



**JEFFERSON TRANSIT AUTHORITY  
REGULAR BOARD MEETING  
Tuesday, August 18, 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 Amended Proclamation 20-28)**

To listen to meeting live dial:  
1 (877) 568 4106 (Toll Free within United States)  
Or  
1 (571) 317-3129 (If calling from outside the United States)

**Enter Access Code: 210-818-749**

**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)

JTA will make every effort to accommodate live public comments during the Public Comment portions of the meeting.

**New Agenda Items**

**CAC Report**

**I. Finance Reports**

- a. Entrance Conference (Office of the Washington State Auditor)
- b. July 2020
- c. June 2020

**II. Consent Agenda**

- a. Approval of Minutes, June 16, 2020
- b. Approval of Expenses, June 2020
- c. Approval of Expenses, July 2020

**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.**

**Public Hearing: Transit Development Plan/Transportation Improvement Plan  
2020-2025 & 2019**

**III. Unfinished Business**

- a. **Resolution 20-15:** Transportation Development Plan (TDP) 2020-2025 & 2019

**IV. New Business**

- a. **Resolution 20-16:** State Transportation Improvement Plan (STIP 2020-2025)
- b. **Resolution 20-17:** Bike Policy Update
- c. **Resolution 20-18:** Social Media Policy (New)
- d. **Resolution 20-19:** Budget Amendment

**V. Reports**

- a. Fleet & Facilities Report
- b. Operations Report

**Public Comment**

**Adjournment**

**Authority Board will sign documents**



**Office of the Washington State Auditor  
Pat McCarthy**

July 29, 2020

Board of Commissioners  
Jefferson Transit Authority  
63 4 Corners Rd  
Port Townsend WA 98368

We are pleased to confirm the audits to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the Jefferson Transit Authority. This letter confirms the nature and limitations of the audits, as well as responsibilities of the parties and other engagement terms.

**Auditor Responsibilities**

**Financial Statement Audit**

The Office of the Washington State Auditor agrees to perform an audit of the basic financial statements of Jefferson Transit Authority as of and for the fiscal year ended December 31, 2019, prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). Our audit will be conducted with the objective of our expressing an opinion on these financial statements.

We will perform our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free from material misstatement. Since we do not review every transaction, our audit cannot be relied upon to identify every potential misstatement. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the standards identified above.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers relevant internal controls in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we will express no such opinion.

Although our audit is not designed to provide an opinion on the effectiveness of internal control over financial reporting, we are required to report any identified significant deficiencies and material weaknesses in controls. We are also required to report instances of fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the accuracy of financial statements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

All misstatements identified by the audit will be discussed with management. Material misstatements corrected by management and all uncorrected misstatements will be communicated at the exit conference, as required by professional auditing standards.

Our responsibility is to express in a written report an opinion on the financial statements based on the results of our audit. We cannot guarantee an unmodified opinion. We may modify or disclaim an opinion on the financial statements if we are unable to complete the audit or obtain sufficient and appropriate audit evidence supporting the financial statements. If our opinion is other than unmodified, we will fully discuss the reason with you prior to issuing our report. Further, in accordance with professional standards, we may add emphasis-of-matter or other-matter paragraphs to our report to describe information that, in our judgment, is relevant to understanding the financial statements or our audit.

We will also issue a written report (that does not include an opinion) on issues identified during the audit related to the Authority's internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

#### Federal Single Audit

We will also perform a federal single audit on compliance with, and report on internal control over compliance for, each major program for the fiscal year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material noncompliance may not be detected, even though the audit is properly planned and performed in accordance with these standards and the Uniform Guidance.

In planning and performing the compliance audit, we will consider the Authority's internal control over compliance in order to determine the appropriate auditing procedures necessary for opining on compliance with each major program, and for testing and reporting on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we will express no such opinion.



Although our audit is not designed to provide an opinion on the effectiveness of internal control over compliance, we are required to report any identified significant deficiencies and material weaknesses in controls.

We will express an opinion as to whether the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the financial statements taken as a whole for the fiscal year ended December 31, 2019.

We estimate the federal single audit will cover one federal grant programs, which will be identified at the audit entrance conference. If additional grant programs are audited to satisfy the requirements of the Uniform Guidance, the audit budget discussed below will increase by approximately \$5,000 per additional major program.

Upon completion of our audit we will issue a written report containing our opinion on the Authority's compliance for each major program and a written report on internal control over compliance. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, issue a disclaimer of opinion, or add an emphasis-of-matter or other-matter paragraph(s) to the report.

#### *Data Security*

Our Office is committed to appropriately safeguarding the information we obtain during the course of the audit. We will:

- Avoid, where feasible, including information considered confidential in work papers.
- In cases where inclusion of personal information is unavoidable, we will follow our policy on confidentiality, consistent with applicable federal and state requirements.
- Maintain the confidentiality of personal information in accordance with the law.
- Ensure that confidential information will be encrypted in transmission if we retransmit it to any parties authorized to receive such information.
- Warrant that collection, access, use, storage, disposal and disclosure of confidential information will comply with all applicable federal, state and data protection laws, as well as all other applicable regulations and directives.
- Warrant that administrative, physical, and technical safeguards to protect confidential information are in place that are no less rigorous than accepted industry practices, including the current State of Washington Office of the Chief Information Officer (OCIO) IT Security Standards (OCIO 141.10) relating to Securing Information Technology Assets Standards, and that all such safeguards, including the manner in which confidential information is collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws.

#### Reporting levels for audit issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant results of the audit, such as significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response,

or a synopsis of it, will be published in the audit report. Professional auditing standards define the issues we must report as findings with regard to non-compliance with a financial statement effect and internal controls over financial reporting. The Uniform Guidance defines the issues we must report as findings with regard to non-compliance and internal controls over compliance with federal grants.

- **Management letters** communicate control deficiencies, non-compliance, misappropriation, abuse, or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse, or errors that have an insignificant effect on audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

### **Client's Responsibilities**

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wishes to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws, such as HIPAA.
- Adequate workspace and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. Management's responsibilities, with oversight from the governing body, include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.
- Preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).
- Preparing the following supplementary information and providing us with certain written representations concerning the supplementary information:
  - Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) that includes all expenditures from federal agencies and pass-through agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance in accordance with Uniform Guidance 2 CFR § 200.510 requirements
- Including the auditor's report on the supplementary information in any document that both contains the supplementary information and indicates that the auditor reported on the supplementary information.
- Either presenting the supplementary information with the audited financial statements or, if the supplementary information will not be presented, making the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information and auditor's report thereon are issued.
- Identifying all federal awards received and government programs.

- Understanding and complying with the provisions of laws, regulations, contracts, and grant agreements, including applicable program compliance requirements.
- Internal control over compliance, including establishing and maintaining effective controls that provide reasonable assurance that the Authority administers government programs in compliance with the compliance requirements.
- Evaluating and monitoring the Authority’s compliance with the compliance requirements.
- Informing us of the Authority’s relationships with significant vendors who are responsible for program compliance
- Submitting the reporting package and data collection form through the Federal Audit Clearinghouse.

Responsibilities at the conclusion of the audit

At the conclusion of our audit, the Authority will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the Authority’s legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the Authority’s own letterhead.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be \$19,000, plus travel costs, and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports, which will be addressed to the Authority’s governing body and published on our website [www.sao.wa.gov](http://www.sao.wa.gov) to be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

<b>Report</b>	<b>Date*</b>
Independent Auditor’s Report on Financial Statements	September 2020
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	September 2020
Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control over Compliance in Accordance with Uniform Guidance	September 2020

*\*Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers, Authority’s management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

During the course of the audit, we will communicate with the Authority's selected audit liaison, Sara Crouch, Finance Manager, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating the Authority's management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or at the Authority's request.

Please contact us if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

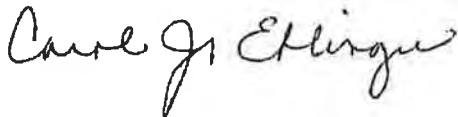
Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter, you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,




7/29/2020


Carol Ehlinger, Audit Manager      Date  
Office of the Washington State Auditor

Authority Response:

**This letter correctly sets forth our understanding.**



8/4/2020  
Sara Crouch, Finance Manger      Date



8/4/2020  
Commissioner      Date



DAVID J. FABER  
Print name



# Office of the Washington State Auditor

Pat McCarthy

## **Entrance Conference: Jefferson Transit Authority**

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share our planned audit scope so that we are focused on the areas of highest risk. We value and appreciate your input.

### **Audit Scope**

Based on our planning, we will perform the following audits:

#### **Financial statement audit for January 1, 2019 through December 31, 2019**

We will provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

#### **Financial statement audit for January 1, 2019 through December 31, 2019**

This audit is required by federal law when a local government spends \$750,000 or more annually in federal financial assistance. We will provide an opinion on compliance with federal requirements that could have a direct and material effect on your major federal programs.

We plan to test the following federal program:

- Formula Grants for Rural Areas and Tribal Transit Programs, CFDA #20.509

This report must be submitted, along with the Data Collection Form, to the federal clearinghouse within 30 days after receipt of the report or nine months after the end of the audit period, whichever is earlier.

### **Engagement Letter**

We have provided an engagement letter that confirms both management and auditor responsibilities, and other engagement terms and limitations. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

### **Levels of Reporting**

#### **Findings**

Findings formally address issues in an audit report. Findings report significant results of the audit, such as significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

## **Management Letters**

Management letters communicate control deficiencies, non-compliance, misappropriation, or abuse that are less significant than a finding, but still important enough to be formally communicated to the governing body. Management letters are referenced, but not included, in the audit report.

## **Exit Items**

Exit items address control deficiencies, non-compliance with laws or regulations, or errors that have an insignificant effect on the audit objectives. These issues are informally communicated to management.

## **Important Information**

### **Confidential Information**

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

### **Audit Costs**

The cost of the audit is estimated to be approximately \$19,000, plus travel expenses.

### **Expected Communications**

During the course of the audit, we will communicate with Sara Crouch, Finance Manager on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Sara to keep us informed of any such matters.

### **Audit Dispute Process**

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

### **Loss Reporting**

State agencies and local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at [www.sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/](http://www.sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/).

### **Peer Reviews of the Washington State Auditor's Office**

To ensure that our audits satisfy *Government Auditing Standards*, our Office receives external peer reviews every three years by the National State Auditors Association (NSAA). The most recent peer review results are available online at [www.sao.wa.gov/about-sao/who-audits-the-auditor/](http://www.sao.wa.gov/about-sao/who-audits-the-auditor/). Our Office received a "pass" rating, which is the highest level of assurance that an external review team can give on a system of audit quality control.

## **Working Together to Improve Government**

### **Audit Survey**

When your report is released, you will receive an audit survey from us. We value your opinions on our audit



services and hope you provide us feedback.

### **Local Government Support Team**

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

### **The Center for Government Innovation**

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at [Center@sao.wa.gov](mailto:Center@sao.wa.gov).

### **Audit Team Qualifications**

**Kelly Collins, CPA, Director of Local Audit** – Kelly has been with the Washington State Auditor’s Office since 1992. In her role, she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee. Phone: (564) 999-0807 or [Kelly.Collins@sao.wa.gov](mailto:Kelly.Collins@sao.wa.gov)

**Tina Watkins, CPA, Assistant Director of Local Audit** – Tina has been with the Washington State Auditor’s Office since 1994. In her role as Assistant Director, she assists with statewide oversight and management of all the audits for local government. She served as an Audit Manager for six years prior to becoming an Assistant Director of Local Audit. Phone: (360) 260-6411 or [Tina.Watkins@sao.wa.gov](mailto:Tina.Watkins@sao.wa.gov)

**Carol Ehlinger, MEd, Program Manager** – Carol has worked for the State Auditor’s Office since 2002. She worked on Team Wenatchee as an Assistant Audit Manager and on teams TriCities, Central King County and presently Port Orchard as the Audit Manager. Carol has been an Audit Manager since 2004. Carol is the Program Manager for Transits, Regional Transportation Planning Organizations, Councils of Government, Transportation Benefit Districts, Public Development Authorities and Public Facilities Districts. Phone: (360) 790-6848 or [Carol.Ehlinger@sao.wa.gov](mailto:Carol.Ehlinger@sao.wa.gov)

**Zac Wilson, CFE, Assistant Audit Manager** – Zac has worked for the State Auditor’s Office since 2007 and has been an Assistant Manager since 2012. During his time at the office, he also served as an Assistant Fraud Manager leading fraud investigations. He currently serves as SAO’s County Assessor and Property Tax Expert. While on Team Port Orchard he has led, supervised, or assisted on most entities we audit in our region. Phone: (360) 810-0572 or [Zachary.Wilson@sao.wa.gov](mailto:Zachary.Wilson@sao.wa.gov)



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

August 10, 2020

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

The budget tracking percentage for July 2020 is 58.3%. We use that tracking figure as a guideline for monitoring expenses.

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

For the month May 2020 (remitted in July 2020) sales tax was 5% lower than received for May 2019. Cumulatively, JTA has received 5% 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 has been prepared accounting for loss in operating revenue.

#### **Expense Report – Cumulatively, JTA expenses are 9.2% UNDER budget.**

- **Labor** – Labor is 8.8% under budget.
  - Administration salaries are slightly over budget.
- **Benefits** – Benefits are 1.3% under budget
  - 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 26% under budget
  - Custodial Services – over budget – will remain over budget for the year. JTA has contracted janitorial service until we can hire a new janitor for HPTC and 4-Corners.
  - 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 33.9% under budget
  - Realizing substantial savings materials and supplies consumed, especially in Fuel, Tires, Lubrication, Office Supplies and Printing.
  - Non-Vehicle Maintenance & Repair – have made several improvements with additional staffing available (i.e. interior paint at HPTC); this line item will remain over budget for the near future
  - Shop Supplies – will remain over budget for the year.
- **Utilities** – 1.4% under budget – electricity not yet posted, expect the line item will be slightly over budget at year end
- **Casualty/Liability Costs** – On budget
- **Taxes** – 43.8% under budget



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- **Miscellaneous** – 1.4% over budget
  - COVID-19 – Added this un-budgeted expense to report for tracking purposes, it will make miscellaneous expenses over budget until budget amendment passed by Authority Board.
- **Leases and Rentals** – 12.1% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

**Capital Activity –**

- Capital activity in July: Customer Service Desk at HPTC



## July 2020 Financial Summary

Budget Tracking Figure: 58.31%

Operational Expenses:	\$356,179.89
Operational Revenues:	\$1,059.84
Non-Operational Income:	\$483,568.14
Capital Expenses:	\$7,935.55
Capital Income:	\$0.00

Sales Tax Received 7/31/2020 for May 2020: \$440,021.68

Sales Tax Received 7/31/2019 for May 2019: \$460,807.07

\*\*Sales tax decreased from prior year 5%\*\*

\*\*Cumulative Sales tax decrease from prior year 5%\*\*

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

Operating:	\$2,313,687.54
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2020 Capital Projects):	\$1,761,631.77
Dedicated (Committed) Grant Match (69% Funded):	\$3,495,003.77
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$0.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$110,471.21
Travel Fund:	\$1,278.50

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**Total** **\$9,779,469.79\*\***

\*"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	\$426,927.47	\$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%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	1.96%	\$2,431,261.38	2,123,489.00	14.49%
July	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	22.23%	\$2,871,283.06	2,483,489.00	15.61%
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	\$460,963.02	\$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		\$2,871,283.06	\$5,457,793.06	\$5,181,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$410,183.29	\$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%	\$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%	\$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%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	1.96%	\$1,477,474.57	1,352,000.00	9.28%
May	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	22.23%	\$1,917,496.25	1,712,000.00	12.00%
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		\$1,917,496.25	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
Monthly Average		\$383,499.25	\$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 Seven Months Ending July 31, 2020**

	July	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,788,988.71	\$9,605,092.73
Operating Cash Provided/(Used) by:		
Operating Activities	(\$453,694.24)	(\$2,882,998.87)
Non-Capital Financing Activities	\$439,553.86	\$3,647,050.32
Investing Activities	\$2,296.46	\$35,032.86
Total Operating Cash Provided/(Used)	(\$11,843.92)	\$799,084.31
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$2,725.00	(\$624,307.25)
Net Increase/(Decrease) Cash and Equivalent	(\$9,118.92)	\$174,777.06
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,779,869.79</b>	<b>\$9,779,869.79</b>

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

	July	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$1,059.84</b>	<b>\$42,378.84</b>	<b>\$174,530.00</b>	<b>24.28%</b>
<b>Operating Expenses</b>				
Labor	141,427.14	1,259,597.81	2,544,440.00	49.50%
Benefits	163,277.42	1,114,860.18	1,870,104.00	59.61%
Services and User Fees	10,441.40	132,533.48	410,035.00	32.32%
Materials & Supplies	16,090.97	162,322.31	664,810.00	24.42%
Utilities	4,558.60	48,788.71	88,153.00	55.35%
Casualty/Liability Costs	13,339.42	93,375.94	160,000.00	58.36%
Taxes	40.75	1,069.26	7,366.00	14.52%
Miscellaneous Expenses	6,854.19	58,126.71	97,410.00	59.67%
Leases and Rentals	150.00	9,912.05	21,472.00	46.16%
<b>Total Operating Expenses</b>	<b>356,179.89</b>	<b>2,880,586.45</b>	<b>5,863,790.00</b>	<b>49.12%</b>
<b>Operating Income (Loss)</b>	<b>(355,120.05)</b>	<b>(2,838,207.61)</b>	<b>(5,689,260.00)</b>	<b>49.89%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	2,296.46	45,946.81	97,200.00	47.27%
Taxes Levied by Transit	480,021.68	2,947,794.06	4,583,000.00	64.32%
Local Grants & Contributions	1,250.00	8,750.00	18,000.00	48.61%
State Grants & Contributions		125,232.00		0.00%
Federal Grants & Contributions		1,782,335.00	1,283,160.00	138.90%
<b>Total Non-Operating Revenues</b>	<b>483,568.14</b>	<b>4,910,057.87</b>	<b>5,981,360.00</b>	<b>82.09%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>128,448.09</b>	<b>2,071,850.26</b>	<b>292,100.00</b>	<b>709.29%</b>
<b>Net Income/(Loss)</b>	<b>128,448.09</b>	<b>2,071,850.26</b>	<b>292,100.00</b>	<b>709.29%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Seven Months Ending July 31, 2020**

	July	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$47,092.43	\$445,283.51	\$946,767.00	47.03%
Operators Overtime - Fixed Route		9,403.08	76,502.00	12.29%
Operators Salaries & Wages - Dial-a-Ride (DAR)	6,019.86	63,307.40	122,579.00	51.65%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	30,615.46	321,782.36	691,376.00	46.54%
Other Overtime (Mntce, Dispatch, Cust Serv)	146.05	12,372.16	28,889.00	42.83%
Administration Salaries	57,553.34	406,028.34	669,685.00	60.63%
<b>Total Labor</b>		<b>1,41,427.14</b>	<b>2,544,440.00</b>	<b>49.50%</b>
<b>Benefits</b>				
FICA	15,378.34	119,695.17	243,184.00	49.22%
Pension Plans (PERS)	25,385.40	205,375.19	377,066.00	54.47%
Medical Plans	42,528.47	318,281.57	597,000.00	53.31%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,249.88	39,116.88	131,354.00	29.78%
Holiday	7,014.59	64,850.08	113,879.00	56.95%
General Leave	18,531.55	156,987.45	318,180.00	49.34%
Other Paid Absence (Court Duty & Bereavement)	47,925.00	182,162.66	14,686.00	1,240.38%
Uniforms, Work Clothing & Tools Allowance	351.44	7,738.43	24,140.00	32.06%
Other Benefits (HRA, EAP & Wellness)	156.93	9,220.65	36,276.00	25.42%
Paid FML	289.59	2,343.70	4,339.00	54.01%
COVID-19 JTA/Federal Leave	1,466.23	9,088.40		0.00%
<b>Total Benefits</b>		<b>1,114,860.18</b>	<b>1,870,104.00</b>	<b>59.61%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	56.78	6,012.20	24,250.00	24.79%
Professional & Technical Services	6,426.61	58,304.76	131,900.00	44.20%
Contract Maintenance Services (IT Services)	1,524.91	7,467.59	16,005.00	46.66%
Custodial Services	600.00	11,430.00	18,720.00	61.06%
Security Services		820.76	5,600.00	14.66%
Vehicle Technical Services		13,239.22	47,000.00	28.17%
Property Maintenance Services		18,078.24	74,401.00	24.30%
Software Maintenance Fees	871.58	9,162.11	69,895.00	13.11%
Postage & Mail Meter Fees	16.69	1,028.03	3,600.00	28.56%
Drug & Alcohol Services	219.92	1,799.44	8,500.00	21.17%
Other Services & User Fees	724.91	5,191.13	7,164.00	72.46%
<b>Total Service and User Fees</b>		<b>10,441.40</b>	<b>410,035.00</b>	<b>32.32%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	8,965.51	80,920.26	375,000.00	21.58%
Tires		6,004.76	35,000.00	17.16%
Lubrication	142.72	2,245.83	15,550.00	14.44%
Tools	113.59	6,571.90	21,300.00	30.85%
Vehicle Maintenance & Repair Parts	3,976.69	28,833.86	96,500.00	29.88%
Non-Vehicle Maintenance & Repair Parts	1,078.53	6,898.28	8,240.00	83.72%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	61.04	1,348.18	5,750.00	23.45%
Shop Supplies (Maintenance & Cleaning)	1,026.56	13,196.55	18,000.00	73.31%
Safety & Emergency Supplies	152.17	967.84	7,800.00	12.41%
Office Supplies	241.17	3,026.67	20,920.00	14.47%
Computer Programs & Supplies	87.19	3,729.15	17,900.00	20.83%
Printing (Photocopier, Schedules & Brochures)	245.80	8,579.23	39,500.00	21.72%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>		<b>16,090.97</b>	<b>664,810.00</b>	<b>24.42%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,310.60	8,750.21	14,600.00	59.93%
Utilities (Electrical & Propane)		14,174.11	27,500.00	51.54%
Telephone & Internet	3,248.00	25,864.39	46,053.00	56.16%
<b>Total Utilities</b>		<b>4,558.60</b>	<b>88,153.00</b>	<b>55.35%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Seven Months Ending July 31, 2020**

	July	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$93,375.94	\$160,000.00	58.36%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>93,375.94</b>	<b>160,000.00</b>	<b>58.36%</b>
<b>Taxes</b>				
State Taxes		689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees	40.75	123.67	750.00	16.49%
Other Licensing Fees & Taxes		255.95	3,000.00	8.53%
<b>Total Taxes</b>	<b>40.75</b>	<b>1,069.26</b>	<b>7,366.00</b>	<b>14.52%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	972.78	10,437.00	20,056.00	52.04%
Travel & Meetings		6,585.50	35,400.00	18.60%
Fines & Penalties		25.28		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)		572.00	23,404.00	2.44%
EE CDL and EE Physical Expense		2,552.00	9,250.00	27.59%
COVID-19 Related Expense	5,881.41	37,883.10		0.00%
Other Miscellaneous		71.83	300.00	23.94%
<b>Total Miscellaneous</b>	<b>6,854.19</b>	<b>58,126.71</b>	<b>97,410.00</b>	<b>59.67%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	2,370.00	3,000.00	79.00%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities	(200.00)	7,525.70	15,972.00	47.12%
<b>Total Leases and Rentals</b>	<b>150.00</b>	<b>9,912.05</b>	<b>21,472.00</b>	<b>46.16%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>356,179.89</b>	 <b>2,880,586.45</b>	 <b>5,863,790.00</b>	 <b>49.12%</b>

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

	July	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	1,059.84	9,387.84	22,500.00	41.72%
Extended Service			3,000.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>1,059.84</b>	<b>42,378.84</b>	<b>174,530.00</b>	<b>24.28%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	2,296.46	35,032.86	96,000.00	36.49%
Gain (Loss) on Disposition of Capital Items		7,095.00	1,200.00	591.25%
Other Nontransportation Revenues		3,818.95		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>480,021.68</b>	<b>2,947,794.06</b>	<b>4,583,000.00</b>	<b>64.32%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive		125,232.00		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311		640,500.00	1,283,160.00	49.92%
Federal Grants and Contributions - FTA 5311(CARES)		1,141,835.00		0.00%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>483,568.14</b>	<b>4,910,057.87</b>	<b>5,981,360.00</b>	<b>82.09%</b>
<b>TOTAL REVENUES</b>	<b>484,627.98</b>	<b>4,952,436.71</b>	<b>6,155,890.00</b>	<b>80.45%</b>



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

<b>Current Account Status</b>	<b>Balance per Bank @ 7/31/20</b>	<b>\$ 5,306,635.54</b>	<b>\$ -</b>
Balance per GL @ 6/30/2020		<b>\$ 5,310,521.11</b>	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,049.98	
	Transfers Out (Purchases)	\$ (7,935.55)	
	Transfers Out /Bond Call	\$ -	
<b>Balance per GL @ 7/31/20</b>		<b>\$ 5,306,635.54</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	<b>\$ 5,306,635.54</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
	May 2020 - Transpo Group Invoice	\$ -	\$ (2,596.25)
	June 2020 - Transpo Group Invoice	\$ -	\$ (4,946.25)
	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>	<b>\$ -</b>	<b>\$ 511,030.83</b>
Other Building and Structures	2020 Beginning Budget	Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater		\$ -	\$ 31,840.00
		Mar-20	\$ (2,500.00)
		Jun-20	\$ (2,250.00)
Security Cameras		\$ 2,500.00	\$ 35,000.00
New Shelters		\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>	<b>\$ -</b>	<b>\$ 87,090.00</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
		3/1/2020 Bus 513	\$ (496,393.97)
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	\$ (21,093.07)
	<b>JTA Funded Balance</b>	<b>\$ -</b>	<b>\$ 983,126.03</b>
System Wide	2020 Beginning Budget	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	<b>\$ -</b>	<b>\$ -</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>	<b>\$ -</b>	<b>\$ 5,320.46</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
		Jul-20	\$ (7,935.55)
	<b>JTA Funded Balance</b>	<b>\$ -</b>	<b>\$ 175,064.45</b>

<b>JTA Capital Balance</b>	<b>\$ 5,306,635.54</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,761,631.77)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ -</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 3,495,003.77</b>



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

July 13, 2020

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

The budget tracking percentage for June is 50%. We use that tracking figure as a guideline for monitoring expenses.

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

For the month April 2020 sales tax was 13% lower than received in April 2019. Cumulatively, JTA has received 5% 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 7% UNDER budget.**

- **Labor** – Labor is 6.1% under budget.
  - Administration salaries are slightly over budget.
- **Benefits** – Benefits are .8% under budget
  - Holiday – JTA front loads personal holidays, as the year progresses, this line item is nearly on budget as predicted.
  - 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 20.3% under budget
  - Custodial Services – over budget – will remain over budget for the year. Contracted janitorial service out until we can hire a new janitor.
  - 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 28.1% under budget
  - Non-Vehicle Maintenance & Repair – have made several improvements with additional staffing available (i.e. interior paint at HPTC); this line item will remain over budget for the near future
  - Shop Supplies – Additional cleaning products purchased.
- **Utilities** – 1.9% under budget –electricity not yet posted so expect over budget condition
- **Casualty/Liability Costs** – On budget

- **Taxes** – 36% under budget
- **Miscellaneous** – 2.4% over budget
  - COVID-19 – Added this un-budgeted expense to report for tracking purposes, it will make miscellaneous expenses over budget
- **Leases and Rentals** – 10.2% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

**Capital Activity –**

- Capital activity in June: EV Study, Radio Project



## June 2020 Financial Summary

Budget Tracking Figure: 50%

Operational Expenses:	\$382,572.44
Operational Revenues:	\$1088.96
Non-Operational Income:	\$595,829.80
Capital Expenses:	\$7,196.25
Capital Income:	\$0.00

Sales Tax Received 6/30/2020 for April 2020:	\$348,715.22
Sales Tax Received 6/30/2019 for April 2019:	\$398,659.28

**\*\*Sales tax decreased from prior year 13%\*\***

**\*\*Cumulative Sales tax decrease from prior year 5%\*\***

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

Operating:	\$2,302,161.33
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2020 Capital Projects):	\$1,769,567.32
Dedicated (Committed) Grant Match (69% Funded):	\$3,490,953.79
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$0.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$127,189.74
Travel Fund:	\$1,278.50

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**Total** **\$9,788,547.68\*\***

\*"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

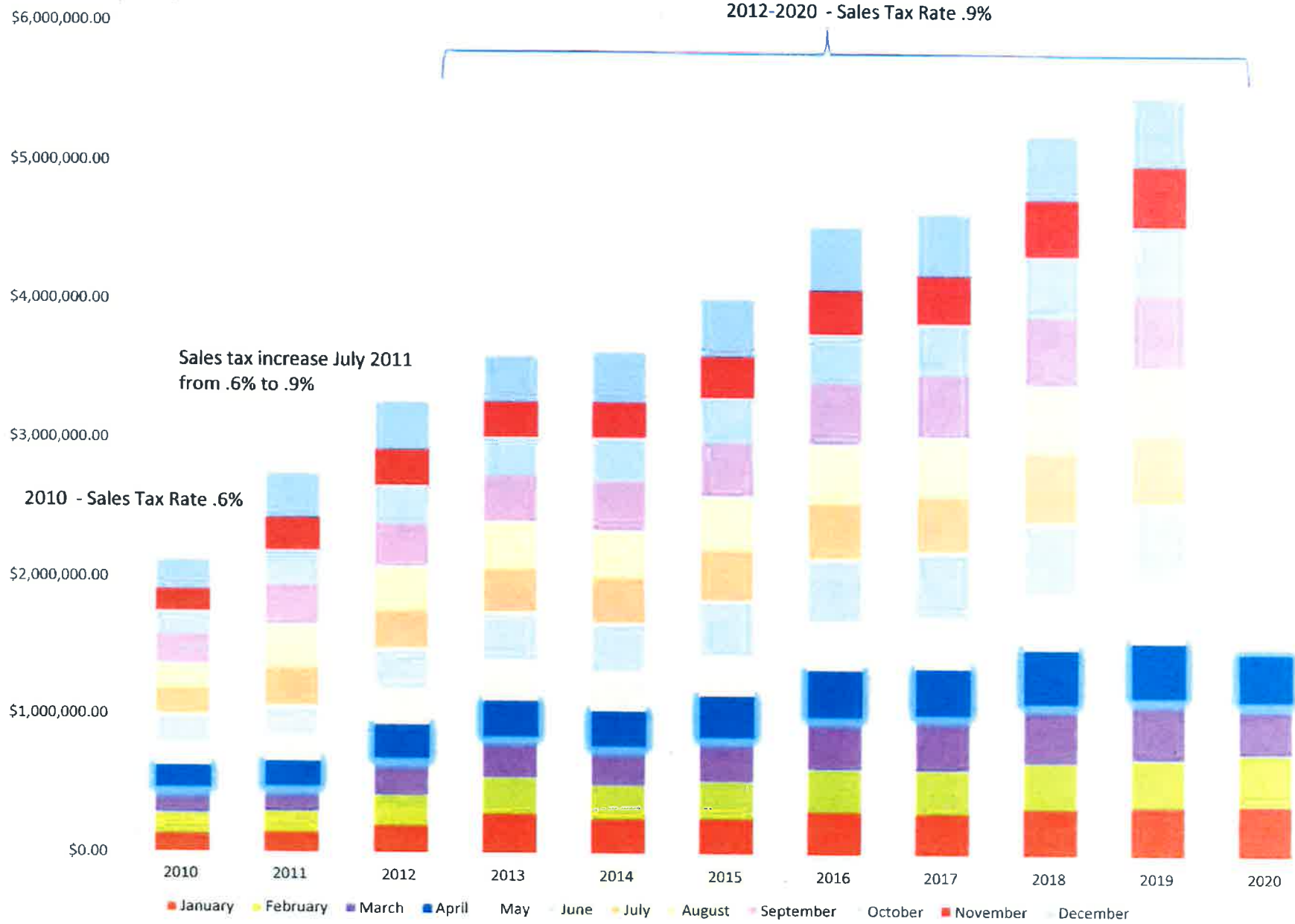
Month Received - Cash Basis (Cash Flow)

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%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	1.96%	\$2,431,261.38	2,123,489.00	14.49%
July	0.90%	\$460,807.07	\$418,621.08	\$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	\$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	\$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	\$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	\$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	\$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>		\$2,431,261.38	\$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>		\$405,210.23	\$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 Actual Sales Tax Received	2020 Cumulative 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%	\$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%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$342,000.00	1.96%	\$1,477,474.57	1,352,000.00	9.28%
May	0.90%	\$460,807.07	\$418,621.08	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
<b>Total</b>		\$1,477,474.57	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
<b>Monthly Average</b>		\$369,368.64	\$460,160.56	\$436,566.22	\$389,078.05	\$380,867.21	\$381,916.67				

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



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

	June	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,741,341.47	\$9,605,092.73
Operating Cash Provided/(Used) by:		
Operating Activities	(\$303,932.40)	(\$2,429,318.22)
Non-Capital Financing Activities	\$354,748.67	\$3,207,496.46
Investing Activities	\$2,604.18	\$32,736.40
Total Operating Cash Provided/(Used)	\$53,420.45	\$810,914.64
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$5,786.80)	(\$627,032.25)
Net Increase/(Decrease) Cash and Equivalent	\$47,633.65	\$183,882.39
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,788,975.12</b>	<b>\$9,788,975.12</b>

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

	June	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$1,088.96</b>	<b>\$41,319.00</b>	<b>\$174,530.00</b>	<b>23.67%</b>
<b>Operating Expenses</b>				
Labor	138,815.22	1,118,362.16	2,544,440.00	43.95%
Benefits	169,846.12	951,480.76	1,870,104.00	50.88%
Services and User Fees	25,903.42	121,868.59	410,035.00	29.72%
Materials & Supplies	24,577.21	145,910.54	664,810.00	21.95%
Utilities	4,832.60	42,435.98	88,153.00	48.14%
Casualty/Liability Costs	13,339.42	80,036.52	160,000.00	50.02%
Taxes		1,028.51	7,366.00	13.96%
Miscellaneous Expenses	5,108.45	51,018.02	97,410.00	52.37%
Leases and Rentals	350.00	8,541.10	21,472.00	39.78%
<b>Total Operating Expenses</b>	<b>382,572.44</b>	<b>2,520,682.18</b>	<b>5,863,790.00</b>	<b>42.99%</b>
<b>Operating Income (Loss)</b>	<b>(381,483.48)</b>	<b>(2,479,363.18)</b>	<b>(5,689,260.00)</b>	<b>43.58%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	12,242.58	43,650.35	97,200.00	44.91%
Taxes Levied by Transit	454,715.22	2,467,772.38	4,583,000.00	53.85%
Local Grants & Contributions	1,250.00	7,500.00	18,000.00	41.67%
State Grants & Contributions	20,872.00	125,232.00		0.00%
Federal Grants & Contributions	106,750.00	640,500.00	1,283,160.00	49.92%
<b>Total Non-Operating Revenues</b>	<b>595,829.80</b>	<b>3,284,654.73</b>	<b>5,981,360.00</b>	<b>54.91%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>214,346.32</b>	<b>805,291.55</b>	<b>292,100.00</b>	<b>275.69%</b>
<b>Net Income/(Loss)</b>	<b>214,346.32</b>	<b>805,291.55</b>	<b>292,100.00</b>	<b>275.69%</b>

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

	June	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	1,088.96	8,328.00	22,500.00	37.01%
Extended Service			3,000.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>1,088.96</b>	<b>41,319.00</b>	<b>174,530.00</b>	<b>23.67%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	2,604.18	32,736.40	96,000.00	34.10%
Gain (Loss) on Disposition of Capital Items	7,095.00	7,095.00	1,200.00	591.25%
Other Nontransportation Revenues	2,543.40	3,818.95		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>454,715.22</b>	<b>2,467,772.38</b>	<b>4,583,000.00</b>	<b>53.85%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	125,232.00		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	640,500.00	1,283,160.00	49.92%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>595,829.80</b>	<b>3,284,654.73</b>	<b>5,981,360.00</b>	<b>54.91%</b>
<b>TOTAL REVENUES</b>	<b>596,918.76</b>	<b>3,325,973.73</b>	<b>6,155,890.00</b>	<b>54.03%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2020**

	June	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$44,460.37	\$398,191.08	\$946,767.00	42.06%
Operators Overtime - Fixed Route	(8.84)	9,403.08	76,502.00	12.29%
Operators Salaries & Wages - Dial-a-Ride (DAR)	5,104.91	57,287.54	122,579.00	46.74%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	31,661.07	291,166.90	691,376.00	42.11%
Other Overtime (Mntce, Dispatch, Cust Serv)	12.84	12,226.11	28,889.00	42.32%
Administration Salaries	57,384.87	348,666.49	669,685.00	52.06%
<b>Total Labor</b>	<b>138,615.22</b>	<b>1,118,362.16</b>	<b>2,544,440.00</b>	<b>43.95%</b>
<b>Benefits</b>				
FICA	15,488.71	104,316.83	243,184.00	42.90%
Pension Plans (PERS)	24,813.80	179,989.79	377,066.00	47.73%
Medical Plans	44,572.74	275,753.10	597,000.00	46.19%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,145.78	34,867.00	131,354.00	26.54%
Holiday	9,390.93	57,835.49	113,879.00	50.79%
General Leave	23,698.32	138,455.90	318,180.00	43.51%
Other Paid Absence (Court Duty & Bereavement)	46,279.48	134,237.66	14,686.00	914.05%
Uniforms, Work Clothing & Tools Allowance	137.34	7,386.99	24,140.00	30.60%
Other Benefits (HRA, EAP & Wellness)	854.90	8,961.72	36,276.00	24.70%
Paid FML	283.10	2,054.11	4,339.00	47.34%
COVID-19 JTA/Federal Leave	181.02	7,622.17		0.00%
<b>Total Benefits</b>	<b>169,846.12</b>	<b>951,480.76</b>	<b>1,870,104.00</b>	<b>50.88%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	943.95	6,428.37	24,250.00	26.51%
Professional & Technical Services	2,617.20	51,878.15	131,900.00	39.33%
Contract Maintenance Services (IT Services)	1,216.41	5,942.68	16,005.00	37.13%
Custodial Services	3,230.00	10,830.00	18,720.00	57.85%
Security Services	155.32	820.76	5,600.00	14.66%
Vehicle Technical Services		12,542.78	47,000.00	26.69%
Property Maintenance Services	12,847.00	18,078.24	74,401.00	24.30%
Software Maintenance Fees	3,629.34	8,290.53	69,895.00	11.86%
Postage & Mail Meter Fees	88.81	1,011.34	3,600.00	28.09%
Drug & Alcohol Services	329.92	1,579.52	8,500.00	18.58%
Other Services & User Fees	845.47	4,466.22	7,164.00	62.34%
<b>Total Service and User Fees</b>	<b>25,903.42</b>	<b>121,868.59</b>	<b>410,035.00</b>	<b>29.72%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	12,353.61	71,954.70	375,000.00	19.19%
Tires		6,004.76	35,000.00	17.16%
Lubrication	144.60	2,102.91	15,550.00	13.52%
Tools	398.78	6,458.31	21,300.00	30.32%
Vehicle Maintenance & Repair Parts	4,203.41	24,536.42	96,500.00	25.43%
Non-Vehicle Maintenance & Repair Parts	843.07	5,819.75	8,240.00	70.63%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,287.14	5,750.00	22.39%
Shop Supplies (Maintenance & Cleaning)	1,813.95	12,169.99	18,000.00	67.61%
Safety & Emergency Supplies	163.63	815.67	7,800.00	10.46%
Office Supplies	635.72	2,785.50	20,920.00	13.32%
Computer Programs & Supplies	314.50	3,641.96	17,900.00	20.35%
Printing (Photocopier, Schedules & Brochures)	3,705.94	8,333.43	39,500.00	21.10%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>24,577.21</b>	<b>145,910.54</b>	<b>664,810.00</b>	<b>21.95%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,326.07	7,439.61	14,600.00	50.96%
Utilities (Electrical & Propane)		12,481.46	27,500.00	45.39%
Telephone & Internet	3,506.53	22,514.91	46,053.00	48.89%
<b>Total Utilities</b>	<b>4,832.60</b>	<b>42,435.98</b>	<b>88,153.00</b>	<b>48.14%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2020**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$80,036.52	\$160,000.00	50.02%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>80,036.52</b>	<b>160,000.00</b>	<b>50.02%</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		255.95	3,000.00	8.53%
<b>Total Taxes</b>		<b>1,028.51</b>	<b>7,366.00</b>	<b>13.96%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,172.78	9,464.22	20,056.00	47.19%
Travel & Meetings		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)	100.00	572.00	23,404.00	2.44%
EE CDL and EE Physical Expense	220.00	2,519.00	9,250.00	27.23%
COVID-19 Related Expense	3,615.67	32,001.69		0.00%
Other Miscellaneous		71.83	300.00	23.94%
<b>Total Miscellaneous</b>	<b>5,108.45</b>	<b>51,018.02</b>	<b>97,410.00</b>	<b>52.37%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	2,020.00	3,000.00	67.33%
Service Vehicles & Equipment		16.35	2,500.00	0.65%
Other General Administration Facilities		6,504.75	15,972.00	40.73%
<b>Total Leases and Rentals</b>	<b>350.00</b>	<b>8,541.10</b>	<b>21,472.00</b>	<b>39.78%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b><u>382,572.44</u></b>	 <b><u>2,520,682.18</u></b>	 <b><u>5,863,790.00</u></b>	 <b><u>42.99%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 6/30/20</b>	<b>\$ 5,310,521.11</b>	<b>\$ -</b>
Balance per GL @ 5/31/2020		<b>\$ 5,316,182.97</b>	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 1,534.39	
	Transfers Out (Purchases)	\$ (7,196.25)	
	Transfers Out /Bond Call	\$ -	
<b>Balance per GL @ 6/30/20</b>		<b>\$ 5,310,521.11</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ -	

**2019 Capital Projects**

<b>Land</b>	<b>2020 Budgeted Balance</b>	<b>Grant Funding</b>	<b>JTA Funding</b>
	<b>JTA Funded Balance</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facility</b>	<b>2020 Budgeted Balance</b>	<b>Grant Funding</b>	<b>JTA Funding</b>
	Eng/Des 63 4 Corners EV Feasibility	\$ -	\$ 75,000.00
	May 2020 - Transpo Group Invoice	\$ -	\$ (2,598.25)
	June 2020 - Transpo Group Invoice	\$ -	\$ (4,948.25)
	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>		<b>\$ 511,030.83</b>
<b>Other Building and Structures</b>	<b>2020 Beginning Budget</b>	<b>Grant Funding</b>	<b>JTA Funding</b>
Radio Project - Maynard Mtn Repeater		\$ -	\$ 31,840.00
	Mar-20	\$ -	\$ (2,500.00)
	Jun-20	\$ -	\$ (2,250.00)
Security Cameras		\$ 2,500.00	\$ 35,000.00
New Shelters		\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		<b>\$ 87,090.00</b>
<b>Revenue Vehicles</b>	<b>2020 Beginning Budget</b>	<b>Grant Funding</b>	<b>JTA Funding</b>
1 Full-Size Buses		\$ 419,301.00	\$ 85,440.00
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>		<b>\$ 983,126.03</b>
<b>System Wide</b>	<b>JTA Funded Balance</b>		<b>\$ -</b>
<b>Service Equipment</b>	<b>2020 Beginning Budget</b>		<b>\$ 55,000.00</b>
Column Lifts for Vehicle Repair		\$ -	\$ (49,679.54)
	Mar-20	\$ -	\$ -
	<b>JTA Funded Balance</b>		<b>\$ 5,320.46</b>
<b>Office Furniture &amp; Equipment</b>	<b>2020 Beginning Budget</b>		<b>\$ 175,000.00</b>
New Finance/Mntce/Ops Software		\$ -	\$ 8,000.00
New Desk for HPTC Customer Service		\$ -	\$ -
	<b>JTA Funded Balance</b>		<b>\$ 183,000.00</b>

<b>JTA Capital Balance</b>	<b>\$ 5,310,521.11</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,769,587.32)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ -</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 3,490,933.79</b>

# Jefferson Transit Authority Board

## Remote Regular Meeting Minutes

Tuesday, June 16, 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 Faber at 1:33 p.m. Other members present were, David Sullivan, Greg Brotherton, and ATU 587 Representative Nicole Gauthier, with Vice-Chair Kate Dean and Ariel Speser excused. A quorum was present.

### STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Mobility Coordinator Miranda Nash, HR & Payroll Benefits Administrator Deb Palmer and Executive Assistant/Clerk of the Board Sj Peck.

### PUBLIC COMMENT

Zane Littell and Micah Miller asked to return the 7:00 AM Olympic/Forks connection to the bus schedule.

Margaret Lee asked about the masks on buses policy.

An unknown caller asked about building a bus shelter for Quilcene kids across from the US Bank.

### FINANCE REPORTS

Please see Attachment A, B, C, and D

Sara Crouch explained the extreme budget variances due to the numerous effects of COVID and the need to prepare a supplemental budget for the August Board Meeting.

Ms. Crouch reported on the following items for May 2020:

- Sales Tax Analysis
- Revenue Report
- Expense Report
- Capital Activity

Greg Brotherton inquired about the fare free timeline. Ms. Rubert recommended remaining fare free until the pandemic is handled. Ms. Crouch added that the CARES Act can help recoup some of this revenue.

David Faber asked the degree of cumulative under budget for JTA revenue. Ms. Crouch explained the JTA revenue.

### 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

***Motion: Greg Brotherton moved to approve the Consent Agenda. David Sullivan seconded.***

***Vote: The motion carried unanimously, 3-0 by voice vote.***

### UNFINISHED BUSINESS

There was none.

### NEW BUSINESS

**a. Resolution 20-11: DBE Policy Update**

Sara Crouch presented a revised Disadvantages Business Enterprise (DBE) policy. JTA is no longer required to set or meet a percentage goal in the policy because JTA no longer receives direct funding from the Federal Transit Administration (FTA). JTA is committed to searching for and where economically feasible, awarding contracts to DBE contractors.

***Motion: David Sullivan moved to approve Resolution 20-11, to amend the (DBE) Policy. Greg Brotherton seconded.***

***Vote: The motion carried unanimously, 3-0 by voice vote***

**b. Resolution 20-12: ADA Policy Update**

Miranda Nash explained the Americans with Disabilities Act (ADA) Policy needs to be revised following a WSDOT site visit. Ms. Nash explained that the following were updated:

- Fare policy related to ADA policy.
- Clarifying information and fare qualification regarding Personal Care Attendants and guests.
- Clarifying information regarding Operators reporting procedures when lift failures occur in service revenue vehicles.
- ADA complaint procedure and the eligibility appeals procedure.

- Information regarding eligibility types and eligibility recertification.
- Clarifying information regarding no show and late cancellation policy and procedure.
- Revised maximum suspension period to be in line with the Federal Transit Administration's (FTA) recommendation of thirty days for no show and late cancellation repeated patterns of violation.

There was discussion.

**Motion: David Sullivan moved to approve Resolution 20-12**, to adopt the updated ADA Policy. **Greg Brotherton seconded.**

**Vote: The motion carried unanimously, 3-0 by voice vote**

**c. Resolution 20-13: EEO Policy (New)**

Sara Crouch stated that JTA's EEO policy has not been updated since 2004. The policy was adequate because JTA had fewer than 50 employees until 2019. In March 2020 WSDOT performed a site visit and indicated that JTA needs to adopt a new more-extensive EEO Policy. Ms. Crouch described the policy changes and requested Resolution 20-13 be approved.

**Motion: Greg Brotherton moved to approve Resolution 20-13**, to adopt the EEO Policy. **David Brotherton seconded.**

**Vote: The motion carried unanimously, 3-0 by voice vote**

**d. Resolution 20-14: Drug and Alcohol Policy (Update)**

Deb Palmer explained that WSDOT noted the need for updates to this policy during the last site visit. Deb Palmer described the following changes:

- Listing of the substances versus following the law.
- Alcohol testing
- APAR position listed as a non-safety-sensitive employee.
- Grants Administrator to Grants and Procurement Coordinator.

There was discussion.

**Motion: Greg Brotherton moved to approve Resolution 20-14**, to adopt the updated Drug and Alcohol Policy as required by WSDOT and FTA as amended. **David Sullivan seconded.**

**Vote: The motion carried unanimously, 3-0 by voice vote**

## REPORTS

### GENERAL MANAGERS REPORT

Please see Attachment E

Tammi Rubert updated the Board on the following items:

- Legislative Update
- TDP
- Fleet
- Facilities
- COVID Response Measures
- Ongoing Projects 2020
  - Comprehensive Plan
  - Proposed Schedule
  - Engineer HPTC Bus Loop Plan
  - EV Feasibility Study
  - 3<sup>rd</sup> Maintenance Bay Project
- Washington State Transit Association (WSTA)
- Peninsula RTPO
- Upcoming WSTA Board and Committee Meetings

### FLEET AND FACILITIES REPORT

Please see Attachment F

Tammi Rubert reported on the following items.

- Fleet
- Facilities
- Staff/Miscellaneous
- COVID Response Measures

David Faber asked about moving forward with the Haines Place Bus Loop Plan in Phase Three instead of Phase Four. Tammi Rubert stated that consideration will be taken in moving forward remotely with Phase Three.

### OPERATIONS REPORT

Please see Attachment G

Leesa Monroe reported on the following item:

- Staff Update
- Return to Service Update
- Masking
- Fixed Route Ridership

Greg Brotherton asked to address the public comment regarding the Olympic/Forks connection. Leesa Monroe stated that the 7 AM Olympic/Forks connection is only needed twice per month and will suggest to the passengers contacting the rehabilitation facility and other transportation options.

Greg Brotherton stated that the Department of Emergency Management is coordinating with the State Emergency Operations Center to acquire single use masks that JTA can use provide for passengers. Tammi Rubert said WSDOT contacted her and they will be sending masks. Leesa Monroe said BYD Bus Company sent JTA several hundred masks through Washington State Transit Insurance Pool (WSTIP) [Post Meeting Correction: Washington State Transit Association distributed the masks].

David Faber asked about Margaret Lee's public comment regarding the mask policy. Tammi Rubert stated that Labor & Industries (L&I) has mandated masks for drivers and employees. Ms. Rubert also said that there are several reasons people don't wear masks and JTA can't force the public into wearing one. Ms. Rubert said Nicole Gauthier is doing a great job handing out masks and encouraging the public to keep the driver's safe by wearing one. Greg Brotherton stated that Dr. Locke's order is only a directive. Mr. Brotherton suggested putting signs on the buses to get message across while also keeping drivers safe from confrontation. Leesa Monroe said there is about an 80% public compliance on mask wearing. Ms. Monroe also said JTA is tracking over capacity in buses and taking preventative measures.

### **PUBLIC COMMENT**

There were none.

Greg Brotherton asked about the public comment regarding the bus shelter in Quilcene. Leesa Monroe said the first step is to see if there is space to place a shelter at that location.

### **ADJOURNMENT**

The meeting was adjourned at 2:44 pm. The next regular meeting will be held Tuesday, August 18, 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

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):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2020 Capital Projects):	\$1,776,763.57
Dedicated (Committed) Grant Match (76% Funded):	\$3,489,419.40
(TDP Funding Match \$4,576,300)	
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>
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\*\*\*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%	\$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	\$480,000.00	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>		\$2,082,546.16	\$5,457,793.06	\$5,161,234.49	\$4,646,283.10	\$4,508,413.00	\$4,559,489.00	0.00%			
<b>Monthly Average</b>		\$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 Actual Sales Tax Received	2020 Cumulative 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%	\$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	
<b>Total</b>		\$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%			
<b>Monthly Average</b>		\$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%

\$6,000,000.00

\$5,000,000.00

\$4,000,000.00

\$3,000,000.00

2010 - Sales Tax Rate .6%

\$2,000,000.00

\$1,000,000.00

\$0.00

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

2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020

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



**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>				
<b>Operating Revenues</b>	<b>\$961.28</b>	<b>\$40,230.04</b>	<b>\$174,530.00</b>	<b>23.05%</b>
<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	(3,445.87)	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	41.80%
<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	14,686.00	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	\$180,000.00	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>	<b>\$ 5,316,182.97</b>	<b>\$ -</b>
<b>Balance per GL @ 4/30/2020</b>		<b>\$ 3,948,335.23</b>	
	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>		<b>\$ 5,316,182.97</b>	
<b>Balance In Capital Account</b>	Outstanding Checks	\$ -	
		<b>\$ 5,316,182.97</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
	May 2020 - Transpo Group Invoice		\$ (2,596.25)
	Eng/Des 63 4 Adtl 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>		<b>\$ 515,977.08</b>
Other Building and Structures		Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater	<b>2020 Beginning Budget</b>	\$ -	\$ 31,840.00
			\$ (2,500.00)
			\$ 35,000.00
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>
Revenue Vehicles		Grant Funding	JTA Funding
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
	3/1/2020 Bus 513		\$ (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
	May 2020 - Vehicle 505 Engine		\$ (21,083.07)
	<b>JTA Funded Balance</b>		<b>\$ 983,126.03</b>
System Wide			JTA Funding
	<b>JTA Funded Balance</b>		<b>\$ -</b>
Service Equipment			JTA Funding
Column Lifts for Vehicle Repair	<b>2020 Beginning Budget</b>		\$ 55,000.00
			\$ (49,879.54)
	<b>JTA Funded Balance</b>		<b>\$ 5,320.46</b>
Office Furniture & Equipment			JTA Funding
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>\$ 5,316,182.97</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,776,763.57)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ -</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>
<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%	<b>\$435,461.40</b>	\$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%	<b>\$518,325.41</b>	\$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%	<b>\$376,023.97</b>	\$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%	<b>\$366,014.66</b>	\$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	
<b>Total</b>		<b>\$1,695,825.44</b>	<b>\$5,457,793.06</b>	<b>\$5,161,234.49</b>	<b>\$4,646,263.10</b>	<b>\$4,508,413.00</b>	<b>\$4,559,489.00</b>	<b>0.00%</b>			
<b>Monthly Average</b>		<b>\$423,956.36</b>	<b>\$454,816.09</b>	<b>\$430,102.87</b>	<b>\$387,188.59</b>	<b>\$375,701.08</b>	<b>\$379,957.42</b>				

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%	<b>\$376,023.97</b>	\$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%	<b>\$366,014.66</b>	\$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	\$460,953.02	\$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%		\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
<b>Total</b>		<b>\$742,038.63</b>	<b>\$5,521,926.70</b>	<b>\$5,238,794.61</b>	<b>\$4,668,936.57</b>	<b>\$4,568,006.47</b>	<b>\$4,583,000.00</b>	<b>0.00%</b>			
<b>Monthly Average</b>		<b>\$371,019.32</b>	<b>\$460,160.56</b>	<b>\$436,566.22</b>	<b>\$389,078.05</b>	<b>\$380,667.21</b>	<b>\$381,916.57</b>				



**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	36,495.22	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	398,014.86	1,646,336.44	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%	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>				
<b>Nontransportation</b>				
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	11,971.83	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>
	Balance per GL @ 3/31/2020	\$ 3,970,956.80	
	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>	
	Outstanding Checks		
<b>Balance in Capital Account</b>		<b>\$ 3,948,335.23</b>	

**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
	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>
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>		<b>\$ 89,340.00</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
		Mar-20	\$ (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
	<b>JTA Funded Balance</b>		<b>\$ 983,126.03</b>
System Wide	2020 Beginning Budget	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>		<b>\$ -</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>		<b>\$ 5,320.46</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>JTA Funded Balance</b>		<b>\$ 183,000.00</b>

<b>JTA Capital Balance</b>	<b>\$ 3,948,335.23</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,779,569.82)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ -</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 2,118,765.41</b>



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): (2020 Minimum Funding Required \$1,475,000)	\$1,350,000.00
Capital Committed (2020 Capital Projects):	\$1,804,670.86
Dedicated (Committed) Grant Match (37% Funded): (TDP Funding Match \$4,576,300)	\$1,741,285.94
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	\$346,746.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$1,329,810.78	1,091,489.00	21.83%
April	0.90%		\$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		\$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%			
Monthly Average		\$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	\$460,963.02	\$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	\$480,000.00	0.00%	\$0.00	4,583,000.00	
Total		\$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%			
Monthly Average		\$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>\$9,413,031.37</b>	<b>\$9,413,031.37</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	7,366.00	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	6,360.76	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**

	March	YTD	Budget	% of Actual vs. Budget
<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**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<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><u>505,776.02</u></b>	 <b><u>1,328,067.76</u></b>	 <b><u>5,863,790.00</u></b>	 <b><u>22.65%</u></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)	\$ -	
	Doht 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>Outstanding Checks</b>	<b>\$ 3,970,956.80</b>	
<b>Balance in Capital Account</b>		<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
		<i>Mar-20</i>	\$ (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
		<i>Mar-20</i>	\$ (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>

<b>JTA Capital Balance</b>	<b>\$ 3,970,956.80</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,804,670.86)</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>\$ 1,741,285.94</b>



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)

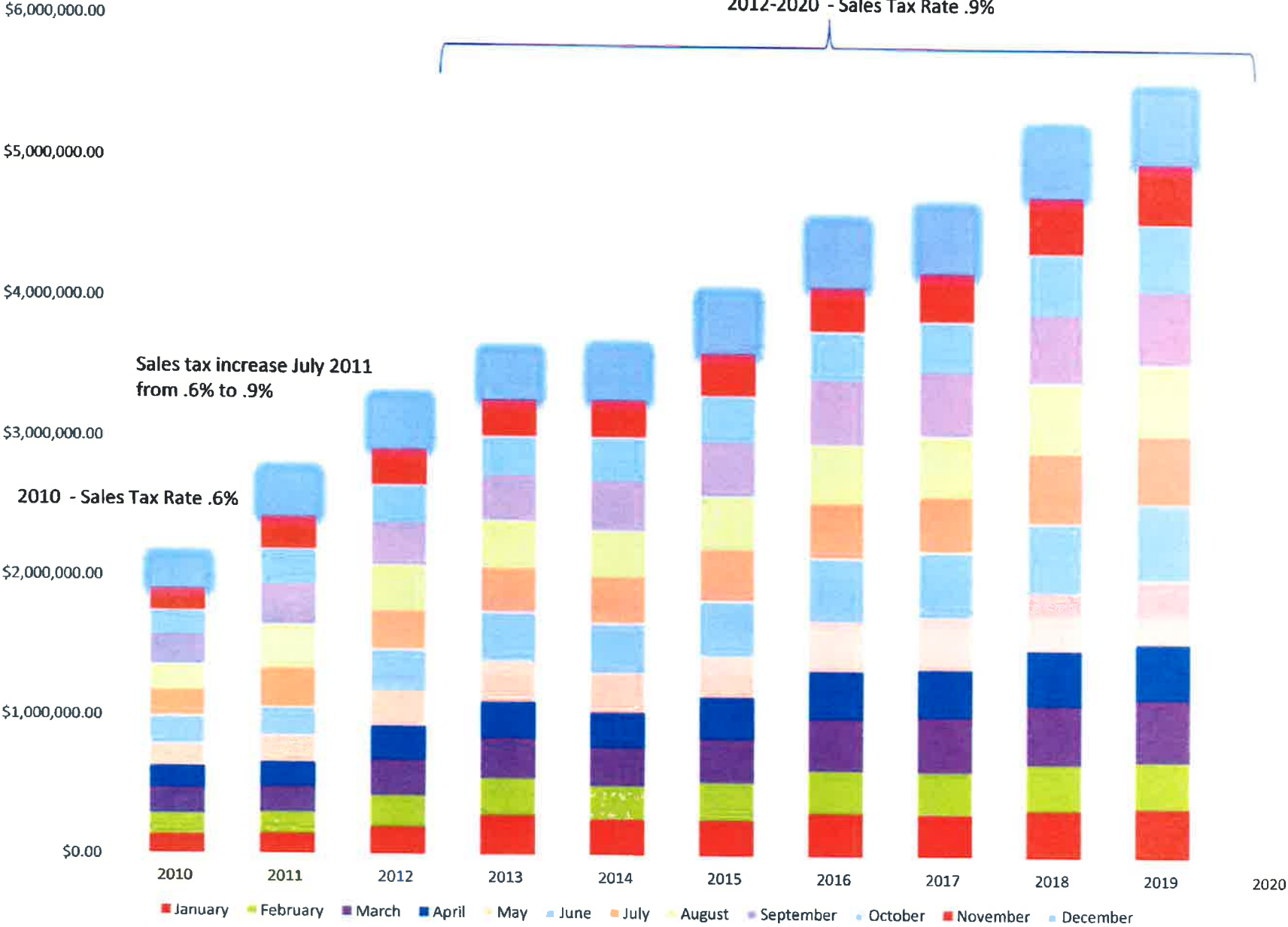
Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$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 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%	\$398,659.28	\$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%	\$518,325.41	\$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	\$4,688,938.57	\$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 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	\$463,289.40	\$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	\$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	664,810.00	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	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**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<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><u>359,682.29</u></b>	 <b><u>797,589.93</u></b>	 <b><u>5,863,790.00</u></b>	 <b><u>13.60%</u></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>	
<b>2019 Capital Projects</b>			
<b>Land</b>	<b>2020 Budgeted Balance</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>JTA Funded Balance</b>		<b>\$ -</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)
	<b>JTA Funded Balance</b>		<b>\$ 568,881.45</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
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>
<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
	<b>JTA Funded Balance</b>		<b>\$ 55,000.00</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>
<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>	
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>		<b>\$ 1,737,136.59</b>	



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

## General Manager's Report

---

June 16, 2020

### Legislative Update

Oral argument begins on June 30<sup>th</sup> for I-976, with a possible ruling in July. Summary to date: 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.

The next WSTA Board meeting is virtual and scheduled on June 18, 2020. The topics to be discussed are Federal updates on CARES, WSDOT will give an update on grants, budget, and bus contracts. We will be discussing the future of transit and the new normal, and receive a 2020 Legislative update.

During our latest SMTA meeting, we discussed the possibility of a Legislative Special Session and whether or not we would put together a legislative agenda. The general consensus was yes but not a monetary one. The Legislature is more than likely to be focused on how to fill the general fund and the seven billion dollar shortfall than public transportation. We should know more later in June when the revenue forecast is released. WSDOT also advised us that they are waiting for a full two months of revenue to decide how to distribute the next round of CARES funding.

### TDP

Every Washington State Transit agency is required to have a Transit Development Plan (TDP) and update it every year. It is a plan for the current year and five years into the future. The TDP is a planning tool and is used to identify priorities for budget development, and is required for many types of grant applications. It includes items we know we will do, as well as things that are more in the wish list category. After today's  
**Customer Service (360) 385-4777      Administrative Offices (360) 385-3020**

meeting, the draft will be placed on our website, and JTA will ask for public comment. We will ask the Authority Board to approve the TDP during the Authority Board meeting in August. We request that everyone submit comments before the August meeting.

## **Fleet**

JTA's new trolley bus is slated for delivery on July 20th, and our new Gillig buses are slated for delivery on August 20<sup>th</sup>. Maintenance has completed a refurbish project and an injector swap project to reduce emissions and maintenance costs.

## **Facilities**

New customer service desk and flooring for HPTC is complete. Facilities have also completed installing a new gate camera and vehicle sensor and have improved reliability and surveillance.

Facilities have installed a new electric bicycle charging station outside our driver's lounge area, and the gravel project at 63 Four Corners is complete, and HPTC is still in progress.

The maintenance staff has cleaned and reorganized JTA's reference manual library to improved troubleshooting efficiency.

## **COVID Response Measures**

- Purchased fog machine and DECON-30 to facilitate ongoing vehicle disinfection.
- Closed customer service areas.
- Placed social distancing memos throughout facilities, vehicles, and shelters.
- Restricted dispatch area/timeclock traffic chokepoint to single occupancy.
- Installed multiple hand sanitizer dispensers throughout the facility.
- Built/installed plexiglass shields around the customer service desk.
- Cordoned off alternating seats in all fixed-route vehicles.
- Installed hand sanitizer dispensers in all fixed-route vehicles.
- Discontinued use of front passenger doors on fixed-route vehicles (except ADA riders) and run fare-free until further notice.
- Order placed for plexiglass driver shields for all fixed-route vehicles.
- Acquired over 1500 disposable N95 and surgical masks for employee use.
- Implemented face mask requirements at all times while inside the facility and outside if the six-foot minimum distance cannot be maintained.
- Implemented alternating maintenance department staff schedules to facilitate social distancing requirements.

## **Ongoing Projects 2020**

### **Comprehensive Plan**

Due to COVID-19, this project was placed on hold. Aaron Gooze and JTA plan to have our first planning meeting in the next two weeks.

### **Proposed Schedule**

- Anticipated Completion of Project TBD

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

Due to COVID-19, this project was placed on hold. JTA anticipates restarting this project once we moved to Phase 4. 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.

### **EV Feasibility Study**

Due to COVID-19, this project was placed on hold; however, TranspoGroup has been continuing to gather data on our routes and mileage. They are now beginning the process of drafting a battery-electric bus (BEB) technology report for JTA.

### **3<sup>rd</sup> Maintenance Bay Project**

Due to COVID-19, this project was placed on hold. JTA is running into contract issues with TCF. No conclusion yet as to the next steps.

### **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.

Due to COVID-19, most of the committee meetings will be virtual meetings.

## **Peninsula RTPO**

Attended the Executive Committee met on June 19<sup>th</sup> and discussed Unified Planning Work Program (UPWP) to be approved by the full board at the next meeting. The UPWP is the PRTPO's work program and budget from July 1, 2020, through June 30, 2021.

We also discussed the 2021 Legislative Agenda to be ready well ahead of the 2021 session. Lead planning agency, Kitsap Transit, gave an update regarding a website update. Kitsap Transit is moving forward with procuring a new platform for hosting the PRTPO website.

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

- Maintenance Committee Meeting, Virtual – June 15
- 2020 Spring Maintenance Forum, Virtual – June 16-17
- 2<sup>nd</sup> Quarter Board Meeting, Virtual – June 18
- State Conference, Spokane – August 22-25
- 3<sup>rd</sup> Quarter Board Meeting, Spokane – August 23



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

Fleet & Facilities Report-John Bender  
Attachment F

### **Fleet:**

- New trolley bus slated for delivery 07/20/20.
- New Gillig buses slated for delivery 08/20/20.
- 01 refurb project complete
- Injector swap project to reduce emissions and maint. costs

### **Facilities:**

- New customer service desk and flooring for HPTC complete.
- New gate camera and vehicle sensor installed - Improved reliability and surveillance.
- New wireless lift set received and working perfectly.
- New electric bicycle charging station installed outside driver's lounge area.
- Gravel project at MOAC complete, HPTC currently in progress.

### **Staff/misc.:**

- Cleaned and reorganized reference manual library – improves troubleshooting efficiency

### **COVID response measures:**

- Purchased fog machine and DECON-30 to facilitate ongoing vehicle decontamination
- Closed customer service areas
- Placed social distancing memos throughout facilities
- Restricted dispatch area/timeclock traffic chokepoint to single occupancy
- Installed multiple hand sanitizer dispensers throughout facility
- Built/installed plexiglass shields around customer service desk
- Cordoned off alternating seats in all fixed route vehicles
- Installed hand sanitizer dispensers in all fixed route vehicles
- Discontinued use of front passenger doors on fixed route vehicles (except ADA riders)
- Order placed for plexiglass driver shields for all fixed route vehicles
- Acquired over 1500 disposable N95 and surgical masks for employee use
- Implemented face mask requirement at all times while inside facility and outside if six-foot minimum distance cannot be maintained.

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

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

- Implemented alternating maintenance department staff schedule to facilitate social distancing requirements.

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

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

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





63 4 Corners Road, Port Townsend, WA 98368

Operations Report-Leesa Monroe

Attachment G

**What we have been doing and what we are working on to return to service**

- In March JT and ATU worked in collaboration to agree to have ATU members work outside of their job classification in an effort to avoid layoffs. This agreement has worked out well. Drivers, along with one of our dispatchers have been doing weeding, shoveling rock, mowing grass, trash pickup, washing buses and wiping down buses at Haines Place. Drivers also painted the lunch room and the employee restrooms at Haines Place. The landscaping both at 4C and Haines Place looks great and the building at Haines Place looks fresh and clean. Employees have shown a positive attitude and have stated they are very appreciative that they are working.
- Our service was reduced by 50% on the west side, our three JTOC drivers were happy to work together sharing driving and we were able to retain all three drivers.
- We did have two layoffs. Our two part-time customer service rep's from Haines Place were placed in layoff status. We are evaluating the hours we will be open and staffing levels at HP for when we return to regular service.

**Additionally in planning for a return to regular service we are evaluating safety precautions and the logistics of operating more service:**

- We are awaiting plexiglass shields for the driver compartments of the buses and shields for the customer service areas (discussion of fare free until can load through front door)
- An L&I requirement effective June 8 for transit operators requires wearing single use disposable masks (not cloth masks) We anticipate we will use 150 – 175 masks a week and are working on ordering enough masks to maintain an ongoing supply.
- We are tracking overcapacity buses. Within a 10 day period we had 2 times where buses were at social distancing capacity. This is only 2 times out of 350 trips but we are evaluating how many passengers the different types of buses in our fleet can hold with blocked seats if we saw an increase in ridership.

**Masking**

We estimate 2 out of 10 riders refuse to wear a mask (20%/80%)

**Ridership fixed route**

Currently we have 5 daily fixed route driving shifts, normally 12 on a weekday.

May was 208 riders a day.

208 riders divided by 5 routes is an average of 41.6 riders per run per day

Monthly May fixed route ridership was 4,179 last year was 20,679 (-79.8%)

JTOC - May monthly ridership was 187 last year was 1,502 (-87.5%)

DAR – May monthly ridership was 279 last year was 1,091 (-74.4%)

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

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





63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 8/18/2020

June 2020 Expenses

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

- Accounts Payable Vouchers #6900665-6900701 in the amount of \$90,743.35
- Accounts Payable Voucher #6900702 in the amount of \$408.55
- Accounts Payable Voucher #6900703 in the amount of \$85,822.73
- Accounts Payable Vouchers #6900704-6900740 the amount of \$48,829.06
- Accounts Payable Voucher #6900741 in the amount of \$86,765.13
- Voided Accounts Payable Voucher #6900704 in the amount of \$244.05
- Capital Check #6910024 in the amount of \$4,946.25
- 3 EFT payments in the amount of \$979.71

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: 8/18/2020

July 2020 Expenses

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

- Accounts Payable Vouchers #6900742-6900774 in the amount of \$121,147.52
- Accounts Payable Voucher #6900775 in the amount of \$90,234.24
- Accounts Payable Vouchers #6900776-6900805 in the amount of \$44,403.21
- Accounts Payable Voucher #6900806 the amount of \$86,753.61
- Accounts Payable Vouchers #6900807-6900843 in the amount of \$95,769.17
- Voided Accounts Payable Voucher #6900578 in the amount of \$13.59
- Voided Accounts Payable Voucher #98604 in the amount of \$27.44
- Capital Check #6910025 in the amount of \$7,935.55
- 3 EFT payments in the amount of \$20,910.04

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



# Authority Board Agenda Summary

MEETING DATE: August 18, 2020

AGENDA ITEM: Resolution 20-15: Adopting the Transit Development Plan 2020-2025 & 2019

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 20-15  
TDP 2020-2025 & 2019  
*(Please see attached Public Comments)*

BUDGETARY IMPACT (if applicable) BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: *S. Crouch*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

The Transit Development Plan (TDP) contains information about how Jefferson Transit intends to meet local, state and long-range priorities for public transportation in Jefferson County.

This annual update of our ongoing plan incorporates local and state transportation goals and identifies strategies to achieve those goals. The TDP is used as a planning document as well as a document to support grants and funding requests at the State and Federal level.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 20-15: Adopting the 2020-2025 & 2019 Transit Development Plan.

# TDP Public Comment

**Sara J. Peck**

---

**From:** Sara Crouch  
**Sent:** Tuesday, August 11, 2020 1:03 PM  
**To:** Sara J. Peck  
**Subject:** FW: [External] Comments on Transit Development Plan

Sara Crouch  
Finance Manager  
Jefferson Transit Authority  
(360) 385-3020 x120  
Cell: (360) 774-1876

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual to whom they are addressed. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this email in error, please immediately advise the sender by reply e-mail and delete the e-mail. We appreciate your cooperation.

*Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.*

**From:** Jayme Brooke  
**Sent:** Monday, August 10, 2020 3:41 PM  
**To:** edavidt Tk <edavidt@gmail.com>  
**Cc:** Sara Crouch <SCrouch@jeffersontransit.com>  
**Subject:** Re: [External] Comments on Transit Development Plan

Hello Dave and thank you for your comments on the Transit Development Plan. They will be read at the August 18th board meeting. Please see <http://www.jeffersontransit.com> for instructions on remotely accessing the board meeting, if you wish. Have a wonderful day.

Kind regards,

Jayme M. Brooke  
Grants & Procurement Coordinator  
Jefferson Transit Authority  
63 4 Corners Road, Port Townsend, WA 98368  
(360) 385-3020x110

---

**From:** edavidt Tk <[edavidt@gmail.com](mailto:edavidt@gmail.com)>  
**Sent:** Monday, August 10, 2020 12:29 PM  
**To:** Jayme Brooke  
**Subject:** [External] Comments on Transit Development Plan

**CAUTION:** This email originated from outside of Jefferson Transit's network. DO NOT click links or OPEN attachments unless you recognize the sender, were EXPECTING the link or attachment and know the content is safe. If not sure what to do, contact JTA IT for assistance.

To Whom it May Concern,

I have reviewed the 2020-2025 Transit Development Plan and offer the following commentary.

- 1.
2. The word "climate" appears only twice in your document; in both cases, it appears
3. in reference to working with the Climate Action Committee. I would like to see language which prioritizes averting climate breakdown as a primary focus in your mission statement. This should be the first bullet under your Mission Statement paragraph. My
4. suggestion is "Jefferson Transit's mission is to make carbon reduction the highest priority in 2020-2025 by using traffic data to determine routes and schedules that will get the most number of people out of there SOV."
- 5.
- 6.
7. The word carbon appears only once, on page 16. Below the paragraph that contains
8. the word carbon, there are a number of strategies that address reducing carbon. However, nowhere in those bullets does it indicate that Jefferson Transit is planning to analyze their routes/scheduled to address this concern. I would like to see a statement
9. to the effect of "Jefferson Transit will be using data driven decision making to re plan routes and schedule with the highest priority given to reducing carbon by motor vehicles." In other words, your mission statement and strategies should prioritize:
10.
  11.
    - a.
    - b. Data collection; this would include all highways in Jefferson County, as well
    - c. as determining the number of vehicles carrying tourists (including weekends) from the ferries, the number of Jefferson County residents heading to Silverdale (including weekends) and Sequim, and the pattern of local commuting traffic.
    - d.
    - e.
    - f. Use that vehicle data to establish routes that directly impact, and provide transit
    - g. alternatives for those travelling. I would support increased transit fares for direct transit routes to Kingston, Bainbridge, Silverdale, and Sequim.
    - h.
12.
  - 1.
  2. There is reference to making more bicycle accommodations available. This needs
  3. to be ramped up. Ultimately, it should be fairly efficient to travel throughout the Puget Sound area, and beyond with a bicycle and without having to use a car. In practice, there should be no limitations on the number of bikes that can be carried by any single
  4. bus (within reason); the light rail in Seattle is a good model. If necessary, when there is no room on the front of a bus for a bicycle, the rear of the bus should be reserved for carrying a bicycle right on the bus. I frequently take my bicycle to Seattle.
  5. I use it to attend to business throughout the Seattle area. Unfortunately, I rarely take my bike on transit to get to the ferries. The reason is that I am rarely done with my business by the time the last Kitsap connection leaves Bainbridge. And, getting

6. to and from Kingston from Port Townsend via transit is excruciatingly slow. I would GLADLY pay \$10 or \$15 to hop aboard a direct, efficient transit bus, with my bike, to get to Bainbridge or Kingston. As a result, I end up driving to Bainbridge or Kingston,
7. leaving my car there, and getting on the ferry with my bike. Again, data will be essential, but a data-based schedule, designed to get as many people out of cars as possible, is the best approach.
- 8.
- 9.
10. There was a reference to a commuter run to meet the Kingston fast ferry in the
11. plan. I support this. However, for the Kingston run, the number of tourists and vacationers coming from Kingston and Bainbridge on the weekend is likely far greater than the number of commuters on the weekdays. According to the latest Carbon Inventory Report,
12. the total mileage from commuters is only 21% of the transportation carbon emissions in Jefferson County. And it is likely that much of that is within county (Tri area to Port Townsend and back). The "commuter" emphasis needs to be based on where the commuters
13. are actually commuting; data can confirm whether the commuter miles are out of county or in county. Similarly, the tourist miles are likely weekend and involve traffic coming from out of county (from ferries). If you want to move people from SOV to transit,
14. you would focus on the commuter runs within the county and weekend runs to the ferries as a first priority; that could be followed by a commuter run to the ferries. Data driven decision making will address all of these questions as you re think your routes
15. and schedule. (I might note that I use Jefferson Transit commuter run to get to the Bainbridge Island Ferry on occasion. The last time I did, it was nowhere near capacity. On the other hand, if there were a "holiday" run on the weekends coming from Seattle
16. and Edmonds, I think it would be packed.)
- 17.

- 5.
6. This next point is about values, and may strike at the core of how transit views
7. it's role in our community. I chose to live in town (Port Townsend or Port Hadlock) in order to reduce my carbon footprint as much as possible. I have lived in town for 32 years; I raised my kids here, and worked mostly right in Port Townsend. I never had
8. to purchase cars for my kids, and both my wife and I use our bicycles or legs for commuting. We knew when we made the choice way back in 1988, that living in town was better for the environment. If carbon would have not made a difference, I would have loved
9. to spend my adult years in the rural parts of our county. But I sacrificed that rural "dream" in lieu of carbon reduction. When I look at much of the current schedule/routes for Jefferson Transit, they seemed designed to meet the needs of a small percentage
10. of people who are living in the rural areas of our counties. There are now two transit centers in the county. One at the Safeway Park and Ride, and one in Four Corners. Let's make those the hubs and run the routes efficiently between those two hubs and from
11. those two hubs. In other words, if your goal is to get commuters or tourists to Bainbridge or Kingston, don't schedule a long multi stop run all over the county. This should be a direct run.
12. **Those people that choose to live in rural Jefferson County made a choice. If you choose to live in a rural area, then it makes**
13. **sense that you take some responsibility for getting to one of the transit centers.** I am not saying abandon the commuter route that goes along
14. Oak Bay, Port Ludlow, and Paradise Bay. What I am saying is don't combine that run with a ferry run. Those rural folks should be able to catch a bus to Hadlock, Four Corners, or the Hood Canal Bridge and get picked up there for an efficient transit run directly
15. to each of the ferries. I know this sounds harsh, but the current system is way under utilized. And one of the reasons may be that you are trying to do much for too many people all at the same time.
- 16.
- 17.

18. I believe you referenced working closely with the Regional Transportation Planning
19. Organization in a couple of places. As with your transportation plan, I found that plan also to be void of any reference to data driven route planning. In the regional plan that I reviewed last year, climate breakdown was not mentioned once. And, there was
20. very little in that plan that referenced carbon reduction. Until that group steps up and addresses carbon reduction and the use of data in planning, I am hard pressed to see working closely with them offers Jefferson Transit much in the way of benefits.
- 21.
- 22.
23. Expansion of the Transit Board was not addressed in this plan. And, sadly, you
24. lost an opportunity to expand the board last year. I am recommending expanding to including a School Board Director, a Hospital Commissioner, and a Port Commissioner. Clearly, the Jefferson Transit Board is limited in its perspective (as demonstrated by the
25. 2020-2025 Transit Plan). The Jefferson Transit Board can only gain by increasing its representation. There is so much to gain with facilitating a broader discussion.
- 26.

Dave Thielk  
611 Rose Street  
Port Townsend, WA 98368  
360-301-6005

Dave Thielk 360-301-6005  
**hope through meaning; meditation through music;  
community through dance; freedom through bicycling**

## TDP Public Comment

**Sara J. Peck**

---

**From:** Sara Crouch  
**Sent:** Wednesday, August 12, 2020 10:22 AM  
**To:** Sara J. Peck  
**Subject:** FW: [External] A comment. Thanks for asking!

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Sara Crouch  
Finance Manager  
Jefferson Transit Authority  
(360) 385-3020 x120  
Cell: (360) 774-1876

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-----Original Message-----

**From:** Jayme Brooke  
**Sent:** Wednesday, August 12, 2020 10:21 AM  
**To:** Sara Crouch <SCrouch@jeffersontransit.com>  
**Subject:** Fw: [External] A comment. Thanks for asking!

A comment I have received.

Kind regards,

Jayme M. Brooke  
Grants & Procurement Coordinator  
Jefferson Transit Authority  
63 4 Corners Road, Port Townsend, WA 98368  
(360) 385-3020x110

---

**From:** Rikki Ducornet <rikkiducornet@gmail.com>  
**Sent:** Wednesday, July 29, 2020 12:42 PM  
**To:** Jayme Brooke  
**Subject:** [External] A comment. Thanks for asking!



CAUTION: This email originated from outside of Jefferson Transit's network. DO NOT click links or OPEN attachments unless you recognize the sender, were EXPECTING the link or attachment and know the content is safe. If not sure what to do, contact JTA IT for assistance.

---

Hi! Thank you for taking comments.

I live across from Fort Worden, am 77 and do not drive. As there is a very limited taxi service, I count on the bus for getting to the hospital and back, and this has become almost impossible as it is always uncertain when one will be having a visit with one's doc, and how long that will take. I have needed to walk back to the Fort a number of times. Its a long walk! Shopping at the COOP, once so easy, is now impossible, so I am paying for both shopping and delivery. Same issue getting into town and back for a movie. In good weather things are easier but in bad weather, walking back from the hospital or downtown is something of a bear! Imagine walking back from the library with books! We may not be a vast number who need the bus service to offer more possibilities, but we are very much here, active in the community and longing for access to our town.

This said, I have always been grateful for this essential service, and the good people who drive the bus—an engaging and thoughtful tribe!

Rikki Ducornet

1 **Jefferson Transit Authority**

2 **Resolution No. 20-15**

3 **Adopting the 2020-2025 & 2019 Transit Development Plan**

4  
5 **A RESOLUTION** of the Authority Board of the Jefferson County  
6 *Public Transportation Benefit Area to adopt the*  
7 *2019-2024 Transit Development Plan*  
8

9 **WHEREAS**, Jefferson Transit Authority (JTA) is required to adopt and submit a six-year  
10 Transit Development Plan to the Washington State Department of Transportation prior  
11 to September 1<sup>st</sup> each year per RCW 35.58.2795; and  
12

13 **WHEREAS**, JTA has prepared its annual Transit Development Plan which is attached  
14 hereto; and  
15

16 **WHEREAS**, a public hearing was held on August 18, 2020, to admit testimony for and  
17 against the elements of its Plan;  
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board  
20 does hereby adopt the attached 2019-2024 Transit Development Plan.  
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 this 18<sup>th</sup> day of August 2020.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority

# JEFFERSON TRANSIT

63 Four Corners Road  
Port Townsend, WA 98368

## Transit Development Plan 2020-2025 & 2019 Annual Report



Prepared by Jefferson Transit Staff  
Date of Public Hearings: August 18, 2020  
Adopted on: August 18, 2020  
Resolution 20-??

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## Section I: ORGANIZATION

Jefferson Transit Authority (JTA) is a public transportation benefit area authorized under RCW 36.57A; established in 1980 with a voter-approved 0.3% transit sales and use tax. Jefferson Transit began revenue service in eastern Jefferson County in May 1981 and along the Pacific Coast in January 1995. In September of 2000, Jefferson County voters approved an additional 0.3% transit sales and use tax, for a total of 0.6%. In February of 2011, voters once again showed their support of Jefferson Transit and approved another 0.3% increase, resulting in a total of 0.9% transit sales and use tax. That brought the JTA sales tax revenue to the legislated maximum limit; generating \$0.09 of transit revenue on every \$10.00 of retail sales.

The Jefferson Transit Authority Board is comprised of all three Jefferson County Commissioners, two appointed City of Port Townsend Council members, and one non-voting member representing the interests of the Amalgamated Transit Union #587. Board meetings are held the third Tuesday of every other month.

As of December 31, 2019, Jefferson Transit employed 47 full-time equivalent employees, with a head count of 53 people. Details for these statistics are shown in the table below.

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	19	16.61
Operations Dial-a-ride	2	2
Operations Jefferson Transit Olympic Connection	3	2.86
Jefferson Transit Olympic Connection Supervisor	1	0.50
Dispatch, Field Supervisor & Customer Service	6	5.13
Vehicle Maintenance	6	5
Non-Vehicle Maintenance	5	4.5
Operations & Maintenance Management	4	4
General	5	4.4
General Management	2	2.00
<b>Total</b>	<b>53</b>	<b>47</b>
ATU 587 Represented Staff (from above list)	37	
Non-Represented Staff (from above list)	16	



## Section II: PHYSICAL PLANT

Jefferson Transit's Multi-Modal Facility, including a 100-space Park & Ride, administrative offices, and maintenance and operations facility is located at 63 Four Corners Road in Port Townsend, Washington.

Jefferson Transit also owns and operates a 252-space and 7-ADA space Park & Ride lot and transit center located at Haines Place in Port Townsend.

Jefferson Transit's West End service, Jefferson Transit Olympic Connection (JTOC), operates out of a facility leased from the Quileute Valley School District in Forks.

## Section III: SERVICE CHARACTERISTICS & FARE STRUCTURE

Jefferson Transit Authority operates in Jefferson County, Washington. The county encompasses just under 1,804 square miles of land area and is divided by the Olympic Mountain range. The Olympic National Park, Olympic National Forest, and State Land cover 75 percent of Jefferson County. Jefferson Transit Service Area covers 259 square miles.

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviated, and vanpool, with both regional and intercity bus connections. In 2019, eight fixed-routes (including deviated fixed-routes) operated Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all routes operated on Saturdays on a slightly reduced schedule.

JTA connects the Olympic Peninsula by partnering with four other public agencies and Washington State Ferries. JTA utilizes the Viking Transit Center for our (Route #7) ensuring the Olympic Loop service continues with Kitsap Transit. JTA also utilizes the Sequim Transfer Center for our (Route #8) ensuring the Olympic loop service continues with Clallam Transit.

Jefferson Transit operates route-deviated services south of Highway 104 in Eastern Jefferson County and between Forks and Amanda Park, on Highway 101, in Western Jefferson County Monday through Saturday.

ADA paratransit service, Dial-A-Ride, is provided by Jefferson Transit. Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations. Jefferson Transit travels beyond the ADA  $\frac{3}{4}$  mile requirement by providing one-day per week service to Kala Point, Marrowstone Island, and Cape George.

**Fare structure for Jefferson Transit at 2019 year-end:**

East Jefferson County

*Day Pass*

Adult Fare .....	\$1.50
Reduced Fare* .....	\$1.00
Add Out-of-County Boarding Fare to above fare .....	\$1.00
Out of County Pass .....	\$2.50

*Monthly Passes*

Full Fare .....	\$24
Reduced Fare.....	\$12
Monthly Commuter Pass .....	\$36
Monthly Reduced Fare Commuter Pass* .....	\$20
3-Month College Pass (must provide proof of enrollment).....	\$50

*Annual /Seasonal Passes*

Annual Full.....	\$230
Annual Reduced Fare.....	\$115
Annual Full Fare Commuter.....	\$345
Annual Reduced Fare Commuter.....	\$192
Youth Summer Pass** .....	\$ 20

*Dial-A-Ride*

1-Way Trip.....	\$ 1
10 Trip Convenience Punch Card.....	\$10
20 Trip Convenience Punch Card.....	\$20

West Jefferson County (Jefferson Transit Olympic Connection)

Adult Fare 1-Way.....	\$0.50
Adult Fare Day Pass.....	\$0.75
Reduced Fare* .....	\$0.25
Punch Pass (convenience passes).....	\$5 or \$10
Monthly Pass .....	\$15
Reduced Monthly Pass* .....	\$ 7
Youth Summer Pass** .....	\$20

\*Reduced Fares are available for people with disabilities, youth 18 years and under, adults 60 years and older.

\*\*Summer Youth Pass: \$20.00 (Memorial Day through Labor Day) good on Jefferson (east and west), Mason, Clallam and Grays Harbor Transit. (7-18 years)

Note: JTA recognizes the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit.

## Section IV: SERVICE CONNECTIONS

Jefferson Transit connects passengers to major hubs six days a week, Monday thru Saturday. The shuttle buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupeville Washington State Ferry terminal. Jefferson Transit connects with Kitsap Transit in Poulsbo; Clallam Transit in Sequim; and Mason Transit at Triton Cove. The Jefferson Transit Olympic Connection, a 64-mile route that travels between Forks and Amanda Park, links Grays Harbor Transit with Clallam and Jefferson Transits. Through these connections, passengers can get to medical specialists in the urban areas, catch a flight at SeaTac International Airport or a bus at the Seattle Greyhound terminal. Our economy benefits from the many travelers who use transit to get to the Olympic Discovery Trail; Victoria, BC; the Pacific Beaches or any of the other many scenic locations on the Olympic Peninsula.

JTA coordinates its routes to provide service to educational institutions such as the Port Townsend public schools, Chimacum High School, Quilcene High School, and to Peninsula College in Port Townsend and Port Angeles (via Clallam Transit). It also connects to the Washington State University Cooperative Extension at Port Hadlock.

Life services are also incorporated into the routes such as the Port Townsend Food Bank, Jefferson County Courthouse, Jefferson County Library, Jefferson County Hospital, and the various grocery stores. Routes also stop at popular destinations such as Fort Worden, Jefferson County Fairgrounds, and Dosewallips State Park.

Jefferson Transit's HPTC Park & Ride in Port Townsend serves as a connection point for the Olympic Discovery Bicycle and Pedestrian Trail. Jefferson Transit's 63 4 Corners Park & Ride serves as connection point to the Dungeness Greyhound bus line. All of Jefferson Transit fixed route vehicles are equipped with bicycle racks.

### **Service Connections:**

Jefferson Transit connects the Olympic Peninsula by providing bus connection services to the following transportation facilities:

- Port Townsend Shuttle with connections to Washington State Ferries (WSF) bus routes
- Viking Transit Center in Poulsbo with connections to Kitsap Transit (KT), WSF and other KT bus routes
- Sequim Transfer Center with connections to Clallam Transit (CT) and other CT bus routes
- Forks Transfer Center with connection to CT and Amanda Park with connections to Grays Harbor Transit
- Service to Brinnon with connections to Mason Transit (MT) and other MT bus routes
- Haines Place Transit Center with connections to other JT bus routes
- 63 Four Corners Park and Ride with connections to Dungeness Line



## Section V: ACTIVITIES & ACCOMPLISHMENTS IN 2019

**Improve mobility in small urban and rural areas.** Jefferson Transit representatives interacted with the public at several community sponsored events and public meetings. Jefferson Transit represented itself at the Jefferson County Farmers' Market, the Jefferson County Fair, the Port Townsend Rhododendron Parade, and the Port Townsend Wooden Boat Festival. Information was collected at these special events including counting the number of visitors to the booths and comments from the public regarding current service and requests for future service.



*JTA participated in the Grand Opening of the 2019 Port Townsend Farmer's Market and exhibited its "1967" bus in the Jefferson County Fair*

Jefferson Transit's public outreach focus continues to be providing residents of Jefferson County a ride to school, work, life services, and recreation. The "Try Transit" campaign was launched in June of 2014 and has continued through 2019. Art work promoting this slogan is displayed on the back of many JTA buses.

A transit bus and staff helped the Port Townsend Kiwanis collect toys for the U.S. Marine Corps Toys For Tots program.



*December 2019 Toys for Tots*

Jefferson Transit's General Manager is currently a member of the Port Townsend Sunrise Rotary, Jefferson County Climate Action Committee, the Peninsula Regional Transportation Planning Organization, and the Port Townsend Chamber of Commerce. The General Manager and the Finance Manager also sit on the Washington State Transit Association Board and the Washington State Transit Insurance Pool Board.

The Mobility Coordinator is the Secretary of the DASH board. The Operations Manager is also a member of the Jefferson County Council for the Blind.

**In 2019 Jefferson Transit accomplished the following:**

- In November Jefferson Transit completed installation of a prefabricated two stall restroom at the Haines Place Transit Center.
- Maintained a second tier of Paratransit service providing weekly service to ADA eligible passengers residing outside of the ADA mandated service area, e.g. Kala Point, Marrowstone Island, and Cape George.
- Continued to meet EnviroStar goals.
- Continued to use a Biodiesel at a B5 (5%) fuel mix in the Port Townsend-based fleet.
- Completed CDL training for three maintenance employees.
- Provided outreach to the community through presence and information at community events including the Jefferson County Fair, the Port Townsend Wooden Boat Festival, Port Townsend's Rhododendron Parade, Farmers' Market, and the Toys for Tots program.
- Participated in an online regional ridesharing network that now covers Washington, Oregon, and part of Idaho.
- Provided 271,970 fixed route, route-deviated and paratransit passenger trips.
- JTA began work with Fehr & Peers in July 2019 on a 20 year Comprehensive Long Range Plan. January 2020 saw the first public open house, held for the purpose of gathering input from the general public, and where they would like to see JTA improve their service in the future.
- Held the first meetings of JTA's new Citizen's Advisory Committee in August and November 2019.
- Continued to work closely with the Peninsula Regional Transportation Planning Organization.
- JTA continued to print cost effective full-color bus schedules on recyclable coated paper. The latest version was released May 2019.
- JTA continued membership with MRSC Rosters.



*HPTC Public Restroom*

- Continued to support the Clallam Transit Interlocal Agreement for the West End Service.
- JTA continued to recognize the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit. JTA is reimbursed in accordance with Peninsula College Interlocal Agreement for the college student travel per academic quarter.



*Salish Coast Elementary Bus Shelter*

- Provided transportation for the Wooden Boat Festival in September, boarding 4,979 passengers between Friday, Saturday and Sunday. There has been a consecutive increase in ridership since 2013.
- JTA held the annual All Staff Training on November 11, 2019, which included presentations on:
  - Verbal De-escalation Training
  - FTA Drug and Alcohol Policy Update
  - CPR and First Aid Certification
- IT continued steps to improve server and network reliability and to improve software security.
- JTA continued to contract a service provider through WSTIP to provide periodic safe driver testing for

vanpool drivers.

- JTA contracted with Suppression Systems, Inc, to install a dry agent fire suppression system in the JTA Server Room.
- Two Schetky Cutaway Vans were purchased using JTA funds and put into service in December 2019.
- JTA installed an outlet at its fuel island station so the Diesel Exhaust Fluid (DEF) pump could be plugged in, increasing the efficiency of the bus fueling/DEF refill process.
- JTA continued to subscribe to RouteMatch, which provides drivers and dispatch service reliability, incident alerts, reporting processes with dashboards and tablets.
- Continued to improve ridership through technology.
- In June 2019 JTA worked with the Jefferson County Farmer's Market to move the growing Wednesday Farmers Market to the Haines Place Transit Center.
- Installed a bus shelter at the new Salish Coast Elementary School
- Purchased Remix software to help streamline its planning process for new and revised routes.
- Purchased SMARSH archiving software in anticipation of launching JTA social media via Facebook and Twitter.



*Schetky Cutaway for DAR Service*



In 2019 JTA was awarded five main grants which maintain funding through 2021. The following table shows the grants JTA was awarded:

Grant Source	Grant	Grant \$	JTA's Match \$
2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,674,612	\$4,983,687
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$388,310	\$465,187
2019-2021 Public Transportation Consolidated Grant	Two Heavy-Duty 30' and Two Heavy-Duty 35' Buses	\$1,567,836	\$391,959
2020-2023 Surface Transportation Program (STP)	One Heavy-Duty Bus	\$419,301	\$65,440
<b>Total</b>		<b>\$5,050,059</b>	<b>\$5,906,273</b>

Due to the 2020 COVID-19 Pandemic, the Grant Funding listed changed for operating grants. In April 2020 Jefferson Transit was awarded funding from the CARES Act to help pay for expenses/lost revenue related to the pandemic. The economic impact to Jefferson Transit's sales tax revenue is unknown at this time. Jefferson Transit closed customer service, cut 60% of on the road service, mandated back entry door boarding/alighting (except for ADA passengers), and stopped collecting fares in order to lessen potential exposure to employees and comply with Governor Inslee's Stay Home, Stay Healthy declaration. Jefferson Transit, with the support of the CARES Act, was able to avoid mass layoffs for operations and maintenance staff. Jefferson Transit will be requesting reimbursement from CARES Act grant funding rather than from Consolidated Grant funding for Quarter 2 (April-June 2020). Please see revised funding breakdown below:

Grant Source	Grant	Grant \$	JTA's Match \$
2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,674,612	\$4,983,687
		\$2,340,286	\$4,935,139
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$388,310	\$465,187
		\$339,771	\$407,039
2020 CARES Act Grant	East/West Jefferson; Operating or Capital	\$1,167,962	\$-0-
2019-2021 Public Transportation Consolidated Grant	Two Heavy-Duty 30' and Two Heavy-Duty 35' Buses	\$1,567,836	\$391,959
2020-2023 Surface Transportation Program (STP)	One Heavy-Duty Bus	\$419,301	\$65,440
<b>Total</b>		<b>\$5,835,156</b>	<b>\$5,799,577</b>

## Section VI: PROPOSED ACTION STRATEGIES & GOALS 2020-2025

### Goals, Mission and Strategies, 2020-2025

The Washington State Department of Transportation requires that transit agencies report their progress towards accomplishing the state's public transportation objectives. These objectives are identified in *Washington State's Transportation Plan*. Jefferson Transit's actions and strategies over the coming six years will be guided by the organization's mission statement and goals which are consistent with Washington State goals, enabling personal mobility, partnering with communities, establishing sustainable financial stability supporting economic opportunity, protecting the environment, conserving energy and protecting our investments.

Additional unfunded projects may be completed as funding becomes available. Conversely, some projects may be postponed if anticipated revenues decrease.

Jefferson Transit's Mission is to provide reliable, safe, friendly, comfortable public transportation service in Jefferson County that is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

The proposed changes in this plan are action strategies that reflect upon the following state Transportation Service Objectives and Goals.

## 1. Preservation

To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.



**Preserve existing transportation service levels:** Jefferson Transit made no service cuts in 2019. JTA will continue to be diligent controlling costs and finding savings.

**ADA Paratransit Services:** In areas that have fixed route service, ADA paratransit service provides safe, effective and efficient door-to-door (line of sight) specialized transportation

service, fully compliant with ADA requirements, for people unable to utilize the fixed route system. This service is provided within a ¼ mile boundary of the fixed route service routes.

**Fully Accessible Rural Fixed Route Service:** Make general public services as attractive and usable as possible for seniors and people with special needs and promote them as the preferred mobility option. Continued efforts will be made to add passenger amenities (shelters & benches) and accessibility enhancements.

Jefferson Transit will analyze fixed route service performance standards. These standards help guide future service adjustments and assist in the decision making process for service expansion, reduction or elimination.

Jefferson Transit will continue to offer transit services to non-traditional customers via the van pool program.

**Improvements to Specialized Transportation Service:** Continually refine specialized transportation operating methods, using technology where appropriate, to enhance service quality, customer service, and efficiency.

Jefferson Transit works closely with city and county agencies to promote integrated community design, land use, and transportation investments that improve the quality of life. In addition, Jefferson Transit will work to secure appropriate mitigations (shelters, pullouts, etc.) from land use development.

### **Preserve existing public transportation facilities and equipment**

In 2020-2025 vehicles and other equipment will continue to be maintained; Jefferson Transit will continue to seek funding and build reserves to be used for scheduled replacement or refurbishment of equipment as illustrated in Section VII, Rolling Stock. Jefferson Transit's maintenance department has an aggressive preventative maintenance program for all vehicles. This program has extended the life of our fleet, from the federal life of 12 years to far beyond that and added millions of miles. Jefferson Transit will continue to provide preventive maintenance on its operations base and its park & ride facilities, as well as replacing office and maintenance equipment to maintain industry standards.

Efforts will continue to identify and secure outside funding sources for the ongoing operation of the West Jefferson fixed-route-deviated service.

## 2. Safety

To provide for and improve the safety and security of transportation customers and the transportation system.



Below is a chart of JTA's 2013 thru 2019 safety record.

Year	Preventable Accident	Non-Preventable Accident	Passenger Event	Employee Injury
2013	0	0	0	0
2014	3	3	3	1
2015	2	2	2	0
2016*	4	1	7	1
2017*	4	2	2	0
2018*	3	1	0	0
2019*	3	2	3	0

*\* Figures for 2016 - 2019 reflect data taken from JTA reporting software. Tracking methodology changed to include more diverse instances.*

Jefferson Transit monitors all service on a daily basis to ensure the safety of passengers and employees. We participate in local and regional efforts to increase and improve security components on routes, at the HPTC Park & Ride, and at bus stop locations throughout the service area.

Jefferson Transit is working collaboratively with the local law enforcement agencies and emergency services to ensure the safety of the community.

Jefferson Transit has increased security for passenger and operators by installing camera & video surveillance equipment to the entire fleet.





All Staff Training; November 11, 2019

### 3. Mobility

To improve the predictable movement of goods and people throughout Washington State.



**Effective Community-based Design:** Jefferson Transit provides viable connections throughout the Olympic Peninsula offering coordinated connections with Mason, Kitsap, Clallam and Grays Harbor Transit systems and the Washington State Ferries.

Jefferson Transit constructed a trail at its 63 4 Corners facility that will eventually connect with the Larry Scott Trail to Port Townsend. This trail will eventually provide a link to the Olympic Discovery Trail.

**Improve mobility in small urban and rural areas:** As part of an ongoing comprehensive service planning effort, Jefferson Transit will continue investigating opportunities for such enhancements as incremental service improvements for the Tri-Area (Port Hadlock, Irondale and Chimacum) and implementing efficiencies in all other routes



Jefferson Transit continues to be actively involved with local committees to identify service strategies and coordination for special needs populations and will continue to seek special needs funding from state, federal and private sources where possible. Collaboration occurs among federal, tribal, state, regional, local and private sector partners.

**Service Marketing and Public Involvement:** Keep the public informed regarding transit operations and policies and encourage community involvement. Rigorously promote and market the use of transit services. Continually work to increase system ridership. Jefferson Transit has also accomplished the following:

- Engage in at least five community events for educational purposes.
- Collect community feedback through Surveys, Interviews and Focus Groups. Added the ability for riders to subscribe to Rider Alert notices on the website.
- Revamped the schedules on the website for easier navigation and view-ability.
- Continue to use the successful Try Transit slogan.



## 4. Environment

To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.



Jefferson Transit remains committed to obtaining no-omissions buses. Jefferson Transit has retained the services of TranspoGroup to conduct an Electric Vehicle Feasibility Study. Jefferson Transit continues to research opportunities to bring this technology to the community. In March 2020, Jefferson Transit submitted an application for a Low-No Emissions Grant in hopes of obtaining funding for the purchase of battery electric buses.

**Maintain Air Quality:** Transportation services and facilities help maintain air quality by meeting air quality health standards. Jefferson Transit will continue to search for technologies and or fuels that will reduce emissions. (Jefferson Transit currently uses a B5 (5%) Biodiesel fuel in our Port Townsend-based fleet to improve air quality emissions.) Jefferson Transit has implemented a policy to reduce idle time, therefore, reducing emissions.

**Meet State Water Quality Standards:** Jefferson Transit services and facilities help maintain water quality by meeting water quality standards.

**Reuse and Recycle Resource Materials:** Jefferson Transit services and facilities prudently use, reuse, and recycle resource materials. Jefferson Transit is proud to continually have been awarded a 5-star EnviroStar rating in Jefferson County. Jefferson Transit views sustainability as an important element of design criteria for transit facilities and has incorporated green building design standards in the new maintenance/operations facility.

**Congestion Relief:** Jefferson Transit operates with minimal delay and continual reduction in the societal, environmental, and economic costs of congestion.

**Reduce SOV Use and Implement Commute Trip Reduction Methods:**

The Washington State Legislature passed the **Commute Trip Reduction (CTR) Law** in 1991 to call on employers to encourage their workers to drive alone less often, reduce carbon emissions and keep the busiest commute routes flowing.

Jefferson Transit encourages and considers a variety of methods and ideas to promote the reduction of single occupancy (SOV) vehicle use such as:

- Carpool, Vanpool, Bus, Bicycle, or Walk
- Encourage Rideshare Online
- Develop a bus mentor program to motivate new riders to try transit
- Continue to market and expand the Vanpool program
- Work with local employers to offer incentives
- Work with the Jefferson County Climate Action Committee to develop ways to reduce SOV use
- Continue to partner with employers, local governments and the Regional Transportation Planning Organization (RTPO) to ensure local and regional coordination of transportation plans

## 5. Stewardship

To continually improve the quality, effectiveness, and efficiency of the transportation system.



Jefferson Transit will continue operational and planning coordination with the region's other public transportation providers, including Washington State Department of Transportation, Clallam, Kitsap, Mason, and Grays Harbor Transit, and the Washington State Ferries. Jefferson Transit will continue to participate in Jefferson County's transportation planning initiatives with the City of Port Townsend and Jefferson County.

Jefferson Transit's six-year planning horizon includes delivery of a new public restroom facility at the Haines Place Transit Center. Restroom construction was completed in November 2019.

## 6. Economic Vitality

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.



**Connecting local economies:** Jefferson County has the benefit of being at the hub of the Olympic Peninsula. Jefferson Transit connects with Clallam, Grays Harbor, Island, Kitsap and Mason transits. Jefferson Transit also connects with the Washington State Ferry System in Port Townsend.

Jefferson Transit continues to build relationships with the local transit agencies to better understand interdependent growth opportunities.

**Commuter service:** Job markets are vastly dispersed throughout Jefferson County, along with its residents. Many residents cannot afford self-reliant transportation, or they are eager for a more efficient means to travel. Jefferson Transit supports and continues to reach out to local commuters.

**Support for Tourism:** Recreational travelers have convenient and inviting access to tourist destinations, including a Park & Ride facility to allow parking recreation vehicles while visiting Historic Port Townsend.

## Section VII: 2020-2025 SERVICES, FACILITIES & EQUIPMENT

The proposed changes 2020-2025, identified in Section VII, are actions and strategies that reflect the state public transportation goals and policy objectives as well as Jefferson Transit's priorities. It also identifies the methods and materials needed to achieve them. Many of the projects will require funding beyond what is currently available, or will require more funding than is anticipated to be available in the near term. A list of unfunded projects & service requests, both capital and operational, is included in Appendix A.

### Capital Projects – System Wide:

- Install Camera Security Systems Jefferson Transit Multi-Modal Facility and Haines Place Transit Center.
- Procure Finance/Maintenance Software.
- Complete Electric Vehicle, Electric Vehicle Chargers & Infrastructure study.
- Complete design for Additional Maintenance Bay at 63 4 Corners Facility.
- Complete design for Haines Place Transit Center bus loop reconfiguration.
- Install new flooring and customer service desk at Haines Place Transit Center facility.

### Capital Assets – Other Building & Structures:

- Jefferson Transit has plans to implement several HPTC Park & Ride upgrades including:
  - Lighting Upgrades – replacing expensive current parking lot lights with LEDs
  - Remove trees that are pulling up concrete on the sidewalk portion of the bus-turnaround to avoid hazards.
  - Paint Haines Place Transit Center building and shelters/structures.
- Install radio repeater between Port Townsend and Sequim so dispatch and route deviated buses can better communicate on the radios.

### Capital Assets – Revenue Vehicles:

- Continue to research No-Emission bus integration into its fleet. Based on the outcome of grant funding and solid infrastructure, future purchases of fixed route No-Emission vehicles are being considered.
- JTA was approved to purchase two 30' and two 35' Heavy Duty transit buses in September 2019 on consolidated grant PTD 0143. Delivery is anticipated in late 2020.
- JTA ordered a trolley for its downtown Port Townsend route in August 2019. Delivery is expected in July 2020.



## Capital Assets – Service Equipment:

- Additional projects, listed in Appendix A, may be completed as funding becomes available. Conversely, some projects listed below may be postponed if anticipated revenues decrease. The accomplishments and actions completed in 2019 are listed in Section V of this document.



## Services

### Expansion 2020-2025

- Explore ways to expand bicycle-rider options for using transit.
- Create a commuter route to meet the Kitsap Transit Kingston Fast Ferry to Seattle.
- Contact local businesses to promote employee ridership programs.
- Continue to develop and improve the marketing plan to include online outreach and social media.
- Identify and market links between transit and trails for bicycle riders and pedestrians.
- Annually review funding opportunities to reinstate and expand service & improvements.
  - Increase frequency of commuter routes.
  - Restore service levels and ridership to those seen prior to COVID-19 pandemic and resulting service reduction.
- Planning:
  - Work with developers and local governments to add service, shelters, bus pullouts, rider-controlled light signals at stops, etc., to new commercial areas and housing developments as appropriate.
  - Explore alternate bus routes to service Upper Sims Way business district in Port Townsend.
  - Continue work with Fehr & Peers on the development of a long range plan. Incorporate input from the public via surveys, open houses and interaction with the Citizens Advisory Committee.

## Facilities

### Expansion 2020-2025

- Enhance Haines Place Transit Center configuration to increase capacity.
- Upgrade the Jefferson Transit Multi-Modal Facility and Haines Place Transit Center to operate EV Charging Infrastructure.
- Add third maintenance bay to the Jefferson Transit Multi-Modal Facility.
- Add automatic bus wash to the Jefferson Transit Multi-Modal Facility.
- Improve 63 4 Corners Olympic Discovery Trail easement to full paved use by 2022
- Improve bus pullout areas along state, county and city right-of-ways.
- Add shelters, i-Stops, and/or bicycle lockers at the following possible locations in East Jefferson County: Swansonville Road, Taylor & Washington, Umatilla & San Juan, McPherson & 14<sup>th</sup>, and at the Brinnon Store. Continue to install solar lighting in shelters.
- Improve HPTC Park & Ride facility by upgrading the shelters to improve wind and rain coverage.
- Add other Park & Ride improvements where possible that continue to serve the needs of the community and surrounding area.
- Continue to partner with community organizations for various activities.
- Add Park & Ride areas through public/private partnerships in the following areas:
  - Dabob Road to serve the Toandos Peninsula
  - Highway 104 and Hood Canal Bridge
  - Hadlock Chimacum area
  - Chimacum Light
- Continue to perform quality bus maintenance, fueling, and washing.
- Construct an automatic bus washing system at 63 4 Corners.

## Equipment - Rolling Stock

Note: Heavy-duty and medium-duty buses are also referred to as large transit coaches.

This six-year plan supports maintaining existing service and expanding vanpool service. It is anticipated that vanpool expansion funding will be available at 100%, some buses and coaches will be funded at 100%, and some will require a 20% match from Jefferson Transit.

### Preservation & Expansion 2020-2025

Planned Vehicle Orders	2020	2021	2022	2023	2024	2025
Replacement Large Transit Coaches	4	1	2	0	2	0
Replacement Large Transit Electric Coaches	0	1	1	1	1	1
Replacement Medium-Duty Cutaways	0	2	0	2	0	2
Replacement Dial-a-Ride Cutaways	0	0	0	2	0	2
Replacement Dial-a-Ride Vans	0	4	0	0	4	0
Replacement Vanpool Vans	2	2	2	2	2	0
Expansion Vanpool Vans	0	0	2	0	2	2
Expansion Large Transit Vehicles	2	0	2	0	0	0

## Equipment - Other than Rolling Stock

### Preservation & Expansion 2020-2025

- Improve radio system, include West Jefferson service
- Add vehicle location capability to radio system & fleet (automated vehicle locator (AVL))
- Upgrade web & phone system to provide auto call reservations for Dial-a-Ride, trip planning & other interactive features

## Section VIII: CAPITAL IMPROVEMENT PROGRAM / BUDGET

	Actual 2019	Budgeted 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025
<b>Preservation</b>							
Transit Base Preserve & Upgrade	\$36,616	\$94,340	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$120,773		\$50,000	\$100,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$143,468	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$19,975		\$80,000	\$60,000	\$60,000	\$60,000	\$60,000
Large Transit Coaches	\$0	\$1,959,795	\$500,000	\$1,000,000	\$0	\$1,000,000	\$0
Large Transit Electric Coaches	\$0		\$700,000	\$700,000	\$700,000	\$700,000	\$700,000
Medium-Duty Cutaways	\$0	\$0	\$250,000	\$0	\$250,000	\$0	\$250,000
DAR Cutaway Vehicles	\$185,172	\$0	\$0	\$0	\$180,000	\$0	\$0
DAR Vans	\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$0
Vanpool Vans	\$0		\$0	\$60,000	\$0	\$60,000	\$71,500
<b>Preservation Totals</b>	<b>\$362,536</b>	<b>\$2,197,603</b>	<b>\$1,860,000</b>	<b>\$2,020,000</b>	<b>\$1,340,000</b>	<b>\$2,150,000</b>	<b>\$1,231,500</b>
<b>Expansion</b>							
Passenger Amenities & Services	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Equipment/Service Vehicles	\$3,260	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Large Transit Coaches	\$0	\$836,394	\$0	\$1,000,000	\$0	\$0	\$0
New Facility Design/Construction	\$16,181	\$575,000	\$0	\$1,600,000	\$1,500,000	\$0	\$2,000,000
63 4 Corners EV Infrastructure	\$79,362	\$0	\$0	\$0	\$0	\$1,500,000	\$0
Enhance Haines Place Park & Ride	\$0		\$0	\$500,000	\$1,500,000	\$75,000	\$250,000
HPTC EV Infrastructure	\$0		\$1,500,000	\$0	\$0	\$0	\$0
ITS Improvements	\$10,900	\$175,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & I-Stops	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0	\$0	\$0	\$60,000	\$0	\$60,000	\$0
<b>Expansion Totals</b>	<b>\$30,341</b>	<b>\$1,661,394</b>	<b>\$1,720,000</b>	<b>\$3,380,000</b>	<b>\$3,220,000</b>	<b>\$1,855,000</b>	<b>\$2,470,000</b>
<b>Total Capital Expense</b>	<b>\$392,877</b>	<b>\$3,858,997</b>	<b>\$3,580,000</b>	<b>\$5,400,000</b>	<b>\$4,560,000</b>	<b>\$4,005,000</b>	<b>\$3,701,500</b>
<b>Anticipated Capital Grant Revenues</b>	<b>\$0</b>	<b>\$1,987,137</b>	<b>\$2,864,000</b>	<b>\$3,320,000</b>	<b>\$3,648,000</b>	<b>\$3,204,000</b>	<b>\$2,961,200</b>
<b>Anticipated Capital Reserve Used</b>	<b>\$392,877</b>	<b>\$1,871,860</b>	<b>\$716,000</b>	<b>\$2,080,000</b>	<b>\$912,000</b>	<b>\$801,000</b>	<b>\$740,300</b>

*2022-2025 Proposed Construction Projects include 3rd Maintenance Bay; Reconfigure HPTC; EV Infrastructure at 63 4 Corners and HPTC; Facilities Building on adjacent property  
2024 Proposed Construction Project - New Wash Bay at 63 4 Corners*



## Section IX: OPERATING DATA

	2019	2020	2021	2022	2023	2024	2025
<b>Fixed-Route</b>							
Revenue Hours*	17,176	14,600	17,176	17,176	17,520	17,870	18,049
Revenue Miles*	454,661	386,462	454,661	454,661	459,208	463,800	468,438
Passenger Trips	243,643	121,822	134,004	147,004	176,885	229,950	241,448
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	81,924	69,635	81,924	81,924	83,562	85,234	86,086
Diesel Fuel Consumed	0	0	0	0	0	0	0
<b>Route-Deviated</b>							
Revenue Hours	4,652	2,326	2,559	2,814	3,377	4,391	4,610
Revenue Miles	143,435	71,718	78,889	86,778	104,134	135,374	142,143
Passenger Trips*	15,446	7,723	8,495	9,345	11,214	14,578	15,307
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed*	13,853	6,927	7,619	8,381	10,058	13,075	13,729

*\*Due to COVID pandemic, we believe it will take some time to regain ridership on Fixed Route.*

## Section IX: OPERATING DATA - Continued

	2019	2020	2021	2022	2023	2024	2025
<b>Dial-A-Ride</b>							
Revenue Hours*	6,074	3,887	6,134	6,196	6,258	6,320	6,383
Revenue Miles*	55,430	35,475	55,984	56,544	57,110	57,681	58,257
Passenger Trips (Plus 1%)*	12,881	8,244	13,010	13,140	13,271	13,404	13,538
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline*	2,468	1,579	2,492	2,517	2,542	2,568	2,593
Biodiesel Fuel Consumed*	3,961	2,535	4,001	4,041	4,081	4,122	4,163
Diesel Fuel Consumed	0	0	0	0	0	0	0
<b>Vanpools</b>	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van
Revenue Hours	938	797	938	938	938	938	938
Total Vehicle Miles	39,746	33,784	39,746	39,746	39,746	39,746	39,746
Passenger Trips	5,290	4,497	5,290	5,290	5,290	5,290	5,290
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	2,473	2,102	2,473	2,473	2,473	2,473	2,473
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed	0	0	0	0	0	0	0

*\*JTA believes DAR ridership will resume pre-COVID rates faster than fixed-route.*

## Section X: OPERATING REVENUES & EXPENDITURES, 2020-2025

	2019 ACTUAL	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.	2025 PROJ.
<b>General Fund</b>							
<b>Beginning Balance</b>	<b>\$1,346,209</b>	<b>\$1,525,318</b>	<b>\$2,015,872</b>	<b>\$1,855,613</b>	<b>\$1,893,656</b>	<b>\$2,437,542</b>	<b>\$3,237,214</b>
Sales Tax	\$5,521,927	\$4,693,638	\$5,632,365	\$5,745,013	\$5,859,913	\$5,977,111	\$6,096,653
State Operating Grant	\$464,662	\$200,595	\$283,362	\$283,362	\$283,362	\$283,362	\$283,362
Local Grants & Contributions	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500
Fares	\$156,763	\$30,524	\$159,899	\$163,097	\$166,359	\$169,686	\$173,080
Federal (5311) Operating Grant	\$1,058,081	\$2,115,970	\$1,281,001	\$1,463,401	\$1,463,401	\$1,463,401	\$1,463,401
Federal <b>Capital</b> Grants	\$0	\$1,987,137	\$2,864,000	\$3,320,000	\$3,648,000	\$3,204,000	\$2,961,200
Other Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State <b>Capital</b> Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vanpool	\$22,319	\$22,860	\$50,000	\$70,000	\$80,000	\$90,000	\$90,000
Misc. Revenue	\$178,256	\$76,176	\$78,461	\$80,815	\$83,240	\$85,737	\$88,309
<b>Sub-total</b>	<b>\$7,421,508</b>	<b>\$9,146,400</b>	<b>\$10,239,824</b>	<b>\$11,013,848</b>	<b>\$11,469,808</b>	<b>\$11,156,151</b>	<b>\$11,036,126</b>
<b>Gen Fund + Revenue Totals</b>	<b>\$8,767,717</b>	<b>\$10,671,718</b>	<b>\$12,255,696</b>	<b>\$12,869,460</b>	<b>\$13,363,463</b>	<b>\$13,593,693</b>	<b>\$14,273,340</b>
<b>Operating Expenses</b>							
Administration	\$942,873	\$1,088,465	\$1,110,234	\$1,132,439	\$1,155,088	\$1,178,190	\$1,201,753
Haines Place PNR	\$393,981	\$462,404	\$471,652	\$481,085	\$490,707	\$500,521	\$510,531
Vehicle Maintenance	\$848,936	\$1,154,680	\$1,177,774	\$1,201,329	\$1,225,356	\$1,249,863	\$1,274,860
Facility Maintenance	\$283,738	\$412,673	\$420,926	\$429,345	\$437,932	\$446,691	\$455,624
General Operations/Vanpool	\$2,180,752	\$2,750,487	\$2,805,497	\$2,861,607	\$2,918,839	\$2,977,216	\$3,036,760
<b>Operating Expenses Totals</b>	<b>\$4,650,280</b>	<b>\$5,868,709</b>	<b>\$5,986,083</b>	<b>\$6,105,805</b>	<b>\$6,227,921</b>	<b>\$6,352,479</b>	<b>\$6,479,529</b>
<b>Capital Projects</b>							
Vehicles	\$185,172	\$2,956,657	\$1,630,000	\$2,700,000	\$1,130,000	\$1,880,000	\$950,000
Vanpool	\$0	\$0	\$0	\$120,000	\$0	\$120,000	\$71,500
New/Repl Serv. Vehicles	\$19,975	\$0	\$80,000	\$60,000	\$110,000	\$60,000	\$60,000
ITS Improvements	\$14,160	\$175,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Facility Improvement	\$236,720	\$575,000	\$1,500,000	\$2,100,000	\$3,000,000	\$1,575,000	\$2,250,000
Misc. Capital Projects	\$16,181	\$144,340	\$250,000	\$300,000	\$200,000	\$250,000	\$250,000
Office Furniture & Equipment	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0
New Facilities Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Projects Totals</b>	<b>\$472,208</b>	<b>\$3,858,997</b>	<b>\$3,580,000</b>	<b>\$5,400,000</b>	<b>\$4,560,000</b>	<b>\$4,005,000</b>	<b>\$3,701,500</b>



Operating Revenues and Expenditures continued:

	2019 ACTUAL	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.	2025 PROJ.
Total Revenue (+)	\$8,767,717	\$10,671,718	\$12,255,696	\$12,869,460	\$13,363,463	\$13,593,693	\$14,273,340
Operating Expenses (-)	\$4,650,280	\$5,868,709	\$5,986,083	\$6,105,805	\$6,227,921	\$6,352,479	\$6,479,529
Capital Projects (-)	\$472,208	\$3,858,997	\$3,580,000	\$5,400,000	\$4,560,000	\$4,005,000	\$3,701,500
Debt Service (-)	\$369,298	\$0	\$0	\$0	\$0	\$0	\$0
Inc. to Cap. Res. (-)	\$1,389,924	\$750,000	\$1,500,000	\$1,500,000	\$1,000,000	\$750,000	\$750,000
Inc. to Operating Res.(-)	\$832,147	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Inc. to Unemployment Res.(-)	\$750	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Cap. Reserve (+)	\$472,208	\$1,871,860	\$716,000	\$2,080,000	\$912,000	\$801,000	\$740,300
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac.Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year End General Fund Bal.</b>	<b>\$1,525,318</b>	<b>\$2,015,872</b>	<b>\$1,855,613</b>	<b>\$1,893,656</b>	<b>\$2,437,542</b>	<b>\$3,237,214</b>	<b>\$4,032,611</b>
<b>Dedicated Capital Rep. Fund</b>							
Beg Cap. Rep Fund	\$3,443,152	\$4,360,868	\$3,989,008	\$4,773,008	\$4,193,008	\$4,281,008	\$4,230,008
Capital Repl. Fund (+)	\$1,389,924	\$1,500,000	\$1,500,000	\$1,500,000	\$1,000,000	\$750,000	\$750,000
Capital Purchase (-)	\$472,208	\$1,871,860	\$716,000	\$2,080,000	\$912,000	\$801,000	\$740,300
<b>Year End Cap. Rep. Fund Bal.</b>	<b>\$4,360,868</b>	<b>\$3,989,008</b>	<b>\$4,773,008</b>	<b>\$4,193,008</b>	<b>\$4,281,008</b>	<b>\$4,230,008</b>	<b>\$4,239,708</b>
<b>Dedicated Facilities Rep. Fund</b>							
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year End Fac. Rep. Fund Bal.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Dedicated Oper. Res. Fund</b>							
Beginning Oper Reserve	\$1,350,000	\$2,182,147	\$2,232,147	\$2,282,147	\$2,332,147	\$2,382,147	\$2,432,147
Annual Oper Reserve (+)	\$832,147	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year End Oper. Res. Fund Bal.</b>	<b>\$2,182,147</b>	<b>\$2,232,147</b>	<b>\$2,282,147</b>	<b>\$2,332,147</b>	<b>\$2,382,147</b>	<b>\$2,432,147</b>	<b>\$2,482,147</b>
<b>Available Operating Cash</b>	<b>\$8,068,333</b>	<b>\$8,237,027</b>	<b>\$8,910,768</b>	<b>\$8,418,811</b>	<b>\$9,100,697</b>	<b>\$9,899,369</b>	<b>\$10,754,466</b>
<b>Total On-Going Revenue Less</b>							
<b>Oper Exp for Each Yr.</b>	<b>\$1,536,884</b>	<b>\$1,240,530</b>	<b>\$1,339,106</b>	<b>\$1,536,786</b>	<b>\$1,541,994</b>	<b>\$1,547,131</b>	<b>\$1,542,196</b>

## **Six-Year Budget Assumption Information**

### **Operating:**

- Sales Tax Receipts for 2020 are anticipated to be down 15% compared to 2019 due to COVID-19 pandemic, 2021 to 2025 sales tax projections are set at a conservative 2% annual growth (using 2019 as the base year)..
- The Olympic Connection service continues to be funded by grants and contributions from the partner members.
- Expenses are projected to increase 2% annually over the next six years.

### **Capital:**

- New acquisitions and the unfunded portion of replacement acquisitions are funded from grants (typically at 80%) and the Authority's Reserve for Replacement.
- Operations/Maintenance/Administration facility preservation and expansion is funded with grants, reserves, partnerships with other appropriate agencies and entities, and the match of the value of the current facility and property.
- Vanpool expansion is predicated with the possibility that changes may be made statutorily allowing vanpool to be used for other programs.

## Appendix List

Appendix A: Requested Services & Projects

Appendix B: Organizational Chart

Appendix C: Route Maps and Schedules

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# Appendix A: Requested Services & Projects

2020-2025

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

## Section VII: 2020-2025 SERVICES, FACILITIES & EQUIPMENT

### Services

#### Expansion 2020-2025

**The top 10 listed received the most high priority service project ratings from public & customer comments and staff:**

1. Continue to work toward installing higher functioning routes as requested by the public.
2. Add Commuter and Connector runs, Port Townsend in-town service hours, Tri-Area mid-day runs, and Marrowstone service.
3. Implement service along Cape George Rd, Hastings, Jacob Miller Rd, and Discovery Rd.
4. Plan improved access to Senior Meals and services and expand Paratransit service beyond ADA requirements.
5. Later service in-town and in Tri-Area, expand service along Beaver Valley Road to service Park & Ride on SR 104, develop a route from West Valley Rd to Egg & I Rd, back to Center Rd, a Tri-Area loop & Back to Port Townsend.
6. General public dial-a-ride service, (a combined fixed-route and demand service to service several communities) or fixed route service to Marrowstone Island and Fort Flagler, Kala Point and Cape George service, may include weekend passenger only ferry excursion service with seasonal parameters and a competitive fee structure.
7. Kitsap County Connections: evaluate needs for connection to Kingston Ferry and Olympic College-Poulsbo campus; service for Poulsbo branch of Olympic College; and evaluate service change for transfer to Kitsap Transit to Bainbridge ferry at Olympic College. Also increase weekend services to/from Poulsbo & reinstate Sunday service if Kitsap Transit does.
8. Provide service to SR19/SR104 Park & Ride.
9. Increase shuttle to every 15 minute instead of every 30 minutes.
10. Review need for transit service to Jefferson County Airport.

## Appendix A: Requested Services & Projects

2020-2025

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

### Unranked:

11. Ride Share-Actively participates in the Puget Sound Region's rideshareonline.com project and expands vanpool marketing efforts and study Flex-Car/truck feasibility.
12. Continue to develop educational outreach to teach youth and seniors how to use the bus, perhaps partner with health awareness and improvement/education programs.
13. Review service needs of all of East Jefferson County's campuses (Fort Worden, NW Maritime Center, School of Wooden Boat Building, and existing public school campuses)
14. Plan a green bike program, providing loaner bikes for use around town.
15. Miscellaneous:
  - a. Saturday garage-sale bus
  - b. Summer express service, 3 times daily, between Fort Worden and the Park & Ride, and Fort Flagler and the Park & Ride.
  - c. Sunday morning service to help people get to early church services.
  - d. Service to upper SR20 business district in Port Townsend.
  - e. Saturday evening shuttle for monthly arts walk.
  - f. Partner with Local 20/20 T-Lab to encourage bus/pedestrian trips.
16. South County Services:
  - g. Service to the Brinnon Community Center.
  - h. Service to access the Toandos Peninsula (Dabob Road)
  - i. Service to Coyle and other remote areas. Perhaps use a van-pool type service model.
  - j. Closer connections from Brinnon to Kitsap County and Brinnon to Clallam County that do not require traveling in to the Tri-Area. Perhaps have Sequim to Poulsbo along Highway 104 to connect with Brinnon Service.
17. Jefferson Transit Olympic Connection-earlier fixed route to Lake Quinault and for summer service to Upper Hoh Road to ranger station. Summer service to trailheads.
18. Clallam County Connection- Expand service to Sequim to make transportation to Victoria easier, perhaps seasonally and/or less frequently than every day.
19. Regional Connections
  - k. Dungeness Regional transit service between Clallam and Kitsap County
  - l. Bainbridge Island or Kingston
  - m. Sequim to Poulsbo & Silverdale (direct express), perhaps one day a week.
  - n. Link up with regional effort to provide seamless transportation from Canada to southern Oregon.
  - o. Streamline transportation from Port Townsend to SeaTac airport; add an express trip once or twice a week.
20. Coordinate fixed route service to provide connections to travelers who arrive or depart Jefferson County on ferry service, both private carriers and the ferry system.
21. Incorporate an interactive county connection master map on the website and coordinates on the brochures to help visitors and new residents better understand the county area.



## Appendix A: Requested Services & Projects

2020-2025

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

### Facilities

#### Expansion 2020-2025

1. Have signage and benches at all stops, and add shelters to selected stops.
2. Plan Park & Ride network between Tri-area, Port Ludlow and Highway 104
3. Park and ride improvements where possible that serve the needs of the community (food bank, day care, street food); partner with churches and other organizations as appropriate
4. Plan & design West Jefferson Transit Center, including Maintenance Shop & Covered Parking, partner with Clallam Transit & Jefferson County
5. Add 2 Simme Seats – (1) Hadlock & Hwy 19 across from the Glass Doctor & (2) to be determined

### Equipment - Rolling Stock

#### Preservation & Expansion 2020-2025

Note: Heavy-duty & medium-duty buses are also referred to as large transit coaches.

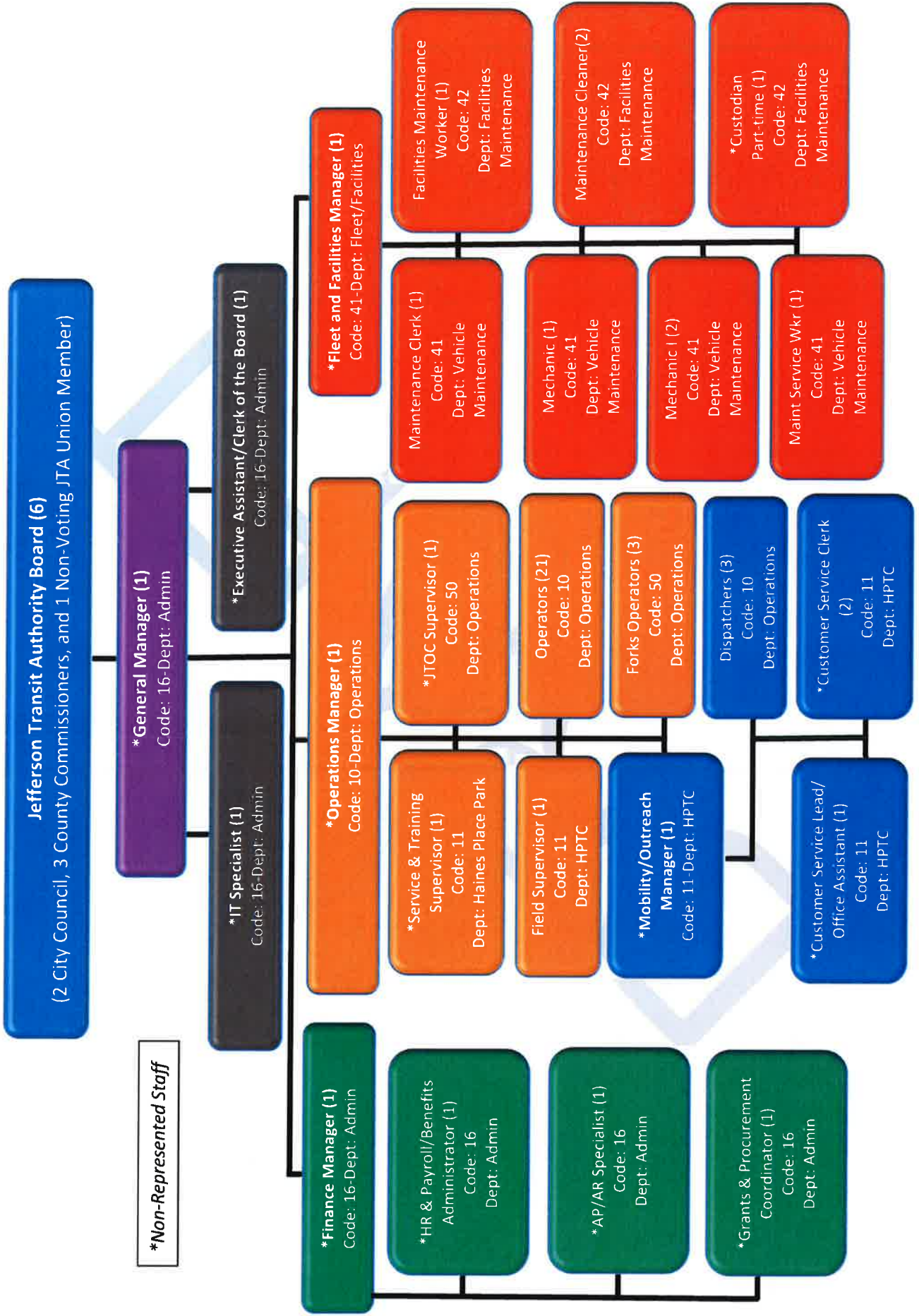
1. New Buses
2. Acquire Electric Car for staff use (shelter checks, schedule distribution, mail runs, etc)
3. Replace 4 ADA equipped vans (like Amerivans)
4. Replace 8 Heavy-Duty Coaches
5. Replace 4 Medium-Duty Cutaways

### Equipment – Other than Rolling Stock

#### Preservation & Expansion 2018-2023

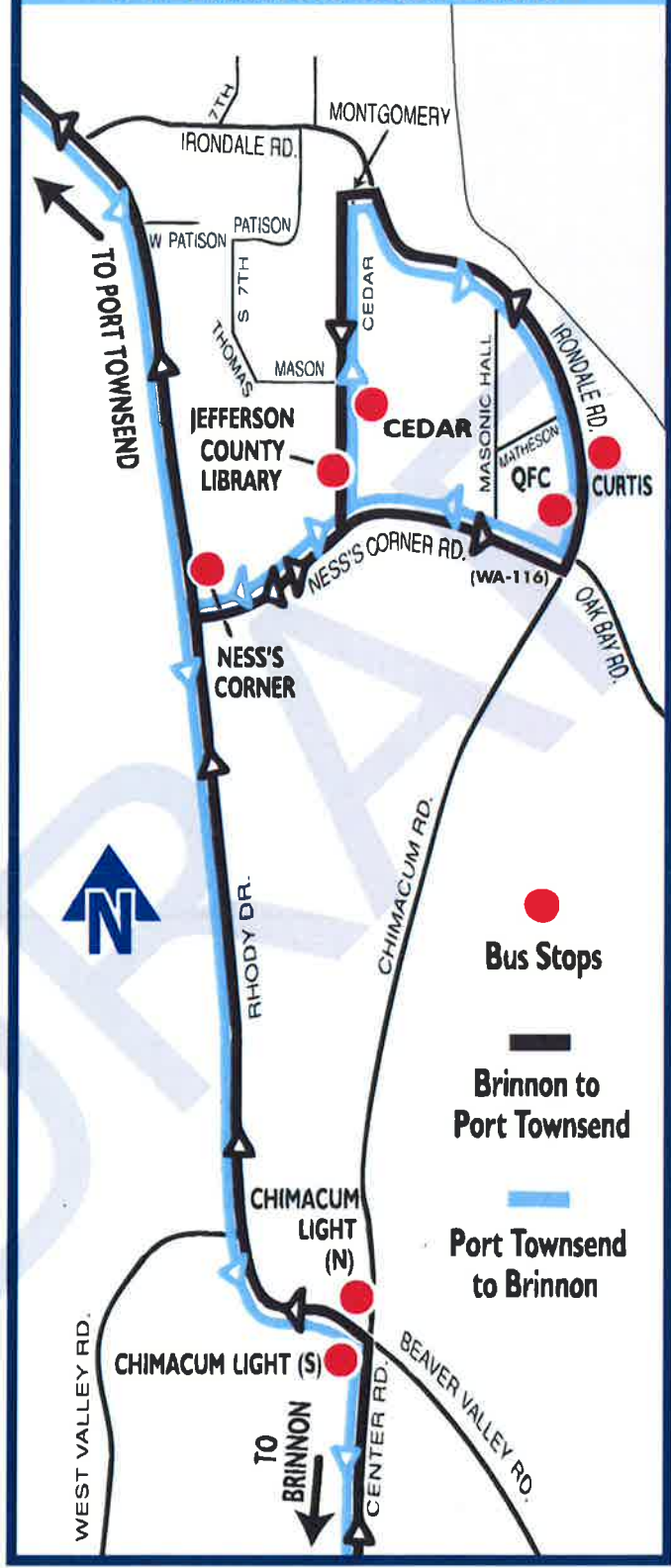
1. Add enunciator equipment to all vehicles (new vehicles come equipped with this)
2. Upgrade computer software versions
3. Integrate interactive bus stops

# Jefferson Transit Authority Organizational Chart 2020



<b>#1 BRINNON WEEKDAY SERVICE</b>											
<b>PORT TOWNSEND TO BRINNON</b>											
067	192	002	143	131	028	024	088	010	062	207	
Depart Haines Pl Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Chimacum Light (S)	Center (W) & Eaglemount	Quilcene Comm Ctr	Half-Way House Restaurant	Southbound Black Point Rd Turnaround	Triton Cove	
**	**	6:10	6:16	6:18	6:24	6:31	6:46	7:01	7:08	-	
7:30	7:32	*7:40	7:45	7:48	7:53	7:59	8:14	8:30	8:36	8:45	
2:00	2:02	2:12	2:20	2:23	2:29	2:38	2:53	3:09	3:14	3:24	
5:37	5:39	5:47	5:53	5:55	5:57	6:07	6:22	6:38	6:44	-	
** See #7 for connections from Haines Place Park & Ride											
*Transfer point for #8 Sequim inbound to Port Townsend, arrives 4-corners at 7:25 am											
<b>#1 BRINNON WEEKDAY SERVICE</b>											
<b>BRINNON TO PORT TOWNSEND</b>											
207	061	063	096	023	101	132	133	109	002	189	057
Triton Cove	Northbound Black Point Rd Turnaround	Brinnon Store	Opposite Quilcene Comm Ctr	Center (E) & Eaglemount	Chimacum Light (N)	Irondale Rd. & Curtis St	Jefferson County Library	HWY 19 (Rhody Dr.) & WA-116	63 Four Corners Park & Ride	Jefferson Healthcare	Arrive Haines Pl Park & Ride
-	7:12	7:18	7:32	7:45	7:51	7:57	8:00	8:01	8:07	8:19	8:22
9:10	9:19	9:25	9:39	9:52	9:58	10:04	10:07	10:08	10:13	10:24	10:26
3:25	3:34	3:40	3:54	4:06	4:12	4:18	4:21	4:23	4:27	4:37	4:40
-	6:46	6:58	7:11	7:24	7:30	7:36	7:39	7:41	**7:44	-	-
***Transfer to #7 Poulsbo inbound to Port Townsend at 7:44 pm											
<b>#1 BRINNON SATURDAY SERVICE</b>											
<b>PORT TOWNSEND TO BRINNON</b>											
067	057	192	002	143	131	028	024	088	010	062	207
Park & Ride to early Uptown Downtown pick up	Depart Haines Pl Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Chimacum Light (S)	Center (W) & Eaglemount	Quilcene Comm Ctr	Half-Way House Restaurant	Southbound Black Point Rd Turnaround	Triton Cove
6:35	6:50	6:52	7:00	7:04	7:07	7:12	7:18	7:33	7:49	7:53	8:00
-	5:25	5:27	5:35	5:39	5:42	5:47	5:53	6:08	6:24	6:28	6:35
<b>#1 BRINNON SATURDAY SERVICE</b>											
<b>BRINNON TO PORT TOWNSEND</b>											
207	061	063	096	023	101	132	133	109	002	189	057
Triton Cove	Northbound Black Point Rd Turnaround	Brinnon Store	Opposite Quilcene Comm Ctr	Center (E) & Eaglemount	Chimacum Light (N)	Irondale Rd and Curtis St	Jefferson County Library	Hwy 19 (Rhody Dr.) & WA-116	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Pl Park & Ride
8:05	8:14	8:18	8:32	8:45	8:51	8:57	9:00	9:01	9:08	9:18	9:20
6:40	6:49	6:53	7:07	7:20	7:26	7:32	7:35	7:36	*7:40	-	-
*Transfer to #6B Tri-Area inbound to Port Townsend, Arrives Four Corners at 7:44 PM											

# #1 BRINNON ROUTE MAP





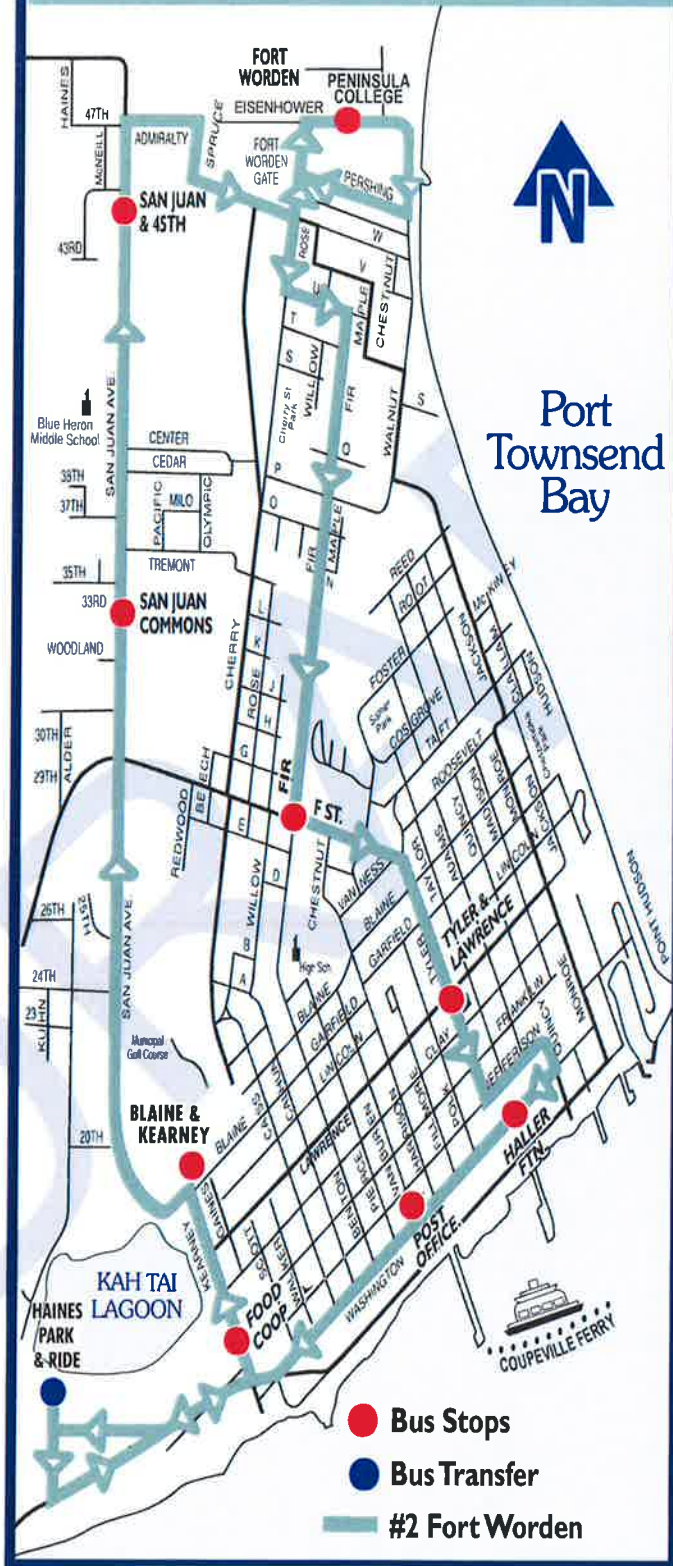
## #2 FORT WORDEN WEEKDAY SERVICE

057	054	240	184	182	176	242	136	216	215	057
Depart Haines Pl Park & Ride	Food Co-op	Blaine & Kearney	San Juan Commons	San Juan & 45th	Fort Worden/ Peninsula College	Fir & F	Tyler & Lawrence	Haller Fountain	Post Office	Arrive Haines Pl Park & Ride
7:00	7:02	7:03	7:05	7:07	7:11	7:14	7:17	7:19	7:20	7:25
8:00	8:02	8:03	8:05	8:07	8:11	8:14	8:17	8:19	8:20	8:25
9:00	9:02	9:03	9:05	9:07	9:11	9:14	9:17	9:19	9:20	9:25
10:00	10:02	10:03	10:05	10:07	10:11	10:14	10:17	10:19	10:20	10:25
11:00	11:02	11:03	11:05	11:07	11:11	11:14	11:17	11:19	11:20	11:25
12:00	12:02	12:03	12:05	12:07	12:11	12:14	12:17	12:19	12:20	12:25
1:00	1:02	1:03	1:05	1:07	1:11	1:14	1:17	1:19	1:20	1:25
2:00	2:02	2:03	2:05	2:07	2:11	2:14	2:17	2:19	2:20	2:25
3:00	3:02	3:03	3:05	3:07	3:11	3:14	3:17	3:19	3:20	3:25
4:00	4:02	4:03	4:05	4:07	4:11	4:14	4:17	4:19	4:20	4:25
5:00	5:02	5:03	5:05	5:07	5:11	5:14	5:17	5:19	5:20	5:25
6:00	6:02	6:03	6:05	6:07	6:11	6:14	6:17	6:19	6:20	6:25

## #2 FORT WORDEN SATURDAY SERVICE

057	054	240	184	182	176	242	136	216	215	057
Depart Haines Pl Park & Ride	Food Co-op	Blaine & Kearney	San Juan Commons	San Juan & 45th	Fort Worden/ Peninsula College	Fir & F	Tyler & Lawrence	Haller Fountain	Post Office	Arrive Haines Pl Park & Ride
9:00	9:02	9:03	9:05	9:07	9:11	9:14	9:17	9:19	9:20	9:25
10:00	10:02	10:03	10:05	10:07	10:11	10:14	10:17	10:19	10:20	10:25
11:00	11:02	11:03	11:05	11:07	11:11	11:14	11:17	11:19	11:20	11:25
12:00	12:02	12:03	12:05	12:07	12:11	12:14	12:17	12:19	12:20	12:25
1:00	1:02	1:03	1:05	1:07	1:11	1:14	1:17	1:19	1:20	1:25
2:00	2:02	2:03	2:05	2:07	2:11	2:14	2:17	2:19	2:20	2:25
3:00	3:02	3:03	3:05	3:07	3:11	3:14	3:17	3:19	3:20	3:25
4:00	4:02	4:03	4:05	4:07	4:11	4:14	4:17	4:19	4:20	4:25
5:00	5:02	5:03	5:05	5:07	5:11	5:14	5:17	5:19	5:20	5:25
6:00	6:02	6:03	6:05	6:07	6:11	6:14	6:17	6:19	6:20	6:25

## #2 FORT WORDEN ROUTE MAP



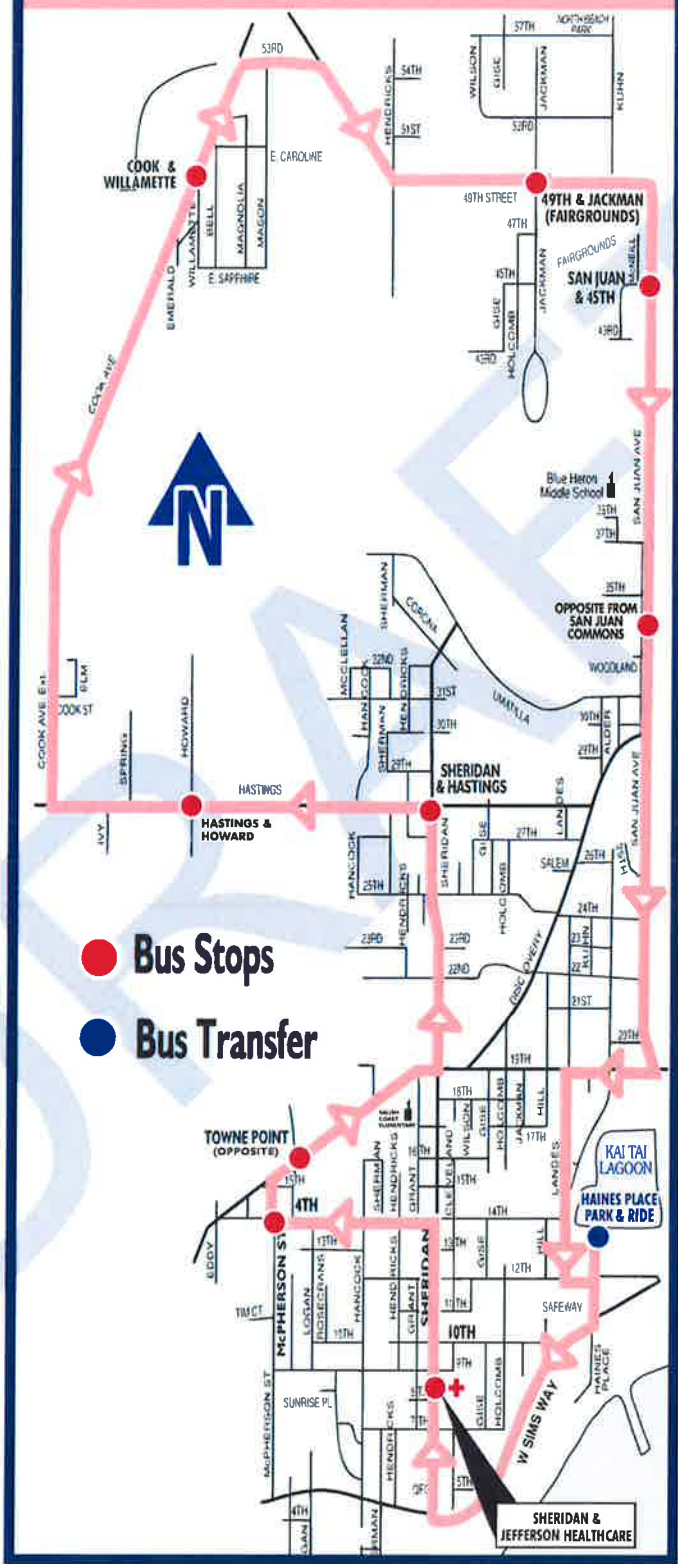
**#3 CASTLE HILL / COOK AVENUE  
WEEKDAY SERVICE**

057	189	001	049	190	047	005	181	161	057	
Depart Haines Pl Park & Ride	Sheridan & Jefferson Healthcare	14th & McPherson	Opposite Towne Point	Sheridan & Hastings	Cook & Willamette	49th & Jackman (Fairgrounds)	San Juan & 45th	Opposite San Juan Commons	Arrive Haines Pl Park & Ride	
7:30	7:32	7:35	7:36	7:38	7:44	7:46	7:48	7:49	7:55	
8:30	8:32	8:35	8:36	8:38	8:44	8:46	8:48	8:49	8:55	
9:30	9:32	9:35	9:36	9:38	9:44	9:46	9:48	9:49	9:55	AM
10:30	10:32	10:35	10:36	10:38	10:44	10:46	10:48	10:49	10:55	
11:30	11:32	11:35	11:36	11:38	11:44	11:46	11:48	11:49	11:55	
12:30	12:32	12:35	12:36	12:38	12:44	12:46	12:48	12:49	12:55	
1:30	1:32	1:35	1:36	1:38	1:44	1:46	1:48	1:49	1:55	
2:30	2:32	2:35	2:36	2:38	2:44	2:46	2:48	2:49	2:55	
3:30	3:32	3:35	3:36	3:38	3:44	3:46	3:48	3:49	3:55	PM
4:30	4:32	4:35	4:36	4:38	4:44	4:46	4:48	4:49	4:55	
5:30	5:32	5:35	5:36	5:38	5:44	5:46	5:48	5:49	5:55	
6:30	6:32	6:35	6:36	6:38	6:44	6:46	6:48	6:49	6:55	

**#3 CASTLE HILL / COOK AVENUE  
SATURDAY SERVICE**

057	189	001	049	190	047	005	181	161	057	
Depart Haines Pl Park & Ride	Sheridan & Jefferson Healthcare	14th & McPherson	Opposite Towne Point	Sheridan & Hastings	Cook & Willamette	49th & Jackman (Fairgrounds)	San Juan & 45th	Opposite San Juan Commons	Arrive Haines Pl Park & Ride	
9:30	9:32	9:35	9:36	9:38	9:44	9:46	9:48	9:49	9:55	
10:30	10:32	10:35	10:36	10:38	10:44	10:46	10:48	10:49	10:55	AM
11:30	11:32	11:35	11:36	11:38	11:44	11:46	11:48	11:49	11:55	
12:30	12:32	12:35	12:36	12:38	12:44	12:46	12:48	12:49	12:55	
1:30	1:32	1:35	1:36	1:38	1:44	1:46	1:48	1:49	1:55	
2:30	2:32	2:35	2:36	2:38	2:44	2:46	2:48	2:49	2:55	
3:30	3:32	3:35	3:36	3:38	3:44	3:46	3:48	3:49	3:55	PM
4:30	4:32	4:35	4:36	4:38	4:44	4:46	4:48	4:49	4:55	
5:30	5:32	5:35	5:36	5:38	5:44	5:46	5:48	5:49	5:55	
6:30	6:32	6:35	6:36	6:38	6:44	6:46	6:48	6:49	6:55	

# #3 CASTLE HILL/COOK AVE ROUTE MAP





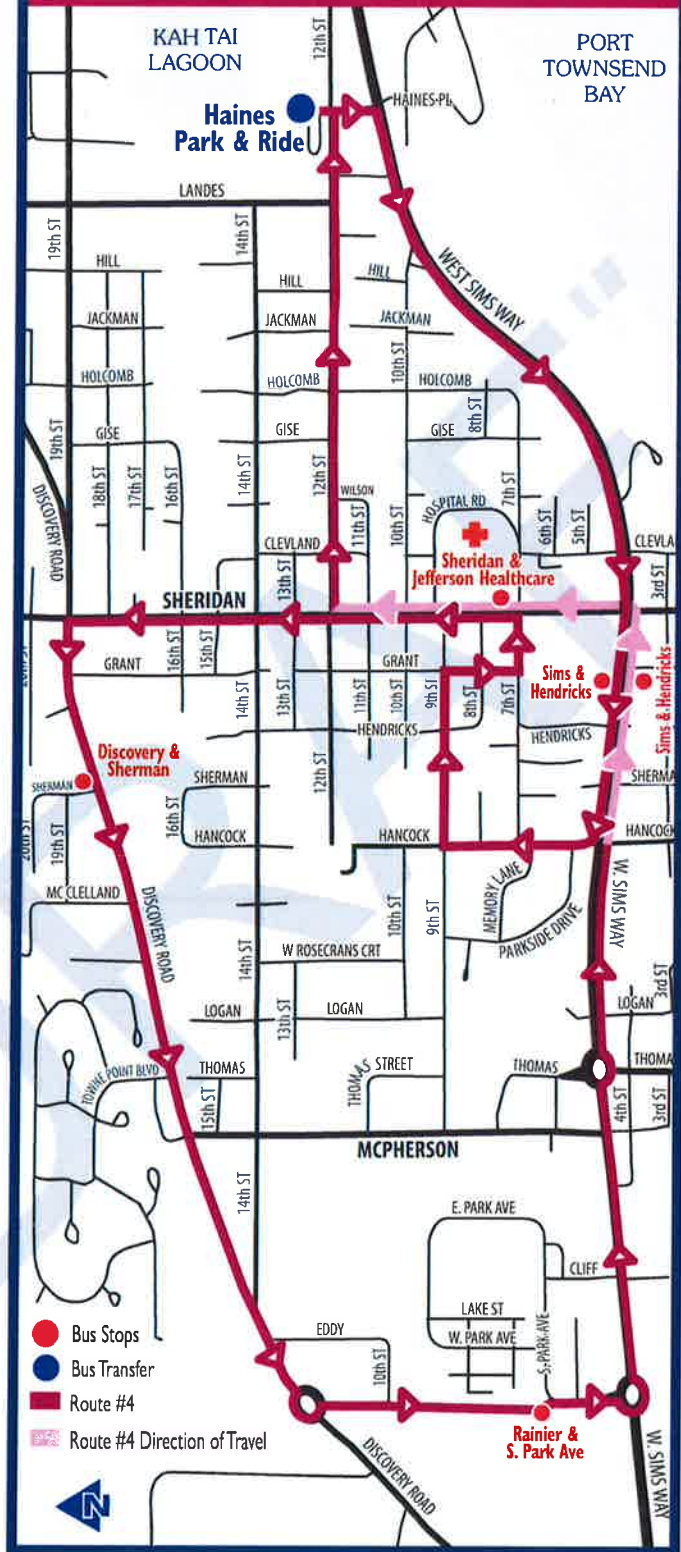
### #4 UPPER SIMS LOOP WEEKDAY SERVICE

057	192	189	235	238	196	189	057
Haines Place Park & Ride	Sims & Hendricks	Sheridan & Jefferson Healthcare	Discovery & Sherman	Rainier & S. Park Ave (Opposite Goodwill)	Sims & Hendricks (Opposite QFC)	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride
8:00	8:02	8:04	8:07	8:11	8:14	8:16	8:18
8:30	8:32	8:34	8:37	8:41	8:44	8:46	8:48
9:00	9:02	9:04	9:07	9:11	9:14	9:16	9:18
9:30	9:32	9:34	9:37	9:41	9:44	9:46	9:48
10:00	10:02	10:04	10:07	10:11	10:14	10:16	10:18
10:30	10:32	10:34	10:37	10:41	10:44	10:46	10:48
11:00	11:02	11:04	11:07	11:11	11:14	11:16	11:18
11:30	11:32	11:34	11:37	11:41	11:44	11:46	11:48
12:00	12:02	12:04	12:07	12:11	12:14	12:16	12:18
12:30	12:32	12:34	12:37	12:41	12:44	12:46	12:48
1:00	1:02	1:04	1:07	1:11	1:14	1:16	1:18
1:30	1:32	1:34	1:37	1:41	1:44	1:46	1:48
2:00	2:02	2:04	2:07	2:11	2:14	2:16	2:18
2:30	2:32	2:34	2:37	2:41	2:44	2:46	2:48
3:00	3:02	3:04	3:07	3:11	3:14	3:16	3:18
3:30	3:32	3:34	3:37	3:41	3:44	3:46	3:48
4:00	4:02	4:04	4:07	4:11	4:14	4:16	4:18
4:30	4:32	4:34	4:37	4:41	4:44	4:46	4:48
5:00	5:02	5:04	5:07	5:11	5:14	5:16	5:18
5:30	5:32	5:34	5:37	5:41	5:44	5:46	5:48
6:00	6:02	6:04	6:07	6:11	6:14	6:16	6:18

### #4 UPPER SIMS LOOP SATURDAY SERVICE

057	192	189	235	238	196	189	057
Haines Place Park & Ride	Sims & Hendricks	Sheridan & Jefferson Health- care	Discovery & Sherman	Rainier & S. Park Ave. (Opposite Goodwill)	Sims & Hendricks (Opposite QFC)	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride
9:00	9:02	9:04	9:07	9:11	9:14	9:16	9:18
9:30	9:32	9:34	9:37	9:41	9:44	9:46	9:48
10:00	10:02	10:04	10:07	10:11	10:14	10:16	10:18
10:30	10:32	10:34	10:37	10:41	10:44	10:46	10:48
11:00	11:02	11:04	11:07	11:11	11:14	11:16	11:18
11:30	11:32	11:34	11:37	11:41	11:44	11:46	11:48
12:00	12:02	12:04	12:07	12:11	12:14	12:16	12:18
12:30	12:32	12:34	12:37	12:41	12:44	12:46	12:48
1:00	1:02	1:04	1:07	1:11	1:14	1:16	1:18
1:30	1:32	1:34	1:37	1:41	1:44	1:46	1:48
2:00	2:02	2:04	2:07	2:11	2:14	2:16	2:18
2:30	2:32	2:34	2:37	2:41	2:44	2:46	2:48
3:00	3:02	3:04	3:07	3:11	3:14	3:16	3:18
3:30	3:32	3:34	3:37	3:41	3:44	3:46	3:48
4:00	4:02	4:04	4:07	4:11	4:14	4:16	4:18
4:30	4:32	4:34	4:37	4:41	4:44	4:46	4:48
5:00	5:02	5:04	5:07	5:11	5:14	5:16	5:18
5:30	5:32	5:34	5:37	5:41	5:44	5:46	5:48
6:00	6:02	6:04	6:07	6:11	6:14	6:16	6:18

# #4 UPPER SIMS LOOP ROUTE MAP



### #6A TRI AREA LOOP

057	057	192	002	105	007	006	133
Park & Ride to early Uptown Downtown pick-up	Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Irondale @ Sign Station	7th & Maude	5th & Eugene	Jefferson County Library
6:30	6:45	6:47	6:55	6:58	7:01	7:03	7:08
-	10:00	10:02	10:10	10:13	10:16	10:18	10:23
-	1:00	1:02	1:10	1:13	1:16	1:18	1:23
-	2:00	2:02	2:10	2:13	2:16	2:18	2:23
-	4:00	4:02	4:10	4:13	4:16	4:18	4:23

### #6A TRI AREA LOOP

8:45	9:00	9:02	9:10	9:13	9:16	9:18	9:23
-	4:00	4:02	4:10	4:13	4:16	4:18	4:23



### #6B TRI AREA LOOP

057	192	002	107	056	041	132	239
Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Opposite Salmon Bus. Park	HJ Carroll Park	Chimacum Chevron	Irondale Rd & Curtiss St	Port Hadlock Post Office
9:00	9:02	9:10	9:12	9:17	9:19	9:21	9:22
11:00	11:02	11:10	11:12	11:17	11:19	11:21	11:22
12:00	12:02	12:10	12:12	12:17	12:19	12:21	12:22
3:00	3:02	3:10	3:12	3:17	3:19	3:21	3:22
7:05	7:07	7:15	7:17	7:22	7:24	7:26	7:27

\*Transfer to #7 @ 7:44 PM for transportation beyond Four Corners

### #6B TRI AREA LOOP

11:00	11:02	11:10	11:12	11:17	11:19	11:21	11:22
1:00	1:02	1:10	1:12	1:17	1:19	1:21	1:22
7:05	7:07	7:15	7:17	7:22	7:24	7:26	7:27

**WEEKDAY SERVICE**

140	131	101	056	108	002	189	057	
Port Hadlock Post Office	Port Hadlock QFC	Chimacum Light (N)	HJ Carroll Park	Salmon Business Park	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride	
7:10	7:11	7:15	7:17	7:19	7:24	7:33	7:35	AM
10:25	10:26	10:30	10:32	10:34	10:39	10:48	10:52	
1:25	1:26	1:30	1:32	1:34	1:39	1:50	1:52	PM
2:25	2:26	2:30	2:32	2:34	2:39	2:48	2:52	
4:25	4:26	4:30	4:32	4:34	4:39	4:48	4:52	

**SATURDAY SERVICE**

9:25	9:26	9:30	9:32	9:34	9:39	9:48	9:50	AM
4:25	4:26	4:30	4:32	4:34	4:39	4:48	4:50	PM



**WEEKDAY SERVICE**

143	232	233	104	002	189	057	
Cedar (N of Library)	5th & Eugene	7th & Maude	HWY 19 (Rhody Dr) @ McCrories	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride	
9:25	9:29	9:32	9:35	9:39	9:48	9:52	AM
11:25	11:29	11:32	11:35	11:39	11:48	11:53	
12:25	12:29	12:32	12:35	12:39	12:48	12:52	PM
3:25	3:29	3:32	3:35	3:39	3:48	3:52	
7:30	7:34	7:37	7:40	*7:44	-	-	

**SATURDAY SERVICE**

11:25	11:29	11:32	11:35	11:39	11:48	11:50	AM
1:25	1:29	1:32	1:35	1:39	1:48	1:50	PM
7:30	7:34	7:37	7:40	7:44	7:53	7:55	



**#7 POULSBO/COMMUTER WEEKDAY SERVICE  
PORT TOWNSEND TO POULSBO**

054	057	192	002	143	131	153	165	175	098	057
Food Co-op to Early Uptown Downtown pickup	Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Oak Bay & Olympus	Port Ludlow (Breaker Lane)	Paradise Bay & Pine	Hood Canal Bridge West	Arrive N. Viking Transfer Ctr.
5:45	5:59	6:01	*6:09	6:15	6:18	6:28	6:33	6:39	6:43	6:59
-	9:15	9:17	9:26	9:33	9:37	9:47	9:52	9:58	10:02	10:18
-	10:40	10:42	10:50	10:57	11:01	11:11	11:16	11:22	11:26	11:45
-	3:12	3:14	3:23	3:31	3:35	3:45	3:50	3:56	4:00	4:16
-	5:08	5:10	5:19	5:26	5:31	5:41	5:46	5:52	5:56	6:12

\*Connection to #1 Brinnon and #8 Sequim at 6:12 AM

**#7 POULSBO/COMMUTER WEEKDAY SERVICE  
POULSBO TO PORT TOWNSEND**

177	191	167	163	156	132	133	002	189	057
Depart North Viking Transfer Center	Shine Tidelands	Paradise Bay & Maple	Port Ludlow (Anchor Lane)	Oak Bay & Verner	Irondale Rd & Curtis Street	Jefferson County Library	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride
7:26	7:40	7:44	7:50	7:55	8:05	8:08	8:14	8:23	8:27
10:53	11:07	11:11	11:17	11:22	11:32	11:36	11:41	11:50	11:54
12:15	12:29	12:33	12:39	12:44	12:54	12:58	1:03	1:12	1:16
5:08	5:25	5:29	5:35	5:40	5:50	5:54	*5:59	6:08	6:12
6:56	7:10	7:14	7:20	7:25	7:35	7:39	7:44	7:53	7:57

\*Connection to outbound #8 Sequim at 6:02 PM

**#7 POULSBO/COMMUTER SATURDAY SERVICE  
PORT TOWNSEND TO POULSBO**

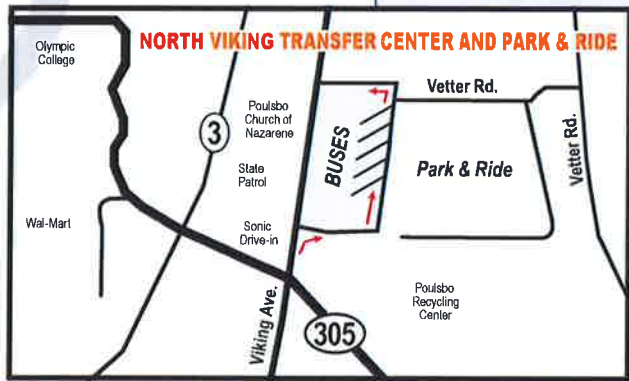
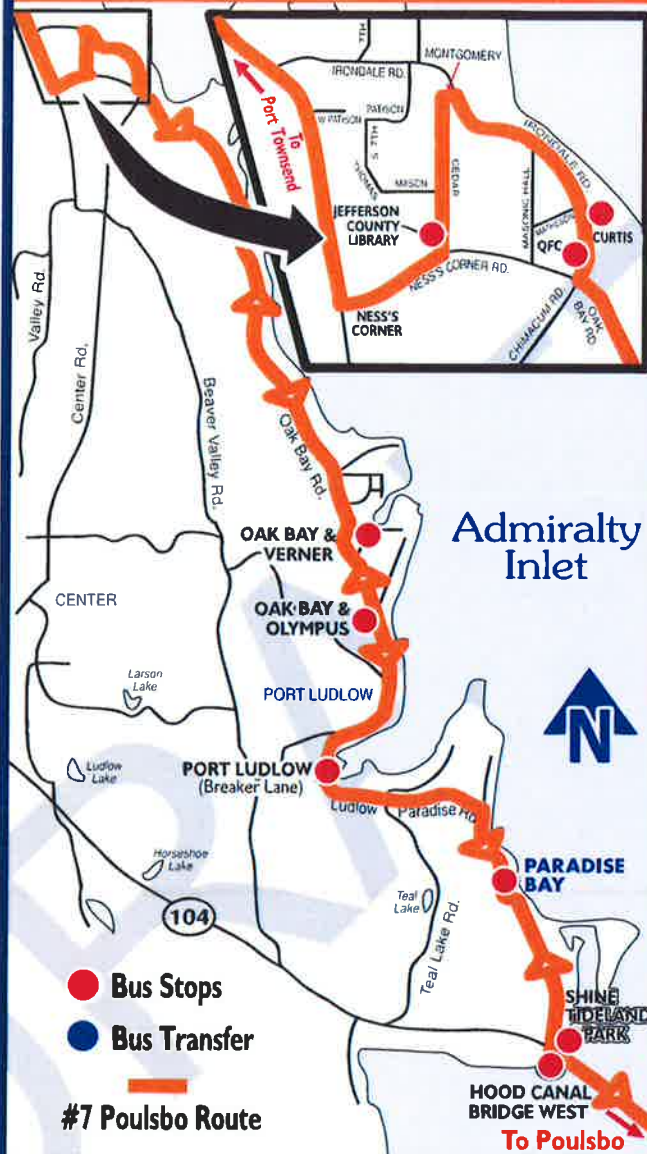
057	192	002	143	131	153	165	178	098	057
Depart Haines Place Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Oak Bay & Olympus	Port Ludlow (Breaker Lane)	Paradise Bay & Pine	Hood Canal Bridge West	Arrive N. Viking Transfer Ctr.
9:25	9:27	9:35	9:40	9:44	9:54	9:59	10:05	10:09	10:25
2:30	2:32	2:40	2:45	2:49	2:59	3:04	3:10	3:14	3:30

**#7 POULSBO/COMMUTER SATURDAY SERVICE  
POULSBO TO PORT TOWNSEND**

177	191	167	163	156	132	133	002	189	057
Depart North Viking Transfer Center	Shine Tidelands	Paradise Bay & Maple	Port Ludlow (Anchor Lane)	Oak Bay & Verner	Irondale Rd & Curtis Street	Jefferson County Library	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrive Haines Place Park & Ride
10:43	10:57	11:01	11:07	11:12	11:22	11:26	11:31	11:39	11:43
4:08	4:22	4:26	4:32	4:37	4:47	4:51	4:56	5:04	5:08

**No stops in Kitsap County between Bridge Way NE & Highway 305 and Viking Road, North Viking Transfer Center.**  
North Viking Transfer Center is located near the intersection of Hwy 305 and Viking Ave in Poulsbo.

# #7 POULSBO/COMMUTER ROUTE MAP





### #8 SEQUIM WEEKDAY SERVICE PORT TOWNSEND TO SEQUIM

057	192	002	084	069	073	186	
Depart Haines PI Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Opposite Discovery Bay Store	Gardiner Store	S'Klallam Tribal Center	Arrive Sequim Transfer Center	
**	**	6:11	6:20	6:27	6:33	6:47	AM
8:40	8:42	8:52	9:00	9:08	9:14	9:27	
11:45	11:47	11:57	12:05	12:13	12:19	12:33	
3:15	3:17	3:27	3:35	3:43	3:49	4:03	PM
5:50	5:52	*6:02	6:10	6:18	6:24	6:38	

\*\* See #7 for connections from Haines PI Park & Ride

\*Holds at Four-Corners for transfers from inbound #7 Poulsbo at 5:59pm

### #8 SEQUIM WEEKDAY SERVICE SEQUIM TO PORT TOWNSEND

186	095	094	068	002	189	057	
Departs Sequim Transfer Center	Opposite S'Klallam Tribal Center	Gardiner Cemetery Rd	Discovery Bay Store	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrives Haines PI Park & Ride	
6:52	7:03	7:08	7:15	*7:25	7:34	7:37	AM
9:40	9:50	9:56	10:03	**10:13	10:21	10:24	
12:50	1:00	1:06	1:16	**1:25	1:36	1:40	
4:20	4:32	4:38	4:46	4:57	5:06	5:09	PM
6:40	6:51	6:56	7:03	7:13	7:21	7:23	

\*Connection to outbound #1 Brinnon 7:40am

\*\* No connection to Tri Area

### #8 SEQUIM SATURDAY SERVICE PORT TOWNSEND TO SEQUIM

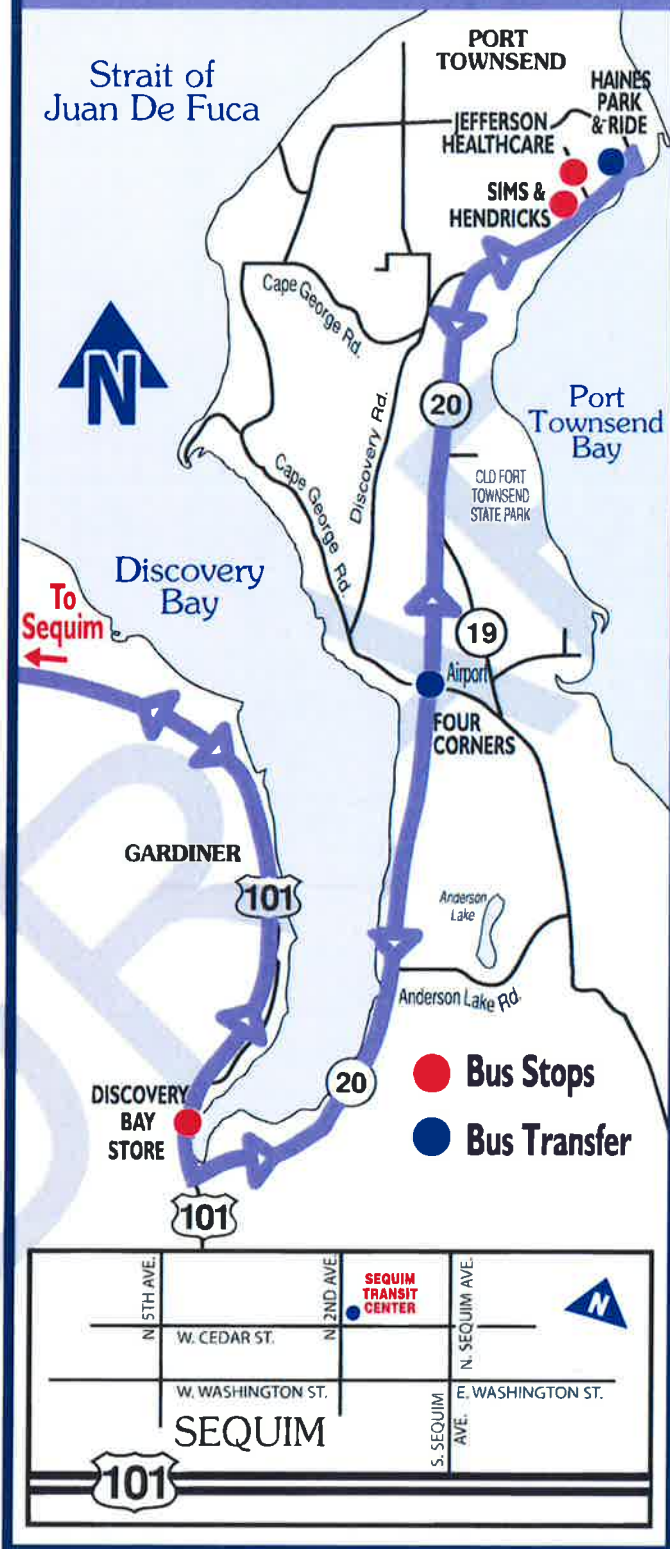
057	057	192	002	084	069	073	186	
Park & Ride to early Uptown Downtown Pick-up	Depart Haines PI Park & Ride	Sims & Hendricks	63 Four Corners Park & Ride	Opposite Discovery Bay Store	Gardiner Store	S'Klallam Tribal Center	Arrive Sequim Transfer Center	
7:00	7:15	7:17	7:27	7:35	7:43	7:49	8:03	AM
-	5:00	5:02	5:12	5:20	5:28	5:34	5:48	PM

### #8 SEQUIM SATURDAY SERVICE SEQUIM TO PORT TOWNSEND

186	095	094	068	002	189	057	
Departs Sequim Transfer Center	Opposite S'Klallam Tribal Center	Gardiner Cemetery Rd	Discovery Bay Store	63 Four Corners Park & Ride	Sheridan & Jefferson Healthcare	Arrives Haines PI Park & Ride	
8:10	8:21	8:26	8:33	8:43	8:51	8:53	AM
5:53	6:04	6:09	6:16	6:26	6:34	6:36	PM

Sequim Transfer Center is located at 190 W Cedar St & 2nd Ave

# #8 SEQUIM ROUTE MAP

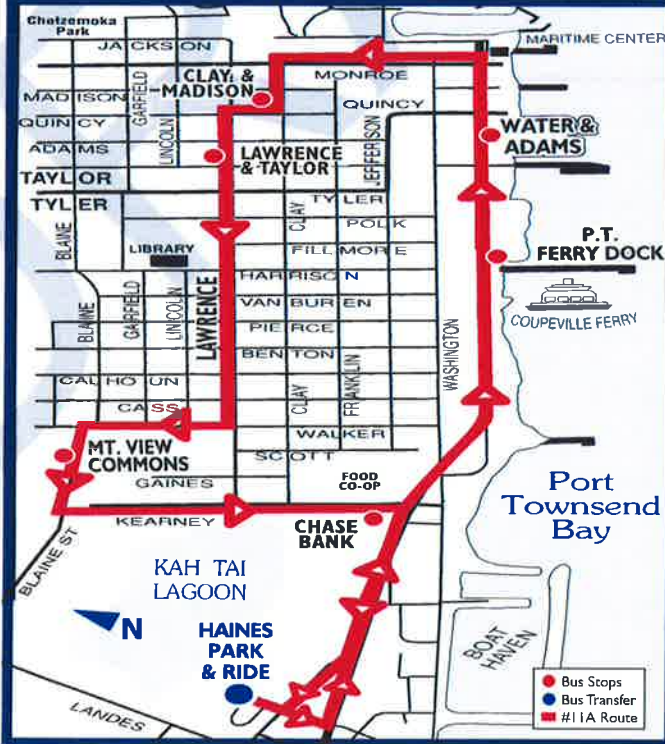


### #11 SHUTTLE - LOOP A WEEKDAY SERVICE

057	178	217	046	135	009	134	057	
Depart Haines Place Park & Ride	Ferry Dock	Water & Adams	Clay & Madison	Lawrence & Taylor	Opposite Mountain View Commons	Chase Bank	Arrive Haines Place Park & Ride	
7:00	7:03	7:04	7:07	7:08	7:11	7:12	7:20	
7:40	7:43	7:44	7:47	7:48	7:51	7:52	8:00	
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:20	AM
9:00	9:03	9:04	9:07	9:08	9:11	9:12	9:20	
10:00	10:03	10:04	10:07	10:08	10:11	10:12	10:20	
11:00	11:03	11:04	11:07	11:08	11:11	11:12	11:20	
12:00	12:03	12:04	12:07	12:08	12:11	12:12	12:20	
1:00	1:03	1:04	1:07	1:08	1:11	1:12	1:20	
2:00	2:03	2:04	2:07	2:08	2:11	2:12	2:20	
3:00	3:03	3:04	3:07	3:08	3:11	3:12	3:20	PM
4:00	4:03	4:04	4:07	4:08	4:11	4:12	4:20	
5:00	5:03	5:04	5:07	5:08	5:11	5:12	5:20	
6:00	6:03	6:04	6:07	6:08	6:11	6:12	6:20	
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:20	

### #11 SHUTTLE - LOOP A SATURDAY SERVICE

9:00	9:03	9:04	9:07	9:08	9:11	9:12	9:20	
10:00	10:03	10:04	10:07	10:08	10:11	10:12	10:20	AM
11:00	11:03	11:04	11:07	11:08	11:11	11:12	11:20	
12:00	12:03	12:04	12:07	12:08	12:11	12:12	12:20	
1:00	1:03	1:04	1:07	1:08	1:11	1:12	1:20	
2:00	2:03	2:04	2:07	2:08	2:11	2:12	2:20	
3:00	3:03	3:04	3:07	3:08	3:11	3:12	3:20	PM
4:00	4:03	4:04	4:07	4:08	4:11	4:12	4:20	
5:00	5:03	5:04	5:07	5:08	5:11	5:12	5:20	
6:00	6:03	6:04	6:07	6:08	6:11	6:12	6:20	
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:20	



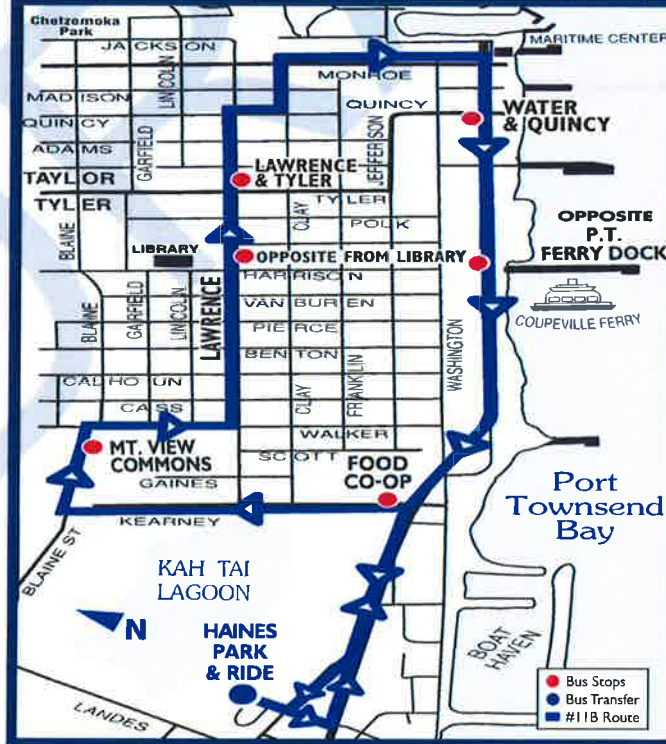


### #11 SHUTTLE - LOOP B WEEKDAY SERVICE

057	054	142	160	137	218	055	057
Depart Haines Place Park & Ride	Food Co-op	Mountain View Commons	Opposite PT Library	Lawrence & Tyler	Water & Quincy	Water & Fillmore Opposite Ferry Dock	Arrive Haines Place Park & Ride
8:30	8:32	8:33	8:35	8:36	8:37	8:40	8:50
9:30	9:32	9:33	9:35	9:36	9:37	9:40	9:50
10:30	10:32	10:33	10:35	10:36	10:37	10:40	10:50
11:30	11:32	11:33	11:35	11:36	11:37	11:40	11:50
12:30	12:32	12:33	12:35	12:36	12:37	12:40	12:50
1:30	1:32	1:33	1:35	1:36	1:37	1:40	1:50
2:30	2:32	2:33	2:35	2:36	2:37	2:40	2:50
3:30	3:32	3:33	3:35	3:36	3:37	3:40	3:50
4:30	4:32	4:33	4:35	4:36	4:37	4:40	4:50
5:30	5:32	5:33	5:35	5:36	5:37	5:40	5:50
6:30	6:32	6:33	6:35	6:36	6:37	6:40	6:50

### #11 SHUTTLE - LOOP B SATURDAY SERVICE

9:30	9:32	9:33	9:35	9:36	9:37	9:40	9:50
10:30	10:32	10:33	10:35	10:36	10:37	10:40	10:50
11:30	11:32	11:33	11:35	11:36	11:37	11:40	11:50
12:30	12:32	12:33	12:35	12:36	12:37	12:40	12:50
1:30	1:32	1:33	1:35	1:36	1:37	1:40	1:50
2:30	2:32	2:33	2:35	2:36	2:37	2:40	2:50
3:30	3:32	3:33	3:35	3:36	3:37	3:40	3:50
4:30	4:32	4:33	4:35	4:36	4:37	4:40	4:50
5:30	5:32	5:33	5:35	5:36	5:37	5:40	5:50
6:30	6:32	6:33	6:35	6:36	6:37	6:40	6:50



## PASSENGER CODE OF CONDUCT

For the safety and comfort of all, Jefferson Transit Authority requires our customers to:

- Ride quietly and respect the rights of other passengers
- Pay the correct cash fare or show a pass when boarding
- Remain seated while the bus is in motion
- Hold on to a hand rail while the bus is in motion if no seats are available
- Allow transit operators to drive their Vehicles safely
- Keep all beverages in spill-proof containers
- Refrain from eating on all Jefferson Transit Vehicles
- Not carry hazardous materials while riding on any Jefferson Transit Vehicle
- Keep animals, including pets and service animals, under close control or in a closed container
- Cross behind buses, and wait until after the buses leave to cross the street
- Walk with bikes and carry skateboards at any Jefferson Transit Authority properties
- Keep aisles free of all items

Violations of RCW 9.91.025 include:

- Using drugs or alcohol, smoking, littering, spitting, possessing strong body odors, playing audible music, swearing, or otherwise behaving in an unruly or harassing manner are all prohibited on all Jefferson Transit Property and vehicles
- Possession of unissued transfer or fare media or tenders an unissued transfer or fare media as proof of payment.

Jefferson Transit will exclude any passenger for not complying with Jefferson Transit Passenger Code of Conduct or the Revised Code of Washington (RCW 9.91.025) which further governs passenger conduct.

## LOST & FOUND, PETS, BICYCLES

### LOST & FOUND

If you lose an item on a Jefferson Transit Bus, please call our office at 360-374-4104.

### PETS

Service animals are welcomed and allowed. All animals must either be in container or leashed and under the owner's control. Leashed animals must remain on the floor. When connecting to other transit agencies, please check their policy.

### BICYCLES

Bicycles will be transported on "space available" basis.

**PLEASE NOTIFY DRIVER WHEN REMOVING A BICYCLE FROM THE CARRIER.**

## FARES & BUS PASSES

### ONE WAY FARES

Adults.....	50¢
Disabled, Seniors, Youth.....	25¢
Children 6 & Under .....	Free

### BUS PASSES

Daily Pass.....	75¢
-----------------	-----

*Travel all day on Jefferson Transit Olympic Connection*

Monthly Pass - Adults.....	\$15
----------------------------	------

Monthly Pass - Disabled, Seniors, Youth ..... \$7  
*1st Day of the month through the 5th day of the following month for unlimited rides. Non-Transferable.*

Punch Pass .....	\$5 or \$10
------------------	-------------

*The driver deducts the cost of each fare each time you board the bus until the purchase price of the pass has been met. Transferable.*

### FLAG STOPS

To request a flag stop, please call Dispatch at 1-800-371-0497 to give your location. Stand in a safe, visible spot, allowing enough space for a driver to make a safe stop. Flag down a driver by extending your arm and waving up and down. If it is dark, please use a flashlight or reflector to ensure that the driver sees you.

### ROUTE DEVIATIONS

The Olympic Connection will deviate from a regular route to locations within 3/4 of a mile off Hwy 101 on request. To request a deviation, call 1-800-371-0497 between 6am and 5pm, Mon-Sat. Requests for a deviation must be received no later than 40 minutes before the desired trip departs from Forks. It is preferable for requests to be made 24 hours in advance to assure coordination with the driver. Due to time and travel constraints, deviations may be limited. When calling to request a deviation, you will be asked your name, address, destination address (when applicable), telephone number and desired pick up time. If you need to cancel your ride, please notify us as soon as possible.

### CONNECTING SERVICES

The Olympic Connection connects with two other local systems. Transfers to **Grays Harbor Transit** are made at **Amanda Park** (Amanda Park Mercantile at Lake Quinalt) for travel to Aberdeen. Transfers to **Clallam Transit** are made at the **Forks Transfer Center**, for travel to Port Angeles. These services require a fare and exact change is required.

**Forks Transfer Center** is located at:  
 551 S Forks Ave & E St, Forks WA 98331

**Amanda Park Transfer Center** is located at:  
 6088 US Hwy 101 & Lake Dr N, Amanda Park, WA 98526

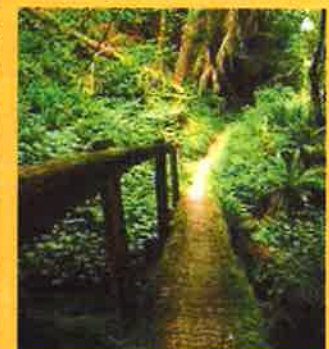


# JEFFERSON TRANSIT

## OLYMPIC CONNECTION BUS SCHEDULE

Effective May 20, 2019

Replaces Schedule Dated September 17, 2018



**360-385-4777 • 800-371-0497**

For deaf or hard of hearing; DIAL 711 for a relay operator

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

Schedule subject to change



**JEFFERSON TRANSIT OLYMPIC CONNECTION**  
WEEKDAY SERVICE FORKS TO AMANDA PARK

Depart Forks Transfer Center	Upper Hoh	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater	Arrive Amanda Park	
7:00	7:14	7:32	7:38	7:56	8:02	8:07	8:27	AM
11:05	11:19	11:37	11:43	12:01	12:07	12:12	12:32	
2:40	2:54	3:12	3:18	3:36	3:42	3:47	4:07	PM
6:45	6:59	7:17	7:23	7:41	8:00	-	-	

**AMANDA PARK TO FORKS**

Depart Amanda Park	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh	Arrive Forks Transfer Center	
8:48	9:08	9:13	9:30	9:41	9:47	10:05	10:19	AM
12:53	1:13	1:18	1:35	1:46	1:52	2:10	2:24	
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	PM
-	-	8:00	8:06	8:17	8:23	8:41	8:55	

**JEFFERSON TRANSIT OLYMPIC CONNECTION**  
SATURDAY SERVICE FORKS TO AMANDA PARK

Depart Forks Transfer Center	Upper Hoh	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater	Arrive Amanda Park	
7:20	7:34	7:52	7:58	8:16	8:22	8:27	8:47	AM
2:40	2:54	3:12	3:18	3:36	3:42	3:47	4:07	PM

**AMANDA PARK TO FORKS**

Depart Amanda Park	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh	Arrive Forks Transfer Center	
9:10	9:30	9:35	9:48	9:59	10:05	10:23	10:37	AM
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	PM

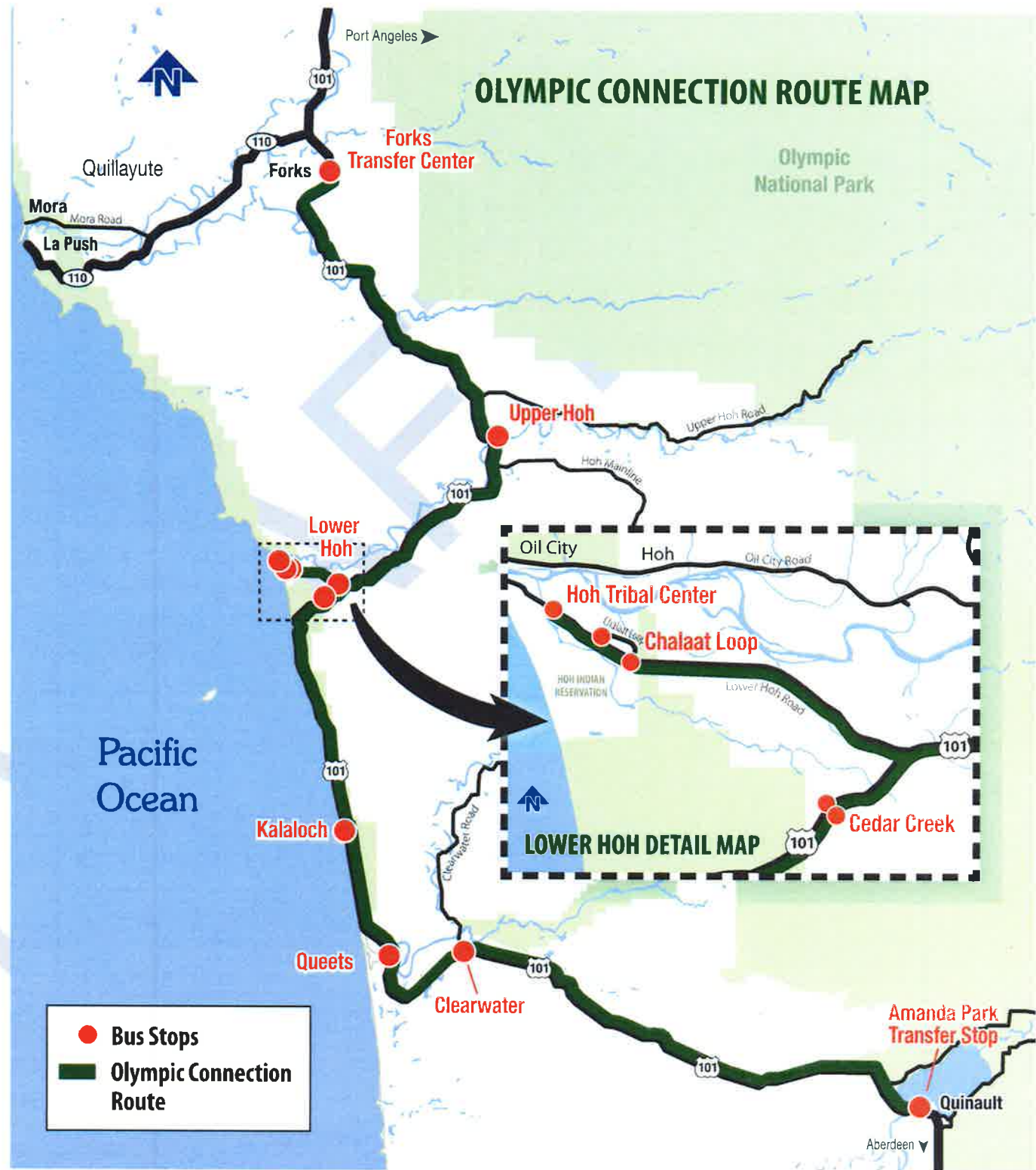
Forks Transfer Center is located at 551 S Forks Ave & "E" St

 = Flag Stop

**SUNDAY & HOLIDAYS**

Service does not operate on the following days:

- Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day







# Authority Board Agenda Summary

MEETING DATE: August 18, 2020

AGENDA ITEM: Resolution No. 20-16: State Transportation Improvement Plan (STIP 2020-2025)

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 20-16  
STIP 2020-2025

BUDGETARY IMPACT (if applicable) BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: *S. Crouch*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

The State Transportation Improvement Plan (STIP) identifies capital funding requirements for all State of Washington transportation projects. Jefferson Transit needs to update our portion of the STIP to incorporate planned and secured funding sources related to the 2020-2025 & 2019 Transit Development Plan (TDP).

RECOMMENDED  
ACTION/MOTION:

Move to adopt Resolution 20-16, amending the STIP to reflect State and Federal funding related to Jefferson Transit's 2020-2025 & 2019 TDP.

1 **Jefferson Transit Authority**  
2 **Resolution No. 20-16**  
3 **Amending the State Transportation Improvement Plan**

4  
5 ***A RESOLUTION of the Authority Board of the Jefferson County***  
6 ***Public Transportation Benefit Area to adopt the***  
7 ***State Transportation Improvement Plan***  
8

9 **WHEREAS**, Jefferson Transit Authority (JTA) is required to submit updates for the State  
10 Transportation Improvement Plan (STIP) to the Washington State Department of  
11 Transportation prior to September 1<sup>st</sup> each year per RCW 35.58.2796; and  
12

13 **WHEREAS**, the Authority Board has adopted the 2020-2025 & 2019 Transit  
14 Development Plan (TDP); and  
15

16 **WHEREAS**, a Public Hearing was held on June 16, 2020, and continued on August 18,  
17 2020, to allow for public comment on updates to the 2020-2025 & 2019 TDP;  
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the JTA Authority Board does hereby  
20 amend the STIP to reflect State and Federal funding requirements related to Jefferson  
21 Transit's 2020-2025 & 2019 TDP.  
22

23 **CERTIFICATION**

24 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
25 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
26 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
27 Transit Authority Board held on this 18<sup>th</sup> day of August 2020.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority



# Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Medium Duty Cutaways JTOC  to Replace JTOC Cutaways	G. Structure ID JTOCBUSES1					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	5311	200,000		0	50,000	250,000
P	CN	2023	5311	200,000		0	50,000	250,000
P	CN	2025	5311	200,000		0	50,000	250,000
<b>Totals</b>				<b>600,000</b>		<b>0</b>	<b>150,000</b>	<b>750,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	250,000	0	250,000	0	250,000
<b>Totals</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>

	Federal Funds	State Funds	Local Funds	Total Funds
<b>Grand Totals for Jefferson Transit</b>	<b>600,000</b>	<b>0</b>	<b>150,000</b>	<b>750,000</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

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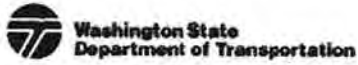
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		63 4 Corners Facility Expansion  to Construct a third maintenance bay and automatic bus wash.	63Expansio						23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2022	5339	1,200,000		0	300,000	1,500,000
P	CN	2023	5339	1,200,000		0	300,000	1,500,000
P	CN	2025	5339	1,600,000		0	400,000	2,000,000
<b>Totals</b>				<b>4,000,000</b>		<b>0</b>	<b>1,000,000</b>	<b>5,000,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	1,500,000	0	0	2,000,000	0
<b>Totals</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
00		Add EV Infrastructure to HPTC  to Add Electric Vehicle Infrastructure to HPTC.	EVINFRHPTC					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	5339	1,200,000		0	300,000	1,500,000
<b>Totals</b>				<b>1,200,000</b>		<b>0</b>	<b>300,000</b>	<b>1,500,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	1,500,000	0	0	0	0
<b>Totals</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Equipment and Service Vehicles  N/A to N/A To maintain equipment and replace service vehicles for preservation as well as purchase equipment and service vehicles for expansion.		equiserv					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	STP(R)	104,000		0	26,000	130,000
P	CN	2022	STP(R)	88,000		0	22,000	110,000
P	CN	2023	STP(R)	88,000		0	22,000	110,000
P	CN	2024	STP(R)	88,000		0	22,000	110,000
P	CN	2025	STP(R)	88,000		0	22,000	110,000
<b>Totals</b>				<b>456,000</b>		<b>0</b>	<b>114,000</b>	<b>570,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	130,000	110,000	110,000	110,000	110,000
<b>Totals</b>	<b>130,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>





## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		HPTC Park and Ride Enhance & Upgrade  N/A to N/A Enhance and expand HPTC park and ride lot	EPR1						23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2022	5339	400,000		0	100,000	500,000
P	CN	2023	STP(R)	1,200,000		0	300,000	1,500,000
P	CN	2024	5339	60,000		0	15,000	75,000
P	CN	2025	STP(R)	200,000		0	50,000	250,000
<b>Totals</b>				<b>1,860,000</b>		<b>0</b>	<b>465,000</b>	<b>2,325,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	500,000	1,200,000	75,000	250,000
<b>Totals</b>	<b>0</b>	<b>500,000</b>	<b>1,200,000</b>	<b>75,000</b>	<b>250,000</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		ITS Improvements  N/A to N/A ITS Improvements such as new computers, new software and software updates, etc.		ITSImprov					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	STP(R)	96,000		0	24,000	120,000
P	CN	2022	STP(R)	96,000		0	24,000	120,000
P	CN	2023	STP(R)	96,000		0	24,000	120,000
P	CN	2024	STP(R)	96,000		0	24,000	120,000
P	CN	2025	STP(R)	96,000		0	24,000	120,000
<b>Totals</b>				<b>480,000</b>		<b>0</b>	<b>120,000</b>	<b>600,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	120,000	120,000	120,000	120,000	120,000
<b>Totals</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

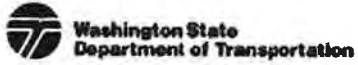
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Maintain Equipment  N/A to N/A Maintain JTA large equipment		MntEquip					44			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	STP(R)	40,000		0	10,000	50,000
P	CN	2022	STP(R)	40,000		0	10,000	50,000
P	CN	2023	STP(R)	40,000		0	10,000	50,000
P	CN	2024	STP(R)	40,000		0	10,000	50,000
P	CN	2025	STP(R)	40,000		0	10,000	50,000
<b>Totals</b>				<b>200,000</b>		<b>0</b>	<b>50,000</b>	<b>250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	50,000	50,000	50,000	50,000	50,000
<b>Totals</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>



# Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Passenger Amenities & Services  N/A to N/A Kiosk and/or other electronic services along with other amenities that will enhance passenger service.	PassAmen						23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	STP(R)	60,000		0	15,000	75,000
P	CN	2022	STP(R)	100,000		0	25,000	125,000
P	CN	2023	STP(R)	60,000		0	15,000	75,000
P	CN	2024	STP(R)	60,000		0	15,000	75,000
P	CN	2025	STP(R)	60,000		0	15,000	75,000
<b>Totals</b>				<b>340,000</b>		<b>0</b>	<b>85,000</b>	<b>425,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	75,000	125,000	75,000	75,000	75,000
<b>Totals</b>	<b>75,000</b>	<b>125,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

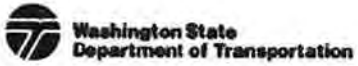
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		G. Structure ID EV/Infra Purchase electric vehicle charging Infrastructure for 63 4 Corners  to Purchase electric vehicle charging Infrastructure for 63 4 Corners						23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2024	5339	1,200,000		0	300,000	1,500,000
<b>Totals</b>				<b>1,200,000</b>		<b>0</b>	<b>300,000</b>	<b>1,500,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	0	0	1,500,000	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Purchase Large Expansion Coach  to Purchase large coaches for expanded service.	EXPCOACH					23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2022	5339	800,000		0	200,000	1,000,000
<b>Totals</b>				<b>800,000</b>		<b>0</b>	<b>200,000</b>	<b>1,000,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	1,000,000	0	0	0
<b>Totals</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>





## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

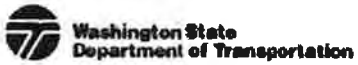
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Purchase replacement ADA Vans and Light-Duty Cutaways  N/A to N/A Purchase replacement ADA vans and light-duty cutaways for Dial-A-Ride	RVADAVAN1					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	5311	144,000		0	36,000	180,000
P	CN	2023	5311	144,000		0	36,000	180,000
P	CN	2024	5311	144,000		0	36,000	180,000
<b>Totals</b>				<b>432,000</b>		<b>0</b>	<b>108,000</b>	<b>540,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	180,000	0	0	180,000	0
<b>Totals</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>180,000</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Purchase replacement electric vehicles (heavy & medium buses)  N/A to Purchase replacement electric heavy-duty buses to comply with the FAST Act.	LEVCOACH1					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	5339	560,000		0	140,000	700,000
P	CN	2022	5339	560,000		0	140,000	700,000
P	CN	2023	5339	560,000		0	140,000	700,000
P	CN	2024	5339	560,000		0	140,000	700,000
P	CN	2025	5339	560,000		0	140,000	700,000
<b>Totals</b>				<b>2,800,000</b>		<b>0</b>	<b>700,000</b>	<b>3,500,000</b>

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	
CN	700,000	700,000	700,000	700,000	700,000	
<b>Totals</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Purchase replacement vehicles (heavy & medium-duty buses)  N/A to N/A Purchase replacement heavy-duty and medium-duty buses	RVCOACH1					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	5311	400,000		0	100,000	500,000
P	CN	2022	5311	800,000		0	200,000	1,000,000
P	CN	2024	5311	800,000		0	200,000	1,000,000
<b>Totals</b>				<b>2,000,000</b>		<b>0</b>	<b>500,000</b>	<b>2,500,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	500,000	1,000,000	0	1,000,000	0
<b>Totals</b>	<b>500,000</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
00		Purchase Vanpool Vans  N/A to N/A Purchase vanpool expansion and vanpool replacement vans	EVVP1					23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2022		0	WSDOT	96,000	24,000	120,000
P	CN	2024		0	WSDOT	96,000	24,000	120,000
P	CN	2025		0	WSDOT	57,200	14,300	71,500
<b>Totals</b>				<b>0</b>		<b>249,200</b>	<b>62,300</b>	<b>311,500</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	120,000	60,000	120,000	71,500	120,000
<b>Totals</b>	<b>120,000</b>	<b>60,000</b>	<b>120,000</b>	<b>71,500</b>	<b>120,000</b>



## Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Transit Base Preserve and Upgrade  N/A to N/A  To preserve and enhance the structure of JTA's Administrative and Maintenance buildings with major maintenance projects and upgrades.	63preserve						23			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	STP(R)	40,000		0	10,000	50,000
P	CN	2022	STP(R)	40,000		0	10,000	50,000
P	CN	2023	STP(R)	40,000		0	10,000	50,000
P	CN	2024	STP(R)	40,000		0	10,000	50,000
P	CN	2025	STP(R)	40,000		0	10,000	50,000
<b>Totals</b>				<b>200,000</b>		<b>0</b>	<b>50,000</b>	<b>250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	50,000	50,000	50,000	50,000	50,000
<b>Totals</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>



# Six Year Transportation Improvement Program From 2021 to 2026

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	R/W Required
			G. Structure ID									
00		Transit Shelters and I-Stops  N/A to N/A Purchase and enhance transit shelters and I-Stops.	TSS1					23			CE	No

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2021	STP(R)	20,000		0	5,000	25,000
P	CN	2022	STP(R)	20,000		0	5,000	25,000
P	CN	2023	STP(R)	20,000		0	5,000	25,000
P	CN	2024	STP(R)	20,000		0	5,000	25,000
P	CN	2025	STP(R)	20,000		0	5,000	25,000
<b>Totals</b>				<b>100,000</b>		<b>0</b>	<b>25,000</b>	<b>125,000</b>

Phase	1st	2nd	3rd	4th	5th & 6th
CN	25,000	25,000	25,000	25,000	25,000
<b>Totals</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>

	Federal Funds	State Funds	Local Funds	Total Funds
<b>Grand Totals for Jefferson Transit</b>	<b>16,068,000</b>	<b>249,200</b>	<b>4,079,300</b>	<b>20,396,500</b>





# Authority Board Agenda Summary

MEETING DATE: August 18, 2020

AGENDA ITEM: Resolution 20-17: Bike Policy Update

SUBMITTED BY: Leesa Monroe TITLE: Operations Manager

DEPARTMENT: Operations

EXHIBITS/  
ATTACHMENTS:

Resolution 20-17  
Bike Policy Update

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: *Stouch*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Recommendations were made to update the Jefferson Transit Authority's Bicycles on Buses Policy to include electric bicycles.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 20-17 to update the Bicycles on Buses Policy.

1 **Jefferson Transit Authority**  
2 **Resolution No. 20-17**

3 **Jefferson Transit Authority Bicycles on Buses Policy Revision**

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

8 **WHEREAS**, Jefferson Transit Authority established a policy for transporting  
9 bicycles on buses in 1992; and  
10

11 **WHEREAS**, the policy was updated in 1995 and 2008 to make it consistent with  
12 current conditions and practices; and  
13

14 **WHEREAS**, Jefferson Transit desires to accommodate bike riders as much as  
15 possible within the constraints of safe vehicle operation;  
16

17 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority  
18 Board of Directors does hereby adopt the attached revision to the Bicycles on Buses  
19 Policy.  
20

21 **CERTIFICATION**

22 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
23 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
24 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
25 Transit Authority Board held on August 18, 2020.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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

<i>Title:</i> <b>Bicycle on Buses Policy</b>	<i>Resolution:</i> <b>20-17 (Policy Revision)</b>
<i>Author:</i> <b>Leesa Monroe</b>	<i>Revision Date:</i> <b>June 16, 2020</b>

**PURPOSE:**

It is the intent of this policy to provide the highest level of customer service possible regarding transporting bicycles on buses while maintaining the highest standards of safety.

**SCOPE:**

This policy applies to all employees driving transit vehicles equipped with bike racks.

**PROCEDURES:**

**1. Types of Bicycles Allowed**

Standard bicycles: Bike racks are made for standard size, unaltered bikes. Conventional, single seat, two wheeled bikes are allowed to be transported on buses. Tandem, recumbent, three wheeled, oversized or bikes with added accessories cannot be safely secured on the bike rack. Both wheels must fit into the bike rack wheel slots and the support arm/hook must fit over the top of the bike wheel.

- Deleted: ,
- Deleted: motor-driven
- Deleted: are not allowed.

Electric bicycles: Sealed drycell, electric assist bicycles where the battery is covered and is part of the bike design are allowed on the exterior bike rack only, the bike must weigh less than 55 lbs and be secured on the inside rack nearest to the vehicle. Electric bicycles cannot be transported inside the bus.

**2. Availability**

Jefferson Transit cannot guarantee space to transport your bicycle at any time. Bike racks are on a first come, first served basis.

**3. Bicycles Inside Buses**

A maximum of two standard bikes may be allowed on board, if space allows and safety permits. The following rules apply:

- a) Seating for passengers will always take priority over space for bikes.
- b) Bikes must be properly secured in the wheelchair securement station using a minimum of two securement devices. Once secured, the bike owner should find a seat near the bike.
- c) The driver may assist with bike securement, and may determine whether or not the bike is secured properly.
- d) If a rider in a wheelchair is occupying the securement station, the bike will not be allowed on board.
- e) If either the wheelchair securement station or seating in the securement area is needed by a rider mid-journey, the bike will need to be removed. If there is no room to move the bike to a rack, the rider must get off the bus with his/her bike.
- f) Bikes will not be allowed to protrude into the aisle way.

- g) Bikes already secured inside the bus may remain inside even if space becomes available on the exterior bike rack.
- h) Muddy or greasy bikes are not permitted on the bus.

**PURPOSE**

~~The following policy guidelines will establish how bicycles can be transported on Jefferson Transit services.~~

**SCOPE**

~~This policy applies to anyone operating a revenue vehicle equipped with a bike rack.~~

**PROCEDURES**

- ~~1. Bicycles can be transported on all Jefferson Transit fixed route services~~
- ~~2. Bicycles must be loaded on the exterior racks provided on transit coaches on a first come first served basis.~~
- ~~3. If the exterior rack is full, bicycles may be allowed to be loaded into the bus interior on a space available basis. Bicycles carried on a bus interior must be located and secured according to the operator's instructions. Interior loading is at the discretion of the operator.~~
- ~~4. Operators may decline to transport a bicycle in any fashion, if he or she determines that the bicycle constitutes a safety problem.~~
- ~~5. Oversized bicycles, tandem bicycles and motorized bicycles are not permitted.~~

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**Jefferson Transit Authority**

**Resolution No. 04-05**

**Revising Bicycles on Buses Policy**

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~~WHEREAS, Jefferson Transit has a responsibility to maintain policies that are applicable to its operation; and~~

~~WHEREAS, Jefferson Transit staff is currently reviewing all policies adopted by the Jefferson Transit Authority Board; and~~

~~WHEREAS, the Bicycles on Buses policy, as adopted, differs from current procedure;~~

~~NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board of Directors did adopt the attached Bicycles on Buses Policy Revision on April 20, 2004~~

~~APPROVED this 20<sup>th</sup> day of April, 2004.~~

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_

Clerk of the Authority



# Authority Board Agenda Summary

MEETING DATE: August 18, 2020

AGENDA ITEM: Resolution 20-18: Social Media Policy (New)

SUBMITTED BY: Miranda Nash TITLE: Mobility & Outreach Coordinator

DEPARTMENT: Operations

EXHIBITS/  
ATTACHMENTS:

Resolution 20-18  
Social Media Policy

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

REVIEWED BY: *Stouch*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Resolution 20-18 adopts the Social Media Policy as to establish a policy to provide guidance to employees relating to use of JTA social media.

RECOMMENDED  
ACTION/MOTION:

Motion: To approve Resolution 20-18 adopting the Social Media Policy.



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**Jefferson Transit Authority**  
**Resolution No. 20-18**  
**Jefferson Transit Authority Social Media Policy**

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11

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to adopt the Social Media Policy

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14

**WHEREAS**, Jefferson Transit Authority (JTA) in an effort to maintain the highest standards of propriety and professionalism in social media, wishes to establish a policy to provide guidance to employees relating to any use of JTA social media; and

15  
16  
17

**WHEREAS**, social media platforms can provide opportunities for enhanced communication with customers, employees and other stakeholders;

18  
19  
20  
21  
22

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board of Directors does hereby adopt the attached Social Media Policy.

**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 August 18, 2020.

\_\_\_\_\_

Chair

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Member

\_\_\_\_\_

Member

Attest:

\_\_\_\_\_

Member

\_\_\_\_\_

Clerk of the Board



**JEFFERSON TRANSIT  
SOCIAL MEDIA POLICY**

EFFECTIVE DATE:

## **Jefferson Transit Authority Social Media Policy**

### **Purpose**

This policy is designed to establish standards for use of social media by Jefferson Transit Authority (JTA) to:

- Disseminate time-sensitive or emergency information as quickly as possible to a broad audience.
- Promote, announce, and address JTA events, services, etc.
- Provide additional means for the public to explore JTA.
- Provide additional means for JTA to respond to the public.

### **Scope**

This policy applies to all employees of JTA. It applies to situations in which social media is used to distribute JTA information or perspective to external audiences.

### **Background**

The JTA website, [www.jeffersontransit.com](http://www.jeffersontransit.com), remains JTA's primary internet presence. It is expected expanding into social media will further raise awareness about the information provided on the JTA website.

### **Policies**

Social media accounts will be established at the discretion of the General Manager, or designee. There will be one social media account per platform, and individual departments or individual employees will not be permitted to establish social media accounts that represent themselves as official social media of Jefferson Transit Authority.

JTA will maintain a list of social media tools available for agency use.

The General Manager, or designee, will maintain an inventory of all account information, logins and passwords. If a password or login must be changed, the General Manager or designee must be notified immediately.

Only employees designated by the General Manager may post or delete content or comments to social media sites on behalf of JTA. Staff who post must be knowledgeable, have access to information, and be trained in social media protocol. All accounts must have at least two employees designated for posting and administering the account.

Posts must not contain comments or otherwise communicate about customers, coworkers, supervisors, JTA officials, vendors or suppliers in a manner that violates standards set forth below.

All sites should contain a link back to JTA's official website ([www.jeffersontransit.com](http://www.jeffersontransit.com)).

Additional content can include, but is not limited to information:

- People can apply to their lives or business right now.
- Will help someone make a more informed decision.
- Is relevant to the target audience.

Employees authorized to post comments to JTA social media sites may be designated to post comments on third party sites when necessary to correct misinformation or provide additional details that would improve public understanding. Misinformation must be captured and retained separate and apart from the third-party site.

Accounts may be closed when they no longer meet a business need. General Manager, or designee, must be consulted prior to closing a social media account.

All JTA-approved social media pages and employee use of social media will be governed in accordance with JTA's Electronic Communication Systems Policy (JTA Employee Manual, Section H).

Email accounts associated with social media sites will be email accounts designated and established by IT in accordance with JTA policy. Employees must not use personal third-party email accounts to create social media presences for JTA business.

Use of social media sites must comply with the terms and conditions, user agreement and/or other contractual agreement required by the site. Therefore, users must ensure that terms, conditions, and agreements do not conflict with laws applicable.

## **Standards**

The following content is prohibited on JTA social media sites:

- Comments in support or opposition to political campaigns or ballot measures.
- Profane language or content.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content.
- Solicitation for private or personal gain or enterprises not related to county operations.
- Conduct or encouragement of illegal activity.
- Information that compromises the safety or security of the public.

- Content that violates a legal ownership interest of any other party.

JTA reserves the right to restrict or remove any content deemed in violation of this policy or applicable law.

All communications between JTA and members of the public are subject to public disclosure under RCW 42.56.

JTA follows the Open Public Meetings Act.

Social media sites should not include endorsements of private citizens, political groups, commercial activities, or specific vendors. This includes “friending,” “liking,” or becoming a “fan” of commercial businesses, candidates for elective offices or campaigns for or against any ballot measures. The phrase “sharing and following does not equal endorsement” must be clearly displayed to all site visitors.

Third-party ads or content featured or displayed on social media platforms do not constitute an endorsement by JTA.

Other government sites, non-profit entities, and content providers may be mentioned and linked on the social media site but only to the extent the organization or content is directly related to JTA services or the conduct of JTA business.

Standards for social media outlined herein shall be published on the Jefferson Transit website and on social media platforms where applicable.

## **Public Records**

All information posted to JTA social media sites is subject to Washington public records laws, including RCW 42.56 (public records disclosure) and RCW 40.14 (disposition of public records). A posting or comment is a public record if it has been made or received in connection with JTA business (full definition in RCW 40.14.010).

Comments made by JTA staff on third party sites are considered original records and will be kept for the required minimum retention period in a format that preserves the integrity of the original record and is easily accessible.

Record retention requirements apply to all JTA social media content in all media formats including audio, video, images, graphics, data, text and public comments. The content will be retained in original format, using a JTA-approved archiving service, for the minimum period required by state retention schedules. All persons designated to post on social media will be aware of JTA’s archiving procedures and notify the General Manager or designee of any public records requests related to social media.



# Authority Board Agenda Summary

MEETING DATE: August 18, 2020

AGENDA ITEM: Resolution 20-19: To Adopt the Supplemental 2020 Operating Budget

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Finance

EXHIBITS/  
ATTACHMENTS: 

Resolution 20-19  
Supplemental 2020 Operating Budget

BUDGETARY IMPACT (if applicable) BUDGETED: See below

EXPENDITURE REQUIRED: See below FUNDING SOURCE: See below

REVIEWED BY: *S. Crouch*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT: 

A Resolution of the Board of Directors of the Jefferson County Public Transportation Benefit Area adopting the Supplemental 2020 Operating Budget.  
  
Operating Budget Expenditures: \$6,220,960

RECOMMENDED  
ACTION/MOTION: 

Motion: Move to approve Resolution 20-19: To adopt the 2020 Operating and Capital Budget



1 **Jefferson Transit Authority**  
2 **Resolution No. 20-19**

3  
4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
5 *Transportation Benefit Area, hereinafter called the "Authority", to adopt the 2020*  
6 *Supplemental Operating Budget.*

7  
8 **WHEREAS**, the State of Washington requires that the Authority annually adopt  
9 budgets covering the programs and activities of the Authority; and

10  
11 **WHEREAS**, on December 19, 2019 the Jefferson Transit Authority Board passed  
12 Resolution 19-29 authorizing the 2020 Operating and Capital Budgets be adopted; and

13  
14 **WHEREAS**, on March 18, 2020 the Jefferson Transit Authority Board declared  
15 an emergency due to the COVID-19 pandemic; and

16  
17 **WHEREAS**, due to changing economic conditions and changes in grant funding;

18  
19 **NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the  
20 Jefferson County Public Transportation Benefit Area that the following supplemental  
21 operating budget be adopted for the remainder of 2020.

22  
23 Operating Fund Budget. Total expenses of \$6,220,960, total operating revenues  
24 of \$47,169, and total non-operating revenues of \$7,854,834. The schedule of  
25 planned expenditures and projected revenues is attached as Exhibit 1.  
26

27 **CERTIFICATION**

28  
29 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
30 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct  
31 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit  
32 Authority Board held on August 18, 2020.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority

**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Operating Revenues, Expenses and Nonoperating Revenues**  
**Proposed 2020 Supplemental Budget**

	% Budget vs Actual	2020 Budget	Proposed 2020 Supplemental Budget
<b>OPERATING REVENUES:</b>			
PASSENGER FARES FOR TRANSIT SERVICES	27.03%	\$ 174,530	\$ 47,169
SPECIAL TRANSIT FARES	0.00%	0	0
CHARTER SERVICE REVENUES	0.00%	0	0
AUXILIARY TRANSPORTATION REVENUES	0.00%	0	0
<b>Total Operating Revenues</b>	<b>27.03%</b>	<b>174,530</b>	<b>47,169</b>
<b>OPERATING EXPENSES:</b>			
LABOR	100.00%	2,544,442	2,544,442
BENEFITS	124.22%	1,870,104	2,323,033
SERVICES AND USER FEES	100.00%	414,952	414,952
MATERIALS AND SUPPLIES CONSUMED	77.04%	664,810	512,194
UTILITIES	100.00%	88,153	88,153
CASUALTY AND LIABILITY COSTS	100.04%	160,000	160,071
TAXES	100.00%	7,366	7,366
PURCHASED TRANSPORTATION SERVICE	0.00%	0	0
MISCELLANEOUS EXPENSES	152.69%	97,410	148,732
DEBT SERVICE	0.00%	0	0
LEASES AND RENTALS	102.54%	21,472	22,017
<b>Total Operating Expenses</b>	<b>106.00%</b>	<b>5,868,710</b>	<b>6,220,960</b>
<b>OPERATING INCOME (LOSS)</b>	<b>108.42%</b>	<b>(5,694,180)</b>	<b>(6,173,791)</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>			
NONTRANSPORTATION REVENUES	80.03%	97,200	77,794
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	103.20%	4,583,000	4,729,475
LOCAL GRANTS AND CONTRIBUTIONS	100.00%	18,000	18,000
STATE GRANTS AND CONTRIBUTIONS	50.00%	250,464	125,232
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	226.58%	1,283,160	2,907,333
<b>Total Nonoperating Revenues (Expenses)</b>	<b>126.09%</b>	<b>6,231,824</b>	<b>7,857,834</b>
<b>NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)</b>	<b>313.23%</b>	<b>537,644</b>	<b>1,684,042</b>
Transfers In (Out) - Interfund	0.00%	0	0
<b>NET INCOME (LOSS)</b>	<b>313.23%</b>	<b>537,644</b>	<b>1,684,042</b>

**2019 Ridership Total including JTOC 258,956 2.8% increase in JT fixed route service, 5.6% decrease in JTOC service**

2019	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1541	1172	1313	1541	1423	1351	1256	1419	1309	1468	1105	1099	15997	1333
#11 Shuttle	5559	4616	5692	5898	5950	6184	6597	6809	5388	5920	5186	5212	69011	5751
#2 Ft. Worden	1694	1383	1660	1727	1820	1966	2051	2037	1640	1620	1431	1421	20450	1704
#3 Castle Hill	1441	1204	1540	1650	1574	1727	1723	1791	1584	1703	1431	1391	18759	1563
#4 Upper Sims Loop	3590	3100	3571	3798	3564	3334	3343	3735	3120	3437	3350	3455	41397	3450
#6A Tri Area	1264	1122	1341	1486	1473	1326	1284	1405	1263	1616	1290	1208	16078	1340
#6B Tri Area	1163	989	1238	1267	1292	1284	1270	1413	1084	1174	1005	1117	14296	1191
#7 Poulsbo	1823	1605	1998	2015	1943	1839	2057	2302	1926	2016	1746	1634	22904	1909
#8 Sequim	1716	1374	1645	1611	1640	1537	1716	1975	1647	1861	1580	1470	19772	1648
Wooden Boat									4979				4979	
<b>Riders</b>	<b>19791</b>	<b>16565</b>	<b>19998</b>	<b>20993</b>	<b>20679</b>	<b>20548</b>	<b>21297</b>	<b>22886</b>	<b>23940</b>	<b>20815</b>	<b>18124</b>	<b>18007</b>	<b>243643</b>	<b>20304</b>
On Time Performance	94.96	95.39	93.96	90.07	86.84	87.22	87.91	90.21	88.84	89.69	91.47	89.72	8707	90.52
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25.42
Mileage	39041	35624	38319	39037	39056	36660	38990	39859	35765	40597	35050	37376	455374	37948

**2019 Notes**

Feb 9, 2019 All JTA routes Cancelled due to SNOW

Feb 11, 2019 JTA 11A at 0740 missed due to snow/Closed JTOC service at 10:00, last three JTOC routes of the day Cancelled due to SNOW

2020	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1206	1333	1004	265	230	299	307						4644	663
#11 Shuttle	5230	5079	3425	1016	854	1169	1348						18121	2589
#2 Ft. Worden	1470	1498	949	302	338	351	483						5391	770
#3 Castle Hill	1351	1428	887	232	347	452	532						5229	747
#4 Upper Sims Loop	3372	3416	2322	678	645	923	985						12341	1763
#6A Tri Area	1250	1370	1075	499	479	511	579						5763	823
#6B Tri Area	1091	1101	851	284	288	324	309						4248	607
#7 Poulsbo	1601	1860	1156	402	443	476	471						6409	916
#8 Sequim	1536	1491	1029	516	555	654	665						6446	921
Wooden Boat			CV19	CV19	CV19	CV19	CV10						0	
<b>Riders</b>	<b>18107</b>	<b>18576</b>	<b>12698</b>	<b>4194</b>	<b>4179</b>	<b>5159</b>	<b>5679</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68592</b>	<b>5716</b>
On Time Performance	89.68	91.3	92.34	91.84	88.69	94.81	94.51							91.88
#Days In Service	26	25	26	22	20	22	23							23
Mileage	38539	36660	36988	15423	13992	15383	16090.8							24725

**2020 Notes**

Week of January 13th, 2020 snow storm, ridership for the week was down approx 600 riders

1/31/2020 Bridge Closure due to winds, closure approx 7 hours, last two Poulsbo routes unable to go to Viking TC

3/30/20 began reduced service due to COVID-19

Wooden Boat Festival September			
7-9 2018 Ridership			
Fri 9/7	Sat 9/8	Sun 9/9	Total
1322	2185	724	4231

Wooden Boat Festival			
September 6-8 2019 Ridership			
Fri 9/6	Sat 9/7	Sun 9/8	Total
1374	2872	733	4979

Wooden Boat Festival  
September 2020 canceled/COVID

## JTOC Ridership

<b>2019</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
<b>JTOC</b>	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
<b>JTOC Riders</b>	1058	992	994	279	187	301	314						4125	589
#Days In Service	26	25	26	22	20	22	23						164	23
JTOC Mileage	12203	11711	12069	5908	5454	6106	7465						60916	8702

Notes: Snow week of January 13th

CV19- March 30th reduced service

July 22- 7:00am service restored.

### Dial-A-Ride

<b>2019</b>	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
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	23	26	26	26	25	26	27	24	27	24	25	305	25

\*February has a drop in ridership due to inclement weather/ snows day in which many riders cancelled their trips.

\*February 9th DAR cancelled due to snow routes

<b>2020</b>	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	1168	1245	769	193	263	377	512							647
PCA Boardings	51	100	50	6	16	26	23							39
Other Boardings	4	7	8	0	0	2	0							3
<b>Riders</b>	<b>1223</b>	<b>1352</b>	<b>827</b>	<b>199</b>	<b>279</b>	<b>405</b>	<b>535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>689</b>
Trips	1113	1138	711	187	247	349	489							605
Service Hours	653	627	461	173	202	253	319							384
Service Mileage	5968	5955	4322	1426	1629	2497	3314							3587
On Time Performance	95%	93%	92%	93%	94%	92%	92%							93%
#Days In Service	26	25	26	22	20	22	23						164	23

\*February has a drop in ridership due to inclement weather/ snows day in which many riders cancelled their trips.

\*3/30 to ??- CV19



### Vanpool Ridership

2020 Jefferson Transit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Averages
Vanpool Groups in Operation	2	2	2	2	2	2	2						
Vans Available	7	7	7	7	7	7	7						
Loaner/Spare Vans in Fleet	2	2	2	2	2	2	2						
Total Active Vans in Fleet	11	11	11	11	11	11	11						
Loaners as % of Vanpool Fleet	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	
Vanpool Group Starts	0	0	0	0	0	0	0						
Vanpool Group Folds	0	0	0	0	0	0	0						
Passenger Trips	437	499	419	210	198	234	264						188
Average Riders Per Van	6.6	6.4	7.0	8.8	8.9	9.2	7.8						5
Revenue Miles Traveled	2,874	3,218	2,918	1,858	1,754	2,153	2,062						1,403
Average Round Trip Miles	87.1	89.4	88.4	88.5	83.5	97.9	93.7						52
Revenue Hours:	71	77	72	48	48	50	50						35