

# 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**

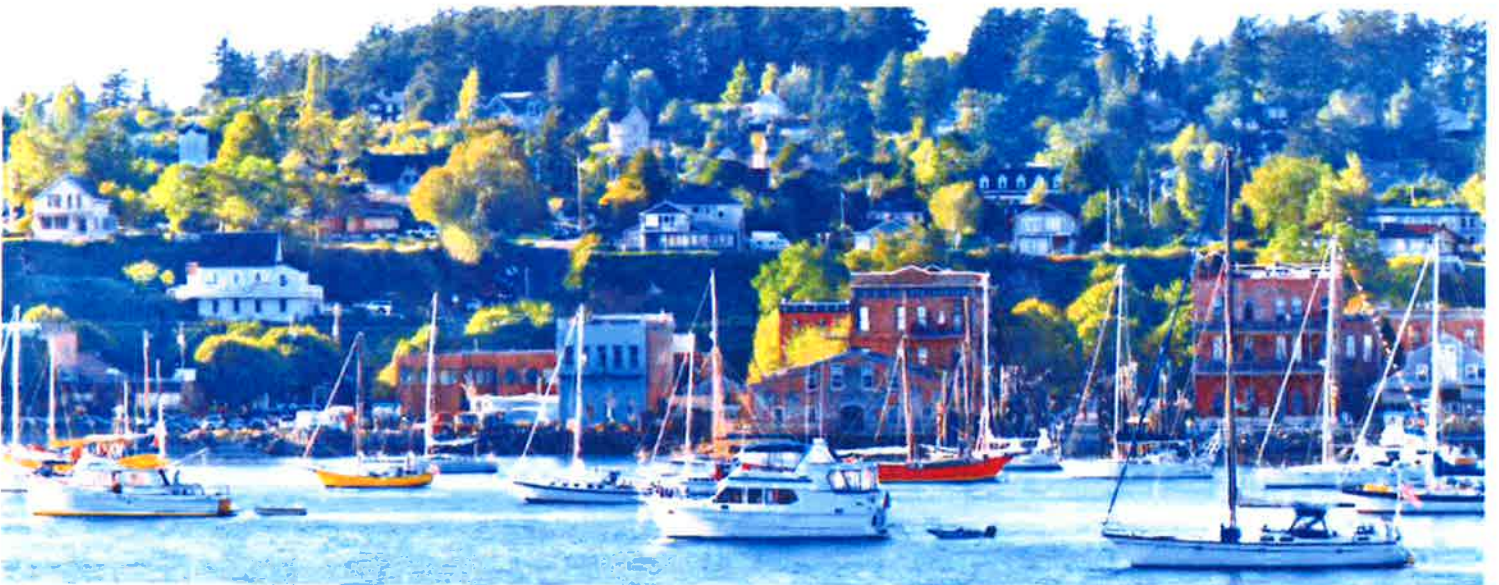
The meeting was adjourned at 3:34 pm. The next regular meeting will be held Tuesday, December 15, 2020, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

  
\_\_\_\_\_  
SJ Peck, Clerk of the Board

4.28.21  
\_\_\_\_\_  
Date

Attachment A

**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 · SPATIAL · PLANNING



# Open House Recap



Menu

## Daily News

News Sports Crime Politics Opinion Entertainment Life



Staff meetings of ACT Finance discusses a concept called a 'graffiti map' where the transit agency at a Jefferson Transit Authority open house Wednesday Jan. 23, 2020, coordinated with community events in a graffiti map. Brian McLean/Pelham Daily News

## Data to drive Jefferson Transit long-range plan

Agency gathering public input on future

By Brian McLean

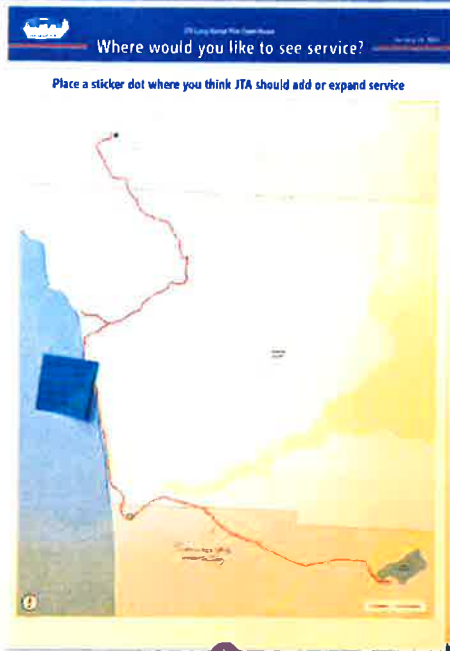
Thursday, January 30, 2020 1:30am [NEWS](#) [PELHAM](#) [COMMUNITY](#)

FEHR PEERS



**ECONorthwest**  
ECONOMICS • FINANCE • POLICY

# Open House Recap



FEHR PEERS



ECONorthwest  
ECONOMICS • MARKET • SERVICES

## 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)

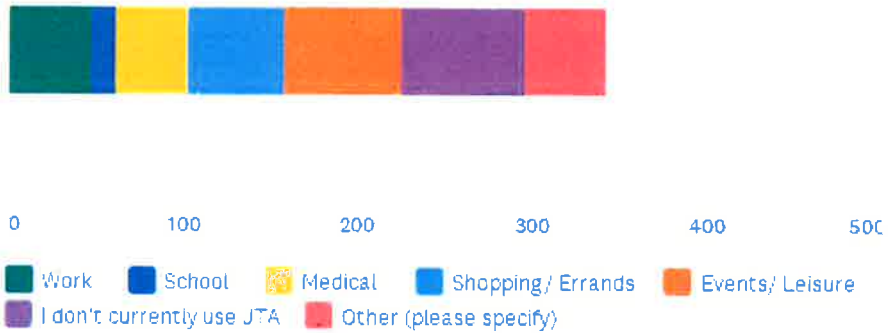


0 100 200 300 400 500 600 700 800 900 1000

- 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







## **Growth in Jefferson County and JTA**





## 20 Year Growth Projections

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

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



## 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

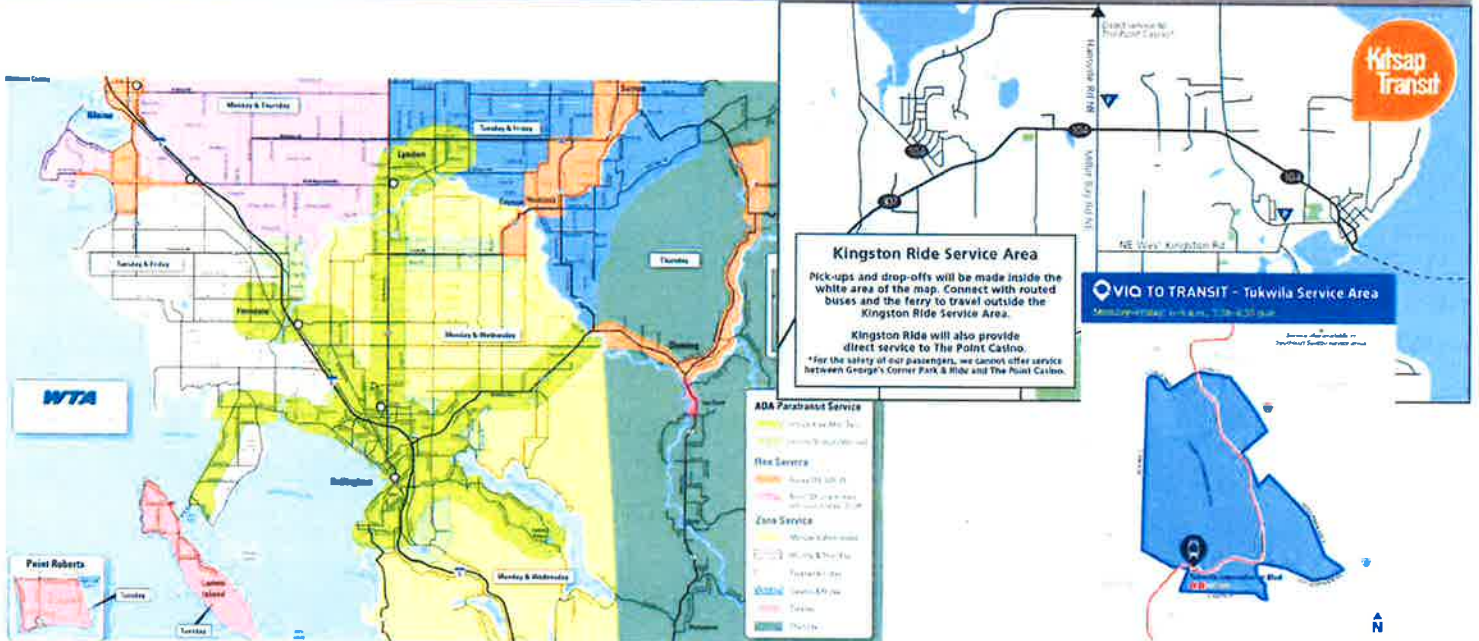
## Bookend Service Concepts

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**

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**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

## Attachment C

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 Suvo Budget | 2020                        | 2020                                 | 2020                          | 2020                                 |
|------------------|----------|----------------|----------------|----------------|----------------|----------------|------------------|-----------------------------|--------------------------------------|-------------------------------|--------------------------------------|
|                  |          |                |                |                |                |                |                  | Monthly Act to Bud Variance | Cumulative Actual Sales Tax Received | Cumulative Budgeted Sales Tax | Cumulative Actual to Budget Variance |
| January          | 0.90%    | \$435,461.40   | \$406,363.77   | \$348,788.90   | \$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   | \$475,452.80   | \$428,927.47   | \$442,060.00     | 17.25%                      | \$953,786.81                         | 771,489.00                    | 23.63%                               |
| March            | 0.90%    | \$378,023.97   | \$364,223.85   | \$348,748.19   | \$307,974.06   | \$318,748.72   | \$376,024.00     | (0.00%)                     | \$1,329,810.78                       | 1,147,513.00                  | 15.89%                               |
| April            | 0.90%    | \$366,614.66   | \$338,289.71   | \$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%    | \$386,730.72   | \$455,211.10   | \$433,601.92   | \$404,585.87   | \$379,552.86   | \$386,721.00     | (0.00%)                     | \$2,082,546.16                       | 1,900,248.00                  | 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%    | \$440,821.68   | \$460,807.07   | \$418,621.08   | \$375,527.89   | \$358,835.90   | \$426,000.00     | 3.29%                       | \$2,871,263.06                       | 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                  | 9.84%                                |
| October          | 0.90%    | \$518,705.02   | \$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                  | 10.85%                               |
| November         | 0.90%    | \$525,977.44   | \$535,728.85   | \$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   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                       | \$5,391,954.00                       | \$5,391,954.00                | 0.00%                                |
| Total            |          | \$4,911,821.14 | \$5,457,793.06 | \$5,161,234.49 | \$4,648,263.10 | \$4,508,413.00 | \$4,726,964.00   |                             |                                      |                               |                                      |
| Monthly Average  |          | \$442,651.76   | \$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 Suvo Budget | 2020                        | 2020                                 | 2020                          | 2020                                 |
|------------------|----------|----------------|----------------|----------------|----------------|----------------|------------------|-----------------------------|--------------------------------------|-------------------------------|--------------------------------------|
|                  |          |                |                |                |                |                |                  | Actual to Budgeted Variance | Cumulative Actual Sales Tax Received | Cumulative Budgeted Sales Tax | Cumulative Actual to Budget Variance |
| January          | 0.90%    | \$376,023.97   | \$364,223.85   | \$346,748.19   | \$307,974.06   | \$318,748.72   | \$376,024.00     | (0.00%)                     | \$376,023.97                         | 376,024.00                    | (0.00%)                              |
| February         | 0.90%    | \$586,014.86   | \$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%    | \$386,730.72   | \$455,211.10   | \$433,601.92   | \$404,585.87   | \$379,552.86   | \$386,721.00     | (0.00%)                     | \$1,128,769.35                       | 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%    | \$440,821.68   | \$460,807.07   | \$418,621.08   | \$375,527.89   | \$358,835.90   | \$426,000.00     | 3.29%                       | \$1,917,466.25                       | 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%                      | \$2,404,854.16                       | 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     | 21.78%                      | \$3,432,056.89                       | 3,181,475.00                  | 7.88%                                |
| September        | 0.90%    | \$525,977.44   | \$535,728.85   | \$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   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                       | \$4,438,167.17                       | \$4,438,167.17                | 0.00%                                |
| November         | 0.90%    | \$435,461.40   | \$435,461.40   | \$406,363.77   | \$348,766.90   | \$313,966.98   | \$348,000.00     | 0.00%                       | \$4,873,628.57                       | \$4,873,628.57                | 0.00%                                |
| December         | 0.90%    | \$480,132.86   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                       | \$5,353,761.43                       | \$5,353,761.43                | 0.00%                                |
| Total            |          | \$3,958,034.33 | \$5,271,928.70 | \$5,238,784.61 | \$4,668,938.57 | \$4,568,093.47 | \$4,726,964.00   |                             |                                      |                               |                                      |
| Monthly Average  |          | \$439,781.59   | \$461,160.56   | \$436,566.22   | \$389,070.05   | \$380,687.21   | \$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>\$8,595,799.95</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                             | 3,851.57            | 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**

|  | November          | YTD                 | Budget              | % of Actual<br>vs. Budget |
|--|-------------------|---------------------|---------------------|---------------------------|
| <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<br>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)                                       | 24,986.38         | 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                              | 627.82            | 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**

|   | November              | YTD                     | Budget                  | % of Actual<br>vs. Budget |
|---|-----------------------|-------------------------|-------------------------|---------------------------|
| <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>             |
| <br><b>TOTAL OPERATING EXPENSES</b>                       | <br><b>338,471.18</b> | <br><b>4,341,703.36</b> | <br><b>6,220,957.00</b> | <br><b>69.79%</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> | <b>\$ 3,309,046.45</b>   | <b>\$ -</b>            |
|---|---------------------------------------|------------------------------------|--------------------------|------------------------|
| <b>Balance per GL @ 10/31/2020</b>                    |                                       |                                    | <b>\$ 3,318,423.90</b>   |                        |
|   | 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>                      |                                       |                                    | <b>\$ 3,309,046.45</b>   |                        |
| <b>Balance in Capital Account</b>                     | Outstanding Checks                    |                                    | \$ -                     | <b>\$ 3,309,046.45</b> |
| <b>2019 Capital Projects</b>                          |                                       |                                    |                          |                        |
| <b>Land</b>   | <b>2020 Budgeted Balance</b>          | <b>Grant Funding</b>               | <b>JTA Funding</b>       |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ -</b>              | <b>\$ -</b>            |
| <b>Facility</b>                                       | <b>2020 Budgeted Balance</b>          | <b>Grant Funding</b>               | <b>JTA Funding</b>       |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ -</b>              | <b>\$ -</b>            |
|   | Eng/Des 63 4 Corners EV Feasibility   |                                    | \$ 75,000.00             |                        |
|   | May 2020 - Transpo Group Invoice      |                                    | \$ (2,598.25)            |                        |
|   | June 2020 - Transpo Group Invoice     |                                    | \$ (4,940.25)            |                        |
|   | August 2020 - Transpo Group Invoice   |                                    | \$ (15,992.18)           |                        |
|   | 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)      |                                    | \$ (27,497.00)           |                        |
|   | Mar 2020 - Invoice                    |                                    | \$ (16,024.04)           |                        |
|   | Apr 2020 - Invoice                    |                                    | \$ (5,977.00)            |                        |
|   | May 2020 - Invoice                    |                                    | \$ (210.00)              |                        |
|   | Nov 2020 - Invoice                    |                                    | \$ (841.00)              |                        |
|   | <b>JTA Funded Balance</b>             |                                    | <b>\$ 469,897.53</b>     |                        |
| <b>Other Building and Structures</b>                  | <b>2020 Beginning Budget</b>          | <b>Grant Funding</b>               | <b>JTA Funding</b>       |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ -</b>              | <b>\$ -</b>            |
| <b>Radio Project - Maynard Mtn Repeater</b>           | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 31,840.00             |                        |
|   |                                       | Mar-20                             | \$ (2,500.00)            |                        |
|   |                                       | Jun-20                             | \$ (2,250.00)            |                        |
|   |                                       | Nov-20                             | \$ (4,966.84)            |                        |
| <b>Security Cameras</b>                               | <b>2020 Beginning Budget</b>          | \$ 2,500.00                        | \$ 35,000.00             |                        |
| <b>New Shelters</b>                                   | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 25,000.00             |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ 82,123.16</b>      |                        |
| <b>Revenue Vehicles</b>                               | <b>2020 Beginning Budget</b>          | <b>Grant Funding</b>               | <b>JTA Funding</b>       |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ -</b>              | <b>\$ -</b>            |
| 1 Full-Size Buses                                     | <b>2020 Beginning Budget</b>          | \$ 419,301.00                      | \$ 65,440.00             |                        |
| 1 Full-Size Buses                                     | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 487,121.00            |                        |
|   | 3/1/2020 Bus 513                      |                                    | \$ (486,393.97)          |                        |
| 1 Trolley Style FR Bus                                | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 350,000.00            |                        |
| 2 Full-Size 30' FR Buses                              | <b>2020 Beginning Budget</b>          | \$ 752,861.00                      | \$ 188,140.00            |                        |
|   | Sep-20                                | \$ (776,374.00)                    | \$ (104,094.00)          |                        |
|   | Oct-20 (Radios)                       | \$ (1,124.92)                      | \$ (281.72)              |                        |
| 2 Full-Size 35' FR Buses                              | <b>2020 Beginning Budget</b>          | \$ 814,975.00                      | \$ 203,819.00            |                        |
|   | Sep-20                                | \$ (787,852.00)                    | \$ (196,963.00)          |                        |
|   | Oct-20 (Radios)                       | \$ (563.46)                        | \$ (140.86)              |                        |
| Bus Wrap  | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 25,000.00             |                        |
| Major Component Replacement                           | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 150,000.00            |                        |
|   | May 2020 - Vehicle 505 Engine         |                                    | \$ (21,083.07)           |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ 591,646.45</b>     |                        |
| <b>System Wide</b>                                    | <b>2020 Beginning Budget</b>          | <b>Grant Funding</b>               | <b>JTA Funding</b>       |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ -</b>              | <b>\$ -</b>            |
| <b>Service Equipment</b>                              | <b>2020 Beginning Budget</b>          | <b>Grant Funding</b>               | <b>JTA Funding</b>       |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ -</b>              | <b>\$ -</b>            |
| Column Lifts for Vehicle Repair                       | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 55,000.00             |                        |
|   |                                       | Mar-20                             | \$ (49,879.94)           |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ 5,320.46</b>       |                        |
| <b>Office Furniture &amp; Equipment</b>               | <b>2020 Beginning Budget</b>          | <b>Grant Funding</b>               | <b>JTA Funding</b>       |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ -</b>              | <b>\$ -</b>            |
| New Finance/Mntce/Ops Software                        | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 175,000.00            |                        |
| New Desk for HPTC Customer Service                    | <b>2020 Beginning Budget</b>          | \$ -                               | \$ 8,000.00              |                        |
|   |                                       | Jul-20                             | \$ (7,935.55)            |                        |
|   | <b>JTA Funded Balance</b>             | <b>\$ -</b>                        | <b>\$ 175,064.45</b>     |                        |
| <b>JTA Capital Balance</b>                            |                                       |                                    | <b>\$ 3,309,046.45</b>   |                        |
| <b>JTA Committed Project Funds Sub-Total</b>          |                                       |                                    | <b>\$ (1,324,052.05)</b> |                        |
| <b>JTA Vehicle Reserve</b>                            |                                       |                                    | <b>\$ -</b>              |                        |
| <b>JTA IT Reserve</b>                                 |                                       |                                    | <b>\$ (50,000.00)</b>    |                        |
| <b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b> |                                       |                                    | <b>\$ 1,934,994.40</b>   |                        |



63 4 Corners Road, Port Townsend, WA 98368

Attachment D

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              |
| <b>Total</b>  | <b>\$9,442,662.80**</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          | 0.00%    | \$438,461.40   | \$408,363.77   | \$348,788.90   | \$313,988.98   | \$300,908.64   | \$329,429.00     | 32.19%                           | \$438,461.40                              | \$329,429.00                       | 32.19%                                    |
| February         | 0.00%    | \$618,326.41   | \$483,286.40   | \$485,328.15   | \$475,452.50   | \$428,827.47   | \$442,060.00     | 17.25%                           | \$953,788.81                              | \$771,489.00                       | 23.63%                                    |
| March            | 0.00%    | \$378,023.97   | \$384,223.85   | \$348,748.19   | \$307,974.08   | \$318,746.72   | \$378,024.00     | (0.00%)                          | \$1,328,810.78                            | \$1,147,513.00                     | 15.89%                                    |
| April            | 0.00%    | \$388,014.66   | \$336,289.71   | \$331,184.28   | \$311,554.49   | \$306,316.48   | \$388,015.00     | (0.00%)                          | \$1,895,825.44                            | \$1,513,528.00                     | 12.04%                                    |
| May              | 0.00%    | \$388,720.72   | \$455,211.10   | \$433,801.92   | \$404,565.67   | \$378,552.86   | \$388,721.00     | (0.00%)                          | \$2,082,546.16                            | \$1,900,249.00                     | 9.59%                                     |
| June             | 0.00%    | \$348,716.22   | \$398,859.28   | \$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             | 0.00%    | \$468,021.88   | \$460,807.07   | \$418,821.08   | \$375,527.89   | \$358,635.90   | \$428,000.00     | 3.29%                            | \$2,871,283.06                            | \$2,674,964.00                     | 7.34%                                     |
| August           | 0.00%    | \$488,467.71   | \$501,418.48   | \$491,804.90   | \$430,879.75   | \$422,063.41   | \$428,000.00     | 14.41%                           | \$3,359,750.77                            | \$3,100,964.00                     | 8.31%                                     |
| September        | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 19.36%                           | \$3,848,218.48                            | \$3,448,964.00                     | 9.64%                                     |
| October          | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$4,336,686.19                            | \$3,952,964.00                     | 10.95%                                    |
| November         | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$4,825,153.90                            | \$4,300,964.00                     |   |
| December         | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$5,313,621.61                            | \$4,728,964.00                     |   |
| Total            |          | \$4,385,843.70 | \$5,457,793.08 | \$5,181,234.49 | \$4,648,263.10 | \$4,508,413.00 | \$4,728,964.00   | 0.00%                            |   |                                    |   |
| Monthly Average  |          | \$438,584.37   | \$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          | 0.00%    | \$378,023.97   | \$384,223.85   | \$348,748.19   | \$307,974.06   | \$318,746.72   | \$378,024.00     | (0.00%)                          | \$378,023.97                              | \$378,024.00                       | (0.00%)                                   |
| February         | 0.00%    | \$388,014.66   | \$336,289.71   | \$331,184.28   | \$311,554.48   | \$306,315.48   | \$388,015.00     | (0.00%)                          | \$742,038.83                              | \$742,039.00                       | (0.00%)                                   |
| March            | 0.00%    | \$388,720.72   | \$455,211.10   | \$433,801.92   | \$404,565.67   | \$379,552.66   | \$388,721.00     | (0.00%)                          | \$1,128,759.35                            | \$1,128,780.00                     | (0.00%)                                   |
| April            | 0.00%    | \$348,716.22   | \$398,859.28   | \$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              | 0.00%    | \$468,021.88   | \$460,807.07   | \$418,821.08   | \$375,527.89   | \$358,635.90   | \$428,000.00     | 3.29%                            | \$1,917,496.25                            | \$1,903,475.00                     | 0.74%                                     |
| June             | 0.00%    | \$488,467.71   | \$501,418.48   | \$491,804.90   | \$430,879.75   | \$422,063.41   | \$428,000.00     | 14.41%                           | \$2,404,964.16                            | \$2,329,475.00                     | 3.24%                                     |
| July             | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 19.36%                           | \$2,893,431.87                            | \$2,755,475.00                     | 5.73%                                     |
| August           | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$3,381,900.00                            | \$3,181,475.00                     | 7.88%                                     |
| September        | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$3,870,367.71                            | \$3,607,475.00                     |   |
| October          | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$4,358,835.42                            | \$4,033,475.00                     |   |
| November         | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$4,847,303.13                            | \$4,381,475.00                     |   |
| December         | 0.00%    | \$488,467.71   | \$480,132.86   | \$432,231.53   | \$359,773.50   | \$344,116.73   | \$348,000.00     | 0.00%                            | \$5,335,770.84                            | \$4,729,475.00                     |   |
| Total            |          | \$3,432,050.89 | \$5,521,329.70 | \$5,238,794.61 | \$4,659,936.57 | \$4,568,006.47 | \$4,729,475.00   | 0.00%                            |   |                                    |   |
| Monthly Average  |          | \$429,007.11   | \$460,160.56   | \$438,566.22   | \$389,076.05   | \$380,867.21   | \$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              | 7,388.00              | 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>(410,929.84)</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>7,837,833.00</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>1,664,046.00</b>   | <b>189.63%</b>         |
| <b>Net Income/(Loss)</b>                           | <b>163,556.25</b>   | <b>3,193,474.89</b>   | <b>1,664,046.00</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<br/>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                          | 108,750.00        | 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<br>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>44.86%</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           | 14,800.00           | 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<br/>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>52.61%</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>                     |
| <br><b>TOTAL OPERATING EXPENSES</b>                       | <br><b><u>411,792.72</u></b> | <br><b><u>3,988,931.24</u></b> | <br><b><u>6,220,957.00</u></b> | <br><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 | \$ - |
| <b>Balance per GL @ 8/31/2020</b> |                                    | \$ 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>            | \$ -                 | \$ -                 |
| <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     |                      | \$ (2,598.25)        |
|   | June 2020 - Transpo Group Invoice    |                      | \$ (4,946.25)        |
|   | August 2020 - Transpo Group Invoice  |                      | \$ (15,892.10)       |
|   | October 2020 - Transpo Group Invoice |                      | \$ (20,426.37)       |
|   | Eng/Des 63 4 Addtl 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)     |                      | \$ (27,497.00)       |
|   | Mar 2020 - Invoice                   |                      | \$ (15,624.04)       |
|   | Apr 2020 - Invoice                   |                      | \$ (5,977.00)        |
|   | May 2020 - Invoice                   |                      | \$ (210.00)          |
|   | <b>JTA Funded Balance</b>            |                      | <b>\$ 474,712.28</b> |
| <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)        |
| <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>            |                      | <b>\$ 87,090.00</b>  |
| <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                | \$ 752,881.00        | \$ 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                               | \$ (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>            |                      | <b>\$ 591,646.45</b> |
| <b>System Wide</b>                          |                                      |                      |                      |
|   | <b>JTA Funded Balance</b>            |                      | <b>\$ -</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>            |                      | <b>\$ 5,320.46</b>   |
| <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>            |                      | <b>\$ 175,064.45</b> |

|   |                        |
|---|------------------------|
| JTA Capital Balance                                   | \$ 3,318,423.90        |
| JTA Committed Project Funds Sub-Total                 | \$ (1,333,833.04)      |
| JTA Vehicle Reserve                                   | \$ -                   |
| JTA IT Reserve  | \$ (50,000.00)         |
| <b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b> | <b>\$ 1,934,590.26</b> |



63 4 Corners Road, Port Townsend, WA 98368

Attachment E

## 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.

Customer Service (360) 385-4777

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.

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

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**Washington State Transit Association (WSTA)**

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

**Upcoming WSTA Board and Committee meetings:**

- 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.

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

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**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.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

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

### **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.