

Jefferson Transit Authority Board

Remote Regular Meeting Minutes

Tuesday, April 20, 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 Kate Dean at 1:31 p.m. Other members present were Vice Chair Ariel Speser, David Faber, Greg Brotherton, 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

David Thielk and Cindy Jayne commented on greenhouse gas emissions and the JTA Long Range Plan. .

Ariel Speser suggested that the local 20/20 present at an Authority Board Meeting.

Discussion ensued.

FEHR & PEERS

Daniel Dye of Fehr and Peers provided a status update of the online open house and survey for the Long Range Plan (LRP).

The survey will close in a week or two with results and in-depth service discussion to be provided at the next Board Meeting.

Discussion ensued.

A Special Meeting was scheduled for May 18, 2021 at 1:30 pm. The Transportation Lab (T-Lab) of Local 20/20 will be invited.

The topics of weekend airport connection and Sunday service arose. This will be discussed in the LRP Special Meeting.

NEW AGENDA ITEMS

Strategic Planning discussion was added to the agenda.

Rescue Plan Funds Update was added to the agenda.

FINANCE REPORTS

Attachment A and B

Sara Crouch gave updates on the 2020 reserve fund transfers, major construction projects: Haines Place Transit Center (HPTC) Bus Loop and the Third Maintenance Bay, 2021 Asset Inventory, and the Finance Software Project.

Ms. Crouch reported on the following items for March 2021:

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

Another round of CARES Act Funding is available, now called CRRSA Act Funds. The funds have to be used on Operations due to Federal requirements. Using the funds on Operations will enable sales tax funding that would be otherwise used on Operations to be used on the construction projects. JTA is also open to Board suggestions.

Discussion ensued.

CONSENT AGENDA

- a. Approval of Minutes, February 16, 2021
- b. Approval of Expenses, February, 2021
- c. Approval of Expenses, March, 2021
- d. Disposition of Surplus Property Under \$5,000
- e. Disposition of Surplus over \$5,000
- f. Inventory Lost
- g. **Resolution 21-03:** 2021 Certifications and Assurances
- h. **Resolution 21-04:** ADA Policy Update
- i. **Resolution 21-05:** Animals on Transit Vehicles Policy Update

The method of disposal of lithium batteries was clarified for the Disposition of Surplus Property.

Changes in the 2021 Certifications and Assurances were explained.

Motion: David Faber moved to approve the Consent Agenda. Greg Brotherton seconded.

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

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. Resolution 21-06: Reserve Fund Policy Revision

The IT Reserve Fund was passed in 2018 Reserve Fund Policy, but left off of the 2019 policy revision that removed debt related reserve funds. Sara Crouch asked that this Reserve Fund Policy with the included IT Reserve Fund. This will replace the 2019 Policy.

Motion: Greg Brotherton moved to approve Resolution 21-06, to adopt the Reserve Fund Policy Revision. Heidi Eisenhour seconded.

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

b. Resolution 21-07: Authorizing the General Manager to Sign an Agreement with JE Gibson Engineering and Consulting.

The Board previously approved the 2021 Capital Budget which included the construction of a JTA facilities maintenance building on the 111 4 Corners property. Tammi Rubert introduced Jim Gibson of JE Gibson Engineering and Consulting and asked that this resolution be passed.

Discussion Ensued

Motion: Greg Brother moved to approve Resolution 21-07, Authorizing the General Manager to Sign an Agreement with JE Gibson Engineering and Consulting, with the amended address of 111 4 Corners Road. David Faber seconded.

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

c. Strategic Planning Discussion

There was discussion on rider equity, fare free ridership, and the potential Kingston Route. JTA will research the criteria needed to move forward in remaining fare free.

REPORTS

GENERAL MANAGER

Attachment C

Tammi Rubert reported the following items:

- Legislative Update
- JTA COVID Response

- 2021 Capital Projects
- Washington State Association of Transit (WSTA) Board and Committee Meeting Updates

FLEET & FACILITIES
Attachment D

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

There was discussion on diesel versus electric trolley costs and bus bids.

Manufacturing costs and cost differentials of the diesel trolley and an electric trolley are not known at this time. John Bender will keep the Board updated.

FIXED ROUTE OPERATIONS REPORT
Attachment E

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Service Updates
- Ridership

Discussion ensued.

MOBILITY OPERATIONS REPORT
Attachment F

Miranda Nash reported on the following items:

- Service Planning
- Ridership
- Vanpool
- Community Outreach and Events

PUBLIC COMMENT

Debbie Jahnke commented on fare free transit, the LRP Special Meeting, and the Citizens Advisory Committee.

Cindy Jayne commented on Citizens Advisory Committee and the LRP Special Meeting.

ADJOURNMENT

The meeting was adjourned at 3:38 pm. The next regular meeting will be held Tuesday, June 15, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

SJ Peck

SJ Peck, Clerk of the Board

6.22.21

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

April 9, 2021

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

Special Note:

2020 Reserve Transfers

We had a very healthy reserve transfer for 2020, primarily due to COVID funding. I have included a list of 2020 Reserve transfers. We do have two "major" construction projects pending, the HPTC Bus Loop and the 63 4-Corners 3rd Maintenance Bay.

Capital Assets Clean-up

We have completed the 2021 Inventory for Capital Assets and for Small and Attractive Assets. Great job to staff member Cheryl Loran for completing the work of locating and verifying assets. Additionally, as I set up the Capital Assets module in the finance software, I have identified several assets that need to be surplussed or removed from the Capital Assets list.

March Financial Report

The budget tracking percentage for March 2021 is 25%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (January 2021 - remitted in March 2021).

For the month January 2021 sales tax was 11% higher than received for January 2020.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- 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 sales tax revenue budgeted for March (remitted in May 2021) 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.

Expense Report – Cumulatively, JTA expenses are 4.7% 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 3.6% under budget.
- **Benefits** – Benefits are 1.6% under budget
 - Holiday is over budget because we "front load" personal holidays. This is a timing issue that will report over budget until September.
- **Services and User Fees** – S/U Fees are 14% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 9.6% under budget
 - Lubrication – Timing issue

- Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting); this line item will mostly likely still come in under budget.
- Non-Vehicle Mntce - Timing issue
- Park & Ride Materials - Timing issue
- Shop Supplies – Timing issue, will monitor
- **Utilities** – 3.5% under budget (electricity not yet posted)
- **Casualty/Liability Costs** – C/L costs are .7% under budget
- **Taxes** – 21% under budget
- **Miscellaneous** – 13.2% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
- **Leases and Rentals** – 8.8% under budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.

Capital Activity –

- Capital activity in March: Comprehensive Plan, EV Study, HPTC Bus Loop Design, Finance Software, Tractor Purchase

Jefferson Transit Authority 2020/2021 Reserve Transfer

2020 Reserve Transfer Available	2020 Additions \$ 3,541,997.00	Balance	Notes Based on February 2021 Reconciliation
Capital Reserve	\$ 3,373,997.00	\$ 5,955,495.40	Funded to 119% TDP Reserve Requirement (TDP Grant Funding Match \$5,021,099)
Unemployment Reserve	\$ 18,000.00	\$ 33,250.00	Funded to capacity required by law. Current Law requires increase to \$33,250
Operating Reserve	\$ -	\$ 2,032,147.00	Funded to 3 months annual operating expense budget; 2021 amount \$1,500,000; increased capacity due to COVID crises.
Vehicle Reserve	\$ 125,000.00	\$ 125,000.00	Funded to capacity allowed; \$125K/year with the goal of purchasing one bus every four years (or other vehicles if needed) - Purchased bus in 2020
IT Reserve	\$ 25,000.00	\$ 75,000.00	Funded to capacity allowed; \$25K per year.
Operating Fund Balance (Checking Account Balance)	\$ -	\$ 1,961,932.31	
2021 Capital Project (Committed Funds)	\$ -	\$ 2,096,483.42	Current Projects Balance on 3/31/2021

Construction Projects in 2022

Haines Place Transit Center (Phased approach - will be a multi-year project)
63 4 Corners - 3rd Maintenance Bay



March 2021 Financial Summary

Budget Tracking Figure: 25%

Operational Expenses:	\$412,944.55
Operational Revenues:	\$0.00
Non-Operational Income:	\$536,727.47
Capital Expenses:	\$50,302.59
Capital Income:	\$0.00
Sales Tax Received 3/31/2021 for January 2021:	\$416,450.82
Sales Tax Received 3/31/2020 for January 2020:	\$376,023.97

****Sales tax increased from prior year 11% ****

****Cumulative Sales tax decrease from prior year 11%****

Cash on Hand as of March 31, 2021*:

Operating:	\$1,961,932.31
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,096,483.42
Dedicated (Committed) Grant Match (100% Funded):	\$5,955,495.40
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$216,801.01
Travel Fund:	\$1,500.00
Total	\$12,497,609.14**

*"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

2021

Month Received - Cash Basis (Cash Flow)

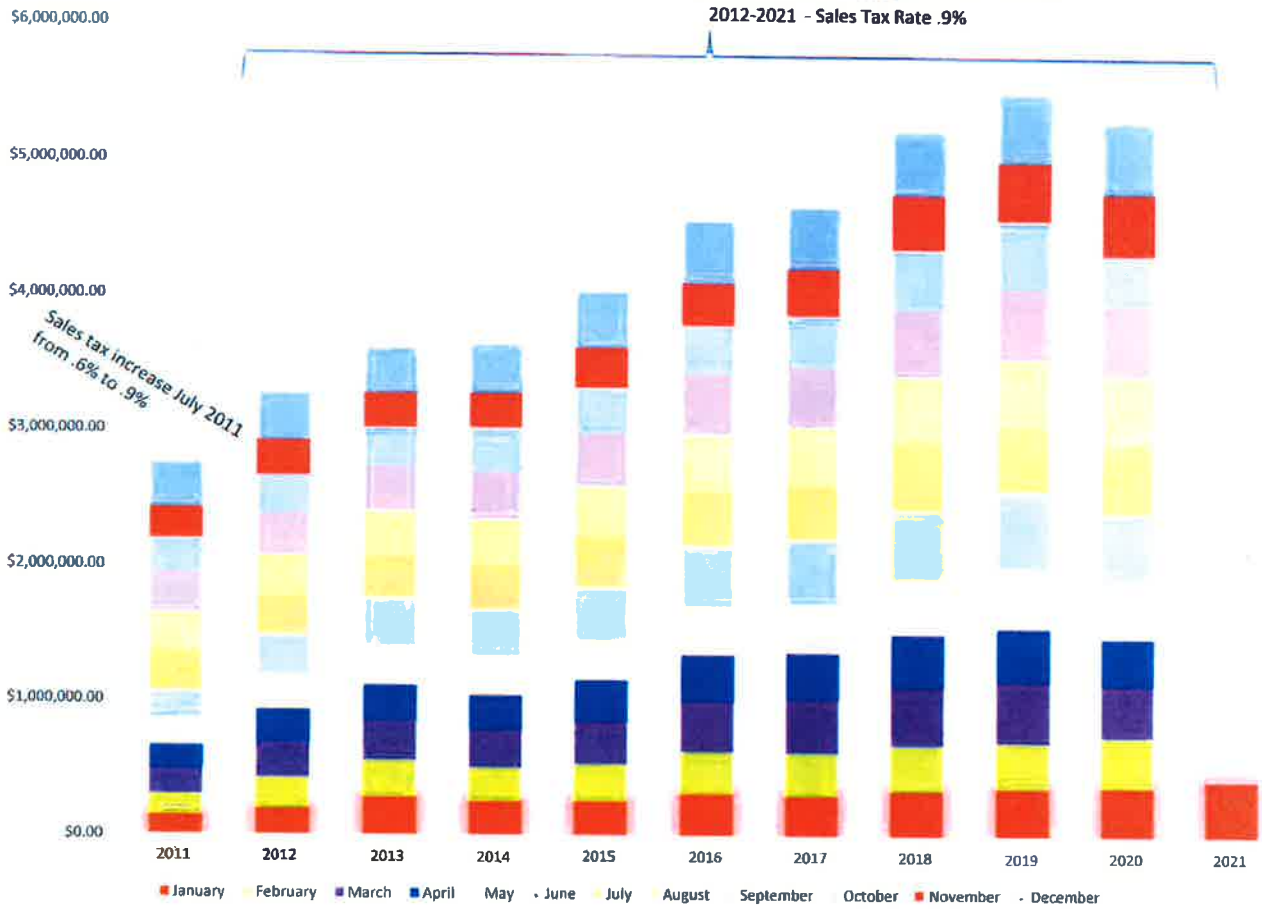
Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Act to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.80	\$428,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$348,748.19	\$307,974.06	\$380,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%		\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	0.00%	\$0.00	1,464,000.00	
May	0.90%		\$386,720.72	\$455,211.10	\$433,601.92	\$404,585.67	\$350,000.00	0.00%	\$0.00	\$0.00	
June	0.90%		\$348,715.22	\$398,859.28	\$391,012.04	\$339,021.49	\$350,000.00	0.00%	\$0.00	\$0.00	
July	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	\$0.00	
August	0.90%		\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	\$0.00	
September	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	\$0.00	
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	\$0.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	\$0.00	
December	0.90%		\$355,833.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	\$0.00	
Total		\$1,418,261.73	\$5,267,856.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$472,753.91	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Subo Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Act to Budget Variance
January	0.90%	\$416,450.82	\$378,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%		\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	0.00%	\$0.00	690,000.00	
March	0.90%		\$386,720.72	\$455,211.10	\$433,601.92	\$404,585.67	\$350,000.00	0.00%	\$0.00	1,040,000.00	
April	0.90%		\$348,715.22	\$398,859.28	\$391,012.04	\$339,021.49	\$350,000.00	0.00%	\$0.00	1,390,000.00	
May	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,790,000.00	
June	0.90%		\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,220,000.00	
July	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	2,620,000.00	
August	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$355,833.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$348,766.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$416,450.82	\$5,318,880.71	\$5,521,928.70	\$5,238,794.61	\$4,568,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$416,450.82	\$442,973.39	\$460,160.56	\$438,586.22	\$389,078.05	\$393,333.33				

Jefferson Transit Authority - 2011-2021 Cumulative Sales Tax (Accrual Based)

2012-2021 - Sales Tax Rate .9%



JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Three Months Ending Wednesday, March 31, 2021

	March	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$12,440,526.79	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$372,463.65)	(\$804,595.40)
Non-Capital Financing Activities	\$420,617.86	\$1,422,854.82
Investing Activities	\$1,080.56	\$2,857.79
Total Operating Cash Provided/(Used)	49,234.77	621,117.21
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$730.00)	(\$62,307.50)
Net Increase/(Decrease) Cash and Equivalent	\$48,504.77	\$558,809.71
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$12,489,031.56</u>	<u>\$12,489,031.56</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending Wednesday, March 31, 2021

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	205,954.66	551,582.50	2,581,957.00	21.36%
Benefits	121,867.63	429,310.70	1,837,819.00	23.36%
Services and User Fees	11,352.36	43,806.19	399,665.00	10.96%
Materials & Supplies	47,838.84	93,770.09	610,610.00	15.36%
Utilities	3,945.23	19,194.86	89,053.00	21.55%
Casualty/Liability Costs	12,722.33	38,166.99	157,000.00	24.31%
Taxes		189.62	4,592.00	4.13%
Miscellaneous Expenses	9,048.50	26,019.93	220,030.00	11.83%
Leases and Rentals	215.00	3,770.58	23,216.00	16.24%
Total Operating Expenses	412,944.55	1,205,811.46	5,923,942.00	20.35%
Operating Income (Loss)	(412,944.55)	(1,205,811.46)	(5,893,462.00)	20.46%
Non-Operating Revenues				
Non-Transportation Revenue	1,404.65	3,514.51	25,200.00	13.95%
Taxes Levied by Transit	406,450.82	1,324,261.73	4,720,000.00	28.06%
Local Grants & Contributions	1,250.00	3,750.00	18,000.00	20.83%
State Grants & Contributions	20,872.00	62,616.00	250,464.00	25.00%
Federal Grants & Contributions	106,750.00	320,250.00	1,283,160.00	24.96%
Total Non-Operating Revenues	\$36,727.47	1,714,392.24	6,296,824.00	27.23%
Net Income (Loss) Before Transfers In/(Out)	123,782.92	508,580.78	403,362.00	126.09%
Net Income/(Loss)	<u>\$123,782.92</u>	<u>\$508,580.78</u>	<u>\$403,362.00</u>	<u>126.09%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Three Months Ending Wednesday, March 31, 2021

	<u>March</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	1,080.56	2,857.79	24,000.00	11.91%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	324.09	656.72		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	406,450.82	1,324,261.73	4,720,000.00	28.06%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	62,616.00	250,464.00	25.00%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	320,250.00	1,283,160.00	24.96%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	536,727.47	1,714,392.24	6,296,824.00	27.23%
TOTAL REVENUES	\$536,727.47	\$1,714,392.24	\$6,327,304.00	27.10%

Jefferson Transit Authority
Operating Expenses
For the Three Months Ending Wednesday, March 31, 2021

	March	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$73,027.22	\$196,856.86	\$924,387.00	21.30%
Operators Overtime - Fixed Route	4,038.22	7,020.52	68,565.00	10.24%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,736.40	24,294.65	138,512.00	17.54%
Operators Overtime - Dial-a-Ride (DAR)	236.22	238.22	8,425.00	2.83%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	54,568.60	148,781.91	689,366.00	21.58%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,029.41	6,346.92	33,050.00	19.20%
Administration Salaries	63,318.59	168,043.42	719,652.00	23.35%
Total Labor	205,954.66	551,582.50	2,581,957.00	21.36%
Benefits				
FICA	16,644.08	48,435.43	230,180.00	21.04%
Pension Plans (PERS)	26,181.84	79,079.83	359,572.00	21.99%
Medical Plans	47,406.16	132,822.92	570,120.00	23.30%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,797.81	15,329.03	81,823.00	18.73%
Holiday	(1,110.15)	56,133.75	124,022.00	45.26%
General Leave	24,090.33	81,279.63	325,843.00	24.94%
Other Paid Absence (Court Duty & Bereavement)	225.00	807.81	15,750.00	5.13%
Uniforms, Work Clothing & Tools Allowance	979.52	5,148.92	24,680.00	20.86%
Other Benefits (HRA, EAP & Wellness)	367.08	3,760.19	38,700.00	9.72%
Paid FML	296.24	894.49	4,129.00	21.66%
COVID-19 JTA/Federal Leave	989.72	5,618.70	53,000.00	10.60%
Total Benefits	121,867.63	429,310.70	1,837,819.00	23.36%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		3,919.41	26,250.00	14.93%
Professional & Technical Services	2,089.02	14,021.16	140,500.00	9.98%
Contract Maintenance Services (IT Services)	540.64	1,681.89	14,005.00	12.01%
Custodial Services	945.00	2,660.00	18,720.00	14.21%
Security Services	234.00	389.32	5,600.00	6.95%
Vehicle Technical Services	1,258.11	4,072.12	47,000.00	8.66%
Property Maintenance Services	1,850.39	5,875.86	41,901.00	14.02%
Software Maintenance Fees	3,388.19	7,923.99	81,425.00	9.73%
Postage & Mail Meter Fees		254.48	3,600.00	7.07%
Drug & Alcohol Services	205.42	671.26	8,000.00	8.39%
Other Services & User Fees	841.59	2,336.70	9,664.00	24.18%
Total Service and User Fees	11,352.36	43,806.19	399,665.00	10.96%
Materials and Supplies Consumed				
Fuel	19,868.25	46,308.37	335,000.00	13.82%
Tires	1,208.81	1,541.87	27,000.00	5.71%
Lubrication	861.66	3,766.86	13,050.00	28.86%
Tools	68.24	2,149.82	18,000.00	11.94%
Vehicle Maintenance & Repair Parts	22,846.15	24,835.85	81,500.00	30.47%
Non-Vehicle Maintenance & Repair Parts	332.40	2,704.45	9,740.00	27.77%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	24.02	2,063.85	5,750.00	35.89%
Shop Supplies (Maintenance & Cleaning)	2,532.50	6,325.31	23,000.00	27.50%
Safety & Emergency Supplies		617.05	9,800.00	6.30%
Office Supplies	96.81	2,591.49	16,920.00	15.32%
Computer Programs & Supplies		152.59	18,000.00	0.85%
Printing (Photocopier, Schedules & Brochures)		712.58	49,500.00	1.44%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	47,838.84	93,770.09	610,610.00	15.36%

**Jefferson Transit Authority
Operating Expenses
For the Three Months Ending Wednesday, March 31, 2021**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	607.14	3,166.59	15,100.00	20.97%
Utilities (Electrical & Propane)		5,807.45	27,800.00	20.89%
Telephone & Internet	3,338.09	10,220.82	46,153.00	22.15%
Total Utilities	3,945.23	19,194.86	89,053.00	21.56%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	38,166.99	157,000.00	24.31%
Total Casualty and Liability Costs	12,722.33	38,166.99	157,000.00	24.31%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		189.62	3,000.00	6.32%
Total Taxes		189.62	4,592.00	4.13%
Miscellaneous				
Dues & Subscriptions	1,075.42	6,878.00	20,406.00	33.71%
Travel & Meetings		844.64	34,000.00	2.48%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)		392.00	26,554.00	1.48%
EE CDL and EE Physical Expense	814.00	1,007.50	9,250.00	10.89%
COVID-19 Related Expense	7,159.08	16,797.79	123,420.00	13.61%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	9,048.50	26,019.93	220,030.00	11.83%
Leases and Rentals				
Transit Way & Passenger Stations	215.00	1,265.00	4,500.00	28.11%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		2,505.58	16,216.00	15.45%
Total Leases and Rentals	215.00	3,770.58	23,216.00	16.24%
TOTAL OPERATING EXPENSES	<u>\$412,944.55</u>	<u>\$1,205,811.46</u>	<u>\$5,923,942.00</u>	<u>20.35%</u>

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

Current Account Status	Balance per Bank @ 3/31/21	\$ 8,251,978.82	\$
Balance per GL @ 2/28/2021		\$ 4,777,759.64	
	Transfers - In	\$ 3,523,997.00	
	Reimbursement	\$ -	
	Investment Interest	\$ 524.77	
	Transfers Out (Purchases)	\$ (50,302.59)	
	Transfers Out (Bond Call)	\$ -	
Balance per GL @ 3/31/21		\$ 8,251,978.82	
Balance in Capital Account	Outstanding Checks	\$ -	
		\$ 8,251,978.82	

2021 Capital Projects

Facility	2021 Budgeted Balance	Grant Funding	JTA Funding
	\$ -	\$ -	\$ -
Eng/Des 83 4 Corners EV Feasibility			\$ 31,000.00
Feb 2021 - Transpo Group			\$ (2,572.50)
Eng/Des 63 4 Addl Maintenance Bay			\$ 150,000.00
Eng/Des HPTC Bus Loop Configuration			\$ 150,000.00
JTA Comprehensive Plan			\$ 121,000.00
Nov, Dec, Jan (cleared January)			\$ (24,257.70)
February 2021			\$ (8,845.33)
	JTA Funded Balance		\$ 416,324.47
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
Trolley Inspection			\$ (625.00)
1 JTCC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 594,815.00
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV			
	JTA Funded Balance		\$ 45,000.00
Service Equipment	2021 Beginning Budget		\$ 30,000.00
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2021 Beginning Budget		\$ 175,000.00
Dec 2020 - Integrity Systems, LLC			\$ (45,111.29)
Feb 2020 - Integrity Systems, LLC			\$ (13,200.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
Jan 2021 - Regroup Software			\$ (7,300.00)
	JTA Funded Balance		\$ 124,188.71
Remix (Purchased Dec 2020; Cleared 2021)			\$ (10,900.00)
JTA Capital Balance		\$ 8,251,978.82	
JTA Committed Project Funds Sub-Total		\$ (2,096,483.42)	
JTA Vehicle Reserve		\$ (125,000.00)	
JTA IT Reserve		\$ (75,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 5,955,495.40	



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

March 11, 2021

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

The budget tracking percentage for February 2021 is 16.67%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (December 2020 - remitted in February 2021).

For the month December 2020 sales tax was 4% higher than received for December 2019. Cumulatively, JTA has received 4% less sales tax revenue over the same time period in 2019. If JTA did not have the large refund in December 2020, sales tax would have been 1% less than 2019.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- 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 sales tax revenue budgeted for February (remitted in April 2021) 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 3.4% 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 3.3% under budget.
 - Other Overtime timing issue has corrected and is no longer over budget.
- **Benefits** – Benefits are 0.04% under 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 has corrected.
- **Services and User Fees** – S/U Fees are 9% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 9.2% under budget
 - Lubrication, Non-Vehicle Mntce & Repair Parts and Park & Ride Materials are all timing issues and should align with budget by the end of the year.
- **Utilities** – 2.9% under budget (electricity not yet posted)
- **Casualty/Liability Costs** – C/L costs are .5% under budget
- **Taxes** – 12.5% under budget
- **Miscellaneous** – 9% under budget

- Dues and Subscriptions is a timing issue, as is Other Miscellaneous Fees.
- **Leases and Rentals** – 6.8% 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 February: Trolley bus (Factory Inspection)

Jefferson Transit

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

2020

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Monthly Act to Bud Variance	2020 Cumulative Cash Actual Sales Tax Received	2020 Cumulative Cash Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$435,461.40	\$406,363.77	\$346,766.90	\$313,066.98	\$300,908.64	\$329,429.00	32.18%	\$435,461.40	329,429.00	32.19%
February	0.90%	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$442,060.00	17.25%	\$953,786.81	771,489.00	23.63%
March	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$1,329,810.78	1,147,513.00	15.89%
April	0.90%	\$386,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$366,015.00	(0.00%)	\$1,695,825.44	1,513,528.00	12.04%
May	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.88	\$386,721.00	(0.00%)	\$2,082,546.16	1,900,249.00	9.59%
June	0.90%	\$348,715.22	\$398,659.28	\$381,012.04	\$339,021.49	\$341,610.91	\$348,715.00	0.00%	\$2,431,261.38	2,248,964.00	8.11%
July	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$2,871,283.06	2,674,964.00	7.34%
August	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$3,358,670.97	3,100,964.00	8.31%
September	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$3,867,138.68	3,526,964.00	9.64%
October	0.90%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.78%	\$4,385,843.70	3,952,964.00	10.95%
November	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$426,000.00	23.47%	\$4,911,821.14	4,378,964.00	12.17%
December	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$5,267,656.61	4,726,964.00	11.44%
Total		\$5,267,656.61	\$5,457,793.06	\$5,181,234.49	\$4,646,263.10	\$4,308,413.00	\$4,728,964.00				
Monthly Average		\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$375,701.08	\$393,913.67	10.26%			

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2020 Supp Budget	2020 Actual to Budgeted Variance	2020 Cumulative Actual Sales Tax Received	2020 Cumulative Budgeted Sales Tax	2020 Cumulative Actual to Budget Variance
January	0.90%	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$376,024.00	(0.00%)	\$376,023.97	376,024.00	(0.00%)
February	0.90%	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$366,015.00	(0.00%)	\$742,038.63	742,039.00	(0.00%)
March	0.90%	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$379,552.88	\$386,721.00	(0.00%)	\$1,128,759.35	1,128,760.00	(0.00%)
April	0.90%	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$348,715.00	0.00%	\$1,477,474.57	1,477,475.00	(0.00%)
May	0.90%	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$426,000.00	3.29%	\$1,917,496.25	1,903,475.00	0.74%
June	0.90%	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$426,000.00	14.41%	\$2,404,884.16	2,329,475.00	3.24%
July	0.90%	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$426,000.00	19.36%	\$2,913,351.87	2,755,475.00	5.73%
August	0.90%	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$422,063.41	\$426,000.00	21.78%	\$3,432,056.89	3,181,475.00	7.86%
September	0.90%	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$460,963.02	\$426,000.00	23.47%	\$3,958,034.33	3,607,475.00	9.72%
October	0.90%	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$344,116.73	\$348,000.00	2.25%	\$4,313,869.80	3,955,475.00	9.06%
November	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$4,775,843.51	4,303,475.00	10.98%
December	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$485,326.15	\$475,452.60	\$426,000.00	26.72%	\$5,315,680.71	4,729,475.00	12.39%
Total		\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,688,938.57	\$4,568,006.47	\$4,729,475.00				
Monthly Average		\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$380,667.21	\$394,122.92	11.03%			



February 2021 Financial Summary

Budget Tracking Figure: 16.67%

Operational Expenses:	\$375,678.14
Operational Revenues:	\$0.00
Non-Operational Income:	\$573,611.23
Capital Expenses:	\$625.00
Capital Income:	\$0.00

Sales Tax Received 2/28/2021 for December 2020: \$539,837.20

Sales Tax Received 2/29/2020 for December 2019: \$518,325.41

**Sales tax increased from prior year 4% **

Cumulative Sales tax decrease from prior year 4%

Cash on Hand as of February, 2021*:

Operating:	\$5,590,277.48
Operating Reserve (100% Funded):	\$2,032,147.00
(2020 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,146,786.01
Dedicated (Committed) Grant Match (48% Funded):	\$2,430,973.63
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$15,250.00
EFT Fund:	\$128,193.16
Travel Fund:	\$1,500.00

Total **\$12,504,877.28****

*"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 AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Two Months Ending Sunday, February 28, 2021

STATEMENT OF CASH FLOWS	<u>February</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$11,910,818.45	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	\$30,871.53	(\$443,681.83)
Non-Capital Financing Activities	\$539,837.20	\$1,002,236.96
Investing Activities	\$902.03	\$1,777.23
Total Operating Cash Provided/(Used)	571,610.76	560,332.36
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$41,902.42)	(\$50,027.42)
Net Increase/(Decrease) Cash and Equivalent	\$529,708.34	\$510,304.94
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$12,440,526.79</u>	<u>\$12,440,526.79</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Two Months Ending Sunday, February 28, 2021

STATEMENT OF INCOME/(LOSS)	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	176,829.74	345,627.84	2,581,957.00	13.39%
Benefits	125,955.20	305,555.35	1,837,819.00	16.63%
Services and User Fees	17,001.74	30,673.51	399,665.00	7.67%
Materials & Supplies	33,354.70	45,916.11	610,610.00	7.52%
Utilities	4,723.85	12,254.11	89,053.00	13.76%
Casualty/Liability Costs	12,722.33	25,444.66	157,000.00	16.21%
Taxes	189.62	189.62	4,592.00	4.13%
Miscellaneous Expenses	4,400.96	16,971.43	220,030.00	7.71%
Leases and Rentals	500.00	2,302.79	23,216.00	9.92%
Total Operating Expenses	375,678.14	784,935.42	5,923,942.00	13.25%
Operating Income (Loss)	(375,678.14)	(784,935.42)	(5,893,462.00)	13.32%
Non-Operating Revenues				
Non-Transportation Revenue	902.03	2,109.86	25,200.00	8.37%
Taxes Levied by Transit	443,837.20	917,810.91	4,720,000.00	19.45%
Local Grants & Contributions	1,250.00	2,500.00	18,000.00	13.89%
State Grants & Contributions	20,872.00	41,744.00	250,464.00	16.67%
Federal Grants & Contributions	106,750.00	213,500.00	1,283,160.00	16.64%
Total Non-Operating Revenues	573,611.23	1,177,664.77	6,296,824.00	18.70%
Net Income (Loss) Before Transfers In/(Out)	197,933.09	392,729.35	403,362.00	97.36%
Net Income/(Loss)	<u>\$197,933.09</u>	<u>\$392,729.35</u>	<u>\$403,362.00</u>	<u>97.36%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Two Months Ending Sunday, February 28, 2021

	<u>February</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	902.03	1,777.23	24,000.00	7.41%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues		332.63		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	443,837.20	917,810.91	4,720,000.00	19.46%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	41,744.00	250,464.00	16.67%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	213,500.00	1,283,160.00	16.64%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	<u>573,611.23</u>	<u>1,177,664.77</u>	<u>6,296,824.00</u>	<u>18.70%</u>
TOTAL REVENUES	<u>\$573,611.23</u>	<u>\$1,177,664.77</u>	<u>\$6,327,304.00</u>	<u>18.61%</u>

**Jefferson Transit Authority
Operating Expenses
For the Two Months Ending Sunday, February 28, 2021**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$62,845.75	\$123,829.64	\$924,387.00	13.40%
Operators Overtime - Fixed Route	1,126.16	2,982.30	68,565.00	4.35%
Operators Salaries & Wages - Dial-a-Ride (DAR)	7,274.23	14,558.25	138,512.00	10.51%
Operators Overtime - Dial-a-Ride (DAR)	2.00	2.00	8,425.00	0.02%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,763.85	94,213.31	689,366.00	13.67%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,136.88	5,317.51	33,050.00	16.09%
Administration Salaries	55,680.87	104,724.83	719,652.00	14.55%
Total Labor	176,829.74	348,627.84	2,581,957.00	13.39%
Benefits				
FICA	14,521.38	31,753.73	230,180.00	13.80%
Pension Plans (PERS)	26,195.25	52,897.99	359,572.00	14.71%
Medical Plans	43,274.48	85,416.76	570,120.00	14.98%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,890.12	9,531.22	81,823.00	11.65%
Holiday	13,324.03	57,243.90	124,022.00	46.16%
General Leave	20,623.73	57,189.30	325,843.00	17.55%
Other Paid Absence (Court Duty & Bereavement)	409.82	582.81	15,750.00	3.70%
Uniforms, Work Clothing & Tools Allowance	1,323.83	4,104.01	24,680.00	16.63%
Other Benefits (HRA, EAP & Wellness)	362.15	1,608.40	38,700.00	4.16%
Paid FML	296.25	598.25	4,129.00	14.49%
COVID-19 JTA/Federal Leave	734.16	4,628.98	53,000.00	8.73%
Total Benefits	125,955.20	305,555.35	1,837,819.00	16.63%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,141.79	3,919.41	26,250.00	14.93%
Professional & Technical Services	7,682.10	11,666.54	140,500.00	8.30%
Contract Maintenance Services (IT Services)	598.14	1,141.25	14,005.00	8.15%
Custodial Services	840.00	1,715.00	18,720.00	9.16%
Security Services		155.32	5,600.00	2.77%
Vehicle Technical Services	292.39	1,299.29	47,000.00	2.76%
Property Maintenance Services	832.47	4,025.47	41,901.00	9.61%
Software Maintenance Fees	2,646.60	4,535.80	81,425.00	5.57%
Postage & Mail Meter Fees	27.24	254.48	3,600.00	7.07%
Drug & Alcohol Services	205.42	465.84	8,000.00	5.82%
Other Services & User Fees	735.59	1,495.11	9,664.00	15.47%
Total Service and User Fees	17,001.74	30,673.51	399,665.00	7.67%
Materials and Supplies Consumed				
Fuel	13,109.98	26,440.12	335,000.00	7.89%
Tires		333.06	27,000.00	1.23%
Lubrication	2,386.17	2,905.20	13,050.00	22.26%
Tools	1,427.35	2,081.58	18,000.00	11.56%
Vehicle Maintenance & Repair Parts	7,047.38	1,989.70	81,500.00	2.44%
Non-Vehicle Maintenance & Repair Parts	2,234.73	2,372.05	9,740.00	24.35%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	2,039.83	2,039.83	5,750.00	35.48%
Shop Supplies (Maintenance & Cleaning)	2,719.03	3,792.81	23,000.00	16.49%
Safety & Emergency Supplies	500.05	607.81	9,800.00	6.20%
Office Supplies	1,497.45	2,488.78	16,920.00	14.71%
Computer Programs & Supplies		152.59	18,000.00	0.85%
Printing (Photocopier, Schedules & Brochures)	392.73	712.58	49,500.00	1.44%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	33,354.70	45,916.11	610,610.00	7.52%

**Jefferson Transit Authority
Operating Expenses
For the Two Months Ending Sunday, February 28, 2021**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,275.88	2,559.45	15,100.00	16.95%
Utilities (Electrical & Propane)		2,878.91	27,800.00	10.36%
Telephone & Internet	3,447.97	6,815.75	46,153.00	14.77%
Total Utilities	4,723.85	12,254.11	89,053.00	13.76%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	25,444.66	157,000.00	16.21%
Total Casualty and Liability Costs	12,722.33	25,444.66	157,000.00	16.21%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	189.62	189.62	3,000.00	6.32%
Total Taxes	189.62	189.62	4,592.00	4.13%
Miscellaneous				
Dues & Subscriptions	3,642.19	5,802.58	20,406.00	28.44%
Travel & Meetings	164.77	844.64	34,000.00	2.48%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	392.00	392.00	26,554.00	1.48%
EE CDL and EE Physical Expense	102.00	193.50	9,250.00	2.09%
COVID-19 Related Expense		9,638.71	123,420.00	7.81%
Other Miscellaneous	100.00	100.00	300.00	33.33%
Total Miscellaneous	4,400.96	16,971.43	220,030.00	7.71%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	1,050.00	4,500.00	23.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		1,252.79	16,216.00	7.73%
Total Leases and Rentals	500.00	2,302.79	23,216.00	9.92%
TOTAL OPERATING EXPENSES	<u>\$375,678.14</u>	<u>\$784,935.42</u>	<u>\$5,923,942.00</u>	<u>13.25%</u>

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

Current Account Status	Balance per Bank @ 2/28/21	\$	4,777,759.64	\$
Balance per GL @ 1/31/2021		\$	4,772,241.98	
	Transfers - In	\$		
	Reimbursement	\$	5,827.67	
	Investment Interest	\$	314.99	
	Transfers Out (Purchases)	\$	(625.00)	
	Transfers Out /Bond Call)	\$		
Balance per GL @ 2/28/21		\$	4,777,759.64	
Balance in Capital Account	Outstanding Checks	\$	4,777,759.64	
2021 Capital Projects				
Facility	2021 Budgeted Balance	Grant Funding	JTA Funding	
	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	2021 Beginning Budget	Grant Funding	JTA Funding	
Facilities Mntce Building/Training Area			\$	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	2021 Beginning Budget			
1 Full-Size Buses		\$	419,301.00	\$ 65,440.00
1 Trolley Style FR Bus				\$ 350,000.00
	Trolley Inspection			\$ (625.00)
1 JTOC 29' Cutaway		\$	120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$		\$ 150,000.00
	JTA Funded Balance			\$ 594,815.00
Service Vehicle	2021 Beginning Budget			\$ 45,000.00
Field Supervisor - SUV				
	JTA Funded Balance			\$ 45,000.00
Service Equipment	2021 Beginning Budget			\$ 30,000.00
Tractor				
	JTA Funded Balance			\$ 30,000.00
Office Furniture & Equipment	2021 Beginning Budget			
New Finance/Mntce/Ops Software				\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC			\$ (45,111.29)
Social Media Notification Software				\$ 15,000.00
	Jan 2021 - Regroup Software			\$ (7,500.00)
	JTA Funded Balance			\$ 137,388.71
Romix (Purchased Dec 2020; Cleared 2021)				\$ (10,900.00)
JTA Capital Balance		\$	4,777,759.64	
JTA Committed Project Funds Sub-Total		\$	(2,146,786.01)	
JTA Vehicle Reserve		\$	(125,000.00)	
JTA IT Reserve		\$	(75,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$	2,430,973.63	



63 4 Corners Road, Port Townsend, WA 98368

Attachment C

General Manager's Report

April 20, 2021

Legislative Update

Lots of moving parts in Olympia, we are at day 99 of 105-day session. Session will end on April 25, 2021. April 11th was the cutoff for policy bills or non-budget related bills. After that the Legislators will be discussing all budget all the time.

On the transportation side there are two different versions of a transportation budget moving forward The House and the Senate are fairly close on these two budget proposals. The budgets include allocations for Regional Mobility and Special Needs Grants, Bike and Ped access and Maintenance, preservation and repair. The big issue at this point is surrounding new revenue. There is a great deal of discussions about a new transportation revenue package.

Last summer we were looking at an approximate 9-billion-dollar budget shortfall in the State of Washington. Now due to increase in revenue (Amazon sale, home prices sales etc.) the State operating budget seem to be in better shape. The state got an additional 3.2 billion dollars in new tax revenue in the state operating budget and the additional Federal money coming in the of Federal Coronavirus Response and Relief Appropriation (CRRSA) Plan Act which is anticipated to bring in an additional 4 billion to state operating. All that said, the transportation budget is not exactly in as good of shape moving forward. If not for some of the Federal money that will be used to back fill into the transportation budget, we would be looking at a potential cut in budget from the Connecting Washington package passed in 2015.

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The House and the Senate both put forward transportation revenue plans. With such a short period of time left to end of session it seems unlikely we will get a revenue plan, as it is tied up in Climate negotiations, Cap and Invest vs. Carbon Tax all mixed together.

The Senate Transportation Commission held a public hearing on its new “Forward Washington” plan. This plan included money from the Cap and Invest program as well as starting to set the stage for a pay by mile plan possibly in 2025 or later, starting with the electric and plug in vehicles. It would also include a 9.8 cent gas tax and other vehicle and license fees. The plan is a 17.8-billion-dollar investment plan over 16 years. (keeping in mind that the Connecting Washington plan was a 16-year plan and we are back already at the table)

The house includes much more funding for transit, than the Senate does but both include significant plus ups (WSTA term).

In most of the meetings, webinars, presentations attended, the word is cautiously optimistic. It is hard to justify tax increases with the additional federal funding received.

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 continues to be in phase 3, and Jefferson Transit is continuing it 3ft.distancing on our vehicles.

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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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.

JTA received another round of Federal Coronavirus Response and Relief Appropriation (CRRSA) act funds in the amount of 3.4 Million. This funding will provide JTA additional transit relief funding. According to the Certs. & Assurance this funding must be used for operations (see certs & assurances 1.5)

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Long Rang Plan

JTA and Fehr & Peers continue to have weekly planning meetings. It was decided to create and distribute a mailer to get the word out to the residents of Jefferson County that JTA needed their input regarding service. Fehr & Peers updated the Authority regarding the response to the flyer and the path forward.

Proposed Schedule

- Anticipated Completion of Project (Board approval) Approx. Aug/Oct 2021

ODT Coordination

As part of a Multi-Modal coordination for the ODT, JTA met with Eric Kuzma, Asst. Public Works Director with the County Public Works department. We discussed the continuation of the ODT trail from in front of JTA's Administrative building and across the new Facility Maintenance building. JTA is dedicated to working together with all agencies in our region to continue to encourage and support all forms of mobility.

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 and Mr. Gibson negotiated a contract and scope of work. JTA is asking the Authority to authorize the General Manager proceed with signing a contract with Jim Gibson Engineering and Consulting. Mr. Gibson will provide Civil Engineering and Construction Management for the Development of the facility maintenance building. JTA has authority for \$800,000 for the total project. (Mr. Gibson's contract is \$60,000)

Engineer HPTC Bus Loop Plan (KPFF)

KPFF and JTA have been working together to create alternate layouts for the modified Haines Place Transit Center Bus Loop. KPFF delivered three (3) alternative layout

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plans for the modified transit center, JTA discussed the pros and cons of each. KPFF then went back to the drawing board with the suggestions and delivered two more alternates. KPFF will present to CAC and to the Board. Dates TBD.

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

EV Feasibility Study (TranspoGroup)

This project is temporarily on hold as staff at TranspoGroup are on paternity leave. The project will resume in approximately three weeks. Last action by TranspoGroup was a meeting with Jefferson County PUD to discuss costs and required energy.

TranspoGroup will then create a final report including 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.

Third Maintenance Bay Project (TCF)

We are still negotiating with TCF and are drafting a new scope of services and will begin this project 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:

- Clerks Committee Meeting, Virtual – April 27, 2021 – SJ
- Washington State Conference – Vancouver – August 22-24
- 2021 State Rodeo, Vancouver – August 22-24

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- 2021 Maintenance Forum, Vancouver – August 22-24

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

Regional Transportation Planning Organization (PRTPO)

The RTPO Executive Board meeting was on April 16, 2021. The Board had two action items, one was the amendment to the procurement policy, authorizing the chair to execute a contract on behalf of the RTPO. The other was authorizing a contract that I discussed at our last Authority meeting. RTPO have approximately \$4500 that would remain unspent unless some additional work is completed. The Board approved a contract for EV Planning Services. This should establish an inventory of completed work and resources. The project is being led by Kitsap Transit (Lead Planning Agency) The group had its first reading of the 2022-2023 Unified Planning Work Program (UPWP). The UPWP is the work plan and budget for the PRTPO. The plan describes what work PRTPO will undertake to fulfill its responsibilities and the budget to accomplish it. The budget is 274,702 for 2022-2023. The state allocated \$80,000 in a one-time supplemental funding to the PRTPO to support a required update to the 2019 Human Services Transportation Plan (HSTP) in the next biennium. The UPWP proposes \$60,000 be directed to the four transit agencies for engagement with the human services transportation community. These are the tribal transit, non-profit and for-profit services providers, and other who help meet the mobility needs of the region's most vulnerable residents. Clallam Transit, Jefferson Transit, Kitsap Transit, and Mason Transit each play central roles with these service providers and help extend coordination between transit districts. A scope will be prepared with the transit agencies and the Board as a part of developing the HSTP work program.

JTA participated in the first stakeholders' meeting for Clallam Transit's comprehensive operational analysis on March 10, 2021. The second meeting May 12, 2021 was canceled. The next meeting date TDB. It was thought-provoking to hear the requests

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from the public, one of the most requested trips is Hurricane Ridge. This request has some big challenges.

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

Fleet:

- Trolley vehicle failed acceptance inspection – Rejected and returned to Arboc
- Intend to explore electric trolley options as remedial action
- Awaiting final approval of STPflex for Gillig trolley purchase as backup for electric trolley
- Plexi-door installed in vehicle 700, ready for use
- Diagnosing excessive emissions issue with old cutaway – seeking funding for replacements

Facilities:

- SOW received/reviewed for 111 site project - awaiting approval
- New facilities maint. tractor being used to improve landscaping at HPTC and 4 corners
- Working on contracting electrician to install backup A/C unit for server room
- Maint. bay expansion project – Finalizing SOW contract, anticipated to be ready by June

Staff/misc.:

- Joe Halverson submitted letter of resignation – last day Wednesday 04/21/21
- Previously interviewed tech has applied, expected to fill position
- Obsolete parts from inventory have been surplusd
- Currently arranging Thermo-King field service training for technicians in May



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Attachment E

**Nicole Gauthier
Fixed Route Operations Manager
Board Report – April 20, 2021**

Operations Update

- In late February, JTA supervisors and managers attended a virtual training class titled “Reasonable Suspicion: Drug and Alcohol Determination for Supervisors.” This training was hosted by the Washington State Transit Insurance Pool (WSTIP).
- In early March Miranda Nash and Nicole Gauthier attended the Washington State Transit Association’s Operations Committee meeting. This was a virtual meeting held over two days and topics included hiring operators during a pandemic, COVID-19 response and incorporating equity and inclusion into daily operations.
- On March 18, 2021 JTA celebrated National Transit Operator Appreciation Day. It was a great opportunity to show appreciation to JTA’s hard working Operators. In April JTA took the opportunity to show appreciation to all other employees for all of their hard work.
- In March Nicole Gauthier attended a virtual training titled “Crisis Management and De-escalation Techniques.” This training was hosted by Jud Haynes who is the Health Navigator with the Port Townsend Police Department.
- JTA continues to work with KPFF on the new bus loop redesign project. JTA is still in the initial design phase but looks forward to having some concepts to present to the board.

Safety and Training Update

- Jim Springer, Field Supervisor, reported JTA had one exclusion in March. The exclusion was due to a refusal to properly wear a mask.
- JTA hired two new Operators in early March. Both employees came to JTA with a class B commercial driver's license. Both employees have now completed their training and are Extraboard drivers.
- In March JTA hired a new Operator without a class B commercial driver's license. This Operator is currently training with Gary Maxfield, Safety and Training Supervisor, and will be ready to take the CDL exam the second week in June. JTA is still accepting applications for Transit Operators.

Service Updates

- Mason Transit is scheduled to resume their service to Triton Cove on June 7, 2021. Mason Transit will be meeting JTA Monday – Friday. Mason Transit will not be making the connection on Saturday's until further notice.
- Since returning to full service JTA has not had an overcapacity issue.

Ridership

Fixed Route Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	720	359	-50.2%
March	769	413	-46.3%

JTOC Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	48	16	-66.7%
March	45	17	-62.2%

*2019 ridership data used as 2020 data influenced by COVID-19



63 Four Corners Road, Port Townsend, WA 98368

Attachment F

Miranda Nash
Mobility Operations Manager
Board Report April 2021

Service Planning:

PT- Discovery Road Project

JTA provided feedback to the City of Port Townsend on the the Discovery Road Bikeway & Sidewalks Project between the Discovery Road roundabout at Rainier Street to Salish Coast Elementary at McClellan Streets. JTA provided feedback on bus stop locations and shelter pads for the potential placement of future shelters based on ridership growth and demand. JTA will participate in a stakeholder group meeting on Wednesday, April 28th.

Kingston Pilot Service:

JTA conducted a survey in February to March 2021 for public outreach and feedback on the Kingston Pilot service. Feedback was obtained to determine the communitys level of interest in the service, primary reasons for travel and frequency of use, preferred travel times, and willingness to pay a premium rate for a one-seat ride. Feedback from the survey has been integrated into the service planning. The first public outreach presentation is projected to be conducted in May.

Ridership:

Dial-A-Ride:

Dial-A-Ride ridership in February 2021 has remained consistent with previous months, with averages of 21 riders per day. In March, we saw a slight increase in ridership with an average of 29 riders per day.

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2021 averages	% of change
February	38	21	-45%
March	46	29	-37%

2019 ridership data used as 2020 data influenced by CV19

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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.

House Bill -1514 Rideshare modification bill

HB 1514 reduces the minimum requirement for ride sharing from five persons including the driver to three persons including the driver, and eliminates weight and trip requirements. The bill also requires WSDOT and the Commute Trip Reduction (CTR) Board to make recommendations regarding changes to the CTR program, and broadens eligibility for tax exemptions, tax credits, and license plates associated with ride sharing and commute trip reduction. The bill passed the house but was amended at the senate before approval. The amendment would require non-public transit operated rideshare to have a minimum of five passengers, not the minimum of three persons for public transit operated rideshare. The bill is now being put before Governor Inslee.

Community Outreach and Events:

Jefferson Transit is celebrating its 40th anniversary of serving Jefferson County communities in May 2021.