



**JEFFERSON TRANSIT AUTHORITY  
REMOTE REGULAR BOARD MEETING  
Tuesday, February 16, 2021, 1:30 p.m.**

**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** (Outside the United States)

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 to Jefferson Transit by email. Emailed comments will be read aloud by staff for up to three minute's during the meeting's public comment period. **Email comments to [speck@jeffersontransit.com](mailto: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.

**Fehr & Peers**

**2021 Authority Board Elections**

**New Agenda Items**

**I. Finance Reports**

- a. January, 2021
- b. December, 2020

**II. Consent Agenda**

- a. Approval of Minutes, December 15, 2020
- b. Approval of Expenses, January, 2021
- c. Approval of Expenses, December, 2020
- d. Disposition of Surplus Property under \$5,000

**III. Unfinished Business**

**IV. New Business**

- a. **Resolution 21-01:** Capital Budget Amendment
- b. **Resolution 21-02:** Adopting the Title VI Plan
- c. Motion for CAC Recommendation to add a new Committee member.
- d. Motion for CAC Recommendation to elect a new CAC Chair.

**V. Reports**

- a. Citizens Advisory Committee Report
- b. General Managers Report
- c. Fleet & Facilities Report
- d. 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**

February 10, 2021

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** January 2021 Financial Report

The budget tracking percentage for January 2021 is 8.3%. We use that tracking figure as a guideline for monitoring expenses.

Note: Typically during the February Authority Board meeting I will focus on the December financial report because the January financial report is unremarkable. January is only the first reporting month of the year and there are no real trends in the budget. I have pointed out a couple of budget anomalies below.

Note: The Finance Department is in the process of upgrading the MS Dynamics-Great Plains software used to process payments, enter general ledger journal entries, process revenue and develop financial reports. The initial upgrade (general ledger/AP-AR/management reporter) has gone very well and we are up and running normally. You may notice some small formatting changes in your reports.

Next we will initialize the Capital Assets module. We have tracked Capital Assets via a spreadsheet for as long as I have been with JTA. After implementation, Capital Assets will be processed using the software, greatly reducing the opportunity for errors. We will be installing a purchase order module as well as an HR module later in the year. I will report on progress again in April.

**Sales Tax Analysis Reports (Jefferson Transit reports on an Accrual basis, not a Cash basis, so sales tax reported here is for the month of November 2020 (remitted in January 2021)).**

For the month November 2020 sales tax was 6% higher than received for November 2019. Cumulatively, JTA has received 5% less sales tax revenue over the same time period in 2019.

**Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue (grants, sales tax, interest)).**

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the revenue budgeted for January (remitted in March 2021). The amount is a combination of the budgeted amount, and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant. We have been informed that additional CARES Act funding may be received. We did not budget for additional CARES Act funding.

**Expense Report – Cumulatively, JTA expenses are 1.5% UNDER budget. 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.**

- **Labor** – Labor is 1.8% under budget.
  - Other Overtime is over budget due to some scheduling challenges in Maintenance. This should be a timing issue.
- **Benefits** – Benefits are 1.4% over budget
  - Holiday is over budget because we “front load” personal holidays. This is a timing issue that will report over budget until September.
  - General Leave – again, a timing issue, did notice an uptick in GL, will continue to monitor.
  - Uniforms, Work Clothing, and Tools Allowance – timing issue, several early year purchases.
- **Services and User Fees** – S/U Fees are 5.5% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 6.2% under budget
- **Utilities** – 3.2% under budget (electricity not yet posted)
- **Casualty/Liability Costs** – On budget
- **Taxes** – 8.3% under budget
- **Miscellaneous** – 2.6% under budget
  - Dues and Subscriptions is a timing issue, January subscription renewals.
- **Leases and Rentals** – 11.8% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year again, installed a unit at 4-Corners but was not budgeted.

**Capital Activity –**

- Capital activity in January: Comp Plan, Regroup Social Media Software purchase.



## January 2021 Financial Summary

Budget Tracking Figure: 8.3%

Operational Expenses:	\$402,181.58
Operational Revenues:	\$0.00
Non-Operational Income:	\$604,053.54
Capital Expenses:	\$42,657.70
Capital Income:	\$0.00
Sales Tax Received 1/31/2021 for November 2021:	\$461,973.71
Sales Tax Received 1/31/2020 for November 2019:	\$435,461.40

\*\*Sales tax increased from prior year 6% \*\*

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

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

Operating:	\$4,960,450.45
Operating Reserve (100% Funded): (2020 Minimum Funding Required \$1,500,000)	\$2,032,147.00
Capital Committed (2021 Capital Projects):	\$2,147,411.01
Dedicated (Committed) Grant Match (48% Funded): (TDP Funding Match \$5,021,099)	\$2,449,830.97
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$129,433.07
Travel Fund:	\$1,500.00

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**Total** **\$11,911,022.50\*\***

\*"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	\$307,974.06	\$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	\$331,184.26	\$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%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$4,385,843.70	3,952,964.00	10.95%
November	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$480,953.02	\$426,000.00	23.47%	\$4,911,821.14	4,378,964.00	12.17%
December	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$5,267,656.61	4,726,964.00	11.44%
Total		\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,726,964.00	10.26%			
Monthly Average		\$438,971.38	\$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%	\$366,720.72	\$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%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$3,432,056.89	3,181,475.00	7.88%
September	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$480,963.02	\$426,000.00	23.47%	\$3,958,034.33	3,607,475.00	9.72%
October	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$4,313,869.80	3,955,475.00	9.06%
November	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$4,775,843.51	4,303,475.00	10.98%
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		\$4,775,843.51	\$5,521,926.70	\$5,238,794.81	\$4,668,936.57	\$4,568,006.47	\$4,729,475.00	0.00%			
Monthly Average		\$434,167.59	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$394,122.92				



**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Cash Flows-Accrual Basis**  
**For the One Month Ending Sunday, January 31, 2021**

<b>STATEMENT OF CASH FLOWS</b>	<u>January</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$11,930,200.90	\$11,930,200.90
Operating Cash Provided/(Used) by:		
Operating Activities	(\$474,553.36)	(\$474,553.36)
Non-Capital Financing Activities	\$462,399.76	\$462,399.76
Investing Activities	\$875.20	\$875.20
Total Operating Cash Provided/(Used)	<u>(11,278.40)</u>	<u>(11,278.40)</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$8,125.00)	(\$8,125.00)
Net Increase/(Decrease) Cash and Equivalent	<u>(\$19,403.40)</u>	<u>(\$19,403.40)</u>
Prior Year Adjustments		
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$11,910,797.50</u></b>	<b><u>\$11,910,797.50</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the One Month Ending Sunday, January 31, 2021**

<b>STATEMENT OF INCOME/(LOSS)</b>	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Operating Revenues</b>				
<b>Operating Expenses</b>				
Labor	168,798.10	168,798.10	2,581,957.00	6.54%
Benefits	179,075.45	179,075.45	1,837,819.00	9.74%
Services and User Fees	11,320.37	11,320.37	399,665.00	2.83%
Materials & Supplies	12,561.41	12,561.41	610,610.00	2.06%
Utilities	4,583.45	4,583.45	89,053.00	5.15%
Casualty/Liability Costs	12,722.33	12,722.33	157,000.00	8.10%
Taxes			4,592.00	0
Miscellaneous Expenses	12,570.47	12,570.47	220,030.00	5.71%
Leases and Rentals	550.00	550.00	23,216.00	2.37%
<b>Total Operating Expenses</b>	<b>402,181.58</b>	<b>402,181.58</b>	<b>5,923,942.00</b>	<b>6.79%</b>
<b>Operating Income (Loss)</b>	<b>(402,181.58)</b>	<b>(402,181.58)</b>	<b>(5,923,942.00)</b>	<b>6.79%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	1,207.83	1,207.83	25,200.00	4.79%
Taxes Levied by Transit	473,973.71	473,973.71	4,720,000.00	10.04%
Local Grants & Contributions	1,250.00	1,250.00	18,000.00	6.91%
State Grants & Contributions	20,872.00	20,872.00	250,464.00	8.33%
Federal Grants & Contributions	106,750.00	106,750.00	1,283,160.00	8.32%
<b>Total Non-Operating Revenues</b>	<b>604,053.54</b>	<b>604,053.54</b>	<b>6,296,824.00</b>	<b>9.59%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>201,871.96</b>	<b>201,871.96</b>	<b>372,882.00</b>	<b>54.14%</b>
<b>Net Income/(Loss)</b>	<b><u>\$201,871.96</u></b>	<b><u>\$201,871.96</u></b>	<b><u>\$372,882.00</u></b>	<b><u>54.14%</u></b>

**JEFFERSON TRANSIT AUTHORITY**  
**Revenue Statement - Accrual Basis**  
**For the One Month Ending Sunday, January 31, 2021**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Kingston Connection			\$30,480.00	0.00%
<b>Total Operating Revenues</b>			<b>30,480.00</b>	<b>0.00%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	875.20	875.20	24,000.00	3.65%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	332.63	332.63		100.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>473,973.71</b>	<b>473,973.71</b>	<b>4,720,000.00</b>	<b>10.04%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	20,872.00	250,464.00	8.33%
<b>Federal Grants and Contributions (OPERATING)</b>				
FTA 5311	106,750.00	106,750.00	1,283,160.00	8.32%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<u><b>604,053.54</b></u>	<u><b>604,053.54</b></u>	<u><b>6,296,824.00</b></u>	<u><b>9.59%</b></u>
<b>TOTAL REVENUES</b>	<u><b>\$604,053.54</b></u>	<u><b>\$604,053.54</b></u>	<u><b>\$6,327,304.00</b></u>	<u><b>9.55%</b></u>



**Jefferson Transit Authority  
Operating Expenses  
For the One Month Ending Sunday, January 31, 2021**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$60,983.89	\$60,983.89	\$924,387.00	6.60%
Operators Overtime - Fixed Route	1,856.14	1,856.14	68,565.00	2.71%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,284.02	7,284.02	138,512.00	5.26%
Operators Overtime - Dial-a-Ride (DAR)			8,425.00	0.00%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,449.46	46,449.46	689,366.00	6.74%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,180.63	3,180.63	33,050.00	9.62%
Administration Salaries	49,043.96	49,043.96	719,652.00	6.81%
<b>Total Labor</b>	<b>168,798.10</b>	<b>168,798.10</b>	<b>2,581,957.00</b>	<b>6.54%</b>
<b>Benefits</b>				
FICA	17,232.35	17,232.35	230,180.00	7.49%
Pension Plans (PERS)	26,702.74	26,702.74	359,572.00	7.43%
Medical Plans	42,142.28	42,142.28	570,120.00	7.39%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,641.10	4,641.10	81,823.00	5.67%
Holiday	43,919.87	43,919.87	124,022.00	35.41%
General Leave	36,565.57	36,565.57	325,843.00	11.22%
Other Paid Absence (Court Duty & Bereavement)	172.99	172.99	15,750.00	1.10%
Uniforms, Work Clothing & Tools Allowance	2,780.18	2,780.18	24,680.00	11.26%
Other Benefits (HRA, EAP & Wellness)	721.55	721.55	38,700.00	1.86%
Paid FML	302.00	302.00	4,129.00	7.31%
COVID-19 JTA/Federal Leave	3,894.82	3,894.82	53,000.00	7.35%
<b>Total Benefits</b>	<b>179,075.45</b>	<b>179,075.45</b>	<b>1,837,819.00</b>	<b>9.74%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	473.62	473.62	26,250.00	1.80%
Professional & Technical Services	2,943.94	2,943.94	140,500.00	2.10%
Contract Maintenance Services (IT Services)	543.11	543.11	14,005.00	3.88%
Custodial Services	875.00	875.00	18,720.00	4.67%
Security Services	155.32	155.32	5,600.00	2.77%
Vehicle Technical Services			47,000.00	0.00%
Property Maintenance Services	3,193.00	3,193.00	41,901.00	7.62%
Software Maintenance Fees	1,889.20	1,889.20	81,425.00	2.32%
Postage & Mail Meter Fees	227.24	227.24	3,600.00	6.31%
Drug & Alcohol Services	260.42	260.42	8,000.00	3.26%
Other Services & User Fees	759.52	759.52	9,664.00	7.86%
<b>Total Service and User Fees</b>	<b>11,320.37</b>	<b>11,320.37</b>	<b>399,665.00</b>	<b>2.83%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	13,330.14	13,330.14	335,000.00	3.98%
Tires	333.06	333.06	27,000.00	1.23%
Lubrication	519.03	519.03	13,050.00	3.98%
Tools	654.23	654.23	18,000.00	3.63%
Vehicle Maintenance & Repair Parts	(5,057.68)	(5,057.68)	81,500.00	(6.21%)
Non-Vehicle Maintenance & Repair Parts	137.32	137.32	9,740.00	1.41%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials			5,750.00	0.00%
Shop Supplies (Maintenance & Cleaning)	1,073.78	1,073.78	23,000.00	4.67%
Safety & Emergency Supplies	107.76	107.76	9,800.00	1.10%
Office Supplies	991.33	991.33	16,920.00	5.86%
Computer Programs & Supplies	152.59	152.59	18,000.00	0.85%
Printing (Photocopier, Schedules & Brochures)	319.85	319.85	49,500.00	0.65%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>12,561.41</b>	<b>12,561.41</b>	<b>610,610.00</b>	<b>2.06%</b>

**Jefferson Transit Authority**  
**Operating Expenses**  
**For the One Month Ending Sunday, January 31, 2021**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,283.57	1,283.57	15,100.00	8.50%
Utilities (Electrical & Propane)			27,800.00	0.00%
Telephone & Internet	3,299.88	3,299.88	46,153.00	7.15%
<b>Total Utilities</b>	<b>4,583.45</b>	<b>4,583.45</b>	<b>89,053.00</b>	<b>5.15%</b>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	12,722.33	12,722.33	157,000.00	8.10%
<b>Total Casualty and Liability Costs</b>	<b>12,722.33</b>	<b>12,722.33</b>	<b>157,000.00</b>	<b>8.10%</b>
<b>Taxes</b>				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%
<b>Total Taxes</b>			<b>4,592.00</b>	<b>0.00%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	2,160.39	2,160.39	20,406.00	10.59%
Travel & Meetings	679.87	679.87	34,000.00	2.00%
Fines & Penalties			100.00	0.00%
Safety Program (Roadeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)			26,554.00	0.00%
EE CDL and EE Physical Expense	91.50	91.50	9,250.00	0.99%
COVID-19 Related Expense	9,638.71	9,638.71	123,420.00	7.81%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>12,570.47</b>	<b>12,570.47</b>	<b>220,030.00</b>	<b>5.71%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	550.00	550.00	4,500.00	12.22%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities			16,216.00	0.00%
<b>Total Leases and Rentals</b>	<b>550.00</b>	<b>550.00</b>	<b>23,216.00</b>	<b>2.37%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$402,181.58</u></b>	<b><u>\$402,181.58</u></b>	<b><u>\$5,923,942.00</u></b>	<b><u>6.79%</u></b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**January 2021**

<b>Current Account Status</b>	<b>Balance per Bank @ 1/31/21</b>	<b>\$ 4,772,241.98</b>	<b>\$ -</b>
Balance per GL @ 12/31/2020		<b>\$ 4,814,538.37</b>	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 361.31	
	Transfers Out (Purchases)	\$ (42,657.70)	
	Transfers Out /Bond Call	\$ -	
<b>Balance per GL @ 1/31/21</b>		<b>\$ 4,772,241.98</b>	
<b>Balance in Capital Account</b>	Outstanding Checks		<b>\$ 4,772,241.98</b>

**2021 Capital Projects**

Facility		Grant Funding	JTA Funding
	<b>2021 Budgeted Balance</b>	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	<b>JTA Funded Balance</b>		<b>\$ 427,742.30</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
Facilities Mntce Building/Training Area	<b>2021 Beginning Budget</b>		\$ 800,000.00
Radio Project - Maynard Mtn Repeater	<b>2021 Beginning Budget</b>	\$ -	\$ 31,840.00
Security Cameras	<b>2021 Beginning Budget</b>	\$ -	\$ 35,000.00
New Shelters	<b>2021 Beginning Budget</b>	\$ -	\$ 45,000.00
	<b>JTA Funded Balance</b>		<b>\$ 911,840.00</b>
<b>Revenue Vehicles</b>			
1 Full-Size Buses	<b>2021 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
1 Trolley Style FR Bus	<b>2021 Beginning Budget</b>		\$ 350,000.00
1 JTOC 29' Cutaway	<b>2021 Beginning Budget</b>	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	<b>2021 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		<b>\$ 595,440.00</b>
<b>Service Vehicle</b>			
Field Supervisor - SUV	<b>2021 Beginning Budget</b>		\$ 45,000.00
	<b>JTA Funded Balance</b>		<b>\$ 45,000.00</b>
<b>Service Equipment</b>			
Tractor	<b>2021 Beginning Budget</b>		\$ 30,000.00
	<b>JTA Funded Balance</b>		<b>\$ 30,000.00</b>
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	<b>2021 Beginning Budget</b>		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
Social Media Notification Software	<b>2021 Beginning Budget</b>		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	<b>JTA Funded Balance</b>		<b>\$ 137,388.71</b>
Remix (Purchased Dec 2020; Cleared 2021)			\$ (10,900.00)

JTA Capital Balance	<b>\$ 4,772,241.98</b>
JTA Committed Project Funds Sub-Total	<b>\$ (2,147,411.01)</b>
JTA Vehicle Reserve	<b>\$ (125,000.00)</b>
JTA IT Reserve	<b>\$ (50,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 2,449,830.97</b>



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

February 3, 2021

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

The budget tracking percentage for December 2020 is 100%. We use that tracking figure as a guideline for monitoring expenses.

Note: Cash on Hand increased significantly, this is due to receiving two WSDOT grant reimbursements. One for the purchase of the four Gillig buses in August 2020 (\$1.55M) and one for the 3<sup>rd</sup> Quarter CARES Act Invoice (\$1.02M).

Note: JTA was able to purchase a UV disinfection system for all of the JTA buses prior to the end of the year. This \$93K purchase was made in late December, however, it was included in the 2021 Budget. Due to the declared COVID emergency, we felt it was best to complete the purchase and begin installation as soon as possible. This purchase did put the Miscellaneous Expenses (where COVID expenses are coded) over budget for 2020.

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

For the month October 2020 (remitted in December 2020) sales tax was 26% lower than received for October 2019. DOR paid a large refund to a local entity, the full amount reduced our October sales tax payment. The refund is beyond our control, an entity had recognized an error on tax returns files from 2015-2019 and was due a refund from Department of Revenue. If the refund was not a factor, JTA would have received 4% higher than October 2021. Cumulatively, JTA has received 6% less sales tax revenue over the same time period in 2019.

#### **Revenue Report –**

- Operating revenue is under budget due to the loss of our last vanpool, a negative amount is reported due to a billing correction posted at end of year.

#### **Expense Report – Cumulatively, JTA expenses are 22.5% UNDER budget.**

- **Labor** – Labor is 19.8% under budget.
  - Administration salaries are over budget, primarily due to having "on board" training.
- **Benefits** – Benefits are 19.9% under budget
  - Unemployment Insurance – I thought it would be over budget – we received several credits in the last quarter.
- **Services and User Fees** – S/U Fees are 48.7% 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.
  - Security Services are over budget due to a fire alarm system repair.
- **Materials and Supplies Consumed** – M/S Consumed is 47.9% under budget
  - Realized substantial savings materials and supplies consumed, especially in Fuel, Tires, Lubrication, Office Supplies and Printing.

- **Utilities** – 3.7% under budget
- **Casualty/Liability Costs** – On budget
- **Taxes** – 78% under budget
- **Miscellaneous** – 23.2% over budget – due to purchase of UV Cleaning System for disinfecting the buses.
- **Leases and Rentals** – 11.8% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners.

**Capital Activity –**

- Capital activity in December: EV Feasibility Study and Finance Software Upgrade project.
-



## December 2020 Financial Summary

Budget Tracking Figure: 100%

Operational Expenses:	\$461,110.68
Operational Revenues:	(\$1524.44)
Non-Operational Income:	\$572,866.90
Capital Expenses:	\$46,221.29
Capital Income:	\$0.00
Sales Tax Received 12/31/2020 for October 2020:	\$355,835.47
Sales Tax Received 12/31/2019 for October 2019:	\$480,132.86

\*\*Sales tax decreased from prior year 26% - incl \$142K refund\*\*

\*\*Cumulative Sales tax decrease from prior year 6%\*\*

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

Operating:	\$4,970,747.08
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2020 Capital Projects):	\$1,277,830.76
Dedicated (Committed) Grant Match (70% Funded):	\$3,486,707.61
(TDP Funding Match \$5,021,099 – WSDOT Reimbursement Received!)	
Capital Vehicle Reserve	\$0.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$126,515.33
Travel Fund:	\$754.82
<b>Total</b>	<b>\$11,959,952.60**</b>

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

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

Jefferson Transit

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

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,786.81	771,489.00	23.63%
March	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$1,329,810.78	1,147,513.00	15.89%
April	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$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%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$4,385,843.70	3,952,964.00	10.95%
November	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$4,911,821.14	4,378,964.00	12.17%
December	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$5,267,656.61	4,726,964.00	11.44%
Total		\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,726,964.00	10.26%			
Monthly Average		\$438,971.38	\$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%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$3,432,056.89	3,181,475.00	7.88%
September	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$426,000.00	23.47%	\$3,958,034.33	3,607,475.00	9.72%
October	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$4,313,869.80	3,955,475.00	9.06%
November	0.90%	\$435,461.40	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	0.00%	\$0.00	4,303,475.00	\$0.00
December	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$426,000.00	0.00%	\$0.00	4,729,475.00	\$0.00
Total		\$4,313,869.80	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,729,475.00	0.00%			
Monthly Average		\$451,386.98	\$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%

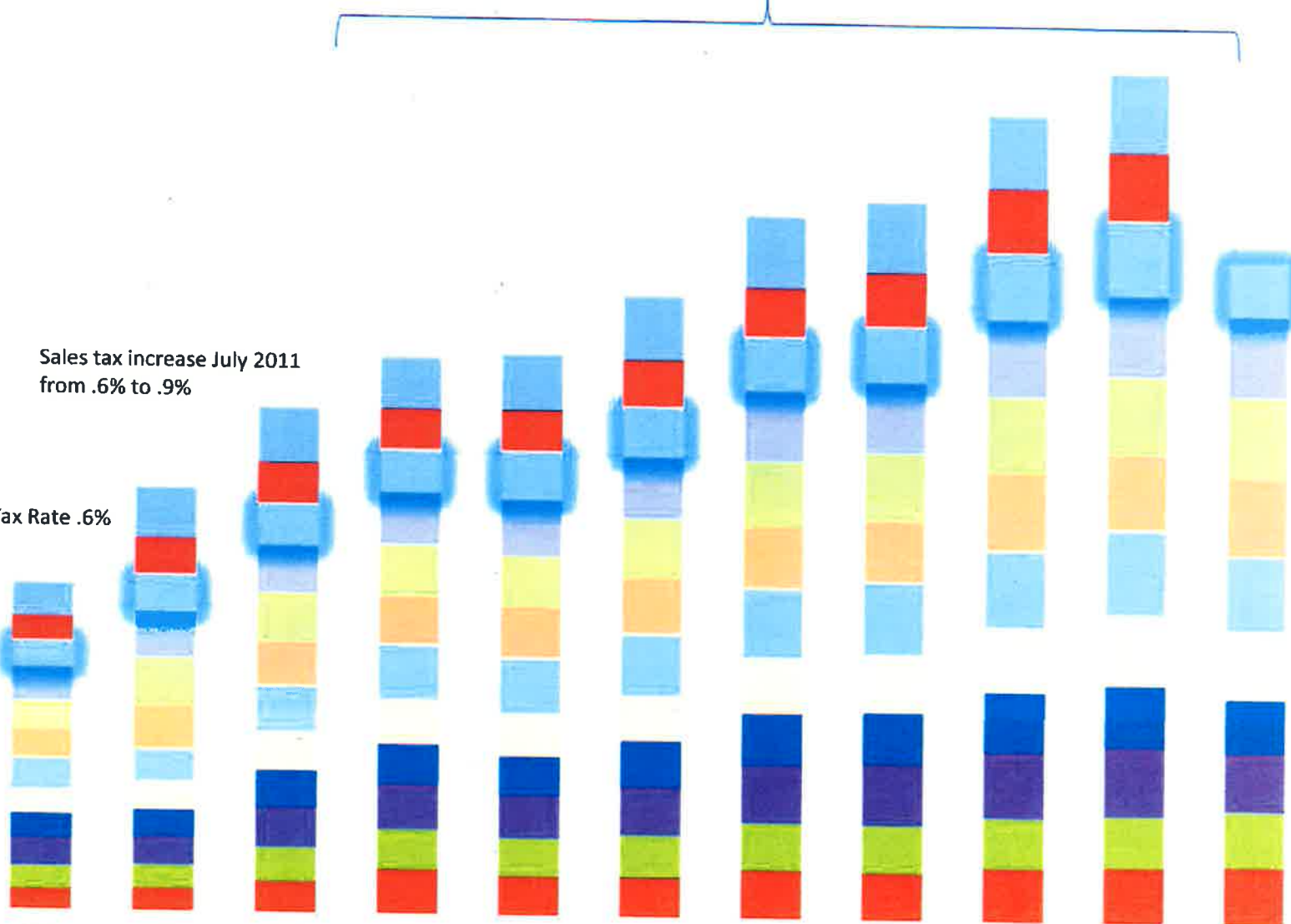
\$6,000,000.00  
 \$5,000,000.00  
 \$4,000,000.00  
 \$3,000,000.00  
 \$2,000,000.00  
 \$1,000,000.00  
 \$0.00

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

2010 - Sales Tax Rate .6%

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- 2020

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





**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Cash Flows-Accrual Basis**  
**For the Twelve Months Ending Thursday, December 31, 2020**

<b>STATEMENT OF CASH FLOWS</b>	<u>December</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$9,595,799.95	\$9,605,092.73
Operating Cash Provided/(Used) by:		
Operating Activities	(\$927,821.89)	(\$5,179,294.23)
Non-Capital Financing Activities	\$1,763,785.29	\$8,601,515.57
Investing Activities	\$1,095.90	\$41,834.10
Total Operating Cash Provided/(Used)	<u>837,059.30</u>	<u>3,464,055.44</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>\$1,497,341.65</u>	<u>(\$1,138,947.27)</u>
Net Increase/(Decrease) Cash and Equivalent	\$2,334,400.95	\$2,325,108.17
Prior Year Adjustments		
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$11,930,200.90</u></b>	<b><u>\$11,930,200.90</u></b>

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

<b>STATEMENT OF INCOME/(LOSS)</b>	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Operating Revenues</b>	<b>(\$1,524.44)</b>	<b>\$43,900.80</b>	<b>\$47,170.00</b>	<b>93.07%</b>
<b>Operating Expenses</b>				
Labor	190,319.89	2,040,623.39	2,544,440.00	80.20%
Benefits	115,218.00	1,861,212.23	2,323,032.00	80.12%
Services and User Fees	9,017.52	212,815.52	414,952.00	51.29%
Materials & Supplies	27,332.63	266,479.13	512,194.00	52.03%
Utilities	7,563.01	84,933.11	88,153.00	96.35%
Casualty/Liability Costs	13,339.42	160,073.04	160,071.00	100.00%
Taxes	129.52	1,621.60	7,366.00	22.01%
Miscellaneous Expenses	96,587.90	183,182.91	148,732.00	123.16%
Leases and Rentals	1,602.79	19,414.86	22,017.00	88.18%
<b>Total Operating Expenses</b>	<b>461,110.68</b>	<b>4,830,355.79</b>	<b>6,220,957.00</b>	<b>77.65%</b>
<b>Operating Income (Loss)</b>	<b>(462,635.12)</b>	<b>(4,786,454.99)</b>	<b>(6,173,787.00)</b>	<b>77.53%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	8,159.43	69,033.06	77,793.00	88.74%
Taxes Levied by Transit	433,835.47	5,270,167.61	4,729,475.00	111.43%
Local Grants & Contributions	3,250.00	22,000.00	18,000.00	122.22%
State Grants & Contributions	20,872.00	125,232.00	125,232.00	100.00%
Federal Grants & Contributions	106,750.00	2,799,943.00	2,907,333.00	96.31%
<b>Total Non-Operating Revenues</b>	<b>572,866.90</b>	<b>8,286,375.67</b>	<b>7,857,833.00</b>	<b>105.45%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>110,231.78</b>	<b>3,499,920.68</b>	<b>1,684,046.00</b>	<b>207.83%</b>
<b>Net Income/(Loss)</b>	<b><u>\$110,231.78</u></b>	<b><u>\$3,499,920.68</u></b>	<b><u>\$1,684,046.00</u></b>	<b><u>207.83%</u></b>

**JEFFERSON TRANSIT AUTHORITY**  
**Revenue Statement - Accrual Basis**  
**For the Twelve Months Ending Thursday, December 31, 2020**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$1.00	\$29,324.79	\$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	(1,525.44)	10,908.80	14,178.00	76.94%
Extended Service				100.00%
<b>Total Operating Revenues</b>	<b>(1,524.44)</b>	<b>43,900.80</b>	<b>47,170.00</b>	<b>93.07%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	1,095.90	41,834.10	48,336.00	86.55%
Gain (Loss) on Disposition of Capital Items	7,050.00	22,738.48	25,595.00	88.84%
Public Donations	13.53	13.53		100.00%
Other Nontransportation Revenues		4,446.95	3,862.00	115.15%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>433,835.47</b>	<b>5,270,167.61</b>	<b>4,729,475.00</b>	<b>111.43%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP	2,000.00	7,000.00	3,000.00	233.33%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	125,232.00	125,232.00	100.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
FTA 5311	106,750.00	640,500.00	640,500.00	100.00%
FTA 5311(CARES)		2,159,443.00	2,266,833.00	95.26%
<b>Capital Contributions - Local/State/Federal</b>				
FTA 5311, Equipment Assistance (Federal)		1,551,308.94		100.00%
<b>Total Nonoperating Revenues</b>	<b>572,866.90</b>	<b>9,837,684.61</b>	<b>7,857,833.00</b>	<b>125.20%</b>
<b>TOTAL REVENUES</b>	<b>571,342.46</b>	<b>9,881,585.41</b>	<b>7,905,003.00</b>	<b>125.00%</b>

**Jefferson Transit Authority  
Operating Expenses  
For the Twelve Months Ending Thursday, December 31, 2020**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$70,300.82	\$708,736.25	\$946,767.00	74.86%
Operators Overtime - Fixed Route	1,733.19	12,508.84	76,502.00	16.35%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,391.56	97,793.52	122,579.00	79.78%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,031.15	504,881.31	691,376.00	73.03%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,602.07	16,726.89	28,889.00	57.90%
Administration Salaries	61,261.10	698,555.62	669,685.00	104.31%
<b>Total Labor</b>	<b>190,319.89</b>	<b>2,040,623.39</b>	<b>2,544,440.00</b>	<b>80.20%</b>
<b>Benefits</b>				
FICA	15,600.36	197,010.74	243,184.00	81.01%
Pension Plans (PERS)	25,567.35	343,285.59	377,066.00	91.04%
Medical Plans	44,133.48	533,879.12	597,000.00	89.43%
Unemployment Insurance (UI)	819.05	8,879.97	10,000.00	88.80%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,295.37	63,911.81	131,354.00	48.66%
Holiday	7,991.62	103,102.09	113,879.00	90.54%
General Leave	9,349.52	255,263.16	318,180.00	80.23%
Other Paid Absence (Court Duty & Bereavement)		312,197.61	435,723.00	71.65%
Uniforms, Work Clothing & Tools Allowance	755.25	11,015.79	24,205.00	45.51%
Other Benefits (HRA, EAP & Wellness)	4,416.69	19,670.29	36,276.00	54.22%
Paid FML	289.31	3,907.66	4,339.00	90.06%
COVID-19 JTA/Federal Leave		9,088.40	31,826.00	28.56%
<b>Total Benefits</b>	<b>115,218.00</b>	<b>1,861,212.23</b>	<b>2,323,032.00</b>	<b>80.12%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	429.00	10,987.39	24,250.00	45.31%
Professional & Technical Services	2,435.40	88,372.14	131,900.00	67.00%
Contract Maintenance Services (IT Services)	818.87	12,447.14	16,005.00	77.77%
Custodial Services	910.00	21,870.00	18,720.00	116.83%
Security Services		6,395.97	5,600.00	114.21%
Vehicle Technical Services	1,975.95	20,905.43	47,000.00	44.48%
Property Maintenance Services	(51.81)	22,354.73	74,401.00	30.05%
Software Maintenance Fees	892.00	15,022.82	69,895.00	21.49%
Postage & Mail Meter Fees	319.14	1,573.02	3,600.00	43.70%
Drug & Alcohol Services	329.92	3,524.04	8,500.00	41.46%
Other Services & User Fees	959.05	9,362.84	12,081.00	77.50%
<b>Total Service and User Fees</b>	<b>9,017.52</b>	<b>212,815.52</b>	<b>414,952.00</b>	<b>51.29%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	14,946.89	122,866.09	218,955.00	56.11%
Tires	6.00	14,811.51	35,000.00	42.32%
Lubrication	210.88	3,436.07	15,550.00	22.10%
Tools	2,002.03	17,802.09	21,300.00	83.58%
Vehicle Maintenance & Repair Parts	5,337.91	44,340.12	96,500.00	45.95%
Non-Vehicle Maintenance & Repair Parts	202.25	8,409.60	9,132.00	92.09%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	18.65	1,412.32	5,750.00	24.56%
Shop Supplies (Maintenance & Cleaning)	364.87	19,257.34	20,537.00	93.77%
Safety & Emergency Supplies	89.67	1,623.70	7,800.00	20.82%
Office Supplies	1,148.70	8,031.20	20,920.00	38.39%
Computer Programs & Supplies	2,562.32	13,669.84	17,900.00	76.37%
Printing (Photocopier, Schedules & Brochures)	493.11	10,869.90	39,500.00	27.52%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>27,383.28</b>	<b>266,529.78</b>	<b>512,194.00</b>	<b>52.04%</b>

**Jefferson Transit Authority**  
**Operating Expenses**  
**For the Twelve Months Ending Thursday, December 31, 2020**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,239.77	15,283.36	14,600.00	104.68%
Utilities (Electrical & Propane)	2,986.68	27,217.34	27,500.00	98.97%
Telephone & Internet	3,336.56	42,432.41	46,053.00	92.14%
<b>Total Utilities</b>	<b>7,563.01</b>	<b>84,933.11</b>	<b>88,153.00</b>	<b>96.35%</b>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	13,339.42	160,073.04	160,071.00	100.00%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>160,073.04</b>	<b>160,071.00</b>	<b>100.00%</b>
<b>Taxes</b>				
State Taxes		689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees	129.52	505.54	750.00	67.41%
Other Licensing Fees & Taxes		426.42	3,000.00	14.21%
<b>Total Taxes</b>	<b>129.52</b>	<b>1,621.60</b>	<b>7,366.00</b>	<b>22.01%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,094.34	16,987.03	20,056.00	84.70%
Travel & Meetings	2,211.72	9,300.11	35,400.00	26.27%
Fines & Penalties		26.28	25.00	105.12%
Safety Program (Roadeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	27.00	1,568.95	23,404.00	6.70%
EE CDL and EE Physical Expense	40.00	3,710.13	9,345.00	39.70%
COVID-19 Related Expense	93,214.84	151,425.58	51,202.00	295.74%
Other Miscellaneous		164.83	300.00	54.94%
<b>Total Miscellaneous</b>	<b>96,587.90</b>	<b>183,182.91</b>	<b>148,732.00</b>	<b>123.16%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	4,120.00	3,000.00	137.33%
Service Vehicles & Equipment		316.10	2,500.00	12.64%
Other General Administration Facilities	1,252.79	14,978.76	16,517.00	90.69%
<b>Total Leases and Rentals</b>	<b>1,602.79</b>	<b>19,414.86</b>	<b>22,017.00</b>	<b>88.18%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$461,161.33</u></b>	<b><u>\$4,830,406.44</u></b>	<b><u>\$6,220,957.00</u></b>	<b><u>77.65%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 12/31/20</b>	\$ 4,814,538.37	\$ -
Balance per GL @ 10/31/2020		\$ 3,309,046.45	
	Transfers - In	\$ -	
	Reimbursement	\$ 1,551,308.94	
	Investment Interest	\$ 404.27	
	Transfers Out (Purchases)	\$ (46,221.29)	
	Transfers Out /Bond Call)	\$ -	
<b>Balance per GL @ 12/31/20</b>		\$ 4,814,538.37	
<b>Balance in Capital Account</b>	Outstanding Checks		\$ 4,814,538.37

**2019 Capital Projects**

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$ -	\$ -
<b>Facility</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
	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)
	October 2020 - Transpo Group Invoice		\$ (20,426.37)
	November 2020 - Transpo Group Invoice		\$ (3,973.75)
	December 2020 - Transpo Group Invoice		\$ (1,110.00)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	Jan 2020 - Invoice		\$ (6,118.55)
	Feb 2020 - Invoice (Pd in March)		\$ (27,487.08)
	Mar 2020 - Invoice		\$ (16,624.04)
	Apr 2020 - Invoice		\$ (5,977.00)
	May 2020 - Invoice		\$ (210.00)
	Nov 2020 - Invoice		\$ (841.00)
	<b>JTA Funded Balance</b>		\$ 468,787.53
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
<b>Radio Project - Maynard Min Repeater</b>	2020 Beginning Budget	\$ -	\$ 31,840.00
	Mar-20		\$ (2,500.00)
	Jun-20		\$ (2,250.00)
	Nov-20		\$ (4,956.84)
<b>Security Cameras</b>	2020 Beginning Budget	\$ 2,500.00	\$ 35,000.00
<b>New Shelters</b>	2020 Beginning Budget	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		\$ 82,123.16
<b>Revenue Vehicles</b>			
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 Trailley 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)
	Oct-20 (Radios)	\$ (1,124.92)	\$ (281.72)
2 Full-Size 35' FR Buses	2020 Beginning Budget	\$ 814,975.00	\$ 203,819.00
	Sep-20	\$ (797,852.00)	\$ (196,963.00)
	Oct-20 (Radios)	\$ (563.46)	\$ (140.86)
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)
	<b>JTA Funded Balance</b>		\$ 591,646.45
<b>System Wide</b>			
	<b>JTA Funded Balance</b>		\$ -
<b>Service Equipment</b>			
Column Lifts for Vehicle Repair	2020 Beginning Budget		\$ 55,000.00
	Mar-20		\$ (49,679.54)
	<b>JTA Funded Balance</b>		\$ 5,320.46
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	2020 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
New Desk for HPTC Customer Service	2020 Beginning Budget		\$ 8,000.00
	Jul-20		\$ (7,935.55)
	<b>JTA Funded Balance</b>		\$ 129,953.16

<b>JTA Capital Balance</b>	\$ 4,814,538.37
<b>JTA Committed Project Funds Sub-Total</b>	\$ (1,277,830.76)
<b>JTA Vehicle Reserve</b>	\$ -
<b>JTA IT Reserve</b>	\$ (50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	\$ 3,486,707.61

# Jefferson Transit Authority Board

Remote Regular Meeting Minutes  
Tuesday, December 15, 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 1:30 p.m. Other members present were, David Sullivan, Greg Brotherton, and Ariel Speser with Vice-Chair Kate Dean excused. A quorum was present.

## STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility 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

Cindy Jayne commented about the need for transit to recognize reducing greenhouse gas emissions and energy consumption.

Aaron Gooze responded that greenhouse gas emissions is a metric that can be included. This will provide more context behind new riders and the resulting change in greenhouse gas emissions.

## FEHR & PEERS PRESENTATION

Attachment A

Aaron Gooze and Daniel Dye of Fehr and Peers presented the following on the Long Range Plan (LRP):

- Project status and Recap
- Growth in Jefferson County
- Bookend Service Concepts
- Evaluation of Service Concepts
- Next Steps

The following questions were asked:

- Are areas that do not have urban growth infrastructure part of the strategic plan?

- This is a planned response to the changing needs of the community.
- Is on-demand service in Kala Point and Cape George only hypothetical to prove the concepts?
  - This is meant to highlight some likely areas to expand coverage. The next steps will refine to the areas that the on-demand concept makes sense.
- Are there any other decentralized transit models, besides dial-a-ride, worth expanding to would allow for more service in the rural areas? What other on-demand models might work?
  - Microtransit is a different way to look at this. This would get people to the next nearest bus stop on the way their destination. The app based ride request is most standard at this time. Door-to-door, door-to-hub, and door-to-stop are some ways to provide this service. Time of day may change the way to provide this service.
- Are there different options in fixed route, such as cutaway to increase the frequency of service in an underused route?
  - This is something to look at. Also, weighing the tradeoffs of electrifying the fleet versus provision of service and different sizing of vehicles.
- Is there a benefit to completing the LRP a month early?
  - This will give ample time to adjust the Transit Development Plan (TDP) to the LRP and also allow time for public comment.
- What is the best way for the public to give comment on this presentation and the LRP?
  - Sj Peck can pass along comments. [Jeffersontransitplan.com](http://Jeffersontransitplan.com) has a section for questions or comments as well.

## CITIZENS ADVISORY COMMITTEE REPORT

### Attachment B

Darrell Conder reported on the following items:

- Fehr & Peers Presentation
- CAC Member Terms
- Social Media Policy

## CITIZENS ADVISORY COMMITTEE MEMBER TERMS

Member terms were discussed

***Motion: Greg Brotherton moved to approve reappointment of members 1-4. Ariel Speser seconded.***

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

## NEW AGENDA ITEMS

Request of Service for Jefferson County Department of Emergency Management (DEM)  
Discussion added to the agenda.

**FINANCE REPORTS**  
Attachment C and D

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

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

**CONSENT AGENDA**

- a. Approval of Minutes, October 20, 2020
- b. Approval of Minutes, November 17, 2020
- c. Approval of Expenses, October, 2020
- d. Approval of Expenses, November, 2020
- e. Out of State Travel Approval for John Bender
- f. **Resolution 20-23:** 2021 Board Meeting Schedule
- g. **Resolution 20-24:** 2021 Citizens Advisory Committee Meeting Schedule
- h. **Resolution 20-25:** Designating Signers for the Fiscal Accounts for Jefferson Transit
- i. Disposition of Surplus Property Under \$5,000

***Motion: Ariel Speser moved to approve the Consent Agenda. David Sullivan seconded.***

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

**UNFINISHED BUSINESS**

There was none.

**NEW BUSINESS**

- a. **Resolution 20-26:** Adopt the 2021 Proposed Budget

Sara Crouch explained the following changes/clarifications to the proposed budget:

- Vanpool revenue was removed from the Operating Budget.
- JTA will train operators, not buses.
- "Expenses" was added to page 13.

***Motion: Greg Brotherton moved to approve Resolution 20-26, to adopt the 2021 Proposed Budget. Ariel Speser seconded.***

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

- b. **Resolution 20-27:** Authorizing the General Manager to Sign an Engagement Letter with Integrity Systems LLC



Sara Crouch explained that JTA opted to upgrade, not replace, the finance software. The project should be complete by March, 2021

**Motion: Ariel Speser moved to approve Resolution 20-27, to adopt Authorizing the General Manager to Sign an Engagement Letter with Integrity Systems LLC. David Sullivan seconded.**

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

**c. Resolution 20-28:** Authorizing the General Manager to Sign a Contract with KPFF Consulting Engineers

JTA plans to reconfigure the Haines Place Transit Center (HPTC) Bus Loop to allow for more service and buses in response to the new Comprehensive Plan. Tammi Rubert asked that the Board adopt this Resolution.

**Motion: Greg Brotherton moved to approve Resolution 20-28, to adopt Authorizing the General Manager to Sign a Contract with KPFF Consulting Engineers. Ariel Speser seconded.**

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

**d. Request of Service for Jefferson County Department of Emergency Management Discussion**

DEM requested the use of a wheelchair accessible JTA vehicle to transport individuals with possible COVID symptoms. Tammi Rubert explained that JTA will work with the Jefferson County Attorney and our own attorney to develop a mutual aid agreement.

There was discussion.

**Motion: Greg Brotherton moved for JTA to investigate the Mutual Aid Agreement with DEM. Ariel Speser seconded.**

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

## REPORTS

### GENERAL MANAGER

#### Attachment E

Tammi Rubert reported the following items:

- Thanked David Sullivan for years of service
- Safety Plan Requirements and Continued COVID Response Measures
- Actions to Date
- Mutual Aid Request
- Ongoing Projects 2020
- Washington State Transit Association (WSTA)

**FLEET & FACILITIES**  
Attachment F

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

**OPERATIONS REPORT**  
Attachment G & H

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Current Service
- Ridership

Miranda Nash reported on the following items:

- Service Planning
- Ridership
- Olympic Connection Service
- Community Outreach and Events

**PUBLIC COMMENT**

Darrell Conder asked about vaccinations for transit drivers.

Tammi Rubert responded that transit workers hope to be vaccinated in Tier 2.

Debbie Jahnke thanked the Board including and engaging the public and also David Sullivan for his years of service.

**ADJOURNMENT**

The meeting was adjourned at 3:34 pm. The next regular meeting will be held Tuesday, December 15, 2020, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

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SJ Peck, Clerk of the Board

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Date

# **Jefferson Transit Authority Long-Range Plan**

**Long Range Service Concepts Evaluation**

**Tuesday, December 15, 2020**



# Agenda

1. Project status and recap
2. Growth in Jefferson County and JTA
3. Bookend Service Concepts
4. Evaluation of concepts
5. Next steps

Objective for today: Discuss service concepts and confirm appropriate next steps

# Project Status and Recap



## Project Status

- Project placed on hold due to COVID
- Accomplishments to date:
  - Open House, 2 Citizen Advisory Committee Meetings, Board Meeting, Agency Advisory Committee Meeting
  - Public feedback via open house, online survey, and website comments
  - Initial financial analysis (pre-pandemic)
  - Analysis of ridership trends, regional travel demand via Streetlight big data

## Open House Recap

- About 50 attendees
- Covered in local media
- 199 surveys completed



FEHR PEERS

SCJ ALLIANCE

**ECONorthwest**  
ECONOMICS • FINANCE • PLANNING

# Open House Recap



Menu

Peninsula  
**Daily News**

News Sports Crime Politics Opinion Entertainment Life



Rick Hastings of SCJ Alliance discusses a concept called a graffiti wall where participants at a Jefferson Transit Authority open house Wednesday, Jan. 29, 2020, could write down community needs in a venn diagram. (Brian McLean/Peninsula Daily News)

## Data to drive Jefferson Transit long-range plan

Agency gathering public input on future

By [Brian McLean](#)

Thursday, January 30, 2020 1:30am

NEWS JEFFERSON COUNTY

FEHR PEERS

SCJ ALLIANCE  
SOUTH COAST JEFFERSON COUNTY ALLIANCE

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## Project Status

- What have we heard so far?
  - **Agency partners:** Desire for more/higher quality connections to neighboring transit, Kingston Ferry
  - **CAC:** Need for more outreach/education on transit, safety on and off the bus, more connectivity needed to south county, event and tourism demand is high
  - **JTA Board:** Looking for service standards for areas outside of Port Townsend and interested in how this process will engage the public

# Project Status

Why is JTA important to you? (check all that apply)



0 100 200 300 400 500 600 700 800 900 1000

- It helps reduce congestion
- It helps people in my community who are transit-dependent
- It's good for the environment
- It's less expensive than driving
- It gets me where I need to go
- It connects me to neighboring transit providers
- Other (please specify)

# Project Status

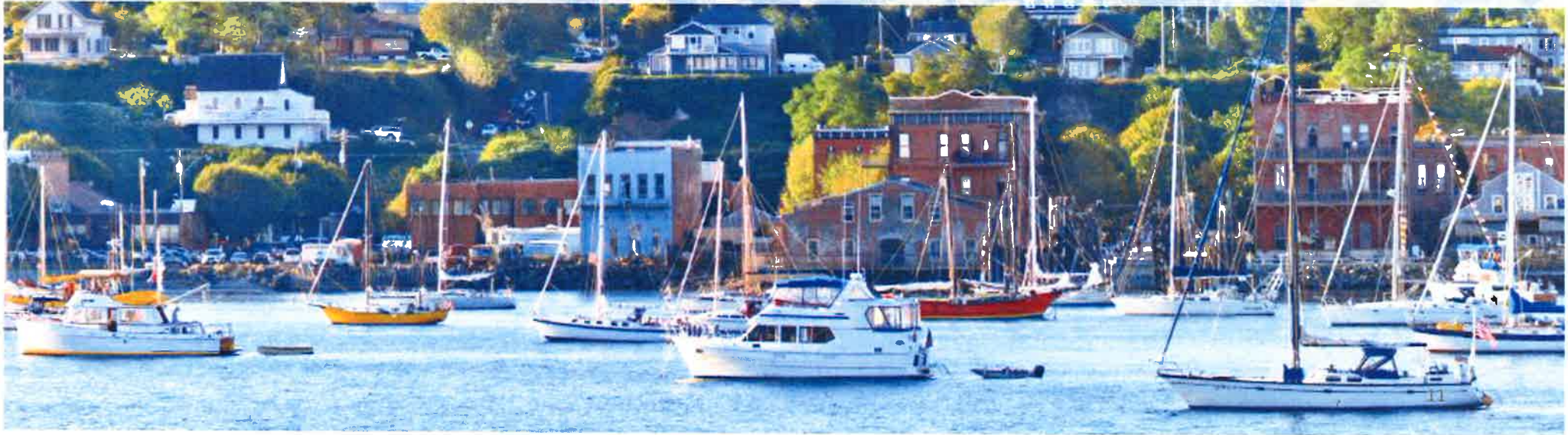
For what types of trips do you use the JTA system? (check all



0 100 200 300 400 500

Work School Medical Shopping/Errands Events/Leisure  
I don't currently use JTA Other (please specify)

# **Growth in Jefferson County and JTA**





# 20 Year Growth Projections

## Jefferson County Comprehensive Plan Growth Projections (2018-2038)

Location (Unincorporated unless noted)	2018 Estimated Projected Population <sup>2</sup>	Allocation Total Growth County-wide	Estimated Projected (2018-38) <sup>1</sup>	Projected Population 2038	2010-38 Projected Growth Rate <sup>3</sup>
Port Townsend UGA (Incorporated)	9,661	36%	2,814	12,479	1.13%
Port Hadlock/ Irondale UGA <sup>4</sup>	3,795	19.4%	1,516	5,394	1.48%
Port Ludlow MPR	2,759	10.1%	789	3,547	1.11%
Pleasant Harbor (Brinnon) MPR	--	4.5%	352	421	--
<b>UGA/MPR Subtotal</b>	<b>16,215</b>	<b>70%</b>	<b>5,471</b>	<b>21,841</b>	<b>1.28%</b>
Rural & Resource Areas Subtotal	15,452	30%	2,445	17,380	0.63%
<b>County-wide Total</b>	<b>31,667</b>	<b>100%</b>	<b>7,816<sup>5</sup></b>	<b>39,221</b>	<b>0.98%</b>

<sup>1</sup> The total number of 2038 population projections is based on the 2018 population and the projected growth rate for each location.

<sup>2</sup> The 2018 population estimates are based on the 2010 Census and the 2018 population estimates for each location.

<sup>3</sup> The 2010-38 projected growth rate is based on the 2010 Census and the 2038 population projections for each location.



## JTA Growth

Port Townsend and Jefferson County Comprehensive plans do not define JTA growth directly, they do highlight population and employment growth of approximately 25%

### **How much and how should JTA Grow over next twenty years?**

- Align growth with population and employment growth
- JTA growth is *contingent upon* revenue growth matching population and employment growth

# Bookend Service Concepts





## Bookend Service Concepts

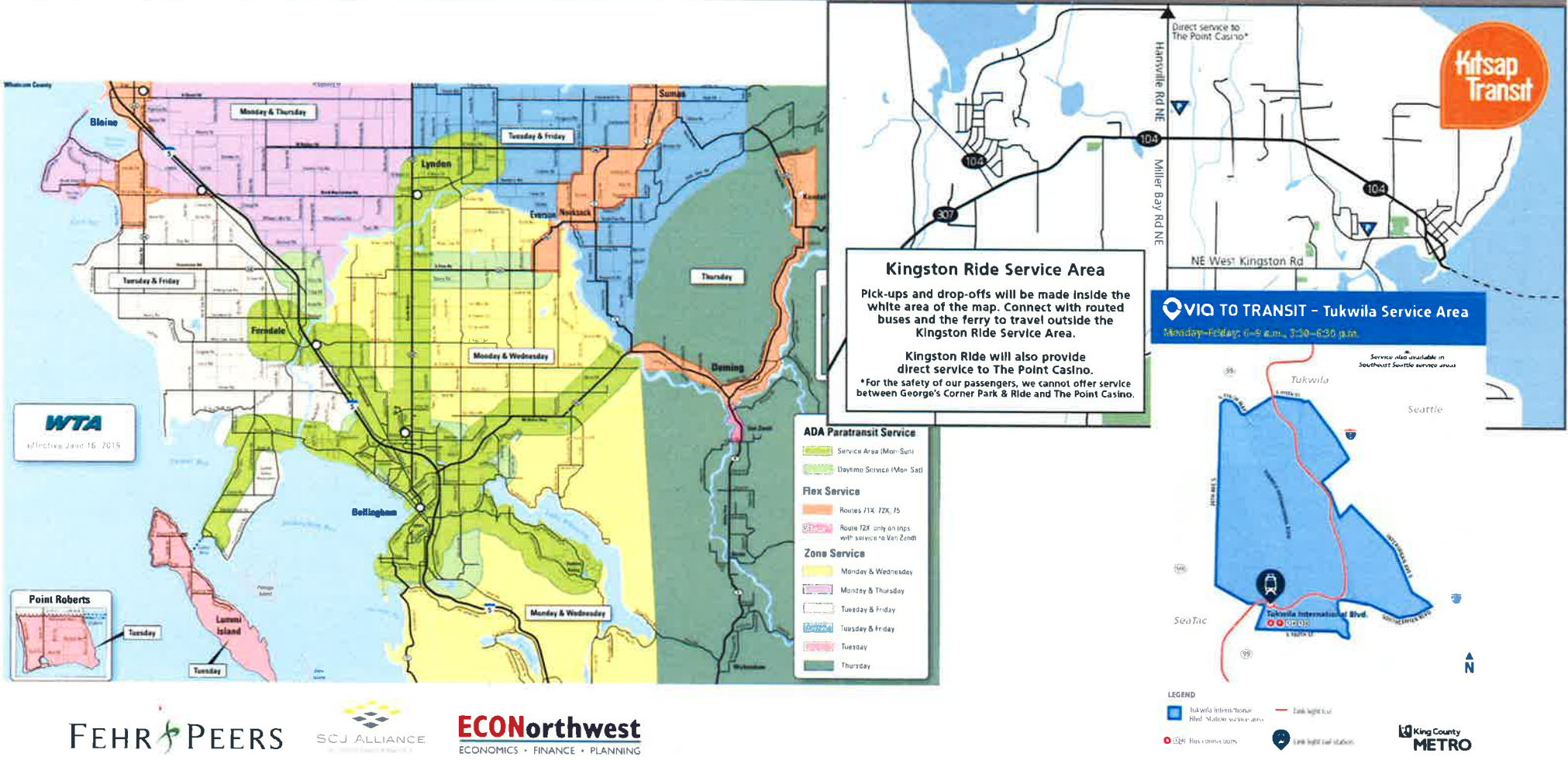
- Develop two contrasting service concepts that sit at opposite ends of the coverage/frequency spectrum
  - Neither concept will likely be the preferred concept at the end of this plan
  - Serves to study the change in service types JTA could implement over 20 years
  - Growth in service will be incremental and will track with revenue growth, will not occur if revenues do not grow

# Bookend Service Concepts

Each concept represents ~25% increase in service over twenty years

1. On demand service in Cape George, Cook Avenue (Route 3 area), and Kala Point
  - Provides service between these areas and Haines Place Park and Ride
  - Would be dispatched via phone/smartphone requests and serve areas not currently covered by JTA
  - Concept tests how expanding coverage of JTA impacts overall outcomes
2. Increased frequency in denser areas
  - Doubles the frequency of service on the Port Townsend Shuttle (Route 11) and Upper Sims (Route 4)
  - Makes it easier to catch a bus without needing to look at the schedule

# Example On-Demand Service Types



## Bookend Service Concepts

- Neither of these concepts are final, these are concepts to explore tradeoffs
  - Specific areas served with new service may be different
  - The type of service is not finalized
- Elements not part of bookend concept evaluation:
  - Growth of more or less than 25%
  - New routes (Ex. Kingston ferry or a Strait Shot connection)
  - Sunday service or earlier/later operating hours
  - Other changes to service like Tri-Area connections/frequency

# Evaluation of Service Concepts



## Evaluation of Service Concepts

- How do we evaluate the scenarios?
  - What is important?
  - How do we measure that?

The Mission of Jefferson Transit Authority:

To provide **reliable, safe, comfortable** public transportation service in Jefferson County which is **cost effective, reduces energy consumption** and contributes to the **cultural and economic betterment** of the residents of Jefferson County.

# Evaluation of Service Concepts

- Metrics:
  - Ridership
  - Access to opportunity
  - Proximity to service
  - Rider experience

## Evaluation of Service Concepts: Ridership

	<b>On-Demand</b>	<b>Frequency</b>
Forecast Increase in Weekday Riders	130	240
Riders Per Hour (peak hour of service)	20	40
Cost per Rider (2018\$, for comparison only)	\$18	\$16



# Evaluation of Service Concepts: Access to Opportunity

“Jane” analysis helps us explore how far you can get from a starting point on transit within a set time (30 and 45 minutes)



# Evaluation of Service Concepts: Access to Opportunity

- On-Demand shows major increases in Cape George and minor increases in Kala Point
- Frequency shows increases in central Port Townsend

Origin and Destination Points	Percent Change in the Number of Population and Jobs Reachable by Transit within 30 and 45 minutes			
	On Demand		Frequency	
	30-min	45-min	30-min	45-min
Haines Place Transit Center	0%	2%	1%	0%
Hospital	0%	2%	1%	0%
Library	0%	0%	10%	12%
Cape George	13%	78%	0%	0%
Kala Point	5%	2%	0%	0%
Port Hadlock	0%	0%	0%	0%
North Port Townsend	0%	1%	0%	0%
Sequim	0%	0%	0%	0%
Brinnon	0%	0%	0%	0%
Poulsbo	0%	0%	0%	0%
<b>Average</b>	<b>0%</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>

# Evaluation of Service Concepts: Proximity to Service

This metric shows how many people are within a walking distance to transit

- On-Demand Concept:  
Increases due to new service areas
- Frequency:  
No change since routes are in the same location

Demographics within 1/4 mile of transit	Percent Increase in the number of each population within 1/4 mile of transit	
	On-Demand	Frequency
Total People	7%	0%
Minority households	1%	0%
Zero-vehicle households	2%	0%
Disabled people	7%	0%
Low-income households	2%	0%
Seniors (65+)	11%	0%
Total Jobs	1%	0%
Total Households	2%	0%

# Evaluation of Service Concepts: Rider Experience

Average travel time for a sample of origins and destinations

- Includes average wait times and average walking time from a stop
- Benefits of Frequency option include shorter wait times
- Benefits of On-Demand option show new connections

Origin	Destination	Existing (Minutes)	On-Demand	Frequency
Haines Place Transit Center/Safeway	Cape George	No Transit	30 minutes	No Transit
Haines Place Transit Center/Safeway	North Port Townsend	30	-	-
Haines Place Transit Center/Safeway	Library/DT Port Townsend	15	-	5 minutes faster
Hospital	Port Hadlock	40	-	-
Hospital	Library/DT Port Townsend	40	-	5 minutes faster
Library/DT Port Townsend	Kala Point	No Transit	30 Minutes	No Transit
Pope Marine Park	North Port Townsend	45	-	5 minutes faster
Sequim	Pope Marine Park	70	-	5 minutes faster
Goodwill	Pope Marine Park	40	-	5 minutes faster

# Next Steps



## Public Outreach

- Phase 2 Planned outreach will be virtual
  - Online open house available for about two weeks (late January)
    - Recording of presentation like the January 2020 open house
    - Information about the concepts we have studied
    - Survey questions for community input on what they like/don't like in the concepts, priorities/weights for our metrics, and perspective on how service standards should guide future service planning

## Next Steps

- Continued testing of service concepts
  - High-level review of other concepts such as later service, Sunday service, direct connection to the Kingston Ferry, expanded on-demand services, etc.
- Incorporate feedback from CAC, JTA Board, and partner agencies
- Develop a “preferred” service concept that incorporates priorities of the community

## Timeline

- December 15, 2020: JTA Board Meeting (today)
- January 13, 2021: Agency Advisory Committee Meeting
- Mid/Late January 2021: Online open house/public outreach
- February 16, 2021: JTA Board Meeting - Final service concepts, public outreach summary and discussion to develop a preferred concept
- April 2021: JTA Board Meeting - Draft preferred concept and service standards discussion
- June 2021-Tentative adoption process for the Long Range Plan





63 4 Corners Road, Port Townsend, WA 98368

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

Jefferson Transit Authority Citizens Advisory Committee Remote Meeting

For Wednesday, November 4, 2020

CAC Board Members Present: Darrell Conder, Brandon Maxwell, Anne Metcalfe, John Nowak, Debbie Jahnke, Brenda McMillan, Viviann Kuehl and Tim Caldwell. A quorum was present.

Authority Board Member Present: Commissioner Kate Dean Staff Present included: General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Operations Manager Miranda Nash, and Clerk of the Board SJ Peck

**CALL TO ORDER/WELCOME**

Since Darrell Conder was unable to get his audio working, the meeting was called to order at 3:31 pm by Committee Vice Chair Brandon Maxwell.

**PUBLIC COMMENT FEHR & PEERS**

After the public comment the committee heard a remote COMPREHENSIVE PLAN PRESENTATION from Daniel Dye and Aaron Gooze from FEHR & PEERS, which included a power point presentation. They explained that the emphasis is still on expanding ridership. After this presentation there was an involved discussion by members of the CAC with the Fehr & Peers reps.

**NEW BUSINESS**

**CAC Member Terms and Possible New Chair /**

Darrell Conder explained that some member terms expire on January 1. (Actually Section IV of the CAC By Laws states that positions 1-4, which are 2 year terms, starts upon appointment and runs through December of the terminal year.)

I asked for discussion on this matter so that it can be addressed at the December Authority Board Meeting. At the end of the discussion ALL members with expiring terms chose to continue as CAC members. As a personal note I stated that I will continue to serve on the CAC if reappointed, but will have to step down as Chair beginning in January. Brandon Maxwell volunteered to be a temporary Chair until a permanent Chair is decided at the February CAC Meeting.

After this discussion

Miranda Nash explained that a new JTA Social Media Policy was approved by the Authority Board, and asked that the CAC review the policy— particularly the section regarding members refraining from posting on JTA Social Media to align with the Open Public Meetings Act. Miranda also gave a summary of the Jefferson Transit Service Evaluation Survey. The purpose of the survey was to receive feedback about ridership and public safety measures during the Pandemic. There was discussion on social distancing, safety, and ridership.

The CAC was asked if the verbiage should be changed in the Bike Policy. There was general consensus that the policy is accommodating and fair. It was suggested that language could be added to acknowledge that JTA will continue explore ways to increase space for bicycles.

Adjournment The meeting was adjourned at 5:46 pm.

Under Section IV of the CAC By Laws positions 1-4 are for 2 year terms. The bi-laws state that the terms start upon appointment and run through December of the terminal year.

Positions 1-4 were appointed in 2019.

Due to a serious health problem, I find I'm unable to continue serving as the CAC Chair. However, I do believe I will be able to continue on the committee.

Darrell Conder



63 4 Corners Road, Port Townsend, WA 98368

December 9, 2020

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

I want to inform the Authority Board of two items:

1. In August 2020 the Authority Board was notified that we were surplusizing Vehicle 305. The disposition was marked as "To be sold at auction"; this was an unintentional oversight. The vehicle was experiencing both transmission and engine failure and the vehicle was sold for scrap value.
2. Department of Revenue informed us of the unfortunate news that a large refund in sales tax is due to a Jefferson County entity. The entity filed for a refund for 4 years of sales tax paid. DOR will be taking the refund from our December 2020 Sales Tax payment, the amount is \$142,000.

The budget tracking percentage for November 2020 is 91.6%. We use that tracking figure as a guideline for monitoring expenses.

### **Sales Tax Analysis Reports**

For the month September 2020 (remitted in November 2020) sales tax was 2% lower than received in September 2019. Cumulatively, JTA has received 3.2% less sales tax revenue over the same time period in 2019. With the reduction of the sales tax refund, I am projecting a 5% cumulative sales tax reduction.

### **Revenue Report –**

- Operating revenue is under budget due to the loss of our last vanpool.

### **Expense Report – Cumulatively, JTA expenses are 21.8% UNDER budget.**

- **Labor** – Labor is 18.8% under budget.
  - Administration salaries are over budget.
- **Benefits** – Benefits are 16.5% under budget
  - Unemployment Insurance – I thought it would be over budget – we received several credits in the last quarter.
- **Services and User Fees** – S/U Fees are 44% 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 46.8% under budget
  - Realized substantial savings materials and supplies consumed, especially in Fuel, Tires, Lubrication, Office Supplies and Printing.
  - Non-Vehicle Maintenance & Repair – Now slightly under budget
  - Shop Supplies – Now on budget.
- **Utilities** – 8.3% under budget – electricity not yet posted, expect the line item will be slightly over budget at year end
- **Casualty/Liability Costs** – On budget

- **Taxes** – 71.3% under budget
- **Miscellaneous** – 35.9% under budget
- **Leases and Rentals** – 16.4% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

**Capital Activity –**

- Capital activity in November: EV Feasibility Study, Radio Project, and Comprehensive Plan



## November 2020 Financial Summary

Budget Tracking Figure: 91.6%

Operational Expenses:	\$338,471.18
Operational Revenues:	\$0.00
Non-Operational Income:	\$576,527.88
Capital Expenses:	\$9,781.59
Capital Income:	\$0.00

Sales Tax Received 11/30/2020 for September 2020:	\$525,977.44
Sales Tax Received 11/30/2019 for September 2019:	\$535,728.65

\*\*Sales tax decreased from prior year 2%\*\*

\*\*Cumulative Sales tax decrease from prior year 3.2%\*\*

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

Operating:	\$4,124,844.70
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2020 Capital Projects):	\$1,324,052.05
Dedicated (Committed) Grant Match (38% Funded):	\$1,934,994.40
(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:	\$127,912.08
Travel Fund:	\$1,500.00

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**Total** **\$9,610,700.23\*\***

\*"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	\$307,974.06	\$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	\$331,184.26	\$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%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$4,385,843.70	3,952,964.00	10.95%
November	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$4,911,821.14	4,378,964.00	12.17%
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		\$4,911,821.14	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,726,964.00	0.00%			
Monthly Average		\$448,529.19	\$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 Actual 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%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$3,432,056.89	3,181,475.00	7.89%
September	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$3,958,034.33	3,607,475.00	9.72%
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		\$3,958,034.33	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,729,475.00	0.00%			
Monthly Average		\$439,781.59	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$394,122.92				



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

	November	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,437,800.90	\$9,605,092.73
Operating Cash Provided/(Used) by:		
Operating Activities	(\$368,263.23)	(\$4,256,469.34)
Non-Capital Financing Activities	\$531,655.56	\$6,837,730.28
Investing Activities	\$1,159.55	\$40,738.20
Total Operating Cash Provided/(Used)	\$164,551.88	\$2,621,999.14
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$6,552.83)	(\$2,631,291.92)
Net Increase/(Decrease) Cash and Equivalent	\$157,999.05	(\$9,292.78)
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,595,799.95</b>	<b>\$9,595,799.95</b>

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

	November	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>		<b>\$45,425.24</b>	<b>\$47,170.00</b>	<b>96.30%</b>
<b>Operating Expenses</b>				
Labor	159,294.34	1,850,303.50	2,544,440.00	72.72%
Benefits	137,904.64	1,743,771.19	2,323,032.00	75.06%
Services and User Fees	7,501.57	197,293.48	414,952.00	47.55%
Materials & Supplies	13,182.91	229,242.58	512,194.00	44.76%
Utilities	3,246.73	73,391.94	88,153.00	83.26%
Casualty/Liability Costs	13,339.42	146,733.62	160,071.00	91.67%
Taxes		1,492.08	7,366.00	20.26%
Miscellaneous Expenses	3,651.57	82,915.69	148,732.00	55.75%
Leases and Rentals	350.00	16,559.28	22,017.00	75.21%
<b>Total Operating Expenses</b>	<b>338,471.18</b>	<b>4,341,703.36</b>	<b>6,220,957.00</b>	<b>69.79%</b>
<b>Operating Income (Loss)</b>	<b>(338,471.18)</b>	<b>(4,296,278.12)</b>	<b>(6,173,787.00)</b>	<b>69.59%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	(5,321.56)	60,873.63	77,793.00	78.25%
Taxes Levied by Transit	447,977.44	4,836,332.14	4,729,475.00	102.26%
Local Grants & Contributions	6,250.00	18,750.00	18,000.00	104.17%
State Grants & Contributions	20,872.00	104,360.00	125,232.00	83.33%
Federal Grants & Contributions	106,750.00	2,693,193.00	2,907,333.00	92.63%
<b>Total Non-Operating Revenues</b>	<b>576,527.88</b>	<b>7,713,508.77</b>	<b>7,857,833.00</b>	<b>98.16%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>238,056.70</b>	<b>3,417,230.65</b>	<b>1,684,046.00</b>	<b>202.92%</b>
<b>Net Income/(Loss)</b>	<b>238,056.70</b>	<b>3,417,230.65</b>	<b>1,684,046.00</b>	<b>202.92%</b>



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

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East		\$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		12,434.24	14,178.00	87.70%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>		<b>45,425.24</b>	<b>47,170.00</b>	<b>96.30%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	1,159.55	40,738.20	48,336.00	84.28%
Gain (Loss) on Disposition of Capital Items	(6,552.83)	15,688.48	25,595.00	61.30%
Other Nontransportation Revenues	71.72	4,446.95	3,862.00	115.15%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>447,977.44</b>	<b>4,836,332.14</b>	<b>4,729,475.00</b>	<b>102.26%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP	5,000.00	5,000.00	3,000.00	166.67%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	104,360.00	125,232.00	83.33%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	533,750.00	640,500.00	83.33%
Federal Grants and Contributions - FTA 5311(CARES)		2,159,443.00	2,266,833.00	95.26%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		1,551,308.94		0.00%
<b>Total Nonoperating Revenues</b>	<b>576,527.88</b>	<b>9,264,817.71</b>	<b>7,857,833.00</b>	<b>117.91%</b>
<b>TOTAL REVENUES</b>	<b>576,527.88</b>	<b>9,310,242.95</b>	<b>7,905,003.00</b>	<b>117.78%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Eleven Months Ending November 30, 2020**

	November	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$58,960.76	\$638,435.43	\$946,767.00	67.43%
Operators Overtime - Fixed Route	821.93	10,775.65	76,502.00	14.09%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,148.74	90,401.96	122,579.00	73.75%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,583.58	457,850.16	691,376.00	66.22%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,572.50	14,124.82	28,889.00	48.89%
Administration Salaries	51,206.83	637,294.52	669,685.00	95.16%
<b>Total Labor</b>	<b>159,294.34</b>	<b>1,850,303.50</b>	<b>2,544,440.00</b>	<b>72.72%</b>
<b>Benefits</b>				
FICA	14,931.00	181,410.38	243,184.00	74.60%
Pension Plans (PERS)	24,985.38	317,718.24	377,066.00	84.26%
Medical Plans	43,895.01	489,745.64	597,000.00	82.03%
Unemployment Insurance (UI)		8,060.92	10,000.00	80.61%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,616.94	57,616.44	131,354.00	43.86%
Holiday	16,824.50	95,110.47	113,879.00	83.52%
General Leave	27,180.64	245,913.64	318,180.00	77.29%
Other Paid Absence (Court Duty & Bereavement)	3,066.90	312,197.61	435,723.00	71.65%
Uniforms, Work Clothing & Tools Allowance	832.19	10,260.54	24,205.00	42.39%
Other Benefits (HRA, EAP & Wellness)	289.47	13,030.56	36,276.00	35.92%
Paid FML	282.61	3,618.35	4,339.00	83.39%
COVID-19 JTA/Federal Leave		9,088.40	31,826.00	28.56%
<b>Total Benefits</b>	<b>137,904.64</b>	<b>1,743,771.19</b>	<b>2,323,032.00</b>	<b>75.06%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	395.00	10,059.39	24,250.00	41.48%
Professional & Technical Services	1,596.18	83,984.24	131,900.00	63.67%
Contract Maintenance Services (IT Services)	1,155.62	11,272.44	16,005.00	70.43%
Custodial Services	840.00	20,960.00	18,720.00	111.97%
Security Services	255.06	4,269.65	5,600.00	76.24%
Vehicle Technical Services	494.31	17,526.60	47,000.00	37.29%
Property Maintenance Services	827.82	22,406.54	74,401.00	30.12%
Software Maintenance Fees	855.24	14,049.08	69,895.00	20.10%
Postage & Mail Meter Fees		1,178.63	3,600.00	32.74%
Drug & Alcohol Services	219.92	3,194.12	8,500.00	37.58%
Other Services & User Fees	862.42	8,392.79	12,081.00	69.47%
<b>Total Service and User Fees</b>	<b>7,501.57</b>	<b>197,293.48</b>	<b>414,952.00</b>	<b>47.55%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	9,692.35	105,462.75	218,955.00	48.17%
Tires	2,475.09	14,805.51	35,000.00	42.30%
Lubrication	416.58	3,225.19	15,550.00	20.74%
Tools	1,313.92	14,209.87	21,300.00	66.71%
Vehicle Maintenance & Repair Parts	(1,278.91)	38,473.28	96,500.00	39.87%
Non-Vehicle Maintenance & Repair Parts		8,024.36	9,132.00	87.87%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	45.49	1,393.67	5,750.00	24.24%
Shop Supplies (Maintenance & Cleaning)	250.94	18,620.84	20,537.00	90.67%
Safety & Emergency Supplies		1,534.03	7,800.00	19.67%
Office Supplies	166.20	5,808.52	20,920.00	27.77%
Computer Programs & Supplies		7,719.34	17,900.00	43.12%
Printing (Photocopier, Schedules & Brochures)	101.25	9,965.22	39,500.00	25.23%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>13,182.91</b>	<b>229,242.58</b>	<b>512,194.00</b>	<b>44.76%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	37.47	12,803.82	14,600.00	87.70%
Utilities (Electrical & Propane)		21,558.92	27,500.00	78.40%
Telephone & Internet	3,209.26	39,029.20	46,053.00	84.75%
<b>Total Utilities</b>	<b>3,246.73</b>	<b>73,391.94</b>	<b>88,153.00</b>	<b>83.26%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Eleven Months Ending November 30, 2020**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$146,733.62	\$160,071.00	91.67%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>146,733.62</b>	<b>160,071.00</b>	<b>91.67%</b>
<b>Taxes</b>				
State Taxes		689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees		376.02	750.00	50.14%
Other Licensing Fees & Taxes		426.42	3,000.00	14.21%
<b>Total Taxes</b>		<b>1,492.08</b>	<b>7,366.00</b>	<b>20.26%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	817.66	15,562.07	20,056.00	77.59%
Travel & Meetings		7,088.39	35,400.00	20.02%
Fines & Penalties		26.28	25.00	105.12%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)		1,316.95	23,404.00	5.63%
EE CDL and EE Physical Expense		3,505.13	9,345.00	37.51%
COVID-19 Related Expense	2,833.91	55,334.04	51,202.00	108.07%
Other Miscellaneous		82.83	300.00	27.61%
<b>Total Miscellaneous</b>	<b>3,651.57</b>	<b>82,915.69</b>	<b>148,732.00</b>	<b>55.75%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	3,770.00	3,000.00	125.67%
Service Vehicles & Equipment		316.10	2,500.00	12.64%
Other General Administration Facilities		12,473.18	16,517.00	75.52%
<b>Total Leases and Rentals</b>	<b>350.00</b>	<b>16,559.28</b>	<b>22,017.00</b>	<b>75.21%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b><u>338,471.18</u></b>	 <b><u>4,341,703.36</u></b>	 <b><u>6,220,957.00</u></b>	 <b><u>69.79%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 11/30/20</b>	\$ 3,309,046.45	\$ -
<b>Balance per GL @ 10/31/2020</b>		\$ 3,318,423.90	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 404.14	
	Transfers Out (Purchases)	\$ (9,781.59)	
	Transfers Out (Bond Call)	\$ -	
<b>Balance per GL @ 11/30/20</b>		\$ 3,309,046.45	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ -	
		\$ 3,309,046.45	

2019 Capital Projects			
Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$ -	\$ -
<b>Facility</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
	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)
	October 2020 - Transpo Group Invoice	\$ -	\$ (20,426.37)
	November 2020 - Transpo Group Invoice	\$ -	\$ (3,973.75)
	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)
	Nov 2020 - Invoice	\$ -	\$ (841.00)
	<b>JTA Funded Balance</b>	\$ -	\$ 469,897.53
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
<b>Radio Project - Maynard Mtn Repeater</b>	2020 Beginning Budget	\$ -	\$ 31,840.00
	Mar-20	\$ -	\$ (2,500.00)
	Jun-20	\$ -	\$ (2,250.00)
	Nov-20	\$ -	\$ (4,966.84)
<b>Security Cameras</b>	2020 Beginning Budget	\$ 2,500.00	\$ 35,000.00
<b>New Shelters</b>	2020 Beginning Budget	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>	\$ -	\$ 82,123.16
<b>Revenue Vehicles</b>			
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)
	Oct-20 (Radios)	\$ -	\$ (1,124.92)
2 Full-Size 35' FR Buses	2020 Beginning Budget	\$ 814,975.00	\$ 203,819.00
	Sep-20	\$ (787,852.00)	\$ (196,963.00)
	Oct-20 (Radios)	\$ (563.46)	\$ (140.86)
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)
	<b>JTA Funded Balance</b>	\$ -	\$ 591,646.45
<b>System Wide</b>			
	<b>JTA Funded Balance</b>	\$ -	\$ -
<b>Service Equipment</b>			
Column Lifts for Vehicle Repair	2020 Beginning Budget	\$ -	\$ 55,000.00
	Mar-20	\$ -	\$ (49,679.54)
	<b>JTA Funded Balance</b>	\$ -	\$ 5,320.46
<b>Office Furniture &amp; Equipment</b>			
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)
	<b>JTA Funded Balance</b>	\$ -	\$ 175,064.45

<b>JTA Capital Balance</b>	\$ 3,309,046.45
<b>JTA Committed Project Funds Sub-Total</b>	\$ (1,324,052.05)
<b>JTA Vehicle Reserve</b>	\$ -
<b>JTA IT Reserve</b>	\$ (50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	\$ 1,934,994.40



63 4 Corners Road, Port Townsend, WA 98368

November 12, 2020

**TO:** Board of Trustees, Jefferson Transit Authority

**FROM:** Sara Crouch, Finance Manager

**RE:** October 2020 Financial Report

The budget tracking percentage for October 2020 is 83.3%. We use that tracking figure as a guideline for monitoring expenses.

### **Sales Tax Analysis Reports**

For the month August 2020 (remitted in October 2020) sales tax was 3% higher than received for August 2019. Cumulatively, JTA has received 3.4% less sales tax revenue over the same time period in 2019.

### **Revenue Report –**

- Operating revenue is on budget.

### **Expense Report – Cumulatively, JTA expenses are 19.2% UNDER budget.**

- **Labor** – Labor is 16.8% under budget.
  - Administration salaries are 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 38% 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 42% 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** – 7.6% under budget – electricity not yet posted, expect the line item will be slightly over budget at year end
- **Casualty/Liability Costs** – On budget
- **Taxes** – 63% under budget
- **Miscellaneous** – 30% under budget
- **Leases and Rentals** – 15.4% under budget
  - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year.

### **Capital Activity –**

- Capital activity in October: EV Feasibility Study, Radio Project



## October 2020 Financial Summary

Budget Tracking Figure: 83.3%

Operational Expenses:	\$411,792.72
Operational Revenues:	\$962.88
Non-Operational Income:	\$574,386.09
Capital Expenses:	\$22,539.34
Capital Income:	\$0.00

Sales Tax Received 10/31/2020 for August 2020:	\$518,705.02
Sales Tax Received 10/31/2019 for August 2019:	\$501,416.48

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

\*\*Cumulative Sales tax decrease from prior year 3.4%\*\*

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

Operating:	\$3,946,048.94
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2020 Capital Projects):	\$1,333,833.34
Dedicated (Committed) Grant Match (38% Funded):	\$1,934,590.26
(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:	\$129,293.26
Travel Fund:	\$1,500.00

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**Total** **\$9,442,662.80\*\***

\*"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%	\$438,461.40	\$406,363.77	\$348,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$818,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,788.81	771,489.00	23.63%
March	0.90%	\$378,023.97	\$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	\$331,184.26	\$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	\$341,610.81	\$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%	\$608,467.71	\$485,580.98	\$504,473.98	\$398,053.15	\$399,443.33	\$426,000.00	19.38%	\$3,867,138.68	3,526,964.00	9.64%
October	0.90%	\$818,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.78%	\$4,385,843.70	3,952,964.00	10.95%
November	0.90%		\$535,728.66	\$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		\$4,385,843.70	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$4,726,964.00	0.00%			
Monthly Average		\$438,584.37	\$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	\$341,610.81	\$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%	\$608,467.71	\$485,580.98	\$504,473.98	\$398,053.15	\$399,443.33	\$426,000.00	19.38%	\$2,913,351.87	2,755,475.00	5.73%
August	0.90%	\$818,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.78%	\$3,432,056.89	3,181,475.00	7.88%
September	0.90%		\$535,728.66	\$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	\$348,766.90	\$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		\$3,432,056.89	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$4,729,475.00	0.00%			
Monthly Average		\$429,007.11	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$394,122.92				





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

	October	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,220,780.70	\$9,605,092.73
Operating Cash Provided/(Used) by:		
Operating Activities	(\$439,838.09)	(\$3,903,635.23)
Non-Capital Financing Activities	\$1,660,507.92	\$6,306,074.72
Investing Activities	\$1,240.29	\$39,578.65
Total Operating Cash Provided/(Used)	\$1,221,910.12	\$2,442,018.14
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$4,954.34)	(\$2,609,374.39)
Net Increase/(Decrease) Cash and Equivalent	\$1,216,955.78	(\$167,356.25)
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,437,736.48</b>	<b>\$9,437,736.48</b>

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

	October	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$962.88</b>	<b>\$45,425.24</b>	<b>\$47,170.00</b>	<b>96.30%</b>
<b>Operating Expenses</b>				
Labor	174,439.00	1,691,009.16	2,544,440.00	66.46%
Benefits	189,948.24	1,605,574.29	2,323,032.00	69.12%
Services and User Fees	7,789.03	185,335.47	414,952.00	44.66%
Materials & Supplies	19,233.94	211,877.78	512,194.00	41.37%
Utilities	3,601.95	66,746.06	88,153.00	75.72%
Casualty/Liability Costs	13,339.42	133,394.20	160,071.00	83.33%
Taxes		1,492.08	7,366.00	20.26%
Miscellaneous Expenses	3,091.14	78,545.71	148,732.00	52.81%
Leases and Rentals	350.00	14,956.49	22,017.00	67.93%
<b>Total Operating Expenses</b>	<b>411,792.72</b>	<b>3,988,931.24</b>	<b>6,220,957.00</b>	<b>64.12%</b>
<b>Operating Income (Loss)</b>	<b>(410,829.84)</b>	<b>(3,943,506.00)</b>	<b>(6,173,787.00)</b>	<b>63.87%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	1,809.07	66,195.19	77,793.00	85.09%
Taxes Levied by Transit	443,705.02	4,388,354.70	4,729,475.00	92.79%
Local Grants & Contributions	1,250.00	12,500.00	18,000.00	69.44%
State Grants & Contributions	20,872.00	83,488.00	125,232.00	66.67%
Federal Grants & Contributions	106,750.00	2,586,443.00	2,907,333.00	88.96%
<b>Total Non-Operating Revenues</b>	<b>574,386.09</b>	<b>7,136,980.89</b>	<b>7,857,833.00</b>	<b>90.83%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>163,556.25</b>	<b>3,193,474.89</b>	<b>1,684,046.00</b>	<b>189.63%</b>
<b>Net Income/(Loss)</b>	<b>163,556.25</b>	<b>3,193,474.89</b>	<b>1,684,046.00</b>	<b>189.63%</b>

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

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East		\$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	962.88	12,434.24	14,178.00	87.70%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>962.88</b>	<b>45,425.24</b>	<b>47,170.00</b>	<b>96.30%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	1,240.29	39,578.65	48,336.00	81.88%
Gain (Loss) on Disposition of Capital Items	12.50	22,241.31	25,595.00	86.90%
Other Nontransportation Revenues	556.28	4,375.23	3,862.00	113.29%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>443,705.02</b>	<b>4,388,354.70</b>	<b>4,729,475.00</b>	<b>92.79%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	83,488.00	125,232.00	66.67%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	427,000.00	640,500.00	66.67%
Federal Grants and Contributions - FTA 5311(CARES)		2,159,443.00	2,266,833.00	95.26%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>574,386.09</b>	<b>7,136,980.89</b>	<b>7,857,833.00</b>	<b>90.83%</b>
<b>TOTAL REVENUES</b>	<b>575,348.97</b>	<b>7,182,406.13</b>	<b>7,905,003.00</b>	<b>90.86%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Ten Months Ending October 31, 2020**

	October	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$55,292.92	\$579,474.67	\$946,767.00	61.21%
Operators Overtime - Fixed Route	204.13	9,953.72	76,502.00	13.01%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,500.46	83,253.22	122,579.00	67.92%
Operators Overtime - Dial-a-Ride (DAR)		1,420.96	8,642.00	16.44%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	35,728.15	418,266.58	691,376.00	60.50%
Other Overtime (Mntce, Dispatch, Cust Serv)	52.28	12,552.32	28,889.00	43.45%
Administration Salaries	75,661.06	586,087.69	669,685.00	87.52%
<b>Total Labor</b>	<b>174,439.00</b>	<b>1,691,009.16</b>	<b>2,544,440.00</b>	<b>66.46%</b>
<b>Benefits</b>				
FICA	19,745.35	166,479.38	243,184.00	68.46%
Pension Plans (PERS)	37,938.97	292,732.86	377,066.00	77.63%
Medical Plans	42,343.92	445,850.63	597,000.00	74.68%
Unemployment Insurance (UI)		8,060.92	10,000.00	80.61%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,456.10	51,999.50	131,354.00	39.59%
Holiday	2,543.71	78,285.97	113,879.00	68.74%
General Leave	28,416.36	218,733.00	318,180.00	68.75%
Other Paid Absence (Court Duty & Bereavement)	51,769.31	309,130.71	435,723.00	70.95%
Uniforms, Work Clothing & Tools Allowance	1,031.43	9,238.09	24,205.00	38.17%
Other Benefits (HRA, EAP & Wellness)	274.19	12,639.09	36,276.00	34.84%
Paid FML	428.90	3,335.74	4,339.00	76.88%
COVID-19 JTA/Federal Leave		9,088.40	31,826.00	28.56%
<b>Total Benefits</b>	<b>189,948.24</b>	<b>1,605,574.29</b>	<b>2,323,032.00</b>	<b>69.12%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		9,402.30	24,250.00	38.77%
Professional & Technical Services	2,413.99	80,112.50	131,900.00	60.74%
Contract Maintenance Services (IT Services)	816.41	10,116.82	16,005.00	63.21%
Custodial Services		19,175.00	18,720.00	102.43%
Security Services		3,450.52	5,600.00	61.62%
Vehicle Technical Services	1,774.71	16,937.57	47,000.00	36.04%
Property Maintenance Services	789.92	21,578.72	74,401.00	29.00%
Software Maintenance Fees	871.58	13,193.84	69,895.00	18.88%
Postage & Mail Meter Fees	81.93	1,178.63	3,600.00	32.74%
Drug & Alcohol Services	219.92	2,659.20	8,500.00	31.28%
Other Services & User Fees	820.57	7,530.37	12,081.00	62.33%
<b>Total Service and User Fees</b>	<b>7,789.03</b>	<b>185,335.47</b>	<b>414,952.00</b>	<b>44.66%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	844.62	94,582.27	218,955.00	43.20%
Tires	4,162.52	11,533.94	35,000.00	32.95%
Lubrication	353.35	2,808.61	15,550.00	18.06%
Tools	5,720.28	12,895.95	21,300.00	60.54%
Vehicle Maintenance & Repair Parts	4,904.80	39,855.88	96,500.00	41.30%
Non-Vehicle Maintenance & Repair Parts	130.79	8,024.36	9,132.00	87.87%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,348.18	5,750.00	23.45%
Shop Supplies (Maintenance & Cleaning)	1,479.33	17,487.47	20,537.00	85.15%
Safety & Emergency Supplies	450.73	1,534.03	7,800.00	19.67%
Office Supplies	890.72	4,691.44	20,920.00	22.43%
Computer Programs & Supplies	195.55	7,719.34	17,900.00	43.12%
Printing (Photocopier, Schedules & Brochures)	101.25	9,396.31	39,500.00	23.79%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>19,233.94</b>	<b>211,877.78</b>	<b>512,194.00</b>	<b>41.37%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	307.40	11,526.58	14,600.00	78.95%
Utilities (Electrical & Propane)		19,466.19	27,500.00	70.79%
Telephone & Internet	3,294.55	35,753.29	46,053.00	77.64%
<b>Total Utilities</b>	<b>3,601.95</b>	<b>66,746.06</b>	<b>88,153.00</b>	<b>75.72%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Ten Months Ending October 31, 2020**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$13,339.42	\$133,394.20	\$160,071.00	83.33%
<b>Total Casualty and Liability Costs</b>	<b>13,339.42</b>	<b>133,394.20</b>	<b>160,071.00</b>	<b>83.33%</b>
<b>Taxes</b>				
State Taxes		689.64	3,616.00	19.07%
Vehicle Licensing & Registration Fees		376.02	750.00	50.14%
Other Licensing Fees & Taxes		426.42	3,000.00	14.21%
<b>Total Taxes</b>		<b>1,492.08</b>	<b>7,366.00</b>	<b>20.26%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,028.58	14,744.41	20,056.00	73.52%
Travel & Meetings	291.66	6,998.23	35,400.00	19.77%
Fines & Penalties		26.28	25.00	105.12%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	19.95	1,316.95	23,404.00	5.63%
EE CDL and EE Physical Expense		3,432.00	9,345.00	36.73%
COVID-19 Related Expense	1,739.95	51,945.01	51,202.00	101.45%
Other Miscellaneous	11.00	82.83	300.00	27.61%
<b>Total Miscellaneous</b>	<b>3,091.14</b>	<b>78,545.71</b>	<b>148,732.00</b>	<b>52.81%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	350.00	3,420.00	3,000.00	114.00%
Service Vehicles & Equipment		316.10	2,500.00	12.64%
Other General Administration Facilities		11,220.39	16,517.00	67.93%
<b>Total Leases and Rentals</b>	<b>350.00</b>	<b>14,956.49</b>	<b>22,017.00</b>	<b>67.93%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b><u>411,792.72</u></b>	 <b><u>3,988,931.24</u></b>	 <b><u>6,220,957.00</u></b>	 <b><u>64.12%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 10/31/20</b>	\$	3,318,423.90	\$	-
Balance per GL @ 8/31/2020		\$	3,340,482.00		
	Transfers - In	\$	-		
	Reimbursement	\$	-		
	Investment Interest	\$	481.24		
	Transfers Out (Purchases)	\$	(22,539.34)		
	Transfers Out /Bond Call	\$	-		
<b>Balance per GL @ 10/31/20</b>		\$	3,318,423.90		
<b>Balance in Capital Account</b>	Outstanding Checks	\$	3,318,423.90		

**2019 Capital Projects**

Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$ -	\$ -
Facility	2020 Budgeted Balance	Grant Funding	JTA Funding
	Eng/Des 63 4 Corners EV Feasibility	\$ -	\$ 75,000.00
	May 2020 - Transpo Group Invoice		\$ (2,596.25)
	June 2020 - Transpo Group Invoice		\$ (4,946.25)
	August 2020 - Transpo Group Invoice		\$ (15,892.18)
	October 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)
	<b>JTA Funded Balance</b>		\$ 474,712.28
Other Building and Structures	2020 Beginning Budget	Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater		\$ -	\$ 31,840.00
		Mar-20	\$ (2,500.00)
		Jun-20	\$ (2,250.00)
Security Cameras		\$ 2,500.00	\$ 35,000.00
New Shelters		\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		\$ 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		\$ (486,393.97)
1 Trolley Style FR Bus		\$ -	\$ 350,000.00
2 Full-Size 30' FR Buses		\$ 752,861.00	\$ 188,140.00
	Sep-20	\$ (776,374.00)	\$ (194,094.00)
	Oct-20 (Radios)	\$ (1,124.92)	\$ (281.72)
2 Full-Size 35' FR Buses		\$ 814,975.00	\$ 203,819.00
	Sep-20	\$ (787,852.00)	\$ (196,983.00)
	Oct-20 (Radios)	\$ (563.46)	\$ (140.86)
Bus Wrap		\$ -	\$ 25,000.00
Major Component Replacement		\$ -	\$ 150,000.00
	May 2020 - Vehicle 505 Engine		\$ (21,083.07)
	<b>JTA Funded Balance</b>		\$ 591,646.45
System Wide	2020 Beginning Budget	Grant Funding	JTA Funding
			\$ -
	<b>JTA Funded Balance</b>		\$ -
Service Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
Column Lifts for Vehicle Repair		\$ -	\$ 55,000.00
		Mar-20	\$ (49,679.54)
	<b>JTA Funded Balance</b>		\$ 5,320.46
Office Furniture & Equipment	2020 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software		\$ -	\$ 175,000.00
New Desk for HPTC Customer Service		\$ -	\$ 8,000.00
		Jul-20	\$ (7,935.55)
	<b>JTA Funded Balance</b>		\$ 175,064.45

JTA Capital Balance	\$	3,318,423.90
JTA Committed Project Funds Sub-Total	\$	(1,333,833.64)
JTA Vehicle Reserve	\$	-
JTA IT Reserve	\$	(50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	\$	1,934,590.26



63 4 Corners Road, Port Townsend, WA 98368

Attachment E

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## General Manager's Report

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December 15, 2020

JTA would like to thank David Sullivan for his leadership on the Authority Board, his guidance and support have been invaluable. Over the years Mr. Sullivan supported JTA building reserves, building our new facility at 63 4 Corners and creating a sustainable public transit system. Thank you. You will be missed.

### **Safety Plan Requirements and continued COVID Response Measures**

December 10, 2020, Governor Jay Inslee issued new COVID-19 public transportation safety guidance for Washington State. The guidance outlines safety requirements for those who receive direct funding from the state or federal government to deliver public transportation services.

JTA already complies with these requirements. JTA has a strict regimen to ensure the fleet remains clean and safe for our drivers and the public.

JTA is required to adopt a written plan that is at least as strict as the requirements from the Governor.

### **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.

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

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- 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.

### **Mutual Aid Request**

JTA received a request from the Jefferson County Department of Emergency Management to loan them a lift-equipped vehicle to transport individuals with COVID symptoms for testing.

If the Authority approves moving forward with this request, JTA will work with our attorney to prepare an interlocal agreement of mutual aid. We have also been advised by WSTIP that they will also need to be involved. JTA would propose continuing to maintain the vehicles on our Preventative Maintenance schedule. We would strongly recommend the volunteers that will be driving the vehicles to take a training course on proper wheelchair securement.

### **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 meetings and have received public feedback through meetings and our survey. Fehr and Peers have 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.

At our October 15th meeting we discussed growth projections and funding driving service. We discussed service standards; growth targets 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.

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We discussed traditional metrics for services 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 on December 15, 2020.

### **Proposed Schedule**

- Anticipated Completion of Project                      TBD

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

December 15, 2020, JTA presented a contract to the Authority Board to direct the General Manager to enter into an agreement with KPFF to complete engineering and design for the HPTC Bus Loop Reconfiguration project.

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.



## **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:**

- Clerk of the Authority Meeting, Virtual – December 15 – SJ
- Finance Officers Leadership Committee, Virtual – March 2021 – Sara

Due to COVID-19, all of the committee meetings will be virtual meetings to approximately August of 2021.



63 4 Corners Road, Port Townsend, WA 98368

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Fleet & Facilities Report- John Bender  
Attachment F

## Board Meeting Report

### **Fleet:**

- New trolley bus nearing completion/delivery
- One new Gillig bus order process started.
- Funding for one new Forks vehicle requested.
- Vehicles 201, 203, 204, 13, 305 auctioned/scrapped.

### **Facilities:**

- Pressure reducer valves adjusted/installed at HP to resolve flush issues.
- Site clearing started at 111 Four Corners in preparation for future land use plans.
- Annual fuel tank, fire suppression systems, and vehicle lift PM services completed.

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

- Inventory part files updated – automated requisition system now being used.
- Obsolete parts identified and being removed from inventory.
- New janitor Ken Stone hired 09/08/2020.
- New (temp) fueler/fogger Bruce Marsh hired 10/19/2020.



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

Attachment G

**Nicole Gauthier**  
**Fixed Route Operations Manager**  
**Board Report - December 15, 2020**

**Operations Update**

- Jim Springer has been hired as a Field Supervisor. Before accepting the Field Supervisor position Jim was a transit operator with JTA.

**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 one exclusion during November due to intoxication.
- Gary Maxfield is currently conducting CDL training for a mechanic and for a new JTOC employee. Gary anticipates having both employees ready for CDL testing by mid-January. The CDL tests will be conducted with Pierce Transit.

**Current Service Updates**

- On November 2, 2020 JTA returned to full service on the east side of Jefferson County.
- JTOC is still operating on a reduced service.
- The #1 Brinnon run is not currently making a connection with Mason Transit. Our service ends at Blackpoint turnaround. At this time Mason Transit is not sure when they will resume their connection with JTA.
- 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. Drivers are keeping the barriers at a 90 degree angle. The 90 degree angle minimizes glare on the windshield and side mirrors.
- Since returning to full service JTA has not had an overcapacity issue.

**Ridership**

<b>Fixed Route Daily Ridership Averages</b>			
	2019 averages	2020 averages	% of change
October	771	255	-70%
November	756	325	-57%

<b>JTOC Daily Ridership Averages</b>			
	2019 averages	2020 averages	% of change
October	44	17	-61%
November	50	16	-68%



63 Four Corners Road, Port Townsend, WA 98368

Attachment H

Miranda Nash  
Mobility Operations Manager  
Board Report Dec.15, 2020

**Service Planning:**

Jefferson Transit participated in WSDOT’s Human Service Transportation Plan workshop on November 19, 2020, to discuss barriers individuals with mobility challenges or special transportation needs face in using or gaining access to transportation services. WSDOT’s open house for public input is open until December 22. A link to the open house is available on the Jefferson Transit Website.

**Ridership:**

**Dial-A-Ride:**

In October, Jefferson Transit was still running on reduced service, and Dial-A-Ride ridership averaged approximately 24 riders per day, consistent with the ridership pattern seen since July. JTA Dial-A-Ride returned to regular service hours on November 2, 2020. Dial-A-Ride ridership continued to average about 24 riders per day from November 2 to November 14. The Governor’s heightened CV19 restrictions were into place on November 16. Following the new restrictions, Dial-A-Ride ridership has decreased, averaging approximately 16 riders per day, similar to the ridership numbers we saw when JTA first reduced service hours in March 2020, where we saw averages of 11 riders per day in the first two months.

<b>Dial-A-Ride Daily Ridership Averages: Yearly comparison</b>			
	2019 averages	2020 averages	% of change
October	53	25	-53%
November	49	20	-59%

**Vanpool:**

JTA’s final vanpool has closed due to lack of ridership, with many of the group riders telecommuting. Due to COVID, social distancing requirements, and stay at home order, JTA will not be actively marketing or advertising to start new vanpool groups at this time.

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## **Olympic Connection Service**

Jefferson Transit hired a new operator for the Olympic Connection service in Forks. Our new operator holds a class A CDL and is currently participating in Training with our Safety and Training supervisor to obtain a passenger endorsement.

The Olympic Connection route is still operating on reduced service. Once our new operator has completed training, Jefferson Transit plans to return to full service levels in Forks.

## **Community Outreach and Events:**

### **7<sup>th</sup> Annual Toys for Tots Fill the bus event:**

JTA partnered with Kiwanis for our 7<sup>th</sup> annual fill the bus event on Saturday, December 5, 2020. The event was held at a new location this year, at the Port Townsend Safeway. Don Olsen from PT's Kiwanis consulted with the public health department on the events plan for social distancing and masking when collecting donations to the public. The pandemic has reduced the number of places to distribute donation collection boxes this year, so the event was significant in collecting donations for the Christmas for Children Program. Over 600 gifts and approximately \$7,200.00 in cash donations were collected at the event.



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 2/16/2021 January 2021 Expenses

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

- Accounts Payable Voucher #6901264 in the amount of \$92,114.98
- Accounts Payable Vouchers #6901265-6901303 in the amount of \$237,167.47
- Accounts Payable Voucher #6901304 in the amount of \$93,228.84
- Accounts Payable Vouchers #6901305-6901343 in the amount of \$69,489.69
- Capital Checks #6910038-6910039 in the amount of \$12,506.00
- Capital Check #6910040 in the amount of \$625.00
- 4 EFT payments in the amount of \$22,633.30

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

Sj Peck  
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 2/16/2021

December 2020 Expenses

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

- Accounts Payable Vouchers #6901147-6901180 in the amount of \$93,998.64
- Accounts Payable Voucher #6901181 in the amount of \$86,082.39
- Accounts Payable Voucher #6901182 in the amount of \$10,226.77
- Accounts Payable Vouchers #6901183-6901224 in the amount of \$49,437.27
- Accounts Payable Voucher #6901225 in the amount of \$90,367.07
- Accounts Payable Vouchers #6901226-6901263 in the amount of \$206,872.91
- Voided Accounts Payable Voucher #6900929 in the amount of \$64.42
- Voided Accounts Payable Voucher #6901151 in the amount of \$53.20
- Voided Accounts Payable Voucher #6901162 in the amount of \$20,688.93
- Advanced Travel Voucher #390 in the amount of \$382.47
- Advanced Travel Voucher #391 in the amount of \$382.47
- Advanced Travel Voucher #392 in the amount of \$362.71
- Advanced Travel Voucher #393 in the amount of \$382.47
- Voided Advanced Travel Voucher #389 in the amount of \$382.47
- Capital Checks #6910034-6910036 in the amount of \$15,897.00
- Capital Check #6910037 in the amount of \$45,111.29
- 4 EFT payments in the amount of \$1402.05

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: February 16, 2021

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

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Inventory Disposal Form

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: *[Signature]*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Items listed on the attached Inventory Disposal Forms are unusable by JTA and will be sold in public surplus auction.

RECOMMENDED  
ACTION/MOTION:

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





# Inventory Disposal Form

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

Updated 9/16/2020

### 1) Requester – Fill this section in for Request

Department: 41 - Maintenance Employee Requesting Disposal: John Bender Date: 02/05/2021  
 How was Current Market Value established? TBD @ auction Attach Documentation as to how fair market value was determined.  
 Department Supervisor Approval: John Bender Date: 02/05/2021

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
See attached spreadsheets	Variable	Variable	N/A	N/A	TBD at auction	New	Sold at public surplus auction

### 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  
 Is the item at the end of its useful life?  Yes  No  Unknown How did you determine this? Applicable vehicle obsolescence  
 General Manager Approval: [Signature] Date: 2.11.21

### 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

Facility 1 parts

Number	Bin	Description	On Hand	Sell Price	Total Price
BS-2600105	OB	INSERT RUB RAIL (\$ PER FOOT) (OBS)	110.0	1.463	\$160.93
VC-7-A	OB	ANTIFREEZE GOLD FOR FORD 6.0 (OBS)	38.8	13.408	\$520.23
A0202526EB	OB	LUG NUTS (OBS)	16.0	3.715	\$59.44
020119001	OB	LUG NUTS (OBS)	13.0	1.250	\$16.25
MSD/45000058	OB	DECAL EMG EXIT TO OPEN PULL WINDOW (OBS)	13.0	1.003	\$13.04
29505612	OB	BOLT TRANS PAN/FILTER HOUSING (OBS)	10.0	4.012	\$40.12
641-1525	RECEIVING	NUT WHEEL BOLT 9/16" (OBS)	8.0	7.794	\$62.35
641-2181	OB	WHEEL BOLT (OBS)	8.0	3.662	\$29.30
050134002	OB	SHOCK BUSHING (OBS)	8.0	5.120	\$40.96
3905307	OB	SCREW BANJO CONNECTOR (OBS)	7.0	3.844	\$26.91
82-02891-182	OB	LINER FRAME FELT (OBS)	7.0	4.880	\$34.16
4" FLEX	OB	HOSE SS 4" FLEX (\$ PER FT) (OBS)	6.5	18.682	\$121.43
40-11810-005	OB	CONNECTOR RUBBER (OBS)	6.0	2.005	\$12.03
82-01967-000	OB	WEAR STRIP (OBS)	6.0	1.210	\$7.26
X004478	OB	SEAL CLAMP 3" (OBS)	5.0	7.420	\$37.10
4411	OB	BULB SEALED BEAM (OBS)	5.0	10.695	\$53.48
H7606	OB	LAMPS (OBS)	5.0	0.000	\$0.00
610077	OB	GASKET FOR T2000 AIR DRYER (OBS)	5.0	2.542	\$12.71
82-29840-000	OB	W/C RESTRAINT SINGLE DELUXE (OBS)	5.0	64.574	\$322.87
82-55482-000	OB	LIGHT LED MARKER FRONT (OBS)	5.0	19.003	\$95.02
010133007	OB	BUSHING (OBS)	5.0	6.920	\$34.60
81667	OB	SWITCH 6 BLADE (OBS)	5.0	8.270	\$41.35
HST4228FD	OB	BRAKE SHOE (OBS)	4.0	25.997	\$103.99
HST4592AD	OB	BRAKE SHOE (OBS)	4.0	39.142	\$156.57
3905449	OB	GASKET VALVE COVER CUMMINS (OBS)	4.0	14.726	\$58.90
11-45719N000	OB	SHOCK KONI (OBS)	4.0	118.707	\$474.83
82-07630-000	OB	SOCKET SPRING PLUNGER RT GILLIG (OBS)	4.0	4.774	\$19.10
82-07631-000	OB	SOCKET SPRING PLUNGER LEFT GILLIG (OBS)	4.0	4.761	\$19.04
82-07788-000	OB	CLIP GAS SPRING 10MM GILLIG (OBS)	4.0	0.195	\$0.78
82-44517-000	OB	W/C RETRACTOR DUAL KNOB W/RED WEB (OBS)	4.0	102.731	\$410.92
011021240	OB	RELAY BOSCH (OBS)	4.0	4.824	\$19.30
V2-AC-103	OB	BASE LATCH W/C LIFT (OBS)	4.0	2.000	\$8.00
415-9014	OB	CAPTIVE SCREW W/C LIFT PHANTOM (OBS)	4.0	7.816	\$31.26
SRK-168	OB	AIR SUSP LINK (OBS)	4.0	9.590	\$38.36
24-445	OB	REGULATOR MINI 1/4" (OBS)	4.0	24.537	\$98.15
HOLDER	OB	HOLDER MANIFEST (OBS)	4.0	20.700	\$82.80
W701742-S430	OB	A/C RING RETAINER (OBS)	3.0	0.872	\$2.62
W704579-S430	OB	A/C RING RETAINER (OBS)	3.0	0.818	\$2.45
W711062-S437	OB	BOLT INJECTOR COIL TRITON V10 (OBS)	3.0	2.180	\$6.54
3903475	OB	SEAL RECTANGULAR RING CUMMINS (OBS)	3.0	1.070	\$3.21
3914711	OB	CLIP CUMMINS (OBS)	3.0	1.090	\$3.27
3920622	OB	SCREW HEX (OBS)	3.0	3.010	\$9.03
051905005	OB	GLASS W/S ORION RH TINTED (OBS)	3.0	220.963	\$662.89
22920	OB	KIT SEAT BELT EXT (OBS)	3.0	105.600	\$316.80
21075Y	OB	LIGHT LED MODEL 21 (OBS)	3.0	25.142	\$75.43
15208	OB	LAMP LICENSE PLATE (OBS)	3.0	2.786	\$8.36
29003	OB	SPRING PEDAL RETURN (OBS)	3.0	3.772	\$11.32
54TD	OB	REFLECTOR RED (OBS)	3.0	2.661	\$7.98
81665	OB	SWITCH 3 BLADE (OBS)	3.0	5.209	\$15.63
F2UZ-5K486-A	OB	BUSHING SWAY BAR (OBS)	2.0	6.714	\$13.43
F3TZ-7L278-A	OB	BUSHING GEAR SHIFT (OBS)	2.0	4.425	\$8.85

F5TZ-14N089-B	OB	RELAY (OBS)	2.0	12.266	\$24.53
F7TZ-12K073-B	OB	SENSOR CAM POSITION 7.3 FORD (OBS)	2.0	22.450	\$44.90
KFL-33	OB	HOSE FUEL PUMP (OBS)	2.0	5.125	\$10.25
KFL-34	OB	HOSE FUEL PUMP (OBS)	2.0	6.183	\$12.37
KFL-35	OB	HOSE FUEL PUMP (OBS)	2.0	4.454	\$8.91
117.65006	OB	BRAKE HARDWARE (OBS)	2.0	21.138	\$42.28
120.65064	OB	ROTOR BRAKE REAR FORD VAN (OBS)	2.0	120.270	\$240.54
64115B	OB	BRAKE DRUM REAR 908 (OBS)	2.0	284.817	\$569.63
64117B	OB	BRAKE DRUM FRONT 908 (OBS)	2.0	188.090	\$376.18
800375	OB	CHECK VALVE (OBS)	2.0	21.838	\$43.68
E-10841A	OB	KIT BRAKE REPAIR (OBS)	2.0	51.067	\$102.13
2868820	OB	THRUST BEARING ISM (OBS)	2.0	16.601	\$33.20
3088161	OB	WEAR PLATE THRUST BEARING ISM(OBS)	2.0	7.052	\$14.10
3102561	OB	UNION MALE (OBS)	2.0	2.226	\$4.45
3558723	OB	GASKET AIR INTAKE CUMMINS (OBS)	2.0	1.466	\$2.93
3918188	OB	O RINGS FUEL CUMMINS (OBS)	2.0	1.998	\$4.00
5318056	OB	CONNECTOR QUICK DISCONNECT (OBS)	2.0	10.050	\$20.10
40091	OB	SEAL SCOTSEAL PLUS XL (OBS)	2.0	36.997	\$73.99
M363000	OB	AIR BRAKE (OBS)	2.0	3.540	\$7.08
29535910	OB	KIT TRANSMISSION SERVICE (OBS)	2.0	17.157	\$34.31
42-25133-000	OB	BRACKET GILLIG (OBS)	2.0	22.830	\$45.66
51-12230-001	OB	SWITCH PUSH BUTTON GILLIG (OBS)	2.0	34.319	\$68.64
54-33553-000	OB	STUD GAS SPRING BALL PHANTOM(OBS)	2.0	1.084	\$2.17
82-01368-000	OB	BREATHER RR AXLE GILLIG (OBS)	2.0	5.330	\$10.66
82-14578	OB	O RING ALTERNATOR GILLIG (OBS)	2.0	3.085	\$6.17
82-16318	OB	SEAT BOLSTER (OBS)	2.0	39.338	\$78.68
82-16343	OB	AIRBAG SEAT SUSPENSION (OBS)	2.0	175.730	\$351.46
82-18435-000	OB	HINGE SPLASH SHIELD FEMALE (OBS)	2.0	10.417	\$20.83
82-18436-000	OB	HINGE SPLASH SHIELD FEMALE (OBS)	2.0	10.417	\$20.83
V2-SP-97	OB	SPRING UPPER PARALLEL (OBS)	2.0	7.395	\$14.79
011003044	OB	DIODE 6 AMP (OBS)	2.0	1.734	\$3.47
011685501	OB	VISOR SUN 30" (OBS)	2.0	89.387	\$178.77
011820506	OB	GAS SPRING (OBS)	2.0	11.547	\$23.09
050133001	OB	BUSHING (OBS)	2.0	14.510	\$29.02
050832116	OB	GASKET FUEL (OBS)	2.0	4.170	\$8.34
BS-2600102	OB	HINGE RUBBER 7' (OBS)	2.0	10.309	\$20.62
E1030403BB	OB	SOCKET AND BULB HAZARD 908 (OBS)	2.0	2.180	\$4.36
3918191	OB	WASHER SEALING (OBS)	2.0	0.920	\$1.84
102-32	OB	DIODE 25AMP (OBS)	2.0	5.724	\$11.45
AL9960LH	OB	ALTERNATOR THOMAS (OBS)	2.0	280.637	\$561.27
25550	OB	CAP W/C LIFT (OBS)	2.0	0.000	\$0.00
29178	OB	PINCH SHEILD RH INNER (OBS)	2.0	33.296	\$66.59
5200-1279	OB	LENS STEPWELL LIGHT (OBS)	2.0	4.800	\$9.60
5200-3121	OB	SWITCH FOG LIGHT (OBS)	2.0	10.527	\$21.05
AMI-19332	OB	CABLE CONTROL DROPSEAT 40" LONG (OBS)	2.0	27.100	\$54.20
WHR/124-105211-2B1	OB	SOLENOID 100 AMP (OBS)	2.0	29.005	\$58.01
21001Y	OB	LIGHT SIDE TURN SIGNAL AMBER (OBS)	2.0	6.992	\$13.98
40244	OB	SUPER 40 4" (OBS)	2.0	5.620	\$11.24
9335	OB	COMPRESSOR AIR 12V (OBS)	2.0	198.643	\$397.29
BE234099	OB	DIAPHRAM (OBS)	2.0	6.250	\$12.50
RKVFF 30-2	OB	KIT PROP CAB (OBS)	2.0	18.000	\$36.00
0404540	OB	SENDER FUEL DATCON (OBS)	2.0	16.580	\$33.16
19250Y	OB	LAMP CLEARANCE AMBER (OBS)	2.0	11.046	\$22.09
3122	OB	FILTER FUEL 1967 (OBS)	2.0	5.733	\$11.47
3600	OB	FILTER FUEL/WATER SEP FORD 6.0 (OBS)	2.0	48.212	\$96.42

60-1670	RECEIVING	WIPER BLADE FOR 1967 (OBS)	2.0	7.477	\$14.95
60-2656	OB	WIPER BLADE TRICO H/D 26" (OBS)	2.0	25.223	\$50.45
703-1699	OB	RADIATOR CAP 16 LBS VENTED (OBS)	2.0	5.755	\$11.51
730-4880	OB	ANTENNA FORD (OBS)	2.0	10.710	\$21.42
9007	OB	LAMP HAL BULB (OBS)	2.0	8.896	\$17.79
72240	OB	RELAY (OBS)	2.0	3.279	\$6.56
108454001	OB	BALLAST ASSM., 26.4 V 250 MA (OBS)	2.0	65.410	\$130.82
1150	OB	LIGHT CLEARANCE RED (OBS)	2.0	4.860	\$9.72
F5AZ-12A697-A	OB	SENSOR IAT 7.3 (OBS)	1.0	16.500	\$16.50
3C2Z-6B209-AA	OB	TENSIONER FORD 6.0 (OBS)	1.0	106.482	\$106.48
4L3Z-7210-BAA	OB	SHIFT LEVER (OBS)	1.0	53.475	\$53.48
7C2Z-7C130-A	OB	ASSY DAMPER SHIFT LEVER (OBS)	1.0	16.372	\$16.37
8C2Z-3050-A	OB	BALL JOINT LOWER FORD (OBS)	1.0	31.870	\$31.87
F4TZ-9D477-A	OB	FUEL TUBE (OBS)	1.0	30.634	\$30.63
F5AZ-12A648-A	OB	SENSOR EOT 7.3 (OBS)	1.0	16.270	\$16.27
F5TZ-2B164-B	OB	CLIP BRAKE PAD (OBS)	1.0	16.390	\$16.39
F81Z-9C968-AB	OB	FUEL PRESSURE REGULATOR 7.3 (OBS)	1.0	231.460	\$231.46
FODZ-7G357-A	OB	PIN GEAR SHIFT LEVER (OBS)	1.0	3.488	\$3.49
FT-144	OB	FILTER TRANSMISSION FORD 6.0 (OBS)	1.0	21.549	\$21.55
YC2Z-15632A22-AA	OB	SEAT CUSHION BOTTOM CUTAWAY FORD (OBS)	1.0	78.760	\$78.76
141.65015	OB	CALIPER ASSM REAR RIGHT (OBS)	1.0	67.166	\$67.17
141.65016	OB	CALIPER ASSM LEFT REAR (OBS)	1.0	61.803	\$61.80
235	OB	KIT UNLOADER AIR DRYER (OBS)	1.0	45.358	\$45.36
245035N	OB	DIAPHRAM QR1 VALVE (OBS)	1.0	7.057	\$7.06
286500N	OB	PRESSURE REGULATOR 85 PSI (OBS)	1.0	68.043	\$68.04
28720	OB	SEAL WHEEL (OBS)	1.0	9.570	\$9.57
3102386	OB	TUBE PRESSURE SENSING LONG (OBS)	1.0	51.928	\$51.93
3288933	OB	BELT (OBS)	1.0	47.599	\$47.60
3393834	OB	ELBOW MALE TURBO AIR VALVE CUMMINS (OBS)	1.0	64.519	\$64.52
3803403RX	OB	PUMP WATER L10 (OBS)	1.0	237.552	\$237.55
3905860	OB	FITTING CUMMINS (OBS)	1.0	0.000	\$0.00
3913287	OB	GASKET AIR COMPRESSOR CUMMINS (OBS)	1.0	10.350	\$10.35
3925327	OB	TUBE FUEL SUPPLY CUMMINS (OBS)	1.0	52.790	\$52.79
3926401	OB	SWITCH PRESSURE CUMMINS (OBS)	1.0	7.890	\$7.89
3926425	OB	SENSOR TEMPERATURE CUMMINS (OBS)	1.0	25.830	\$25.83
4984223	OB	SENSOR CAM POSITION (OBS)	1.0	47.854	\$47.85
5273379	OB	THERMOSTAT CUMMINS ISL (OBS) SEE NOTES	1.0	40.751	\$40.75
6882	OB	FILTER AIR FOR 908 (OBS)	1.0	49.126	\$49.13
40-22185-000	OB	SHIELD FLOOR LIGHT (OBS)	1.0	12.066	\$12.07
46-04J6363-0220	OB	HOSE HYDRAULIC W/ SLEEVE GILLIG (OBS)	1.0	16.162	\$16.16
46-38363-022	OB	HOSE ASY A/C SS (OBS)	1.0	210.318	\$210.32
51-02194-002	OB	RELAY DPDT 12VDC (OBS)	1.0	10.515	\$10.52
51-14031-006	OB	RELAY MIRROR HEAT TIMER (OBS)	1.0	49.745	\$49.75
51-22906-003	OB	RELAY 4PDT 24VDC (OBS)	1.0	19.924	\$19.92
51-26117-016	OB	SWITCH PRESSURE (OBS)	1.0	18.536	\$18.54
51-35525-000	OB	CHIME 1967 (OBS)	1.0	90.738	\$90.74
82-10933-000	OB	SEAL U CUP (OBS)	1.0	4.726	\$4.73
82-16319	5C6	SEAT CUSHION FOAM BACK (OBS)	1.0	97.735	\$97.74
82-16353	OB	SWITCH AIR BOX ASSY (OBS)	1.0	134.552	\$134.55
82-18860-000	OB	SWITCH SEAT LUMBAR USSC (OBS)	1.0	28.656	\$28.66
82-40522-000	OB	SPRING TORSION S SERIES R.H. (OBS)	1.0	4.032	\$4.03
82-41477-000	OB	SPRING TORSION S SERIES L.H. (OBS)	1.0	4.066	\$4.07
82-61447-000	OB	DRYER T-2000 (OBS)	1.0	357.934	\$357.93
010832506	OB	VALVE FUEL TANK WHISTLER (OBS)	1.0	47.349	\$47.35
011005405	OB	SWITCH MOMENTARY TOGGLE (OBS)	1.0	29.561	\$29.56

011021245	OB	RELAY DOOR TIMER (OBS)	1.0	50.130	\$50.13
011204515	OB	VALVE FRONT DOOR RELEASE (OBS)	1.0	141.320	\$141.32
011232905	OB	INTERIM WIPER (OBS)	1.0	18.500	\$18.50
0118155114	OB	HOLDER DOOR (OBS)	1.0	4.698	\$4.70
021008506	OB	BASE CIRCUIT BREAKER (OBS)	1.0	7.696	\$7.70
021008510	OB	CIRCUIT BREAKER (OBS)	1.0	38.851	\$38.85
031001503	OB	SWITCH (OBS)	1.0	7.900	\$7.90
051232403	OB	CONTROL ASY WIPER (OBS)	1.0	45.311	\$45.31
A1232904DD	OB	ARM WIPER (OBS)	1.0	143.702	\$143.70
BS-2600101	OB	HINGE RUBBER 12' (OBS)	1.0	18.038	\$18.04
3430205	OB	OIL HYDRAULIC 32 RYKON AW (OBS)	1.0	15.239	\$15.24
41-3374	OB	STARTER 40MT CW 12T 1/2 (OBS)	1.0	273.439	\$273.44
14345	OB	MOTOR W/C LIFT (OBS)	1.0	229.282	\$229.28
2203-0367	OB	SWITCH DIMMER (OBS)	1.0	17.166	\$17.17
29163	OB	PINCH SHIELD LH RICON (OBS)	1.0	56.462	\$56.46
29179	OB	PINCH SHIELD RH RICON (OBS)	1.0	56.462	\$56.46
33461	OB	PC BOARD W/C LIFT AIR DOOR CONTROL (OBS)	1.0	99.310	\$99.31
6113-0706	OB	HOSE AIR BRAKE 3/8" (OBS)	1.0	6.564	\$6.56
6127-0102	OB	SENDER FUEL ADJUSTABLE 1967 (OBS)	1.0	32.683	\$32.68
68102	OB	SWITCH DOOR (OBS)	1.0	10.677	\$10.68
68118	OB	SWITCH DOOR (OBS)	1.0	9.322	\$9.32
68140	OB	SWITCH MICRO DOOR (OBS)	1.0	27.100	\$27.10
CHS/72077	OB	SWITCH MASTER CRTL 4-POS (OBS)	1.0	117.831	\$117.83
V2-ES-127	OB	SOLENOID W/C (OBS)	1.0	62.970	\$62.97
0210085024	OB	SWITCH (OBS)	1.0	0.000	\$0.00
359-5999	OB	KIT SEAL WINDOW HUBCAP (OBS)	1.0	6.504	\$6.50
40700	OB	RUBBER SEAL (OBS)	1.0	1.100	\$1.10
82342	OB	GAUGE FUEL (OBS)	1.0	18.500	\$18.50
19721	OB	KIT LICENSE PLATE LAMP MOUNT (OBS)	1.0	3.955	\$3.96
55017-02	OB	SWITCH (OBS)	1.0	7.670	\$7.67
55055	OB	SWITCH (OBS)	1.0	6.903	\$6.90
730-3608	OB	SPEAKER TWO PACK (OBS)	1.0	12.450	\$12.45
BK8195586	OB	GAS SPRING (OBS)	1.0	14.095	\$14.10
K081189	OB	BELT MICRO (OBS)	1.0	48.552	\$48.55
ABP N83 309111	OB	FAN 2 SPEED DRIVERS DASH (OBS)	1.0	62.821	\$62.82
081223	OB	BELT V (OBS)	1.0	44.461	\$44.46
1-7968	OB	KIT FILTER TRANSMISSION (OBS)	1.0	16.666	\$16.67
1-7975	OB	FILTER TRANSMISSION (OBS)	1.0	36.693	\$36.69
1-8098	OB	FILTER TRANS FORD (OBS)	1.0	12.175	\$12.18
15205	OB	LED LICENSE PLATE LAMP (OBS)	1.0	19.860	\$19.86
1551	OB	FILTER HYDRAULIC (OBS)	1.0	4.960	\$4.96
17501	OB	GAS CAP LOCKING FORD '96-'00' (OBS)	1.0	22.645	\$22.65
19206	OB	LAMP LICENSE (OBS)	1.0	2.169	\$2.17
25-081325	OB	BELT SERPENTINE (OBS)	1.0	40.319	\$40.32
28705	OB	SEAL WHEEL REAR 2006 E350 W/ TC (OBS)	1.0	16.339	\$16.34
3118	OB	FILTER FUEL (OBS)	1.0	6.050	\$6.05
3125	OB	FILTER FUEL 1967 (OBS)	1.0	6.409	\$6.41
3817	OB	FILTER FUEL (OBS)	1.0	19.879	\$19.88
3818	OB	FILTER FUEL (OBS)	1.0	20.947	\$20.95
400111	OB	FILTER OIL W/ CAP FORD 6.0 (OBS)	1.0	19.762	\$19.76
54ATD	OB	REFLECTOR AMBER (OBS)	1.0	2.661	\$2.66
60301	OB	LAMP LICENSE PLATE (OBS)	1.0	4.347	\$4.35
6807	OB	FILTER AIR (OBS)	1.0	19.685	\$19.69
DS114	OB	SWITCH DIMMER (OBS)	1.0	9.788	\$9.79
FT-145	OB	FILTER TRANSMISSION INLINE 6.0 (OBS)	1.0	28.078	\$28.08

K071005	OB	BELT MICRO V (OBS)	1.0	32.509	\$32.51
G45535-1010	OB	HOSE COUPLING (OBS)	1.0	3.570	\$3.57
500947006	OB	ASY BALLAST FUSED (OBS)	1.0	65.410	\$65.41
506643001R	OB	BOARD LED DISPLAY LUMINATOR (OBS)	1.0	360.490	\$360.49
506643002R	OB	BOARD LED DISPLAY LUMINATOR (OBS)	1.0	360.490	\$360.49
214-0005	OB	FITTING GLAND W/C LIFT (OBS)	1.0	64.670	\$64.67
214-0006	OB	KIT SEAL ROD W/C LIFT (OBS)	1.0	18.070	\$18.07
214-0007	OB	SEAL PISTON W/C LIFT (OBS)	1.0	46.710	\$46.71
214-0044	OB	SEAL PISTON W/C LIFT (OBS)	1.0	14.490	\$14.49
2593986C1	OB	GASKET FLANGE (OBS)	1.0	13.556	\$13.56
2593998C1	OB	GASKET FLANGE (OBS)	1.0	18.762	\$18.76
55065-03	OB	SWITCH TOGGLE DOOR (OBS)	1.0	12.197	\$12.20
010601558	RECEIVING	COOLER ASY TRANS OIL (OBS)	1.0	941.040	\$941.04
10479130R	OB	STARTER GILLIG 24V 42MT (OBS)	1.0	291.106	\$291.11
PX-5TD-230R	OB	ALTERNATOR 12V 230A FORD REBUILT (OBS)	1.0	213.160	\$213.16
MBQV8	RECEIVING	MAIN BOARD 8 CH. QUEST CAMERA SYS (OBS)	1.0	418.473	\$418.47
9007 LED	OB	BULB LED HEADLIGHT SET (2 PK) (OBS)	1.0	54.097	\$54.10
22177299	OB	FUSE 1.5AMP TIME DELAY CLASS CC (OBS)	1.0	32.550	\$32.55
22177307	OB	FUSE .75AMP TIME DELAY CLASS CC (OBS)	1.0	21.730	\$21.73
81291601	OB	FUSE .5AMP TIME DELAY CLASS CC (OBS)	1.0	42.000	\$42.00
			<b>TOTAL QTY.</b>		<b>TOTAL \$\$</b>
			<b>644.3</b>		<b>\$16,357.08</b>

### Facility 2 Obsolete Parts

Number	Bin	Description	On Hand Total	Price Ea	Total Price
0022593	2C7 JTOC	AC401-110 FAN MOTOR CONDENSOR (OBS)	2.0	\$123.37	\$246.74
2599937C91	7C4	ROTOR BRAKE FRONT & REAR (OBS)	2.0	\$313.95	\$627.90
65-0193-00	7C3	FILTER DRYER A/C CM-3 SLIM LINE (OBS)	1.0	\$59.29	\$59.29
1847509C1-100-NAVISTR	JTOC	BELT V RIBBED 6PK1767 AIR COM (OBS)	1.0	\$33.32	\$33.32
			<b>TOTAL QTY</b>		<b>TOTAL \$</b>
			<b>6.0</b>		<b>\$967.25</b>

### Facility 3 Obsolete Parts

Number	Bin	Description	Total	Price Ea	Total Price
0705959	7B2	FUSE 2 AMP LIFT(OBS)	9.0	15.249	\$137.24
0705964	7B2	FUSE 3.5 AMP LIFT(OBS)	8.0	15.249	\$121.99
0705968	7B2	FUSE 6AMP 600V TIME DELAY LIFT(OBS)	5.0	12.886	\$64.43
47335	7B1	BALLAST LU150(OBS)	3.0	86.976	\$260.93
3531	7B1	FILTER FUEL OLD GENERATOR(OBS)	2.0	16.029	\$32.06
54-06962-AJ	WASHROO	LAMP ASY HIGH PRESSURE SODIUM(OBS)	2.0	395.295	\$790.59
3386	7B1	FILTER FUEL SECONDARY 054(OBS)	1.0	6.300	\$6.30
FF100	7B2	FLOODLIGHT HIGH PRESSURE SODIUM(OBS)	1.0	113.007	\$113.01
KLDR - 1 1/2 A	7B2	FUSE 1 1/2 AMP LIFT(OBS)	1.0	15.501	\$15.50
MS320/PS/BU	7B2	BULB 320W METALARC FUEL ISLAND(OBS)	1.0	52.560	\$52.56
601-160-128	7B2	TRANSFORMER 150V(OBS)	1.0	366.392	\$366.39
4X241	7B2	SOLENIOD LOCK MOHAWK LIFT(OBS)	1.0	60.162	\$60.16
3RT1044-1AC2	7B2	CONTACTOR MAIN LIFT (SIEMENS)(OBS)	1.0	172.580	\$172.58
			<b>Total Qty</b>		<b>Total \$</b>
			<b>36.0</b>		<b>\$2,193.74</b>





# Authority Board Agenda Summary

MEETING DATE: February 16, 2021

AGENDA ITEM: Resolution No. 21-01: Amending the 2021 Supplemental Capital Budget.

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 21-01  
Supplemental Capital Budget

BUDGETARY IMPACT (if applicable)

BUDGETED: \$350,000

EXPENDITURE REQUIRED: \_\_\_\_\_

FUNDING SOURCE: Capital Fund

REVIEWED BY: *[Signature]*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Trolley was originally scheduled to be complete and delivered by EOY 2020. Additional budget authority is necessary to add the Trolley Style Fixed Route Bus to the 2021 Budget. Delivery is expected in late February.

RECOMMENDED  
ACTION/MOTION:

Move to adopt Resolution 21-01, amending the 2021 Supplemental Capital Budget.

1 **Jefferson Transit Authority**  
2 **Resolution No. 21-01**

3  
4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
5 *Transportation Benefit Area, hereinafter called the "Authority", to amend the 2021*  
6 *Capital Budget.*

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

10  
11 **WHEREAS**, the Authority adopted the 2021 Capital Budget on December 10,  
12 2020;

13  
14 **WHEREAS**, amended 2021 Capital Budgets have been presented to the  
15 Authority Board; and

16  
17 **WHEREAS**, additional budget authority is necessary for the Trolley Style Fixed  
18 Route Bus.

19  
20 **NOW, THEREFORE, BE IT RESOLVED** by the Authority that the  
21 attached budget amendment be adopted for the remainder of 2021.  
22

23 **CERTIFICATION**

24  
25 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
26 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct  
27 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit  
28 Authority Board held on February 16, 2021.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Attest:

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

**Statement of Capital Outlays, Revenues and Contributions**  
**2021 Capital Budget**  
**Capital Expenditures and Nonoperating Revenues**

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total
<b>CAPITAL EXPENSES</b>				
<b>Capital Assets - Land</b>				
<b>Capital Project - Facility</b>				
		0	0	0
Engineering/Design - 63 4 Corners Feasibility Study EV, EV Chargers & Infrastructure	2020	31,000	0	31,000
Engineering/Design - 63 4 Corners Additional Maintenance Bay	2020	150,000	0	150,000
Engineering/Design - HP Transit Center Bus Loop Configuration Plan	2020	150,000	0	150,000
		331,000	0	331,000
<b>Capital Project - System Wide</b>				
Jefferson Transit Comprehensive Plan (In Progress)	2020	121,000		121,000
		121,000	0	121,000
<b>Capital Assets - Other Building &amp; Structures</b>				
Facilities Maintenance Building/Training Area	2021	800,000		800,000
Radio Project - Maynard Mountain Repeater	2019	31,840		31,840
Security Cameras (HPTC/63 4 Corners)	2019	35,000		35,000
New Shelters	Ongoing	45,000		45,000
		911,840	0	911,840
<b>Capital Assets - Revenue Vehicles</b>				
1 Full size 30' Fixed route buses (STP-Flex, Replacement)	2020	65,440	419,301	484,741
1 Full size 29' Cut-away - JTOC Service	2021	30,000	120,000	150,000
1 Trolley-Style Fixed Route Bus (JTA Funded)	2019	350,000		350,000
Major Component Replacement	Ongoing	150,000		150,000
		595,440	539,301	1,134,741
<b>Capital Assets - Service Vehicles</b>				
<b>Field Supervisor - SUV</b>				
	2021	45,000		45,000
		45,000	0	45,000
<b>Capital Assets - Service Equipment</b>				
<b>Facilities Maintenance Tractor</b>				
	2021	30,000		30,000
		30,000	0	30,000
<b>Capital Assets - Office Furniture &amp; Equipment</b>				
<b>Finance Software Upgrade</b>				
	2020	175,000		175,000
<b>Social Media Notification Software</b>				
	2021	15,000		15,000
		190,000	0	190,000
<b>Capital Assets - Construction in Progress</b>				
<b>N/A</b>				
		0	0	0
<b>TOTAL CAPITAL EXPENSES</b>		<b>2,224,280</b>	<b>539,301</b>	<b>2,763,581</b>
<b>BY FUNDING TYPE/YEAR</b>				
<b>Funding available - JTA Capital Reserve (CAPITAL ONLY)</b>				
	2019	66,840		66,840
	2020	692,440		692,440
	2021	920,000		920,000
	Ongoing	195,000		195,000
<b>Funding Available - FTA 5311 (Facility - CAPITAL ONLY)</b>			0	0
<b>Funding Available - FTA 5311 (STP Flex)</b>			419,301	419,301
<b>Funding Available - FTA 5311 (Consolidated)</b>			120,000	120,000
		<b>1,874,280</b>	<b>539,301</b>	<b>2,413,581</b>
<b>BY YEAR</b>				
<b>Project Carry Over</b>				
	2019/2020	954,280	419,301	1,373,581
<b>FY 2020 New Projects</b>				
	2021	920,000	120,000	1,040,000
		<b>1,874,280</b>	<b>539,301</b>	<b>2,413,581</b>



# Authority Board Agenda Summary

MEETING DATE: February 16, 2021

AGENDA ITEM: Resolution 21-02: To adopt a plan to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended), and to ensure the level and quality of transportation service is provided without regard to race, color, or national origin.

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS: Resolution 21-02  
Title IV Plan with changes marked

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

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

REVIEWED BY: *[Signature]* MEETING DATE: February 16, 2021

RECOMMENDATION: Approve COMMENTS:

SUMMARY STATEMENT: This is an amended Title VI Policy. Please see the attached outline of changes.

RECOMMENDED ACTION/MOTION: Motion: Move to adopt Resolution 21-02: Direct and Authorize the General Manager to implement the Title VI Plan consistent with applicable law.

1 **Jefferson Transit Authority**  
2 **Resolution No. 21-02**  
3 **Adopting Title VI Plan**

4 **A RESOLUTION** of the Board of the Jefferson Transit Authority to adopt a Plan to  
5 ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended), and to  
6 ensure the level and quality of transportation service is provided without regard to race,  
7 color, or national origin.

8 **WHEREAS**, agencies receiving financial assistance from the Federal Transit  
9 Administration are required to comply with Title VI of the Civil Rights Act of 1964 (as  
10 amended).

11 **WHEREAS**, Jefferson Transit Authority has been awarded funds from the Federal  
12 Transit Administration; and

13 **WHEREAS**, Jefferson Transit Authority continues to be committed to the principles that  
14 prohibit discrimination in any of its programs or activities.

15 **NOW, THEREFORE, BE IT RESOLVED** by the Board of the Jefferson Transit Authority  
16 that the attached Title VI Plan is adopted and the General Manager is directed and  
17 authorized to implement the plan consistent with applicable law.

18 **BE IT FURTHER RESOLVED** by the Board of the Jefferson Transit Authority that the  
19 General Manager and staff will provide periodic updates to the Board as necessary or  
20 required.

21 **CERTIFICATION**

22  
23 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
24 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct  
25 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit  
26 Authority Board held on February 16, 2021.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

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



# Title VI Plan

April 20~~21~~<sup>18</sup> - March 20~~24~~<sup>21</sup>

FOR THE FEDERAL TRANSIT ADMINISTRATION  
AND WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

PREPARED BY:  
Jefferson Transit Authority  
63 4 Corners Road  
Port Townsend, WA 98368

Revision Adopted by Jefferson Transit Authority Board Resolution, ~~February 20, 2018~~ April 20,  
2020 To Be Determined

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## INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

Jefferson Transit Authority (JTA) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B

## TITLE VI COMPLAINT PROCEDURES

Jefferson Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

### How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date the complainant became aware of the incident. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at: Jefferson Transit's Port Townsend office (address below) or on JTA's website at <http://jeffersontransit.com> (About JTA/Policies/Title Plan 2018-2021). It can also be requested by emailing [custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com) or calling 360-385-4777 or toll free 1-800-371-0497. JTA's Title VI Complaint form is attached to this document. (Attachment 2)

**The complaint may be filed in writing with Jefferson Transit Authority at the following address:**

63 4 Corners Road  
Port Townsend, WA 98368-9366

*NOTE: Jefferson Transit Authority encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the date the complainant became aware of the incident.*

**What happens to your complaint after it is submitted to Jefferson Transit Authority?**

1. Upon receipt of the complaint, the General Manager will be responsible for notifying the respondent(s) of the complaint within five working days of receipt. Additionally, a copy of the complaint will be forwarded for review by the JTA attorney.
2. The General Manager shall be given 15 working days from receipt of the complaint to inform the complainant as to the status of the investigation and/or resolution of the complaint.
3. If the complaint is against a sub-recipient, consultant, or contractor, the appropriate project manager shall be notified of the complaint within 15 working days of the receipt of the complaint.
4. Within 60 working days of the receipt of the complaint, the investigator\* will prepare a written report for the General Manager. The report shall include a narrative description of the incident, identification of persons interviewed, a finding, and recommendations for disposition. \*This can be JTA's Title VI Coordinator, the Title VI Specialist for a sub-recipient of federal funds, or the FTA Title VI Liaison.
5. The investigative report and findings of the complaint will be sent to JTA for review and comment by JTA's attorney.
6. The recommendation(s) shall be reviewed by the General Manager. The General Manager will discuss the report and recommendations with the JTA Board Chair.
7. If the complaint cannot be resolved by the General Manager, the complainant or respondent shall be notified of their appeal rights to JTA's Board of Directors and/or FTA.
8. A copy of the complaint and JTA's investigation report will be issued to FTA within 60 days of the receipt of the complaint.
9. After receiving FTA's comments, the investigation report will be released and briefings scheduled with all relevant parties.
10. If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), s/he shall be advised of their rights to appeal JTA's decision to the U.S. Department of Transportation. The complainant has 180 days after JTA's final resolution to appeal to USDOT. Unless new facts not previously considered come to light, reconsideration (appeal) by JTA will not be available.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Washington State Department of Transportation  
Public Transportation Division  
Attn: Title VI Coordinator  
PO Box 47387  
Olympia, WA 98504-7387

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
1200 New Jersey Ave., SE  
Washington, DC 20590

United States Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue NW  
Coordination and Review Section – NWB  
Washington DC, 20530

**RECORD OF TITLE VI OR OTHER CIVIL RIGHTS  
INVESTIGATIONS,  
COMPLAINTS OR LAWSUITS**

As of February ~~2014~~, ~~2020-18~~, JTA has no active lawsuits, investigations, or complaints alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

**Title VI -Investigations, Complaints and Lawsuits**

Date	Type*	Summary of Allegation	Actions Taken	Status

\* (I) Investigations, (C) Complaints, (L) Lawsuits

**LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

Jefferson Transit Authority is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Census. The United States is home to millions of national origin minority individuals who are Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide.

This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

According to the ALPACA, using Census 2015 5-Year American Community Survey (ACS) Data for Jefferson County, English is spoken by 99.56% of Jefferson County. Spanish, Indo/European and other LEP speaking in the household represents 0.45% of the non-English speaking population in Jefferson County. (Attachment 3)

## ANALYSIS OF FACTORS

### Factor No. 1: The number or proportion of LEP persons in the service area.

JTA's jurisdiction covers Jefferson County with connecting routes into Clallam, Grays Harbor and Kitsap Counties which are largely English speaking. The vast majority of the population with which we do business (individuals wishing to ride transit) is largely English speaking. Our Jefferson Transit Olympic Connection (JTOC) starts in Forks at the Forks Transit Center in Clallam County. Forks has a total population of 4,5084,472, with a Spanish population of 4.85% (338251 people). We service only a small portion of the Forks' population. Jefferson County has a total population of 28,96329,848, with a Spanish population of 0.021% (2986 people). ~~There are also a total of 60 Asian and Pacific Island speaking population in the combined service area that are included in the total figures, but not broken out, an Asian and Pacific Island speaking population of 0.3% (81 people), and an Indo/European speaking population of 0.1% (25 people) in the combined service area that are included in the total figures.~~ If we merge the Forks LEP statistics into our Jefferson County LEP statistics we have a total population of 33,43534,356 -with a Spanish non-English speaking populace of 337-473 people. ~~Thus, keeping the Spanish LEP population in our service area at 1% and reducing the total LEP population within our service area from 1.23% to 1.1%. The total percentage of LEP in our service area is 1.3% of the population.~~

### Factor No. 2. The frequency with which LEP individuals come into contact with the service.

(All) contacts with JTA are made through phone, email, written communication, via fax or in person. We potentially serve LEP persons daily via: bus; purchase of passes and tickets through drivers and JTA's customer service; rider questions to drivers, customer service, and dispatch; Dial-A-Ride (DAR) applications; Vanpool inquires; participation in public meetings, and through customer comments. An informal verbal survey was made of customer service clerks and dispatchers who answer call center information requests. They stated that they sometimes have a person call with a strong accent but they have never received a call where someone expected them to answer in a language other than English. In an informal survey of our West End route supervisor and drivers, they stated that they did not have problems communicating with Spanish speaking passengers. ~~When they get foreign tourists riding on the West End during the summer months, the drivers sometimes have a hard time communicating with these visiting passengers.~~

The Customer Service clerks speak English and translate in person or over the phone a total of approximately zero times a day. We have an average of zero calls a month that require translations.

### Factor No. 3: The nature and importance of service provided by Jefferson Transit Authority.

JTA provides important transit services to the public through Fixed Route, Deviated-Fixed Route and ADA Dial-A-Ride services. JTA's Mobility ~~Coordinator-Operations Manager~~ works closely with three local Boards to ensure JTA is providing meaningful access for those passengers with disabilities. The three organizations are: Jefferson County Council of the Blind, Disability Awareness Starts Here (DASH), and JC Developmental Disability Advisory Board. Jefferson County has a 0.5% LEP population; therefore, Jefferson County does not offer an LEP outreach in which our Mobility ~~Coordinator-Operations Manager~~ can participate.

**Factor No. 4.** The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons. Jefferson Transit Authority's current in-house language capabilities are in English only.

The transit system also recognizes the need to have language services in other languages besides English and has implemented:

- LanguageLine Solutions - This is a phone service for assistance in communicating with limited English speaking customers. Customer Service, Dispatch, and all other office employees have access to this phone service. Drivers who need interpreters for LEP passengers will call Customer Service or Dispatch who will then proceed to call LanguageLine Solutions for assistance.
- Google Translate on website – This feature translates JTA's website into dozens of different languages, including Spanish.

#### IMPLEMENTATION PLAN

Jefferson Transit Authority currently has implemented its plan and will review it annually, including any contacts with the LEP persons to determine the frequency of contacts, the language used, and how the contacts were handled.

We have identified LEP persons in the service area by: informal surveys of the drivers, customer service and dispatch; by customer comments/complaints; and by the latest ALPACA statistics. This data shows we have a 0.5% LEP population. Because of the higher percentage of Spanish LEP in Forks, JTA implemented LanguageLine in 2015 for their translation services. This provides JTA with a measurable record of LEP contacts that need translation services. The Mobility ~~& Outreach Coordinator~~ [Operations Manager](#) will update the language access plan if needed. JTA will continue LanguageLine through [2024](#).

Due to the small numbers of LEP individuals and lack of contact or requests, we have not yet needed to develop materials in any language except English. Customer Service has a chart, provided by LanguageLine, in which an LEP individual can identify their language for translation. Customer Service will then call LanguageLine and begin communication with the LEP individual.

Customer Service and Dispatch have been trained in how to use LanguageLine. Drivers have been instructed to connect the LEP individual with JTA's Customer Service or Dispatch.

~~In order to comply with 49 CFR 21.9(d), Jefferson Transit Authority and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protections against discrimination afforded them by Title VI. JTA has established a statement of rights and a policy statement.~~

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**NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI**

In order to comply with 49 CFR 21.9(d), Jefferson Transit Authority and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protections against discrimination afforded them by Title VI. JTA has established a statement of rights and a policy statement.

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Jefferson Transit Authority, Title VI Notice to the Public is:

- 1) Posted on JTA's website at <http://jeffersontransit.com>, and in the lobby of JTA's headquarters (Attachment 4)
- 2) Written on JTA's Customer Service Comment Cards that are available on all revenue service vehicles (Attachment 5)
- 3) Written within JTA's Bus Schedule Pamphlets (Attachment 6)

### ANALYSIS OF CONSTRUCTION PROJECTS

Over the last three years Jefferson Transit has:

~~Completed construction of a new Administration and Maintenance Facility at 63 Four Corners Road in Port Townsend, WA in June 2015.~~

~~Jefferson Transit began construction of a covered bike locker building, fifty new parking spaces, and a trail extension at its 63 4 Corners Park & Ride Facility for completion in late 2017. This will make the Park & Ride facility Multi-Modal. The trail extension is intended to connect the Larry Scott trail to Port Townsend and to eventually connect to the Olympic Discovery Trail, which spans across the Olympic Peninsula.~~  
~~Completed construction of a covered bike locker building, fifty new parking spaces, and a trail extension at its 63 4 Corners Park & Ride Facility in March of 2018. This made the Park & Ride facility Multi-Modal. The trail extension is intended to connect the Larry Scott Trail to Port Townsend and to eventually connect to the Olympic Discovery Trail, which spans across the Olympic Peninsula.~~

~~Completed installation of a standalone, two stall public restroom building at Haines Place Transit Center in November 2019. Both stalls are ADA compliant, increasing public access to restroom facilities in the downtown Port Townsend area.~~

### INCLUSIVE PUBLIC PARTICIPATION

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of Jefferson Transit Authority.

Jefferson Transit Authority has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. Jefferson Transit Authority has developed a comprehensive Public Participation Plan (PPP) which outlines the goals and objectives for public participation. (Attachment 7).



Transit Development Plan (TDP). The Transit Development Plan is a requirement of the Washington State Legislature. The Plan is prepared by the independent transit properties and turned into the State DOT. A summary document is prepared which shows the size of the fleet, costs, revenue, service revenue hours, revenue miles, expense and capital expenditures. Public hearings are held to obtain comments from the public on the TDP.

Transit Improvement Plan (TIP). Another document called the Transit Improvement Plan is prepared and it is used by the cities and counties. The TIP is a planning document that only addresses capital projects and improvement projects in cities and counties. All TIPs from local jurisdictions (counties and cities) as well as "transit agencies" feed into a Regional TIP which is required by the federal government. If an item we wish to purchase is not in the TIP, it cannot be funded. TIP is only for capital projects and represents the capital section of the Transit Development Plan. Although TIP is a federal requirement, it goes through the region and the state. Public hearings are held to obtain comments from the public on the TIP.

**Board Meetings.** The Jefferson Transit Authority Board is comprised of all three Jefferson County Commissioners, two City Council members appointed from the City of Port Townsend and one non-voting member representing the interests of Amalgamated Transit Union #587.

The Jefferson Transit Authority Board meets on the 3rd Tuesday of every other even month at Jefferson Transit Administration and Maintenance Facility located at 63 Four Corners Road, Port Townsend, WA. The meetings are held at 1:30 p.m. and are open to the public. Since the COVID-19 Pandemic began in March 2020, all Jefferson Transit Authority Board meetings have been held remotely, with a public login or toll-free dial-in number listed on [jeffersontransit.com](http://jeffersontransit.com) so that members of the public may still attend.

Agendas are made available to the public by 5:00 p.m. on the Thursday prior to the meeting. The Agenda is available on the website or by visiting the Jefferson Transit Administration and Maintenance Facility at 63 Four Corners Road in Port Townsend. The Agendas have a notice stating; "Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodation or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users may dial 711 to reach a relay operator." JTA publishes notices in the Port Townsend/Jefferson County Leader (The Leader) stating meeting locations and times. The Jefferson Transit Authority Board welcomes customer comments and provides a customer comment period at the beginning and end of every meeting.

**Public Meetings.** Public Meetings are held during Board meetings to enlist public comment on the budget or TDP. Notices are posted on JTA's website, published in The Leader, and posted on JTA's office building door.

**Major Service Change.** Public meetings are held throughout the community to obtain comments regarding the service change. A public meeting is held with the Authority Board Meeting. The proposed changes are presented for public and Board comments. Staff reviews the comments from the Route Design committee, public and Authority Board. The proposed service changes are revised if appropriate or necessary. Another public hearing is held as a final opportunity for public and employee comments on the proposals. The Authority Board then takes action on the changes.

One public hearing was held on August 28, 2020 to adopt the Transit Development Plan (TDP).

Another public hearing was held on November 17, 2020 to hear the proposed 2021 budget and adopt an amendment to the CARES Act Grant.

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One public hearing for service changes was held on November 21, 2017, and two public hearings for service changes meetings were held on November 30, 2017.

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**Fare Increase.** The fare structure is reviewed annually as part of the budgetary process. If a fare increase is determined necessary, there is a review of the data. Staff develops options to review. The fare increase is to be a consistent fare structure that maintains equity based upon service type and cost. The proposed changes are presented for public and Board comments. Staff review the comments from the public and Authority Board. The proposed service changes are revised if appropriate or necessary. A public hearing is held as a final opportunity for public and employees to comment on the proposals. The Authority Board then takes action on the changes.

———JTA's last fare increase went into effect on July 1, 2009. During the COVID-19 Pandemic Jefferson Transit Authority declared an Emergency and elected to go fare free to reduce contact between operators and passengers. This decision will be reviewed by the Authority Board when the Emergency Declaration is lifted.

**Travel Training Class.** Upon request, our Mobility Coordinator-Operations Manager will teach riders how to use JTA services including the bus, navigate and use fixed route and paratransit services, best practices in personal safety and awareness when riding public transit, utilize ADA accessible equipment, make connections with neighboring transportation agencies.

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**Customer Complaint Process.** Customer Service Comment/Complaint forms are available on all revenue service vehicles and the Haines Place Transit Center. Complaint procedures may be viewed and a complaint may be submitted via the website at [www.jeffersontransit.com](http://www.jeffersontransit.com). Copies of the complaint procedure and/or complaint may be requested by phone, U.S. Mail or picked up at JTA's office.

All feedback from customers is valued and will be reviewed and distributed to the appropriate agency representative(s). Customers shall receive a response back within three to seven business days, depending on the mode of communication.

All comments were addressed in the appropriate time span.

**General Awareness and Phone Surveys.** ~~Web surveys are done at [www.jeffersontransit.com](http://www.jeffersontransit.com). On July 20, 2016, JTA posted a 2017 Service Survey soliciting comments new service models related to the opening of JTA's 63-4 Corners Park and Ride Facility. General notices were posted on all revenue service vehicles, bus stations, and Jefferson Transit public facilities. Generally these notices are regarding, but not limited to, minor schedule changes or days the buses are not scheduled to run. Route service changes were implemented in January 2018. JTA is working with Fehr & Peers to develop a new long-range plan. Together, JTA and Fehr & Peers conducted a survey available online, by mail, or in-person. Web surveys are done at [www.jeffersontransit.com](http://www.jeffersontransit.com). On July 20, 2016, JTA posted a 2017 Service Survey~~

~~soliciting comments on new service models related to the opening of JTA's 634 Corners Park and Ride Facility. General notices were posted on all revenue service vehicles, bus stations, and Jefferson Transit public facilities. Generally these notices are regarding, but not limited to, minor schedule changes or days the buses are not scheduled to run. Route service changes were implemented in January 2018.~~

~~A survey of ridership was conducted during the COVID-19 Pandemic to ascertain the public's level of comfort riding transit during a national health crisis.~~

For General Awareness see the Jefferson Transit Authority Review of ~~2019-2020~~ Public Participation for a summary of JTA's outreaches. (Attachment 8)

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**Bilingual Outreach.** We have no bilingual outreach at this time. Our Service area population is 98.9% English speaking.

## MEMBERSHIP OF NON-ELECTED COMMITTEES

Jefferson Transit values the viewpoints of minority, LEP and low income participants in the community. The membership of these non-elected committees is selected by Jefferson Transit to supplement the elected decision making bodies that represent the transportation interests of our service area.

Jefferson Transit strives to select representation from low-income, minority and LEP populations within our service area whenever existing committee positions are available, or during the formation of a new committee/council. JTA solicits a list of volunteers from JTA's outreach modes and local agencies.

Committees are on an ad hoc basis. ~~JTA currently does not have a non-elected committee.~~

~~JTA formed a Citizen's Advisory Committee and held its first meeting in August of 2019. Meeting dates/times, agendas and minutes can be found online at [www.jeffersontransit.com](http://www.jeffersontransit.com).~~

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## FIXED ROUTE SERVICE STANDARDS

Jefferson Transit Authority has developed quantitative standards for fixed route operations to better understand and track the performance of our service to minority, low income and LEP populations. These standards apply to the fixed route portion of our services and are used to demonstrate that our fixed route services are provided to the general public regardless of race, color, or national origin.

Jefferson Transit Authority measures our fixed route system by using the following service standards:

### Vehicle Load

Jefferson Transit East does not assign any particular vehicle to any particular route.

Maximum load factor is the percentage of the “filled to capacity” of the vehicle. Filled-to-capacity is when all the seating and standing capacity of the vehicle is used. An example would be if the bus had 29 seats and a standing capacity of 42 and 50 people were riding in the bus, the Maximum Load Factor at that time would be at 70%

Jefferson’s Transit’s purpose is to provide safe, reliable public transportation to our riders. The Vehicle Load Factor is monitored regularly to ensure customer comfort and safety and the maximum load factor does not reach 100 percent on any vehicle.

JTA’s vehicles currently do not fill beyond seating capacity.

Vehicle Make	Vehicle Type	Passenger Capacities			
		Seating Capacity	Standing Capacity	Standing Capacity Used	Maximum Load Factor
<b>East-End Fleet</b>					
2004/GILLIG/PHANTOM 30 FT	30' Heavy-Duty Small Bus	29	42	0	< 41%
1996/THOMAS/TRANSIT LINER	33' Heavy-Duty Large Bus	30	36	0	< 45%
2011 GILLIG LOW FLOOR 30FT	30' Heavy-Duty Small Bus	26	17	0	< 60%
1982/ORION 01.502/BIA	30' Heavy-Duty Small Bus	31	35	0	< 47%
2011 GILLIG LOW FLOOR 35FT	35' Heavy-Duty Large Bus	32	40	0	< 44%
2001/PHANTOM 35 FT	35' Heavy-Duty Small Bus	32	31	0	< 51%
1992/ORION V/BIA	35' Heavy-Duty Large Bus	33	51	0	< 39%
2008/FORD/AllStar VAN	21' Light-Duty Truck Chassis-Built Cutaway	12	15	0	<31%
<b>West-End Fleet</b>					
2017/FORD/F550	29' Medium-Duty Truck Chassis-Built Cutaway	20	0	0	< 100%
2013/FORD/F550	31' Medium-Duty Truck Chassis-Built Cutaway	24	0	0	< 100%

Vehicle Make	Vehicle Type	Passenger Capacities			
		Seating Capacity	Standing Capacity	Standing Capacity Used	Maximum Load Factor
<b>East-End Fleet</b>					
2011 GILLIG LOW FLOOR 29FT	29' Heavy-Duty Small Bus	26	17	0	< 60%
2011 GILLIG LOW FLOOR 35FT	35' Heavy-Duty Large Bus	32	23	0	< 44%
2018 GILLIG LOW FLOOR 35FT	35' Heavy-Duty Large Bus	32	23	0	< 44%
2018 GILLIG LOW FLOOR 29FT	29' Heavy-Duty Small Bus	26	17	0	< 60%
2019 GILLIG LOW FLOOR 29FT	29' Heavy-Duty Small Bus	26	17	0	< 60%
2020 GILLIG LOW FLOOR 29FT	29' Heavy-Duty Small Bus	26	17	0	< 60%
2020 GILLIG LOW FLOOR 35FT	35' Heavy-Duty Large Bus	30	23	0	< 44%
<b>West-End Fleet</b>					
2017/FORD/F550	29' Medium-Duty Truck Chassis-Built Cutaway	20	0	0	< 100%
2013/FORD/F550	31' Medium-Duty Truck Chassis-Built Cutaway	24	0	0	< 100%

**Vehicle Headways**

Jefferson Transit headways are the hours between each scheduled route.

JTA Routes were not developed to, and in fact do not, differentiate by minority or income status of the areas or passengers served. JTA has no peak times. Each route is unique. Frequency of routes is determined by regional connectivity, population density, traffic congestion, ridership, development activities, and funding.

For the purpose of defining service standards and policies for Jefferson Transit's fixed route service, the agency has split its system into four route categories:

- Local-Routes are designed to carry passengers between major passenger hubs, employment centers, and residential neighborhoods within the city.
- Rural-Radial routes are carry passengers between major passenger hubs and neighboring towns and cities.
- Commuter-Regional Connectors are longer routes designed to carry passengers between the larger populated areas to employment centers and connecting counties.
- Rural-Regional Connector services large portions of the county that are sparsely populated that connect with other counties.

Weekday					
Route	Route Name	Type of Run	Headways per Hour or (Number of Runs)		
			6 AM to 8 AM	8 AM to 5 PM	5 PM to 8 PM
<b>East Jefferson Transit</b>					
#1	Brinnon	Rural-Regional Connector	1.3	1 (Run)	1 (Run)
#2	Fort Worden	Local	1	1	1
#3	Castle Hill/Cook Ave	Local	1 (Run)	1	1
#4	Upper Sims Loop	Local	-	2	2
#6a	Tri-Area Loop	Rural-Radial	1 (Run)	1	-
#6b	Tri-Area Loop	Rural-Radial	-	1	1 (Run)
#7	Poulsbo	Commuter-Regional Connector	1 (Run)	3 (Runs)*	1 (Run)
#8	Sequim	Commuter-Regional Connector	1 (Run)	3 (Runs)*	1 (Run)
#11	PT Shuttle	Local	2	2	2
<b>West Jefferson Transit</b>					
Jefferson Olympic Connection		Rural-Regional Connector	1 (Run)	2 (Runs)*	1 (Run)

Saturday					
Route	Route Name	Type of Run	Headways per Hour or (Number of Runs)		
			6 AM to 8 AM	8 AM to 5 PM	5 to 8 PM
<b>East Jefferson Transit</b>					
#1	Brinnon	Rural-Regional Connector	-	1 (Run)	1 (Run)
#2	Fort Worden	Local	-	1	1.00
#3	Castle Hill/Cook Ave	Local	-	1.00	1.00
#4	Upper Sims Loop	Local	-	2.00	2.00
#6a	Tri-Area Loop	Rural-Radial	-	1.00	-
#6b	Tri-Area Loop	Rural-Radial	-	1 (Run)	1 (Run)
#7	Poulsbo	Commuter-Regional Connector	-	2 (Runs)*	-
#8	Sequim	Commuter-Regional Connector	1 (Run)	-	1 (Run)
#11	PT Shuttle	Local	-	2	2
<b>West Jefferson Transit</b>					
Jefferson Olympic Connection		Rural-Regional Connector	1 (Run)	1 (Run)	-

\* Times run unequally due to commuting at peak times of travel.

Weekday					
Route	Route Name	Type of Run	Headways per Hour or (Number of Runs)		
			6 AM to 8 AM	8 AM to 5 PM	5PM to 8 PM
<b>East Jefferson Transit</b>					
#1	Brinnon	Rural-Regional Connector	1.3	1 (Run)	1 (Run)
#2	Fort Worden	Local	1	1	1
#3	Castle Hill/Cook Ave	Local	1 (Run)	1	1
#4	Upper Sims Loop	Local	-	2	2
#6a	Tri-Area Loop	Rural-Radial	1 (Run)	1	-
#6b	Tri-Area Loop	Rural-Radial	-	1	1 (Run)
#7	Poulsbo	Commuter-Regional Connector	1 (Run)	3 (Runs)*	1 (Run)
#8	Sequim	Commuter-Regional Connector	1 (Run)	3 (Runs)*	1 (Run)
#11	PT Shuttle	Local	2	2	2
<b>West Jefferson Transit</b>					
Jefferson Olympic Connection		Rural-Regional Connector	1 (Run)	2 (Runs)*	1 (Run)

Saturday					
Route	Route Name	Type of Run	Headways per Hour or (Number of Runs)		
			6 AM to 8 AM	8 AM to 5 PM	5 to 8 PM
<b>East Jefferson Transit</b>					
#1	Brinnon	Rural-Regional Connector	-	1 (Run)	1 (Run)
#2	Fort Worden	Local	-	1	1.00
#3	Castle Hill/Cook Ave	Local	-	1.00	1.00
#4	Upper Sims Loop	Local	-	2.00	2.00
#6a	Tri-Area Loop	Rural-Radial	-	1.00	-
#6b	Tri-Area Loop	Rural-Radial	-	1 (Run)	1 (Run)
#7	Poulsbo	Commuter-Regional Connector	-	2 (Runs)*	-
#8	Sequim	Commuter-Regional Connector	1 (Run)	-	1 (Run)
#11	PT Shuttle	Local	-	2	2
<b>West Jefferson Transit</b>					
Jefferson Olympic Connection		Rural-Regional Connector	1 (Run)	1 (Run)	-

\* Times run unequally due to commuting at peak times of travel.

#### On-Time Performance

Transit Operators operate their vehicles as close as possible to the established time schedule. Under normal conditions, no vehicle shall depart from any layover later than five minutes beyond the scheduled departure time, but every effort is made to run on time. Transit Operators may request additional wait time from the Dispatcher if they know that there are passengers transferring from a connecting route that is running late. If a Transit Operator is running more than five minutes late due to traffic conditions, weather, mechanical problems or for other reasons, the operator must notify the

Dispatcher. At no point should a Transit Operator leave a time point before the scheduled departure time.

Late times of five minutes or more are recorded by the Dispatcher. This log will be reviewed by the Fixed Route Operations Manager weekly. JTA's goal is ninety (90) percent of JTA's transit vehicles will complete their established runs no more than five minutes late in comparison to the established schedule.

#### **Service Availability**

East Jefferson Transit's rural routes and the routes between towns will have stops three-quarters to one mile apart. City and town stops will be two blocks apart. Exceptions may occur due to safety concerns and/or when entering another county.

West Jefferson Transit is a Route Deviated Route-service with Flag stops.

### **FIXED ROUTE POLICY STANDARDS**

Jefferson Transit Authority has developed the following policies to describe how Fixed Route operations are provided to the general public regardless of race, color or national origin.

#### **Vehicle Assignment –**

**East Jefferson Transit** has 8 routes and 14 buses. The buses are assigned a set schedule for each day of the six day work week. Each bus is assigned a minimum of three different routes per day on each of those schedules. On each of these six-scheduled-days, the buses are assigned a different set of routes; therefore, no bus is assigned to a particular route for an entire day or week,-the buses are all rotated. At any time, a bus can be rotated out of its scheduled route, if that particular bus is scheduled to be washed or is out of service.

In the future, Jefferson Transit anticipates adding cutaways to the East Jefferson Transit. JTA plans to incorporate the cutaways into the current rotating schedule.

**West Jefferson Transit** has one route and four vehicles. On this route JTA uses medium-duty truck chassis-built cutaways. The buses are rotated out to get equal use in mileage. This route covers a distance of 64 miles one-way. The average persons per route is 6.5. A large bus is not necessary on this route and the cutaways are less expensive to run.

#### **Transit Amenities –**

At this time, Jefferson Transit amenities include bus shelters, waste receptacles and information provisions.

#### **Bus Shelters**



When Jefferson Transit receives requests for shelters and simme-seats, the requested locations are placed on a waiting list. Specific requests are given priority based on several factors including: ridership in the area; space available to place a shelter; safety of the location; estimated cost; pedestrian access; wheelchair accessibility; and receiving approval from the proper governmental permitting authority.

The exact costs associated with placing a bus shelter or a simme-seat in a specific location depends on several factors including: right-of-way access; geographic features; location of existing utilities; and the footage and code construction costs in regard to the concrete pad, curb cuts, sidewalks, and ADA accessibility.

It has been JTA's policy not to place bus shelters in residential neighborhoods due to past complaints from property owners regarding visual aesthetics; degradation to their private property; and the negative perception of bus riders and their conduct. Bus shelters are placed in locations with retail, business, and high traffic land use. There are shelters located at or near schools and public buildings throughout the service area.

Based on the above quantitative and qualitative information review for locating bus shelters and simme-seats, JTA attempts to place a shelter or simme-seat at bus stops that have high passenger ~~ab~~boarding counts per day with the goal of:

- Placing shelters at bus stops with approximately 15 passengers per day
- Placing simme-seats at bus stops with approximately 10 passengers per day.

#### **Waste Receptacles**

All trash cans **within the city limits are placed and maintained by the city of Port Townsend** Jefferson Transit placed on Jefferson Transit property are maintained by transit staff. Trash cans are not put out by JTA in rural or town areas unless there is an absolute need; i.e., the bus stop becomes littered with refuse. **Currently JTA maintains only three waste receptacles.** Waste receptacles are emptied weekly.

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#### **Provision of information**

Printed schedules, route maps & system maps are placed in all bus shelters.

**Jefferson Transit's Nondiscrimination Complaint Procedures for Federally Assisted Programs or Activities**

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These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by JTA as to subrecipients, consultants, and contractors.

Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible, such as between the parties/individuals named in the complaint. The option of informal mediation meeting(s) between the affected parties and the Coordinator may be utilized for early resolution.

**Procedure**

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a written complaint with the JTA General Manager. A formal complaint must be filed within 180 days of the alleged occurrence.
2. Upon receipt of the complaint, the General Manager will be responsible for notifying the respondent(s) of the complaint within five working days of receipt. Additionally, a copy of the complaint will be forwarded for review by the JTA attorney.
3. The General Manager shall be given 15 working days from receipt of the complaint to inform the complainant as to the status of the investigation and/or resolution of the complaint.
4. If the complaint is against a subrecipient, consultant, or contractor, the appropriate project manager shall be notified of the complaint within 15 working days of the receipt of the complaint.
5. Within 60 working days of the receipt of the complaint, the investigator\* will prepare a written report for the General Manager. The report shall include a narrative description of the incident, identification of persons interviewed, a finding, and recommendations for disposition. \*This can be JTA's Title VI Coordinator, the Title VI Specialist for a subrecipient of federal funds, or the FTA Title VI Liaison.
6. The investigative report and findings of the complaint will be sent to JTA for review and comment by JTA's attorney.
7. The recommendation(s) shall be reviewed by the General Manager. The General Manager will discuss the report and recommendations with the JTA Board Chair.
8. If the complaint cannot be resolved by the General Manager, the complainant or respondent shall be notified of their appeal rights to JTA's Board of Directors and/or FTA.
9. A copy of the complaint and JTA's investigation report will be issued to FTA within 60 days of the receipt of the complaint.
10. After receiving FTA's comments, the investigation report will be released and briefings scheduled with all relevant parties.
11. If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), s/he shall be advised of their rights to appeal JTA's decision to the U.S. Department of Transportation. The complainant has 180 days after JTA's final resolution to appeal to USDOT. Unless new facts not previously considered come to light, reconsideration (appeal) by JTA will not be available.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Washington State Department of Transportation  
Public Transportation Division  
Attn: Title VI Coordinator  
PO Box 47387  
Olympia, WA 98504-7387

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

United States Department of Justice  
Civil Rights Division  
Coordination and Review Section – NWB  
950 Pennsylvania Avenue NW  
Washington DC, 20530

**Jefferson Transit  
Title VI Complaint Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

Were you discriminated against because of:

\_\_\_ Race \_\_\_ National Origin \_\_\_ Color

\_\_\_ Other (please describe) \_\_\_\_\_

Are you filing this complaint on your own behalf? Yes \_\_\_ No \_\_\_

If you answered "no", please supply the name and relationship of the person for whom you are complaining: \_\_\_\_\_

Have you filed this complaint with any of the following agencies?

\_\_\_ Federal agency \_\_\_ Federal Court \_\_\_ State Agency \_\_\_ State Court

\_\_\_ Local Agency Other \_\_\_\_\_

Have you filed a lawsuit regarding this complaint? Yes \_\_\_ No \_\_\_

Please provide information the contact person at the agency/court where the complaint was filed.

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone number or Email: \_\_\_\_\_

Date of Alleged Incident: \_\_\_\_\_

Please explain what happened and how you were discriminated against. You should include specific details such as names, dates, times, route numbers, witnesses, and any information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint. Attach additional page(s) if necessary.

Lined area for providing details of the complaint.

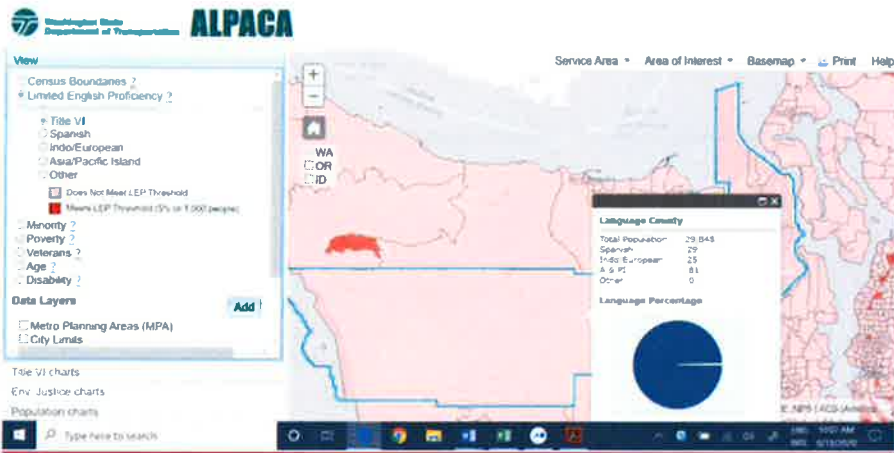
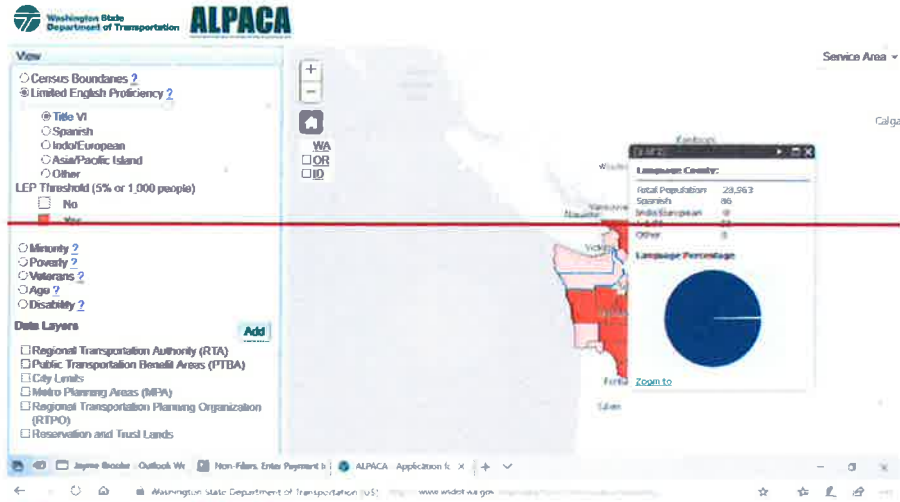
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please send your completed form to:  
Jefferson Transit, Title VI Complaint, 63 4 Corners Rd, Port Townsend, WA 98368

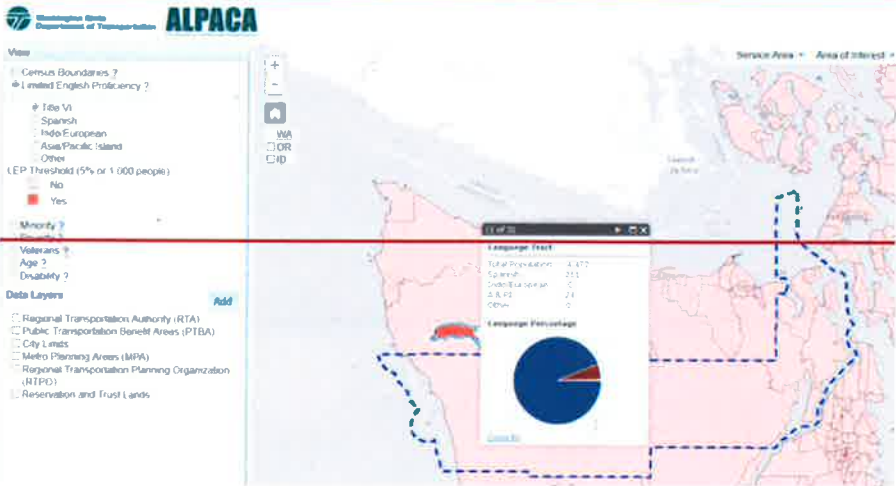
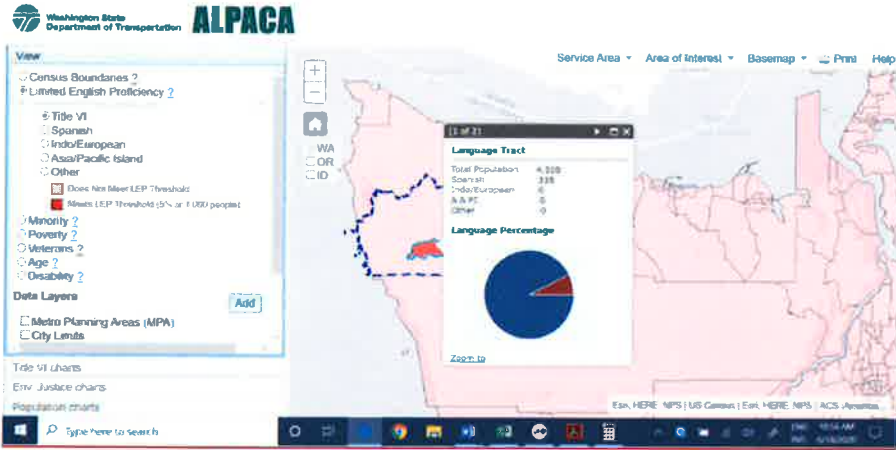
or Email to  
[custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com)

ALPACA Title VI LEP Maps

Jefferson County



JTOC route - Start point in Clallam County



**Jefferson Transit Authority  
Title VI  
Notice to Public**

Jefferson Transit Authority (JTA) hereby gives public notice that it is the policy of JTA to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which JTA receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with JTA. Any such complaint must be in writing and filed with the JTA General Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling (360) 385-4777 or by writing Jefferson Transit Authority, Grants Administrator, 63 4 Corners Rd, Port Townsend, WA 98368.

Additional information regarding JTA's Title VI procedures can also be requested by emailing [custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com) or visiting <http://jeffersontransit.com>.

A complainant may file a complaint directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Please do not remove this posting – Please contact the Grants & Procurement Administrator/Coordinator for a copy or information.



Customer Service Comment Cards-(Title VI Notice)

**Jefferson Transit Authority**  
**Title VI Notice to the Public**

Non-discrimination Policy and Procedure  
Pursuant to Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100-259), Title II of the Americans with Disability Act, Environmental Justice regulations, and in accordance with applicable state and local laws, Jefferson Transit Authority guarantees all services equal access to its transportation services. It is the policy of Jefferson Transit Systems to ensure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated may file a complaint with Jefferson Transit Open House, 33 maps, or 634 Cornetts Road, Port Townsend, WA 98368.

For Title VI complaints and additional information, please review or contact person contact at <http://jeffersontransit.com> or contact Jefferson Transit at 1-800-393-4777 or 1-800-271-0997. Public documents and records are available to be public as provided under the Washington State Public Records Act (RCW 42.56). This document may be considered subject to the Public Records Act and may be disclosed to a third-party requester.

**Jefferson Transit Authority**  
**Customer Comment Procedure**


1. A response is provided within 10 working days if customer contact information is provided on comment form.
1. All comments are reviewed by the General Manager.
2. Follow up to comments is available to the Jefferson Transit Authority Board for board review.

© Customer Service/Person/Customs/Commuter

**Jefferson Transit Authority**  
Jefferson Transit  
634 Cornetts Road  
Port Townsend, WA 98368

**Jefferson Transit Authority**

**HOW ARE WE DOING?**



[www.jeffersontransit.com](http://www.jeffersontransit.com)  
[custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com)

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**Jefferson Transit Authority**  
**Title VI, Notice to the Public**

**Non-discrimination Policy and Procedure:**  
 Pursuant to Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Environmental Justice regulations, and in accordance with applicable state and local laws, Jefferson Transit Authority grants all persons equal access to its transportation services. If you believe you have received discriminatory treatment by Jefferson Transit Authority on the basis of your race, color, national origin, economic status, disability, or limited English proficiency, you have the right to file a formal complaint. The complaint must be filed no later than 180 days after the alleged discriminatory incident.

**Jefferson Transit Operations Manager at:**  
 63 4 Corners Road  
 Port Townsend, WA 98368

For Title VI complaints, ADA complaints and additional information, view Jefferson Transits policies online at <http://jeffersontransit.com/about/policies/> or contact Jefferson Transit at 1-360-385-4777 or 1-800-371-0497

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

**Jefferson Transit Authority**  
**Customer Comment Processing**

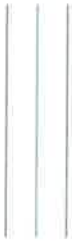
A response is provided within 10 working days if customer contact information is provided on comment form.

All comments are reviewed by Jefferson Transit Management.

Follow up to comments is available to the Jefferson Transit Authority Board for response.



Jefferson Transit  
 63 4 Corners Road  
 Port Townsend, WA 98368



**HOW  
 ARE WE  
 DOING?**



**JEFFERSON TRANSIT AUTHORITY**



[www.jeffersontransit.com](http://www.jeffersontransit.com)  
[custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com)



www.jeffersontransit.com

Jefferson Transit  
welcomes your  
suggestions, opinions  
and comments.

Your feedback is important  
to assist us in providing  
quality public transportation.  
Your suggestions help us  
achieve Jefferson Transit's  
Mission to "provide reliable,  
safe, comfortable public  
transportation."

Please fill out this form, give  
it to a driver, mail it (simply  
fold this form, affix a stamp  
and mail) or email us at:  
custserv@jeffersontransit.com  
Phone: 1-360-385-4777  
or 1-800-371-0497  
TTY: 711

SECTION I: TYPE OF COMMENT (Choose One)*		
<input type="checkbox"/> Compliment <input type="checkbox"/> Suggestion <input type="checkbox"/> Complaint <input type="checkbox"/> ADA <input type="checkbox"/> Title VI <input type="checkbox"/> Other: _____		
SECTION II: CONTACT INFORMATION		
Name: _____		
Street Address: _____		
City: _____	State: _____	Zip Code: _____
Phone: _____	Email: _____	
Accessible Format Request <input type="checkbox"/> Large Print <input type="checkbox"/> TDD/Relay <input type="checkbox"/> Audio Recording <input type="checkbox"/> Other: _____		
SECTION III: COMMENT DETAILS		
Transit Service (Choose One) <input type="checkbox"/> Fixed Route <input type="checkbox"/> Dial-A-Ride <input type="checkbox"/> Vanpool <input type="checkbox"/> Park & Ride Location		
Date of Occurrence: _____	Time of Occurrence: _____	Location of Incident: _____
Name/ID of Employee(s) or Others Involved: _____		
Vehicle ID/Route Name or Number: _____		
Description of Incident or Suggestion: _____		
SECTION IV: FOLLOW UP		
May we contact you if we need more details or information? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the best way to reach you? (Choose One)		
<input type="checkbox"/> Phone-include phone above <input type="checkbox"/> Email-include email above <input type="checkbox"/> Mail-include address above		



**JEFFERSON TRANSIT AUTHORITY**

## Customer Comments

When filling out this form please give essential information such as EVENT DATE, TIME, ROUTE, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**Jefferson Transit welcomes your suggestions, opinions and comments.**

Your feedback is important to assist us in providing quality public transportation.

Your suggestions help us achieve Jefferson Transit's Mission to "provide reliable, safe, comfortable public transportation."

Please fill out this form, give it to a driver mail it (simply fold this form, affix a stamp and mail) or email us at [custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com)

Phone: 1-360-386-4777 or 1-800-371-0497  
TTY: 711

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

~~[custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com)~~

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Please provide us with the following information so that we may respond to your comments:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_


\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Attachment 6**






**Jefferson Transit Bus Schedule-(Title VI Notice)**



# JEFFERSON TRANSIT

## BUS SCHEDULE

Effective January 15, 2018  
Replaces schedule dated Feb 20, 2017

360-385-4777 • 800-371-0497

www.jeffersontransit.com  
Schedule subject to change

### PASSENGER CODE OF CONDUCT

As adopted by the Transit Authority Board on June 20, 2008, revised June 8, 2017.

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

1. Ride quietly and respect the rights of other passengers
2. Pay the correct cash fare or show a pass when boarding
3. Remain seated while the bus is in motion
4. Hold on to a hand rail while the bus is in motion if no seats are available
5. Allow transit operators to drive their Vehicles safely
6. Using drugs or alcohol, smoking, littering, spitting, possessing strong body odors, playing audible music, swearing, or otherwise behaving in an unruly or harassing manner are all prohibited on all Jefferson Transit Property and vehicles
7. Keep all beverages in spill-proof containers
8. Refrain from eating on all Jefferson Transit Vehicles
9. Not carry hazardous materials while riding on any Jefferson Transit Vehicle
10. Keep animals, including pets and service animals, under close control or in a closed container
11. Cross behind buses, and wait until after the buses leave to cross the street
12. Walk with bikes and carry skateboards at any Jefferson Transit Authority properties
13. Keep aisles free of all items
14. Possession of unissued transfer or fare media or tenders an unissued transfer or fare media as proof of payment.

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

#### Non-Discrimination Policy and Procedure:

Pursuant to Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities, Environmental Justice regulations, and in accordance with applicable state and local laws, Jefferson Transit Authority grants all citizens equal access to its transportation services. If you believe you have received discriminatory treatment by Jefferson Transit Authority on the basis of your race, color, national origin, economic status, disability or limited English proficiency, you have the right to file a formal complaint. The complaint must be filed no later than 180 days after the alleged discriminatory incident. Contact Jefferson Transit Authority at 360-385-4777 or (800) 371-0497.

|

# Jefferson Transit Public Participation Plan

Updated ~~2018~~2020

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## Purpose

Jefferson Transit intends to ensure the opportunity for participation of a cross section of social, economic, and ethnic interest groups and individuals in development of long- and short-range transit plans.

The purpose of this Public Participation Plan (PPP) is to establish procedures that allow for, encourage, and monitor participation of all residents in the Jefferson Transit ~~System Authority~~ service area, including but not limited to low income and minority individuals, and those with limited English proficiency. While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions throughout the planning process to provide opportunities for participation.

## Goals and Objectives for the Public Participation Plan

The goal of the PPP is to offer real opportunities for all residents of Jefferson Transit's service area to participate in the development of the annual Transit Development Plan (TDP), service change planning, and capital and infrastructure improvement planning.

## Objectives:

- To determine what non-English languages and other cultural barriers exist to public participation within Jefferson County.
- To provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
- To hold meetings in locations which are accessible and reasonably welcoming to all area residents, including, but not limited to, low-income and minority members of the public.
- To provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
- To provide a framework of actions appropriate to various types of plans and programs, as well as amendments or alterations to any such plan or program.
- To use various illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps and the internet.



**Identification of Stakeholders:** Stakeholders are those who are either directly, or indirectly, affected by a service change, a plan, or the recommendations of a plan. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s), are of particular Interest in the identification of specific stakeholders. Stakeholders are found within several groups, including county residents and visitors, minority and low-income persons, public agencies, and private organizations and businesses.

**Demographics** (from U.S. Census of 2010)

Jefferson Transit applies the U.S. Census of 2010 for households. The Census 2015 5-Year American Community Survey (ACS) is used for Language purposes only.

As of the U.S. Census of 2010, there were 29,872 people, in 14,239 households, residing in Jefferson County. The population density is 16.6 people per square mile. More than 26% of the population is over 65 years old.

Racial Minority groups make up less than 10 percent of the population in Jefferson County (See Table 1). Persons of Hispanic or Latino origin make up the largest minority, with 2.8 percent of the total population of the county. American Indian and Alaska Native persons account for 2.3 percent. Black and Asian persons account for .8 percent and 1.6 percent of the population, respectively.

Jefferson County has a very small Limited English Proficiency (LEP) population as indicated by census and does not yet meet the threshold of 5% or 1000 LEP people to warrant a written plan

Table 1 Category	Number	Percent of Population
Total Population	29,872	100.0
Total one race	28,856	96.6
White	27,184	91.0
Black	239	0.8
American Indian or Alaska native	687	2.3
Asian	478	1.6
Hawaiian & Pacific Islander	60	0.2
Hispanic or Latino	836	2.8
Other	388	1.3

for a particular language. However, we do plan to find resources needed to provide reasonable and meaningful access to our planning and documents as individuals or groups are identified or indicate interest. There are only 446 people of Limited English Proficiency (LEP) in the county – and they speak a variety of languages from Spanish / Spanish Creole (185 people - 0.6%) to Russian (62 people - 0.2%).

Median income for a household in the county is \$46,048. The per capita income for people in the county was \$28,528. Persons living at or below the poverty level are 13.5 percent of the population.

## Methods for Stakeholder Participation

**Engaging minority, and low-income and limited English proficiency populations:** Participation can be challenging. Language and cultural differences may not be compatible with the more traditional means of engaging the public in the planning process. Jefferson Transit Planning Committees are appointed on an ad hoc basis and staff will make reasonable efforts to engage minority populations using techniques, such as including notations in public notices, providing appropriate non-English languages that will provide a contact where the individual can be informed of the process/project, and will have the opportunity to give input. Focus groups may also be established for the purpose of gaining input from a particular defined portion of the community.

While low-income individuals may have access to all of the traditional means of public involvement, discussed under "general public", they may be less likely to become involved, or offer input. Some methods of gaining input either directly or indirectly from this portion of the population include focus groups, informal interviews, and agency/advocacy group contacts. Also, advocacy groups can be a good resource for contacts and dissemination of information to minority and low-English proficiency populations. Such advocacy groups or agencies can have insight into the needs of the under-represented populations, as well as providing valuable contacts or arenas for input. An account with LanguageLine Solutions has been set up for translations.

Some of the techniques that can be used to engage the general population are public notices of meetings in the local newspaper, and open house format public information meetings. While these techniques will continue, Jefferson Transit staff will make a greater effort to engage the general public, using outreach techniques such as hosting a transit information booth at the Port Townsend Farmers' Market and at the Jefferson County Fair.

**Public Agencies:** Public agencies can provide valuable input to the planning process, in addition to assisting in gaining participation from traditionally under-represented populations. Pertinent public agencies include those that have clients who fall into under-represented populations, including but not limited to minorities, low-income, and limited English proficiency households. These agencies have great insight into the transportation needs of their clients and are useful partners in overcoming difficult barriers that may not be understood by professionals dealing more distinctly with the provision of transportation services.

**Private Organizations and Businesses:** Private organizations and businesses offer a number of perspectives that are valuable to the planning process. Often, transportation for employees is of critical concern to private sector employers. For that reason, representation of private business interests will be welcomed in the planning process.

A notice will be posted in the local newspaper and stakeholders will be notified regarding the following: programs of projects to be developed, raising of fares or any major reduction in transportation service.

Public involvement is important at all stages of plan development. Opportunities for participation for both users and nonusers of the Jefferson Transit System will be available.

~~For example, the Transit Development Plan (TDP) process will have an onBoard survey.~~ A public input/comment period on the draft TDP plan will be scheduled during the summer months, prior to the September 1 adoption date required by RCW 35.58.2795. Public notice will be posted in the local newspaper of record. Other stages of the planning process, such as reviewing draft documents and mapping, are more conducive to other techniques. Documents will be available for review at the Jefferson Transit Office, located at ~~1615 W. Sims Way~~ 634 Corners Road, Port Townsend and on the jeffersontransit.com website. If materials are requested in Spanish, large type and/or Braille, staff will make a reasonable attempt to accommodate those needs.

#### **Additional Outreach Efforts**

In addition to the outreach efforts identified earlier in this policy, staff will use the following techniques during its planning studies, as deemed appropriate by Jefferson Transit staff and ad hoc committees:

- Presentations to professional, citizen, and student organizations.
- Articles in community newsletters.
- Press releases and meetings with local media representatives.
- Informal conversations with individuals and small groups.
- Interviews with people who are or could be affected by study recommendations.
- Presentations by experts on various transit-related subjects.
- User and non-user surveys.
- Use various illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps and the internet.

Other techniques will be examined to determine the best methods of involving all segments of the service area population in the planning process.

**Methods of Addressing Comments:** Comments will be documented and presented to decision-making bodies and modified in the contents of the document as necessary and will be included in the appendices of planning products after they are approved and published. Comments received after studies and other planning products are completed and approved will be documented and referenced when amending or updating the planning products in the future.

**Responses to Information Requests and Comments:** Information can be requested in person at Jefferson Transit Headquarters or by phone, fax, email, and U.S. mail. Availability of Planning Documents, hard copies of draft and completed plan documents, will be available at the Jefferson Transit Office at ~~1615 West Sims Way~~ 634 Corners Road, Port Townsend, WA 98368. Phone: 360-385-4777. Electronic versions of documents will be available on the Jefferson Transit website at [www.jeffersontransit.com](http://www.jeffersontransit.com).

**Jefferson Transit Interacts through Board seats or regular contact with the following agencies:**

- DASH (Disability Awareness Starts Here Group)
- Department of Health & Social Services-
- Jefferson County Council of the Blind
- Jefferson County School Districts
- Jefferson County Winter Shelter (Community Outreach Assn. Shelter Team)
- Jefferson Transit Authority Board (includes all 3 County Commissioners & 2 Port Townsend City Council members)
- Non-Motorized Transportation Advisory Board-City of Port Townsend
- Olympic Area Agency on Aging
- Olympic Community Action Program
- Peninsula Housing Authority
- Port Townsend, Tri-Area Food Banks
- Safe Harbor Center Beacon of Hope
- Skookum Contract Services
- Olympic Peninsula Transit CEO's
- Climate Action Committee

# Jefferson Transit Authority Review of ~~2017~~ Public Participation

~~January 2018~~ ~~December 2020~~ ~~2019-2020~~



Prepared by: ~~Frank Burns~~ ~~Jayme Brooke~~, Grants and Procurement Coordinator

~~(Due to the COVID-19 Pandemic – Public Participation in 2020 is different – an updated public events that JTA participated in through 2019 is provided)~~

Jefferson Transit Authority  
63 4 Corners Road  
Port Townsend, WA 98468

360-385-3020

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

## Introduction

Jefferson Transit's Public Participation Plan was adopted in 2012. The purpose of the plan was "to establish procedures that allow for, encourage and monitor participation of all residents in the Jefferson Transit System service area" including those individuals who may not have been reached by traditional means of soliciting public comment.

This report highlights Jefferson Transit's ongoing actions to provide opportunities for public participation and commitment to the community.

## Comprehensive Plan

### "Try Transit" Campaign

In 2019, Jefferson Transit began the process of developing a new Long-Range Comprehensive Plan by retaining the firm Fehr & Peers to aide in this process. This plan will provide a 20 year planning strategy for the future of Jefferson Transit. A large part of developing this document involves outreach to the community, including input from current ridership and non-riders. In January 2020, Jefferson Transit with Fehr & Peers hosted a meeting at the Cotton Building in downtown Port Townsend to gather input from the community to help focus the direction of the future of Jefferson Transit. Public surveys were distributed on paper at the event, posted to the long-range plan website, supplied to ridership on buses, and available at the customer service desks.

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A focus of Jefferson Transit's public outreach for 2017 was to promote transit as a transportation option to local employees and students. The "Try Transit" is continued from 2014.

**National Dump the Pump Day/Try Transit Campaign**

The American Public Transportation Association (APTA) and public transit agencies across the country promote riding transit on the third Thursday in June. Jefferson Transit promoted transit ridership by providing complimentary day passes to City of Port Townsend, Jefferson County and Main Street employees. Passes were valid June 15 through July 31.

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**Thursday, June 15, 2017 Jefferson Transit encouraged employees in the Port Townsend business area to "Try Transit"**

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**Kiwanis Club/Try Transit Advertisement**

During February 2017, Jefferson Transit supported the Kiwanis Club by advertising the "Try Transit" in their Stars of Tomorrow Program. Kiwanis helped give students opportunities to present their talents in local events.



**Try Transit!**  
**Be kind to your environment**  
 Adults ride all day for \$1.50  
 Youth - \$1.00  
 jeffersontransit.com 360-385-4777

**Community Outreach**

In 2017<sup>9</sup> Jefferson Transit staff interacted with the public at community sponsored events. Staff set up booths with materials designed to encourage patrons to ride transit, answered questions regarding transit service and logged visitors' comments. Event participation included:

**Jefferson County Fair**



Staff manned the transit booth at the 2019 county fair August 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>. Décor focused on vanpool information, environmental benefits of riding the bus, information on the new Jefferson Transit operational facility and free parking at the Haines Park and Ride.

Due to the COVID-19 Pandemic the 2020 Jefferson County Fair was cancelled.

2019 <sup>7</sup>	738625 visitors
2018 <sup>6</sup>	517256 visitors
2017 <sup>5</sup>	625328 visitors



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**Farmers Market**



Jefferson Transit hosted an information booth at the Port Townsend Farmers Market five Saturdays in 2019~~7~~. The Farmer's Market supports Jefferson Transit by graciously allowing the agency to host a booth at no cost when space is available.

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**Supporting Military Service Members and Their Families**

**Veterans Stand Down**

Jefferson Transit provided fare free rides to veterans attending the Veterans Stand Down events in Forks, Port Townsend and Port Angeles.



2017/2019	Hosted booth	2730 visitors
20186	Hosted booth	330 visitors



Commented [MN6]: This one says 2017 on it, but the chart is 2018/19. I think we may have the 2018 flyer (it's the same every year) in the office assistant folder.

**Hadlock Block Party**



Jefferson Transit participated in the first annual Hadlock Block Party in 2017. Route/transfer information, bus schedules, and connection schedules and Jefferson Transit promotional items including "green" re-usable shopping bags, clip on safety lights and reflectors, JTA notepads and pens, lanyards and pass holders were provided.

Due to the COVID-19 Pandemic, the 2020 Hadlock Block Party was cancelled.

## Additional Community Participation

### Rhododendron Parade



Jefferson Transit participated in the 2019 Rhododendron Parade (pictured). Due to the COVID-19 Pandemic, the 2020 Rhododendron Parade was cancelled.



### Wooden Boat Festival Haines Place Park and Ride



2019 saw record ridership on the Wooden Boat Festival Shuttle with 4979 riders over the course of the festival versus an average of 4090 over the previous two years.

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Due to the COVID-19 Pandemic, the 2020 Wooden Boat festival was held remotely, eliminating the need for Jefferson Transit to provide shuttle services for festival attendees.



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**Port Townsend Kiwanis and Toys for Tots**



Jefferson Transit partnered **for the second year** with the Port Townsend Kiwanis in collecting toys for the U.S. Marine Corps Toys for Tots program. The event was promoted

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through press releases and posters on transit vehicles. Jefferson Transit staff and Kiwanis volunteers collected toys on Saturday, December **6<sup>th</sup> - 7<sup>th</sup>**. The toys collected were donated to the local Christmas for Children program.



**Commented [MN7]:** We could add the 2020 event stats for TFT; we had record collections at our 2020 event despite the pandemic impact on donation collecting- transit played an important role in the programs collection this year.

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### Community Meetings/Memberships

General Manager, Tammi Rubert and Fixed-Route Operations Manager, Nicole Gauthier-Leesa Monroe, are board members and members of regional committees to represent Jefferson Transit:

Memberships include: Climate Action Committee (Tammi/John Bender-Board member), Sunrise Rotary, (Tammi-member), Peninsula Regional Planning Organization (Tammi-member), Olympic Peninsula Transit CEO's, DASH (Disability Awareness Starts Here, Tammi-member)

DASH (Disability Awareness Starts Here, Leesa/Nicole Miranda Nash-Board member), Jefferson County Developmental Disabilities Board (Leesa/Nicole Board member), Jefferson County Council for the Blind (Leesa/Nicole-member).

**Commented [MN8]:** I don't believe Nicole is a member on these boards yet. I sit the DASH board as the secretary and hold membership in the JCCB, and work with the Accessible Community Advisory Committee (ACAC)

JTA currently has no members on the DD Board:  
<https://www.jeffersoncountypublichealth.org/619/Developmental-Disabilities-Advisory-Board>

### Ridership Surveys

~~Field Supervisors conducted "user" surveys with transit riders in 2016. Questions including rider's start and end destinations, frequency of ridership, trip purpose, and demographic~~

information. Multiple surveys of ridership were performed in 2019 and 2020. One survey was conducted by Fehr & Peers pertaining to the development of Jefferson Transit's Long Range Plan and asked questions regarding frequency of use, destinations, and barriers to using transit. Another survey was performed by Operations Manager at the beginning of the COVID-19 Pandemic and contained questions about thoughts on bus sterilization, cleanliness, and comfort level of riding transit during a pandemic.

### Jefferson Transit Authority Board Meetings

Jefferson Transit Authority Board Meetings were held bi-monthly in 2019 and 2020<sup>17</sup>. Notices of public meetings were posted in local newspapers and on Jefferson Transit's website. After March 2020, with the advent of the COVID-19 Pandemic, Jefferson Transit's Authority Board meetings were held virtually via GoToMeeting. Links to Authority Board meetings are posted on jeffersontransit.com and flyers posted on buses and at 634 Corners Road and 440 12<sup>th</sup> Street.

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### Overview

In 2019<sup>7</sup> Jefferson Transit offered opportunities for the public involvement by: hosting transit booths at public events, conducting public meetings, advertising in local newspapers notifications of public meetings, staff memberships in local community organizations, surveying transit customers, one on one meetings with general manager when requested by customers, availability of public comment through Jefferson Transit's website, by mail or by telephone.

In 2020, during the COVID-19 Pandemic Jefferson Transit offered opportunities for public involvement by: participating in public events which held to stringent standards of masking and social distancing, conducting public meetings virtually, advertising in local newspapers notifications of virtual public meetings, continued staff memberships in local community organizations meeting virtually, surveying transit customers, and availability of public comment through Jefferson Transit's website, by mail or by telephone.



# Authority Board Agenda Summary

MEETING DATE: February 16, 2021

AGENDA ITEM: Citizen Advisory Committee Authority Board Recommendations

SUBMITTED BY: Darrell Conder TITLE: CAC Chair

DEPARTMENT: \_\_\_\_\_

EXHIBITS/  
ATTACHMENTS:

CAC recommendations

BUDGETARY IMPACT (if applicable)

BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: *[Signature]*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

The CAC would like to recommend to the Authority Board the appointment of Scott Walker to position 9 of the CAC for a two (2) year term.  
  
As stated in Section 4.1, a) of the CAC Bylaws, "Positions eight (8) through eleven (11) will be appointed for two (2) years."

RECOMMENDED  
ACTION/MOTION:

Motion: Move to appoint Scott Walker to the Citizens Advisory Committee.



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

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**CITIZENS ADVISORY COMMITTEE RECOMMENDATIONS TO THE AUTHORITY BOARD – 02/16/2021**

The CAC would like to recommend to the Authority Board the appointment of Scott Walker to position 9 of the CAC for two (2) year terms.

As stated in Section 4.1, b) of the CAC Bylaws, "Positions eight (8) through eleven (11) will be appointed for two (2) years."





# Authority Board Agenda Summary

MEETING DATE: February 16, 2021

AGENDA ITEM: Citizen Advisory Committee Authority Board Recommendations

SUBMITTED BY: Darrell Conder TITLE: CAC Chair

DEPARTMENT: \_\_\_\_\_

EXHIBITS/  
ATTACHMENTS:

CAC recommendations

BUDGETARY IMPACT (if applicable)

BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: 

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

The CAC would like to recommend to the Authority Board the appointment of Debbie Jahnke as Chairperson of the Citizens Advisory Committee.

As stated in Section 7.2, b) of the CAC Bylaws, " Officers of the Advisory Committee shall consist of a Chairperson and a Vice Chair to be elected by the Advisory Committee at the last meeting of each calendar year or as needed to serve a one year term commencing January 1."

RECOMMENDED  
ACTION/MOTION:

Motion: Move to appoint Debbie Jahnke as the Citizens Advisory Committee Chairperson.



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

**CITIZENS ADVISORY COMMITTEE RECOMMENDATIONS TO THE AUTHORITY BOARD – 02/18/2020**

The CAC would like to recommend to the Authority Board the appointment of Debbie Jahnke as Chairperson of the Citizens Advisory Committee.

As stated in Section 7.2, b) of the CAC Bylaws, “ Officers of the Advisory Committee shall consist of a Chairperson and a Vice Chair to be elected by the Advisory Committee at the last meeting of each calendar year or as needed to serve a one year term commencing January 1.”

**Chairperson.** It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the Committee in its proper order, to state and put all questions properly brought before the Committee, to preserve order and decorum, and to decide all questions of order. It is the Chairperson’s duty to ensure that all CAC members understand the Bylaws, as outlined in Section 6.10. The Chairperson is the designated CAC member tasked with reporting to the JTA Board. Such reports shall be made in writing and shall be made at least four (4) times per year.”

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

<b>2020</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	1058	992	994	279	187	301	314	308	367	357	290	268	5715	476
#Days In Service	26	25	26	22	20	22	23	21	21	22	19	22	269	22
JTOC Mileage	12203	11711	12069	5908	5454	6106	7465	8608	8572	9328	8010	7594	103028	8586
Notes: Snow week of January 13th CV19- March 30th reduced service July 22- 7:00am service restored.														
<b>Ridership 2019 compared to 2020, decrease of 62.6%</b>														

<b>2021</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	326												326	326
#Days In Service	21												21	21
JTOC Mileage	9444												9444	9444

Notes:  
January 19, 2021 JTOC returned to full schedule

2019 Ridership Total including JTOC 258,956														2.8% increase in JT fixed route service, 5.6% decrease in JTOC service	
2019	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average	
#1 Brinnon	1541	1172	1313	1541	1423	1351	1256	1419	1309	1468	1105	1099	15997	1333	
#11 Shuttle	5559	4616	5692	5898	5950	6184	6597	6809	5388	5920	5186	5212	69011	5751	
#2 Ft. Worden	1694	1383	1660	1727	1820	1966	2051	2037	1640	1620	1431	1421	20450	1704	
#3 Castle Hill	1441	1204	1540	1650	1574	1727	1723	1791	1584	1703	1431	1391	18759	1563	
#4 Upper Sims Loop	3590	3100	3571	3798	3564	3334	3343	3735	3120	3437	3350	3455	41397	3450	
#6A Tri Area	1264	1122	1341	1486	1473	1326	1284	1405	1263	1616	1290	1208	16078	1340	
#6B Tri Area	1163	989	1238	1267	1292	1284	1270	1413	1084	1174	1005	1117	14296	1191	
#7 Poulsbo	1823	1605	1998	2015	1943	1839	2057	2302	1926	2016	1746	1634	22904	1909	
#8 Sequim	1716	1374	1645	1611	1640	1537	1716	1975	1647	1861	1580	1470	19772	1648	
Wooden Boat									4979				4979		
<b>Riders</b>	<b>19791</b>	<b>16565</b>	<b>19998</b>	<b>20993</b>	<b>20679</b>	<b>20548</b>	<b>21297</b>	<b>22886</b>	<b>23940</b>	<b>20815</b>	<b>18124</b>	<b>18007</b>	<b>243643</b>	<b>20304</b>	
On Time Performance	94.96	95.39	93.96	90.07	86.84	87.22	87.91	90.21	88.84	89.69	91.47	89.72	87.07	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 Ridership Total including JTOC 106,716														58.5 % decrease in JT fixed route service, 62.6% decrease in JTOC service	
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	399	449	538	6617	551	
#11 Shuttle	5230	5079	3425	1016	854	1169	1348	1478	1414	1548	2015	2356	26932	2244	
#2 Ft. Worden	1470	1498	949	302	338	351	483	356	353	366	644	754	7864	655	
#3 Castle Hill	1351	1428	887	232	347	452	532	349	372	435	649	810	7844	654	
#4 Upper Sims Loop	3372	3416	2322	678	645	923	985	911	889	957	1467	1691	18256	1521	
#6A Tri Area	1250	1370	1075	499	479	511	579	505	493	533	526	627	8447	704	
#6B Tri Area	1091	1101	851	284	288	324	309	296	259	313	562	615	6293	524	
#7 Poulsbo	1601	1860	1156	402	443	476	471	486	478	440	509	708	9030	753	
#8 Sequim	1536	1491	1029	516	555	654	665	671	613	613	641	734	9718	810	
Wooden Boat									CV19				CV19		
<b>Riders</b>	<b>18107</b>	<b>18576</b>	<b>12698</b>	<b>4194</b>	<b>4179</b>	<b>5159</b>	<b>5679</b>	<b>5359</b>	<b>5151</b>	<b>5604</b>	<b>7462</b>	<b>8833</b>	<b>101001</b>	<b>8417</b>	
On Time Performance	89.68	91.3	92.34	91.84	88.69	94.81	94.51	89.17	87.2	93.18	96.4	96.1	92.1	92.20	
#Days In Service	26	25	26	22	20	22	23	21	21	22	23	26	277	23	
Mileage	38539	36660	36988	15423	13992	15383	16090.8	14692	14692	15391	34160	38991	291001	44769	

**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

3/30/2020 began reduced service due to COVID-19

11/2/2020- Returned to full/regular Monday-Saturday service.

2021	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	492												492	492
#11 Shuttle	2193												2193	2193
#2 Ft. Worden	753												753	753
#3 Castle Hill	827												827	827
#4 Upper Sims Loop	1608												1608	1608
#6A Tri Area	612												612	612
#6B Tri Area	562												562	562
#7 Poulsbo	678												678	678
#8 Sequim	632												632	632
Wooden Boat													0	
<b>Riders</b>	<b>8357</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8357</b>	<b>696</b>
On Time Performance	96.1													96.10
#Days In Service	24													24
Mileage	35050													35050

2021 Notes

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

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

Wooden Boat Festival September 2020 canceled/COVID



