

Jefferson Transit Authority Board

Remote Regular Meeting Minutes

Tuesday, October 20, 2020, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

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

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe and Nicole Gauthier, DAR Operations Manager 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

There were none

NEW AGENDA ITEMS

Tammi Rubert asked if public comments can be made after the Electric Vehicle Study Presentation.

Additional item 4B, Resolution 20-21: Executing the 1st Amendment to Operating Grant Agreement PDT-003, was added to the Agenda.

Electric Vehicle Study Presentation

Please see Attachment A

Speakers Paul Sharman of Transpo Group and Michael Broe from STV Group introduced themselves and gave a PowerPoint presentation on the following:

1. Project Overview
2. Work Completed to Data
 - "Existing Conditions"
 - Summary of Existing Electric Bus Technologies
 - Route Analysis
3. Remaining Scope

The following questions were asked:

- Is 1,134 the number of times a bus can run route #1 before the depletion of 78 kilowatt hours?
 - No, there is a 388 kilowatt hour battery on a 35 foot bus of which a schedule will be written for 310 to reach the 80 percent mark. 310 kilowatt hours of available energy allows for 1.14 trips for the number one route. Energy consumption also changes with the seasons. A large amount of battery energy is consumed when heat is turned on to warm the buses in cold temperatures.
- If the ambient temperature is lower, is the battery capacity effected?
 - This was a concern with the old lithium ion batteries. With the systems now in place, the battery itself is added into the climate system to maintain a constant battery temperature. This is done when the buses charge overnight. When the battery charger charges the bus battery, some of the energy from the charger is used to maintain the temperature of the battery. This preserves available kilowatt hours.
- Are there plans to make effective en-route charging?
 - En-Route charging is a viable alternative. Only three blocks (E, I, R) are available for effective en-route charging due to route break times. Break locations don't always have optimal places for charging stations.
- What is an efficient transition process to convert JTA into electric buses?
 - It was noted that JTA has one of the most efficient written block schedules Mr. Broe has seen in his career of bus service. There is no wasted time in using the operator or the bus. JTA could probably convert three routes without changing the routes. JTA is recommended to invest in forward compatible equipment to keep with advances in technology. Grants are available to purchase one bus to test routes.
- When will new batteries be available?
 - New batteries should be available in the next three to five years.
- How far off is technology for hydrogen energy in North West Washington?
 - Hydrogen technology in Northwest Washington is missing access to the hydrogen itself. Only three hydrogen operations are available on the West Coast.
- If electric and hydrogen technology were both readily available, which on would you select?
 - If JTA run blocks continue exactly as they are now, hydrogen would be the preferred choice.
- Is Sunline in California producing their own hydrogen? Are they producing enough to sell?
 - Yes, Sunline has a hydrogen electrolyzer on their property. They are producing only enough hydrogen for themselves.
- What is the longevity of hydrogen cell versus electric given the local hydroelectric power?
 - Hydrogen is the most abundant element in the universe. It is not going anywhere. It will take the department of Energy to get actively involved.
- Is there a ball park figure for cost of ownership?
 - Operating costs are typically lower for electric vehicles. Capital costs are initially higher for electric vehicles. In the end this balances out.
- Can we expect electric buses to get smarter in the way they charge?

- Changes in energy storage capacity and heat transfer are evolving to make the batteries more efficient. A huge quantity of energy is still drawn from the battery to run the vehicles, so the current advances in technology won't make a big difference.
- Will you share the slide show?
 - Yes, it will be sent to you.

FINANCE REPORTS

Please see Attachment B and C

Sara Crough announced the November 3rd Budget Workshop and the November 17th Budget Hearing. A meeting was set for December 4th to accept final public comment on the budget and close the Public Hearing. A final budget will be presented for approval at the December 15th Authority Board Meeting.

Ms. Crough reported on the following items for September 2020:

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

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

Motion: Ariel Speser moved to approve the Consent Agenda. Greg Brotherton seconded.

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

UNFINISHED BUSINESS

a. Resolution 20-18: Social Media Policy

Miranda Nash explained the amendments on the Social Media Policy Draft.

- Any posting on JTA social media sites that violate standards will be removed and documented for retention purposes.
- Council Members, commissioners, and elected official shall not comment on JTA social media sites to align with the Open Public Meetings Act.
- Public records requests cannot be made through JTA social media platforms.

There was discussion.

Motion: Kate Dean moved to approve Resolution 20-18, to adopt the Social Media Policy. Greg Brotherton seconded.

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

NEW BUSINESS

a. Resolution 20-20: Policy for the Disposition of Surplus Property

Sara Crouch explained revision made to the disposition of surplus property. The disposal form is now the procedure.

Motion: Ariel Speser moved to approve Resolution 20-20, to adopt the Policy for the Disposition of Surplus Property. Greg Brotherton seconded.

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

b. Resolution 20-21: Executing the 1st Amendment to Operating Grant Agreement PDT-003

Motion: Greg Brotherton moved to approve Resolution 20-21, to adopt Executing the 1st Amendment to Operating Grant Agreement PDT-003. Ariel Speser seconded.

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

REPORTS

GENERAL MANAGERS REPORT

Please see Attachment D

Tammi Rubert updated the Board on the following items:

- Personnel Changes
- COVID Response Measures
- Ongoing Projects 2020
- Upcoming Meetings
- RouteMatch

There was discussion on RouteMatch.

OPERATIONS REPORT

Please see Attachment E

Miranda Nash reported on the following items:

- Safety and Training
- Delays for Construction
- 2022 Service Planning
- Current Service Updates
- JTA Service Evaluation Survey
- Ridership

Leesa Monroe commented on potential WSTA guidelines for Transit Agencies.

David Sullivan encouraged input on WSDOT's planning for the round-a-bouts. Leesa Monroe explained that Miranda Nash will be taking the lead on this matter.

Greg Brotherton inquired about return to full service. Tammi Rubert responded that the tentative date is November 2, 2020.

PUBLIC COMMENT

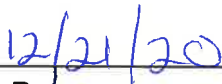
Debbie Jahnke asked that JTA post the Electric Vehicle Study Presentation and and JTA Evaluation Survey.

ADJOURNMENT

The meeting was adjourned at 3:28 pm. The next regular meeting will be held Tuesday, December 15, 2020, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.



SJ Peck, Clerk of the Board



Date

Attachment A

JEFFERSON TRANSIT ELECTRIC BUS FEASIBILITY

10/20/2020 JTA BOARD
PRESENTATION



PRESENTATION OUTLINE

1. Project Overview
2. Work Completed to date
 - A. "Existing Conditions"
 - B. Summary of Existing Electric Bus Technologies
 - C. Route Analysis
3. Remaining Scope
4. Q&A

PROJECT OVERVIEW



Task 1. Inventory Existing System

Task 2. Existing Electric Bus Technology

Task 3. Operations Evaluation **COMPLETE**

Task 4. Electrical Requirements

Task 5. Total Cost of Ownership

‘EXISTING’ CONDITIONS

INVENTORY EXISTING SYSTEMS

- Understand Existing Routes, distances traveled, layover times, elevation gains, etc.
- Relied upon schedules provided by JTA (pre COVID) and Google Earth.

Route	Area Served	Approximate Mileage (One Way)	Elevation Gain/Loss in Feet
#1	Port Townsend – Port Hadlock/Irondale – Brinnon	46.9 miles	+3,114 / -3,125
#2	Fort Worden - Port Townsend	7.1 miles	+545 / -545
#3	Castle Hill – Port Townsend	9.9 miles	+664 / -664
#4	Upper Sims Loop – Port Townsend	5.0 miles	+425 / -425
#6	Tri Area Loop – Port Townsend – Port Hadlock/Irondale	20.2 miles	+1,183 / -1,183
#7	Poulsbo – Port Hadlock/Irondale -	34.0 miles	+2,593 / -2,765
#8	Sequim – Port Townsend	30.1 miles	+3,739 / -3,564
			+241 / -241



ELECTRIC BUS TECHNOLOGY

SUMMARY OF AVAILABLE ELECTRIC BUSES

OEM	Lengths	Propulsion Type	Battery Size (KW)	Range (Miles)	Bus Costs (\$)	Base Warranty & Disposal	Extended Warranty	Additional Information on battery warranty	Battery Lease Option
New Flyer	35'	BEB	160-388	75-195	\$ 675,606.97- \$ 682,606.97	6 yrs/ 300,000 miles	6 yrs/ 200,000 miles \$ 40,718.52- \$76,861.08	to hold 80% of BOL capacity after 12 years and ~500,000 miles.	Y
	40'		160-480	75-225	\$800,000- \$1M				
	60'		213-600	55-135	\$1.1M-1.4M				
BYD	35'	BEB	350	230	\$613,885- \$698,000	12 year warranty. Pricing not available	N/A	Y	
	40'		500	255	\$741,000				
	60'		652	230	\$ 1,140,000.00				
Proterra	35'	BEB	94-440	37-276	\$613,885- \$739,000	6 yrs/ 250,000 miles	6 yrs/ 250,000 miles \$ 75,000-\$112,000.	72% Energy density of the energy available per battery pack for the 12 years	Y
	40'		94-650	37-390	\$653,885- \$847,000				
NovaBus	40'	BEB	74 - 594	Not available	Not available	12 year Energy Storage System Warranty	Guaranteed at 80% capacity	Information not yet available	
* Greenpower	30'	BEB	210	>175	Not available	Not available	Not available	Not available	
	35'		260	>175					
	40'		320	>185					
** Gillig Electric bus	35'	BEB	444	Not available	Not available to the market	Not available to the market	Not available to the market		
	40'		444	150- 210					
*** Eldorado	35'	BEB	444	Not available. The Bus is expected to be market ready on 10/2020 according to our source.		Current vendor offers a 1 + 5-year warranty. Eldorado plan to market as "6-years" or "mid-life" replacement		No	

Price estimates are influenced by several factors including model configurations, customized options (where applicable), and the evolution of technology.

Price estimates is an approximate value from recent Transit Authorities contracts and information from Bus Original Equipment Manufacturers.

* Greenpower electric buses are not listed in Altoona test which is a FTA requirement.

** Gillig is a private own company and does not share these information

*** Eldorado bus price is estimated to be maximum \$900,000 with an estimated price of the battery packs >\$200,000 according to our source

ELECTRIC BUS CHARGING TECHNOLOGY

OEM	Lengths	Battery Size (KW)	Range (Miles)	Designation
New Flyer	35'	160-388	75-195	Plug In Depot
	40'	160-480	75-225	Overhead Pantograph
	60'	213-600	55-135	
BYD	35'	350	230	High Power AC charging
	40'	500	255	
	60'	652	230	
Proterra	35'	94-440	37-276	Plug In Depot
	40'	94-650	37-390	Overhead Pantograph
NovaBus	40'	74 - 594	Not available	Plug In Depot Overhead Pantograph
Greenpower	30'	210	>175	Plug In Depot
	35'	260	>175	
	40'	320	>185	
Gillig Electric bus	35'	444	Not available	Not available
	40'	444	150- 210	
Eldorado	35'	444	Not available. The Bus is expected to be market ready on 10/2020 according to our source.	

Charging Types:



OPERATIONS ANALYSIS

ELECTRIC BUS OPERATIONS ANALYSIS (1)

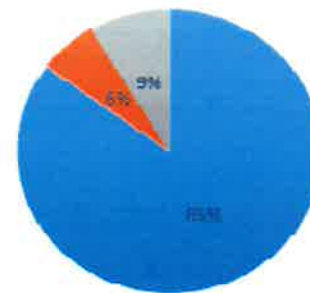
Sample Analysis Results:

Battery Capacity	388	kWh
Degradation over Battery Life	78	kWh
Degraded Battery Capacity	310	kWh
Interior Temperature	68	Degrees F
Ambient Temperature	34	Degrees F
Route Number	#1	
Route Length (Round Trip)	84.40	miles
Round Trip Time	156	minutes
Calculated kWh / mile	2.71	kWh / mile
Net kWh per route (round trip)	218.95	kWh
Number of Round Trips Able to be Completed	1.134	trips
Total Seconds of Route	8025.00	seconds

- Electrical energy requirements needed to operate a 35' battery electric bus.
- These parameters were programmed into the STV Performance and Evaluation of Electric bus Routes (PEER) analysis tool

- Assumes 50% bus load
- Minimal traffic congestion
- Analysis done for 3 temperatures scenarios (34° F, 60° F, 74° F)

Energy Consumption by Component

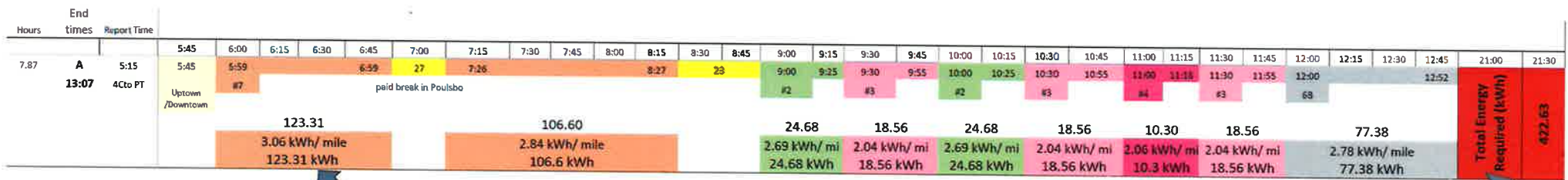


■ Dynamic / Propulsion ■ HVAC ■ Auxiliary



ELECTRIC BUS OPERATIONS ANALYSIS (2)

- Energy requirements developed for each route. Based on:
 - Temperature
 - Route Elevation Profile,
 - Bus Stop Locations
- Route Profiles combined with Driver Schedules to develop energy requirements per driver block.



Energy Required to run Route 7

Total Energy Required to complete Driver Block A

ELECTRIC BUS OPERATIONS ANALYSIS (3)

Summary Results:

Table 1. Weekday Driver Block Summary

Driver Block	Routes Driven	Time Frame	Total Duration ¹	Total Break Duration (min) ²	Total Energy Required (kWh)
A	Uptown, #2, #3, #4, #6, #7	5:15 a.m. to 1:07 p.m.	7.9 hours	50	422.63
B	#1, #2, #4, #6	5:50 a.m. to 12:45 p.m.	6.9 hours	28	434.34
C	#2, #4, #8, #11	5:50 a.m. to 1:33 p.m.	7.7 hours	57	551.19
D	Uptown, #2, #4, #6, #8	6:00 a.m. to 12:43 p.m.	6.7 hours	53	337.96
E	#2, #3, #4, #7, #8	6:30 a.m. to 6:40 p.m.	10.8 hours	172	602.19
F	#1, #4, #8, #11	6:30 a.m. to 1:55 p.m.	6.7 hours	75	470.48
G	#1, #2, #3, #6, #11	2:00 p.m. to 7:49 p.m.	5.2 hours	35	371.67
I	#3, #4, #6, #7, #11	12:00 p.m. to 8:35 p.m.	9.6 hours	100	447.27
J	#3, #4, #6, #7	12:30 p.m. to 7:49 p.m.	7.3 hours	71	422.25
K	#2, #3, #4, #8	12:00 p.m. to 7:40 p.m.	7.2 hours	74	345.56
R	#1, #2, #3, #4, #11	7:30 a.m. to 6:35 p.m.	9.6 hours	110	436.02
S	#11	12:00 p.m. to 7:05 p.m.	6.6 hours	30	194.82

Source: Google Earth and Jefferson Transit

1. Includes driving hours, lunch time but not unpaid breaks.

2. Includes paid and unpaid breaks

- 310 'usable' kWh of energy on a 35' BEB at end of life:
- Can operate on existing schedule
- Possibly operate on existing schedule
- Requires route restructure or on-route charging
- Many blocks have long breaks that would allow for charging during breaks if location is good

REMAINING SCOPE

REMAINING SCOPE

- Look into electrical power requirements (will need to work with JTA to do this)
- Total cost of ownership estimates

Task 1. Inventory Existing System

Task 2. Existing Electric Bus Technology

Task 3. Operations Evaluation **COMPLETE**

Task 4. Electrical Requirements

Task 5. Total Cost of Ownership

Q&A





63 4 Corners Road, Port Townsend, WA 98368

Attachment B

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**
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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 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%	\$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	\$318,746.72	\$376,024.00	(0.00%)	\$1,329,810.78	1,147,513.00	15.89%
April	0.90%	\$366,014.66	\$336,289.71	\$331,184.28	\$311,554.48	\$306,315.48	\$366,015.00	(0.00%)	\$1,695,825.44	1,513,528.00	12.04%
May	0.90%	\$396,720.72	\$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		\$3,967,138.68	\$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	\$454,818.09	\$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	\$460,963.02	\$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%

\$6,000,000.00

\$5,000,000.00

\$4,000,000.00

\$3,000,000.00

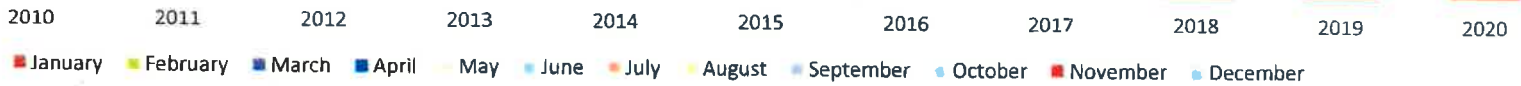
2010 - Sales Tax Rate .6%

\$2,000,000.00

\$1,000,000.00

\$0.00

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



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	8,206.66	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		\$ (15,892.18)
	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

Attachment C

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%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,968.98	\$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	\$318,748.72	\$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	\$404,565.87	\$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	\$398,053.15	\$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 Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$320,000.00	17.51%	\$376,023.97	320,000.00	17.51%
February	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$310,000.00	18.07%	\$742,038.63	630,000.00	17.78%
March	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.87	\$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	\$398,053.15	\$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	\$436,566.22	\$389,078.05	\$380,687.21	\$381,916.67				

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	319,226.73	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	462,367.91	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**

	August	YTD	Budget	% of Actual vs. Budget
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	 319,228.73	 3,221,987.10	 6,220,957.00	 51.79%

**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	
	Outstanding Checks	\$ -	
Balance in Capital Account		\$ 5,307,718.32	

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)
	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
		Jul-20	\$ (7,935.55)
	JTA Funded Balance		\$ 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



63 4 Corners Road, Port Townsend, WA 98368

Attachment D

General Manager's Report

October 14, 2020

Personnel Changes

With the Retirement of Leesa Monroe, JTA began recruiting for the position of Fixed Route Operations Manager. Some of the duties from Leesa's position were shifted to Miranda Nash. JTA offered Ms. Nash the open Mobility Manager position now called DAR Operations Manager.

JTA received a good number of qualified applicants for the Fixed Route Operations position and interviewed three candidates. We established an interview panel that consisted of two department heads, myself and HR. I am excited to announce that we have offered the position to Nicole Gauthier and she accepted it. Nicole started in her new position on Monday October 12, 2020 and is currently training with Leesa until her departure at the end of October. I wanted to say a special thanks Leesa Monroe for her 8.5 years of service with Jefferson Transit and say that I will miss her very much.

Nicole comes to Jefferson Transit with 10 years of experience in the transportation industry. She holds a bachelor's Degree in Political Science and we are extremely excited to start working with her.

COVID Response Measures

JTA has been working on a variety of ways to ensure our fleet remains clean and safe for our drivers and the public. JTA recently learned of a proposal that may come down from the Governor's office requiring a piece of equipment called an air scrubber. Maintenance is researching the scrubbers.

Maintenance is also researching a UV light sanitation system that gets connected into the HVAC system on the coaches. Either of these systems will reduce the spread of the virus for those people that want to use transit.

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Actions to date:

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

Return to Service

With all the precautions already in place we were waiting for feedback ATU 587 regarding the barriers JTA installed, there was a possible glare issue when closed at 45-degree, John has been working on a 90-degree closure option and having drivers test for glare issues. ATU requested we leave all barriers at the 90 degrees. We would like to give the public notice before we return to full service and let them know that capacity is still limited on each coach because of the 6-foot distancing restriction.

Ongoing Projects 2020

Comprehensive Plan

On October 1, 2020, planning meetings resumed with Fehr and Peers. We started with reviewing the plan objectives. So far, we have had an open house with 50 in attendance. Fehr & Peers presented at the CAC twice and to the Authority once. We have had agency meeting and have received public feedback through meeting and our survey. Fehr and Peers has also completed a Financial Analysis.

The feedback received is that we need better connections to the Kingston ferry. The CAC asked for more outreach, travel training and more service to the South County. We also received comments about zero emissions.

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At our October 15th meeting we discussed growth projections and funding driving service. We discussed service standards; growth target connected to service targets. Aaron Gooze discussed mapping where people are coming from and that 5% were traveling from Seattle and 13% were coming from Sequim.

We discussed traditional metrics for service such as jobs, services and travel times. We discussed earlier and later service and seasonal service.

Fehr & Peers will be putting together concepts to study for service growth over the twenty years of the plan.

Our next virtual meeting is scheduled for October 23rd. Fehr & Peers would like to present some concepts to the CAC by the next meeting on November 4th then the Authority Board in December.

Proposed Schedule

- Anticipated Completion of Project TBD

Engineer HPTC Bus Loop Plan

On October 13, 2020 JTA and KPFF met to discuss scoping of the project and began discussing the contract. JTA shared the Topographic Survey with KPFF completed during the restroom project by Mtn 2 Coast. The budget amount approved by the Authority is \$150,000, and Nicole Gauthier is the PM for this project.

EV Feasibility Study

TranspoGroup completed a draft Operational Analysis and will present findings at the October 20, 2020 Authority Board Meeting.

3rd Maintenance Bay Project

Due to COVID-19, this project was placed on hold but conversations started back up on October 14, 2020. TCF and JTA began clarified scoping and TCF will reach out to consultants to get started with costing the project.

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Washington State Transit Association (WSTA)

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

Upcoming WSTA Board and Committee meetings:

- Finance Officers Leadership Committee (FOLC), Virtual – October 21- Sara
- 4th Quarter WSTA Board Meeting, Virtual – November 19 – Tammi
- HR Committee Meeting, Virtual – November 19 – Deb

Due to COVID-19, all of the committee meetings will be virtual meetings to the end of the year.

Peninsula RTPO

On October 16, 2020, JTA attended the RTPO Executive Board Meeting. We adopted the 2021-2026 Regional Transportation Improvement. This plan helps deliver projects to our region such as round-a-bouts, and transit vehicles.

We discussed amendments to the UPWP (roll over of 11,873 from last year to this year) we discussed that this funding will go away by June 30, 2021. We discussed some uses for this funding, such as GIS support.

We also discussed Federal Funding support for Local agencies such as training and our 2021 Legislative draft outlook.

RouteMatch

Route Match (RM) is still not functioning effectively. Route Match was purchased by Uber and we have some concerns so we requested a meeting. On September 11, 2020, we had a virtual meeting with RM in which the failures of the system were discussed and it was not clear based on the meeting whether RM possessed the technical expertise to solve our issues. RM requested some time to consult their team to see if a solution could be found. We have waited a month with no response. We will consult with legal to take next steps. As a side note, JTA has never accepted RM for our Fixed Route, because it has never worked correctly.

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Network Server Upgrade

JTA has completed the final roll-over of all services and network functions to our new Fiber Optic service with NOPDC/NoaNET. Since the completion JTA has not had one outage or issue with service at either the HPTC or Four Corners locations. This change enabled JTA to cancel or modify all existing WAVE internet services and reduced monthly costs.



63 Four Corners Road, Port Townsend, WA 98368

Attachment E

Miranda Nash, Operations Board Report for October, 2020 Board Meeting

Safety and Training Report

JTA continues to see minimal problems with masking at the transit center or on buses.

The Safety and Training supervisor reported JTA had no exclusions during August or September.

Delays for Construction

JTA continued to see some service delays due to the chip sealing on Hwy 101 and a WSDOT road project on Hwy 3.

Service Planning for 2022

In September, JTA participated in WSDOT's design discussions for an intersection update at Sims and Kearney St. The proposed update is for a roundabout. JTA provided feedback on bus requirements, and buses traveling through the roundabout. The design is scheduled to be completed early 2021, with construction scheduled for the fall of 2022.

Current Service Updates

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

- Tracking overcapacity buses in August and September; in 42 days of service JTA sent an overflow bus 6 times when buses were at social distancing capacity. (6 out of 1470 is 0.4%)
- The Plexiglas driver barriers have been installed on all fixed route coaches. Barriers for the JTOC buses are being fitted and built for each coach in phases.
- The City of Port Townsend installed temporary roundabouts at the intersections of Washington and Cass, and Washington and Benton. Operators have not reported any issues navigating with fixed route buses at this time.



Survey

- An update of JTA's service evaluation survey, since the last board meeting two months ago JTA received 10 additional surveys bringing the total to 38 respondents.
- 55.26% of Respondents stated they were all purpose riders who use public transit for a variety of trip purposes.
- 99.37% of respondents stated their primary form of public transit services was fixed-route.
- 65.79% of respondents stated they had ridden public transit within the past 30 days; of those who rode the three top reasons for riding were 21.88% for groceries, 18.75% went to work, and 12.5% to medical appointments.
- Respondents ranked which measures JTA has set in place which made them feel safer riding public transit. The top three responses were:
 - Requiring all passengers to wear a face covering- 82.35%
 - Buses disinfected- 79.41%
 - Close some seats to encourage social distancing- 70.59%
- JTA asked respondents when they felt they would resume riding public transit {Answered: 33 Skipped: 5):
 - I will resume riding public transit immediately once stay at home orders are lifted- 21.21%
 - I will wait to see what happens with corona-virus before I resume riding public transit- 9.09%
 - I will wait to ride public transit indefinitely-6.06%
 - I will continue riding public transit as I am now-54.55%
 - Not sure- 9.09%

Ridership

JTA continued to operate on a 60% service reduction during the Covid-19 pandemic in August and September.

Fixed Route Daily Ridership Averages			
	2019 averages	2020 averages	% of change
August	848	256	-70%
September *Excluding Wooden Boat for comparison	791	246	-69%

JTOC Daily Ridership Averages			
	2019 averages	2020 averages	% of change
August	56	15	-73%
September	57	18	-68%

Dial-A-Ride Daily Ridership Averages			
	2019 averages	2020 averages	% of change
August	47	26	-45%
September	51	23	-55%

Vanpool: JTA has one vanpool in operation. One vanpool group folded in August due to lack of vanpool riders and telecommuting.