



JEFFERSON TRANSIT AUTHORITY
REMOTE REGULAR BOARD MEETING
Tuesday, October 20, 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)
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. Comments will be read aloud by staff for up to three minute's during the meeting's public comment period. **Email comments to speck@jeffersontransit.com, before the 1:30 PM meeting start time.**

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

New Agenda Items

Electric Vehicle Study Presentation

- I. **Finance Reports**
 - a. September 2020
 - b. August 2020
- II. **Consent Agenda**
 - a. Approval of Minutes, August 18, 2020
 - b. Approval of Minutes, August 28, 2020
 - c. Approval of Expenses, August 2020
 - d. Approval of Expenses, September, 2020
- III. **Unfinished Business**
 - a. **Resolution 20-18:** Social Media Policy
- IV. **New Business**
 - a. **Resolution 20-20:** Policy for the Disposition of Surplus Property
- V. **Reports**
 - a. General Managers Report
 - b. Fleet & Facilities Report
 - c. Operations Report

Public Comment

Adjournment

Authority Board will sign documents

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.



63 4 Corners Road, Port Townsend, WA 98368

October 13, 2020

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

The budget tracking percentage for September 2020 is 75%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports

For the month July 2020 (remitted in September 2020) sales tax was 4.7% higher than received for July 2019. Cumulatively, JTA has received 1.9% less sales tax revenue over the same time period in 2019.

Revenue Report –

- With supplemental budget passed; operating revenue is on budget.

Expense Report – Cumulatively, JTA expenses are 18% UNDER budget.

- **Labor** – Labor is 15% under budget.
 - Administration salaries are slightly over budget.
- **Benefits** – Benefits are 14% under budget
 - Unemployment Insurance - will be over budget – did not address this line item in the Supplemental Budget
- **Services and User Fees** – S/U Fees are 34% under budget
 - Custodial Services are over budget due to hiring contractor for building cleaning as well as bathroom cleaning. Former Janitor retired and we have since hired a new employee.
- **Materials and Supplies Consumed** – M/S Consumed is 38% 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** – 6% under budget – electricity not yet posted, expect the line item will be slightly over budget at year end
- **Casualty/Liability Costs** – On budget
- **Taxes** – 50% under budget
- **Miscellaneous** – 25% under budget
- **Leases and Rentals** – 14% under budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

Capital Activity –

- Capital activity in September: 4 Gillig Buses; EV Feasibility Study



September 2020 Financial Summary

Budget Tracking Figure: 75%

Operational Expenses:	\$325,492.12
Operational Revenues:	\$1,028.48
Non-Operational Income:	\$537,557.99
Capital Expenses:	\$1,967,892.52
Capital Income:	\$0.00
 Sales Tax Received 9/30/2020 for July 2020:	 \$508,467.71
Sales Tax Received 9/30/2019 for July 2019:	\$485,580.98

Sales tax increased from prior year 4.7%

Cumulative Sales tax decrease from prior year 1.9%

Cash on Hand as of September 30, 2020*:

Operating:	\$2,616,329.94
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2020 Capital Projects):	\$1,334,256.22
Dedicated (Committed) Grant Match (38% Funded):	\$1,956,225.78
(TDP Funding Match \$5,021,099 – WSDOT Reimbursement Pending)	
Capital Vehicle Reserve	\$0.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$214,671.76
Travel Fund:	\$1,500.00
Total	\$8,220,380.70**

*"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)

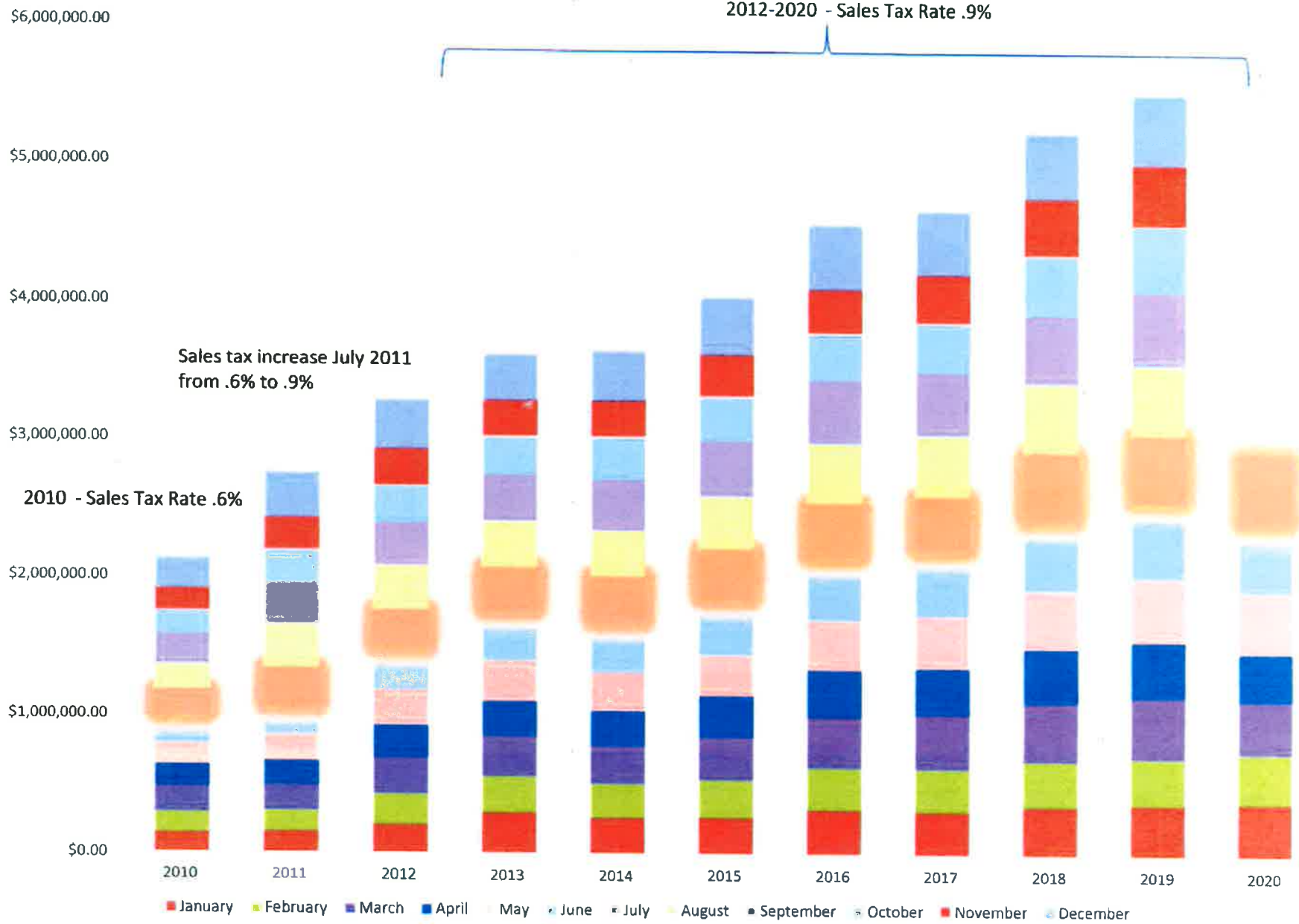
Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$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	\$307,974.08	\$318,746.72	\$376,024.00	(0.00%)	\$1,329,810.78	1,147,513.00	15.89%
April	0.90%	\$386,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$366,015.00	(0.00%)	\$1,695,825.44	1,513,528.00	12.04%
May	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$386,721.00	(0.00%)	\$2,082,546.16	1,900,249.00	9.59%
June	0.90%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$348,715.00	0.00%	\$2,431,261.38	2,248,964.00	8.11%
July	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$2,871,283.06	2,674,964.00	7.34%
August	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$3,358,670.97	3,100,964.00	8.31%
September	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$3,867,138.68	3,526,964.00	9.64%
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	0.00%	\$0.00	3,952,964.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	0.00%	\$0.00	4,378,964.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	0.00%	\$0.00	4,726,964.00	
Total		\$3,867,138.68	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,726,964.00	0.00%			
Monthly Average		\$429,682.08	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$393,913.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp 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	\$376,024.00	(0.00%)	\$376,023.97	376,024.00	(0.00%)
February	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$366,015.00	(0.00%)	\$742,038.63	742,039.00	(0.00%)
March	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$386,721.00	(0.00%)	\$1,128,759.35	1,128,760.00	(0.00%)
April	0.90%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$348,715.00	0.00%	\$1,477,474.57	1,477,475.00	(0.00%)
May	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$1,917,496.25	1,903,475.00	0.74%
June	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$2,404,884.16	2,329,475.00	3.24%
July	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$2,913,351.87	2,755,475.00	5.73%
August	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	0.00%	\$0.00	3,181,475.00	
September	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	0.00%	\$0.00	3,607,475.00	
October	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	0.00%	\$0.00	3,955,475.00	
November	0.90%		\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	0.00%	\$0.00	4,303,475.00	
December	0.90%		\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	0.00%	\$0.00	4,729,475.00	
Total		\$2,913,351.87	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,729,475.00	0.00%			
Monthly Average		\$416,193.12	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$394,122.92				

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

2012-2020 - Sales Tax Rate .9%



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Nine Months Ending September 30, 2020

	September	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$9,974,750.59	\$9,605,092.73
Operating Cash Provided/(Used) by:		
Operating Activities	(\$2,265,384.12)	(\$3,468,611.89)
Non-Capital Financing Activities	\$511,686.92	\$4,645,566.80
Investing Activities	\$1,422.47	\$38,338.36
Total Operating Cash Provided/(Used)	(\$1,752,274.73)	\$1,215,293.27
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$1,695.16)	(\$2,599,605.30)
Net Increase/(Decrease) Cash and Equivalent	(\$1,753,969.89)	(\$1,384,312.03)
CASH BALANCES - END OF PERIOD	\$8,220,780.70	\$8,220,780.70

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending September 30, 2020

	September	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$1,028.48	\$44,462.36	\$47,170.00	94.26%
Operating Expenses				
Labor	125,429.32	1,516,570.13	2,544,440.00	59.60%
Benefits	143,219.57	1,414,567.58	2,323,032.00	60.89%
Services and User Fees	10,486.32	169,587.23	414,952.00	40.87%
Materials & Supplies	15,680.36	188,388.57	512,194.00	36.78%
Utilities	3,794.95	60,735.82	88,153.00	68.90%
Casualty/Liability Costs	13,339.42	120,054.78	160,071.00	75.00%
Taxes	252.35	1,492.08	7,366.00	20.26%
Miscellaneous Expenses	12,939.83	75,454.57	148,732.00	50.73%
Leases and Rentals	350.00	13,353.70	22,017.00	60.65%
Total Operating Expenses	325,492.12	3,560,204.46	6,220,957.00	57.23%
Operating Income (Loss)	(324,463.64)	(3,515,742.10)	(6,173,787.00)	56.95%
Non-Operating Revenues				
Non-Transportation Revenue	1,840.28	64,386.12	77,793.00	82.77%
Taxes Levied by Transit	534,467.71	3,944,649.68	4,729,475.00	83.41%
Local Grants & Contributions	1,250.00	11,250.00	18,000.00	62.50%
State Grants & Contributions		62,616.00	125,232.00	50.00%
Federal Grants & Contributions		1,462,085.00	2,907,333.00	50.29%
Total Non-Operating Revenues	537,557.99	5,544,986.80	7,857,833.00	70.57%
Net Income (Loss) Before Transfers In/(Out)	213,094.35	2,029,244.70	1,684,046.00	120.50%
Net Income/(Loss)	213,094.35	2,029,244.70	1,684,046.00	120.50%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Nine Months Ending September 30, 2020

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East		\$29,323.79	\$29,324.00	100.00%
Fixed Route Fares - West - JTOC		949.71	950.00	99.97%
Dial-a-Ride Fares (DAR)		2,717.50	2,718.00	99.98%
Vanpools	1,028.48	11,471.36	14,178.00	80.91%
Auxiliary Transportation Revenues				
Total Operating Revenues	1,028.48	44,462.36	47,170.00	94.26%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,422.47	38,338.36	48,336.00	79.32%
Gain (Loss) on Disposition of Capital Items	417.81	22,228.81	25,595.00	86.85%
Other Nontransportation Revenues		3,818.95	3,862.00	98.89%
Taxes Levied Directly by Transit System - Sales & Use Tax	534,467.71	3,944,649.68	4,729,475.00	83.41%
Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		62,616.00	125,232.00	50.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311		320,250.00	640,500.00	50.00%
Federal Grants and Contributions - FTA 5311(CARES)		1,141,835.00	2,266,833.00	50.37%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	537,557.99	5,544,986.80	7,857,833.00	70.57%
TOTAL REVENUES	538,586.47	5,589,449.16	7,905,003.00	70.71%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2020**

	September	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$37,698.57	\$524,181.75	\$946,767.00	55.37%
Operators Overtime - Fixed Route	317.93	9,749.59	76,502.00	12.74%
Operators Salaries & Wages - Dial-a-Ride (DAR)	6,375.53	75,752.76	122,579.00	61.80%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	29,340.49	382,538.43	691,376.00	55.33%
Other Overtime (Mntce, Dispatch, Cust Serv)		12,500.04	28,889.00	43.27%
Administration Salaries	51,696.80	510,426.60	669,685.00	76.22%
Total Labor	125,429.32	1,516,570.13	2,544,440.00	59.60%
Benefits				
FICA	12,001.97	146,734.03	243,184.00	60.34%
Pension Plans (PERS)	24,730.79	254,793.89	377,066.00	67.57%
Medical Plans	42,612.57	403,506.71	597,000.00	67.59%
Unemployment Insurance (UI)		7,782.90	10,000.00	77.83%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,234.89	46,543.40	131,354.00	35.43%
Holiday	8,751.08	75,742.26	113,879.00	66.51%
General Leave	14,470.93	190,316.64	318,180.00	59.81%
Other Paid Absence (Court Duty & Bereavement)	36,555.52	257,361.40	435,723.00	59.07%
Uniforms, Work Clothing & Tools Allowance	191.35	8,208.66	24,205.00	33.90%
Other Benefits (HRA, EAP & Wellness)	388.95	11,584.45	36,276.00	31.93%
Paid FML	281.52	2,906.84	4,339.00	66.99%
COVID-19 JTA/Federal Leave		9,088.40	31,826.00	28.56%
Total Benefits	143,219.57	1,414,567.58	2,323,032.00	60.89%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	485.00	7,540.45	24,250.00	31.09%
Professional & Technical Services	3,040.14	74,035.51	131,900.00	56.13%
Contract Maintenance Services (IT Services)	916.41	9,300.41	16,005.00	58.11%
Custodial Services	1,370.00	19,175.00	18,720.00	102.43%
Security Services		3,450.52	5,600.00	61.62%
Vehicle Technical Services		14,145.49	47,000.00	30.10%
Property Maintenance Services	2,710.56	20,788.80	74,401.00	27.94%
Software Maintenance Fees	871.58	10,905.27	69,895.00	15.60%
Postage & Mail Meter Fees	27.24	1,096.70	3,600.00	30.46%
Drug & Alcohol Services	219.92	2,439.28	8,500.00	28.70%
Other Services & User Fees	845.47	6,709.80	12,081.00	55.54%
Total Service and User Fees	10,486.32	169,587.23	414,952.00	40.87%
Materials and Supplies Consumed				
Fuel	9,579.57	93,737.65	218,955.00	42.81%
Tires	1,366.66	7,371.42	35,000.00	21.06%
Lubrication		2,455.26	15,550.00	15.79%
Tools	294.18	7,175.67	21,300.00	33.69%
Vehicle Maintenance & Repair Parts	1,470.10	34,951.08	96,500.00	36.22%
Non-Vehicle Maintenance & Repair Parts	830.59	7,865.15	9,132.00	86.13%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,348.18	5,750.00	23.45%
Shop Supplies (Maintenance & Cleaning)	1,466.26	15,942.87	20,537.00	77.63%
Safety & Emergency Supplies	115.46	1,083.30	7,800.00	13.89%
Office Supplies	351.67	3,854.66	20,920.00	18.43%
Computer Programs & Supplies	104.62	3,528.07	17,900.00	19.71%
Printing (Photocopier, Schedules & Brochures)	101.25	9,075.26	39,500.00	22.98%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	15,680.36	188,388.57	512,194.00	36.78%
Utilities				
Water, Sewer & Solid Garbage	625.20	10,614.60	14,600.00	72.70%
Utilities (Electrical & Propane)		17,715.78	27,500.00	64.42%
Telephone & Internet	3,169.75	32,405.44	46,053.00	70.37%
Total Utilities	3,794.95	60,735.82	88,153.00	68.90%

**Jefferson Transit Authority
Expense Statement
For the Nine Months Ending September 30, 2020**

	September	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$120,054.78	\$160,071.00	75.00%
Total Casualty and Liability Costs	13,339.42	120,054.78	160,071.00	75.00%
Taxes				
State Taxes		689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees	252.35	376.02	750.00	50.14%
Other Licensing Fees & Taxes		426.42	3,000.00	14.21%
Total Taxes	252.35	1,492.08	7,366.00	20.26%
Miscellaneous				
Dues & Subscriptions	1,127.30	13,715.83	20,056.00	68.39%
Travel & Meetings	71.07	6,706.57	35,400.00	18.95%
Fines & Penalties	1.00	26.28	25.00	105.12%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	125.00	1,297.00	23,404.00	5.54%
EE CDL and EE Physical Expense	220.00	3,432.00	9,345.00	36.73%
COVID-19 Related Expense	11,395.46	50,205.06	51,202.00	98.05%
Other Miscellaneous		71.83	300.00	23.94%
Total Miscellaneous	12,939.83	75,454.57	148,732.00	50.73%
Leases and Rentals				
Transit Way & Passenger Stations	350.00	3,070.00	3,000.00	102.33%
Service Vehicles & Equipment		316.10	2,500.00	12.64%
Other General Administration Facilities		9,967.60	16,517.00	60.35%
Total Leases and Rentals	350.00	13,353.70	22,017.00	60.65%
 TOTAL OPERATING EXPENSES	 325,492.12	 3,560,204.46	 6,220,957.00	 57.23%

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

Current Account Status	Balance per Bank @ 9/30/20	\$ 3,340,482.00	\$ -
Balance per GL @ 8/31/2020		\$ 5,307,718.32	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 656.20	
	Transfers Out (Purchases)	\$ (1,967,892.52)	
	Transfers Out /Bond Call)	\$ -	
Balance per GL @ 9/30/20		\$ 3,340,482.00	
Balance in Capital Account	Outstanding Checks		
		\$ 3,340,482.00	

2019 Capital Projects

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	JTA Funded Balance	\$ -	\$ -
Facility	2020 Budgeted Balance	\$ -	\$ -
	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)
	August 2020 - Transpo Group Invoice		\$ (15,892.10)
	September 2020 - Transpo Group Invoice		\$ (20,426.37)
	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)
	JTA Funded Balance		\$ 474,712.28
Other Building and Structures		Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater	2020 Beginning Budget	\$ -	\$ 31,840.00
		Mar-20	\$ (2,500.00)
		Jun-20	\$ (2,250.00)
Security Cameras	2020 Beginning Budget	\$ 2,500.00	\$ 35,000.00
New Shelters	2020 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 87,090.00
Revenue Vehicles			
1 Full-Size Buses	2020 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	2020 Beginning Budget	\$ -	\$ 487,121.00
	3/1/2020 Bus 513		\$ (486,393.97)
1 Trolley Style FR Bus	2020 Beginning Budget		\$ 350,000.00
2 Full-Size 30' FR Buses	2020 Beginning Budget	\$ 752,861.00	\$ 188,140.00
	Sep-20	\$ (776,374.00)	\$ (194,094.00)
2 Full-Size 35' FR Buses	2020 Beginning Budget	\$ 814,975.00	\$ 203,819.00
	Sep-20	\$ (787,852.00)	\$ (196,963.00)
Bus Wrap	2020 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2020 Beginning Budget	\$ -	\$ 150,000.00
	May 2020 - Vehicle 505 Engine		\$ (21,083.07)
	JTA Funded Balance		\$ 592,069.03
System Wide			
	JTA Funded Balance		\$ -
Service Equipment			
Column Lifts for Vehicle Repair	2020 Beginning Budget		\$ 55,000.00
		Mar-20	\$ (49,679.54)
	JTA Funded Balance		\$ 5,320.46
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2020 Beginning Budget		\$ 175,000.00
New Desk for HPTC Customer Service	2020 Beginning Budget		\$ 8,000.00
		Jul-20	\$ (7,935.55)
	JTA Funded Balance		\$ 175,064.45

JTA Capital Balance	\$ 3,340,482.00
JTA Committed Project Funds Sub-Total	\$ (1,334,258.22)
JTA Vehicle Reserve	\$ -
JTA IT Reserve	\$ (50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,956,225.78



63 4 Corners Road, Port Townsend, WA 98368

September 10, 2020

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

The budget tracking percentage for August 2020 is 67%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports

For the month June 2020 (remitted in August 2020) sales tax was 11.5% lower than received for June 2019. Cumulatively, JTA has received 6% less sales tax revenue over the same time period in 2019.

Revenue Report –

- With supplemental budget passed; operating revenue is on budget.

Expense Report – Cumulatively, JTA expenses are 15.2% UNDER budget.

- **Labor** – Labor is 12.3% under budget.
 - Administration salaries are slightly over budget.
- **Benefits** – Benefits are 12.3% under budget
 - Unemployment Insurance - will be over budget – did not address this line item in the Supplemental Budget
- **Services and User Fees** – S/U Fees are 30% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 33.3% 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** – 5% under budget – electricity not yet posted, expect the line item will be slightly over budget at year end
- **Casualty/Liability Costs** – On budget
- **Taxes** – 50% under budget
- **Miscellaneous** – 25% under budget
- **Leases and Rentals** – 13.5% under budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

Capital Activity –

- Capital activity in August: No purchases (buses arrived, going through inspection process)



August 2020 Financial Summary

Budget Tracking Figure: 67%

Operational Expenses:	\$319,228.73
Operational Revenues:	\$1,055.04
Non-Operational Income:	\$480,236.94
Capital Expenses:	\$0.00
Capital Income:	\$0.00

Sales Tax Received 8/31/2020 for June 2020:	\$487,387.91
Sales Tax Received 8/31/2019 for June 2019:	\$550,089.91

Sales tax decreased from prior year 11.5%

Cumulative Sales tax decrease from prior year 6%

Cash on Hand as of August 31, 2020*:

Operating:	\$2,504,582.56
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):	\$3,496,086.55
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$0.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$129,044.89
Travel Fund:	\$1,500.00

Total	\$9,990,242.77**
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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 Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$436,461.40	\$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%	\$618,325.41	\$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	\$318,748.72	\$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%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	8.79%	\$3,358,670.97	2,931,489.00	14.57%
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		\$3,358,670.97	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$419,833.87	\$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	\$318,748.72	\$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%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	8.79%	\$2,404,884.16	2,160,000.00	11.34%
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	
Total		\$2,404,884.16	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,583,000.00	0.00%			
Monthly Average		\$400,814.03	\$460,160.56	\$436,586.22	\$389,078.05	\$380,887.21	\$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

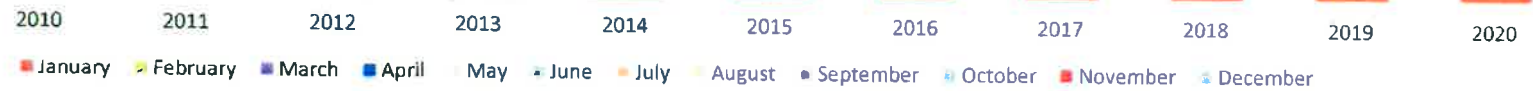
\$2,000,000.00

\$1,000,000.00

\$0.00

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

2010 - Sales Tax Rate .6%



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eight Months Ending August 31, 2020

	August	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$9,779,869.79	\$9,605,092.73
Operating Cash Provided/(Used) by:		
Operating Activities	(\$308,547.79)	(\$3,175,654.48)
Non-Capital Financing Activities	\$486,829.56	\$4,133,879.88
Investing Activities	\$1,883.03	\$36,915.89
Total Operating Cash Provided/(Used)	\$180,164.80	\$995,141.29
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$14,716.00	(\$625,483.43)
Net Increase/(Decrease) Cash and Equivalent	\$194,880.80	\$369,657.86
CASH BALANCES - END OF PERIOD	\$9,974,750.59	\$9,974,750.59

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eight Months Ending August 31, 2020

	August	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$1,055.04	\$43,433.88	\$47,170.00	92.08%
Operating Expenses				
Labor	131,543.00	1,391,140.81	2,544,440.00	54.67%
Benefits	146,793.88	1,271,246.01	2,323,032.00	54.72%
Services and User Fees	9,443.09	150,481.87	414,952.00	36.26%
Materials & Supplies	9,077.84	172,375.96	512,194.00	33.65%
Utilities	3,873.25	54,489.87	88,153.00	61.81%
Casualty/Liability Costs	13,339.42	106,715.36	160,071.00	66.67%
Taxes	170.47	1,239.73	7,366.00	16.83%
Miscellaneous Expenses	4,338.03	62,514.74	148,732.00	42.03%
Leases and Rentals	649.75	11,782.75	22,017.00	53.52%
Total Operating Expenses	319,228.73	3,221,987.10	6,220,957.00	51.79%
Operating Income (Loss)	(318,173.69)	(3,178,553.22)	(6,173,787.00)	51.48%
Non-Operating Revenues				
Non-Transportation Revenue	16,599.03	62,545.84	77,793.00	80.40%
Taxes Levied by Transit	462,387.91	3,410,181.97	4,729,475.00	72.10%
Local Grants & Contributions	1,250.00	10,000.00	18,000.00	55.56%
State Grants & Contributions		125,232.00	125,232.00	100.00%
Federal Grants & Contributions		1,782,335.00	2,907,333.00	61.30%
Total Non-Operating Revenues	480,236.94	5,390,294.81	7,857,833.00	68.60%
Net Income (Loss) Before Transfers In/(Out)	162,063.25	2,211,741.59	1,684,046.00	131.33%
Net Income/(Loss)	162,063.25	2,211,741.59	1,684,046.00	131.33%

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

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East		\$29,323.79	\$29,324.00	100.00%
Fixed Route Fares - West - JTOC		949.71	950.00	99.97%
Dial-a-Ride Fares (DAR)		2,717.50	2,718.00	99.98%
Vanpools	1,055.04	10,442.88	14,178.00	73.66%
Auxiliary Transportation Revenues				
Total Operating Revenues	1,055.04	43,433.88	47,170.00	92.08%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,883.03	36,915.89	48,336.00	76.37%
Gain (Loss) on Disposition of Capital Items	14,716.00	21,811.00	25,595.00	85.22%
Other Nontransportation Revenues		3,818.95	3,862.00	98.89%
Taxes Levied Directly by Transit System - Sales & Use Tax	462,387.91	3,410,181.97	4,729,475.00	72.10%
Local Grants and Contributions				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		125,232.00	125,232.00	100.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311		640,500.00	640,500.00	100.00%
Federal Grants and Contributions - FTA 5311(CARES)		1,141,835.00	2,266,833.00	50.37%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	480,236.94	5,390,294.81	7,857,833.00	68.60%
TOTAL REVENUES	481,291.98	5,433,728.69	7,905,003.00	68.74%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2020**

	August	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$41,199.67	\$486,483.18	\$946,767.00	51.38%
Operators Overtime - Fixed Route	28.58	9,431.66	76,502.00	12.33%
Operators Salaries & Wages - Dial-a-Ride (DAR)	6,069.83	69,377.23	122,579.00	56.60%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	31,415.58	353,197.94	691,376.00	51.09%
Other Overtime (Mntce, Dispatch, Cust Serv)	127.88	12,500.04	28,889.00	43.27%
Administration Salaries	52,701.46	458,729.80	669,685.00	68.50%
Total Labor	131,543.00	1,391,140.81	2,544,440.00	54.67%
Benefits				
FICA	15,036.89	134,732.06	243,184.00	55.40%
Pension Plans (PERS)	24,687.91	230,063.10	377,066.00	61.01%
Medical Plans	42,612.57	360,894.14	597,000.00	60.45%
Unemployment Insurance (UI)		7,782.90	10,000.00	77.83%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,191.63	43,308.51	131,354.00	32.97%
Holiday	2,141.10	66,991.18	113,879.00	58.83%
General Leave	18,858.26	175,845.71	318,180.00	55.27%
Other Paid Absence (Court Duty & Bereavement)	38,643.22	220,805.88	435,723.00	50.68%
Uniforms, Work Clothing & Tools Allowance	241.97	8,015.31	24,205.00	33.11%
Other Benefits (HRA, EAP & Wellness)	98.71	11,093.50	36,276.00	30.58%
Paid FML	281.62	2,625.32	4,339.00	60.51%
COVID-19 JTA/Federal Leave		9,088.40	31,826.00	28.56%
Total Benefits	146,793.88	1,271,246.01	2,323,032.00	54.72%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		6,608.95	24,250.00	27.25%
Professional & Technical Services	3,236.11	68,823.07	131,900.00	52.18%
Contract Maintenance Services (IT Services)	816.41	8,384.00	16,005.00	52.38%
Custodial Services	910.00	12,340.00	18,720.00	65.92%
Security Services	2,474.44	3,450.52	5,600.00	61.62%
Vehicle Technical Services		13,610.25	47,000.00	28.96%
Property Maintenance Services		18,078.24	74,401.00	24.30%
Software Maintenance Fees	871.58	10,033.69	69,895.00	14.36%
Postage & Mail Meter Fees	41.43	1,069.46	3,600.00	29.71%
Drug & Alcohol Services	419.92	2,219.36	8,500.00	26.11%
Other Services & User Fees	673.20	5,864.33	12,081.00	48.54%
Total Service and User Fees	9,443.09	150,481.87	414,952.00	36.26%
Materials and Supplies Consumed				
Fuel	3,237.82	84,158.08	218,955.00	38.44%
Tires		6,004.76	35,000.00	17.16%
Lubrication	209.63	2,455.26	15,550.00	15.79%
Tools	309.59	6,881.49	21,300.00	32.31%
Vehicle Maintenance & Repair Parts	3,660.02	33,417.21	96,500.00	34.63%
Non-Vehicle Maintenance & Repair Parts	83.80	7,034.56	9,132.00	77.03%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,348.18	5,750.00	23.45%
Shop Supplies (Maintenance & Cleaning)	1,258.53	14,455.08	20,537.00	70.39%
Safety & Emergency Supplies		967.84	7,800.00	12.41%
Office Supplies	229.37	3,256.04	20,920.00	15.56%
Computer Programs & Supplies	(305.70)	3,423.45	17,900.00	19.13%
Printing (Photocopier, Schedules & Brochures)	394.78	8,974.01	39,500.00	22.72%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	9,077.84	172,375.96	512,194.00	33.65%
Utilities				
Water, Sewer & Solid Garbage	635.19	9,385.40	14,600.00	64.28%
Utilities (Electrical & Propane)		15,935.40	27,500.00	57.95%
Telephone & Internet	3,238.06	29,169.07	46,053.00	63.34%
Total Utilities	3,873.25	54,489.87	88,153.00	61.81%

**Jefferson Transit Authority
Expense Statement
For the Eight Months Ending August 31, 2020**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$106,715.36	\$160,071.00	66.67%
Total Casualty and Liability Costs	13,339.42	106,715.36	160,071.00	66.67%
Taxes				
State Taxes		689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees		123.67	750.00	16.49%
Other Licensing Fees & Taxes	170.47	426.42	3,000.00	14.21%
Total Taxes	170.47	1,239.73	7,366.00	16.83%
Miscellaneous				
Dues & Subscriptions	2,151.53	12,588.53	20,056.00	62.77%
Travel & Meetings		6,635.50	35,400.00	18.74%
Fines & Penalties		25.28	25.00	101.12%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	600.00	1,172.00	23,404.00	5.01%
EE CDL and EE Physical Expense	660.00	3,212.00	9,345.00	34.37%
COVID-19 Related Expense	926.50	38,809.60	51,202.00	75.80%
Other Miscellaneous		71.83	300.00	23.94%
Total Miscellaneous	4,338.03	62,514.74	148,732.00	42.03%
Leases and Rentals				
Transit Way & Passenger Stations	350.00	2,720.00	3,000.00	90.67%
Service Vehicles & Equipment	299.75	316.10	2,500.00	12.64%
Other General Administration Facilities		8,746.65	16,517.00	52.96%
Total Leases and Rentals	649.75	11,782.75	22,017.00	53.52%
 TOTAL OPERATING EXPENSES	 <u>319,228.73</u>	 <u>3,221,987.10</u>	 <u>6,220,957.00</u>	 <u>51.79%</u>

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

Current Account Status	Balance per Bank @ 8/31/20	\$ 5,307,718.32	\$ -
Balance per GL @ 7/31/2020		\$ 5,306,635.54	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 1,082.78	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Bond Call	\$ -	
Balance per GL @ 8/31/20		\$ 5,307,718.32	
Balance in Capital Account	Outstanding Checks	\$ -	
		\$ 5,307,718.32	

2019 Capital Projects

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<i>JTA Funded Balance</i>	\$ -	\$ -
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)
	<i>JTA Funded Balance</i>		\$ 511,030.83
Other Building and Structures		Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater	2020 Beginning Budget	\$ -	\$ 31,840.00
	Mar-20		\$ (2,500.00)
	Jun-20		\$ (2,250.00)
Security Cameras	2020 Beginning Budget	\$ 2,500.00	\$ 35,000.00
New Shelters	2020 Beginning Budget	\$ -	\$ 25,000.00
	<i>JTA Funded Balance</i>		\$ 87,090.00
Revenue Vehicles			
1 Full-Size Buses	2020 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	2020 Beginning Budget	\$ -	\$ 487,121.00
	3/1/2020 Bus 513		\$ (486,393.97)
1 Trolley Style FR Bus	2020 Beginning Budget		\$ 350,000.00
2 Full-Size 30' FR Buses	2020 Beginning Budget	\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses	2020 Beginning Budget	\$ 814,975.00	\$ 203,819.00
Bus Wrap	2020 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2020 Beginning Budget	\$ -	\$ 150,000.00
	May 2020 - Vehicle 505 Engine		\$ (21,083.07)
	<i>JTA Funded Balance</i>		\$ 983,126.03
System Wide			
	<i>JTA Funded Balance</i>		\$ -
Service Equipment			
Column Lifts for Vehicle Repair	2020 Beginning Budget		\$ 55,000.00
	Mar-20		\$ (49,679.54)
	<i>JTA Funded Balance</i>		\$ 5,320.46
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2020 Beginning Budget		\$ 175,000.00
New Desk for HPTC Customer Service	2020 Beginning Budget		\$ 8,000.00
	Jul-20		\$ (7,935.55)
	<i>JTA Funded Balance</i>		\$ 175,064.45

JTA Capital Balance	\$ 5,307,718.32
JTA Committed Project Funds Sub-Total	\$ (1,761,631.77)
JTA Vehicle Reserve	\$ -
JTA IT Reserve	\$ (50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 3,496,086.55

Jefferson Transit Authority Board

Remote Regular Meeting Minutes

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

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Faber at 1:35 p.m. Other members present were, Vice-Chair Kate Dean, David Sullivan, Greg Brotherton, Ariel Speser and ATU 587 Representative Nicole Gauthier. A quorum was present.

STAFF PRESENT

Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Mobility Coordinator Miranda Nash, Facilities and Maintenance Manager John Bender, Grants and Procurement Coordinator Jayme Brooke and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

Darrell Conder asked that remote access be available permanently for JTA Public Meetings.

Sara Crouch responded that this is something worth exploring.

David Faber added that this will depend on the State response to the Open Public Meetings Act after the pandemic.

Greg Brotherton said he would support continuing virtual access to meetings once meetings are in person again.

Nathaniel [Hadme] [Unsure of last name] asked for more bus routes and connections throughout Jefferson County, outside of Port Townsend.

Sara Crouch explained that JTA is looking at all options for bus service on the Long Range Plan. Currently JTA is on reduced service due to COVID-19.

Leesa Monroe asked for contact information in order to follow up with comments.

Margaret Lee expressed concern that about impacts of COVID-19 and the JTA budget.

Sara Crouch explained that, in the TDP, the budget is based on sales tax projections, and due to COVID-19 impacts, are unknown at this time. JTA is taking the impacts of COVID-19 very

seriously. The Annual Budget for 2021 will be presented in November.

CITIZENS ADVISORY COMMITTEE REPORT

Please see Attachment A

Darrell Conder reported on the following items from the August 5th Citizens Advisory Committee (CAC) Meeting:

- Approval of February 5th, 2020 Minutes
- COVID-19 Ridership Discussion
- Ridership Report

FINANCE REPORTS

Please see Attachment B, C, and D

Sara Crouch included the Entrance letter from the State Auditor's Office.

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

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

CONSENT AGENDA

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

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

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

Public Hearing

Transit Development Plan/Transportation Improvement Plan 2020-2025 & 2019 Report

Due to the COVID pandemic, Jefferson Transit Authority published the draft Transit Development Plan (TDP) on the JTA website. Public comment on the TDP was requested prior to the August 18, 2020 Regular Board Meeting.

Public Comment

A Jefferson County Representative inquired about the extension of the Olympic Discovery Trail on the easement at the JTA Four Corners property.

Scott Walker commented on reducing transportation greenhouse gas emissions in Jefferson County.

Rebecca Kimball commented on reducing greenhouse gas emissions through public transportation, community input, and also commented on the Board composition.

Jayne Brooke noted that there are two additional public comments which were not read, but were included in the board packet. The read comments were submitted after the Board packet was distributed.

Margaret Lee noted the similarities of previous TDP's to the current TDP draft and asked that more attention be brought to COVID-19 crisis.

Sara Crouch responded to the comments. The comments were forwarded to Fehr & Peers for the JTA Long Range Plan (LRP).

Comments and questions from the Board:

- The TDP could do more to address climate change and the pandemic. Should this be incorporated into the TDP?
 - This is a six year plan that changes every year, it is not static.
- Is there a deadline for submission?
 - The TDP is required by RCW to be submitted to the Washington State Department of Transportation (WSDOT) by September 1st.
- Can some of these comments be incorporated into the TDP?
 - JTA can include some of the comments.
- With concern that these concepts won't be able to addressed in a meaningful way, should we save this for the Comprehensive Plan and do a more thorough update on the TDP next year? In the midst of a pandemic should JTA try to increase ridership? The TDP is a requirement from the state to get funding to provide service. Funding is always a factor. Mr. Walkers plan involves a larger community and a cooperative effort primarily with the city. Another source needs to be created to fund this.
- JTA has done a great job being creative in response the pandemic. Now is a good time to address short term visioning. Can the TDP be written earlier next year to allow for more time to change?
 - JTA is more than willing to address needed changes.
- Perhaps in 2021 more time can be made to work on the TDP and even have a committee with selected Board members.
- A workshop would be valuable.
- Can JTA expand the language in Section Six in regards to protecting the environment?
- JTA will add an introductory page addressing 2020-2021 as a time of transition and plans to make more substantive changes in the plan next year. A Board subcommittee can write this and include the public comments that were received. This can be added before September and can be approved in a Special Meeting.

Greg Brotherton and Ariel Speser will write the forward. A Special Meeting was scheduled for Friday, August 28th at 2:00 pm.

The Public Hearing was closed at 2:38 pm.

UNFINISHED BUSINESS

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

Motion: *Tabled to be Unfinished Business for August 28th Special Meeting*

NEW BUSINESS

a. **Resolution 20-16:** State Transportation Improvement Plan (STIP 2020-2025)

Motion: *Ariel Speser moved to approve Resolution 20-16, to adopt the State Transportation Improvement Plan (STIP 2020-2025). Kate Dean seconded.*

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

b. **Resolution 20-17:** Bike Policy Update

Leesa Monroe explained the need to add electric bikes to the existing Bike Policy. JTA is now able to take electric bikes with enclosed batteries that are loaded on the back part of the bike rack.

There was discussion

Motion: *Greg B moved to approve Resolution 20-17, to adopt the updated the Bike Policy. Kate Dean seconded.*

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

c. **Resolution 20-18:** Social Media Policy (New)

Miranda Nash explained the Social Media Policy. This policy was developed to guide staff in using social media while representing Jefferson Transit. This policy outlines standards and public records retention requirements in compliance with state record retention mandates.

There was discussion

Motion: *Tabled to be addressed at October 20th Authority Board meeting after review from the JTA attorney.*

d. **Resolution 20-19:** Budget Amendment

Sara Crouch described COVID-19 expense and CARES Act revenue changes to the budget and asked the Board to pass the 2020 Supplemental Operating Budget.

There was discussion

Motion: *Ariel Speser moved to approve Resolution 20-19, to adopt the 2020 Supplemental Operating Budget. David Sullivan seconded.*

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

REPORTS

FLEET AND FACILITIES REPORT

Please see Attachment E

John Bender reported on the following items.

- Fleet
- Facilities
- Staff/Miscellaneous

David Sullivan left the meeting at 3:31pm.

Kate Dean asked if the Haines Place bathroom is open.

John Bender responded that it is currently open. Clogging issues are addressed promptly but water pressure needs to be boosted as a permanent solution.

OPERATIONS REPORT

Please see Attachment F

Leesa Monroe reported on the following item:

- Safety and Training
- Delays for Summer Construction
- 2022 Service Planning
- Service Updated
- Plan and Evaluation for Return to Full Service
- Survey Results
- Ridership

Greg Brotherton asked about studies of COVID transmission on buses and if HEPA filters are on the JTA buses.

Leesa Monroe responded that this is being researched to figure out the safest options for operators and passengers.

John Bender replied that filters are not on the buses but cost, efficiency, and effectiveness are being researched.

PUBLIC COMMENT

Darrell Conder asked the sale price of 1967 bus and commented about weatherproofing around handicap ramps at Haines Place. .

John Bender responded that the bus sold for approximately \$8,700. The ramps will be a part of a exterior paint contract as soon as it is finalized.

Greg commented on value leaving time for public response at public hearings.

ADJOURNMENT

The meeting was adjourned at 4:03 pm. The next regular meeting will be held Tuesday, October 20, 2020, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

SJ Peck, Clerk of the Board

Date

DRAFT



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

Verbal Report of the
Jefferson Transit Authority Citizens Advisory Committee Meeting
Wednesday, August 5, 2020, 3:30 p.m.

Call to Order: The meeting was called to order at 3:35 pm by Committee Chair Darrell Conder.

Members Present: All members were present except Viviann Kuehl and Tim Caldwell, who were excused. A quorum was present.

Authority Board Members Present: Jefferson County Commissioner Kate Dean and City of Port Townsend Council Member Ariel Speser.

Staff Present: Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Mobility and Outreach Coordinator Miranda Nash, and Executive Assistant/Clerk of the Board SJ Peck.

Also Present: Elizabeth Safsten, the JTA Community Liaison for WSDOT.

Public Comment There was no public comment.

1. Approval of Minutes, February 5, 2020

Motion: John Nowak moved to approve the February 5, 2020 Minutes. Brenda McMillan seconded. Vote: The motion carried unanimously, 6 0 by roll call vote.

2. Discussion: Ridership Numbers During COVID 19.

Leesa Monroe gave updates on the following (please see Attachment A): Fixed Route Ridership. Dial A Ride Ridership. The CAC members, JT staff and JTA Board members engaged in a very informative discussion about the impact of COVID-19 on Jefferson Transit and public transit in general.

Fare Free Update: Sara Crouch explained the Supplemental Budget Resolution for the next Board Packet and impact of loss of revenue. Fare free was meant to reduce contact with drivers and provide economic relieve to riders during the

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Pandemic. This is projected to continue through the rest of this year and possibly beyond.

3. Old Business

No old business.

4. New Business

No new business.

5. Reports

a. Leesa Monroe – Ridership Report

Leesa Monroe explained various events that JTA utilizes to increase ridership and discussed the increase in ridership from 2018 to 2019. Sara Crouch explained that sales tax revenue is doing surprisingly well given the circumstances. Kate Dean spoke of the future of the CAC with the purpose of increasing ridership. Sara Crouch spoke of the value of the CAC in the community.

Sara Crouch stated that Dial A Ride has increased, but is still half of where it was.

6. Public Comment

Margaret Lee thanked everyone for the discussion.

7. Adjournment

The meeting was adjourned at 4:53 pm. The next regular meeting is November 4, 2020, at 3:30 pm, and will be tentatively held at 63 4 Corner Road, Port Townsend, WA.

Attachment B



**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 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.

Report	Date*
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.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

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.

Sara Crouch, Finance Manger Date

Commissioner Date

Print name



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

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

-
- **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): (2020 Minimum Funding Required \$1,500,000)	\$2,032,147.00
Capital Committed (2020 Capital Projects):	\$1,761,631.77
Dedicated (Committed) Grant Match (69% Funded): (TDP Funding Match \$5,021,099)	\$3,495,003.77
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
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	\$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%	\$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	\$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	\$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	\$491,804.90	\$491,804.90	\$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	\$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	
Total		\$2,871,283.06	\$5,457,793.06	\$5,181,234.49	\$4,648,263.10	\$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 Accrual Actual Sales Tax Received	2020 Cumulative Accrual Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$376,023.97	320,000.00	17.51%
February	0.90%	\$366,014.66	\$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	\$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	\$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	\$491,804.90	\$491,804.90	\$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	\$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	\$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	\$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	\$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
STATEMENT OF CASH FLOWS		
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
CASH BALANCES - END OF PERIOD	\$9,779,869.79	\$9,779,869.79

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

	July	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$1,059.84	\$42,378.84	\$174,530.00	24.28%
Operating Expenses				
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%
Total Operating Expenses	356,179.89	2,880,586.45	5,863,790.00	49.12%
Operating income (Loss)	(355,120.05)	(2,838,207.61)	(5,689,260.00)	49.89%
Non-Operating Revenues				
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%
Total Non-Operating Revenues	483,568.14	4,910,057.87	5,981,360.00	82.09%
Net Income (Loss) Before Transfers In/(Out)	128,448.09	2,071,850.26	292,100.00	709.29%
Net Income/(Loss)	128,448.09	2,071,850.26	292,100.00	709.29%

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

	July	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
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%
Total Labor	141,427.14	1,259,597.81	2,544,440.00	49.50%
Benefits				
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%
Total Benefits	163,277.42	1,114,860.18	1,870,104.00	59.61%
Service and User Fees				
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%
Total Service and User Fees	10,441.40	132,533.48	410,035.00	32.32%
Materials and Supplies Consumed				
Fuel	8,965.51	80,920.26	375,000.00	21.58%
Tires		6,004.76	35,000.00	17.16%
Lubrication	142.72	2,245.63	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%
Total Materials and Supplies Consumed	16,090.97	162,322.31	664,810.00	24.42%
Utilities				
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%
Total Utilities	4,558.60	48,788.71	88,153.00	55.35%

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

	July	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$93,375.94	\$160,000.00	58.36%
Total Casualty and Liability Costs	13,339.42	93,375.94	160,000.00	58.36%
Taxes				
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%
Total Taxes	40.75	1,069.26	7,366.00	14.52%
Miscellaneous				
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 (Roadeo & 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%
Total Miscellaneous	6,854.19	58,126.71	97,410.00	59.67%
Leases and Rentals				
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%
Total Leases and Rentals	150.00	9,912.05	21,472.00	46.16%
 TOTAL OPERATING EXPENSES	 356,179.89	 2,880,586.45	 5,863,790.00	 49.12%

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

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
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%
Auxiliary Transportation Revenues				
Total Operating Revenues	1,059.84	42,378.84	174,530.00	24.28%
NONOPERATING REVENUES				
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%
Taxes Levied Directly by Transit System - Sales & Use Tax	480,021.68	2,947,794.06	4,583,000.00	64.32%
Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		125,232.00		0.00%
Federal Grants and Contributions (OPERATING)				
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%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	483,568.14	4,910,057.87	5,981,360.00	82.09%
TOTAL REVENUES	484,627.98	4,952,436.71	6,155,890.00	80.45%

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

Current Account Status	Balance per Bank @ 7/31/20	\$ 5,306,635.54	\$ -
Balance per GL @ 6/30/2020		\$ 5,310,521.11	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,049.98	
	Transfers Out (Purchases)	\$ (7,935.55)	
	Transfers Out /Bond Call)	\$ -	
Balance per GL @ 7/31/20		\$ 5,306,635.54	
Balance in Capital Account	Outstanding Checks	\$ -	
		\$ 5,306,635.54	

2019 Capital Projects

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	JTA Funded Balance	\$ -	\$ -
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)
	JTA Funded Balance		\$ 511,030.83
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
	JTA Funded Balance		\$ 87,090.00
Revenue Vehicles	2020 Beginning Budget	Grant Funding	JTA Funding
1 Full-Size Buses		\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses		\$ -	\$ 487,121.00
	3/1/2020 Bus 513		\$ (488,393.97)
1 Trolley Style FR Bus		\$ -	\$ 350,000.00
2 Full-Size 30' FR Buses		\$ 752,861.00	\$ 186,140.00
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)
	JTA Funded Balance		\$ 983,126.03
System Wide	2020 Beginning Budget	Grant Funding	JTA Funding
	JTA Funded Balance		\$ -
Service Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
Column Lifts for Vehicle Repair		\$ -	\$ 55,000.00
		Mar-20	\$ (49,679.54)
	JTA Funded Balance		\$ 5,320.46
Office Furniture & Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software		\$ -	\$ 175,000.00
New Desk for HPTC Customer Service		\$ -	\$ 8,000.00
		Jul-20	\$ (7,935.55)
	JTA Funded Balance		\$ 175,064.45

JTA Capital Balance	\$ 5,306,635.54
JTA Committed Project Funds Sub-Total	\$ (1,781,631.77)
JTA Vehicle Reserve	\$ -
JTA IT Reserve	\$ (50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 3,495,003.77



63 4 Corners Road, Port Townsend, WA 98368

Attachment D

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

Total	\$9,788,547.68**
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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)

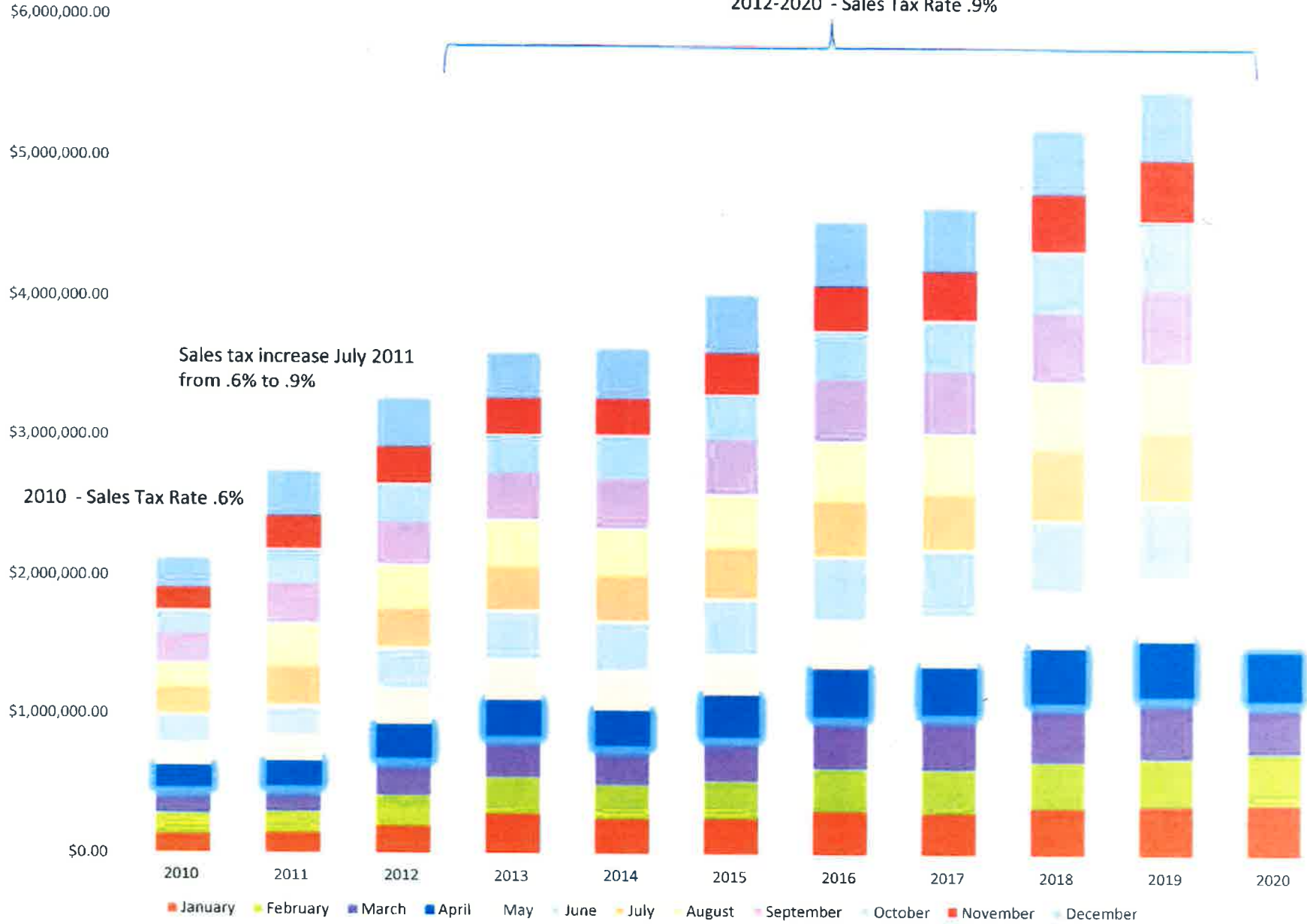
Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$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	\$465,328.15	\$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	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$360,000.00	0.00%	\$0.00	2,483,489.00	
August	0.90%		\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$448,000.00	0.00%	\$0.00	2,931,489.00	
September	0.90%		\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$400,000.00	0.00%	\$0.00	3,331,489.00	
October	0.90%		\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$423,000.00	0.00%	\$0.00	3,754,489.00	
November	0.90%		\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$460,000.00	0.00%	\$0.00	4,214,489.00	
December	0.90%		\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$345,000.00	0.00%	\$0.00	4,559,489.00	
Total		\$2,431,261.38	\$5,457,793.06	\$5,151,234.49	\$4,646,263.10	\$4,508,413.00	\$4,559,489.00	0.00%			
Monthly Average		\$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 Accrual Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$376,023.97	320,000.00	17.51%
February	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	18.07%	\$742,038.63	630,000.00	17.78%
March	0.90%	\$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	\$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	\$465,328.15	\$475,452.60	\$480,000.00	0.00%	\$0.00	4,583,000.00	
Total		\$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%			
Monthly Average		\$369,368.64	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$381,916.67				

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

2012-2020 - Sales Tax Rate .9%



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

	June	Year to Date
STATEMENT OF CASH FLOWS		
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
CASH BALANCES - END OF PERIOD	\$9,788,975.12	\$9,788,975.12

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

	June	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$1,088.96	\$41,319.00	\$174,530.00	23.67%
Operating Expenses				
Labor	138,815.22	1,118,362.16	2,544,440.00	43.95%
Benefits	169,846.12	951,480.78	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	13.98%
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%
Total Operating Expenses	382,572.44	2,520,682.18	5,863,790.00	42.99%
Operating Income (Loss)	(381,483.48)	(2,479,363.18)	(5,689,260.00)	43.58%
Non-Operating Revenues				
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%
Total Non-Operating Revenues	595,829.80	3,284,654.73	5,981,360.00	54.91%
Net Income (Loss) Before Transfers In/(Out)	214,346.32	805,291.55	292,100.00	275.69%
Net Income/(Loss)	214,346.32	805,291.55	292,100.00	275.69%

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

	June	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
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%
Auxiliary Transportation Revenues				
Total Operating Revenues	1,088.96	41,319.00	174,530.00	23.67%
NONOPERATING REVENUES				
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%
Taxes Levied Directly by Transit System - Sales & Use Tax	454,715.22	2,467,772.38	4,583,000.00	53.85%
Local Grants and Contributions				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	125,232.00		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	106,750.00	640,500.00	1,283,160.00	49.92%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	595,829.80	3,284,654.73	5,981,360.00	54.91%
TOTAL REVENUES	596,918.76	3,325,973.73	6,155,890.00	54.03%

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

	June	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
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%
Total Labor	138,615.22	1,118,362.16	2,544,440.00	43.95%
Benefits				
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%
Total Benefits	169,846.12	951,480.76	1,870,104.00	50.88%
Service and User Fees				
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%
Total Service and User Fees	25,903.42	121,868.59	410,035.00	29.72%
Materials and Supplies Consumed				
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%
Total Materials and Supplies Consumed	24,577.21	145,910.54	664,810.00	21.95%
Utilities				
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%
Total Utilities	4,832.60	42,435.98	88,153.00	48.14%

**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>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$80,036.52	\$160,000.00	50.02%
Total Casualty and Liability Costs	13,339.42	80,036.52	160,000.00	50.02%
Taxes				
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%
Total Taxes		1,028.51	7,366.00	13.96%
Miscellaneous				
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 (Roadeo & 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%
Total Miscellaneous	5,108.45	51,018.02	97,410.00	52.37%
Leases and Rentals				
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%
Total Leases and Rentals	350.00	8,541.10	21,472.00	39.78%
 TOTAL OPERATING EXPENSES	 <u>382,572.44</u>	 <u>2,520,682.18</u>	 <u>5,863,790.00</u>	 <u>42.99%</u>

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

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

2019 Capital Projects

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	JTA Funded Balance	\$ -	\$ -
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)
	JTA Funded Balance		\$ 511,030.83
Other Building and Structures		Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater	2020 Beginning Budget	\$ -	\$ 31,840.00
		Mar-20	\$ (2,500.00)
		Jun-20	\$ (2,250.00)
Security Cameras	2020 Beginning Budget	\$ 2,500.00	\$ 35,000.00
New Shelters	2020 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 87,090.00
Revenue Vehicles			
1 Full-Size Buses	2020 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	2020 Beginning Budget	\$ -	\$ 487,121.00
	3/1/2020 Bus 513		\$ (486,393.97)
1 Trolley Style FR Bus	2020 Beginning Budget		\$ 350,000.00
2 Full-Size 30' FR Buses	2020 Beginning Budget	\$ 752,861.00	\$ 188,140.00
2 Full-Size 35' FR Buses	2020 Beginning Budget	\$ 814,975.00	\$ 203,819.00
Bus Wrap	2020 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2020 Beginning Budget	\$ -	\$ 150,000.00
	May 2020 - Vehicle 505 Engine		\$ (21,083.07)
	JTA Funded Balance		\$ 983,126.03
System Wide			
	JTA Funded Balance		\$ -
Service Equipment			
Column Lifts for Vehicle Repair	2020 Beginning Budget		\$ 55,000.00
		Mar-20	\$ (49,679.54)
	JTA Funded Balance		\$ 5,320.46
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2020 Beginning Budget		\$ 175,000.00
New Desk for HPTC Customer Service	2020 Beginning Budget		\$ 8,000.00
	JTA Funded Balance		\$ 183,000.00

JTA Capital Balance	\$ 5,310,521.11
JTA Committed Project Funds Sub-Total	\$ (1,769,567.32)
JTA Vehicle Reserve	\$ -
JTA IT Reserve	\$ (50,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 3,490,953.79



63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Report- John Bender
Attachment E

Fleet:

- New trolley bus ETA 9/21.
- New Gillig buses slated for delivery this week.
- 1967, 204 sold, 502 sent to scrap yard. 201, 203, 13, 305 next up for auction/scrap.
- All recurring FR no-start issues repaired.

Facilities:

- All recent HPTC improvement projects complete – gravel, curb/line paint, landscaping, int. paint, pressure washing, flooring, desk, COVID guards, hand san. Dispensers, etc.
- Trail landscaping project at MOAC complete.

Staff/misc.:

- Inventory part files being updated to implement automated requisition system.



63 4 Corners Road, Port Townsend, WA 98368

Operations Report- Leesa Monroe
Attachment F

Safety and Training Report

We've had minimal problems with masking at the transit center or on buses. Two people were excluded from service for being intoxicated on JT property.

Delays for summer construction

We've had some service delays due to chip sealing on Hwy 101 and a road project on Hwy 3. The road project on Hwy 3 delayed the Poulsbo over 30 minutes one day last week.

Service Planning for 2022

We received information from the WSDOT on three proposed highway detours/closures in 2022. The projects are to correct barriers that block habitat for salmon and resident fish on creeks crossing Hwy 19, 116 and 104. (Chimacum Creek, Swansonville Creek, Shine Creek.) JT sent detailed comments on how closures would affect routing and asked that WSDOT coordinate with the county so there are not overlapping WSDOT and county road projects that would delay transit service in more than one area at a time.

Current Service Updates

- On July 22 the 7:00 am trip was resumed to assist residents with essential trips on the Olympic Connection
- **The 11:05 trip was the first trip of the day we were running, residents had 16 minutes to grocery shop and catch the return bus.** (The JTOC loop is 128 miles it takes 3 hrs and 15 minutes for the driver to make one round trip.)
- **The 7:00 am trip arrives back in Forks at 10:19, it has a 35 minute layover giving more time to shop.** (If rider miss the 11:05 departure there is another trip in 4 hours at 2:40)

We continue to plan and evaluate the safety and logistics of operating more service

- Tracking overcapacity buses, within a 10 day period in July we had a high of 13 times out of 350 trips (3.71%) where buses were at social distancing capacity. So far in the first 10 days of August the number of times buses

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were at overcapacity has dropped by about 50%. A large group of riders was travelling to and from the fairgrounds twice a day and they have relocated.

- Our first plexiglass shield for the driver compartment was installed on Friday 8.14.2020 and is being evaluated by drivers before the remaining buses are fitted with shields.
- We have been talking with neighboring transit agencies gathering feedback on returning to full service. Other agencies began collecting fare when they added service to discourage non-essential riding and to free up space for social distancing.

Although Jefferson Transit has had a small percentage of overcapacity issues we would ask the Board to consider reestablishing fare if social distancing becomes an issue. As service increases JT will not have the staffing available to send drivers out to pick up overflow riders. On our longer routes it would be a concern if people had to wait for the next bus in Sequim or Poulsbo.

Survey

We have a survey on our website so far 28 responses have been received. The survey will remain open for more responses. Two questions on the survey include: In the past month have you ridden public transit? 57% yes, 43% no. Of those who rode the three top reasons for riding were 22% went to work, 17% for groceries and 9% to medical appointments.

One question relates to when people would resume riding, answers are:

I will resume riding public transit immediately once stay at home orders are lifted
19.23%

I will wait to see what happens with corona-virus before I resume riding public transit 11.54%

I will wait to ride public transit indefinitely 7.69%

I will continue riding public transit as I am now 50%

Not sure 11.54% 3

Answered: 26 Skipped: 2

TOTAL 26

Ridership

- Last year on fixed route we averaged 799 riders per day, currently that number is 246 riders per day, 69% less than last year
- Last year's daily average. (July averaged 246 riders per day and June 234 per day)
- Last year JTOC's averaged 50 per day, they are currently average 14 riders per day. -74% less than last year's daily average.

Dial-A-Ride 45 riders a day. July average 23 riders daily, June was 18. – 50%

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Jefferson Transit Authority Board

Remote Special Meeting Minutes

Tuesday, August 28, 2020, 2:00 p.m.

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Faber at 2:01 p.m. Other members present were, David Sullivan, Greg Brotherton, Ariel Speser and ATU 587 Representative Nicole Gauthier with Vice-Chair Kate Dean excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Mobility and Outreach Coordinator Miranda Nash, and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

Margaret Lee asked about the Electric Bus Study.

Tammi Rubert responded that the study was on hold but will start up again.

The Board of Directors of the Community Arts and Recreation Alliance commented on cyclist access on buses.

Tammi Rubert responded that JTA has explored options to fit more bikes on the buses. Bike racks at the rear of buses pose a safety risk. Six JTA buses now have racks for three bikes on the front of the bus. JTA encourages as many bikes as is safe without hindering access for mobility challenged passengers. Ms. Rubert suggested discussing this topic with the Citizen's Advisory Committee.

David Faber mentioned that Maintenance Manager, John Bender, will look into adding more three bicycle racks to JTA buses.

Tammi Rubert mentioned possibly changing the verbiage on the JTA Bicycle Policy so it does not limit the number of bicycles on the buses.

UNFINISHED BUSINESS

- a. **Resolution 20-15:** Authorizing the Transit Development Plan 2020-2025 & 2019 Report.

Motion: Ariel Speser moved to approve Resolution 20-15, authorizing the Transit Development Plan & 2019 Report. Greg Brotherton seconded.

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

PUBLIC COMMENT

There were none.

ADJOURNMENT

The meeting was adjourned at 2:20 pm. The next regular meeting will be held on Tuesday, October 20, 2020, at 1:30 p.m.

SJ Peck, Clerk of the Board

Date



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 10/20/2020

August 2020 Expenses

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

- Accounts Payable Voucher #6900844 in the amount of \$86,356.52
- Accounts Payable Vouchers #6900845-6900872 in the amount of \$72,357.60
- Accounts Payable Voucher #6900873 in the amount of \$39.49
- Accounts Payable Voucher #6900874 the amount of \$85,407.92
- Accounts Payable Vouchers #6900875-6900916 in the amount of \$59,239.78
- Capital Check #6910026 in the amount of \$15,892.18
- 5 EFT payments in the amount of \$1,604.33

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.
The General Manager has approved these for the consent agenda.

These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 10/20/2020

September 2020 Expenses

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

- Accounts Payable Voucher #6900917 in the amount of \$50,165.25
- Accounts Payable Voucher #6900918 in the amount of \$86,456.33
- Accounts Payable Vouchers #6900919-6900944 in the amount of \$42,250.33
- Accounts Payable Voucher #6900945 in the amount of \$85,409.76
- Accounts Payable Vouchers #6900946-6900982 the amount of \$54,342.55
- Accounts Payable Voucher #6900983 in the amount of \$87,023.63
- Capital Check #6910027 in the amount of \$1,952,000.34
- 3 EFT payments in the amount of \$1,396.76
- Transfer from the Capital Treasury Pool account to the Capital account for the purpose of:
Purchasing Four Gillig Buses in the amount of \$2,000,000.00

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

Sj Peck
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: October 20, 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: Jammi Ricketts

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.

1 **Jefferson Transit Authority**
2 **Resolution No. 20-18**
3 **Jefferson Transit Authority Social Media Policy**
4

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

8 **WHEREAS**, Jefferson Transit Authority (JTA) in an effort to maintain the highest
9 standards of propriety and professionalism in social media, wishes to establish a policy
10 to provide guidance to employees relating to any use of JTA social media; and
11

12 **WHEREAS**, social media platforms can provide opportunities for enhanced
13 communication with customers, employees and other stakeholders;
14

15 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority
16 Board of Directors does hereby adopt the attached Social Media Policy.
17

18 **CERTIFICATION**

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

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

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**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, 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). 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. Any content removed from JTA's social media sites must be retained in accordance with record retention requirements including the time, date, identity of the poster when available, and the name of the staff person who removed the content.

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. Participation in online discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act. Council members, Commissioners and other officials and appointed volunteers (members of the citizen advisory committees) should, in general, not comment or otherwise communicate on the JTA's Social Media site(s).

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.

Public records requests cannot be made through social media platforms. Any person wishing to inspect or copy public records of the Jefferson Transit Authority should make the request in writing on the Authority's Page request form, or by letter, fax, or email addressed to the public records officer:

- Public Records Officer: Clerk of the Authority.
- Agency: Jefferson Transit Authority, 63 4 Corners Road, Port Townsend, WA 98368
- Phone: (360)375-4777
- Fax: (360) 285-2321
- Email: Custserv@jeffersontransit.com
- Information is also available at the Jefferson Transit Authority web site at jeffersontransit.com

Social Media Strategy

Authorized Jefferson Transit employees will utilize a social media playbook; a dynamic document outlining the agencies current social media strategies, objectives, and goals, and defining the procedures and expectations of employees in managing and using social media.



Authority Board Agenda Summary

MEETING DATE: October 20, 2020

AGENDA ITEM: Resolution 20-20: Policy for the Disposition of Surplus Property

SUBMITTED BY: Sara Crouch **TITLE:** Finance Manager

DEPARTMENT: Finance

**EXHIBITS/
ATTACHMENTS:**

Resolution 20-20
Disposition of Surplus Property Policy
Inventory Disposal Forms

BUDGETARY IMPACT (if applicable) **BUDGETED:** _____

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

REVIEWED BY: *Jammi Rubert*

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

Jefferson Transit follows OFM guidelines for disposing of surplus property. This policy puts those guidelines into a policy form alleviating confusion and creating a process for all assets both fixed and small. Jefferson Transit is revising this policy in order to clarify the procedure for staff to use to dispose of property.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 20-20: Policy for the Disposition of Surplus Property

1 **Jefferson Transit Authority**

2 **Resolution No. 20-20**

3 **To Approve the Amended Policy for the Disposition of Surplus Property**

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

8 **WHEREAS**, Jefferson Transit Authority developed a Policy for the Disposition of
9 Surplus Property on July 21, 2015.

10 **WHEREAS**, Jefferson Transit Authority has amended the attached Policy for the
11 Disposition of Surplus Property

12
13 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board
14 hereby approves the policy for the Disposition of Surplus Property.
15

16
17 **CERTIFICATION**

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

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

Title: Policy for the Disposition of Surplus Property	Resolution 15-11 <u>Amended Resolution 20-##</u>
Author: Sara Crouch, Finance Manager	Effective Date: July 21, 2015 <u>Amended October 20, 2020</u>



Jefferson Transit Authority

Policy for Disposition of Surplus Property

Effective July 21, 2015
Amended October 20, 2020

POLICY FOR THE DISPOSITION OF SURPLUS PROPERTY

It shall be the policy of Jefferson Transit Authority (JTA) that whenever possible surplus property will be disposed of in a competitive manner to ensure a fair procedure and gain the greatest value. Any sale, loss or other transfer of property shall be reported to the JTA Board.

1. JTA Disposes of surplus property for the following reasons:

- Property is not needed now or in the foreseeable future
- Asset no longer meets agency standards
- Obsolescence
- Cost to maintain or refurbish exceeds the cost to replace
- Does not comply with health or safety standards

2. Staff use their best judgement to determine when to dispose of property based on criteria listed above.

3. JTA Logos are removed prior to disposal.

4. Staff chooses appropriate disposal method.

Disposal method is based on fair market value, location, transportation requirements, cost to dispose, regulations, and environmental impact. Items that are broken, unusable or have no commercial or salvage value may be declared as "trash" and efficiently and safely disposed of as such utilizing the appropriate disposal documentation.

5. The sale of property valued over \$50,000 requires a public hearing.

6. Real property must be disposed of according to Washington State and FTA rules.

JTA will manage real estate sales through a competitive process. A licensed real estate firm may facilitate the sale or JTA may advertise a competitive bid process. FTA will have final approval of any real estate sale.

7. The Authority Board of Directors must approve disposals of all rolling stock, real estate, and any property exceeding \$5000 current fair market value.

The General Manager or designees approves all other disposals.

8. Disposal of grant funded property must comply with FTA Circular 5010.

- The sale of a grant funded asset for more than \$5000
- A sale before the end of asset's useful life
- A like-kind exchange

9. JTA employees may not purchase surplus property directly from JTA.

Purchase at public auction is allowed.

10. JTA Transfers the property title after purchase price has been paid in full.

11. Disposal documentation must include the appropriate disposal form (see attached forms) and include the following information:

- Reason(s) for disposal
- Fair market value determination
- Determination of the method of disposal
- Approval by General Manager
- Disposal details (buyer, purchase price, date)

An inventory Disposal Form is available from the Finance Department

ORIGINAL FORM



Inventory Disposal Form
Items \$5,000 and above Value

PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO FINANCE DEPARTMENT

Department: _____ Employee Requesting Disposal: _____

How was Current Market Value established? _____

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

Is the item(s) fully depreciated? Yes No Unknown

Is the item(s) at the end of its useful life? Yes No Unknown How did you determine this? _____

Is Board Approval Needed? Yes No

Department Supervisor Approval: _____ General Manager Approval: _____

Item Description	Date of Purchase (if known)	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method TO BE DETERMINED BY PURCHASING!

Disposal Location & Receiver Signature: _____ Disposal Date: _____

Disposed by: _____ Payment Received (if applicable): _____

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

REVISED FORM

Inventory Disposal Form

Item purchase price **\$5,000 or More**



Updated 9/18/2020

1) Requester – Fill this section in for Request

Department: _____ Employee Requesting Disposal: _____ Date: _____
 How was Current Market Value established? _____ Attach Documentation as to how fair market value was determined.
 This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards
 Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards
 How did you determine this? _____
 Department Supervisor Approval: _____ Date: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method

2) Finance Manager - Fill out this section for Approval

Was the item purchased with Federal funds? Yes No Unknown Is the item fully depreciated? Yes No Unknown
 (Please note equipment purchased with federal funds and sold at auction for <\$5K must be remitted to FTA per FTA Circular 5010.1E)
 General Manager Approval: _____ Date: _____
 Give to the Clerk of the Board to put in Board Packet for approval. Date of Board Approval: _____

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other _____
 If sold, what was the selling price: \$ _____ Date of Sale or Disposal: _____
 Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger

Was sale over \$5000: Yes No If Yes, give to G&P to pull grant information and contact FTA/WSDOT to return funds.
 Public Surplus - Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR
 Update Capital Asset and Depreciation Schedule

5) AR

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet

ORIGINAL FORM



Inventory Disposal Form

Items Up To \$5,000 Value

PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO FINANCE DEPARTMENT

Department: _____

Employee Requesting Disposal: _____

Supervisor Approval: _____

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

General Manager Approval: _____

Item Description	Date of Purchase (if known)	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY DEPARTMENT HEAD

Disposal Location & Receiver Signature: _____

Disposal Date: _____

Payment Received (if applicable); _____

Disposed by (JTA): _____

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

REVISED FORM

Inventory Disposal Form

Item purchase price **UP To \$5,000**



Updated 9/18/2020

1) Requester – Fill this section in for Request

Department: _____ Employee Requesting Disposal: _____ Date: _____

How was Current Market Value established? _____ Attach Documentation as to how fair market value was determined.

This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards

Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards

How did you determine this? _____

Department Supervisor Approval: _____ Date: _____

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method

2) Finance Manager - Fill out this section for Approval

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

General Manager Approval: _____ Date: _____

Give to the Clerk of the Board to put in the Board Packet (informational - approval not needed)

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other _____

If sold, what was the selling price: \$ _____ Date of Sale or Disposal: _____

Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger

Public Surplus – Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR

Update Capital Asset and Depreciation Schedule

5) AR

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet

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	
Riders	19791	16565	19998	20993	20679	20548	21297	22886	23940	20815	18124	18007	243643	20304
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	307	280				5231	581
#11 Shuttle	5230	5079	3425	1016	854	1169	1348	1478	1414				21013	2335
#2 Ft. Worden	1470	1498	949	302	338	351	483	356	353				6100	678
#3 Castle Hill	1351	1428	887	232	347	452	532	349	372				5950	661
#4 Upper Sims Loop	3372	3416	2322	678	645	923	985	911	889				14141	1571
#6A Tri Area	1250	1370	1075	499	479	511	579	505	493				6761	751
#6B Tri Area	1091	1101	851	284	288	324	309	296	259				4803	534
#7 Poulsbo	1601	1860	1156	402	443	476	471	486	478				7373	819
#8 Sequim	1536	1491	1029	516	555	654	665	671	613				7730	859
Wooden Boat			CV19	CV19	CV19	CV19	CV19	CV19	CV19				0	
Riders	18107	18576	12698	4194	4179	5159	5679	5359	5151	0	0	0	79102	6592
On Time Performance	89.68	91.3	92.34	91.84	88.69	94.81	94.51	89.17	87.2					91.06
#Days In Service	26	25	26	22	20	22	23	21	21					23
Mileage	38539	36660	36988	15423	13992	15383	16090.8	14692	14692					22496

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

Wooden Boat Festival		September	
2020 canceled/COVID			

2019	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1268	1096	1183	1455	1502	1201	1202	1511	1355	1179	1183	1178	15313	1276
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25
JTOC Mileage	12520	10825	12123	12465	12402	11581	12036	12697	11379	12218	11217	11972	143435	11953
Notes: Feb - two days early closure due to snow														
Ridership 2018 compared to 2019, decrease of 5.6%														

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	1058	992	994	279	187	301	314	308	367				4800	533
#Days In Service	26	25	26	22	20	22	23	21	21				206	23
JTOC Mileage	12203	11711	12069	5908	5454	6106	7465	8608	8572				78096	8677
Notes: Snow week of January 13th														
CV19- March 30th reduced service														
July 22- 7:00am service restored.														

Dial-A-Ride

2019	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
Riders	1296	869	1192	1123	1091	988	1097	1250	1211	1410	1177	1166	13870	1156
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

2020	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	1168	1245	769	193	263	377	512	513	464					612
PCA Boardings	51	100	50	6	16	26	23	14	9					33
Other Boardings	4	7	8	0	0	2	0	0	0					2
Riders	1223	1352	827	199	279	405	535	527	473	0	0	0	0	647
Trips	1113	1138	711	187	247	349	489	499	455					576
Service Hours	653	627	461	173	202	253	319	320	294					367
Service Mileage	5968	5955	4322	1426	1629	2497	3314	3315	2981					3490
On Time Performance	95%	93%	92%	93%	94%	92%	92%	91%	91%					93%
#Days In Service	26	25	26	22	20	22	23	21	21				206	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	1	1	1	1	1	1				
Vans Available	7	7	7	8	8	8	8	8	8				
Loaner/Spare Vans in Fleet	2	2	2	2	2	2	2	2	2				
Total Active Vans in Fleet	11	11	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	0	0				
Vanpool Group Folds	0	0	0	1	0	0	0	0	0				
Passenger Trips	437	499	419	210	198	234	264	238	198				225
Average Riders Per Van	6.6	6.4	7.0	8.8	8.9	9.2	7.8	8.6	9.9				6
Revenue Miles Traveled	2,874	3,218	2,918	1,858	1,754	2,153	2,062	2,047	1,964				1,737
Average Round Trip Miles	87.1	89.4	88.4	88.5	83.5	97.9	93.7	97.5	98.2				69
Revenue Hours:	71	77	72	48	48	50	50	48	46				42