

Jefferson Transit Authority Board

Remote Regular Meeting Minutes
Tuesday, February 16, 2021, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

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

Brenda McMillian requested a shelter across from 27th street by Hastings and Sheridan.

Debbie Jahnke gave tribute to Gordon Nielson.

David Thielk and Tom Engel commented on reducing greenhouse gas emissions and energy consumption.

Kate Dean responded that she is looking forward to working with the community groups and recognizing public interest for Transit in regard to reducing greenhouse gas emissions.

FEHR & PEERS

Aaron Gooze of Fehr and Peers gave a status update of the online open house and survey for the Long Range Plan (LRP).

Discussion ensued.

Aaron Gooze introduced himself and discussed the survey, located at www.jeffersontransitplan.com. A link is also available on the JTA website.

Mr. Gooze also discussed the survey process. The survey was coordinated with the JTA project

team, focused around public thought and reaction to the service concepts and results.

A request was made to make the survey link more accessible on the JTA website. JTA will work on this.

JTA discussed survey dissemination and how Authority Board members can help. The survey will be distributed to the appropriate channels such as community partners, the Citizens Advisory Committee, Local 20/20, and the Chamber of Commerce. JTA is also open to other distribution channels.

2021 AUTHORITY BOARD ELECTIONS

Motion: David Faber moved to nominate the Kate Dean as 2021 Authority Board Chair. Ariel Speser seconded.

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

Motion: David Faber moved to nominate the Ariel Speser as 2021 Authority Board Vice Chair. Greg Brotherton seconded.

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

After the election, Chair Dean took the gavel and ran the remainder of the meeting.

NEW AGENDA ITEMS

There were none

FINANCE REPORTS Attachment A and B

Sara Crouch explained that JTA will be under budget for COVID expenses in 2021 due to a purchase in late December 2020 that was slated for the 2021 budget. Ms. Crouch reported on finance related projects.

Ms. Crouch also reported on the following items for December 2020:

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

CONSENT AGENDA

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

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

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

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. Resolution 21-01: Capital Budget Amendment

The Capital Budget Amendment adds the trolley back to the Capital Budget

Motion: Greg Brotherton moved to approve Resolution 21-01, to adopt the Capital Budget Amendment. David Faber seconded.

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

b. Resolution 21-02: Adopting the Title VI Plan

There was discussion

Motion: Ariel Speser moved to approve Resolution 21-02, to adopt the Title VI Plan. David Faber seconded.

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

c. Motion for CAC Recommendation to add a new Committee member.

Scott Walker was recommended as a new CAC member. Mr. Walker was a previously approved applicant but there wasn't a vacancy on the committee.

Motion: Greg Brotherton moved to approve the motion to add a new CAC Committee Member. Heidi Eisenhour seconded.

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

d. Motion for CAC Recommendation to elect a new CAC Chair.

After discussion, Tammi Rubert asked the Board approved to remove motion 4d from agenda.

Motion: Heidi Eisenhour moved to approve the motion to remove motion 4d from the agenda. Greg Brotherton seconded.

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

REPORTS

CITIZENS ADVISORY COMMITTEE REPORT Attachment C

Debbie Jahnke reported on the following items:

- New CAC Member
- CAC Elections
- CAC Role
- Bus Loop
- Additional Meetings

Kate Dean asked for input on additional CAC Meetings.

There was discussion.

All Board members are open to increased number of CAC meetings.

GENERAL MANAGER Attachment D

Tammi Rubert reported the following items:

- Legislative Update
- JTA COVID Response
- Mutual Aid Request
- 2021 Capital Projects
- Washington State Association of Transit (WSTA)

Greg Brotherton asked if JTA will remain fare free during the state of emergency.

JTA will remain fare free for the time being

FLEET & FACILITIES Attachment E

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

Greg Brotherton asked for a description of the UV light.

John Bender gave a description of the UV light technology.

OPERATIONS REPORT

FIXED ROUTE (Attachment F)

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Current Service
- Ridership

Heidi Eisenhour asked if the decrease in ridership is due to COVID.

Nicole Gauthier confirmed the decrease in ridership due to COVID and explained that ridership is increasing.

Tammi Rubert mentioned that JTA expects a growth in ridership as COVID vaccinations increase.

MOBILITY OPERATIONS (Attachment G)

Miranda Nash reported on the following items:

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

Heidi Eisenhour asked where the Kingston Fast Ferry travels.

The Kingston run goes to Seattle.

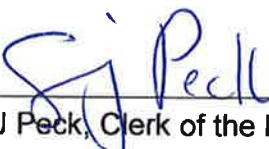
There was discussion.

PUBLIC COMMENT

Debbie Jahnke commented on the potential Kingston Run,

ADJOURNMENT

The meeting was adjourned at 3:34 pm. The next regular meeting will be held Tuesday, April 20, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.



SJ Peck, Clerk of the Board

4.20.21

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

February 3, 2021

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

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

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

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

Sales Tax Analysis Reports

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

Revenue Report –

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

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

- **Labor** – Labor is 19.8% under budget.
 - Administration salaries are over budget, primarily due to having “on board” training.
- **Benefits** – Benefits are 19.9% under budget
 - Unemployment Insurance – I thought it would be over budget – we received several credits in the last quarter.
- **Services and User Fees** – S/U Fees are 48.7% under budget
 - Custodial Services are over budget due to hiring contractor for building cleaning as well as bathroom cleaning. Former Janitor retired and we have since hired a new employee.
 - Security Services are over budget due to a fire alarm system repair.
- **Materials and Supplies Consumed** – M/S Consumed is 47.9% under budget
 - Realized substantial savings materials and supplies consumed, especially in Fuel, Tires, Lubrication, Office Supplies and Printing.

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

Capital Activity –

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



December 2020 Financial Summary

Budget Tracking Figure: 100%

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

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

Cumulative Sales tax decrease from prior year 6%

Cash on Hand as of December 31, 2020*:

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

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

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

Jefferson Transit

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

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.00	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	32.19%	\$435,461.00	329,429.00	32.19%
February	0.90%	\$516,326.41	\$483,289.40	\$465,328.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$951,787.41	771,489.00	23.63%
March	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$1,327,811.38	1,147,513.00	15.89%
April	0.90%	\$366,014.06	\$336,289.71	\$331,184.26	\$311,554.46	\$306,315.46	\$366,015.00	(0.00%)	\$1,693,825.44	1,513,528.00	12.04%
May	0.90%	\$366,726.72	\$455,211.10	\$433,801.92	\$404,665.67	\$379,552.66	\$366,721.00	(0.00%)	\$2,060,552.16	1,900,249.00	9.59%
June	0.90%	\$346,715.22	\$398,859.28	\$391,012.04	\$339,021.49	\$341,610.91	\$346,715.00	0.00%	\$2,407,267.38	2,246,964.00	8.11%
July	0.90%	\$446,621.68	\$460,807.07	\$410,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$2,853,889.06	2,674,964.00	7.34%
August	0.90%	\$467,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$3,321,276.97	3,100,964.00	8.31%
September	0.90%	\$506,467.71	\$485,580.96	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$3,827,744.68	3,526,964.00	9.64%
October	0.90%	\$516,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$4,344,449.70	3,952,964.00	10.95%
November	0.90%	\$525,977.44	\$535,726.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$4,870,427.14	4,378,964.00	12.17%
December	0.90%	\$355,835.47	\$480,132.66	\$432,231.53	\$359,773.50	\$344,116.73	\$344,000.00	2.25%	\$5,226,262.61	4,726,964.00	11.44%
Total		\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,763.10	\$4,508,413.00	\$4,726,964.00	10.26%			
Monthly Average		\$439,971.38	\$454,816.09	\$430,162.87	\$387,188.59	\$375,701.08	\$393,913.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Actual to Budgeted Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$376,023.97	376,024.00	(0.00%)
February	0.90%	\$516,014.06	\$483,289.71	\$331,184.26	\$311,554.46	\$306,315.46	\$366,015.00	(0.00%)	\$742,038.03	742,039.00	(0.00%)
March	0.90%	\$366,726.72	\$455,211.10	\$433,801.92	\$404,665.67	\$379,552.66	\$366,721.00	(0.00%)	\$1,108,764.75	1,108,764.00	(0.00%)
April	0.90%	\$446,621.68	\$460,807.07	\$410,621.08	\$375,527.89	\$358,635.90	\$426,000.00	0.00%	\$1,555,386.43	1,477,475.00	(5.34%)
May	0.90%	\$446,621.68	\$460,807.07	\$410,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$1,992,008.11	1,900,249.00	9.59%
June	0.90%	\$446,621.68	\$460,807.07	\$410,621.08	\$375,527.89	\$358,635.90	\$426,000.00	14.41%	\$2,438,629.79	2,326,249.00	5.24%
July	0.90%	\$506,467.71	\$485,580.96	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$2,945,097.50	2,752,249.00	7.34%
August	0.90%	\$516,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$3,461,802.52	3,178,249.00	9.24%
September	0.90%	\$525,977.44	\$535,726.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$3,987,780.00	3,604,249.00	10.95%
October	0.90%	\$355,835.47	\$480,132.66	\$432,231.53	\$359,773.50	\$344,116.73	\$344,000.00	2.25%	\$4,343,615.47	4,030,249.00	9.06%
November	0.90%							0.00%	\$4,343,615.47	4,030,249.00	9.06%
December	0.90%							0.00%	\$4,343,615.47	4,030,249.00	9.06%
Total		\$4,313,866.98	\$4,661,160.56	\$4,386,566.22	\$389,078.05	\$386,667.21	\$4,726,964.00	0.00%			
Monthly Average		\$359,488.91	\$388,429.21	\$365,547.18	\$324,231.67	\$322,222.75	\$393,913.67				

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

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

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

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

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

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$1.00	\$29,324.79	\$29,324.00	100.00%
Fixed Route Fares - West - JTOC		949.71	950.00	99.97%
Dial-a-Ride Fares (DAR)		2,717.50	2,718.00	99.98%
Vanpools	(1,525.44)	10,908.80	14,178.00	76.94%
Extended Service				100.00%
Total Operating Revenues	(1,524.44)	43,900.80	47,170.00	93.07%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,095.90	41,834.10	48,336.00	86.55%
Gain (Loss) on Disposition of Capital Items	7,050.00	22,738.48	25,595.00	88.84%
Public Donations	13.53	13.53		100.00%
Other Nontransportation Revenues		4,446.95	3,862.00	115.15%
Taxes Levied Directly by Transit System - Sales & Use Tax	433,835.47	5,270,167.61	4,729,475.00	111.43%
Local Grants and Contributions				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP	2,000.00	7,000.00	3,000.00	233.33%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	125,232.00	125,232.00	100.00%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	640,500.00	640,500.00	100.00%
FTA 5311(CARES)		2,159,443.00	2,266,833.00	95.26%
Capital Contributions - Local/State/Federal				
FTA 5311, Equipment Assistance (Federal)		1,551,308.94		100.00%
Total Nonoperating Revenues	572,866.90	9,837,684.61	7,857,833.00	125.20%
TOTAL REVENUES	571,342.46	9,881,585.41	7,905,003.00	125.00%

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

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

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

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

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

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

2019 Capital Projects			
Land	2020 Budgeted Balance	Grant Funding	JTA Funding
	JTA Funded Balance	\$ -	\$ -
Facility		Grant Funding	JTA Funding
	2020 Budgeted Balance	\$ -	\$ -
	Eng/Des R3 4 Corners EV Feasibility		\$ 75,000.00
	May 2020 - Transpo Group Invoice		\$ (2,595.29)
	June 2020 - Transpo Group Invoice		\$ (4,945.25)
	August 2020 - Transpo Group Invoice		\$ (15,392.18)
	October 2020 - Transpo Group Invoice		\$ (20,428.37)
	November 2020 - Transpo Group Invoice		\$ (3,973.75)
	December 2020 - Transpo Group Invoice		\$ (1,110.00)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	Jan 2020 - Invoice		\$ (8,118.55)
	Feb 2020 - Invoice (Pd in March)		\$ (27,497.08)
	Mar 2020 - Invoice		\$ (16,524.04)
	Apr 2020 - Invoice		\$ (5,377.00)
	May 2020 - Invoice		\$ (210.00)
	Nov 2020 - Invoice		\$ (841.00)
	JTA Funded Balance		\$ 468,767.53
Other Building and Structures		Grant Funding	JTA Funding
Radio Project - Maynard Mtn Repeater	2020 Beginning Budget	\$ -	\$ 31,840.00
	Mar-20		\$ (2,500.00)
	Jun-20		\$ (2,250.00)
	Nov-20		\$ (4,385.84)
Security Cameras	2020 Beginning Budget	\$ 2,500.00	\$ 35,000.00
New Shelters	2020 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 82,123.16
Revenue Vehicles			
1 Full-Size Buses	2020 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses	2020 Beginning Budget	\$ -	\$ 487,121.00
	3/1/2020 Bus 513		\$ (480,393.97)
1 Trolley Style FR Bus	2020 Beginning Budget		\$ 350,000.00
2 Full-Size 30' FR Buses	2020 Beginning Budget	\$ 752,861.00	\$ 188,140.00
	Sep-20	\$ (776,374.00)	\$ (194,094.00)
	Oct-20 (Radios)	\$ (1,124.92)	\$ (281.72)
2 Full-Size 35' FR Buses	2020 Beginning Budget	\$ 814,975.00	\$ 203,819.00
	Sep-20	\$ (787,852.00)	\$ (198,963.00)
	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)
	JTA Funded Balance		\$ 581,646.45
System Wide			
	JTA Funded Balance		\$ -
Service Equipment			
Column Lifts for Vehicle Repair	2020 Beginning Budget		\$ 55,000.00
	Mar-20		\$ (49,679.54)
	JTA Funded Balance		\$ 5,320.46
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2020 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
New Desk for HPTC Customer Service	2020 Beginning Budget		\$ 6,000.00
	Jul-20		\$ (7,935.55)
	JTA Funded Balance		\$ 128,863.16

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



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

February 10, 2021

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

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

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

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

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

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

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

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

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

Expense Report – Cumulatively, JTA expenses are 1.5% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

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

Capital Activity –

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



January 2021 Financial Summary

Budget Tracking Figure: 8.3%

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

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

Cumulative Sales tax decrease from prior year 5%

Cash on Hand as of December 31, 2020*:

Operating:	\$4,960,450.45
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,147,411.01
Dedicated (Committed) Grant Match (48% Funded):	\$2,449,830.97
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$129,433.07
Travel Fund:	\$1,500.00
Total	\$11,911,022.50**

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

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

Jefferson Transit

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

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020						2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
		2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget				
January	0.90%	\$435,461.40	\$406,363.77	\$346,786.90	\$313,966.98	\$300,908.64	\$379,429.00	32.19%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$618,325.41	\$463,289.40	\$465,326.15	\$475,452.60	\$426,927.47	\$442,960.00	17.25%	\$953,786.81	771,469.00	23.63%
March	0.90%	\$378,023.97	\$364,223.85	\$346,746.19	\$307,974.06	\$318,746.72	\$378,024.00	(0.00%)	\$1,329,810.78	1,147,513.00	15.83%
April	0.90%	\$386,014.66	\$336,289.71	\$331,184.26	\$311,554.46	\$306,315.46	\$366,015.00	(0.00%)	\$1,695,825.44	1,513,528.00	12.04%
May	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$386,721.00	(0.00%)	\$2,082,546.16	1,900,249.00	9.59%
June	0.90%	\$340,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$346,715.00	0.00%	\$2,431,261.38	2,248,964.00	8.11%
July	0.90%	\$440,021.60	\$460,807.07	\$418,621.68	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$2,871,283.06	2,674,964.00	7.34%
August	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$3,358,670.97	3,100,964.00	8.31%
September	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$3,867,138.68	3,526,964.00	9.64%
October	0.90%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$4,385,843.70	3,952,964.00	10.95%
November	0.90%	\$355,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$4,911,821.14	4,378,964.00	12.17%
December	0.90%	\$366,035.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$5,267,856.61	4,728,964.00	11.44%
Total		\$5,767,650.61	\$5,457,793.66	\$5,161,234.49	\$4,646,763.10	\$4,568,513.00	\$4,728,964.00	10.26%			
Monthly Average		\$439,971.30	\$454,816.09	\$430,102.87	\$387,186.59	\$375,701.08	\$393,913.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020						2020 Actual to Budgeted Variance	2020 Cumulative Accrual Actual Sales Tax Received	2020 Cumulative Accrual Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
		2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget				
January	0.90%	\$376,023.97	\$364,223.85	\$346,746.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$376,023.97	376,024.00	(0.00%)
February	0.90%	\$386,014.66	\$336,289.71	\$331,184.26	\$311,554.46	\$306,315.46	\$366,015.00	(0.00%)	\$742,038.63	742,039.00	(0.00%)
March	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$386,721.00	(0.00%)	\$1,128,759.35	1,128,760.00	(0.00%)
April	0.90%	\$340,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$346,715.00	0.00%	\$1,477,474.57	1,477,475.00	(0.00%)
May	0.90%	\$440,021.60	\$460,807.07	\$418,621.68	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$1,917,496.25	1,903,475.00	0.74%
June	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$2,404,884.16	2,329,475.00	3.24%
July	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$2,913,351.87	2,759,475.00	5.73%
August	0.90%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.76%	\$3,432,056.89	3,181,475.00	7.88%
September	0.90%	\$355,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,953.02	\$426,000.00	23.47%	\$3,788,034.33	3,607,475.00	9.72%
October	0.90%	\$366,035.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$4,133,869.80	3,955,475.00	9.06%
November	0.90%	\$481,973.71	\$435,461.40	\$406,383.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$4,775,843.51	4,303,475.00	10.98%
December	0.90%	\$518,325.41	\$483,289.40	\$485,326.15	\$475,452.60	\$475,452.60	\$426,000.00	0.00%	\$5,000.00	4,729,475.00	
Total		\$4,775,843.51	\$5,521,726.70	\$5,238,794.81	\$4,668,936.57	\$4,568,506.47	\$4,729,475.00	0.00%			
Monthly Average		\$434,167.50	\$460,160.56	\$438,568.22	\$389,078.05	\$380,687.21	\$394,122.92				

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

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

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

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

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

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

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

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$60,983.89	\$60,983.89	\$924,387.00	6.60%
Operators Overtime - Fixed Route	1,856.14	1,856.14	68,565.00	2.71%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,284.02	7,284.02	138,512.00	5.26%
Operators Overtime - Dial-a-Ride (DAR)			8,425.00	0.00%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,449.46	46,449.46	689,366.00	6.74%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,180.63	3,180.63	33,050.00	9.62%
Administration Salaries	49,043.96	49,043.96	719,652.00	6.81%
Total Labor	168,798.10	168,798.10	2,581,957.00	6.54%
Benefits				
FICA	17,232.35	17,232.35	230,180.00	7.49%
Pension Plans (PERS)	26,702.74	26,702.74	359,572.00	7.43%
Medical Plans	42,142.28	42,142.28	570,120.00	7.39%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,641.10	4,641.10	81,823.00	5.67%
Holiday	43,919.87	43,919.87	124,022.00	35.41%
General Leave	36,565.57	36,565.57	325,843.00	11.22%
Other Paid Absence (Court Duty & Bereavement)	172.99	172.99	15,750.00	1.10%
Uniforms, Work Clothing & Tools Allowance	2,780.18	2,780.18	24,680.00	11.26%
Other Benefits (HRA, EAP & Wellness)	721.55	721.55	38,700.00	1.86%
Paid FML	302.00	302.00	4,129.00	7.31%
COVID-19 JTA/Federal Leave	3,894.82	3,894.82	53,000.00	7.35%
Total Benefits	179,075.45	179,075.45	1,837,819.00	9.74%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	473.62	473.62	26,250.00	1.80%
Professional & Technical Services	2,943.94	2,943.94	140,500.00	2.10%
Contract Maintenance Services (IT Services)	543.11	543.11	14,005.00	3.88%
Custodial Services	875.00	875.00	18,720.00	4.67%
Security Services	155.32	155.32	5,600.00	2.77%
Vehicle Technical Services			47,000.00	0.00%
Property Maintenance Services	3,193.00	3,193.00	41,901.00	7.62%
Software Maintenance Fees	1,889.20	1,889.20	81,425.00	2.32%
Postage & Mail Meter Fees	227.24	227.24	3,600.00	6.31%
Drug & Alcohol Services	260.42	260.42	8,000.00	3.26%
Other Services & User Fees	759.52	759.52	9,664.00	7.86%
Total Service and User Fees	11,320.37	11,320.37	399,685.00	2.83%
Materials and Supplies Consumed				
Fuel	13,330.14	13,330.14	335,000.00	3.98%
Tires	333.06	333.06	27,000.00	1.23%
Lubrication	519.03	519.03	13,050.00	3.98%
Tools	654.23	654.23	18,000.00	3.63%
Vehicle Maintenance & Repair Parts	(5,057.68)	(5,057.68)	81,500.00	(6.21%)
Non-Vehicle Maintenance & Repair Parts	137.32	137.32	9,740.00	1.41%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials			5,750.00	0.00%
Shop Supplies (Maintenance & Cleaning)	1,073.78	1,073.78	23,000.00	4.67%
Safety & Emergency Supplies	107.76	107.76	9,800.00	1.10%
Office Supplies	991.33	991.33	16,920.00	5.86%
Computer Programs & Supplies	152.59	152.59	18,000.00	0.85%
Printing (Photocopier, Schedules & Brochures)	319.85	319.85	49,500.00	0.65%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	12,561.41	12,561.41	610,610.00	2.06%

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

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

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

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

2021 Capital Projects

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

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

Attachment C

Chair Report on 3 February 2021 Citizens Advisory Committee Meeting

The February CAC meeting was delayed by a few minutes because of lack of quorum. Commissioner Dean attended and asked for consideration to be added to the agenda. She brought up our membership, our permitted committee size, and the applicants remaining on the initial applicant list. Applicant Scott Walker had recently inquired of her about being appointed to the CAC. Following discussion, the CAC voted unanimously to recommend that Scott be added to the CAC. Chair Darrell Conder called for nominations for new Chair. The only member present who did not say no fast enough is me, Debbie Jahnke, so the CAC recommended unanimously that I be approved as the new chair. Brandon Maxwell remains the vice chair as he was absent and could not defend himself.

General Manager Rubert discussed our advisory role post-Covid. Our role - our 'powers and duties' as described in our bylaws - is a series of approaches to increase ridership and serve as a conduit of information between the public and the JTA. She added that we could perhaps add a brief ridership report at our meetings. She also suggested that we look at the plans and make recommendations for a bus loop for the proposed Kingston run at Haines Place Transit Center and that we could look at Kitsap Transit's Wheaton Way facility for an example. The potential new loop would be a phased approach with ADA access and lighting.

Noting that CAC bylaws state a minimum quarterly meeting frequency but that more frequent meetings are allowed, it was suggested that we consider having meetings more frequently, perhaps in some sort of phase with the Authority Board (every two months, following the JTA Board meetings, perhaps) so that the CAC can work more efficiently with Board direction. The CAC bylaws are silent on whether we need Board approval for more frequent meetings. So I ask, does the CAC need Board approval for more frequent meetings, or is staff approval sufficient?

JT-CAC Chair Debbie Jahnke
16 February 2021



63 4 Corners Road, Port Townsend, WA 98368

Attachment D

General Manager's Report

February 16, 2021

Legislative Update

During week four of the 2021 legislative session, public hearings continued on bills as well as executive sessions. There were also a handful of committees that held work sessions during the fourth week.

Week five should bring the remaining hearings, but most of the focus will be on moving bills out of their policy committee by the house of origin policy cutoff on February 15th. After the first cut-off, the focus will shift to the fiscal committees.

So far this session, there have been 1,242 bills introduced (some are companion bills). In 2019 (the last long session) more than 2000 bills had been introduced.

JTA attended a briefing session with Representative Fey, he presented the proposed budget from the house. The level of funding is much larger. Funding for this package is proposed through fuel taxes, carbon fees, and 1% tax on rental car taxes. It was very clear that the legislature will be focusing on preservation and maintenance and living up to their commitments (culverts). More to come.

Ongoing Review of Safety Requirements and continued COVID Response Measures

Governor Jay Inslee issued new COVID-19 public transportation safety guidance for Washington State. Jefferson County will move to phase 2, so we are hoping this means more ridership.

Face Mask Required: Federal law now requires a face mask that covers both nose and mouth when awaiting, boarding, traveling on, or disembarking public transportation, as well as when entering or on the premises of a transportation hub in the United States. Failure to comply may result in denial of boarding or removal. Refusal to wear a mask is a violation of federal law; passengers could be subject to penalties under federal law. Jefferson Transit has always required masks.

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As a reminder, Jefferson Transit Resolution No. 20-06 during a special meeting held on March 18, 2020, declared a COVID-19 Emergency and remains in effect until the board takes action to rescind it.

JTA continues its strict regimen to ensure the fleet remains clean and safe for our drivers and the public.

Actions to date:

- Acquisition and installation of Ultraviolet (UV) light to facilitate ongoing vehicle disinfection.
- Authorized 80 hours of COVID leave for employees (extended to March 2021).
- Temporary elimination of fares.
- Closed customer service areas.
- Placed social distancing memos throughout facilities, vehicles, and shelters.
- Restricted dispatch area/timeclock traffic chokepoint to single occupancy.
- Installed multiple hand sanitizer dispensers throughout the facility.
- Built/installed plexiglass shields around the customer service desk.
- Cordoned off alternating seats in all fixed-route vehicles.
- Installed hand sanitizer dispensers in all fixed-route vehicles.
- Discontinued use of front passenger doors on fixed-route vehicles (except ADA riders) and run fare-free until further notice.
- Installed plexiglass driver shields for all fixed-route vehicles.
- Continue to acquire disposable masks for employee use.
- Implemented face mask requirements at all times while inside the facility and outside if the six-foot minimum distance cannot be maintained.

Another round of Federal Coronavirus Response and Relief Appropriation (CRRSA) act funds will provide JTA additional transit relief funding. WSDOT is working on the formula for this funding and will let us know when the funds will be distributed.

A request for special consideration was sent to Dr. Locke asking that special consideration be given to our operator, allowing them to receive the COVID-19 vaccination as soon as possible. JTA operators provide one-on-one transportation services directly to senior and disabled members of our community. JTA has not received a response yet, but know how busy Dr. Locke is and appreciate his work in Jefferson County.

Mutual Aid Request

The Authority approved JTA moving forward with providing mutual aid to the Department of Emergency Management, an interlocal agreement was developed and signed by the County and JTA. Willie Bence dropped by the maintenance department to pick up the lift-equipped vehicle.

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Long-Range Plan

JTA held an **Agency Advisory Committee (AAC)** meeting on January 13, 2021. During the meeting Fehr & Peers (F&P) representatives Aaron Gooze, Project Manager, and Daniel Dye, Transit Planner/Analyst shared their presentation and discussed with the group how we want to use feedback from the AAC. Their expertise is very welcome. Aaron encouraged the group to take the survey. The next AAC meeting will be in March or April. JTA received good feedback from Gray Harbor Transit regarding 1st-time riders and Jefferson Healthcare regarding the difficulty riders have getting to medical appointments from Brinnon and Quilcene. The group discussed On-Demand, when, and where it is needed.

January 21, 2021, JTA and Fehr & Peers held a meeting to drill down on the concepts they are studying for service growth over the twenty-year plan, such as later service hours (possibly 8-midnight) Sunday service/On-Demand, Split route #6 (Tri-Area) (4C to HPTC, Pt. Hadlock to?) and double the frequency. We discussed the Kingston run; it would be approximately 50 minutes from Port Townsend from the Kingston Ferry. How many runs are needed and at hours the routes would run. Would we have six days a week service or not?

F&P discussed the next open house and that it would probably be virtual. The open house would present the survey and a recorded message, a spreadsheet, and slides.

Proposed Schedule

- Anticipated Completion of Project (Board approval) Approx. June 2021

Facility Maintenance Building

The Board approved the 2021 capital budget for JTA's Facilities Maintenance Building on the property at 111 4 Corners Road, adjacent to its Administration and Maintenance facility. JTA went out to bid for a Project manager for this project and the apparent lowest bidder is Jim Gibson. JTA and Mr. Gibson will work on a scope of work and contract to begin this project. JTA has authority for \$800,000 for the total project.

Engineer HPTC Bus Loop Plan (KPFF)

February 3, 2021, KPFF and JTA held a kick-off meeting. This was a very productive meeting in which we discussed Task 1 – Master Planning Review. KPFF will deliver three (3) alternative layout plans for the modified transit center, cost estimates, and a memorandum outcome of master planning and future phasing to all for growth. KPFF will present to CAC and the Board. Dates TBD.

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The budget amount approved by the Authority is \$150,000, and Nicole Gauthier is the PM for this project.

EV Feasibility Study (TranspoGroup)

After TranspoGroup presented its findings at the Authority Board meeting on October 20, 2020, JTA had an inter-office meeting to discuss the next steps. TranspoGroup will proceed with the comparative cost analysis projections of operating and maintaining diesel-powered vs. EV. It is important in this ever-changing world of Technology that JTA focus on zero emissions and maybe not so much on EV.

3rd Maintenance Bay Project (TCF)

Due to COVID-19, this project was placed on hold. TCF and JTA have a draft scope of services and will be reviewing in the near future.

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:

- WSTA Legislative Conference, Virtual – February 22-24, 2021 – Tammi
- Operations Committee Meeting, Virtual – March 11-12, 2021 – Miranda/Nicole
- HR Committee Meeting, Virtual – March 19 – Deb
- Finance Officers Leadership Committee, Virtual – March 24, 2021 – Sara
- Clerks Committee Meeting, Virtual – April 27, 2021 - SJ

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

JTA will be participating in two stakeholders' meetings for Clallam Transit's comprehensive operational analysis project to begin in March.

Regional Transportation Planning Organization (PRTPO)

The Executive Committee Coordination meeting was held on February 4, 2021. We discussed the budget and the fact that we have approximately \$4500 that would remain unspent unless some additional work is completed. We discussed returning it or identifying an additional task to complete by June 30th. We decided to find a task. We received an update on contracting GIS support, this project is being led by Kitsap Transit (Lead Planning Agency)

The group discussed the 2022-2023 UPWP Development, WSDOT released its guidance, and very little changed from last year. The biggest change is in the two-year
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budget allocation for RTPO. 2022-2023 budget is \$274,702, about \$30,000 less than the current biennium. The group approved the February agenda and discussed recording the Executive Board meetings.

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John Bender, Fleet & Facilities Manager
February 16, 2021 Board Report
Attachment E

Fleet:

- New trolley awaiting final Buy America certs and delivery
- UV purifiers installed in all vehicles here, 3 left in Forks – 2 defective units
- New support vehicle ordered for ops manager – ETA June

Facilities:

- PM Contractor selected for 111 site project – Jim Gibson engineering
- Wash bay separator and catch basins pumped out at 4 corners and HPTC
- Plumbing repairs made to address existing and prevent future and hazmat leaks
- Facilities Maint. Tractor acquisition completed. Awaiting final PO/pickup

Staff/misc.:

- Parts room reorganization nearing completion – labeling, final review
- Obsolete parts removed from inventory – awaiting surplus approval
- New fueler Bruce Marsh hired full time as of 01/29/2021
- Gillig I/O training conducted for all technicians 1/25 - 1/27, diag tablet ordered

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Attachment F

**Nicole Gauthier
Fixed Route Operations Manager
Board Report – February 16, 2021**

Operations Update

- Operators signed their tri-annual bid on Sunday February 14, 2021. Operators will start their new shifts on Monday February 22, 2021.
- On Saturday February 13, 2021 JTA operated during a snow event. Gary Maxfield, John Bender and Nicole Gauthier checked all routes in the early morning hours and determined which routes would be put on a deviation. The only route that did not go on a snow deviation was the #8 Sequim. Miranda Nash kept the website updated throughout the day. All JTA staff did a great job safely operating in snowy conditions.
- In January Nicole Gauthier completed a 6 session (virtual) training focusing on building supervisory and leadership skills. This training was hosted by the Washington State Transit Insurance Pool (WSTIP).
- JTA listened to the Federal Transit Mask Mandate Stakeholder's call on Tuesday February 2, 2021. This call outlined Executive Order 13998 and was designed to assist ground transportation operators in the implementation of the Centers for Disease Control and Prevention Mask Mandate Order. As a result Jefferson Transit has updated their signage in the bus shelters and at Haines Place to include that masks are required while traveling on all transit vehicles and in transit hubs and conveyances.
- JTA listened to the Board of Commissioners meeting on February 8, 2021 with regards to the proposed speed limit reduction in Port Ludlow for Paradise Bay and Oak Bay Road. JTA will pay close attention to this outcome as it may require changing the timing on the #7 Poulsbo route.
- Nicole Gauthier is the project manager on the design/reconfiguration of the Haines Place Bus Loop. In February JTA held a kickoff meeting for the project. JTA is still in the initial design phase but looks forward to having some concepts to present to the board in June.
- Jim Springer, Field Supervisor, worked with the City to get a no parking sign installed for a section of road on the corner of 9th and Grant. This additional space allows JTA buses to have more space to navigate that tight turn.

Safety and Training Update

- The Safety and Training Supervisor reported JTA had two exclusions in January. One was due to a refusal to properly wear a mask and the second was due to intoxication and violent behavior.
- Gary Maxfield completed CDL training with two employees. Both employees passed their CDL exams in January. The tests were administered by a Pierce Transit tester.
- In February Gary travelled to Forks to complete a two day training for two of our newer JTOC operators.

Current Service Updates

- On January 19, 2021 JTA returned to full service on the east side of Jefferson County.
- Since returning to full service JTA has not had an overcapacity issue.

Ridership

Fixed Route Daily Ridership Averages			
	2019/2020 Averages	2020/2021 Averages	% of change
December	720	340	-52.7%
January	696	348	-50%

JTOC Daily Ridership Averages			
	2019/2020 Averages	2020/2021 Averages	% of change
December	47	12	-74%
January	41	16	-61%

- Fixed Route ridership numbers decreased by 58.5% from 2019 to 2020.
- JTOC ridership numbers decreased by 62.6% from 2019 to 2020.



63 Four Corners Road, Port Townsend, WA 98368

Attachment G

Miranda Nash
Mobility Operations Manager
Board Report Feb 2021

Service Planning:

JTA is continuing planning efforts in exploring the potential for a route to the Kitsap Fast Ferry in Kingston from Port Townsend. The first step in our service planning policy involves public outreach, including reaching out to the community and JTA's Citizens Advisory Committee (CAC) to obtain their input and feedback, and determine if there is a need for this service within the community.

Jefferson Transit will focus on obtaining feedback on the following areas:

- level of interest in this service
- Who will be riding?
- When will they ride?
- How often will they ride?
- Why will they be riding?
- How much are they willing to pay for a one-seat ride?

A key area of concern will be the cost of fare. The Kingston service fares are estimated to be a minimum will be \$12 a trip. Compared to the two-seat ride option currently available to riders [the JTA #7 Poulsbo connection with Kitsap's #390 to the Bainbridge Island Ferry], which has a total fare of \$3.50 one way. In addition, given the uncertainties of how CV19 will continue to impact the community, JTA is considering using a digital fare medium to limit interactions between riders and operators, requiring a slight increase to the base fare to \$13.50 per one-seat ride.

The potential cost of fare has implications on who will be utilizing the service, and subsequently service times, and appropriate timing for service implementation. Frequent commuters may opt for the [existing] two-seat ride option based on the weekly savings in traveling back and forth during their commute. In comparison, this would be an average savings of \$10 per trip, or for a five-day, two-way commuter, \$100 a week.

The impact CV19 has had on ridership and rider traveling habits also needs to be considered, which provides indications to ridership patterns for commuters and day-trippers to Seattle.

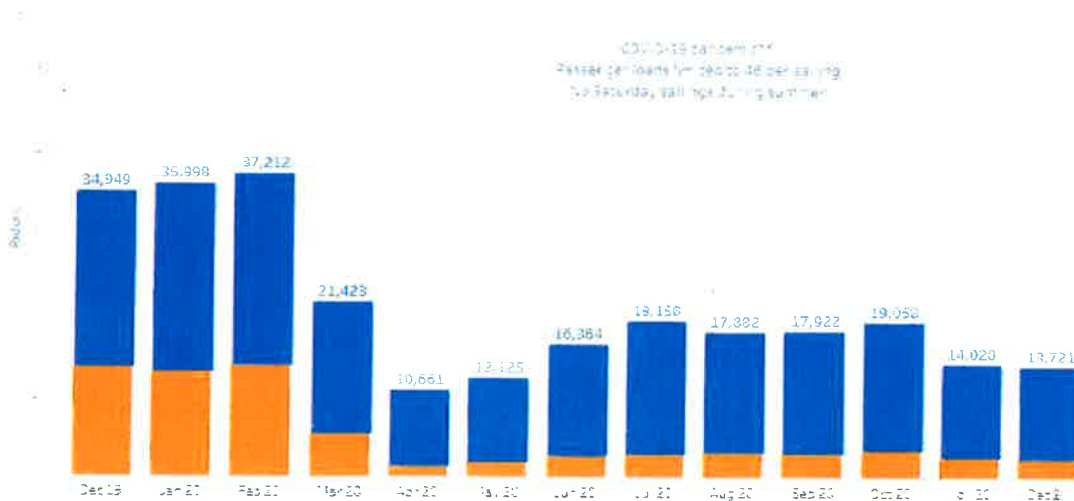
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Reviewing Kitsap Transit's Fast Ferry ridership, we can see that there has been a significant reduction in ridership for both the Kingston and Bainbridge fast ferry services.

Kitsap Transit Fast Ferry Ridership Comparison			
Service	Dec-19	Dec-20	% Change
Bainbridge	21,536	11,331	-47%
Kingston	13,413	2,390	-82%
Total	34,949	13,721	-61%

Ridership by Route



(Data Retrieved from: <https://www.kitsaptransit.com/fast-ferries-performance-indicators> on 2/10/2021.)

WSDOT has also reported significant impacts on ridership levels:

- **Edmonds/Kingston:** Total riders fell 29% and vehicles declined 22%.
- **Seattle/Bainbridge Island:** Total riders down 59% with the system's largest year-to-year drop in walk-on passengers at 74%, vehicles decreased 36%.

(Data Retrieved from <https://wsdot.wa.gov/news/2021/01/12/ferry-ridership-lowest-level-nearly-50-years> on 2/10/2021.)

The Kingston pilot service will require higher farebox recovery as it is a premium service. Consequently, ridership will be an important performance metric in determining the Kingston pilot service's success and value to the community. If current ridership patterns and trends due to CV19 continue through until the end of the year, implementing the Kingston pilot service in 2021 may not provide good or realistic ridership data to accurately measure the service's performance.

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The timing of implementation of services like the Kingston pilot may also have impacts on operator staffing. JTA will need to hire at least two new operators. CDL Training for a non-CDL holder takes between 92-100 hours and roughly \$2,382 in wages per operator. This doesn't include trainer wages, testing fees, route familiarization training, etc. The investment cost on operator training is significant, and JTA needs to ensure these investments are long-term and avoid the scenario of laying off operators due to a lack of work if the Kingston project is not successful.

Ridership:

Dial-A-Ride:

Dial-A-Ride ridership in December 2020 and January 2021 has remained consistent with previous months, with averages of 22 and 23 riders per day respectively.

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2020/2021 averages	% of change
December 2020	47	22	-53%
January 2021	50	23	-54%

2019 ridership data used as 2020 data influenced by CV19

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.

Olympic Connection Service

The Olympic Connection route returned to full service on January 19th, 2021.

Community Outreach and Events:

JTA has officially implemented and switched over to the Regroup mass notification service. JTA's existing public subscribers to email notifications have been migrated and sent an email notifying them of the new notification system. Our next steps in the project are developing marketing and guidance for subscribers to utilize the Regroup mobile app to obtain JTA notifications. JTA has also established its official social media pages on Twitter and Facebook.