."

Good Faith Implementation - To actively implement the small business program Jefferson Transit will partner and collaborate with business organizations such as the Jefferson County Chamber of Commerce and Small Business Administration to help form initiatives that encourage greater awareness about contracts for participation of small businesses.

**SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING**

**Set-asides or Quotas**

Jefferson Transit does not use quotas in any way in the administration of this DBE program.

**A. Goals**

Jefferson Transit's goal for 2020 – 2023 is to make a good faith effort to seek out and utilize DBEs with our WSDOT consolidated grant awarded funds-exclusive of FTA funds to be used for the purchase of transit vehicles. JTA will strive to meet a goal of 1.81% of the federal financial assistance we expend.

**Good Faith Efforts & Procedures**

**Demonstration of good faith efforts (26.53(a) & (c))**

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the 1.81% goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

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On prime contracts not having DBE contract goals, Jefferson Transit will require the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all of the work involved. Bidders on a prime contract will specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform. ¶

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JTA DBE Program 2020-2023

JTA will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

Jefferson Transit treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsibility.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration

Within 10 days of being informed by Jefferson Transit that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Grants & Procurement Coordinator  
63 4 Corners Road  
Port Townsend, WA 98368  
(360) 385-4777

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract

Jefferson Transit will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the DBE goal. JTA will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our written prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

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JTA DBE Program 2020-2023

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Jefferson Transit to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of 10% has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

Counting DBE Participation

We will count DBE participation toward goals as provided in 49 CFR 26.55.

**SUBPART D – CERTIFICATION STANDARDS**

Certification Process

Jefferson Transit Authority will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

In Washington State a central "one-stop-shop" has been created to perform certification and recertification functions. The Washington State Office of Minority and Women Business Enterprises (OMWBE) has legislative authority to perform all minority, women and disadvantaged business enterprise certifications for all public agencies in the State. For DBE certifications the office is required to utilize certification procedures that meet all federal requirements as defined in 49 CFR Part 26 and as amended to ensure eligibility of certified firms for Department of Transportation projects.

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**SUBPART E – CERTIFICATION PROCEDURES**

**Unified Certification Programs**

The State of Washington Office of Minority and Women’s Business Enterprises has a unified certification program. This agency also conducts certifications, re-certifications, and desertification.

**Procedures for Certification Decisions**

**Challenge**

A third party may challenge a firm’s presumed eligibility or a firm’s certification as a DBE. Jefferson Transit shall immediately review the information received and determine if grounds exist to pursue the challenge. If the challenge appears to have merit, Jefferson Transit will notify the Washington State Office of Minority and Women’s Business Enterprises who will have the authority to investigate and resolve the challenge in accordance with the certification requirements of 49 CFR Part 26 and as amended. Jefferson Transit will provide all available information for investigation and identify the third party challenger. The challenged party shall submit rebutting information to the OMWBE for their consideration. Jefferson Transit shall actively participate with the OMWBE, if needed, until the investigation is concluded and a determination has been finalized.

**Decertification**

In addition to the performance of the certification function for all public agencies in the State of Washington, the OMWBE is responsible for decertification if a DBE no longer qualifies for the program under 49 CFR Part 26 and SBA small business criteria. Jefferson Transit will cooperate with the OMWBE as needed to assist in the decertification process. Once decertified a DBE contractor will no longer be counted towards the agency’s overall annual goals.

**Certification Appeals**

Any firm or complainant may appeal our decision in a certification matter to DOT. Such appeals may be sent to:

Department of Transportation  
Office of Civil Rights Certification Appeals Branch  
400 7<sup>th</sup> Street, SW  
Room 2104  
Washington, D.C. 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

**SUBPART F – COMPLIANCE AND ENFORCEMENT**

**Information, Confidentiality, Cooperation**

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

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**Monitoring Payments to DBEs**

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of Jefferson Transit or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

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JTA DBE Program 2020-2023

**ATTACHMENTS**

- Attachment 1      Goal Calculation
- Attachment 2      [Organizational Chart](#)
- See online        DBE Directory of Certified Firms (online at <http://www.omwbe.wa.gov/biznetwas/mainmenu.asp>)

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**Attachment 1**

**Goal Calculation**

**Amount of Goal**

Jefferson Transit's goal for is the following: 1.81% of the federal financial assistance we will expend in DOT-assisted contracts. *Exclusive of FTA funds to be used for the purchase of transit vehicles.*

**Methodology used to Calculate Goal**

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBE's was calculated as follows:

$$\text{Base figure} = \frac{\text{Ready, willing, and able DBEs (1541)}}{\text{All firms ready, willing and able (84,910)}}$$

The data source or demonstrable evidence used to derive the numerator was: Washington State OMWBE

The data source or demonstrable evidence used to derive the denominator was: Census Data 2019, adjusted to the 2019 Economic Census as reported by Washington State Department of Revenue.

When we divided the numerator by the denominator we arrived at the base figure for our overall goal is 1.81%.

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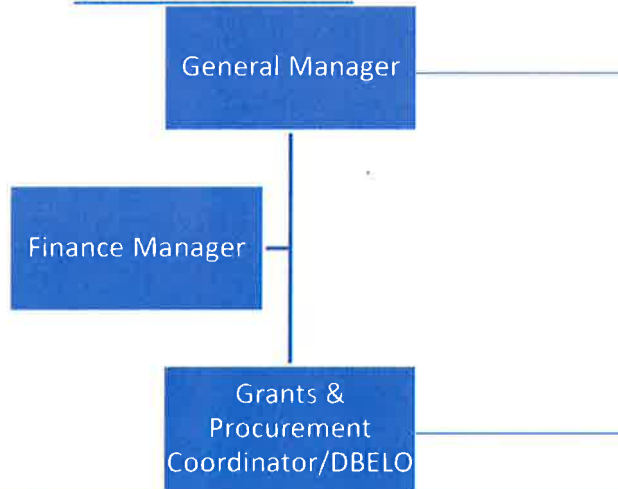
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¶  
 We published notice of our goal update on March 11, 2015 in the Port Townsend Leader and held a public hearing April 21, 2015. We received ## comments related to the DBE goal during the 30 day public comment period.  
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Attachment 2

ORGANIZATIONAL CHART



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**Page 5: [1] Deleted** **Jayme Brooke** **5/12/2020 3:57:00 PM**

Finance Manager  
1615 W. Sims Way  
Port Townsend, WA 98368  
(360) 385-3020, ext 125  
info@jeffersontransit.com

**Page 5: [2] Deleted** **Jayme Brooke** **5/12/2020 3:59:00 PM**

Works with all departments to set overall annual goals.

**Page 5: [3] Deleted** **Jayme Brooke** **5/12/2020 3:59:00 PM**

Identifies contracts and procurements so that DBE goals are included in solicitations, both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.

**Page 5: [4] Deleted** **Jayme Brooke** **5/12/2020 4:01:00 PM**

Certifies DBEs according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in Washington State.

**Page 7: [5] Deleted** **Jayme Brooke** **5/12/2020 4:08:00 PM**

Jefferson Transit's goal for 2015 – 2018 is 1.1% of the Federal financial assistance we will expend in DOT-assisted contracts exclusive of FTA funds to be used for the purchase of transit vehicles.

#### **B. Method of establishing goal**

Most of the bidders competing for Jefferson Transit contracts are from within Washington State. Therefore, the goal is established by comparing overall business availability for Washington State Counties from the U.S. Census Bureau database with Washington State County's DBEs, certified and capable of performing Jefferson Transit contracts. DBE information is obtained by NAICS code from the DBE Directory issued by the Washington State Office of Minority and Women Business Enterprises.

**Step One:** To develop the base number of available DBEs, Jefferson Transit first identified the NAICS codes applicable to DOT-assisted contracts to be awarded 2015 through 2018 by Jefferson Transit. The number of available DBEs in each NAICS Code or group of NAICS codes were divided by the total number of businesses in those NAICS codes.

**Step Two:** For step two Jefferson Transit's experience and current project situation was examined. We found that historical information showing unsuccessful DBE or non-DBE subcontractors is currently not available. Jefferson Transit is currently (2015) working on a project that includes a DBE sub-contractor for landscaping. As of March 11, 2015 the landscaping portion of this work is not ready to begin.

**C. Development of future goals:** In addition to the information used in para B. above, future goals will be established by taking into consideration information gathered through expanded information obtained from prime bidders in compliance with 49 CFR part 26.

#### **D. Transit Vehicle Manufacturers (TVM)**

Jefferson Transit will not use DBE goals in contracts for rolling stock. Transit vehicle manufacturers (TVM) are required to develop their own DBE programs. Jefferson Transit will require in its bid or proposal packages for transit vehicles a certification from each TVM that they have developed and submitted their own program to the FTA and that said program has been approved or not disapproved.

#### **Outreach Process**

Jefferson Transit will submit its overall goal to the Federal Transit Administration as required. Before establishing its goal Jefferson Transit will review appropriate data, such as the Washington State Office of Minority and Women Business Enterprises, the Census Bureau data base, etc. We will also send notices of RFPs, and RFQs to OMWBE to help reach minority and women-owned businesses, to [receptionist@omwbe.wa.gov](mailto:receptionist@omwbe.wa.gov).

Following this research we will publish a notice of the proposed goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at our principal office for 30 days following the date of the notice, and informing the public that Jefferson Transit will accept comments on the goals for 30 days from the date of the notice. The notice will include addresses to which comments may be sent and addresses where the proposal may be reviewed. Comments received during this public participation process and our responses will be included in the final document.

We will begin using our overall goal on October 1 of each year, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

**F. Breakout of Estimated Race-Neutral and Race-Conscious Participation**

Jefferson Transit will not use DBE quotas or set-asides to achieve the goal for DBE participation. Participation will be achieved by race-neutral means or by the use of contract goals and good faith efforts.

**Section 26.47 Accountability**

If Jefferson Transit fails to meet its overall goal in a given year, we will determine the reasons for failure and establish corrective steps. JTA will not be required to submit reasons to DOT, but will maintain documentation of steps taken to meet goals.



# Authority Board Agenda Summary

MEETING DATE: June 16, 2020

AGENDA ITEM: Resolution 20-12: ADA Policy Update

SUBMITTED BY: Miranda Nash

TITLE: Mobility Coordinator

DEPARTMENT: Operations

EXHIBITS/  
ATTACHMENTS:

Resolution 20-012  
Amended ADA Policy

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY: *Jammi Rubeck*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Resolution 20-12 adopts the updated ADA Policy. The revised policy includes updates in accordance with recommendations from WSDOT since the last ADA policy revision on February 18, 2020, including ADA fares, use and maintenance of vehicle lifts, personal care attendant and guest definitions, definitions of paratransit eligibility, ADA complaint and eligibility appeals procedures, and late cancellation and no-show procedures.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 20-012: to adopt the amended ADA Policy

1 **Jefferson Transit Authority**  
2 **Resolution No. 20-12**  
3 **ADA Policy Update**

4  
5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
6 *Transportation Benefit Area, hereinafter called the "Authority", to adopt an*  
7 *Amended Americans with Disabilities Act (ADA) Policy*  
8

9 **WHEREAS**, the Authority is responsible for setting Policy for Jefferson Transit  
10 Authority (JTA); and  
11

12 **WHEREAS**, the adopted policy in regards to JTA's ADA and paratransit services  
13 and procedures adhere to ADA guidelines provided by the Federal Transit Association  
14 (FTA) and Washington State Dept of Transportation (WSDOT); and  
15

16 **WHEREAS**, JTA wishes to amend and update the current ADA Policy in  
17 accordance with recommendations from WSDOT since the last ADA policy revision on  
18 February 18, 2020 including ADA fares, use and maintenance of vehicle lifts, personal care  
19 attendant and guest definitions, definitions of paratransit eligibility, ADA complaint and eligibility  
20 appeals procedures, and late cancellation and no-show procedures.  
21

22 **NOW, THEREFORE, BE IT RESOLVED;** the Authority does hereby adopt the  
23 amended ADA Policy dated June 16, 2020.  
24

25 **CERTIFICATION**

26 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
27 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
28 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
29 Transit Authority Board held on June 16, 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



<i>Title:</i> <b>ADA Policy-Revision</b>	<i>Resolution:</i> <b>20-12: Revised ADA Policy</b>
<i>Author:</i> <b>Miranda Nash, Mobility Coordinator</b>	<i>Revision Date:</i> <b>June 16, 2020</b>

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*Jefferson Transit Authority*

**ADA Policy**

Adopted January 14, 1992

Revision June 16, 2020

## ADA Policy

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990; the ADA prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.

Subsections (§) quoted within Jefferson Transit Authority's (JTA) ADA Policy are from Federal Transit Administration's (FTA) Office of the Secretary of Transportation document titled Code of Federal Regulations (C.F.R) Title 49 Transportation, sections (ADA) Part 37, Part 37 Appendixes (Pt. App.) and Part 38 "Transportation Services for Individuals with Disabilities"

References to JTA SOP refer to JTA's Standard Operating Procedures.

### 1. Fares

Deleted: Refer to *JTA Fare Policy*.

The fare per trip for eligible paratransit service users shall not exceed twice the fare that would be charged to an individual paying full fare for a trip of similar length at a similar time of day on fixed route services § 37.131(c).

Personal Care Attendants (PCAs) traveling with eligible paratransit users on fixed route or paratransit services shall not be charged fare. Companions, or guests, pay the same fare as the eligible individual they are accompanying. § 37.123 (f).

### 2. Mobility Devices

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¶

JTA's fleet is lift equipped. Accommodating a person in a wheelchair or power scooter on a JTA vehicle requires the mobility device meet the following Federal Transit Administration guidelines:

- A wheelchair is defined in § 37.3 as "a mobility aid belonging to any class of three or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered." Transit agencies may decline to carry a wheelchair/occupant if the combined weight exceeds that of the lift specifications or if carriage of the wheelchair is demonstrated to be inconsistent with "legitimate safety requirements."
- People whose mobility impairments require the use of canes, crutches, and walkers or riders with disabilities who do not use any type of assistive device or who may not have a visible or apparent disability are accommodated on the same basis as wheelchairs. Operators will honor riders request to use lifts or ramps, § 37.165(g).

- Segway or similar electrically motorized personal transportation devices are allowed on JTA when used as a mobility device by a person with a disability. The passenger may board with the device but may not use the device as a seat when aboard a JTA vehicle.
- Equipment must be in good working order, with batteries charged, tires inflated, brakes working, footrests attached, and all parts secure.

### 3. Portable Oxygen Use

Individuals with disabilities who use portable oxygen devices are allowed to travel with respirators and properly secured portable oxygen supplies (§ 37.167(h)). Oxygen supplies must not obstruct the aisle.

### 4. Securement

Drivers will secure mobility devices facing forward in one of the securement positions on the vehicle. Drivers will assist passengers with securement systems, ramps, and seatbelts. However, drivers cannot assist riders using power chairs or scooters with the operation of their equipment (*JTA SOP #TO-602*).

### 5. Stop Announcements

JTA shall announce stops on fixed route services as follows:

- The entity shall announce at least at transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to their location (§ 37.167(b)).

The entity shall announce any stop on request of an individual with a disability (§ 37.167(b)). (*JTA SOP #TO-304*)

### 6. Service Animals / Personal Care Attendants/Companions

JTA shall permit service animals to accompany individuals with disabilities in vehicles and facilities (§ 37.167(d)). Refer to *JTA Policy on Animals on Transit Vehicles*. Owners are responsible for any damage caused by the animal.

A personal care attendant (PCA) or companion may accompany ADA paratransit eligible individuals. A PCA is someone designated or employed specifically to help the eligible individual meet his or her personal needs. A companion or guest is an individual who accompanies an ADA paratransit eligible user but does not act in the capacity as their personal care attendant. To be viewed as “accompanying” an eligible rider, PCAs and companions must board and disembark at the same locations as eligible individuals. Paratransit riders may be accompanied by one PCA at a time. Eligible paratransit riders are entitled to be accompanied by “at least one” companion in addition to a PCA. Additional

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§ Section 37.131(c) (3)

PCA's or companions riding on comparable paratransit services are accommodated if space is available, meaning that they do not displace other eligible riders 37.123(f)(2).

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Deleted: Companions are charged the same fare as the eligible individual they are accompanying. ¶  
§ 37.123 (f) ¶

**7. Maintenance of Lifts or Ramps**

If a lift or ramp failure occurs on a JTA vehicle operating on a fixed route, and the time of the next accessible vehicle on the route exceeds 30 minutes, JTA shall promptly provide alternative transportation to individuals with disabilities who are unable to use the vehicle because its lift does not work (§ 37.163(f)).

JTA vehicle operators will report lift malfunctions or failures to dispatch promptly. Operators will inform riders that are unable to board the vehicle due to a lift failure or malfunction that dispatch has been notified, when another accessible vehicle is scheduled to arrive, or inform them of an alternative transportation plan.

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**8. Priority Seating / Securement Areas**

JTA vehicles have signage indicating priority seating at the front of the vehicles and mobility device securement areas designated as reserved seats for persons with disabilities. § 38.27(a).

**9. Suspension of Service**

Refer to *JTA Code of Conduct/Exclusion Policy*.

**10. Notification of Policy**

JTA will post the ADA policy on its website.

**11. Direct Threat**

JTA will determine direct threat in compliance with FTA- Appendix D § 37.3. JTA may refuse to transport individuals who pose a significant risk to the health or safety of others, on a case by case basis, based on reasonable judgement, current medical knowledge, and objective evidence to establish the nature, duration, and severity of the risk, the probability that potential injury will occur, and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

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**12. Reasonable Modification**

JTA will provide reasonable modification of JTA policy, practices, and procedures upon request to ensure transportation services are accessible to persons with disabilities when the modifications are necessary to avoid discrimination on the basis of disability or to provide program accessibility to their services, subject to the limitations of § 37.169(c)(1)–(3). Reasonable modification means that “the nature of an individual’s disability cannot preclude

a public transportation entity from providing full access to the entity's service unless some exception applies."

### 13. Accessible Information

JTA will make communications and information available using accessible formats and technology to obtain information about transportation services. (§ 37.167(f)).

### 14. ADA Complaint Procedure

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Jefferson Transit's Mobility Coordinator is the primary contact for all ADA related comments and complaints. Current contact information for the Mobility Coordinator will be advertised to the public via the Jefferson Transit website, and customer service office locations

All methods and forms of contact for submitting an ADA related comment, request for information, or complaint shall be accessible and usable by all individuals. Riders can contact Jefferson Transit with requests for information, comments, or complaints regarding ADA in the following ways

1. US Mail: Riders can mail their feedback to the Jefferson Transit office at 63 Four Corners Road, Port Townsend, WA 98368.
2. Voicemail: Riders can contact Jefferson Transit at 360-385-4777 (or toll free at 800-371-0497.) This line is available 24 hours a day, seven days a week.
3. E-mail: Riders can contact the Mobility Coordinator by e-mail at [info@jeffersontransit.com](mailto:info@jeffersontransit.com).
4. Fax: Riders can send written feedback by fax to 360-385-2321.
5. Language Line: For riders who speak a language other than English, Jefferson Transit will utilize the services of Language Line to facilitate the call.
6. Website: Fill our *Customer Comment* form on Jefferson Transit's website at [www.jeffersontransit.com](http://www.jeffersontransit.com)

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Individuals who submit an ADA related comment, complaint, or service suggestion to Jefferson Transit shall receive a response, provided they give legible contact information:

- Feedback sent via mail or fax will receive with a response within seven business days.
- E-mail, phone, or web originated messages will be returned within 72 hours

Jefferson Transit shall maintain a tracking system for all ADA related comments, complaints, or service suggestions submitted that provides a unique identification of each record and allows ready access to information on the status of the comment at any time. The Clerk of the Board shall maintain a record of all ADA complaints of noncompliance and documented responses, to be kept on file for one year. A summary of all complaints of noncompliance and documented responses shall be kept on file for five years.

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### Dial-A-Ride

### 1. Dial- A Ride Service Area

JTA will provide comparable paratransit service in compliance with FTA-Subpart F-§ 37.121, “each public entity operating a fixed route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. Requirements for paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.”

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### 2. Dial- A-Ride Hours

JTA Dial-A-Ride will operate the same hours as JTA’s fixed route system. (Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.131(e), paratransit service must be available during the same days and hours that fixed route service operates.)

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### 3. Dial-A-Ride Eligibility & Appeals

JTA Dial-A-Ride eligibility process is based on: FTA-Subpart F-§ 37.125 ADA Paratransit Eligibility: Process and FTA Pt.37.App. 37.123 ADA Paratransit Eligibility Standards.

“Disability alone does not determine paratransit eligibility; the decision is based on the applicant’s functional ability to use the fixed route bus and is not a medical decision. The Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations in Appendix D to 49 C.F.R. Section 37.125 explain: The substantive eligibility process is not aimed at making a medical or diagnostic determination. While evaluation by a physician (or professionals in rehabilitation or other relevant fields) may be used as part of the process, a diagnosis of a disability is not dispositive. What is needed is a determination of whether, as a practical matter, the individual can use fixed route transit in his or her own circumstances.” Individuals are eligible for service when they have been certified to use JTA Dial-A-Ride

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Eligibility for ADA paratransit services shall be determined under three different categories § 37.123:

- Unconditional: An individual is unable to use fixed route transit services under any circumstances and is thus eligible to make all trips using paratransit
- Conditional: An individual meets eligibility criteria with respect to some trips but not others, the individual shall be ADA paratransit eligible only for those trips for which he or she meets the criteria.
- Temporary: Individuals who experience a temporary loss of functional ability that prevents them from using fixed route service.

Deleted: <#>Individuals may be ADA paratransit eligible on the basis of a permanent or temporary disability. (Sec. 37.123c)¶

Moved up [1]: <#>Individuals are eligible for service when they have been certified to use JTA Dial-A-Ride¶

Deleted: JTA will determine an applicant’s eligibility within 21 days of receiving a completed application. If the applicant does not receive an answer within 21 days, the applicant shall be treated as eligible and provided services until eligibility is determined (§ 37.125(c)). ¶

Factors of an individual's eligibility for ADA Paratransit may change over time that could affect their ability to use fixed route transit service. These factors may include changes in the physical environment, changes in the accessibility of the fixed route system, or changes in riders' functional abilities. Eligible riders will be required to recertify their eligibility every three years. Riders will be sent a notification of their recertification requirement 90 days before their recertification date.

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Paratransit applicants who are dissatisfied with the eligibility determination they receive from Jefferson Transit have the right appeal the decision. Appeals must be filed in writing within 60 days of the denial of an individual's application. A review team consisting of the General Manager and one other staff member will review customer appeals.

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JTA will determine an applicant's eligibility within 21 days of receiving a completed application or eligibility appeal. If the applicant/appellant does not receive an answer within 21 days, the applicant shall be treated as eligible and provided services until eligibility is determined (§ 37.125(c)).

#### 4. **Dial-A-Ride Trip Cancellations and No Shows**

JTA understands that because paratransit service requires trips to be scheduled in advance, riders may sometimes miss scheduled rides or forget to cancel rides they no longer need. JTA also understands that riders may sometimes miss scheduled trips or be unable to cancel trips in a timely way for reasons that are beyond their control. However, repeatedly missing scheduled trips [or failing to cancel trips in a timely way] can lead to suspension of service.

Deleted: The definition of a No-Show is an inability to find a passenger at the specific pick-up location or a passenger refusal of the trip at the door. Riders who schedule Dial-A-Ride or Deviated Fixed Route service trips and repeatedly no-show or have excessive late cancellations, may be suspended from both services. If a rider No-Shows 3 or more Dial-A-Ride or Deviated Fixed Route trips in a thirty day period, they may be suspended from JTA for a minimum of 1 week. The 2nd suspension will be for a 2 week period, the 3rd suspension will be for a 3 week period, and so on. Each suspension increases by 7 days within a twelve month period.¶

- **No-show:** A no-show occurs when a rider fails to appear to board the vehicle for a scheduled trip. This presumes the vehicle arrives at the scheduled pickup location within the pickup window and the driver waits at least 5 minutes.
- **Pickup Window:** The pickup window is defined as from 15 minutes before the scheduled pickup time to 15 minutes after the scheduled pickup time. Riders must be ready to board a vehicle that arrives within the pickup window. The driver will wait for a maximum of 5 minutes within the pickup window for the rider to appear.
- **Late Cancellation:** A late cancellation is defined as either: a cancellation made less than 2 Hours before the scheduled pickup time or as a cancellation made at the door or a refusal to board a vehicle that has arrived within the pickup window.

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JTA does not count as no-shows or late cancellations any missed trips due to errors made by the agency or situations beyond a rider's control that prevent the rider from notifying us that the trip cannot be taken. When a rider is a no-show for one trip, all subsequent trips on that day remain on the schedule unless the rider specifically cancels the trips. To avoid multiple no-shows on the same day, riders are strongly encouraged to cancel any subsequent trips they no longer need that day.

In any 30-day continuous period, any customer who has scheduled trips and has been a no-show for at least 10% of those trips will receive a suspension notice. Customers will receive written notice of the violation, citing which trips were no-shows or late cancellations and the proposed

date of suspension of service. No-shows or late cancellations must be disputed within ten business days after the date of the Notice of Suspension.

Suspensions are progressive and will be imposed as follows:

- First level of violation – 10% of scheduled trips are no-shows in a continuous 30-day period: 7 days of suspension
- Second level of violation – an additional 10% of scheduled trips are no-shows in a continuous 30-day period: 14 days suspension
- Third level of violation – an additional 10% of scheduled trips are no-shows in a continuous 30-day period: 21 days of suspension
- Fourth level of violation – an additional 10% of scheduled trips are no-shows in a continuous 30-day period: 28 days of suspension

If more than two years elapse between any two stages of violations, the progression of suspensions begins again at the first level.

All suspension notices include a copy of this policy, information on disputing no-shows or late cancellations, and how to appeal suspensions. **Suspensions begin on two weeks after the notification of suspension.** Riders have the right to file an appeal request. All suspension appeals follow JTA's appeal policy.

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## 5. Dial-A-Ride Visitor Certification

Visitors are eligible for 21 days of service in a 365-day period beginning on the first day the service is used by the visitor. For additional days of service, the individual is expected to register under JTA eligibility procedures. For individuals who reside outside the JTA service jurisdictions, JTA shall certify an individual with a disability as a visitor when providing documentation of residence and a statement that because of their disability they are unable to access the fixed route. (§ 37.121 of [Part 37])

Authorized By:

\_\_\_\_\_  
*Tammi Rubert, General Manager*

\_\_\_\_\_  
*Date*

Deleted: <#>Dial-A-Ride Appeals Process¶  
¶  
JTA's Dial-A-Ride Application outlines the Dial-A-Ride eligibility appeals process

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# Authority Board Agenda Summary

MEETING DATE: June 16, 2020

AGENDA ITEM: Resolution 20-13: EEO Policy

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 20-13  
EEO Policy

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY: Jammi Rubel

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Jefferson Transit passed an EEO Policy in 2004, however, they were not required to have a program attached to that policy. Because Jefferson Transit now has more than 50 employees, the Federal Transit Administration required a policy and abbreviated program. A resolution to adopt the Equal Employment Opportunity (EEO) Policy and Program is attached.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 20-13 to adopt the EEO Policy.

1 **Jefferson Transit Authority**  
2 **Resolution No. 20-13**  
3 **Equal Employment Opportunity (EEO) Policy**  
4

5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
6 *Transportation Benefit Area, hereinafter called the "Authority", to adopt the EEO Policy.*

7 **WHEREAS**, Jefferson Transit Authority is an equal opportunity employer; and  
8

9 **WHEREAS**, Jefferson Transit Authority is committed to undertaking and  
10 developing a written nondiscrimination program that sets forth the policies, practices  
11 and procedures, to which the agency is committed and make the EEO Program  
12 available for inspection by any employee or applicant for employment upon request; and  
13

14 **WHEREAS**, it is the intention of Jefferson Transit Authority to be in compliance  
15 with the Federal Transit Administration under the guidance of the Department of  
16 Transportation,  
17

18 **NOW, THEREFORE, BE IT RESOLVED** the Authority does hereby adopt the  
19 EEO Policy dated June 16, 2020, as set forth in 'Exhibit A' which is attached to this  
20 Resolution.  
21

22 **CERTIFICATION**

23 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
24 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
25 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
26 Transit Authority Board held on June 16, 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

<p><i>Title:</i>  <b>Equal Employment Policy &amp; Program</b></p>	<p><i>Resolution:</i>  <u>20-13</u> (Policy addition)</p>
<p><i>Authors:</i>  <b>Jayne Brooke, Sara Crouch &amp; Deb Palmer</b></p>	<p><i>Effective Date:</i> <b>June 16, 2020</b>  <i>Revised:</i> <b>N/A</b></p>



***Jefferson Transit Authority***

**EQUAL EMPLOYMENT OPPORTUNITY**

**POLICY AND PROGRAM**

**Effective: Date TBD**

# Equal Employment Opportunity/Affirmative Action Policy and Program

## Statement of Policy

Jefferson Transit Authority has a strong commitment to the community we serve and its employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Jefferson Transit Authority Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Jefferson Transit Authority is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

Jefferson Transit Authority's General Manager, Tammi Rubert will maintain overall responsibility and accountability for Jefferson Transit Authority's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Jefferson Transit HR/Payroll and Benefits Administrator has been appointed as EEO Officer, with the contact information listed below:

Deb Palmer  
HR/Payroll & Benefits Administrator  
(360) 385-3020 x 119

As Jefferson Transit's EEO Officer, Ms. Palmer will report directly and acts with the General Manager's authority with all levels of management, labor unions, and employees.

All Jefferson Transit Authority management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Jefferson Transit Authority's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Jefferson Transit Authority will evaluate its managers' and supervisors' performance on their successful implementation of Jefferson Transit Authority's policies and procedures.

Jefferson Transit Authority is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

The General Manager is committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

\_\_\_\_\_  
Signature – Tammi Rubert, General Manager, Jefferson Transit Authority

\_\_\_\_\_  
Date

**Policy and Program adopted by Authority Board at TBD Date here meeting.  
A copy of the resolution is Attachment B to this document.**

## **EEO PROGRAM**

### **Section 1. Dissemination Plan**

#### **1. Internal Dissemination.**

It is the policy of Jefferson Transit Authority to communicate the existence of its EEO policy and program to all employees, applicants, and potential applicants by:

- a. Providing written communications from the General Manager.
- b. Posting official EEO materials (e.g. Federal and state labor laws poster(s)) and Jefferson Transit Authority's policy statement on bulletin boards, near time clocks, in employees' breakrooms, and in the Human Resources office.
- c. Including the EEO Policy statement in Jefferson Transit Authority's personnel and operations manual, employee handbooks, reports, and manuals.
- d. Meeting with Jefferson Transit Authority department heads and General Manager semiannually to discuss the EEO Program and its implementation.
- e. Meeting with employees and affinity groups to seek input on the program implementation.
- f. Conducting periodic EEO training for employees and managers.
- g. Conducting EEO training for all new supervisors or managers within 90 days of their appointment.
- h. Including EEO policy statement with new employee orientation materials, with a form requiring said new employee to sign acknowledging their understanding.

#### **2. External Dissemination**

- a. Disseminating its EEO policy statement and program with any outreach or to any recruitment entities (e.g., employment agencies, educational institutions, minority, and women organizations).
- b. All recruitment ads (e.g., newspapers, magazines, websites, and social media) will state that Jefferson Transit Authority is an equal employment opportunity employer.

### **Section 2.0 – Designation of Personnel**

The EEO Officer has the primary management responsibility, authority, and resources for ensuring full compliance with the provisions of this Policy, as amended, and it's

implementing regulations. The EEO Officer's appointment and a description of the position's basic responsibilities have been communicated to all levels of personnel in the agency. The responsibilities of the EEO Officer include, but are not necessarily limited to, the following:

1. Developing EEO policy statements and written EEO Program, and developing a plan for dissemination of internal and external communication.
2. Collecting and analyzing employment data, identifying EEO problem areas, proposing goals and time tables;
3. Designing, implementing and monitoring internal review and reporting systems that measure the effectiveness of Jefferson Transit Authority's programs;
4. Concurring in the hiring and promotion processes. Periodically reviewing employment practices, and policies (e.g., hiring, promotions, and training), complaint policies, reasonable accommodation policies;
5. Serving as liaison between Jefferson Transit Authority, Federal, State and local governments, regulatory agencies, minority, handicapped and women's organizations and other community groups;
6. Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials;
7. Assisting management in arriving at effective solutions to EEO problems, including outreach efforts;
8. Regularly reviewing Jefferson Transit Authority's employment practices policies, in conjunction with human resources (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
9. Providing EEO training for employees and managers.
10. Concurring in all systems and processes for hires and promotions as well as training and development programs.
11. Ensuring employment discrimination complaints are processed effectively and efficiently, referring them to outside investigators when necessary.
12. Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.
13. Meeting semiannually with department heads and General Manager to discuss each department's progress in relation to Jefferson Transit Authority EEO compliance.

The EEO Officer reports directly to the General Manager on EEO issues. The incumbent advises agency department heads with respect to hiring, promotion, discipline, training and discharge and all other aspects of employment. Human Resources, General

Manager and agency department heads actively participate in periodic audits of all aspects of employment, thereby identifying and removing barriers obstructing the achievement of specified goals and objectives. They also hold regular discussions to ensure agency policies and procedures are being followed. In conjunction with the EEO Officer, they maintain and update the personnel database for generating reports required for the nondiscrimination program. They cooperate with the EEO Officer in the review and investigation of complaints. They also encourage employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

### **Section 3.0 – Employment Practices**

One of the primary goals of this EEO policy is to affirmatively include in all employment practices those who have been disadvantaged in the past due to oversight and/or discriminatory practices and to ensure nondiscrimination in treatment in all current aspects of employment. Jefferson Transit Authority shall routinely conduct detailed assessments of current employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. Any problem areas that are identified shall have a proposed remedial, affirmative action included in the EEO program. The assessment shall include:

1. Outreach in recruitment and employment selection procedures;
2. Seniority practices, job upgrades, and promotional opportunities and procedures;
3. Compensation determinations and benefits administration;
4. Disciplinary procedures and terminations (voluntary and involuntary); and,
5. A reasonable assessment of external factors which may lead to underutilizations.

Jefferson Transit Authority has reviewed its employment practices. Specifically, Jefferson Transit Authority has reviewed its hiring activity, promotional activity, transfer activity, and terminations. In any instance where the statistical/numerical thresholds were met as identified in the Circular 4704.1A, a more in-depth review of that employment activity and its selection process has been undertaken and corrective action taken as appropriate. Jefferson Transit Authority has set forth the following course of action:

**Recruitment and Hiring:** The EEO Officer for Jefferson Transit Authority shall review the composition of the applicant flow by minority group status and sex on an ongoing basis. EEO Officer shall maintain a register at the point of receiving applications for employment, indicating the name of the applicant, the minority group status (African American, Hispanic, Native American, Asian, or Pacific Islander and Multi-Racial) and sex



of the applicant and the job applied for. The contents of this register will be summarized according to the position for which employment applications were received and the applicant flow compared with the availability analysis figures. An analysis will be made to see whether any variations are due to mistakes in the availability analysis, failure to maximize minority and female applicant flow, or some other cause. Final dispositions shall be reviewed as well. Remedial actions shall be taken, if necessary, and as applicable.

Jefferson Transit Authority reviews all of its position descriptions, position titles, application forms, interview procedures, skills testing procedures (if any), final selection process and similar matters to determine whether they interfere with hiring and advancement of qualified minorities and women. At present, no problems have been found to exist. However, the EEO Officer still coordinates strategic outreach directed toward those groups underutilized within this EEO program. Particular emphasis will be given to positions in those categories that are underutilized for the job category in which the vacancy exists. No external factors were identified that may influence the full participation of minorities, women, the disabled, and veterans.

When a vacant position is identified, normal hiring procedures are as follows:

1. Internal posting for all current employees, typically concurrent with external recruitment.
2. Current available positions will always be posted on Jefferson Transit Authority website.
3. Additional outreach may include: Newspaper advertisements (including print and online posting), social media postings (i.e. LinkedIn, Craigslist, Indeed), WorkSource, physical signs strategically posted in high traffic areas, and WSTA website. EOE statement is always part of any outreach.
4. Voluntary applicant information sheet has been added to application packet for purposes of compiling statistical results. Analysis will provide demographic information regarding race, sex, and any other protected groups.
5. Upon the closing date for posted position, HR reviews all submittals for completeness of application packet.
6. Members of the interview panel, including position's supervisor, screen each application packet for knowledge, skills, and ability. Applicants meeting the minimum requirements are advanced for skills testing.
7. Skills testing is administered by a third-party business that is certified and meets FTA testing guidelines as outlined in FTA Circular 4704.1A, Section 2.2.6. Applicants recommended as passed in testing process are offered an interview.
8. At the interview point, applicants provide five year employment driving record, and are given an oral interview. Interviews are scored by each member of the selection panel.
9. Background/reference checks are conducted on the top scoring candidates.

10. Candidate recommended for hire is given a conditional offer of employment, pending completion of a successful drug urinalysis screening and a fit-for-duty test (by position).

**Promotions and Transfers:** Jefferson Transit Authority shall also analyze its transfer and promotion practices, and annually thereafter. All formal and informal training programs (when budgets permit) will be reviewed for inclusion and diversity. Types of trainings related to promotions and transfers offered, budget permitting, may include the following:

- Training to employees, personnel, and management staff on proper interview techniques
- Counseling to assist employees in identifying promotional opportunities
- Training and educational programs to increase promotion and transfer opportunities
- Leadership training for identified talent

**Compensation:** Jefferson Transit Authority retained the services of Cabot Dow in 2017 to evaluate the strengths and weaknesses of Jefferson Transit Authority's current compensation philosophy, policy and practices, including salary matrix, job descriptions, pay classification, merit, promotions, and internal equity for non-represented staff. Jefferson Transit Authority requested recommendations for changes to the compensation philosophy, policies or practices that supported the organization's strategic priorities including:

1. Market percentile for minimum, midpoint, and maximum ranges.
2. Ability for employees to move and advance within the current classification structure and pay ranges;
3. Methods and options related to market study implementation other than across the board implementation;
4. Recommendations regarding equity adjustments for existing employees who have fallen behind market; and
5. Current policies relating to merit increases and flexibility to move outside the pay structure.

The results of the study found that Jefferson Transit Authority's salary ranges were, on average, 6.3% lower than the market. Jefferson Transit Authority adjusted its salary ranges accordingly following completion of the study.

EEO Officer prepares or, at a minimum, reviews all hiring offers. Offers exceeding the minimum of the hiring range require General Manager level approval.

Represented employees are compensated according to the current Collective Bargaining Agreement with the ATU.

**Seniority Practices:** Competition for positions is based on knowledge, skills, and ability. Offers are not made based on seniority.

**Benefits:** All employee benefits, facilities, sponsored recreation, social events and special programs such as educational assistance are, and will continue to be, available to all eligible employees without regard to minority group status, sex, or represented or non-represented status. Eligible employees are those who work thirty (30) or more hours per week. Employees working more than 19.5 hours per week are eligible for pension benefits.

**Turnover/Retention/Terminations:** Jefferson Transit Authority's human resources are its most important resource. While employees leave for a variety of reasons, turnover is always a great loss to Jefferson Transit Authority. The EEO Officer reviews termination data to ensure that the workplace is bias free. An exit interview is completed by HR/PR Administrator to discuss with the employee the reasons they are choosing to leave.

**Discipline:** Managers and supervisors evaluate and will continue to evaluate disciplinary action in a non-discriminatory manner pursuant to Jefferson Transit Authority Personnel Policy. In addition, managers and supervisors will consult with the EEO Officer to ensure that any disciplinary actions for violations of Jefferson Transit Authority's policies as stated in the personnel policy are applied in a non-discriminatory manner. Disciplinary actions include warnings, suspensions, and terminations. All employees have the right to appeal an adverse action. Employees are also informed that they have the right to file an employment discrimination complaint with the EEOC or Human Rights Commission. Notices are posted on bulletin boards and give pertinent information.

Standard disciplinary procedures, barring any incident requiring immediate termination, follow a uniform set of steps.

1. Verbal counseling (training, refresher training)
2. Written verbal warning
3. Written reprimand with or without unpaid suspension
4. Termination of employment

Any represented employee suspended or discharged by Jefferson Transit Authority under the terms of the JTA discipline policy, will have the ATU notified of such suspension or discharge within twenty-four (24) hours. If the represented employee believes the suspension or discharge to be unjust, that employee has the right to file a grievance as outlined in the current Collective Bargaining Agreement.

**Training:** Jefferson Transit Authority encourages all employees to seek training to develop skills and may offer different training programs as applicable and where budgets permit, to all employees in an effort to ensure the workforce can improve their skills as a means to provide greater opportunities for career development and progression. Jefferson Transit Authority also provides appropriate Equal Employment Opportunity and related training to all supervisors and managers within 90 days of hire or entering into such supervisory/management roles. Jefferson Transit Authority conducts an annual All Staff Training Day to keep employees compliant with required training.

#### **Section 4.0 – Complaint Process**

The success of the Equal Employment Opportunity program depends largely on the attitude of the community as well as the employee. Opinion as to what constitutes fair and equal opportunity and treatment may vary widely, and grievances may result. The following steps shall be taken immediately for any grievance arising from the employee-supervisor and Jefferson Transit Authority-community relationships:

##### **Reporting the Complaint**

The employee, applicant, or citizen (complainant) shall bring their grievance to the attention of the Department Manager who will investigate as necessary to determine the cause of the complaint and work with the complainant to affect an equitable solution. Every effort shall be made to resolve the difficulty at this level. When a grievance is against a Department Manager, the complainant may file the complaint directly with the General Manager. The Finance Manager will keep Jefferson Transit Authority's insurance pool informed of potential liability issues.

Any complainant bringing forward an issue is advised of the process, including confidentiality, and that retaliation is prohibited. Any employees that might be party to the issue will be counseled on confidentiality and retaliation as well.

##### **Investigation**

At the option of either party, the EEO Officer shall interview both parties and conduct additional investigations when necessary. Reports and recommendations shall then be made to the General Manager for resolution.

##### **Resolution of Complaint**

In the event that mutual agreement cannot be achieved and resolution is required by the General Manager, signed statements detailing the grievance and specific investigation action shall be obtained by the EEO Officer from the complainant, Jefferson Transit Authority employees and the Department Manager. The EEO Officer shall forward these statements, along with their own investigation report and recommendations, to the General Manager for resolution.

### **Confidentiality**

Confidentiality will be maintained to as high a level as possible given the nature of the matter and the needs of Jefferson Transit Authority and its employees to process the complaint.

### **Section 5.0 – Monitoring and Reporting**

To ensure our Equal Employment Opportunity Program remains effective, Jefferson Transit Authority will review its statistical data pertaining to external applicant flow data, internal promotional activity, grievance, separation activity and EEO complaint activity on an annual basis with supervisors and the General Manager. The EEO Officer will review union contracts to ensure there is no disparate impact. The EEO Officer will do this to help understand the current overall demographics of our workforce and to determine if there are any disparate impacts to address based on our employment practices and opportunities for improvement. JTA's EEO program will begin in June 2020. JTA has not had the requirement for statistical analysis prior to this date nor has the data been collected. JTA will implement required statistical analysis reporting for applicants, promotions, disciplinary actions, terminations, and training cross-referenced by sex and race.

**Agency Monitoring:** After reviewing and analyzing this data, the EEO Officer will meet with the General Manager and department heads annually to share the results of the employment activity mentioned above and make any necessary recommendations. In 2017, Jefferson Transit Authority conducted an analysis of the workforce using the EEOC Form 164 and notified EEOC that we are not required to report. Results of this analysis are under Attachment C. From these meetings, the EEO Officer will make any necessary changes to the plan in order for Jefferson Transit Authority to continue its commitment as an equal opportunity employer and an employer of choice.

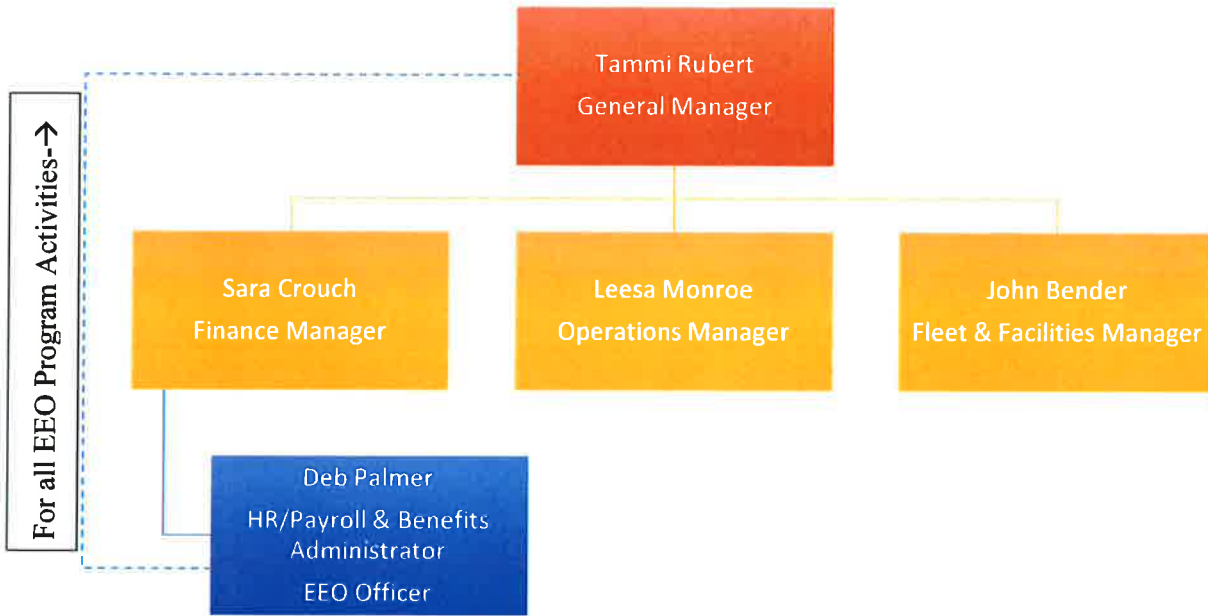
Any action plans made to counteract disparate impacts uncovered will be evaluated, at a minimum, semiannually. The agenda for these meetings will include:

- Dissemination
- Utilization analysis
- Statistical employment practices
- Timeframe to reach goals
- All identified barriers
- Status of complaints and/or investigations
- Progress of the action plan

Documented actions will be taken to implement plans for minority and female job applicants or employees. Management will be informed of the program's effectiveness at semiannual meetings.

At this time, Jefferson Transit Authority does not have any subrecipients or vendors which meet the threshold of agency oversight of their EEO Program.

## Attachment A: Organizational Chart



**ATTACHMENT B: Board Resolution**



**ATTACHMENT C: EEO-4 Report**



63 Four Corners Road, Port Townsend, WA 98368

April 4, 2018

U.S. Equal Employment Opportunity Commission  
EEO-4 Reporting Center  
P.O. Box 8127  
Reston VA 20195

RE: EEO-4 REPORTING

I am new to the position with this agency. I am unable to locate a letter notifying EEOC pertinent to EEO-4 reporting. We are not required to report as we have less than 100 Full-Time Employees. Jefferson Transit Authority is a local government entity established for the purpose of providing transit services in Jefferson County, Washington State. This is your notification, as required that we are exempt from reporting.

If you have any questions, please don't hesitate to contact me:

Deb Palmer  
[dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com)  
360.385.3020 Ext. #119

Sincerely,

A handwritten signature in blue ink that reads "Deb Palmer".

Deb Palmer  
Human Resources/Payroll/Benefits Administrator

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

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

<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION</b>		<b>STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)</b>		APPROVED BY <b>DMB</b> <b>3046-0008</b>	
EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				EXPIRES 5/31/2018	
<u>DO NOT ALTER INFORMATION PRINTED IN THIS BOX</u>			MAIL COMPLETED FORM TO LEG-4 Reporting Center PO Box 8127 Reston VA 20195		
<b>A. TYPE OF GOVERNMENT (Check one box only)</b>					
<input type="checkbox"/> 1. State <input type="checkbox"/> 2. County <input type="checkbox"/> 3. City <input type="checkbox"/> 4. Township <input checked="" type="checkbox"/> 5. Special District <input type="checkbox"/> 6. Other (Specify) _____					
<b>B. IDENTIFICATION</b>					
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)					
<b>JEFFERSON TRANSIT AUTHORITY</b>					
2. Address--Number and Street		CITY/TOWN	COUNTY	STATE/ZIP	ELECTORAL DISTRICT
63 4 CORNERS RD		PT TOWNSEND	JEFFERSON	WA 98368	
<b>C. FUNCTION</b>					
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)					
1. FINANCIAL ADMINISTRATION. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)		8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.  9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.		10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.  11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.		4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.		12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)		5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)		13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.		7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.		14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
15. OTHER (Specify on Page Four)					

**D. EMPLOYMENT DATA AS OF JUNE 30, 2017**  
 (Do not include elected/appointed officials. Blanks will be counted as zero)  
 1. FULLTIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														Total Col A-N	
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO										Total Col A-N			
		Male	Female	MALE					FEMALE								
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
OFFICIALS ADMINISTRATORS	1. \$0.115.9																
	2. 16.019.9																
	3. 20.024.9																
	4. 25.032.9																
	5. 33.042.9																
	6. 43.054.9																
	7. 55.069.9																
	8. 70.0 PLUS																
PROFESSIONALS	9. \$0.115.9																
	10. 16.019.9																
	11. 20.024.9																
	12. 25.032.9																
	13. 33.042.9																
	14. 43.054.9			1													
	15. 55.069.9			1													
	16. 70.0 PLUS			1													
TECHNICIANS	17. \$0.115.9																
	18. 16.019.9																
	19. 20.024.9																
	20. 25.032.9																
	21. 33.042.9																
	22. 43.054.9																
	23. 55.069.9																
	24. 70.0 PLUS																
PROTECTIVE SERVICE	25. \$0.115.9																
	26. 16.019.9																
	27. 20.024.9																
	28. 25.032.9																
	29. 33.042.9																
	30. 43.054.9																
	31. 55.069.9																
	32. 70.0 PLUS																
PARA-PROFESSIONALS	33. \$0.115.9																
	34. 16.019.9																
	35. 20.024.9																
	36. 25.032.9																
	37. 33.042.9																
	38. 43.054.9			1													
	39. 55.069.9																
	40. 70.0 PLUS																
MAINTENANCE SERVICE	41. \$0.115.9																
	42. 16.019.9																
	43. 20.024.9			1													
	44. 25.032.9																
	45. 33.042.9																
	46. 43.054.9																
	47. 55.069.9																
	48. 70.0 PLUS																

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)																
(Do not include elected/appointed officials. Blanks will be counted as zero)																
1. FULLTIME EMPLOYEES (Temporary employees are not included)																
CATEGORIES	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														Total Col A-N
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO								FEMALE				
		Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	Hispanic or Latino	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	Hispanic or Latino	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
SKILLED/CRAFT	49. 40,115.9															
	50. 16,019.9															
	51. 20,024.9															
	52. 25,032.9			1												
	53. 33,042.9			2												
	54. 43,054.9			1												
	55. 55,069.9			1												
56. 70.0 PLUS			1													
57. 80,115.9			1													
58. 16,019.9			1													
59. 20,024.9																
60. 25,032.9																
61. 33,042.9			5						2							
62. 43,054.9			13		1				3							
63. 55,069.9			1													
64. 70.0 PLUS																
65. TOTAL FULL TIME (LINES 1 - 64)			30		1				19							
2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)																
66. OFFICIALS/ADMIN																
67. PROFESSIONALS									1							
68. TECHNICIANS																
69. PROTECTIVE SERVICE																
70. PARAPROFESSIONAL																
71. ADMIN. SUPPORT																
72. SKILLED CRAFT																
73. SERVICE/MAINTENANCE			1													
74. TOTAL OTHER THAN FULL TIME (LINES 66 - 73)			1						1							
3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30																
75. OFFICIALS/ADMIN																
76. PROFESSIONALS																
77. TECHNICIANS																
78. PROTECTIVE SERVICE																
79. PARAPROFESSIONAL																
80. ADMIN. SUPPORT									1							
81. SKILLED CRAFT			1													
82. SERVICE/MAINTENANCE			2													
83. TOTAL NEW HIRES (LINES 75 - 82)			3						1							

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

N/A

\*\*\*LIST AGENCIES INCLUDED ON THIS FORM\*\*\*

JEFFERSON TRANSIT AUTHORITY

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM

TITLE

DEB PALMER  
ADDRESS (Number and Street, City, State, Zip Code)  
63 4 CORNERS RD

HUMAN RESOURCES  
TELEPHONE NUMBER 360 385 3020

extension: 119

PORT TOWNSEND WA 98360  
DATE 4/4/2018

FAX NUMBER 360 385 2321

E-MAIL dpalmer@jeffersontransit.com

TAMMI RUBERT



EEOC FORM 164, FEB 97 (Previous Editions Obsolete)

PAGE 4



# Authority Board Agenda Summary

MEETING DATE: June 16, 2020

AGENDA ITEM: Resolution 20-14: Drug and Alcohol Policy Update

SUBMITTED BY: Deb Palmer TITLE: HR Coordinator

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS: Resolution 20-14  
Summary of Policy Changes  
Updated Substance Abuse Policy and Drug & Alcohol Testing Program

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

REVIEWED BY: *Jammi Rubert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

This Resolution is to adopt the updates required by WSDOT and FTA.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 20-14: Adopting the amended Substance Abuse Policy and Drug & Alcohol Testing Program

1 **Jefferson Transit Authority**  
2 **Resolution No. 20-14**

3  
4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
5 *Transportation Benefit Area, hereinafter called the "Authority" Adopting the Revised*  
6 *Substance Abuse Policy and Drug & Alcohol Testing Program*  
7

8 **WHEREAS**, Jefferson Transit Authority (JTA) adopted a Substance Abuse Policy  
9 and Drug and Alcohol Testing Program in 1995 and last amended it in October of 2018;  
10 and  
11

12 **WHEREAS**, the Washington State Department of Transportation (WSDOT) is  
13 requiring JTA to make revisions to the policy, and JTA wishes to revise the current  
14 policy and program; and  
15

16 **WHEREAS**, the attached amended policy provides rules and procedures that are  
17 consistent with the Federal Transit Administration (FTA) rules;  
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority  
20 Board of Directors does hereby adopt the attached Amended Substance Abuse Policy  
21 and Drug & Alcohol Testing Program dated the 16<sup>th</sup> day of June 2020.  
22

23 **CERTIFICATION**

24  
25 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
26 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct  
27 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit  
28 Authority Board held on this 16<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



**63 Four Corners Road, Port Townsend, WA 98368**

**June 8, 2020**

**TO:** Authority Board  
Jefferson Transit Authority

**FROM:** Deb Palmer, Drug & Alcohol Program Manager (DPAM)  
Jefferson Transit Drug & Alcohol Program

**SUBJECT:** SUBSTANCE ABUSE AND DRUG & ALCOHOL TESTING PROGRAM  
SUMMARY OF POLICY UPDATES

Jefferson Transit Authority is under the purview of Washington State Department of Transportation (WSDOT) due to the receipt of Federal Transportation Administration (FTA) funds (5311) as provided for in 49 CFR Part 655. Earlier this year a program review has required some revisions to our policy.

Attached is a copy of our policy showing the additions and deletions needed to have our policy comply with FTA rules. Many of the changes were simply underlining portions of the policy that are not in the FTA rules. Here is a summary of the changes, which are housekeeping in nature:

<b>Page #</b>	<b>Section</b>	<b>Details</b>
Title	N/A	Revision date, Resolution number
6	Prohibited Substances E. 1	Required to list out the prohibited substances (Previously best practice was to just referenced rule requiring testing to avoid updating the policy if the substances change, e.g., change in 2018.)
11	Alcohol Testing K.	Unlined second paragraph on level of alcohol concentration prohibited: JTA is more stringent than the .04 level in FTA rules. DOT rescinded deficiency May 6, 2020.
14	Random Testing O.2.	Updated the percentages of employees in testing pool to match the current FTA rules. (From 25% to 50%)
15	Results of Alcohol Test S.3.	Corrected values to match JTA threshold for Alcohol positive tests. Added underlining due to more stringent limits.

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

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

**[www.jeffersontransit.com](http://www.jeffersontransit.com)**



Jefferson Transit Authority  
 Drug & Alcohol Policy Update – Summary of updates  
 June 8, 2020

<b>Page #</b>	<b>Section</b>	<b>Details</b>
17-18	System Contacts	Updated clinics used for program Added back up MRO used (through AWC Consortium)
Att. A	Safety Sensitive Positions	Housekeeping: Added Maintenance Service Worker and Janitor
Att. B Page 1	Health Effects	Housekeeping after reviewing information on health effects
Att. B Page 2	Social Issues Annual Toll	Unable to verify or update these statistics - Deleted Housekeeping after reviewing information on health effects
Att. B Page 3	Opioids Facts	Housekeeping: Was still listed as Opiates
Att. C	Resolution	Resolution will be updated once board approves
Att. D	Forms	Housekeeping: Updated list

<b>Title:</b> Substance Abuse Policy And Drug & Alcohol Testing Program	<b>Resolution:</b> <del>20-14</del> (Policy revision)
<b>Author:</b> Various-Current: Sara Crouch/ Deb Palmer	<b>Effective Date:</b> 10/17/95 <b>Revised:</b> <u>June 16, 2020</u>

Deleted: 18-14  
 Deleted: ?

Deleted: Oct. 16, 2018



*Jefferson Transit Authority*

**SUBSTANCE ABUSE POLICY  
 AND  
 DRUG & ALCOHOL TESTING PROGRAM**

Effective: October 17, 1995  
 Amended: January 18, 1996  
 Amended: September 17, 2002  
 Amended: July 19, 2005  
 Amended: September 19, 2008  
 Amended: February 16, 2010  
 Amended: February 15, 2011  
 Amended: March 20, 2012  
 Amended: March 19, 2013  
 Amended: June 27, 2017  
 Amended: Jan. 1, 2018  
 Amended: Oct. 16, 2018  
Amended: June 16, 2020

***Jefferson Transit Authority***  
**SUBSTANCE ABUSE POLICY and**  
**DRUG & ALCOHOL TESTING PROGRAM**

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*Jefferson Transit Authority*  
**SUBSTANCE ABUSE POLICY AND  
DRUG & ALCOHOL TESTING PROGRAM**

**INTRODUCTION**

Jefferson Transit Authority (JTA) performs a vital public transportation service to our community. Part of our mission is to ensure that this service is delivered safely, efficiently and effectively by establishing a drug and alcohol-free environment and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, it is JTA's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispense, possession or use of controlled substances or misuse of alcohol for all employees.

JTA cares about the health and well-being of its employees. JTA urges any employee who believes that they have an alcohol or chemical dependency problem to seek treatment before their job performance and employment are endangered.

**A. PURPOSE**

The purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation (USDOT) has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The USDOT has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. JTA also receives pass-through and direct grant monies from the FTA 5309 and 5311 programs. This funding requires that JTA comply with 49 CFR Part 655 as amended.

Underlined areas of this policy denote the provisions that are set forth and included under the sole authority of JTA and are not under the authority of the above named Federal regulations.

**B. APPLICABILITY**

This policy applies to all safety-sensitive employees (full-time, part-time, and temporary employees) when they are performing transit-related business. Under the sole authority of JTA, employees that do not perform safety-sensitive functions are also covered under this policy with the exception of Section O Random Testing. A safety-sensitive function is any duty related to the safe operation of mass transit

service which includes the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles, and any other transit employee who is required to hold a Commercial Drivers License. Maintenance functions include the repair, overhaul and rebuild of engines, vehicles and/or equipment used in revenue service. Under JTA's authority, the operation of any JTA-owned vehicle is subject to the appropriate provisions of this policy.

A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in Attachment A. Managers and Supervisors are only safety-sensitive if they perform one of the above functions.

### C. DEFINITIONS

**Accident** means an occurrence associated with the operation of any JTA-owned vehicle, whether or not in revenue service or whether or not it requires a Commercial Driver's License to operate, if as a result:

1. A person dies;
2. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
3. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, **disabling damage** means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

**Adulterated specimen.** A specimen that contains a substance that is not expected to be present in human urine or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

**Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

**Alcohol Concentration** is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing (EBT) device.

**Canceled Test** is a drug and/or alcohol test that has a problem identified that cannot be or has not been corrected, or which 49 CFR Part 40 requires to be cancelled. A canceled test is neither positive nor negative.

**Covered Employee** means an employee who performs a safety-sensitive function, including an applicant or transferee who is being considered for hire into a safety-sensitive function (see Attachment A for a list

of safety-sensitive employees), and other employees, applicants, or transferees that will not perform a safety-sensitive function but fall under the policy of the agency's own authority.

**Designated Employer Representative (DER).** An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer consistent with the requirements of 49 CFR Parts 40, as amended, and 655. JTA's DER may also be called the Drug & Alcohol Program Manager (DAPM); the two terms are interchangeable for the purposes of administering this policy.

**Department of Transportation (DOT).** The department of the federal government which includes the U.S. Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Motor Carrier Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

**Dilute specimen** means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

**Disabling damage** means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

**Drug and Alcohol Program Manager (DAPM).** The employee designated by the employer to manage the Drug and Alcohol Testing Program consistent with the requirements of 49 CFR Parts 40, as amended, and 655. JTA's DAPM may also be called the Designated Employer Representative (DER); the two terms are interchangeable for the purposes of administering this policy.

**Evidentiary Breath Testing Device (EBT).** A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the NHTSA conforming products list.

**Medical Review Officer (MRO)** means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute.** A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine. A drug test sample of 2-5 mg/dl specific gravity is considered a super negative dilute and is grounds for an immediate observed re-collection. A drug test that is 5-20 is considered a regular negative dilute and no action is necessary or will be taken.

**Negative test result** for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC (breath alcohol concentration) is a negative test result.

**Non-negative test result** is a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

**Performing (a safety-sensitive function)** means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive test result** for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. See Section S of this policy for result of a positive test.

**Prohibited drug** those defined, including the levels above the minimum thresholds specified in 49 CFR Part 40, as amended. See Section S of this policy for result of use of a prohibited drug.

**Revenue service vehicles** include all transit vehicles that are used for passenger transportation service or that require a CDL to operate.

**Safety-sensitive functions** include: (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a CDL; (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle; and (e) carrying a firearm for security purposes.

**Service vehicles** include all ancillary vehicles used in support of the transit system.

**Substance Abuse Professional (SAP)** means a licensed physician (Medical Doctor or Doctor of Osteopathy) or state licensed or certified psychologist, social worker, employee assistance professional, marriage or family therapist or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. See 49 CFR Part 40.281 as amended.

**Substituted specimen** means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

**Test Refusal.** The following are considered a refusal to test:

1. Failure to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
2. Failure to remain at the testing site until the testing process is completed, except in pre-employment situations where leaving before the testing process begins is not deemed to be a test refusal.
3. Failure to attempt to provide a urine, breath or saliva specimen for any drug or alcohol test as required by 49 CFR Part 40 or DOT agency regulation or this policy
4. Failure to permit the observation or monitoring of a specimen collection when it is required.
5. Failure to provide a sufficient amount of urine or breath without a valid medical explanation for the failure.
6. Failure or refusal to take a second test when required.

7. Failure to undergo a medical examination or evaluation, as directed by the MRO, as part of the verification process or as directed by the DER as part of the “shy bladder” or “shy lung” procedures.
8. Failure to cooperate with any part of the testing process (e.g., refuses to empty pockets or wash hands when directed to do so by the collector, behaves in a confrontational manner that disrupts the collection process).
9. For an observed collection, failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if individual is wearing any type of prosthetic device that could be used to interfere with the collection process.
10. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process.
11. Admitting adulteration or substitution of the specimen to the collector or the MRO.
12. If the MRO reports that there is a verified tampering, adulterated or substituted test result.
13. In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form.
14. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the employer or the employer representative of his or her location if he or she leaves the scene of an accident prior to submission to such test, may be deemed by the employer to have refused to submit to testing.
15. A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol testing, if required.

**Verified negative test** means a drug test result reviewed by a MRO and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

**Verified positive test** means a drug test result reviewed by a MRO and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

**Validity testing** is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

Every employee covered under this policy will receive a copy of the policy (and each time it is amended) and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or agency officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech and performance indicators of probable alcohol misuse. Under JTA's own authority,



supervisory personnel will also be trained on how to intervene constructively and how to effectively integrate an employee back into his/her work group following intervention and/or treatment. Information on the signs, symptoms, health effects and consequences of drug abuse and alcohol misuse is presented in Attachment B of this policy.

## E. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

1. Illegally Used Controlled Substance or Drug under the Drug-Free Workplace Act of 1988. Any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. The drugs are identified in 49 CFR Part 40, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana or the use of hemp-related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds, is a violation of this policy.

FTA drug testing regulations (49 CFR Part 655) require that all safety-sensitive employees and, under JTA's authority, all non-safety-sensitive employees be tested for drugs listed in 49 CFR Part 40:

Deleted:

1. Amphetamines
2. Cocaine
3. Marijuana
4. Opioids
5. Phencyclidine

2. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty. Non-Safety sensitive employee drug/alcohol testing will be conducted as NON-DOT testing.
3. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills or judgment may be adversely affected, must be reported to a JTA supervisor and the employee is required to provide a written release from his/her doctor indicating that the employee can perform his/her job functions.
4. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under JTA's authority, an alcohol test can be performed on any employee at any time a covered employee is on duty, this testing is conducted as a NON-DOT alcohol test.

## F. PROHIBITED CONDUCT

1. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
2. Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.
3. JTA shall not permit any covered employee to perform or continue to perform safety-sensitive functions or non-safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
4. Each covered employee is prohibited from reporting to work or remaining on duty whether or not the employee performs safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.
5. No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
6. The employee may not leave the scene of an accident prior to the submission of a post-accident drug/alcohol test or if they must leave the scene, they must notify the employer or employer representative of his or her location until such time as a post-accident drug/alcohol test has been taken.
7. No covered employee shall consume alcohol within eight (8) hours prior to the performance of safety-sensitive job functions.
8. JTA, under its own authority, also prohibits the consumption of alcohol at all times an employee is on duty, is in uniform, or while on agency business.
9. Consistent with the Drug-Free Workplace Act of 1988, all JTA employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including any JTA premises, transit vehicles, while in uniform, or while on agency business.

## G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all JTA employees are required to notify JTA management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. In addition, under JTA's authority, all employees are required to notify JTA management of any criminal drug or alcohol statute conviction for a violation occurring outside the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section S of this policy.

## H. TESTING REQUIREMENTS

Analytical urine drug testing and alcohol breath testing will be conducted as required by 49 CFR Part 40, as amended. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, following an accident, and random as defined in Sections J, K, L, M, N and O of this policy. Employees who have tested positive for drugs or alcohol on a random, reasonable suspicion, or post-

accident test will be subject to termination under this policy. All covered employees who are returning to duty after completion of a Substance Abuse Professional's (SAP) recommended treatment program and subsequent release to duty will be tested prior to returning to duty. Follow-up testing will also be conducted following return-to-duty for a period of one to five years, with at least six tests performed during the first year. The duration and frequency of the follow-up testing above the minimum requirements will be at the discretion of the Substance Abuse Professional.

A drug test can be performed any time a covered employee is on duty. Under JTA authority, an alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with JTA. Any safety-sensitive or non-safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and terminated as defined in Section S of this policy. Any covered employee who is suspected of providing false information in connection with a drug test, or who is suspected of falsifying test results through tampering, contamination, adulteration or substitution, will be required to undergo an observed collection. Verification of the above listed actions will be considered a test refusal and will result in the employee's removal from duty and termination as defined in Section S of this policy. Refer to Section C for behavior that constitutes a refusal to test.

Under JTA's authority, all elements of this entire section apply to all JTA employees.

## **I. SELF-REFERRAL**

Jefferson Transit supports employees who volunteer for treatment of alcohol or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment provided that the employee has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may refer her or himself to the DER. JTA encourages employees to seek treatment voluntarily and makes a referral to a SAP in the Employees Assistance Program (EAP). Any employee who comes forth and notifies the agency of alcohol or chemical abuse problems will be given the assistance extended to employees with any other illness. Sick leave, general leave or leave without pay may be granted for treatment and rehabilitation as in other illnesses, and insurance coverage for treatment will be provided to the extent of individual coverage.

Employees are encouraged to contact the DER for help in understanding benefits and leave policies when participating in the EAP. CONFIDENTIALITY of information will be maintained to the extent allowed by law at all times.

Self-referral means an employee who admits the abuse of alcohol or other substances to a supervisor in his/her chain of command when there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use. An employee who self-refers (and who is not already a participant in a treatment program), shall be referred to the SAP for an assessment. JTA shall place the employee on administrative leave in accordance with the provisions set forth under Section S of this policy. Testing in this circumstance would be performed under the direct authority of JTA. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under federal authority. However, self-referral does not exempt the covered employee

from testing under federal authority as specified in Sections L through O of this policy or the associated consequences as specified in Section S.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

An employee who has been directed to submit to any drug and/or alcohol test, with the exception of a post-accident test, and who self-refers and seeks assistance for a substance abuse problem will be allowed to go through one referral to the SAP and voluntary rehabilitation during their employment. The costs for treatment and SAP will be the responsibility of the employee.

## **J. DRUG TESTING PROCEDURES**

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure and the validity of the test result.

The drugs that will be tested as listed in 49 CFR Part 40. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory test will be performed in accordance with 49 CFR Part 40, as amended. The test will be considered non-negative if the amounts of the drug(s) and/or its metabolites identified by the test are above the minimum thresholds established in 49 CFR Part 40, as amended, and will require further review by the MRO. .

The test results from the HHS certified laboratory will be reported to a Medical Review Officer (MRO). A MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute or adulterated test result. The MRO will attempt to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the JTA Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

If Jefferson Transit is informed by the MRO that a negative drug test was dilute, if the negative dilute test result is within the range of 5-20 mg/dL it is considered a regular negative dilute and a retest is not

necessary; if the negative dilute test result is within the range of 2-5 mg/dL it is considered a super negative dilute and the MRO will notify the DER that a re-collection is necessary. A super negative dilute test recollection will be collected under direct observation.

Any covered employee who questions the results of a required drug test under Sections L through R of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the MRO within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. JTA will ensure that the cost for the split specimen is covered in order for a timely analysis of the sample, however JTA will seek reimbursement for the split sample test from the employee.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen; if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct JTA to retest the employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the MRO. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

**Observed collections:**

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

1. The laboratory reports to the MRO that a specimen is invalid and the MRO reports to JTA that there was not an adequate medical explanation for the result; or
2. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to JTA as negative-dilute and that a second collection must take place under direct observation.
3. The MRO reports to JTA that the original positive, adulterated or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
4. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen; or
5. The temperature on the original specimen was out of range; or
6. The employee is taking a return to duty test; or
7. The employee is taking a follow-up test after returning to duty.

## K. ALCOHOL TESTING PROCEDURES

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) -approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique, sequential identification number. This number, time and unit-identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An employee who has a confirmed alcohol concentration of 0.02 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section S of this policy... An alcohol concentration of less than 0.02 will be considered a negative test.

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JTA affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies of procedural flaws that do not impact the test result will not result in a canceled test.

The alcohol testing form (ATF) required by 49 CFR Part 40, as amended, shall be used for all FTA-required testing. Any other Alcohol testing not required by the FTA will use a NON-DOT testing form. Refusal of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

## L. PRE-EMPLOYMENT TESTING

All applicants for covered transit positions shall undergo urine drug testing with a verified negative result prior to performance of safety-sensitive or non-safety-sensitive duties.

1. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with verified negative results.
2. A non-safety-sensitive employee shall not be placed, transferred or promoted into a safety-sensitive position until the employee takes a drug test with verified negative results.
3. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and given a referral to a SAP. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least five years. Evidence of the absence of drug dependency from a Substance Abuse Professional (SAP) that meets with 49 CFR Part 40, as amended, and a negative pre-employment drug test will be required prior to further consideration for employment. The cost for assessment and any subsequent treatment will be the sole responsibility of the applicant.

4. When an employee being placed, transferred, or promoted from a non-safety-sensitive position to a safety-sensitive position submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section S herein and given a referral to a SAP.
5. Failure to remain at the testing site prior to commencement of the test is not to be considered a failure to undergo drug testing.
6. Aborting the drug testing collection before the drug test commences is not refusal to undergo drug testing.
7. If a pre-employment/pre-transfer test is canceled, JTA will require the applicant to take and pass another pre-employment drug test.
8. In instances where a covered employee is on extended leave for a period of 45 days or more, regardless of reason, the employee will be required to take a drug test and have negative test results prior to assuming safety-sensitive job functions. That employee will be considered removed from the random drug testing pool and be required to submit to a pre-employment drug test prior to returning to safety sensitive duties.
9. An applicant with a dilute negative test result will be required to retest.
10. Applicants are required to report previous DOT-covered employer drug and alcohol test results; failure to do so will result in the employment offer being rescinded.

#### M. REASONABLE SUSPICION TESTING

All JTA employees will be subject to Reasonable Suspicion drug and/or alcohol testing when there are reasons to believe that drug or alcohol use is impacting job performance and safety. Reasonable Suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable Suspicion testing decisions must be made by one supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. Under 49 CFR Part 40, as amended, a Reasonable Suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under JTA's authority, reasonable suspicion alcohol testing may be performed any time any employee is on duty, where this occurs with a non-covered employee, a NON-DOT test will be performed. A Reasonable Suspicion drug test can be performed any time the employee is on duty.

JTA shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section S of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section S of this policy.

A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation prior to the release of the test results. This written record shall be submitted to the DAPM and shall be attached to the forms reporting the test results.

## N. POST-ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with any transit-owned vehicle, regardless of whether or not the vehicle is in revenue service and it results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other employees whose performance cannot be completely discounted as a contributing factor to the accident.

In addition, a post-accident test will be conducted if an accident with any transit-owned vehicle results in injuries requiring immediate transportation to a medical treatment facility or one or more vehicles incurs disabling damage as defined in this policy, unless the operator's performance can be completely discounted as a contributing factor to the accident.

If the employee is a non-covered employee, the test will be a NON-DOT drug/alcohol test. If the employee is a covered employee (safety sensitive functions as defined on page of this policy), the test will be conducted as required by 49 CFR Part 40, as amended.

1. As soon as practicable following an accident, as defined in this policy, the JTA supervisor investigating the accident will notify the transit employee operating the transit vehicle, and all other covered employees whose performance could have contributed to the accident, of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
2. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable but no longer than eight (8) hours after the accident for alcohol and within thirty-two (32) hours for drugs. If an alcohol test is not performed within two hours (2) of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours or the drug test within thirty-two (32) hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
3. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test and is released by the supervisor.
4. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
5. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
6. JTA may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

## O. RANDOM TESTING

All safety-sensitive employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. JTA is a member of the Association of



Washington Cities (AWC) Drug & Alcohol Testing Consortium, which administers the random testing selection of safety-sensitive employees.

1. The dates and hours for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
2. The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations (49 CFR part 655.45) for those safety-sensitive employees subject to random testing by Federal regulations, as amended. The current random testing rate for drugs established by FTA equals fifty percent (50%) of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent (10%) of the number of covered employees in the pool.
3. Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time a selection is made. Employees will remain in the pool and subject to selection whether or not the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.
4. Covered employees that fall under the FTA regulations will be included in one random pool.
5. Random tests can be conducted at any time during an employee's shift for drug testing. Under FTA rules, alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. Testing can occur during the beginning, middle or end of an employee's shift.
6. Employees are required to proceed *immediately* to the collection site upon notification of their random testing selection.

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#### P. RETURN-TO-DUTY TESTING

Employees who have self-referred to management and who have completed any substance abuse program directed by a Substance Abuse Professional (SAP) must test negative for drugs and alcohol before returning to work. Employees will be allowed to return following completion of the SAP's recommended course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test(s) only when the employee has completed the treatment requirements and is known to be drug-free and alcohol-free and there is no undue concern for public safety. These return-to-duty tests are JTA mandated and a non-DOT testing form must be used. All return-to-duty tests will be conducted as observed tests. The employee will be financially responsible for the costs of the tests and services of the SAP.

#### Q. FOLLOW-UP TESTING

Employees who have, through self-referral, completed any substance abuse program and return-to-duty test(s) will be required to undergo frequent, unannounced drug and alcohol testing. The follow-up testing will be performed for a period of one to five years with a minimum of six (6) tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. These follow-up tests are JTA mandated and a non-DOT testing form must be used. All follow-up testing will be conducted as observed tests.

**R. RETURN TO WORK AFTER EXTENDED LEAVE**

11. Safety sensitive employees who have been on paid leave, FMLA, leave of absence, workers compensation, suspended or otherwise not worked for 45 or more days will be subject to the same drug and alcohol testing requirements as for pre-employment prior to returning to safety sensitive duties.

**S. RESULT OF DRUG/ALCOHOL TEST OR VIOLATION OF PROHIBITIVE CONDUCT**

Any covered employee that has a verified positive drug or alcohol test result as defined on page 4 in this policy, or any covered employee who violates a prohibitive conduct as defined in Section F of this policy, will be terminated from his/her position and provided information about Substance Abuse Professionals (SAPs) in the area.

1. As soon as practicable after receiving notice of a verified positive drug test result, a confirmed alcohol test result, or a test refusal, the JTA DAPM will contact the employee's supervisor to have the employee cease performing any safety-sensitive function and to begin the termination proceedings.
2. ***Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination.*** A list of test refusal criteria may be found in the definitions on Page 4 and 5 of this document.
3. An alcohol test result of greater than 0.00 to 0.019 BAC shall result in the removal of the employee from duty for eight (8) hours or the remainder of the workday, whichever is longer. The employee will be provided information about SAPs in the area. The employee will not be allowed to return to duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of greater than 0.00 to 0.019 one more time within a six-month period, the employee will be terminated.
4. In the case of self-referral, the cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued leave to participate in the SAP-prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases him/her to return to duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act, as applicable in the labor agreement.
5. In the instance of a self-referral, action shall include:
  - a. Mandatory referral to a SAP for assessment, formulation of a treatment plan, and execution of a return-to-work agreement.
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from JTA employment.
  - c. Compliance with the return-to-work agreement means:
    - the employee has submitted to a drug/alcohol test immediately prior to returning to work with a verified negative test result; and

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- in the judgment of the SAP, the employee is cooperating with the SAP-recommended treatment program; and
  - the employee has agreed to periodic unannounced follow-up testing as defined in Section Q of this policy.
- d. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
- e. A self-referral to the SAP does not constitute a violation of the federal regulations or this policy - and will not be considered as a positive test result.
- f. Periodic unannounced follow-up drug/alcohol tests conducted as a result of a self-referral which results in a verified positive shall be considered a positive test result and shall result in the employee's termination.
- g. A self-referral does not shield an employee from future disciplinary action or guarantee employment with JTA due to any drug/alcohol testing.
- h. A self-referral does not shield an employee from the requirement to comply with drug and alcohol testing.
6. Failure of an employee to report a criminal drug statute conviction for a violation occurring in or outside the workplace within five (5) days shall result in termination.

**T. REPORTING OF POSITIVE TEST RESULTS TO THE WASHINGTON STATE DEPARTMENT OF LICENSING (DOL)**

Confirmed positive drug or alcohol test results or a refusal to test shall be reported as a positive test to the Department of Licensing (DOL) for all CDL holders in accordance with RCW 46.25.123.

**U. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 655 for a positive test or test refusal are not subject to arbitration.

**V. PROPER APPLICATION OF THE POLICY**

JTA is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy or who is found to deliberately misuse the policy in regard to subordinates shall be subject to disciplinary action, up to and including termination.

**W. INFORMATION DISCLOSURE**

Drug/alcohol testing records shall be maintained by the JTA DAPM and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without the expressed written consent of the tested employee.

1. The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records and records of laboratory certifications. Employees may not have access to SAP referrals and follow-up testing plans.
2. Records of a verified positive drug/alcohol test result shall be released to the DAPM and department manager on a need-to-know basis.
3. Records will be released to a subsequent employer only upon receipt of a written request from the employee.
4. Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision-maker in the proceeding. The information will only be released with binding stipulation that the decision-maker will make it available only to parties in the proceeding.
5. Records will be released to the National Transportation Safety Board (NTSB) during an accident investigation.
6. Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
7. Records will be released if requested by a Federal, state or local safety agency with regulatory authority over JTA or the employee.
8. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40, as amended, necessary legal steps to contest the issuance of the order will be taken.
9. In cases of a contractor or sub-recipient of the State Department of Transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

**X. SYSTEM CONTACTS**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the individual(s) shown below.

**JTA Drug and Alcohol Program Manager (DAPM)  
and Designated Employer Representative (DER)**  
 Deb Palmer, Human Resources/DAPM  
 63 4 Corners Rd, Port Townsend WA 98368  
 Voice: (360) 385-3020 x119  
 Fax: (360) 385-2321  
 Email: [dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com)

**On-Site Testing: Clallam Drug & Alcohol Testing**

P.O. Box 1150  
Sequim, WA 98382  
Voice: 360.461.7392  
Fax: 360.504.2296

**Testing Site: North Star Clinic**

1136 Water Street  
 Port Townsend, WA 98368  
 (360) 344-~~8146~~

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<b>Deleted:</b> 2500 W. Sims Way, Suite 1
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**Testing Site: Immediate Clinic**  
20730 Bond Rd NE, Suite 140  
Poulsbo, WA 98370  
(360) 779-9727

**Testing Site: Bogachiel Medical Clinic (DOT Forms on File)**  
390 Founders Way Forks, WA 98331  
(360) 374-6998

**Medical Review Officer (MRO)**  
Dr. Dee McGonigle  
18912 North Creek Pkwy  
Bothell, WA 98011

(866) 448-0651

**Alternate Medical Review Officer (MRO)**

Dr. William Brown  
18912 North Creek Pkwy  
Bothell, WA 98011

(866) 448-0651

**Deleted: Testing Site: Jefferson Healthcare (By appointment only, drug screening only)¶**  
834 Sheridan St ¶  
Port Townsend, WA 98368¶  
(360) 385-2200

**Deleted: Testing Site: Cedar Grove Recovery Services (Can provide on-site testing in Forks)¶**  
221 N. Race St ¶  
Port Angeles, WA 98362¶  
(360) 452-2443

**Employee Assistance Program (EAP) & Substance Abuse Professional (SAP)**

First Choice Health  
One Union Square  
600 University Street, Suite 1400  
Seattle, WA 98101  
(800) 777-4114  
[www.FirstChoiceEAP.com](http://www.FirstChoiceEAP.com)

**HHS Certified Laboratory – Primary Specimen**

Pathology Associates Medical Lab  
110 W Cliff Ave  
Spokane, WA 94220  
(509) 755-8600

**HHS Certified Laboratory – Split Specimen**

Legacy MetroLab  
1225 NE Second Avenue  
Portland, OR 97232  
(800) 950-5295

**Drug & Alcohol Testing Consortium**

Carol Wilmes, HR Program Coordinator  
Association of Washington Cities  
1076 Franklin Street S.E.  
Olympia, WA 98501-1346  
(800) 562-8981 or (360) 753-0149

**Drug and Alcohol Consortium Third Party Administrator**

Deb/Mike Bliven,  
A WorkSafe Service  
1696 Capitol St. NE  
Salem, OR 97301  
(503) 391-9363  
After Hours Pager (503) 942-2499

This Policy was adopted by the Jefferson Transit Authority Board of Directors on October 17, 1995 and last amended on June 16, 2020.

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## ***ATTACHMENT A*** **Safety-Sensitive Positions**

All JTA employees, positions and classifications, and the duties and potential duties of each, have been reviewed.

Each of the positions shown below have been designated as safety-sensitive and, as such, are subject to all categories of testing for drugs and alcohol under this policy.

Revenue Service Vehicles (operation)  
Transit Operator

Revenue Vehicle and Equipment Maintenance,     Lead Mechanic  
Mechanic  
Mechanic 1  
Maintenance Service Worker

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Dispatch/Control of Revenue Service Vehicle

Dispatcher  
Services & Training Supervisor  
Field Supervisor

Each of the positions shown below have been designated as *not* safety-sensitive and, as such, are subject to all categories with the exception of Section O Random Testing of testing for drugs and alcohol under this policy.

General Manger  
Fleet & Facilities Manager  
Finance/HR Manager  
Operations Manager  
Administrative Executive Assistant/Clerk of the Board  
Customer Service Clerk  
Facilities Maintenance Worker  
Grants Administrator  
Human Resources, Payroll & Benefits Administrator  
Janitor  
Maintenance Cleaner  
Maintenance Service Clerk  
Maintenance Service Worker  
Mobility Coordinator  
West End Services Administrator

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Note: Attachment A was modified June 16, 2020

Deleted: October 16, 2018

***ATTACHMENT B***  
**Health & Safety Fact Sheet**  
**Related to Drug Abuse & Alcohol Misuse**

Substance abuse, the misuse of drugs and alcohol, is not a new issue but it is one of growing concern to employers. Nationwide, substance abuse is a problem in the workplace. Research has shown that substance abuse affects organizations as evidenced by increased medical benefit claims, increased absenteeism, increased worker's compensation claims and decreased productivity. Substance abuse poses serious safety and health risks not only to the user, but also to those who work with or come into contact with the user. As a result, employers have become even more concerned about the misuse of drugs and alcohol by employees who perform safety-sensitive functions in the organization and in functions involving direct contact with the public.

**ALCOHOL FACTS**

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

**Signs and Symptoms of Use**

Except for the odor, the following are general signs and symptoms of any depressant substance:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

**Health Effects**

The chronic consumption of alcohol (average of 3 - 12-oz. servings per day of beer, 3 - 1-oz. servings of whiskey, or 3 - 6-oz servings of wine) over time may result in the following health hazards:

- Cancers (head, neck, esophageal, liver, breast, colorectal)
- Decreased sexual functioning
- Dependency (up to 10% of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed 'alcoholic')
- Fatal liver diseases
- Heart health, including stroke and high blood pressure
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Weakened immune system
- Birth defects (up to 54% of all birth defects are alcohol related)



## The Annual Toll

### Alcohol Involved Crashes

Report Year: 2019

Report Location: Statewide

Report Jurisdiction: All Roads

<u>Most Severe Injury per Crash</u>	<u>Number of Crashes</u>
<u>Fatal</u>	<u>119</u>
<u>Suspected Serious Injury</u>	<u>440</u>
<u>Suspected Minor Injury</u>	<u>892</u>
<u>Possible Injury</u>	<u>1,601</u>
<u>No Apparent Injury</u>	<u>4,698</u>
<b><u>Total Alcohol Involved Crashes</u></b>	<b><u>7,750</u></b>

Source: Washington State Traffic Safety Commission

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**Social Issues¶**

Two-thirds of all homicides are committed by people who drink prior to the crime.¶  
2% to 3% of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.¶  
Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes

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The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.¶  
40% of family court cases are alcohol problem related.¶  
Alcoholics are 15 times more likely to commit suicide than are other segments of the population.¶  
More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.¶

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12,000 more will die on the highway due to an alcohol-affected driver.¶  
15,800 will die in non-highway accidents.¶  
30,000 will die due to alcohol-caused liver disease.¶  
10,000 will die due to alcohol-induced brain disease or suicide.¶  
Up to another 125,000 will die due to alcohol-related conditions or accidents

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## Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is six times more likely to have an accident than a sober person.

## AMPHETAMINE FACTS

Amphetamines are central nervous system stimulants that speed up the mind and body. Signs and symptoms of use include hyper-excitability, restlessness, confusion, panic, talkativeness, inability to concentrate and heightened aggressive behavior. Regular use produces strong psychological dependence and increasing tolerance to the drug.

Low-dose amphetamine use will cause short-term improvement in mental and physical functioning. With greater use however, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression which may make operation of equipment or vehicles dangerous.

## COCAINE FACTS

Cocaine is abused as a powerful physical and mental stimulant; the entire central nervous system is energized. Signs and symptoms of use include financial problems, increased physical activity and fatigue, isolation and withdrawal from friends and normal activities, unusual defensiveness, anxiety, agitation and wide mood swings. Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. Cocaine causes spasms of blood vessels in the brain and heart and can lead to ruptured vessels causing strokes or heart attacks. Extreme mood and energy swings create instability. Work performance is characterized by forgetfulness, absenteeism, tardiness and missed assignments.

**MARIJUANA FACTS**

People use marijuana for the mildly tranquilizing, mood altering and perception-altering effects it produces. Signs and symptoms of use include reddened eyes, slowed speech, chronic fatigue and lack of motivation. Chronic smoking of marijuana causes emphysema-like conditions. Regular use can cause diminished concentration, impaired short-term memory, impaired signal detection and impaired tracking (the ability to follow a moving object with the eye).

Marijuana smoking has a long-term effect on performance. Combining alcohol and other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

**OPIOIDS (NARCOTICS) FACTS**

Opioids (also called narcotics) are drugs that alleviate pain, depress body functions and, when taken in large doses, cause a strong euphoric feeling. Signs and symptoms of use include mood changes, impaired mental functioning, depression and apathy, impaired coordination, and physical fatigue and drowsiness. IV needle users have a high risk for contracting hepatitis and AIDS due to sharing of needles.

Unwanted side effects of opioids such as nausea, vomiting, dizziness, mental clouding and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental functions.

**PHENCYCLIDINE (PCP) FACTS**

Phencyclidine acts as both a depressant and a hallucinogen, and sometimes a stimulant. Signs and symptoms of use include impaired coordination, severe confusion and agitation, extreme mood shifts, rapid heartbeat, and dizziness. The potential for accidents and overdose is high due to the extreme mental effects combined with the anesthetic effect on the body. PCP use can cause irreversible memory loss, personality changes and thought disorders.

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**ATTACHMENT C**

**Jefferson Transit Authority  
Resolution No. 20-\_\_**

**A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority" Adopting the Revised Substance Abuse Policy and Drug & Alcohol Testing Program**

**WHEREAS, Jefferson Transit Authority (JTA) adopted a Substance Abuse Policy and Drug and Alcohol Testing Program in 1995 and last amended it in October of 2018; and**

**WHEREAS, the Washington State Department of Transportation (WSDOT) is requiring JTA to make revisions to the policy, and JTA wishes to revise the current policy and program; and**

**WHEREAS, the attached amended policy provides rules and procedures that are consistent with the Federal Transit Administration (FTA) rules,**

**NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board of Directors does hereby adopt the attached Amended Substance Abuse Policy and Drug & Alcohol Testing Program dated the 16<sup>th</sup> day of June 2020.**

**CERTIFICATION**

**The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 16<sup>th</sup> day of June 2020.**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

Jefferson

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**A RESOLUTION of the Board of Directors of Jefferson County Public Transportation Board**

**WHEREAS,** Jefferson County Public Transportation Board Policy adopted in December 2011

**WHEREAS,** due to JTA's Administration (FTA) grants, this practices for purchasing.

**NOW THEREFORE, BE IT RESOLVED,** that the Board of Directors replace the current Purchasing Policy with the new replacement Purchasing Policy.

**CERTIFICATION**

The undersigned duly qualified County Public Transportation Board Member hereby certifies that this is a correct copy of a resolution adopted by the Jefferson County Public Transportation Board held on this day of \_\_\_\_\_, 2011.

  
Chair

  
Member

  
Member

Deleted:

## ***ATTACHMENT D*** **Forms**

Form A – Notice to Job Applicants

**Form B – Release of Information Form CFR Part 40 Drug and Alcohol Testing**  
**Includes Test Report by Previous Employer**

Form C – Request for Pre-Employment Positive Tests or Refusal to Test

Form D – Drug/Alcohol Testing Request Form

Form E – Sample Federal Drug Testing Custody & Control Form

Form F – Sample Federal Drug Testing Custody & Control Form – Alcohol Testing Form

Form G – Sample Non-DOT Chain of Custody Form

Form H – **Treatment Authorization Immediate Clinic**

Form I – Federal Transit Administration Post-Accident Drug and Alcohol Testing  
Determination Form

Form J – Federal Transit Administration Impaired Behavior Incident Report Form

Form K – Supervisors Reasonable Suspicion Testing Checklist

**Form L – Drug & Alcohol Policy Employee's Certification of Receipt & Required Training**

Form M – **Receipt of Updated Drug & Alcohol Policy**

**Deleted:** Positive/Refused Drug/Alcohol Test Report by  
Employer



<b>2019</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1268	1096	1183	1455	1502	1201	1202	1511	1355	1179	1183	1178	15313	1276
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25
JTOC Mileage	12520	10825	12123	12465	12402	11581	12036	12697	11379	12218	11217	11972	143435	11953

Notes: Feb - two days early closure due to snow

**Ridership 2018 compared to 2019, decrease of 5.6%**

<b>2020</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	1058	992	994	279	187								3510	702
#Days In Service	26	25	26	22	20								119	24
JTOC Mileage	12203	11711	12069	5908	5454								47345	9469

Notes: Snow week of January 13th

### Dial-A-Ride

<b>2019</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Totals</b>	<b>Monthly Average</b>
Client Boardings	1223	828	1116	1057	1013	897	1014	1158	1114	1297	1084	1080	12881	1073
PCA Boardings	71	38	60	64	68	91	71	92	91	105	85	76	912	76
Other Boardings	2	3	16	2	10	0	12	0	6	8	8	10	77	6
<b>Riders</b>	<b>1296</b>	<b>869</b>	<b>1192</b>	<b>1123</b>	<b>1091</b>	<b>988</b>	<b>1097</b>	<b>1250</b>	<b>1211</b>	<b>1410</b>	<b>1177</b>	<b>1166</b>	<b>13870</b>	<b>1156</b>
Trips	1150	787	1040	991	935	806	931	1066	1017	1184	991	994	11892	991
Service Hours	643	476	604	602	536	491	534	586	571	716	544	567	6867	572
Service Mileage	6319	4347	5367	5338	5182	4453	5226	5606	5399	6240	4946	5193	63616	5301
On Time Performance	96%	96%	96%	97%	96%	93%	97%	97%	94%	94%	94%	95%		95%
#Days In Service	26	24	26	26	26	25	26	27	24	27	24	25	306	26

\*February has a drop in ridership due to inclement weather/ snows day in which many riders cancelled their trips.

<b>2020</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Totals</b>	<b>Monthly Average</b>
Client Boardings	1168	1245	769	193	263									728
PCA Boardings	51	100	50	6	16									45
Other Boardings	4	7	8	0	0									4
<b>Riders</b>	<b>1223</b>	<b>1352</b>	<b>827</b>	<b>199</b>	<b>279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>776</b>
Trips	1113	1138	711	187	247									679
Service Hours	653	627	461	173	202									423
Service Mileage	5968	5955	4322	1426	1629									3860
On Time Performance	95%	93%	92%	93%	94%									93%
#Days In Service	26	25	26	22	20								119	24

\*February has a drop in ridership due to inclement weather/ snows day in which many riders cancelled their trips.