

Jefferson Transit Authority Board

Remote Regular Meeting Minutes
Tuesday, December 21, 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 1:30 p.m. Other members present were Vice Chair Ariel Speser, Greg Brotherton and Heidi Eisenhour, with David Faber excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Manager Miranda Nash, Fleet & Facilities Manager John Bender, Grants and Procurement Coordinator Jayme Brooke, and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

Margaret Lee commented on the length of time between regular Authority Board meetings.

NEW AGENDA ITEMS

Resolution 20-13: PDT0234 CRSSA Act Operating Grant Agreement was added as 4D on the Agenda.

FINANCE REPORTS

Attachment A

Sara Crouch announced that the 2020 Financial and Single Audits as well as the 2019 and 2020 Accountability Audit are complete. They are clean with no issues. The reports are available at <https://jeffersontransit.com>. The finance software update is complete.

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

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

CONSENT AGENDA

- a. Approval of Minutes, August 17, 2021
- b. Approval of Special Meeting Minutes, November 16, 2021
- c. Approval of Special Meeting Minutes, November 30, 2021
- d. Approval of Expenses, August 2021

- e. Approval of Expenses, September 2021
- f. Approval of Expenses, October 2021
- g. Approval of Expenses, November 2021
- h. Disposition of Surplus Property Under \$5,000
- i. **Resolution 21-16:** 2022 Board Meeting Schedule

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

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

UNFINISHED BUSINESS

- a. **Resolution 21-17:** Adopt the 2022 Proposed Budget

Motion: Heidi Eisenhour moved to approve Resolution 21-17, to adopt the 2022 Proposed Budget. Ariel Speser seconded.

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

NEW BUSINESS

- a. **Resolution 21-18:** PTD0504, Consolidated Grant Agreement

Motion: Greg Brotherton to approve Resolution 21-18, to adopt PTD0504, Consolidated Grant Agreement. Heidi Eisenhour seconded.

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

REPORTS

GENERAL MANAGER

Attachment B

Tammi Rubert reported the following items:

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

Discussion ensued on WSDOT's distribution of pass-through dollars and the electric bus study. JTA will keep the Board when more information is available.

FLEET & FACILITIES

Attachment C

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

Discussion ensued on a hydraulic line leak.

MOBILITY OPERATIONS REPORT Attachment D

Miranda Nash reported on the following items:

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

Discussion ensued on the Kingston Express Route. Kingston is offering a free ride for anyone transferring from JTA Kingston Express to the Kitsap Fast Ferry. This offer will take place the first month of service and is one free ride per person.

FIXED ROUTE OPERATIONS REPORT Attachment E

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Service Updates
- Ridership

Discussion ensued on exclusions and mental health during the pandemic, missed bus options, AVL, Climate Action Committee (CAC) Goals.

JTA has seen an increase in exclusions, vandalism, alcohol, and aggressive behavior towards Operators during the pandemic.

Passengers that miss a bus or a connection can call the JTA front desk or dispatch. JTA will make every effort to prevent missed connections.

TAG UPDATE Attachment F

Debbie Jahnke reported on the following items:

- Tabling for transit
- Fare Fee Service
- TAG Representation and Recruitment

Discussion ensued on the Lodging Tax Advisory Committee (LTAC) fare free service, and Authority Board Composition.

PUBLIC COMMENT

Tom Thiersch commented on Pantonium Software.

Executive Session for discussion regarding personnel per RCW 42.30.110(1) (g) at 2:56 pm and will return in 15 minutes with no action anticipated at 3:11 pm.

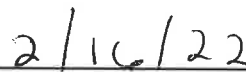
Returned from Executive Session at 3:12 pm with no action.

ADJOURNMENT

The meeting was adjourned at 3:16 pm. The next regular meeting will be held Tuesday, February 15, 2022, 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

December 15, 2021

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

November Financial Report

The budget tracking percentage for November 2021 is 91.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (September 2021 - remitted in November 2021).

For the month September 2021 sales tax was 17% higher than received for September 2020. Comparing the amount to September 2019, it is 19% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is 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 November (remitted in January 2022) 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 15.9% 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 8.8% under budget.
- **Benefits** – Benefits are 13.2% under budget
- **Services and User Fees** – S/U Fees are 36.8% 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 26.5% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Non-Vehicle Mntce & Repair Parts are over budget.
- **Utilities** – 6.1% under budget
- **Casualty/Liability Costs** – C/L costs are 2.4% under budget
- **Taxes** – 81.4% under budget

- **Miscellaneous** – 69.2% under budget
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 3.1% over 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.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in November: Comprehensive Plan, Wheel Balancer, 3rd Maintenance Bay



November 2021 Financial Summary

Budget Tracking Figure: 91.6%

Operational Expenses:	\$387,742.59
Operational Revenues:	\$0.00
Non-Operational Income:	\$626,967.84
Capital Expenses:	\$72,260.26
Capital Income:	\$0.00

Sales Tax Received 11/30/2021 for September 2021: \$614,903.47

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

****Sales tax increased from prior year 17% ****

****Cumulative Sales tax increase from prior year 23%** (19% up from 2019)**

Cash on Hand as of November 30, 2021*:

Operating:	\$4,407,885.56
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,650,281.16
Dedicated (Committed) Grant Match (100% Funded):	\$6,106,081.30
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$127,780.77
Travel Fund:	\$1,500.00

Total **\$14,558,925.79****

*"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)

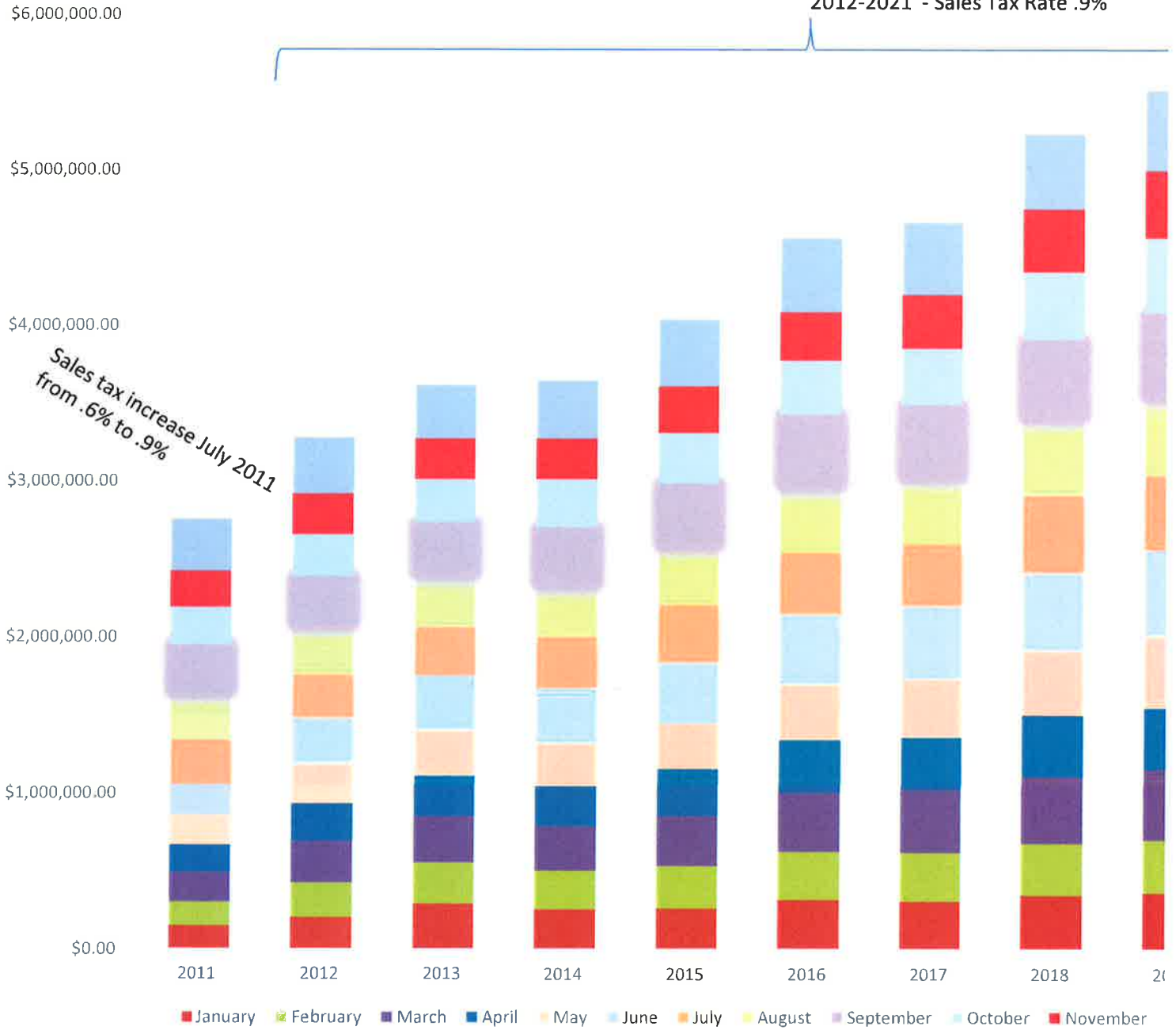
Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,101,325.99
September	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$4,685,364.03
October	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$5,265,251.85
November	0.90%	\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	29.45%	\$5,880,155.32
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00
Total		\$5,880,155.32	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%	
Monthly Average		\$534,559.57	\$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 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Accrual Actual Sales Tax Received
January	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12
March	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08
July	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$3,683,553.12
August	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$4,263,440.94
September	0.90%	\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	29.45%	\$4,878,344.41
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	0.00%	\$0.00
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00
Total		\$4,878,344.41	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%	
Monthly Average		\$542,038.27	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33		

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

2012-2021 - Sales Tax Rate .9%



NAICS Category - September 2021 (received November 2021)	2021	2020	\$\$ 2021 Compared to 2020	% Diff
Agriculture, Forestry, Fishing and Hunting	\$ 1,082	\$ 254	\$ 828	
Mining	\$ 884	\$ 717	\$ 167	
Utilities	\$ 245	\$ 172	\$ 74	
Construction	\$ 137,786	\$ 118,553	\$ 19,233	
Manufacturing	\$ 14,275	\$ 11,561	\$ 2,714	
Wholesale Trade	\$ 35,919	\$ 30,410	\$ 5,509	
Retail Trade	\$ 221,235	\$ 193,387	\$ 27,847	
Transportation and Warehousing	\$ 3,236	\$ 2,445	\$ 791	
Information	\$ 18,455	\$ 15,443	\$ 3,012	
Finance and Insurance	\$ 3,549	\$ 3,441	\$ 108	
Real Estate Rental and Leasing	\$ 12,390	\$ 6,285	\$ 6,104	
Professional, Scientific, and Technical Services	\$ 11,750	\$ 10,324	\$ 1,426	
Management of Companies and Enterprises	\$ 1,461	\$ 1	\$ 1,460	29
Administrative and Support and Waste Management and Remediation Services	\$ 35,134	\$ 32,382	\$ 2,752	
Educational Services	\$ 2,191	\$ 927	\$ 1,264	
Health Care and Social Assistance	\$ 3,005	\$ 1,887	\$ 1,118	
Arts, Entertainment, and Recreation	\$ 6,181	\$ 5,689	\$ 491	
Accommodation and Food Services	\$ 71,706	\$ 57,342	\$ 14,364	
Other Services (except Public Administration)	\$ 16,237	\$ 14,743	\$ 1,495	
Public Administration	\$ 3,177	\$ 4,625	\$ (1,448)	
Not Classified	\$ 20,875	\$ 20,452	\$ 423	
Total	\$ 620,773	\$ 531,041	\$ 89,731	

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending Tuesday, November 30, 2021

STATEMENT OF INCOME/(LOSS)	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	190,837.46	2,131,383.58	2,581,957.00	82.55%
Benefits	130,430.66	1,435,532.60	1,837,819.00	78.11%
Services and User Fees	11,378.77	217,848.15	399,665.00	54.51%
Materials & Supplies	34,024.15	396,175.61	610,610.00	64.88%
Utilities	4,618.90	75,883.89	89,053.00	85.21%
Casualty/Liability Costs	12,722.33	139,492.73	157,000.00	88.85%
Taxes		450.62	4,592.00	9.81%
Miscellaneous Expenses	3,212.32	48,713.62	220,030.00	22.14%
Leases and Rentals	518.00	21,922.66	23,216.00	94.43%
Total Operating Expenses	387,742.59	4,467,403.46	5,923,942.00	75.41%
Operating Income (Loss)	(387,742.59)	(4,467,403.46)	(5,893,462.00)	75.80%
Non-Operating Revenues				
Non-Transportation Revenue	861.70	4,796.83	25,200.00	19.04%
Taxes Levied by Transit	514,903.47	5,881,155.32	4,720,000.00	124.60%
Local Grants & Contributions	1,250.00	13,750.00	18,000.00	76.39%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	1,014,016.35	1,283,160.00	79.02%
Total Non-Operating Revenues	626,967.84	7,488,060.50	6,296,824.00	118.92%
Net Income (Loss) Before Transfers In/(Out)	239,225.25	3,020,657.04	403,362.00	748.87%
Net Income/(Loss)	<u>\$239,225.25</u>	<u>\$3,020,657.04</u>	<u>\$403,362.00</u>	<u>748.87%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Eleven Months Ending Tuesday, November 30, 2021

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	822.93	10,425.60	24,000.00	43.44%
Gain (Loss) on Disposition of Capital Items		(9,096.09)	1,200.00	(758.01%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues	38.77	3,465.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	514,903.47	5,881,155.32	4,720,000.00	124.60%
Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	1,014,016.35	1,283,160.00	79.02%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	626,967.84	7,488,060.50	6,296,824.00	118.92%
TOTAL REVENUES	\$626,967.84	\$7,488,060.50	\$6,327,304.00	118.35%

Jefferson Transit Authority
Operating Expenses
For the Eleven Months Ending Tuesday, November 30, 2021

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,515.41	\$758,898.45	\$924,387.00	82.10%
Operators Overtime - Fixed Route	1,581.91	49,268.10	68,565.00	71.86%
Operators Salaries & Wages - Dial-a-Ride (DAR)	14,497.88	110,800.89	138,512.00	79.99%
Operators Overtime - Dial-a-Ride (DAR)	323.19	3,403.77	8,425.00	40.40%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	48,089.45	551,093.01	689,366.00	79.94%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,592.98	26,459.89	33,050.00	80.06%
Administration Salaries	57,236.64	631,459.47	719,652.00	87.75%
Total Labor	190,837.46	2,131,383.58	2,581,957.00	82.55%
Benefits				
FICA	16,577.12	182,424.75	230,180.00	79.25%
Pension Plans (PERS)	21,972.84	293,791.42	359,572.00	81.71%
Medical Plans	41,376.52	475,044.71	570,120.00	83.32%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,109.43	59,067.91	81,823.00	72.19%
Holiday	21,634.44	113,059.86	124,022.00	91.16%
General Leave	19,844.36	267,795.61	325,843.00	82.19%
Other Paid Absence (Court Duty & Bereavement)	20.56	1,847.79	15,750.00	11.73%
Uniforms, Work Clothing & Tools Allowance	1,037.02	9,513.76	24,680.00	38.55%
Other Benefits (HRA, EAP & Wellness)	1,113.51	16,293.88	38,700.00	42.10%
Paid FML	314.46	3,655.52	4,129.00	88.53%
COVID-19 JTA/Federal Leave	1,430.40	13,033.14	53,000.00	24.59%
Total Benefits	130,430.66	1,435,532.60	1,837,819.00	78.11%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,149.75	27,925.30	26,250.00	106.38%
Professional & Technical Services	1,681.40	96,674.74	140,500.00	68.81%
Contract Maintenance Services (IT Services)	541.14	9,717.15	14,005.00	69.38%
Custodial Services	875.00	9,940.00	18,720.00	53.10%
Security Services	234.00	1,562.10	5,600.00	27.89%
Vehicle Technical Services	498.80	20,799.57	47,000.00	44.25%
Property Maintenance Services	1,841.95	18,065.65	41,901.00	43.12%
Software Maintenance Fees	1,325.43	19,723.08	81,425.00	24.22%
Postage & Mail Meter Fees	227.26	1,958.91	3,600.00	54.41%
Drug & Alcohol Services	355.42	3,274.62	8,000.00	40.93%
Other Services & User Fees	648.62	8,207.03	9,664.00	84.92%
Total Service and User Fees	11,378.77	217,848.15	399,665.00	54.51%
Materials and Supplies Consumed				
Fuel	16,949.95	215,507.86	335,000.00	64.33%
Tires	4,207.52	18,762.36	27,000.00	69.49%
Lubrication	710.66	10,830.18	13,050.00	82.99%
Tools	675.51	6,623.49	18,000.00	36.80%
Vehicle Maintenance & Repair Parts	4,949.73	93,194.25	81,500.00	114.35%
Non-Vehicle Maintenance & Repair Parts	2,078.48	11,023.74	9,740.00	113.18%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials		4,248.88	5,750.00	73.89%
Shop Supplies (Maintenance & Cleaning)	1,350.47	14,320.27	23,000.00	62.26%
Safety & Emergency Supplies		1,814.12	9,800.00	18.51%
Office Supplies	394.37	8,437.41	16,920.00	49.87%
Computer Programs & Supplies	1,236.09	5,414.48	18,000.00	30.08%
Printing (Photocopier, Schedules & Brochures)	1,471.37	5,731.21	49,500.00	11.58%
Other Materials & Supplies		189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	34,024.15	396,175.61	610,610.00	64.88%

**Jefferson Transit Authority
Operating Expenses
For the Eleven Months Ending Tuesday, November 30, 2021**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,230.84	14,773.38	15,100.00	97.84%
Utilities (Electrical & Propane)		23,287.85	27,800.00	83.77%
Telephone & Internet	3,388.06	37,822.66	46,153.00	81.95%
Total Utilities	4,618.90	75,883.89	89,053.00	85.21%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	139,945.63	157,000.00	89.14%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	139,492.73	157,000.00	88.85%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes		450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,316.94	17,915.43	20,406.00	87.79%
Travel & Meetings	58.80	2,767.82	34,000.00	8.14%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	1,505.58	9,090.14	26,554.00	34.23%
EE CDL and EE Physical Expense	331.00	1,768.90	9,250.00	19.12%
COVID-19 Related Expense		16,760.73	123,420.00	13.58%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	3,212.32	48,713.62	220,030.00	22.14%
Leases and Rentals				
Transit Way & Passenger Stations	518.00	5,819.00	4,500.00	129.31%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		16,103.66	16,216.00	99.31%
Total Leases and Rentals	518.00	21,922.66	23,216.00	94.43%
TOTAL OPERATING EXPENSES	<u>\$387,742.59</u>	<u>\$4,467,403.46</u>	<u>\$5,923,942.00</u>	<u>75.41%</u>

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

Current Account Status	Balance per Bank @ 11/30/21	\$ 7,956,362.46	\$ -
Balance per GL @ 10/31/2021		\$ 8,028,169.23	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 453.49	
	Transfers Out (Purchases)	\$ (72,260.26)	
	Transfers Out /Bond Call		
Balance per GL @ 11/30/21		\$ 7,956,362.46	
Balance in Capital Account	Outstanding Checks		
		\$ 7,956,362.46	

2021 Capital Projects			
Facility		Grant Funding	JTA Funding
	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	February 2021		\$ (2,572.50)
	June 2021		\$ (730.00)
	July 2021		\$ (13,767.50)
	September 2021		\$ (8,917.50)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	August 2021		\$ (23,934.87)
	September 2021		\$ (26,917.48)
	October 2021		\$ (32,870.89)
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 25,820.82
	February 2021		\$ (1,853.59)
	March 2021		\$ (4,830.57)
	April 2021		\$ (4,390.09)
	May and June 2021		\$ (5,384.40)
	July 2021		\$ (994.31)
	August 2021		\$ (7,813.18)
	Final		\$ (354.69)
	JTA Comprehensive Plan - Fehr & 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)
	May and June 2021		\$ (15,315.40)
	July 2021		\$ (12,575.00)
	August 2021		\$ (10,441.40)
	September 2021		\$ (7,384.20)
	October 2021		\$ (15,969.20)
	JTA Funded Balance		\$ 81,856.23

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
	October 2021		\$ (8,803.55)
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 903,036.45

Revenue Vehicles		Grant Funding	JTA Funding
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 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	Harddrives - Bus Camera System		\$ (6,892.32)
	Wheel Balancer		\$ (23,065.48)
	JTA Funded Balance		\$ 557,742.93

Service Vehicle		Grant Funding	JTA Funding
Field Supervisor - SUV	2021 Beginning Budget		\$ 45,000.00
	July 2021		\$ (34,374.72)
	JTA Funded Balance		\$ 10,625.28

Service Equipment		Grant Funding	JTA Funding
Tractor	2021 Beginning Budget		\$ 30,000.00
	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 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
	July 2021 - Integrity Systems, LLC		\$ (13,200.00)
	September 2021 - Integrity Systems, LLC		\$ (6,600.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)
	JTA Funded Balance		\$ 92,705.03

JTA Capital Balance	\$ 7,956,362.46
JTA Committed Project Funds Sub-Total	\$ (1,880,281.16)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 6,106,081.30



63 4 Corners Road, Port Townsend, WA 98368

November 24, 2021

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

October Financial Report

The budget tracking percentage for October 2021 is 83.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (August 2021 - remitted in October 2021).

For the month August 2021 sales tax was 12% higher than received for August 2020. Comparing the amount to August 2019, it is 16% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is 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 October (remitted in December 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 14.6% 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 8% under budget.
- **Benefits** – Benefits are 12.3% under budget
- **Services and User Fees** – S/U Fees are 32.1% 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 24.1% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Non-Vehicle Mntce & Repair Parts are over budget due to a timing issue.
- **Utilities** – 5.8% under budget
- **Casualty/Liability Costs** – C/L costs are 2.6% under budget
- **Taxes** – 73.5% under budget

- **Miscellaneous** – 62.7% under budget
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 9.3% over 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.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in October: EV Feasibility; 3rd Maintenance Bay; Comp Plan and Maynard Mountain Radio Repeater
-

- **Miscellaneous** – 62.7% under budget
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 9.3% over 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.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in October: EV Feasibility; 3rd Maintenance Bay; Comp Plan and Maynard Mountain Radio Repeater
-



October 2021 Financial Summary

Budget Tracking Figure: 83.3%

Operational Expenses:	\$477,617.74
Operational Revenues:	\$0.00
Non-Operational Income:	\$663,346.72
Capital Expenses:	\$52,022.73
Capital Income:	\$0.00

Sales Tax Received 10/31/2021 for August 2021:	\$579,887.82
Sales Tax Received 10/31/2020 for August 2020:	\$518,705.02

**Sales tax increased from prior year 12% **

Cumulative Sales tax increase from prior year 24% (20% up from 2019)

Cash on Hand as of October 31, 2021*:

Operating:	\$4,277,759.80
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,846,920.60
Dedicated (Committed) Grant Match (100% Funded):	\$5,981,248.63
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$129,247.17
Travel Fund:	\$1,500.00

Total **\$14,502,073.20****

*"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	\$435,461.40	\$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	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,101,325.99	2,994,000.00	36.98%
September	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$4,685,364.03	3,394,000.00	38.05%
October	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$5,265,251.85	3,819,000.00	37.87%
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	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$5,265,251.85	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$526,525.19	\$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 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%	\$416,450.82	\$376,023.97	\$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%	\$433,206.30	\$366,014.66	\$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%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08	2,220,000.00	39.62%
July	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$3,683,553.12	2,620,000.00	40.59%
August	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$4,263,440.94	3,045,000.00	40.01%
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%		\$355,835.47	\$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	\$346,766.90	\$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		\$4,263,440.94	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$532,930.12	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

NAICS Category - August 2021 (received October 2021)	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 282.28	\$ 481.60	\$ (199.32)	59%	\$ 500.52	56%
Mining	\$ 729.86	\$ 915.11	\$ (185.25)	80%	\$ 407.74	179%
Utilities	\$ 347.13	\$ 555.99	\$ (208.86)	62%	\$ 172.28	201%
Construction	\$ 126,699.05	\$ 122,697.64	\$ 4,001.41	103%	\$ 109,692.69	116%
Manufacturing	\$ 14,187.08	\$ 9,779.00	\$ 4,408.08	145%	\$ 15,354.60	92%
Wholesale Trade	\$ 31,373.67	\$ 26,958.88	\$ 4,414.79	116%	\$ 22,968.76	137%
Retail Trade	\$ 212,950.11	\$ 190,179.38	\$ 22,770.73	112%	\$ 166,440.16	128%
Transportation and Warehousing	\$ 4,834.70	\$ 3,674.96	\$ 1,159.74	132%	\$ 3,233.05	150%
Information	\$ 16,105.98	\$ 15,661.97	\$ 444.01	103%	\$ 17,186.56	94%
Finance and Insurance	\$ 4,630.85	\$ 3,061.88	\$ 1,568.97	151%	\$ 3,214.95	144%
Real Estate Rental and Leasing	\$ 7,491.26	\$ 13,323.74	\$ (5,832.48)	56%	\$ 7,622.25	98%
Professional, Scientific, and Technical Services	\$ 8,909.38	\$ 5,401.30	\$ 3,508.08	165%	\$ 5,784.20	154%
Management of Companies and Enterprises	\$ -	\$ 43.27	\$ (43.27)	0%	\$ 0.00	0%
Administrative and Support and Waste Management and Remediation Services	\$ 31,418.10	\$ 27,407.10	\$ 4,011.00	115%	\$ 20,673.72	152%
Educational Services	\$ 675.30	\$ 1,350.29	\$ (674.99)	50%	\$ 968.05	70%
Health Care and Social Assistance	\$ 2,337.19	\$ 1,981.00	\$ 356.19	118%	\$ 1,425.69	164%
Arts, Entertainment, and Recreation	\$ 6,002.94	\$ 5,833.86	\$ 169.08	103%	\$ 6,317.22	95%
Accommodation and Food Services	\$ 68,080.22	\$ 62,445.21	\$ 5,635.01	109%	\$ 76,741.35	89%
Other Services (except Public Administration)	\$ 14,485.51	\$ 11,556.58	\$ 2,928.93	125%	\$ 12,581.22	115%
Public Administration	\$ 5,485.16	\$ 460.40	\$ 5,024.76	1191%	\$ 12,904.00	43%
Not Classified	\$ 27,664.24	\$ 18,789.94	\$ 8,874.30	147%	\$ 22,292.28	124%
Total	\$ 584,690.01	\$ 522,559.10	\$ 62,130.91	112%	\$ 506,481.29	115%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Ten Months Ending Sunday, October 31, 2021

	October	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$14,326,069.36	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$379,358.46)	(\$3,876,792.40)
Non-Capital Financing Activities	\$579,887.82	\$6,768,309.77
Investing Activities	\$881.33	\$9,602.67
Total Operating Cash Provided/(Used)	201,410.69	2,901,120.04
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$43,097.86)	(\$346,959.70)
Net Increase/(Decrease) Cash and Equivalent	\$158,312.83	\$2,554,160.34
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$14,484,382.19	\$14,484,382.19

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Ten Months Ending Sunday, October 31, 2021

	October	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	244,104.25	1,940,546.12	2,581,957.00	75.16%
Benefits	138,500.39	1,304,251.50	1,837,819.00	70.97%
Services and User Fees	25,428.01	204,583.75	399,665.00	51.19%
Materials & Supplies	47,861.88	361,596.69	610,610.00	59.22%
Utilities	4,968.19	69,019.50	89,053.00	77.50%
Casualty/Liability Costs	12,722.33	126,770.40	157,000.00	80.75%
Taxes		450.62	4,592.00	9.81%
Miscellaneous Expenses	2,274.02	45,501.30	220,030.00	20.68%
Leases and Rentals	1,758.67	21,404.66	23,216.00	92.20%
Total Operating Expenses	477,617.74	4,074,124.54	5,923,942.00	68.77%
Operating Income (Loss)	(477,617.74)	(4,074,124.54)	(5,893,462.00)	69.13%
Non-Operating Revenues				
Non-Transportation Revenue	2,256.23	3,935.13	25,200.00	15.62%
Taxes Levied by Transit	549,887.82	5,366,251.85	4,720,000.00	113.69%
Local Grants & Contributions	1,250.00	12,500.00	18,000.00	69.44%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	904,063.68	1,283,160.00	70.46%
Total Non-Operating Revenues	663,346.72	6,861,092.66	6,296,824.00	108.96%
Net Income (Loss) Before Transfers In/(Out)	185,728.98	2,786,968.12	403,362.00	690.93%
Net Income/(Loss)	\$185,728.98	\$2,786,968.12	\$403,362.00	690.93%

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Ten Months Ending Sunday, October 31, 2021

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	881.33	9,602.67	24,000.00	40.01%
Gain (Loss) on Disposition of Capital Items	1,374.90	(9,096.09)	1,200.00	(758.01%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues		3,426.70		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	549,887.82	5,366,251.85	4,720,000.00	113.69%
Local Grants and Contributions				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	904,063.68	1,283,160.00	70.46%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	663,346.72	6,861,092.66	6,296,824.00	108.96%
TOTAL REVENUES	\$663,346.72	\$6,861,092.66	\$6,327,304.00	108.44%

Jefferson Transit Authority
Operating Expenses
For the Ten Months Ending Sunday, October 31, 2021

	October	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$86,842.46	\$692,383.04	\$924,387.00	74.90%
Operators Overtime - Fixed Route	9,528.40	47,686.19	68,565.00	69.55%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,544.95	96,303.01	138,512.00	69.53%
Operators Overtime - Dial-a-Ride (DAR)	897.34	3,080.58	8,425.00	36.56%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	62,359.83	503,003.56	689,366.00	72.97%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,292.05	23,866.91	33,050.00	72.21%
Administration Salaries	70,639.22	574,222.83	719,652.00	79.79%
Total Labor	244,104.25	1,940,546.12	2,581,957.00	75.16%
Benefits				
FICA	19,022.90	165,847.63	230,180.00	72.05%
Pension Plans (PERS)	32,957.02	271,818.58	359,572.00	75.60%
Medical Plans	41,274.30	433,668.19	570,120.00	76.07%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,164.39	53,958.48	81,823.00	65.95%
Holiday	5,063.49	90,971.64	124,022.00	73.35%
General Leave	28,904.32	247,951.25	325,843.00	76.10%
Other Paid Absence (Court Duty & Bereavement)		1,827.23	15,750.00	11.60%
Uniforms, Work Clothing & Tools Allowance	421.84	8,476.74	24,680.00	34.35%
Other Benefits (HRA, EAP & Wellness)	1,224.69	14,783.71	38,700.00	38.20%
Paid FML	471.67	3,341.06	4,129.00	80.92%
COVID-19 JTA/Federal Leave	1,995.77	11,602.74	53,000.00	21.89%
Total Benefits	138,500.39	1,304,251.50	1,837,819.00	70.97%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	250.00	23,742.65	26,250.00	90.45%
Professional & Technical Services	17,954.96	94,993.34	140,500.00	67.61%
Contract Maintenance Services (IT Services)	541.14	9,176.01	14,005.00	65.52%
Custodial Services	910.00	9,065.00	18,720.00	48.42%
Security Services	159.98	1,328.10	5,600.00	23.72%
Vehicle Technical Services	2,432.06	20,268.04	47,000.00	43.12%
Property Maintenance Services	998.71	15,403.70	41,901.00	36.76%
Software Maintenance Fees	1,229.07	18,397.65	81,425.00	22.59%
Postage & Mail Meter Fees	11.50	1,731.65	3,600.00	48.10%
Drug & Alcohol Services	260.42	2,919.20	8,000.00	36.49%
Other Services & User Fees	680.17	7,558.41	9,664.00	78.21%
Total Service and User Fees	25,428.01	204,583.75	399,665.00	51.19%
Materials and Supplies Consumed				
Fuel	28,717.26	198,557.91	335,000.00	59.27%
Tires	470.84	14,554.84	27,000.00	53.91%
Lubrication	879.06	10,119.52	13,050.00	77.54%
Tools	494.76	5,947.98	18,000.00	33.04%
Vehicle Maintenance & Repair Parts	12,486.84	87,897.55	81,500.00	107.85%
Non-Vehicle Maintenance & Repair Parts	1,302.12	8,945.26	9,740.00	91.84%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials		4,248.88	5,750.00	73.89%
Shop Supplies (Maintenance & Cleaning)	563.01	12,969.80	23,000.00	56.39%
Safety & Emergency Supplies	60.27	1,814.12	9,800.00	18.51%
Office Supplies	321.98	7,835.24	16,920.00	46.31%
Computer Programs & Supplies	1,482.68	4,178.39	18,000.00	23.21%
Printing (Photocopier, Schedules & Brochures)	1,083.06	4,259.84	49,500.00	8.61%
Other Materials & Supplies		189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	47,861.88	361,596.69	610,610.00	59.22%

Jefferson Transit Authority
Operating Expenses
For the Ten Months Ending Sunday, October 31, 2021

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,274.13	13,542.54	15,100.00	89.69%
Utilities (Electrical & Propane)	254.57	21,042.36	27,800.00	75.69%
Telephone & Internet	3,439.49	34,434.60	46,153.00	74.61%
Total Utilities	4,968.19	69,019.50	89,053.00	77.50%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	127,223.30	157,000.00	81.03%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	126,770.40	157,000.00	80.75%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes		450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,276.89	16,598.49	20,406.00	81.34%
Travel & Meetings	902.13	2,709.02	34,000.00	7.97%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)		7,584.56	26,554.00	28.56%
EE CDL and EE Physical Expense	95.00	1,437.90	9,250.00	15.54%
COVID-19 Related Expense		16,760.73	123,420.00	13.58%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	2,274.02	45,501.30	220,030.00	20.68%
Leases and Rentals				
Transit Way & Passenger Stations	518.00	5,301.00	4,500.00	117.80%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	1,240.67	16,103.66	16,216.00	99.31%
Total Leases and Rentals	1,758.67	21,404.66	23,216.00	92.20%
TOTAL OPERATING EXPENSES	<u>\$477,617.74</u>	<u>\$4,074,124.54</u>	<u>\$5,923,942.00</u>	<u>68.77%</u>

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

Current Account Status	Balance per Bank @ 10/31/21	\$ 8,028,169.23	\$ -
Balance per GL @ 9/30/2021		\$ 8,079,683.15	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 508.81	
	Transfers Out (Purchases)	\$ (52,022.73)	
	Transfers Out (Bond Call)	\$ -	
Balance per GL @ 10/31/21		\$ 8,028,169.23	
Balance in Capital Account	Outstanding Checks	\$ -	\$ 8,028,169.23

2021 Capital Projects			
Facility		Grant Funding	JTA Funding
	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	February 2021		\$ (2,572.50)
	June 2021		\$ (730.00)
	July 2021		\$ (13,767.50)
	September 2021		\$ (8,917.50)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	August 2021		\$ (23,934.87)
	September 2021		\$ (26,917.48)
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00
	February 2021		\$ (1,853.58)
	March 2021		\$ (4,830.57)
	April 2021		\$ (4,390.09)
	May and June 2021		\$ (5,384.40)
	July 2021		\$ (994.31)
	August 2021		\$ (7,013.18)
	JTA Comprehensive Plan - Fahr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (74,257.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	May and June 2021		\$ (15,315.40)
	July 2021		\$ (12,575.00)
	August 2021		\$ (10,441.40)
	September 2021		\$ (7,384.20)
	JTA Funded Balance		\$ 255,430.19

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
	October 2021		\$ (8,803.55)
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 903,036.45

Revenue Vehicles	2021 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Full-Size Buses			
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 29' Culaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	Harddrives - Bus Camera System		\$ (6,692.32)
	JTA Funded Balance		\$ 580,808.41

Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV	July 2021		\$ (34,374.72)
	JTA Funded Balance		\$ 10,625.28
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 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (763.68)
	July 2021 - Integrity Systems, LLC		\$ (13,200.00)
	September 2021 - Integrity Systems, LLC		\$ (6,600.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)
	JTA Funded Balance		\$ 92,705.03

JTA Capital Balance	\$ 8,028,169.23
JTA Committed Project Funds Sub-Total	\$ (1,846,920.60)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 5,981,248.63



63 4 Corners Road, Port Townsend, WA 98368

October 13, 2021

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

September Financial Report

The budget tracking percentage for September 2021 is 74.7%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (July 2021 - remitted in September 2021).

For the month July 2021 sales tax was 15% higher than received for July 2020. Comparing the amount to June 2019, it is 20% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is 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 September (remitted in November 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 14.5% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 9% under budget.
- **Benefits** – Benefits are 11% under budget
- **Services and User Fees** – S/U Fees are 36.4% 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 23.6% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Non-Vehicle Mntce & Repair Parts are over budget due to a timing issue.
- **Utilities** – 6.2% under budget (electricity not posted)
- **Casualty/Liability Costs** – C/L costs are 2.1% under budget
- **Taxes** – 65% under budget
- **Miscellaneous** – 55.1% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
 - Fines & Penalties – over budget; payroll reporting error

- **Leases and Rentals – 4.6% over 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.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in September: Finance Software Upgrade



September 2021 Financial Summary

Budget Tracking Figure: 74.7%

Operational Expenses:	\$348,951.38
Operational Revenues:	\$0.00
Non-Operational Income:	\$774,830.99
Capital Expenses:	\$33,585.93
Capital Income:	\$0.00

Sales Tax Received 9/30/2021 for July 2021:	\$584,038.04
Sales Tax Received 9/30/2020 for July 2020:	\$508,467.71

****Sales tax increased from prior year 15% ****

****Cumulative Sales tax increase from prior year 26%** (21% up from 2019)**

Cash on Hand as of September 30, 2021*:

Operating:	\$4,069,562.28
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,898,943.33
Dedicated (Committed) Grant Match (100% Funded):	\$5,980,739.82
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$152,723.26
Travel Fund:	\$1,500.00

Total **\$14,368,865.69****

*"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	\$435,461.40	\$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	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,101,325.99	2,994,000.00	36.98%
September	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$4,685,364.03	3,394,000.00	38.05%
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	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	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$4,685,364.03	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$520,596.00	\$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 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%	\$416,450.82	\$376,023.97	\$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%	\$433,206.30	\$366,014.66	\$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%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08	2,220,000.00	39.62%
July	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$3,683,553.12	2,620,000.00	40.59%
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%		\$355,835.47	\$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	\$346,766.90	\$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		\$3,683,553.12	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$526,221.87	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

NAICS Category - July 2021 (received September 2021)	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 388.74	\$ 136.04	\$ 252.70	286%	\$ 633.79	61%
Mining	\$ 659.19	\$ (103.11)	\$ 762.30	-639%	\$ 418.84	157%
Utilities	\$ 75.75	\$ 51.64	\$ 24.11	147%	\$ 588.30	13%
Construction	\$ 113,375.58	\$ 109,167.59	\$ 4,207.99	104%	\$ 97,542.64	116%
Manufacturing	\$ 16,966.50	\$ 12,035.19	\$ 4,931.31	141%	\$ 14,942.72	114%
Wholesale Trade	\$ 30,703.77	\$ 29,144.70	\$ 1,559.07	105%	\$ 26,583.88	115%
Retail Trade	\$ 223,622.57	\$ 213,776.57	\$ 9,846.00	105%	\$ 175,416.77	127%
Transportation and Warehousing	\$ 4,879.59	\$ 1,251.42	\$ 3,628.17	390%	\$ 4,221.66	116%
Information	\$ 13,969.48	\$ 15,617.83	\$ (1,648.35)	89%	\$ 16,693.73	84%
Finance and Insurance	\$ 3,067.21	\$ 2,868.57	\$ 198.64	107%	\$ 3,139.18	98%
Real Estate Rental and Leasing	\$ 6,548.04	\$ 7,080.69	\$ (532.65)	92%	\$ 7,144.42	92%
Professional, Scientific, and Technical Services	\$ 8,556.95	\$ 6,160.24	\$ 2,396.71	139%	\$ 8,017.86	107%
Management of Companies and Enterprises	\$ 206.27	\$ 1.01	\$ 205.26	20423%	\$ 1.09	18924%
Administrative and Support and Waste Management and Remediation Services	\$ 29,686.74	\$ 28,385.47	\$ 1,301.27	105%	\$ 20,269.29	146%
Educational Services	\$ 1,825.08	\$ 399.36	\$ 1,425.72	457%	\$ 284.94	641%
Health Care and Social Assistance	\$ 3,131.45	\$ 2,253.07	\$ 878.38	139%	\$ 3,319.84	94%
Arts, Entertainment, and Recreation	\$ 6,933.85	\$ 5,695.56	\$ 1,238.29	122%	\$ 7,882.92	88%
Accommodation and Food Services	\$ 79,912.95	\$ 48,237.20	\$ 31,675.75	166%	\$ 69,394.68	115%
Other Services (except Public Administration)	\$ 15,358.20	\$ 13,065.29	\$ 2,292.91	118%	\$ 10,513.31	146%
Public Administration	\$ 4,743.31	\$ 675.96	\$ 4,067.35	702%	\$ 8,892.92	53%
Not Classified	\$ 25,053.13	\$ 17,228.32	\$ 7,824.81	145%	\$ 14,583.06	172%
Total	\$ 589,664.35	\$ 513,128.61	\$ 76,535.74	115%	\$ 490,485.84	120%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Nine Months Ending Thursday, September 30, 2021

STATEMENT OF CASH FLOWS	<u>September</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$14,724,250.57	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$975,178.83)	(\$3,195,386.29)
Non-Capital Financing Activities	\$587,788.04	\$5,858,563.95
Investing Activities	\$831.28	\$8,721.34
Total Operating Cash Provided/(Used)	<u>(386,559.51)</u>	<u>2,671,899.00</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$11,644.55)	(\$276,074.34)
Net Increase/(Decrease) Cash and Equivalent	(\$398,204.06)	\$2,395,824.66
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$14,326,046.51</u>	<u>\$14,326,046.51</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending Thursday, September 30, 2021

STATEMENT OF INCOME/(LOSS)	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	175,471.90	1,696,947.09	2,581,957.00	65.72%
Benefits	111,577.67	1,165,442.69	1,837,819.00	63.41%
Services and User Fees	9,573.30	153,122.44	399,665.00	38.31%
Materials & Supplies	33,104.44	311,933.00	610,610.00	51.09%
Utilities	3,948.17	60,996.19	89,053.00	68.49%
Casualty/Liability Costs	12,722.33	114,048.07	157,000.00	72.64%
Taxes		450.62	4,592.00	9.81%
Miscellaneous Expenses	2,035.57	43,227.28	220,030.00	19.65%
Leases and Rentals	518.00	18,405.32	23,216.00	79.28%
Total Operating Expenses	348,951.38	3,564,572.70	5,923,942.00	60.17%
Operating Income (Loss)	(348,951.38)	(3,564,572.70)	(5,893,462.00)	60.48%
Non-Operating Revenues				
Non-Transportation Revenue	4,590.28	1,678.90	25,200.00	6.66%
Taxes Levied by Transit	659,038.04	4,816,364.03	4,720,000.00	102.04%
Local Grants & Contributions	1,250.00	11,250.00	18,000.00	62.50%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	794,111.01	1,283,160.00	61.89%
Total Non-Operating Revenues	774,830.99	6,197,745.94	6,296,824.00	98.43%
Net Income (Loss) Before Transfers In/(Out)	425,879.61	2,633,173.24	403,362.00	652.81%
Net Income/(Loss)	<u>\$425,879.61</u>	<u>\$2,633,173.24</u>	<u>\$403,362.00</u>	<u>652.81%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Nine Months Ending Thursday, September 30, 2021

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	831.28	8,721.34	24,000.00	36.34%
Gain (Loss) on Disposition of Capital Items	3,759.00	(10,470.99)	1,200.00	(872.58%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues		3,426.70		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	659,038.04	4,816,364.03	4,720,000.00	102.04%
Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	794,111.01	1,283,160.00	61.89%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	<u>774,830.99</u>	<u>6,197,745.94</u>	<u>6,296,824.00</u>	<u>98.43%</u>
TOTAL REVENUES	<u>\$774,830.99</u>	<u>\$6,197,745.94</u>	<u>\$6,327,304.00</u>	<u>97.95%</u>

Jefferson Transit Authority
Operating Expenses
For the Nine Months Ending Thursday, September 30, 2021

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$62,804.66	\$605,540.58	\$924,387.00	65.51%
Operators Overtime - Fixed Route	5,588.95	38,157.79	68,565.00	55.65%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,507.25	84,758.06	138,512.00	61.19%
Operators Overtime - Dial-a-Ride (DAR)	418.60	2,183.24	8,425.00	25.91%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	44,605.40	440,643.73	689,366.00	63.92%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,966.86	21,574.86	33,050.00	65.28%
Administration Salaries	51,580.18	504,088.83	719,652.00	70.05%
Total Labor	175,471.90	1,696,947.09	2,581,957.00	65.72%
Benefits				
FICA	15,192.76	146,824.73	230,180.00	63.79%
Pension Plans (PERS)	21,014.15	238,861.56	359,572.00	66.43%
Medical Plans	44,086.02	392,393.89	570,120.00	68.83%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,961.65	46,794.09	81,823.00	57.19%
Holiday	6,429.22	85,908.15	124,022.00	69.27%
General Leave	17,222.62	219,046.93	325,843.00	67.22%
Other Paid Absence (Court Duty & Bereavement)	28.94	1,827.23	15,750.00	11.60%
Uniforms, Work Clothing & Tools Allowance	392.55	7,848.48	24,680.00	31.80%
Other Benefits (HRA, EAP & Wellness)	606.96	13,457.02	38,700.00	34.77%
Paid FML	300.87	2,869.39	4,129.00	69.49%
COVID-19 JTA/Federal Leave	2,341.93	9,606.97	53,000.00	18.13%
Total Benefits	111,577.67	1,165,442.69	1,837,819.00	63.41%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,412.50	22,935.65	26,250.00	87.37%
Professional & Technical Services	2,770.32	54,038.58	140,500.00	38.46%
Contract Maintenance Services (IT Services)	703.87	8,634.87	14,005.00	61.66%
Custodial Services	910.00	8,155.00	18,720.00	43.56%
Security Services	155.47	1,168.12	5,600.00	20.86%
Vehicle Technical Services	376.42	15,564.48	47,000.00	33.12%
Property Maintenance Services	1,348.03	14,404.99	41,901.00	34.38%
Software Maintenance Fees	1,229.07	17,168.58	81,425.00	21.09%
Postage & Mail Meter Fees	27.24	1,720.15	3,600.00	47.78%
Drug & Alcohol Services	205.42	2,453.78	8,000.00	30.67%
Other Services & User Fees	434.96	6,878.24	9,664.00	71.17%
Total Service and User Fees	9,573.30	153,122.44	399,665.00	38.31%
Materials and Supplies Consumed				
Fuel	19,874.20	169,840.56	335,000.00	50.70%
Tires		14,084.00	27,000.00	52.16%
Lubrication	546.55	9,240.46	13,050.00	70.81%
Tools	558.74	5,453.22	18,000.00	30.30%
Vehicle Maintenance & Repair Parts	6,489.33	73,815.11	81,500.00	90.57%
Non-Vehicle Maintenance & Repair Parts	2,504.10	7,643.14	9,740.00	78.47%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials	131.67	4,248.88	5,750.00	73.89%
Shop Supplies (Maintenance & Cleaning)	1,945.09	12,406.79	23,000.00	53.94%
Safety & Emergency Supplies	137.48	1,753.85	9,800.00	17.90%
Office Supplies	917.28	7,461.30	16,920.00	44.10%
Computer Programs & Supplies		2,695.71	18,000.00	14.98%
Printing (Photocopier, Schedules & Brochures)		3,022.62	49,500.00	6.11%
Other Materials & Supplies		189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	33,104.44	311,933.00	610,610.00	51.09%

Jefferson Transit Authority
Operating Expenses
For the Nine Months Ending Thursday, September 30, 2021

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	569.81	11,239.36	15,100.00	74.43%
Utilities (Electrical & Propane)		18,829.04	27,800.00	67.73%
Telephone & Internet	3,378.36	30,927.79	46,153.00	67.01%
Total Utilities	3,948.17	60,996.19	89,053.00	68.49%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	114,500.97	157,000.00	72.93%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	114,048.07	157,000.00	72.64%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes		450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,225.06	15,321.60	20,406.00	75.08%
Travel & Meetings	(60.09)	1,806.89	34,000.00	5.31%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	815.00	7,584.56	26,554.00	28.56%
EE CDL and EE Physical Expense		1,342.90	9,250.00	14.52%
COVID-19 Related Expense	55.60	16,760.73	123,420.00	13.58%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	2,035.57	43,227.28	220,030.00	19.65%
Leases and Rentals				
Transit Way & Passenger Stations	518.00	4,783.00	4,500.00	106.29%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		13,622.32	16,216.00	84.01%
Total Leases and Rentals	518.00	18,405.32	23,216.00	79.28%
TOTAL OPERATING EXPENSES	<u>\$348,951.38</u>	<u>\$3,564,572.70</u>	<u>\$5,923,942.00</u>	<u>60.17%</u>

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

Current Account Status		Balance per Bank @ 9/30/21	\$ 8,079,683.15	\$
Balance per GL @ 8/31/2021			\$ 8,112,811.03	
		Transfers - In	\$ -	
		Reimbursement	\$ -	
		Investment Interest	\$ 458.05	
		Transfers Out (Purchases)	\$ (33,585.93)	
		Transfers Out /Bond Call	\$ -	
Balance per GL @ 9/30/21			\$ 8,079,683.15	
Balance in Capital Account		Outstanding Checks	\$ -	
			\$ 8,079,683.15	
2021 Capital Projects				
Facility		Grant Funding	JTA Funding	
	2021 Budgeted Balance	\$ -	\$ -	
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00	
	February 2021		\$ (2,572.50)	
	June 2021		\$ (730.00)	
	July 2021		\$ (13,767.50)	
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00	
	August 2021		\$ (23,934.87)	
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00	
	February 2021		\$ (1,853.58)	
	March 2021		\$ (4,830.57)	
	April 2021		\$ (4,390.09)	
	May and June 2021		\$ (5,384.40)	
	July 2021		\$ (894.31)	
	August 2021		\$ (7,813.18)	
	JTA Comprehensive Plan - Fehr & 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)	
	May and June 2021		\$ (15,315.40)	
	July 2021		\$ (12,575.00)	
	August 2021		\$ (10,441.40)	
	JTA Funded Balance		\$ 298,649.37	
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		Grant Funding	JTA Funding	
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 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00	
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00	
	New Engine in 01		\$ (7,314.27)	
	Harddrives - Bus Camera System		\$ (6,692.32)	
	JTA Funded Balance		\$ 580,808.41	
Service Vehicle		Grant Funding	JTA Funding	
Field Supervisor - SUV	2021 Beginning Budget	\$ -	\$ 45,000.00	
	July 2021		\$ (34,374.72)	
	JTA Funded Balance		\$ 10,625.28	
Service Equipment		Grant Funding	JTA Funding	
Tractor	2021 Beginning Budget	\$ -	\$ 30,000.00	
	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 2021 - Integrity Systems, LLC		\$ (13,200.00)	
	Mar/Apr 2021 - Server Software Purchase		\$ (783.69)	
	July 2021 - Integrity Systems, LLC		\$ (13,200.00)	
	September 2021 - Integrity Systems, LLC		\$ (6,600.00)	
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00	
	Jan 2021 - Regroup Software		\$ (7,500.00)	
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)	
	JTA Funded Balance		\$ 92,705.03	
JTA Capital Balance			\$ 8,079,683.15	
JTA Committed Project Funds Sub-Total			\$ (1,898,943.33)	
JTA Vehicle Reserve			\$ (126,000.00)	
JTA IT Reserve			\$ (75,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY			\$ 5,980,739.82	



63 4 Corners Road, Port Townsend, WA 98368

September 22, 2021

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance Manager

RE: August 2021 Financial Report

August Financial Report

The budget tracking percentage for August 2021 is 66.64%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (June 2021 - remitted in August 2021).

For the month June 2021 sales tax was 29% higher than received for June 2020. Comparing the amount to June 2019, it is 14% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is 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 August (remitted in October 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 12.1% 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 7.1% under budget.
- **Benefits** – Benefits are 9.3% under budget
 - Holiday is now on budget.
- **Services and User Fees** – S/U Fees are 31.4% 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 21% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Park and Ride Materials are over budget due to a timing issue.
- **Utilities** – 2.3% under budget (electricity not posted)
 - Water and Electricity are over budget but not significantly– will monitor.
- **Casualty/Liability Costs** – C/L costs are 1.9% under budget
- **Taxes** – 56.8% under budget
- **Miscellaneous** – 47.9% under budget

- Dues and Subscriptions/Other Miscellaneous Fees - timing issue
- Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 10.4% over 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.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in August: Comprehensive Plan, HPTC Bus Loop, 3rd Maintenance Bay
-



August 2021 Financial Summary

Budget Tracking Figure: 66.64%

Operational Expenses:	\$379,930.13
Operational Revenues:	\$0.00
Non-Operational Income:	\$741,900.60
Capital Expenses:	\$76,282.56
Capital Income:	\$0.00

Sales Tax Received 8/31/2021 for June 2021: \$629,886.56

(Highest Sales Tax ever received)

Sales Tax Received 8/31/2020 for June 2020: \$487,387.91

****Sales tax increased from prior year 29% ****

****Cumulative Sales tax increase from prior year 29%** (14% up from 2019)**

Cash on Hand as of August 31, 2021*:

Operating:	\$3,940,017.30
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,916,443.33
Dedicated (Committed) Grant Match (100% Funded):	\$5,996,367.70
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$128,505.17
Travel Fund:	\$1,500.00

Total \$14,248,230.50**

*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual system 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	\$435,461.40	\$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	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,101,325.99	2,994,000.00	36.98%
September	0.90%		\$508,467.71	\$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	\$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	\$462,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$4,101,325.99	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$512,665.75	\$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 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%	\$416,450.82	\$376,023.97	\$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%	\$433,206.30	\$366,014.66	\$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%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08	2,220,000.00	39.62%
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%		\$355,835.47	\$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	\$346,766.90	\$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		\$3,099,515.08	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$516,585.85	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

NAICS Category - June 2021	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 761.38	\$ 724.67	\$ 36.71	105%	\$ 741.62	103%
Mining	\$ 1,023.96	\$ 1,124.06	\$ (100.10)	91%	\$ 579.18	177%
Utilities	\$ 258.64	\$ 223.04	\$ 35.60	116%	\$ 142.34	182%
Construction	\$ 151,049.83	\$ 104,991.46	\$ 46,058.37	144%	\$ 139,962.68	108%
Manufacturing	\$ 20,809.68	\$ 16,008.73	\$ 4,800.95	130%	\$ 20,793.87	100%
Wholesale Trade	\$ 29,015.09	\$ 26,811.49	\$ 2,203.60	108%	\$ 26,512.42	109%
Retail Trade	\$ 225,167.70	\$ 180,147.26	\$ 45,020.44	125%	\$ 168,049.50	134%
Transportation and Warehousing	\$ 5,342.62	\$ 1,827.30	\$ 3,515.32	292%	\$ 3,058.98	175%
Information	\$ 19,273.48	\$ 15,781.39	\$ 3,492.09	122%	\$ 17,672.58	109%
Finance and Insurance	\$ 3,536.46	\$ 3,020.70	\$ 515.76	117%	\$ 2,148.18	165%
Real Estate Rental and Leasing	\$ 9,793.05	\$ 12,155.68	\$ (2,362.63)	81%	\$ 10,654.56	92%
Professional, Scientific, and Technical Services	\$ 11,466.10	\$ 9,876.50	\$ 1,589.60	116%	\$ 11,668.66	98%
Management of Companies and Enterprises	\$ 1,805.08	\$ 0.00	\$ 1,805.08		\$ 1.56	
Administrative and Support and Waste Management and Remediation Services	\$ 36,914.04	\$ 31,349.89	\$ 5,564.15	118%	\$ 26,659.83	138%
Educational Services	\$ 1,439.94	\$ 329.05	\$ 1,110.89	438%	\$ 770.35	187%
Health Care and Social Assistance	\$ 3,277.40	\$ 2,194.26	\$ 1,083.14	149%	\$ 1,982.60	165%
Arts, Entertainment, and Recreation	\$ 6,429.30	\$ 2,834.90	\$ 3,594.40	227%	\$ 6,287.21	102%
Accommodation and Food Services	\$ 69,231.61	\$ 38,756.48	\$ 30,475.13	179%	\$ 69,090.61	100%
Other Services (except Public Administration)	\$ 17,517.74	\$ 14,056.49	\$ 3,461.25	125%	\$ 18,013.99	97%
Public Administration	\$ 3,857.94	\$ 3,066.61	\$ 791.33	126%	\$ 7,790.19	50%
Not Classified	\$ 18,145.27	\$ 26,407.91	\$ (8,262.64)	69%	\$ 23,065.46	79%
Total	\$ 636,116.31	\$ 491,687.87	\$ 144,428.44	129%	\$ 555,646.37	114%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Eight Months Ending Tuesday, August 31, 2021

STATEMENT OF CASH FLOWS	<u>August</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$14,430,064.44	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$286,600.30)	(\$2,220,207.46)
Non-Capital Financing Activities	\$629,886.56	\$5,270,775.91
Investing Activities	\$811.37	\$7,890.06
Total Operating Cash Provided/(Used)	<u>344,097.63</u>	<u>3,058,458.51</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$48,603.50)	(\$263,121.79)
Net Increase/(Decrease) Cash and Equivalent	<u>\$295,494.13</u>	<u>\$2,795,336.72</u>
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$14,725,558.57</u>	<u>\$14,725,558.57</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eight Months Ending Tuesday, August 31, 2021

STATEMENT OF INCOME/(LOSS)	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	185,149.24	1,521,475.19	2,581,957.00	58.93%
Benefits	117,237.79	1,053,663.37	1,837,819.00	57.33%
Services and User Fees	17,412.38	140,841.54	399,665.00	35.24%
Materials & Supplies	33,779.15	278,883.49	610,610.00	45.67%
Utilities	7,085.06	57,289.34	89,053.00	64.33%
Casualty/Liability Costs	12,722.33	101,325.74	157,000.00	64.54%
Taxes	64.00	450.62	4,592.00	9.81%
Miscellaneous Expenses	3,474.60	41,191.71	220,030.00	18.72%
Leases and Rentals	3,005.58	17,887.32	23,216.00	77.05%
Total Operating Expenses	379,930.13	3,213,008.32	5,923,942.00	54.24%
Operating Income (Loss)	(379,930.13)	(3,213,008.32)	(5,893,462.00)	54.52%
Non-Operating Revenues				
Non-Transportation Revenue	811.37	(2,911.38)	25,200.00	(11.55%)
Taxes Levied by Transit	629,886.56	4,157,325.99	4,720,000.00	88.08%
Local Grants & Contributions	1,250.00	10,000.00	18,000.00	55.56%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	684,158.34	1,283,160.00	53.32%
Total Non-Operating Revenues	741,900.60	5,422,914.95	6,296,824.00	86.12%
Net Income (Loss) Before Transfers In/(Out)	361,970.47	2,209,906.63	403,362.00	547.87%
Net Income/(Loss)	<u>\$361,970.47</u>	<u>\$2,209,906.63</u>	<u>\$403,362.00</u>	<u>547.87%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Eight Months Ending Tuesday, August 31, 2021

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	811.37	7,890.06	24,000.00	32.88%
Gain (Loss) on Disposition of Capital Items		(14,229.99)	1,200.00	(1,185.83%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues		3,426.70		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	629,886.56	4,157,325.99	4,720,000.00	88.08%
Local Grants and Contributions				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	684,158.34	1,283,160.00	53.32%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	741,900.60	5,422,914.95	6,296,824.00	86.12%
TOTAL REVENUES	\$741,900.60	\$5,422,914.95	\$6,327,304.00	85.71%

**Jefferson Transit Authority
Operating Expenses
For the Eight Months Ending Tuesday, August 31, 2021**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$64,354.32	\$542,735.92	\$924,387.00	58.71%
Operators Overtime - Fixed Route	6,790.34	32,568.84	68,565.00	47.50%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,349.13	76,250.81	138,512.00	55.05%
Operators Overtime - Dial-a-Ride (DAR)	538.12	1,764.64	8,425.00	20.95%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	45,371.57	396,038.33	689,366.00	57.45%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,821.69	19,608.00	33,050.00	59.33%
Administration Salaries	56,924.07	452,508.65	719,652.00	62.88%
Total Labor				
	185,149.24	1,521,475.19	2,581,957.00	58.93%
Benefits				
FICA	16,762.09	131,631.97	230,180.00	57.19%
Pension Plans (PERS)	21,313.41	217,847.41	359,572.00	60.59%
Medical Plans	43,873.54	348,307.87	570,120.00	61.09%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,630.94	42,832.44	81,823.00	52.35%
Holiday	1,014.92	79,478.93	124,022.00	64.08%
General Leave	26,921.03	201,824.31	325,843.00	61.94%
Other Paid Absence (Court Duty & Bereavement)	584.72	1,798.29	15,750.00	11.42%
Uniforms, Work Clothing & Tools Allowance	342.89	7,455.93	24,680.00	30.21%
Other Benefits (HRA, EAP & Wellness)	489.24	12,648.41	38,700.00	32.68%
Paid FML	305.01	2,568.52	4,129.00	62.21%
COVID-19 JTA/Federal Leave		7,265.04	53,000.00	13.71%
Total Benefits				
	117,237.79	1,053,663.37	1,837,819.00	57.33%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,280.25	21,523.15	26,250.00	81.99%
Professional & Technical Services	6,522.69	48,560.66	140,500.00	34.56%
Contract Maintenance Services (IT Services)	697.97	7,931.00	14,005.00	56.63%
Custodial Services	910.00	7,245.00	18,720.00	38.70%
Security Services	234.00	1,012.65	5,600.00	18.08%
Vehicle Technical Services	3,184.69	15,188.06	47,000.00	32.32%
Property Maintenance Services	1,044.16	13,056.96	41,901.00	31.16%
Software Maintenance Fees	1,229.07	15,939.51	81,425.00	19.58%
Postage & Mail Meter Fees	246.13	1,692.91	3,600.00	47.03%
Drug & Alcohol Services	315.42	2,248.36	8,000.00	28.10%
Other Services & User Fees	748.00	6,443.28	9,664.00	66.67%
Total Service and User Fees				
	17,412.38	140,841.54	399,665.00	35.24%
Materials and Supplies Consumed				
Fuel	21,234.22	149,966.36	335,000.00	44.77%
Tires	413.65	14,084.00	27,000.00	52.16%
Lubrication	408.36	8,693.91	13,050.00	66.62%
Tools	85.69	4,894.48	18,000.00	27.19%
Vehicle Maintenance & Repair Parts	7,797.84	67,380.71	81,500.00	82.68%
Non-Vehicle Maintenance & Repair Parts	362.47	5,139.04	9,740.00	52.76%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials	820.68	4,117.21	5,750.00	71.60%
Shop Supplies (Maintenance & Cleaning)	497.16	10,461.70	23,000.00	45.49%
Safety & Emergency Supplies	625.89	1,616.37	9,800.00	16.49%
Office Supplies	391.78	6,544.02	16,920.00	38.68%
Computer Programs & Supplies	481.79	2,695.71	18,000.00	14.98%
Printing (Photocopier, Schedules & Brochures)	470.28	3,022.62	49,500.00	6.11%
Other Materials & Supplies	189.34	189.34	2,000.00	9.47%
Total Materials and Supplies Consumed				
	33,779.15	278,883.49	610,610.00	45.67%

**Jefferson Transit Authority
Operating Expenses
For the Eight Months Ending Tuesday, August 31, 2021**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,420.12	10,669.55	15,100.00	70.66%
Utilities (Electrical & Propane)	1,976.84	18,829.04	27,800.00	67.73%
Telephone & Internet	3,688.10	27,790.75	46,153.00	60.21%
Total Utilities	7,085.06	57,289.34	89,053.00	64.33%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	101,778.64	157,000.00	64.83%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	101,325.74	157,000.00	64.54%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees	64.00	177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes	64.00	450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,658.18	14,096.54	20,406.00	69.08%
Travel & Meetings	597.36	1,866.98	34,000.00	5.49%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Roadeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	24.95	6,769.56	26,554.00	25.49%
EE CDL and EE Physical Expense	335.40	1,342.90	9,250.00	14.52%
COVID-19 Related Expense	858.71	16,705.13	123,420.00	13.54%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	3,474.60	41,191.71	220,030.00	18.72%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	4,265.00	4,500.00	94.78%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	2,505.58	13,622.32	16,216.00	84.01%
Total Leases and Rentals	3,005.58	17,887.32	23,216.00	77.05%
TOTAL OPERATING EXPENSES	<u>\$379,930.13</u>	<u>\$3,213,008.32</u>	<u>\$5,923,942.00</u>	<u>54.24%</u>

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

Current Account Status	Balance per Bank @ 8/31/21	\$ 8,112,811.03	\$
Balance per GL @ 7/31/2021		\$ 8,187,696.57	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 1,397.02	
	Transfers Out (Purchases)	\$ (76,282.56)	
	Transfers Out/Bond Call	\$ -	
Balance per GL @ 8/31/21		\$ 8,112,811.03	
Balance in Capital Account	Outstanding Checks	\$ 8,112,811.03	

2021 Capital Projects

Facility	2021 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ -
Eng/Des 63 4 Corners EV Feasibility			\$ 31,000.00
February 2021			\$ (2,572.50)
June 2021			\$ (130.00)
July 2021			\$ (13,767.50)
Eng/Des 63 4 Addl Maintenance Bay			\$ 150,000.00
August 2021			\$ (23,934.87)
Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers			\$ 150,000.00
February 2021			\$ (1,853.58)
March 2021			\$ (4,830.57)
April 2021			\$ (1,390.09)
May and June 2021			\$ (5,384.40)
July 2021			\$ (994.31)
August 2021			\$ (7,813.18)
JTA Comprehensive Plan - Fehr & 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)
May and June 2021			\$ (15,315.40)
July 2021			\$ (12,575.00)
August 2021			\$ (10,441.40)
	JTA Funded Balance		\$ 298,649.37
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 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	Harddrives - Bus Camera System		\$ (6,692.32)
	JTA Funded Balance		\$ 580,808.41
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV	July 2021		\$ (34,374.72)
	JTA Funded Balance		\$ 10,625.28
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 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
	July 2020 - Integrity Systems, LLC		\$ (13,200.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 110,205.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance	\$ 8,112,811.03
JTA Committed Project Funds Sub-Total	\$ (1,916,443.33)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 5,996,367.70



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

December 21, 2021

Legislative Update

The Infrastructure Investment and Jobs Act (IIJA) signed by President Biden in November reauthorizes surface transportation programs for five years, through FY 2026. The funding from the passage of the IIJA is significant and will bring funding to transportation and other areas. New competitive grant programs provide new opportunities. The 5310 generally pass through to non-profit organizations for projects for seniors and the disabled. 5311 formula funds are specifically for rural areas with fewer than 50,000 residents. A high-level review of the benefits provided under this federal legislation is \$1.2 Trillion spending over 5 years; \$39 Billion to upgrade public transit, create new bus routes and increase accessibility for seniors and the disabled, \$550 Billion for new federal investments (to rebuild roads and bridges and more). The law also addresses climate change as it pertains to surface transportation. The Low-No program requires applicants for zero-emission grant proposals to submit a fleet transition plan to FTA.

Maintenance updates the long-term fleet management plan annually. JTA will address the availability of current and future resources to meet costs, consider policy and legislation in backing technologies, evaluate existing and future facilities, continue to partner with the utility or alternative fuel provider, and examine the impact of the transition on the current workforce.

JTA will be watching the existing programs closely as well as the new programs set up over the next several months by FTA to see that JTA projects are well aligned, positioned, and competitive for these new programs.

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These funds will significantly increase existing transit-related funding, providing for new opportunities as well as non-transit-related programs funding that will benefit Jefferson transit as well, such as the Safe Streets and Roads for All Program that will improve access to transit facilities.

Collective Bargaining

JTA and ATU 587 concluded negotiations on December 15, 2021. The parties reached a tentative agreement on a contract from 2022 through 2024. JTA does not know the date of the vote for the members and will await ATU's notification. Once the union members have voted, JTA will bring the issue to the Board to ratify. JTA anticipates having a special meeting in January 2022 to finalize the Collective Bargaining Agreement.

Kingston Update

I believe Miranda will be giving an update regarding our Kingston Express line that will be starting in February, but I also wanted to thank the Executive Director, John Clauson, and the Kitsap Transit Authority Board for their partnership with JTA regarding the express line. Kitsap Transit offered a free pass and marketing help with our endeavor. JTA is grateful for the partnership that Kitsap Transit continues to give.

Resolution 21-74 Free Kingston Fast Ferry Fare for Jefferson Transit "Kingston Express" Pilot.

Ongoing Review of Safety Requirements and continued COVID Response Measures

JTA will continue the safety protocol of social distancing and masking requirements on all buses and in all JTA buildings. The drivers will remain behind the barriers unless they need to assist a passenger and the fare will remain free.

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

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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:

- Site plan finalized

What's next:

- Entitlement documents to be completed and submitted to Jefferson County
- Submit CUP
- Create Bid Packet
- Advertise Bid Packet
- Approval of CUP
- Advertise for Construction

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.

The project is expected to be complete by mid-2022.

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)

Third Maintenance Bay Project (TCF)

TCF is working on final design bid documents for the maintenance bay expansion project. TCF is now heading into the design development and construction document phases preparing for bid-ready drawings and specifications. TCF is expecting bid-ready documents to be complete within the next few months.

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TCF is planning to be complete with bid-ready documents before the end of October. The project is expected to be complete by mid-2022.

Job Openings at JTA

There are several current job openings at Jefferson Transit. JTA will continue to recruit transit operators, payroll clerk, and maintenance facilities worker.

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

- 1st Quarter Board Meeting - Virtual – January 25-27, 2022
- Finance Officers Leadership Committee (FOLC) – Walla Walla – March 23, 2022
- Maintenance & Facilities Committee Meeting – Tacoma – April 6, 2022

Radio Improvement Program

The Radio Improvement project is complete and there is a significant improvement in the radios.

Jefferson Transit negotiated and signed a lease with Jeffcom. JTA ordered the antenna and associated cabling for immediate installation and will place the order for all the radio equipment needed this week. JTA successfully negotiate a reduction in the lease from \$600 to \$400/month. Installation work has commenced and is expected to be completed by end of 2021.

Additionally, the Dispatch radios are getting an update to resolve a channel switching issue between the newer radio models.

RTPO updates:

JTA signed the 2021-2023 Fiscal Agent Agreement for RTPO. The group discussed many items of importance to JTA, such as the 2022 HSTP Launch and Service Providers Information Request. Over the next nine (9) months PRTPO will update its Human Services Transportation Plan. The consolidated grant projects will be updated.

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In February, a new group of officers will be elected, and I served as Secretary for two terms and must rotate off. Bek Ashby was nominated as the Chair, Randy Netherland as Vice-Chair, and Lindsey Schromen-Wawrin as Secretary.

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63 4 Corners Road, Port Townsend, WA 98368

John Bender
Fleet & Facilities Manager
Board Report December 2021

Fleet:

- Currently awaiting formal quote and floorplan for EV trolley
- Awaiting RFQ responses for EV charging infrastructure installation
- Pre-build meeting scheduled for new Gillig trolley
- All revenue vehicle radios reprogrammed with new channels
- Currently field testing new RTA pre-trip system to replace Zonar

Facilities:

- Admin LED light fixture replacement/retrofit project completed
- Rub rail installed in JTA board room to prevent further wall damage
- Long term hyd. fluid leak/safety issue in shop addressed – AWP hose
- Substantial progress made with landscape maint. reduction project

Staff/misc.:

- Three interviews scheduled to fill open Fac. Maint. position
- Conducting surplus of more obsolete (Phantom) parts inventory
- Recently installed and tested new ABS diagnostic software on shop tablets
- New tire balancer received, assembled, and in use
- Ordering replacement UV elements for PASP units.



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Miranda Nash
Mobility Operations Manager
Board Report December 2021

Service Planning:

Kingston Pilot Service:

Jefferson Transit had intended to implement the pilot service in October, 2021. However due to staffing shortages the implementation date was pushed out to February 22, 2022 to coincide with the contractual operator bid period. Jefferson Transit is still recruiting transit operators and the actual start date of the new pilot Kingston service continues to be contingent on having enough operators available to cover the work.

Jefferson Transit is still working on finalizing an inter-local agreement with Jefferson County for use of the Gateway Visitors Center as a bus stop.

Kitsap Transit's Authority Board passed a resolution [Resolution No. 21-74] on December 7th, 2021 in support of JTA's Kingston Express Pilot Service. The Resolution outlines the impact the Kingston Express will have on encouraging riders to utilize the Kingston Ferry Terminal and Kitsap Transit Kingston Fast Ferry, helping reduce motor vehicle traffic along the Hwy 305 corridor. Kitsap Transit has also proposed joint marketing with JTA of the pilot route to encourage ridership on the Kingston Express Route and Kitsap Transit Fast Ferry. In addition, the Kitsap Transit Authority Board, in conjunction with KT's fare policy of allowing free rides during the first month of a new service, granted KT to offer free rides on the KT Fast Ferry to passengers transferring to/from JTA's Kingston Express pilot route from February 22, 2022 through March 31, 2022.

Community Outreach:

- JTA & Kiwanis Toys for Tots Stuff the Bus Event: On December 4, 2021 JTA in partnership with Port Townsend Kiwanis participated in the annual Stuff the Bus Toys for Tot's donation event. On Saturday Volunteers collected 318 toys, 163 stocking stuffers and 22 books and collected \$7,223.00 in cash and checks.

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- JTA Operations continues to participate in the Climate Action Committee, and EV Subgroup.

Ridership:

Dial-A-Ride:

Average daily Dial-A-Ride ridership increased 19% from September to October, but saw a decrease from October to November by 6%.

Compared to the 2019 daily ridership averages have dropped slightly compared to previous months; average ridership in October and November 2021 were down approximately 40% percent from 2019 numbers.

2021 Average Daily Ridership Month to Month			
Month	September	October	November
Avg daily ridership	26	31	29
% of Change	-	19%	-6%

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2021 averages	% of change
October	52	31	-40%
November	49	29	-41%

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.



63 Four Corners Road, Port Townsend, WA 98368

Nicole Gauthier
Fixed Route Operations Manager
Board Report – December 21, 2021

Operations Update

- Operations has been heavily focused on recruiting, interviewing and training new Transit Operators.
 - Since the last meeting Authority Board meeting in August JTA has had two Operators pass their CDL exams. Kitsap Transit and Whatcom Transit administered those exams.
 - JTA is currently looking to hire 1-2 new Operators.

Safety and Training Update

- Jim Springer, Field Supervisor, reported JTA had a total of eight exclusions since September.
 - One of the exclusions was appealed and the passenger was reinstated.
 - A second exclusion was appealed and the 12 month exclusion was reduced by a period of 4 months.
 - The exclusions resulted from masking issues, vandalism, alcohol violations and disruptive/aggressive behavior towards Operators.

Ridership

- Average Fixed Route ridership for 2021 is approximately 41% below what it was in 2019.
- Average JTOC ridership for 2021 is approximately 60% below what it was in 2019.

Fixed Route Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
August	848	496	-41.5%
September	790	459	-41.9%
October	770	460	-40.2%
November	755	441	-41.6%

JTOC Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	48	16	-66.7%
August	56	20	-64.2%
September	56	21	-62.5%
October	43	18	-58.1%
November	49	19	-61.2%

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

TAG meeting summary for September and November 2021

In September, TAG received a presentation by the TRANSPO Group, similar in content to that provided earlier to JTAB regarding electric vehicles, with information about the impacts of battery capacity on the current method of establishing driver blocks and which routes could currently run electric buses. Industry expectation is that battery capacity improvements will render this less of a concern in the near future. Staff were asked about electric bus uniformity across manufacturers and their stated preference was to stay with Gillig for electric buses to maintain fleet consistency.

TAG discussed the point to point schedule for the Hadlock/Port Townsend routes as provided by Gerald Braude via TAG member Scott Walker and formalized by Miranda Nash. The benefit of a point to point or 'rider-friendly' schedule is that it is for transit users who already know where they want to go and only need to know the next available bus. In the Hadlock/PT case, this includes four different bus routes that give multiple opportunities. M Nash noted that the Google Route Match feature would provide the same information but not every rider has a smartphone to access that function. TAG members also noted that patchy cellular reception in the county could limit in-transit access to the website. TAG considered other routes that would benefit from these rider-friendly schedules, including the possibility of establishing some transit to trail schedules.

At our November meeting, we could not identify a quorum because one member was unable to respond verbally to questions although she heard the entire meeting. We could not proceed formally but we went forward with an informal discussion with TLab member Rebecca Kimball on tabling to educate the public about transit. Discussion included where to best encounter residents who don't know about transit, particularly in mid and south county. Tim Caldwell recommended school athletic events and offered insights into how to engage and what questions to ask - start with 'what do you know about transit?'. Mid-county we could ask to table at the library, at schools, farmers markets and grocers as these types of venues were successful for PT's recent Parks Plan update. In PT, we could include large employers like the boatyard, mill, JHC. T Caldwell recommended the association of realtor meetings, Rotary, Kiwanis. R Kimball offered to share a series of links about questions to ask from surveys by other transits, and M Nash offered to share our prior surveys. These will be provided to TAG via email. TAG could not vote without a quorum but wanted to encourage JTAB to officially resolve to continue farefree as a matter of equity.

The possibility of engaging LTAC for some advertising support was discussed, and Tammi Rubert recommended that we ask JTAB what their guidance is for us with regard to advertising the Kingston route. T Caldwell is willing to approach LTAC but TAG requests JTAB guidance as to whether he approaches as a TAG member or as a member of the public. Sara Crouch cautioned being careful about what monies are used for promotion as some sources could affect our ability to qualify for grant funds.

Public comment (G Braude) led to a discussion of advocating for DOT to provide shoulder space or other alternatives for stops in areas currently lacking, including the Canal View area in south county. S Walker asked that we approach this as an action item when we have a quorum.

Ridership report informed us that we look much like other transit systems in the state, holding steady but not increasing numbers as yet. Kate Dean inquired about the perception of safety in Dial A Ride vs standard transit and M Nash noted that DAR is a lifeline service so it is more driven by dependence on the service but riders are no less cautious than conventional riders. We had a TAG member resignation to announce and we discussed the importance of recruiting more mid and south county members to TAG. TAG members thanked JTAB member Ariel Speser for her service and for her instrumental role in fostering the advisory group back into existence with a mission.