

Jefferson Transit Authority Board

Remote Regular Meeting Minutes

Tuesday, June 15, 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, Grants and Procurement Coordinator Jayme Brooke and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

Michele Gransgaard commented on meeting minutes and bus idling.

JUSTIN LEIGHTON: END OF QUARTER LEGISLATIVE SUMMARY

Justin Leighton of Washington State Transit Association (WSTA) presented on the following:

- Preserve and Maintain Transit Investments
- Significant Increase in State Investments to Public Transit
- New State Revenue Principles
- Transformative Changes to Vanpool/Rideshare Program
- Incentive Zero-Emission Transit Vehicles
- Protect the Effective and Efficient Delivery of Public Transit
- Grants
- Multimodal Investment Priorities

Discussion ensued on increasing ridership in rural transit areas and revenue sources. Mr. Leighton explained that rural residents do support public transit. He explained the cost benefit analysis of delivering services to a low density, rural area. There is discussion nationally and statewide about how to better serve rural areas, particularly dial-a-ride to fixed route services. Mr. Leighton explained that higher frequency, early and later service and weekend service are the top way to increase ridership in rural areas.

Heidi Eisenhour entered the meeting at 1:37 pm.

NEW AGENDA ITEMS

Emergency Transportation for the Unsheltered Encampment was added under New Business

Citizens Advisory Committee (CAC) update was added to the Reports.

FINANCE REPORTS

Attachments A and B

Sara Crouch gave an update on increased property liability insurance and capital assets in the software project.

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

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

CONSENT AGENDA

- a. Approval of Minutes, April 20, 2021
- b. Approval of Special Meeting Minutes, May 18, 2021
- c. Approval of Expenses, April, 2021
- d. Approval of Expenses, May, 2021
- e. Out of State Travel Approval for John Bender and Desiree Williams
- f. Disposition of Surplus Property Under \$5,000
- g. Inventory Lost
- h. Return to Inventory

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

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

Public Hearing: Transit Development Plan/Transportation Improvement Plan 2021-2026

Tammi Rubert gave a description of the Transit Developmental Plan (TDP) and opened the public hearing.

Chair Dean asked about the TDP process and the Board having opportunity to give input before the Public Hearing.

Tammi Rubert explained that draft TDP goes out two months before it is due to WSDOT to give opportunity for both Board and public comments. In previous years, the Board has not received the draft before the public, although JTA can accommodate this in the future.

Chair Dean responded that a step where the Authority Board gives feedback on the TDP before the public.

Greg Brotherton agreed.

Heidi Eisenhour asked if the TDP process is different than past years.

Tammi Rubert explained that the TDP is usually opened for Public Hearing and a second meeting in August closes the Public Hearing and subject to Board approval. Last year, this process was changed to allow time to look at the TDP. JTA can adjust this next year to get Board feedback before the public review of the document.

Greg Brotherton asked to receive a clean copy to reference with the copy with markups.

Jayne Brooke explained that a clean copy is on the JTA website.

Public Comment

Debbie Jahnke said that she will wait as most of her comments are simple typos.

The Public Hearing will remain open for comments and questions until July 27, 2021.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. Resolution 21-08: Authorizing the General Manager to Sign an Agreement with TCF Architecture

Tammi Rubert introduced resolution 21-08 and asked for any questions or comments.

Discussion ensued.

Motion: Greg Brotherton moved to approve Resolution 21-08, Authorizing the General Manager to Sign an Agreement with TCF Architecture. Heidi Eisenhour seconded seconded.

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

b. Request for Emergency Transportation from Unsheltered Encampments.

Greg Brotherton explained the need for a daily shuttle route from a rural encampment location to the Haines Place Transit Center.

Discussion ensued on vehicle use, possible encampment locations, service routes, and public service costs, and insurance coverage. A cutaway vehicle could be available with modifications to the site for the Cape George Road proposed site. Service to Cape George is

a possibility with integration to dial-a-ride services or deviating from a fixed route. The estimated cost to operate a run to the Cape George site for a limited time period is \$3,500. If the proposed encampment site at the HPTC were selected, it would not be possible to obtain insurance coverage because the intended purpose of that facility is as a park and ride not as an encampment location. JTA staff will continue to provide support and information for this effort. This topic may be revisited in a Special Meeting once a location is selected.

REPORTS

GENERAL MANAGER

Attachment C

Tammi Rubert reported the following items:

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

FIXED ROUTE OPERATIONS REPORT

Attachment D

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Service Updates
- Ridership

Discussion ensued on JTA Operator prerequisites.

MOBILITY OPERATIONS REPORT

Attachment E

Miranda Nash reported on the following items:

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

Discussion ensued on vanpool with the unsheltered and hiring barriers.

Tammi Rubert introduced Rick Burton as the new ATU representative.

CAC UPDATE
Attachment F

Debbie Jahnke reported on the following items:

- New committee member
- CAC invitation to the May 18th Special Board Meeting.
- Updated CAC Calendar
- Possible CAC name change

Discussion ensued on the Port Angeles Chamber of Commerce and Buxton Consulting's data capture software.

PUBLIC COMMENT

Margaret Lee asked about the HPTC Bus Loop Project.

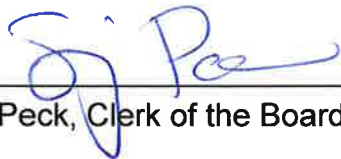
Tammi Rubert explained that the aim of the project is to increase capacity at the HPTC.

Debbie Janke inquired about the CAC opportunity to see HPTC Bus Loop Design.

Tammi Rubert responded that this will happen once there is a design.

ADJOURNMENT

The meeting was adjourned at 3:27 pm. The next regular meeting will be held Tuesday, August 17, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.



SJ Peck, Clerk of the Board



Date



63 4 Corners Road, Port Townsend, WA 98368

June 8, 2021

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

Special Notes:

Jefferson Transit was informed by WSTIP that the cost for Property, Boiler/Machinery and Cyber Excess Insurance will increase by 38% - due to losses in the market (terrible fire season last year) and escalation of lumber prices – it is a bad year for the market. We do have a credit from 2020 that will lessen the blow in 2022, but 2023 may see a significant increase. This increase will be addressed during the budget sessions in November 2021.

May Financial Report

The budget tracking percentage for May 2021 is 41.7%. We use that tracking figure as a guideline for monitoring expenses.

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

For the month March 2021 sales tax was an unprecedented 43% higher than received for March 2020. Keeping in mind that March 2020 was the beginning of financial impacts of COVID (March 2020 sales tax was down 15% compared to 2019) comparing the amount to March 2019, it is still an unprecedented 21% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see where we saw increased sales tax.

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 April (remitted in June 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 7.8% 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 4.7% under budget.
- **Benefits** – Benefits are 4.7% 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 20.4% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 17.5% under budget

- 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.
- Park & Ride Materials - Timing issue
- **Utilities** – 4.5% under budget (electricity not yet posted)
- **Casualty/Liability Costs** – C/L costs are 1.2% under budget
- **Taxes** – 35.1% under budget
- **Miscellaneous** – 26.8% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
 - Other Miscellaneous over budget – will monitor
- **Leases and Rentals** – 10.4% 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 May: New Engine for Service Vehicle 01



May 2021 Financial Summary

Budget Tracking Figure: 41.7%

Operational Expenses:	\$341,297.99
Operational Revenues:	\$0.00
Non-Operational Income:	\$731,771.17
Capital Expenses:	\$7,314.27
Capital Income:	\$0.00

Sales Tax Received 5/31/2021 for March 2021:	\$551,733.90
Sales Tax Received 5/31/2020 for March 2020:	\$386,720.73

****Sales tax increased from prior year 43% ****

****Cumulative Sales tax increase from prior year 24%** (21% up from 2019)**

Cash on Hand as of May 31, 2021*:

Operating:	\$2,220,516.87
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,066,056.52
Dedicated (Committed) Grant Match (100% Funded):	\$5,956,445.82
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$127,895.56
Travel Fund:	\$1,500.00

Total **\$12,637,811.77****

****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 Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual 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%	\$438,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,466.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,277.73	1,134,000.00	25.07%
April	0.90%	\$433,896.30	\$366,014.68	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,852,174.03	1,464,000.00	26.47%
May	0.90%	\$391,733.90	\$386,720.72	\$455,211.10	\$432,601.82	\$404,565.87	\$350,000.00	57.64%	\$2,403,201.83	1,814,000.00	32.48%
June	0.90%		\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	0.00%	\$0.00	2,164,000.00	
July	0.90%		\$440,021.68	\$460,807.07	\$418,821.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	2,564,000.00	
August	0.90%		\$487,387.91	\$550,089.91	\$498,083.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,994,000.00	
September	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$398,053.15	\$400,000.00	0.00%	\$0.00	3,394,000.00	
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$482,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$388,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$2,403,201.93	\$5,267,658.61	\$5,457,793.06	\$5,181,234.49	\$4,846,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$480,640.39	\$438,971.38	\$454,816.09	\$436,102.87	\$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 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Accrual Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,466.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,466.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.68	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,673.12	690,000.00	23.14%
March	0.90%	\$461,733.90	\$386,720.72	\$455,211.10	\$432,601.82	\$404,565.87	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%		\$348,715.22	\$398,659.28	\$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	\$418,821.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,790,000.00	
June	0.90%		\$487,387.91	\$550,089.91	\$498,083.29	\$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	\$398,053.15	\$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	\$482,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$388,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$398,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$1,401,391.02	\$5,315,880.71	\$5,521,926.70	\$5,238,794.81	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$467,130.34	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

Sales Tax by NAICS Category - March 2021	2021	2020	\$\$2021 Compared to 2020	% Difference	2019	% 2019 Compared to 2021
Agriculture, Forestry, Fishing and Hunting	\$ 860.25	608.59	\$ 251.66	141%	\$ 722.99	119%
Mining	\$ 1,059.12	614.8	\$ 444.32	172%	\$ 296.49	357%
Utilities	\$ 72.35	147.28	\$ (74.93)	49%	\$ 166.21	44%
Construction	\$ 106,992.15	\$ 86,590.35	\$ 20,401.80	124%	\$ 105,604.86	101%
Manufacturing	\$ 19,442.16	\$ 11,848.66	\$ 7,593.50	164%	\$ 18,933.47	103%
Wholesale Trade	\$ 33,243.54	26892.2	\$ 6,351.34	124%	\$ 29,196.47	114%
Retail Trade	\$ 223,235.90	\$ 155,134.52	\$ 68,101.38	144%	\$ 151,808.68	147%
Transportation and Warehousing	\$ 2,825.02	\$ 658.26	\$ 2,166.76	429%	\$ 2,245.68	126%
Information	\$ 19,471.51	14607.78	\$ 4,863.73	133%	\$ 14,149.95	138%
Finance and Insurance	\$ 2,824.15	2045.85	\$ 778.30	138%	\$ 2,523.32	112%
Real Estate Rental and Leasing	\$ 7,652.10	4947.65	\$ 2,704.45	155%	\$ 6,370.11	120%
Professional, Scientific, and Technical Services	\$ 10,964.07	8593.56	\$ 2,370.51	128%	\$ 15,959.69	69%
Management of Companies and Enterprises	\$ 2,149.75	10.56	\$ 2,139.19	20357%	\$ 1.06	202807%
Administrative and Support and Waste Management and Remediation Services	\$ 37,285.17	20560.38	\$ 16,724.79	181%	\$ 21,517.87	173%
Educational Services	\$ 1,036.24	520.43	\$ 515.81	199%	\$ 895.12	116%
Health Care and Social Assistance	\$ 3,284.69	2492.64	\$ 792.05	132%	\$ 1,443.25	228%
Arts, Entertainment, and Recreation	\$ 4,318.97	1436.55	\$ 2,882.42	301%	\$ 3,601.83	120%
Accommodation and Food Services	\$ 45,544.34	23316.08	\$ 22,228.26	195%	\$ 48,821.91	93%
Other Services (except Public Administration)	\$ 14,597.16	12959.13	\$ 1,638.03	113%	\$ 17,052.38	86%
Public Administration	\$ 2,814.35	612.92	\$ 2,201.43	459%	\$ 3,602.21	78%
Not Classified	\$ 17,633.98	\$ 15,231.67	\$ 2,402.31	116%	\$ 13,280.30	133%
Total	\$ 557,306.97	\$ 389,829.86	\$ 167,477.11	143%	\$ 458,193.85	122%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Five Months Ending Monday, May 31, 2021

STATEMENT OF CASH FLOWS	May	Year to Date
Cash Balances - Beginning of Period	\$12,433,501.34	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$348,918.74)	(\$2,263,808.33)
Non-Capital Financing Activities	\$551,733.90	\$3,063,736.77
Investing Activities	\$883.27	\$4,748.79
Total Operating Cash Provided/(Used)	203,698.43	804,677.23
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$282.00	(\$97,417.31)
Net Increase/(Decrease) Cash and Equivalent	\$203,980.43	\$707,259.92
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$12,637,481.77	\$12,637,481.77

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending Monday, May 31, 2021

STATEMENT OF INCOME/(LOSS)	May	YTD	Budget	% of Actual vs. Budget
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	191,396.30	955,936.06	2,581,957.00	37.02%
Benefits	111,208.03	679,657.42	1,837,819.00	36.98%
Services and User Fees	9,188.10	85,019.50	399,665.00	21.27%
Materials & Supplies	12,398.58	147,933.13	610,610.00	24.23%
Utilities	3,528.23	33,134.78	89,053.00	37.21%
Casualty/Liability Costs	12,722.33	63,611.65	157,000.00	40.52%
Taxes		302.62	4,592.00	6.59%
Miscellaneous Expenses	856.42	32,722.09	220,030.00	14.87%
Leases and Rentals		7,276.16	23,216.00	31.34%
Total Operating Expenses	341,297.99	2,005,593.41	5,923,942.00	33.86%
Operating Income (Loss)	(341,297.99)	(2,005,593.41)	(5,893,462.00)	34.03%
Non-Operating Revenues				
Non-Transportation Revenue	1,165.27	(8,611.73)	25,200.00	(34.17%)
Taxes Levied by Transit	601,733.90	2,379,201.93	4,720,000.00	50.41%
Local Grants & Contributions	1,250.00	6,250.00	18,000.00	34.72%
State Grants & Contributions	20,872.00	104,360.00	250,464.00	41.67%
Federal Grants & Contributions	106,750.00	533,750.00	1,283,160.00	41.60%
Total Non-Operating Revenues	731,771.17	3,014,950.20	6,296,824.00	47.88%
Net Income (Loss) Before Transfers In/(Out)	390,473.18	1,009,356.79	403,362.00	250.24%
Net Income/(Loss)	\$390,473.18	\$1,009,356.79	\$403,362.00	250.24%

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Five Months Ending Monday, May 31, 2021

	<u>May</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	883.27	4,748.79	24,000.00	19.79%
Gain (Loss) on Disposition of Capital Items	282.00	(14,229.99)	1,200.00	(1,185.83%)
Other Nontransportation Revenues		869.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	601,733.90	2,379,201.93	4,720,000.00	50.41%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	104,360.00	250,464.00	41.67%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	533,750.00	1,283,160.00	41.60%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	<u>731,771.17</u>	<u>3,014,950.20</u>	<u>6,296,824.00</u>	<u>47.88%</u>
TOTAL REVENUES	<u>\$731,771.17</u>	<u>\$3,014,950.20</u>	<u>\$6,327,304.00</u>	<u>47.65%</u>

**Jefferson Transit Authority
Operating Expenses
For the Five Months Ending Monday, May 31, 2021**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$69,607.34	\$342,288.02	\$924,387.00	37.03%
Operators Overtime - Fixed Route	2,043.00	13,916.53	68,565.00	20.30%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,852.00	46,924.97	138,512.00	33.88%
Operators Overtime - Dial-a-Ride (DAR)	85.01	522.88	8,425.00	6.21%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	47,979.57	250,186.29	689,366.00	36.29%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,535.71	13,068.36	33,050.00	39.54%
Administration Salaries	56,293.67	289,029.01	719,652.00	40.16%
Total Labor	191,386.30	955,936.06	2,581,957.00	37.02%
Benefits				
FICA	16,525.87	81,673.51	230,180.00	35.48%
Pension Plans (PERS)	26,582.26	146,319.67	359,572.00	40.69%
Medical Plans	38,307.95	213,957.51	570,120.00	37.53%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,711.95	26,599.63	81,823.00	32.51%
Holiday	1,052.15	58,855.23	124,022.00	47.46%
General Leave	22,449.37	128,545.04	325,843.00	39.45%
Other Paid Absence (Court Duty & Bereavement)		1,187.57	15,750.00	7.54%
Uniforms, Work Clothing & Tools Allowance		5,643.21	24,680.00	22.87%
Other Benefits (HRA, EAP & Wellness)	277.85	7,956.00	38,700.00	20.56%
Paid FML	300.63	1,655.01	4,129.00	40.08%
COVID-19 JTA/Federal Leave		7,265.04	53,000.00	13.71%
Total Benefits	111,208.03	679,857.42	1,837,819.00	36.98%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		11,849.98	26,250.00	45.14%
Professional & Technical Services	2,730.44	29,151.25	140,500.00	20.75%
Contract Maintenance Services (IT Services)	1,231.61	4,050.59	14,005.00	28.92%
Custodial Services	910.00	4,480.00	18,720.00	23.93%
Security Services		544.65	5,600.00	9.73%
Vehicle Technical Services	755.11	9,140.74	47,000.00	19.45%
Property Maintenance Services	1,283.88	7,925.87	41,901.00	18.92%
Software Maintenance Fees	1,212.72	11,665.61	81,425.00	14.33%
Postage & Mail Meter Fees		753.73	3,600.00	20.94%
Drug & Alcohol Services	205.42	1,302.10	8,000.00	16.28%
Other Services & User Fees	858.92	4,154.98	9,664.00	42.99%
Total Service and User Fees	9,188.10	85,019.50	399,665.00	21.27%
Materials and Supplies Consumed				
Fuel	5,224.16	70,656.73	335,000.00	21.09%
Tires	1,407.02	7,690.67	27,000.00	28.48%
Lubrication	461.29	4,647.32	13,050.00	35.61%
Tools	32.36	3,132.33	18,000.00	17.40%
Vehicle Maintenance & Repair Parts	4,413.02	39,583.89	81,500.00	48.57%
Non-Vehicle Maintenance & Repair Parts	203.79	3,749.15	9,740.00	38.49%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	420.71	3,296.53	5,750.00	57.33%
Shop Supplies (Maintenance & Cleaning)	225.37	7,935.58	23,000.00	34.50%
Safety & Emergency Supplies		809.22	9,800.00	8.26%
Office Supplies	10.86	3,673.06	16,920.00	21.71%
Computer Programs & Supplies		1,358.41	18,000.00	7.55%
Printing (Photocopier, Schedules & Brochures)		1,400.24	49,500.00	2.83%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	12,398.58	147,933.13	610,610.00	24.23%

**Jefferson Transit Authority
Operating Expenses
For the Five Months Ending Monday, May 31, 2021**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	183.84	5,373.99	15,100.00	35.59%
Utilities (Electrical & Propane)		10,723.86	27,800.00	38.58%
Telephone & Internet	3,344.39	17,036.93	46,153.00	36.91%
Total Utilities	3,528.23	33,134.78	89,053.00	37.21%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	63,611.65	157,000.00	40.52%
Total Casualty and Liability Costs	12,722.33	63,611.65	157,000.00	40.52%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		91.50	750.00	12.20%
Other Licensing Fees & Taxes		211.12	3,000.00	7.04%
Total Taxes		302.62	4,592.00	6.59%
Miscellaneous				
Dues & Subscriptions	856.42	9,430.20	20,406.00	46.21%
Travel & Meetings		941.04	34,000.00	2.77%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)		4,285.00	26,554.00	16.14%
EE CDL and EE Physical Expense		1,007.50	9,250.00	10.89%
COVID-19 Related Expense		16,797.79	123,420.00	13.61%
Other Miscellaneous		260.56	300.00	86.85%
Total Miscellaneous	856.42	32,722.09	220,030.00	14.87%
Leases and Rentals				
Transit Way & Passenger Stations		2,265.00	4,500.00	50.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		5,011.16	16,216.00	30.90%
Total Leases and Rentals		7,276.16	23,216.00	31.34%
TOTAL OPERATING EXPENSES	<u>\$341,297.99</u>	<u>\$2,005,593.41</u>	<u>\$5,923,942.00</u>	<u>33.86%</u>

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

Current Account Status	Balance per Bank @ 5/31/21	\$ 8,222,502.34	\$ -
Balance per GL @ 4/30/2021		\$ 8,229,401.46	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 415.15	
	Transfers Out (Purchases)	\$ (7,314.27)	
	Transfers Out/Bond Call	\$ -	
Balance per GL @ 5/31/21		\$ 8,222,502.34	
Balance In Capital Account	Outstanding Checks	\$ 8,222,502.34	

2021 Capital Projects

Facility	2021 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ -
	Eng/Des 63 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 Config - KPFF Consulting Engineers		\$ 150,000.00
	March 2021		\$ (1,853.58)
	April 2021		\$ (4,830.57)
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	February 2021		\$ (8,945.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	JTA Funded Balance		\$ 393,995.52

Other Building and Structures	2021 Beginning Budget	Grant Funding	JTA Funding
Facilities Mntce Building/Training Area		\$ -	\$ 800,000.00
Radio Project - Maynard Mtn Repeater		\$ -	\$ 31,840.00
Security Cameras		\$ -	\$ 35,000.00
New Shelters		\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00

Revenue Vehicles	2021 Beginning Budget	Grant Funding	JTA Funding
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		\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	JTA Funded Balance		\$ 587,500.73

Service Vehicle	2021 Beginning Budget	Grant Funding	JTA Funding
Field Supervisor - SUV			\$ 45,000.00
	JTA Funded Balance		\$ 45,000.00

Service Equipment	2021 Beginning Budget	Grant Funding	JTA Funding
Tractor			\$ 30,000.00
	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24

Office Furniture & Equipment	2021 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software			\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
Social Media Notification Software			\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 123,405.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance	\$ 8,222,502.34
JTA Committed Project Funds Sub-Total	\$ (2,086,056.52)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 5,956,445.82

Attachment B



63 4 Corners Road, Port Townsend, WA 98368

May 17, 2021

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

April Financial Report

The budget tracking percentage for April 2021 is 33.3%. We use that tracking figure as a guideline for monitoring expenses.

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

For the month February 2021 sales tax was 18% higher than received for February 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 April (remitted in June 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 5.2% 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 3.7% under budget.
- **Benefits** – Benefits are 2.3% 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 14.3% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 11.1% under budget
 - 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** – on budget
- **Casualty/Liability Costs** – C/L costs are 1% under budget
- **Taxes** – 26.7% under budget
- **Miscellaneous** – 18.8% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue

- Other Miscellaneous over budget – will monitor
- **Leases and Rentals – 1.96% 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 April: Comprehensive Plan, HPTC Bus Loop Design, Finance Software



April 2021 Financial Summary

Budget Tracking Figure: 33.3%

Operational Expenses:	\$426,007.68
Operational Revenues:	\$0.00
Non-Operational Income:	\$568,786.79
Capital Expenses:	\$23,112.63
Capital Income:	\$0.00
Sales Tax Received 4/30/2021 for February 2021:	\$433,206.30
Sales Tax Received 4/30/2020 for February 2020:	\$366,014.66

**Sales tax increased from prior year 18% **

Cumulative Sales tax increase from prior year 15%

Cash on Hand as of April 30, 2021*:

Operating:	\$2,025,936.10
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,073,370.79
Dedicated (Committed) Grant Match (100% Funded):	\$5,956,030.67
(TDP Funding Match \$5,021,099)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$111,433.31
Travel Fund:	\$1,500.00

Total **\$12,433,667.87****

**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 Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,481.40	\$408,383.77	\$346,766.90	\$313,986.98	\$348,000.00	32.75%	\$461,973.71	\$48,000.00	32.75%
February	0.90%	\$539,837.20	\$518,326.41	\$483,289.40	\$465,326.15	\$475,452.60	\$428,000.00	26.72%	\$1,001,810.91	\$90,000.00	29.43%
March	0.90%	\$416,659.82	\$376,023.97	\$384,223.85	\$346,748.19	\$307,974.06	\$380,000.00	15.68%	\$1,418,470.73	\$134,000.00	25.07%
April	0.90%	\$689,286.30	\$688,014.86	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	\$164,000.00	26.47%
May	0.90%		\$388,720.72	\$455,211.10	\$433,601.82	\$404,565.87	\$360,000.00	0.00%	\$0.00	\$1,814,000.00	
June	0.90%		\$348,715.22	\$388,659.28	\$391,012.04	\$339,021.48	\$360,000.00	0.00%	\$0.00	\$2,164,000.00	
July	0.90%		\$440,021.88	\$480,807.07	\$418,821.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	\$2,564,000.00	
August	0.90%		\$487,387.91	\$550,089.91	\$498,093.29	\$465,823.53	\$430,000.00	0.00%	\$0.00	\$2,994,000.00	
September	0.90%		\$508,487.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	\$3,394,000.00	
October	0.90%		\$518,705.02	\$501,416.48	\$481,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	\$3,819,000.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	\$4,294,000.00	
December	0.90%		\$355,835.47	\$489,132.88	\$432,231.53	\$359,773.30	\$400,000.00	0.00%	\$0.00	\$4,694,000.00	
Total		\$1,851,468.03	\$5,287,656.61	\$5,457,793.05	\$5,161,234.49	\$4,648,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$462,867.01	\$438,971.38	\$454,818.09	\$430,182.87	\$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 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,489.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,489.82	\$380,000.00	15.68%
February	0.90%	\$433,286.30	\$386,014.86	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	\$690,000.00	23.14%
March	0.90%		\$388,720.72	\$455,211.10	\$433,601.82	\$404,565.87	\$380,000.00	0.00%	\$0.00	\$1,380,000.00	
April	0.90%		\$348,715.22	\$388,659.28	\$391,012.04	\$339,021.48	\$360,000.00	0.00%	\$0.00	\$1,790,000.00	
May	0.90%		\$440,021.88	\$480,807.07	\$418,821.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	\$2,220,000.00	
June	0.90%		\$487,387.91	\$550,089.91	\$498,093.29	\$465,823.53	\$430,000.00	0.00%	\$0.00	\$2,620,000.00	
July	0.90%		\$508,487.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	\$3,045,000.00	
August	0.90%		\$518,705.02	\$501,416.48	\$481,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	\$3,470,000.00	
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	\$3,920,000.00	
October	0.90%		\$355,835.47	\$489,132.88	\$432,231.53	\$359,773.30	\$400,000.00	0.00%	\$0.00	\$4,295,000.00	
November	0.90%		\$461,973.71	\$435,481.40	\$408,383.77	\$346,766.90	\$375,000.00	0.00%	\$0.00	\$4,670,000.00	
December	0.90%		\$539,837.20	\$518,326.41	\$483,289.40	\$465,326.15	\$428,000.00	0.00%	\$0.00	\$5,100,000.00	
Total		\$849,657.12	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,726,000.00	0.00%			
Monthly Average		\$424,828.56	\$442,973.99	\$460,180.58	\$436,966.22	\$389,076.05	\$393,333.33				

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Four Months Ending Friday, April 30, 2021

STATEMENT OF CASH FLOWS	April	Year to Date
Cash Balances - Beginning of Period	\$12,489,195.03	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$468,863.71)	(\$1,914,889.59)
Non-Capital Financing Activities	\$433,419.05	\$2,512,002.87
Investing Activities	\$1,007.73	\$3,865.52
Total Operating Cash Provided/(Used)	(34,436.93)	600,978.80
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$21,256.76)	(\$97,699.31)
Net Increase/(Decrease) Cash and Equivalent	(\$55,693.69)	\$503,279.49
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$12,433,501.34	\$12,433,501.34

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending Friday, April 30, 2021

STATEMENT OF INCOME/(LOSS)	April	YTD	Budget	% of Actual vs. Budget
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	213,071.34	764,539.76	2,581,957.00	29.61%
Benefits	137,110.04	568,449.39	1,837,819.00	30.93%
Services and User Fees	18,473.88	75,831.40	399,665.00	18.97%
Materials & Supplies	43,093.92	135,534.55	610,610.00	22.20%
Utilities	6,908.57	29,606.55	89,053.00	33.25%
Casualty/Liability Costs	12,722.33	50,889.32	157,000.00	32.41%
Taxes	113.00	302.62	4,592.00	6.59%
Miscellaneous Expenses	4,245.74	31,865.67	220,030.00	14.48%
Leases and Rentals	3,005.58	7,276.16	23,216.00	31.34%
Total Operating Expenses	438,744.40	1,664,295.42	5,923,942.00	28.09%
Operating Income (Loss)	(438,744.40)	(1,664,295.42)	(5,893,462.00)	28.24%
Non-Operating Revenues				
Non-Transportation Revenue	(13,291.51)	(9,777.00)	25,200.00	(38.80%)
Taxes Levied by Transit	453,206.30	1,777,468.03	4,720,000.00	37.66%
Local Grants & Contributions	1,250.00	5,000.00	18,000.00	27.78%
State Grants & Contributions	20,872.00	83,488.00	250,464.00	33.33%
Federal Grants & Contributions	106,750.00	427,000.00	1,283,160.00	33.28%
Total Non-Operating Revenues	568,786.79	2,283,179.03	6,296,824.00	36.26%
Net Income (Loss) Before Transfers In/(Out)	130,042.39	618,883.61	403,362.00	153.43%
Net Income/(Loss)	\$130,042.39	\$618,883.61	\$403,362.00	153.43%

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Four Months Ending Friday, April 30, 2021

	<u>April</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	1,007.73	3,865.52	24,000.00	16.11%
Gain (Loss) on Disposition of Capital Items	(14,511.99)	(14,511.99)	1,200.00	(1,209.33%)
Other Nontransportation Revenues	212.75	869.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	453,206.30	1,777,468.03	4,720,000.00	37.66%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	83,488.00	250,464.00	33.33%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	427,000.00	1,283,160.00	33.28%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	568,786.79	2,283,179.03	6,298,824.00	36.26%
TOTAL REVENUES	\$568,786.79	\$2,283,179.03	\$6,327,304.00	36.08%

**Jefferson Transit Authority
Operating Expenses
For the Four Months Ending Friday, April 30, 2021**

	April	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$75,823.82	\$272,680.68	\$924,387.00	29.50%
Operators Overtime - Fixed Route	4,853.01	11,873.53	68,565.00	17.32%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,778.32	36,072.97	138,512.00	26.04%
Operators Overtime - Dial-a-Ride (DAR)	199.65	437.87	8,425.00	5.20%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	53,424.81	202,206.72	689,366.00	29.33%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,185.73	8,532.65	33,050.00	25.82%
Administration Salaries	64,806.00	232,735.34	719,652.00	32.34%
Total Labor	213,071.34	764,539.76	2,581,957.00	29.61%
Benefits				
FICA	16,712.21	65,147.64	230,180.00	28.30%
Pension Plans (PERS)	40,657.58	119,737.41	359,572.00	33.30%
Medical Plans	42,826.64	175,649.56	570,120.00	30.81%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,558.65	20,887.68	81,823.00	25.53%
Holiday	1,669.33	57,803.08	124,022.00	46.61%
General Leave	24,816.04	106,095.67	325,843.00	32.56%
Other Paid Absence (Court Duty & Bereavement)	379.76	1,187.57	15,750.00	7.54%
Uniforms, Work Clothing & Tools Allowance	494.29	5,643.21	24,680.00	22.87%
Other Benefits (HRA, EAP & Wellness)	1,889.31	7,678.15	38,700.00	19.84%
Paid FML	459.89	1,354.38	4,129.00	32.80%
COVID-19 JTA/Federal Leave	1,646.34	7,265.04	53,000.00	13.71%
Total Benefits	137,110.04	568,449.39	1,837,819.00	30.93%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,855.07	11,849.98	26,250.00	45.14%
Professional & Technical Services	5,208.11	26,420.81	140,500.00	18.80%
Contract Maintenance Services (IT Services)	541.13	2,818.98	14,005.00	20.13%
Custodial Services	910.00	3,570.00	18,720.00	19.07%
Security Services	155.33	544.65	5,600.00	9.73%
Vehicle Technical Services	3,940.18	8,385.63	47,000.00	17.84%
Property Maintenance Services	766.13	6,641.99	41,901.00	15.85%
Software Maintenance Fees	2,528.90	10,452.89	81,425.00	12.84%
Postage & Mail Meter Fees	499.25	753.73	3,600.00	20.94%
Drug & Alcohol Services	260.42	1,096.68	8,000.00	13.71%
Other Services & User Fees	809.36	3,296.06	9,664.00	34.11%
Total Service and User Fees	18,473.88	75,831.40	399,865.00	18.97%
Materials and Supplies Consumed				
Fuel	19,124.43	65,432.57	335,000.00	19.53%
Tires	4,741.78	6,283.65	27,000.00	23.27%
Lubrication	419.17	4,186.03	13,050.00	32.08%
Tools	950.15	3,099.97	18,000.00	17.22%
Vehicle Maintenance & Repair Parts	12,060.02	35,170.87	81,500.00	43.15%
Non-Vehicle Maintenance & Repair Parts	840.91	3,545.36	9,740.00	36.40%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	811.97	2,875.82	5,750.00	50.01%
Shop Supplies (Maintenance & Cleaning)	1,293.99	7,710.21	23,000.00	33.52%
Safety & Emergency Supplies	192.17	809.22	9,800.00	8.26%
Office Supplies	1,070.71	3,662.20	16,920.00	21.64%
Computer Programs & Supplies	1,205.82	1,358.41	18,000.00	7.55%
Printing (Photocopier, Schedules & Brochures)	382.80	1,400.24	49,500.00	2.83%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	43,093.92	135,534.55	610,610.00	22.20%

**Jefferson Transit Authority
Operating Expenses
For the Four Months Ending Friday, April 30, 2021**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,362.53	5,190.15	15,100.00	34.37%
Utilities (Electrical & Propane)	2,141.46	10,723.86	27,800.00	38.58%
Telephone & Internet	3,404.58	13,692.54	46,153.00	29.67%
Total Utilities	6,908.57	29,606.55	89,053.00	33.25%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	50,889.32	157,000.00	32.41%
Total Casualty and Liability Costs	12,722.33	50,889.32	157,000.00	32.41%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees	91.50	91.50	750.00	12.20%
Other Licensing Fees & Taxes	21.50	211.12	3,000.00	7.04%
Total Taxes	113.00	302.62	4,592.00	6.59%
Miscellaneous				
Dues & Subscriptions	1,695.78	8,573.78	20,406.00	42.02%
Travel & Meetings	96.40	941.04	34,000.00	2.77%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	2,293.00	4,285.00	26,554.00	16.14%
EE CDL and EE Physical Expense		1,007.50	9,250.00	10.89%
COVID-19 Related Expense		16,797.79	123,420.00	13.61%
Other Miscellaneous	160.56	260.56	300.00	86.85%
Total Miscellaneous	4,245.74	31,865.87	220,030.00	14.48%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	2,265.00	4,500.00	50.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	2,505.58	5,011.16	16,216.00	30.90%
Total Leases and Rentals	3,005.58	7,276.16	23,216.00	31.34%
TOTAL OPERATING EXPENSES	<u>\$438,744.40</u>	<u>\$1,664,295.42</u>	<u>\$5,923,942.00</u>	<u>28.09%</u>

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

Current Account Status	Balance per Bank @ 4/30/21	\$ 8,229,401.46	\$
Balance per GL @ 3/31/2021		\$ 8,251,878.82	
	Transfers - In	\$	
	Reimbursement	\$	
	Investment Interest	\$ 535.27	
	Transfers Out (Purchases)	\$ (23,112.63)	
	Transfers Out /Bond Call	\$	
Balance per GL @ 4/30/21		\$ 8,229,401.46	
Balance in Capital Account	Outstanding Checks	\$	8,229,401.46

2021 Capital Projects		Grant Funding	JTA Funding
Facility	2021 Budgeted Balance	\$	\$
	Eng/Des 63 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 Config - KPFF Consulting Engineers	\$	\$ 150,000.00
	March 2021		\$ (1,853.58)
	April 2021		\$ (4,830.97)
	JTA Comprehensive Plan - Fahr & Peers	\$	\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	JTA Funded Balance		\$ 393,995.52
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	Grant Funding	JTA Funding
1 Full-Size Buses		\$ 419,301.00	\$ 65,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
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		\$ 594,815.00
Service Vehicle	2021 Beginning Budget	Grant Funding	JTA Funding
Field Supervisor - SUV			\$ 45,000.00
	JTA Funded Balance		\$ 45,000.00
Service Equipment	2021 Beginning Budget	Grant Funding	JTA Funding
Tractor			\$ 30,000.00
	Feb 2021 - Sherlock Equipment		\$ (25,694.78)
	JTA Funded Balance		\$ 4,315.24
Office Furniture & Equipment	2021 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software			\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (703.88)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 123,405.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance	\$ 8,229,401.46
JTA Committed Project Funds Sub-Total	\$ (2,073,370.79)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 5,986,030.67



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

June 15, 2021

I'd like to introduce **Justin Leighton**, the Executive Director of Washington State Transit Association (WSTA). Mr. Leighton manages the day-to-day operations of WSTA including budgets, finances, state and federal legislative priorities, and membership services. Help develop and deliver professional development, outreach, and advocacy programs and opportunities to the 31 public transit agency members of the organization across the state.

TDP

Jefferson Transit's Six-Year **Transit Development Plan (TDP)** identifies how the agency will meet state and local long-range priorities for public transportation through capital improvements, operating changes, and other **programs**. The **Plan** conforms to the State's transportation system policy **goals** (RCW 47.04.280)

2021 Legislative End of Session Review

The 2021 Legislature adjourned on Sunday, April 25th, the 105th and final day of the session. Since that time, the Governor's Office has worked to review all the bills that were sent to his desk for signature, including the various budget proposals that were passed prior to the legislature's adjournment. While most of the bills were not controversial, several actions taken by the Governor may have significant ramifications on the transportation sector moving forward.

Cap & Invest and Low Carbon Fuel Standards

Two of the bills signed into law by Governor Inslee include SB 5126 creating a cap & invest carbon pricing regime, and HB 1091 implementing a low carbon fuel standard in Washington State. To the surprise of some and the frustration of some, however, the Governor vetoed provisions in each of these bills that linked them to the larger discussions on transportation revenue. Specifically, the Governor vetoed language in both SB 5126 and HB 1091 that would have delayed implementation of both pieces of legislation "until a separate additive transportation revenue act becomes law." The inclusion of this provision in each bill was critical to their passage, and the vetoes are

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not being well received by the Legislature. Democrats and Republicans alike have expressed significant concern over these vetoes, including whether the veto on HB 1091 is even constitutional because it purports to veto a subsection rather than an entire section as is the commonly understood limit on the Governor's veto authority.

Transportation Budget & Revenue Discussions

Although legislators failed to act on a larger revenue package for transportation, the Legislature passed a baseline 2-year transportation budget, SB 5165, which is largely a "do no harm" budget. Thanks in large part to the State Supreme Court overturning Initiative 976 (freeing MVET funds held pending the case), as well as federal money from the American Rescue Plan Act, the budget does not contain cuts that some previously feared. Instead, the budget either holds steady on transit funding or even reflects slight increases to certain transit programs. Specifically, the Connecting Washington tiered list of transit projects remains at \$28,263,000 for this biennium and there were increases to the regional mobility grant program and special needs funding.

Even with the passage of a baseline two-year transportation budget, discussions continue on a larger revenue package. Late in the session, Senator Hobbs (D-Lake Stevens) released an updated Forward Washington plan, embodied in SBs 5481, 5482, and 5483, which passed from Committee but not the full floor prior to adjourning. Because the funding package would rely in no small part on revenue from the new carbon pricing regime set forward in SB 5126, the Governor's action to de-link the issues with his partial veto of SB 5126 leaves questions as to the next steps on transportation funding.

Ongoing Review of Safety Requirements and continued COVID Response Measures

June 30th or 70% statewide vaccination rate will trigger a "phase 4" or "full re-opening."

What does phase 4/full re-opening mean to transit?

- The Transit Guidelines issued in December will simply go away and no longer be in effect.
 - **There will be no capacity limits on the bus.**
- Transit will still have to adhere to the Federal Mask Mandate.
- If the Federal Mask Mandate were to go away, the state mask order would still be in effect, which has to do with unvaccinated vs. vaccinated workers in the workspace.
 - If employees are vaccinated, and you have a log/proof, they do not need to wear a mask and do not need to adhere to social distancing rules. Those who are unvaccinated still must wear a mask and social distance at work.
- There will not be "reopening" guidelines issued...quote "we won't write guidelines on what it means to go back to normal".

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- Open Public Meetings Act. The Gov. Office would be hard-pressed to keep limits in place once the emergency order is lifted, capacity, and social distancing limits are lifted.

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.

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.

Long-Range Plan

JTA and Fehr & Peers (F&P) continue to have weekly planning meetings. During our special meeting on May 18th, we heard the public comment on targets, policies and that transit is not alone in this endeavor. F&P presented Service standards such as

Relative Density: Population – per sq mile and growth of PT Hadlock Sewer.

Coverage: Population within ¼ mile or ½ of our existing route, very difficult for rural transit agencies.

Frequency: Frequency = Density (more density = more routes, less density = less routes), JTA will provide frequency of X for PT area....

JTA will run at a frequency of X for the Tri-Area...

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Greenhouse Gas Emissions Goals: Alternate fuel sources, zero-emissions goal.

We also discussed the maximum scheduled wait time of X...

Regional Connections are very important that the connection for the Olympic Peninsula continues.

Other Goals: Timing connections, tighten up connection at transfer areas.

Connections to other modes such as ODT bike/walk paths, ferries, multi-modal

Tourism Goals: (following charter rules)

Connection or service to Parks, ODT, and a type of navigator to help passengers navigate the system. (How do I navigate the Olympic Peninsula by Bus/bike/walking.

More to come

Proposed Schedule

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

Facility Maintenance Building

JTA and Mr. Gibson are working together to create a site layout that will meet the needs of JTA.

Work completed to date:

- Work with County to verify the ODT possible locations and ultimate dimensions
- Preliminary stormwater concepts have been designed
- 1st site plan draft for staff review/ revision after comments
- Staff reviewing 2nd draft site plan/ following review final plan will be completed

Work in the next few weeks:

- Finalize site plan
- Entitlement documents to be completed
- Entitlement plans and reports submitted to Jefferson County

Following submittal to Jefferson County, the County will be reviewing the entitlement documents, making comments if required, and then scheduling a Conditional Use Permit public hearing for the approval of our request.

Comments:

- 100'x250' concrete bus training pad
- Sidewalk access from park and ride area
- JTA trail system connected along the east property line
- Olympic Trail revised after my discussions with you and Eric Kuzma
- Removed access from Four Corners Road

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- Reduced much of the paving limits: This will allow reduced stormwater and paving costs.
- Relocated and rotated building so the access is now from the north
- Working on confirming the ex-septic is viable. Initial research is that it will not meet today's requirements and it is only permitted as a 1-bedroom. Two-bedroom septic is today's min. requirement. The initial drawing shows where a new one may go if necessary.
- Fence length has been reduced from 1005 LF to 855 LF
- The infiltration gallery has been reduced by 20%. Another option is to have a small open infiltration pond in the NE corner of the site for stormwater instead of underground. This would also save additional money. This depends on how much asphalt area you want remaining.
- 10' of grass area between fencing and the bus training area. This is beneficial so buses would not be up against the fencing.

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. 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 (KPF)

JTA and KPF continue to work toward a goal of increasing the capacity at the HPTC. The group discussed a preconstruction meeting to discuss possible flood plan issues. Items discussed in no particular order:

- Lighting
- Inductive charging (1/2 megawatt for 1 quick charger) (Inground + slow charge 483 phase lines)
- New Shelter
- Crosswalks
- Barriers – No access to the loop
- Green space or not
- Bike lockers or bike barn and racks
- EV charging stations (level 1, 2 or 3) (Tesla charging?)
- Barrier for layover area
- EV Bike chargers and bike lockers for larger bikes (card access-controlled)
- Public Bathrooms
- Short-term parking

JTA discussed plans for operations during construction.

On June 9, JTA and KPF met to discuss the budget. KPF does not believe the \$150,000 budgeted will be enough to complete the design for a shovel-ready project.

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KPFF will get JTA better numbers. JTA pulled the presentation from this Board meeting to await numbers.

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 be finalized by Mid-June. After receiving all the information needed by Jefferson County PUD, TranspoGroup is working on completing the electrical requirement analysis and then doing some estimates of the greenhouse gas savings expected by converting to electric. The goal is to have all the work done by end of June with a final report coming mid-July.

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)

JTA is asking the Authority to approve the General Manager enter into a contract with TCF Architecture to provide schematic design, design development, and construction documents to expand and add an additional maintenance bay to the building located at 63 4 Corners Road in Port Townsend. The contract amount is \$208,000. JTA already has budget authority for \$150,000. This contract has been vetted by counsel.

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: Changes

- Washington State Conference – Vancouver – August 22-24- Moved to October 11-13 This will be an in-person event
- 2021 State Rodeo, Vancouver – August 22-24- Canceled
- 2021 Maintenance Forum, Vancouver – August 22-24 – Moved to October 11-13 In-person event

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

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Attachment D



63 Four Corners Road, Port Townsend, WA 98368

Nicole Gauthier
Fixed Route Operations Manager
Board Report – June 15, 2021

Operations Update

- 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.
- JTA is continuing to strategize on the most effective way to market and recruit for the Transit Operator position. JTA is currently looking to hire at least 3 operators. JTA is willing to train new employees to obtain a Class B commercial driver's license.

Safety and Training Update

- Jim Springer, Field Supervisor, reported JTA had two exclusions in May. The exclusions were due to violations of JTA's code of conduct.

Service Updates

- Mason Transit resumed 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.

Ridership

Fixed Route Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	720	359	-50.2%
March	769	413	-46.3%
April	807	419	-48.1%
May	795	412	-48.2%

JTOC Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	48	16	-66.7%
March	45	17	-62.2%
April	56	18	-67.8%
May	58	22	-62.1%

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



63 Four Corners Road, Port Townsend, WA 98368

Miranda Nash
Mobility Operations Manager
Board Report June 2021

Service Planning:

Kingston Pilot Service:

On May 26, 2021, Jefferson Transit held a virtual new service proposal presentation for the pilot Kingston service. The presentation is available for review on the Jefferson transit website and public comment on the service proposal will be accepted until July 31, 2021. Jefferson Transit is still actively trying to recruit new transit operators. The start date of the new pilot Kingston service will be contingent on having enough operators available to cover the work.

Ridership:

Dial-A-Ride:

Dial-A-Ride ridership in April and May has seen a steady increase from previous months. Average daily ridership levels in April increased by 3% from March, and average daily ridership levels in May increased by 13% from April. Compared to the 2019 daily ridership averages, average ridership in April 2021 is still down 30% percent and in May 2021 down 19%.

2021 Average Daily Ridership Month to Month			
Month	March	April	May
Avg daily ridership	29	30	34
% of Change	-	+3%	+13%

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2021 averages	% of change
April	43	30	-30%
May	42	34	-19%

2019 ridership data used as 2020 data influenced by CV19

Vanpool:

JTA currently has no active vanpools. Due to COVID, social distancing requirements, and stay at home order, JTA will not be actively marketing or advertising to start new vanpool groups at this time.

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Attachment F

JTCAC report for JTAB 12 May 2021 meeting

The CAC May 2021 meeting welcomed new committee member Scott Walker, who is not new to the transit advisory committee as he was a member and chair of the previous incarnation. The CAC was provided a greenhouse gas emissions presentation by Cindy Jayne, followed by a presentation by Fehr and Peers to update us on JTA's long range plans. Considerable discussion considered several ideas, including Tim Caldwell's question about differentiating tourism travel from commuter travel since tourism generates a tax specifically to support development and services related to that industry. The concerns unique to rural transit were discussed, including the acceptable distance a transit user might have to walk or ride a bike or car to get to a transit stop and that having more bike capacity available is important to a rural transit system. Also discussed was the reality of population density increasing services, and Commissioner Dean inquired about how JTA might include language in the long range plan to acknowledge the future Hadlock sewer and accompanying population density increases.

It was noted that the CAC was invited to attend and participate in the special JTA Board meeting on 18 May 2021 and SJ Peck indicated that an agenda would be forthcoming. It was also confirmed that our committee will have meetings every other month on the months opposite JTAB meetings.

The mission and goals document provided to our committee by Chair Dean was discussed briefly and a subcommittee to address its recommendations more fully was formed by volunteers Scott Walker, Brandon Maxwell and Debbie Jahnke.

Finally, the committee addressed the minor problem of too many CACs. In particular, because part of our mission is to increase ridership to decrease our carbon emissions, it can be confusing when we interact with the other CAC. There are several options available for a different name and acronym and RCWs do not seem to rule out most possibilities. It was recommended that we postpone a vote on a new name and acronym to look into what new names might also conflict with other agencies that JTA would be working with. Debbie Jahnke volunteered to look into what other advisory group acronyms would conflict.