

Jefferson Transit Authority Board

Remote Regular Meeting Minutes

Tuesday, February 15, 2022, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Faber at 1:30 p.m. Other members present were Heidi Eisenhour, Kate Dean, Greg Brotherton Ben Thomas, and ATU 587 Representative Rick Burton. 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, and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

There was none.

LONG RANGE PLAN PRESENTATION

Daniel Dye presented the draft Long Range Plan. Discussion ensued on proposed changes.

New Council Member Ben Thomas was introduced.

NEW AGENDA ITEMS

There were none.

FINANCE REPORTS

Attachment A

Sara Crouch explained that invoices for charges from 2021 will be posted to 2021. The report will be updated to account for a 2021 invoice that was received.

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

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

Discussion ensued on Kingston Fast Ferry Fees. The JTA fare will be \$8 for a regular ticket and \$6 for reduced fare. JTA will match the free fare promotion with Kingston until March 31, 2022.

CONSENT AGENDA

- a. Approval of Minutes, December 21, 2021
- b. Approval of Special Meeting Minutes, January 25, 2022
- c. Approval of Expenses, December 2021
- d. Approval of Expenses, January 2022
- e. Disposition of Surplus Property Under \$5,000
- f. Resolution 22-02: 2022 Transit Advisory Group Meeting Schedule
- g. Out of State Travel Approval for Nicole Gauthier

Motion: Kate Dean moved to approve the Consent Agenda. Heidi Eisenhour seconded.

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

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

- a. **Resolution 22-03:** Ratification of the 2022 to 2024 Collective Bargaining Agreement

Tammi Rubert explained changes to the Collective Bargaining Agreement (CBA). Discussion ensued on working holiday definition and an explanation of the Extraboard.

Motion: Heidi Eisenhour moved to approve Resolution 22-03: Ratification of the 2022 to 2024 Collective Bargaining Agreement. Kate Dean seconded.

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

- b. **Resolution 22-04:** Hazard Pay MOU

Motion: Greg Brotherton moved to approve Resolution 22-04: Hazard Pay MOU. Kate Dean seconded.

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

- c. **Resolution 22-05:** Capital Budget Amendment

Sara Crouch requested additional funding on the Capital Budget because the price of the Tesla AWD electric vehicles increased.

Motion: Heidi Eisenhour moved to approve Resolution 22-05: Capital Budget Amendment. Kate Dean seconded.

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

d. **Resolution 22-06: Operating Budget Amendment**

Sara Crouch requested additional funding of the Operating budget due to the ratification of the CBA and MOU.

Motion: Kate Dean moved to approve Resolution 22-06: Amending the 2022 Operating Budget. Greg Brotherton seconded.

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

e. **Resolution 22-07: Long Range Plan**

Motion: Greg Brotherton moved to update the mission with include the word environmental as presented in the Long Range Plan draft. Heidi Eisenhour seconded.

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

Motion: Kate Dean moved to approve Resolution 22-07: Long Range Plan. Greg Brotherton seconded.

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

f. **Discussion re: General Manager Recruitment**

Tammi Rubert announced her retirement. Ms. Rubert explained that she was happy to be leaving JTA in a good state and expressed her gratitude. She also offered to help with the recruitment process.

Discussion ensued on recruitment. David Faber and Kate Dean formed a subcommittee to compose a General Manager description. JTA staff and the TAG were asked to send an anonymous description of what they would like to see from the next General Manager. A Special Meeting will be held at 2:30 pm on Tuesday, March 1, 2022 to further discuss General Manager Recruitment.

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

FLEET & FACILITIES
Attachment C

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

FIXED ROUTE OPERATIONS REPORT
Attachment D

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Service Updates
- Ridership

Discussion ensued on Operator training, messaging COVID mandates, and the Kingston Express Route.

MOBILITY OPERATIONS REPORT
Attachment E

Miranda Nash reported on the following items:

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

A link to Information about the Kingston Express Route can be found on the [JTA homepage](#).

Ms. Nash requested board support for TAG to assist in tabling to obtain feedback for Community Health Improvement Program. The Authority Board approved.

Discussion ensued on collaboration with the school districts. JTA needs to go through the charter regulations if asked to collaborate.

TAG UPDATE
Attachment F

Debbie Jahnke reported on the following items:

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

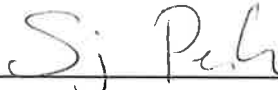
PUBLIC COMMENT

Tom Thiersch commented on the ORCA card and the Peninsula Daily News Kingston Express article.

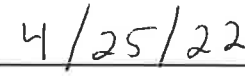
Becky Kimball thanked the Board and JTA staff for taking feedback on the Long Range Plan.

ADJOURNMENT

The meeting concluded at 3:53 pm. The next regular meeting will be held Tuesday, April 19, 2022, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.



SJ Peck, Clerk of the Board



Date

Attachment A



63 4 Corners Road, Port Townsend, WA 98368

February 10, 2022

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: January 2022 Financial Report

January Financial Report

The budget tracking percentage for January 2022 is 8.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (November 2021 - remitted in January 2022).

For the month November 2021 sales tax was 11% higher than received for November 2020. Comparing the amount to November 2019, it is 17% 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.

Cumulatively, JTA Sales Tax is 24% higher over 2020, and 18% higher than 2019.

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

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for December (remitted in February 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 CRRSAA Grant.

Expense Report – Cumulatively, JTA expenses are 2.2% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 2.14% under budget.
- **Benefits** – Benefits are 1.12% under budget
 - Holiday is over budget due to front loading personal holidays. This line item will be on budget in July/August timeframe.
 - General Leave shows a negative balance due to year end processing and employee separations.
- **Services and User Fees** – S/U Fees are 4.3% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 3.2% under budget
 - Fuel is over budget due to a timing issue
- **Utilities** – 3.1% under budget

- **Casualty/Liability Costs** – C/L costs are slightly under budget
 - **Taxes** – 8.3% under budget
 - **Miscellaneous** – 7.5% under budget
 - **Leases and Rentals** – .4% under budget
 - Transit Way and Passenger Stations – Monitoring, price increase at HPTC.
- Capital Activity –**
- Capital activity in December: New Engine 506, 3rd Maintenance Bay Engineering; Maynard Mtn Repeater



January 2022 Financial Summary

Budget Tracking Figure: 8.3%

Operational Expenses:	\$378,607.54
Operational Revenues:	\$0.00
Non-Operational Income:	\$863,960.22
Capital Expenses:	\$29,640.57
Capital Income:	\$0.00

Sales Tax Received 1/31/2022 for November 2021:	\$511,479.60
Sales Tax Received 1/31/2021 for November 2020:	\$461,973.71

****Sales tax for month increased from prior year 11% ** (17% up from 2019)**

****Cumulative Sales tax increase from prior year 24%** (18% up from 2019)**

Cash on Hand as of January 1, 2022*:

Operating:	\$4,852,374.71
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,463,766.40
Dedicated (Committed) Grant Match (100% Funded):	\$5,263,942.28
(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:	\$129,391.32
Travel Fund:	\$1,500.00

Total	\$14,976,371.71**
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**Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

Jefferson Transit

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

2021

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative 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%	\$539,637.29	\$518,325.41	\$483,289.40	\$485,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,610.91	774,000.00	29.43%
March	0.90%	\$416,459.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,070.73	1,134,000.00	25.07%
April	0.90%	\$433,286.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,357.03	1,464,000.00	26.47%
May	0.90%	\$591,733.99	\$366,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,443,091.02	1,814,000.00	32.48%
June	0.90%	\$516,898.48	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,959,989.50	2,164,000.00	34.94%
July	0.90%	\$551,338.04	\$440,021.66	\$460,907.07	\$418,621.08	\$419,621.08	\$400,000.00	37.83%	\$3,511,327.54	2,564,000.00	35.39%
August	0.90%	\$628,896.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,140,224.10	2,994,000.00	36.98%
September	0.90%	\$584,838.04	\$508,467.71	\$485,580.98	\$504,473.68	\$399,053.15	\$400,000.00	46.01%	\$4,725,062.14	3,394,000.00	38.05%
October	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,804.90	\$430,879.75	\$425,000.00	36.44%	\$5,304,949.96	3,819,000.00	37.87%
November	0.90%	\$614,983.47	\$355,835.47	\$480,132.86	\$432,231.53	\$462,570.00	\$475,000.00	29.45%	\$5,919,933.43	4,294,000.00	36.94%
December	0.90%	\$528,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	30.16%	\$6,448,564.18	4,694,000.00	36.36%
Total		\$6,400,788.07	\$5,267,656.61	\$5,457,793.08	\$5,161,234.48	\$4,646,263.10	\$4,694,000.00	26.67%			
Monthly Average		\$533,398.64	\$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 Subj 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%	\$416,459.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,459.82	360,000.00	15.68%
February	0.90%	\$433,286.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,746.12	690,000.00	23.14%
March	0.90%	\$516,898.48	\$348,715.22	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,366,644.60	1,040,000.00	34.75%
April	0.90%	\$591,733.99	\$366,720.72	\$480,807.07	\$418,621.08	\$375,527.89	\$400,000.00	47.69%	\$1,958,378.59	1,390,000.00	39.01%
May	0.90%	\$628,896.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	37.83%	\$2,587,275.15	1,790,000.00	37.97%
June	0.90%	\$551,338.04	\$440,021.66	\$460,907.07	\$418,621.08	\$419,621.08	\$400,000.00	48.49%	\$3,138,613.19	2,220,000.00	39.82%
July	0.90%	\$584,838.04	\$508,467.71	\$485,580.98	\$504,473.68	\$399,053.15	\$400,000.00	46.01%	\$3,723,451.23	2,620,000.00	40.59%
August	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,804.90	\$430,879.75	\$425,000.00	36.44%	\$4,303,339.05	3,045,000.00	40.01%
September	0.90%	\$614,983.47	\$355,835.47	\$480,132.86	\$432,231.53	\$462,570.00	\$475,000.00	29.45%	\$4,918,322.52	3,520,000.00	38.59%
October	0.90%	\$528,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	30.16%	\$5,446,953.27	3,920,000.00	37.73%
November	0.90%	\$528,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$375,000.00	38.30%	\$5,975,584.02	4,295,000.00	37.61%
December	0.90%	\$528,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$425,000.00	0.00%	\$6,504,214.77	4,720,000.00	
Total		\$5,910,454.76	\$5,315,680.71	\$5,921,926.70	\$5,238,794.61	\$4,658,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$533,314.07	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

NAICS Category - November 2021 (received January 2022)	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 740	\$ 35	\$ 706	2132%	\$ 297	249%
Mining	\$ 745	\$ 608	\$ 137	123%	\$ 463	161%
Utilities	\$ 97	\$ 85	\$ 12	114%	\$ 118	82%
Construction	\$ 117,042	\$ 114,558	\$ 2,484	102%	\$ 116,892	100%
Manufacturing	\$ 12,142	\$ 9,926	\$ 2,216	122%	\$ 14,435	84%
Wholesale Trade	\$ 25,983	\$ 27,208	\$ (1,225)	95%	\$ 25,761	101%
Retail Trade	\$ 201,959	\$ 188,235	\$ 13,724	107%	\$ 155,624	130%
Transportation and Warehousing	\$ 1,646	\$ 1,479	\$ 167	111%	\$ 1,001	164%
Information	\$ 18,452	\$ 15,043	\$ 3,409	123%	\$ 14,359	129%
Finance and Insurance	\$ 3,402	\$ 2,929	\$ 472	116%	\$ 2,601	131%
Real Estate Rental and Leasing	\$ 10,199	\$ 6,454	\$ 3,705	157%	\$ 7,069	144%
Professional, Scientific, and Technical Services	\$ 8,502	\$ 6,144	\$ 2,358	138%	\$ 8,035	106%
Management of Companies and Enterprises	\$ 3,652	\$ 0	\$ 3,652	1587783%	\$	0%
Administrative and Support and Waste Management and Remediation Services	\$ 31,504	\$ 28,122	\$ 3,381	112%	\$ 19,966	158%
Educational Services	\$ 411	\$ 404	\$ 7	102%	\$ 268	154%
Health Care and Social Assistance	\$ 2,934	\$ 2,665	\$ 269	110%	\$ 1,210	242%
Arts, Entertainment, and Recreation	\$ 2,055	\$ 2,084	\$ (29)	99%	\$ 2,742	75%
Accommodation and Food Services	\$ 38,353	\$ 30,196	\$ 8,157	127%	\$ 39,529	97%
Other Services (except Public Administration)	\$ 16,086	\$ 16,056	\$ 30	100%	\$ 11,727	137%
Public Administration	\$ 1,690	\$ 1,069	\$ 622	158%	\$ 4,699	36%
Not Classified	\$ 18,748	\$ 12,626	\$ 6,122	148%	\$ 13,063	144%
Total	\$ 516,303	\$ 465,926	\$ 50,377	111%	\$ 439,860	117%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the One Month Ending Monday, January 31, 2022

STATEMENT OF CASH FLOWS	<u>January</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$14,858,022.37	\$14,858,022.37
Operating Cash Provided/(Used) by:		
Operating Activities	(\$405,866.88)	(\$405,866.88)
Non-Capital Financing Activities	\$511,893.63	\$511,893.63
Investing Activities	\$816.59	\$816.59
Total Operating Cash Provided/(Used)	<u>106,843.34</u>	<u>106,843.34</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities		
Net Increase/(Decrease) Cash and Equivalent	<u>\$106,843.34</u>	<u>\$106,843.34</u>
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$14,964,865.71</u>	<u>\$14,964,865.71</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the One Month Ending Monday, January 31, 2022

STATEMENT OF INCOME/(LOSS)	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$41,904.00	0
Operating Expenses				
Labor	173,698.71	173,698.71	2,820,063.00	6.16%
Benefits	141,282.65	141,282.65	1,968,640.00	7.18%
Services and User Fees	14,634.04	14,634.04	365,655.00	4.00%
Materials & Supplies	30,019.44	30,019.44	593,310.00	5.06%
Utilities	4,635.14	4,635.14	88,620.00	5.23%
Casualty/Liability Costs	10,230.50	10,230.50	125,000.00	8.18%
Taxes			4,812.00	0
Miscellaneous Expenses	1,883.39	1,883.39	224,545.00	0.84%
Leases and Rentals	2,223.67	2,223.67	28,150.00	7.90%
Total Operating Expenses	378,607.54	378,607.54	6,218,795.00	6.09%
Operating Income (Loss)	(378,607.54)	(378,607.54)	(6,176,891.00)	6.13%
Non-Operating Revenues				
Non-Transportation Revenue	1,230.62	1,230.62	9,120.00	13.49%
Taxes Levied by Transit	511,479.60	511,479.60	5,000,000.00	10.23%
Local Grants & Contributions	1,250.00	1,250.00	18,000.00	6.94%
Federal Grants & Contributions	350,000.00	350,000.00	3,913,116.00	8.94%
Total Non-Operating Revenues	863,960.22	863,960.22	8,940,236.00	9.66%
Net Income (Loss) Before Transfers In/(Out)	485,352.68	485,352.68	2,763,345.00	17.56%
Net Income/(Loss)	<u>\$485,352.68</u>	<u>\$485,352.68</u>	<u>\$2,763,345.00</u>	<u>17.56%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the One Month Ending Monday, January 31, 2022

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$41,904.00	0.00%
Total Operating Revenues			41,904.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	816.59	816.59	6,720.00	12.15%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	414.03	414.03	1,200.00	34.50%
Taxes Levied Directly by Transit System - Sales & Use Tax	511,479.60	511,479.60	5,000,000.00	10.23%
Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Federal Grants and Contributions (OPERATING)				
FTA 5311			329,798.00	0.00%
FTA 5311(CARES)	350,000.00	350,000.00	3,583,318.00	9.77%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	863,960.22	863,960.22	8,940,236.00	9.66%
TOTAL REVENUES	\$863,960.22	\$863,960.22	\$8,982,140.00	9.62%

**Jefferson Transit Authority
Operating Expenses
For the One Month Ending Monday, January 31, 2022**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$63,118.06	\$63,118.06	\$994,416.00	6.35%
Operators Overtime - Fixed Route	2,124.37	2,124.37	92,685.00	2.29%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,929.03	8,929.03	157,586.00	5.67%
Operators Overtime - Dial-a-Ride (DAR)	45.73	45.73	8,077.00	0.57%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,295.88	43,295.88	763,359.00	5.67%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,013.93	2,013.93	36,461.00	5.52%
Administration Salaries	54,171.71	54,171.71	767,479.00	7.06%
Total Labor	173,698.71	173,698.71	2,820,063.00	6.16%
Benefits				
FICA	16,040.89	16,040.89	251,452.00	6.38%
Pension Plans (PERS)	21,607.84	21,607.84	317,781.00	6.80%
Medical Plans	46,776.95	46,776.95	667,122.00	7.01%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	38,088.60	38,088.60	91,361.00	41.69%
Holiday	26,434.20	26,434.20	145,041.00	18.23%
General Leave	(14,085.26)	(14,085.26)	370,580.00	(3.80%)
Other Paid Absence (Court Duty & Bereavement)	635.33	635.33	15,750.00	4.03%
Uniforms, Work Clothing & Tools Allowance	386.25	386.25	26,300.00	1.47%
Other Benefits (HRA, EAP & Wellness)	667.78	667.78	40,740.00	1.64%
Paid FML	338.87	338.87	4,513.00	7.51%
COVID-19 JTA/Federal Leave	4,391.20	4,391.20	28,000.00	15.68%
Total Benefits	141,282.65	141,282.65	1,968,640.00	7.18%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,376.44	2,376.44	38,250.00	6.21%
Professional & Technical Services	4,370.41	4,370.41	154,565.00	2.83%
Contract Maintenance Services (IT Services)	617.50	617.50	14,005.00	4.41%
Custodial Services	910.00	910.00	18,720.00	4.86%
Security Services			5,600.00	0.00%
Vehicle Technical Services	3,308.55	3,308.55	47,000.00	7.04%
Property Maintenance Services	230.53	230.53	13,000.00	1.77%
Software Maintenance Fees	2,591.03	2,591.03	54,915.00	4.72%
Postage & Mail Meter Fees			3,600.00	0.00%
Drug & Alcohol Services	229.58	229.58	8,000.00	2.87%
Other Services & User Fees			5,000.00	0.00%
Total Service and User Fees	14,834.04	14,834.04	365,655.00	4.00%
Materials and Supplies Consumed				
Fuel	28,626.77	28,626.77	310,000.00	9.23%
Tires	(32.11)	(32.11)	27,000.00	(0.12%)
Lubrication	961.16	961.16	13,050.00	7.37%
Tools	209.68	209.68	18,000.00	1.16%
Vehicle Maintenance & Repair Parts	(1,819.94)	(1,819.94)	91,500.00	(1.99%)
Non-Vehicle Maintenance & Repair Parts			9,740.00	0.00%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials			5,750.00	0.00%
Shop Supplies (Maintenance & Cleaning)	138.03	138.03	23,000.00	0.60%
Safety & Emergency Supplies	760.65	760.65	9,800.00	7.76%
Office Supplies	273.89	273.89	16,920.00	1.62%
Computer Programs & Supplies			30,950.00	0.00%
Printing (Photocopier, Schedules & Brochures)	901.31	901.31	29,500.00	3.06%
Other Materials & Supplies			6,750.00	0.00%
Total Materials and Supplies Consumed	30,019.44	30,019.44	593,310.00	5.06%

Jefferson Transit Authority
Operating Expenses
For the One Month Ending Monday, January 31, 2022

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,263.16	1,263.16	16,350.00	7.73%
Utilities (Electrical & Propane)			28,900.00	0.00%
Telephone & Internet	3,371.98	3,371.98	43,370.00	7.77%
Total Utilities	4,635.14	4,635.14	88,620.00	5.23%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,230.50	10,230.50	125,000.00	8.18%
Total Casualty and Liability Costs	10,230.50	10,230.50	125,000.00	8.18%
Taxes				
State Taxes			1,062.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%
Total Taxes			4,812.00	0.00%
Miscellaneous				
Dues & Subscriptions	1,632.14	1,632.14	18,921.00	8.63%
Travel & Meetings	6.25	6.25	38,500.00	0.02%
Fines & Penalties			100.00	0.00%
Safety Program (Rodeo & Safety Rewards)			7,500.00	0.00%
Training (Classes, Seminars & Materials)			26,554.00	0.00%
EE CDL and EE Physical Expense	245.00	245.00	9,250.00	2.65%
COVID-19 Related Expense			123,420.00	0.00%
Other Miscellaneous			300.00	0.00%
Total Miscellaneous	1,883.39	1,883.39	224,645.00	0.84%
Leases and Rentals				
Transit Way & Passenger Stations	983.00	983.00	6,900.00	14.25%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	1,240.67	1,240.67	18,750.00	6.62%
Total Leases and Rentals	2,223.67	2,223.67	28,150.00	7.90%
TOTAL OPERATING EXPENSES	<u>\$378,607.54</u>	<u>\$378,607.54</u>	<u>\$6,218,795.00</u>	<u>6.09%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
January 2022

Current Account Status	Balance per Bank @ 1/31/22	\$ 7,927,708.88	\$
Balance per GL @ 12/31/2021		\$ 7,986,856.88	
	Transfers - In	\$	
	Reimbursement	\$	
	Investment Interest	\$ 493.67	
	Transfers Out (Purchases)	\$ (29,840.57)	
	Transfers Out/Bond Call	\$	
Balance per GL @ 1/31/22		\$ 7,927,708.88	
Balance in Capital Account		\$ 7,927,708.88	

		2022 Capital Projects	
Facility		Grant Funding	JTA Funding
Eng/Das 63 4 Addl Maintenance Bay	2022 Beginning Budget		\$ 150,000.00
			\$ (1,007.36)
Construction 63 4 Addl Maintenance Ba	2022 Beginning Budget		\$ 700,000.00
2021 JTA Comprehensive Plan - Fehr &	2022 Beginning Budget		\$ 10,566.97
JTA Funded Balance			\$ 859,559.61
Other Building and Structures		Grant Funding	JTA Funding
Facilities Mntce Bldg/Training Area	2022 Beginning Budget		\$ 800,000.00
Radio Project - Maynard Min Repeater	2022 Beginning Budget	\$ -	\$ 10,000.00
	January 2021		\$ (9,228.03)
Security Cameras	2022 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2022 Beginning Budget	\$ -	\$ 45,000.00
Charging Infrastructure	2022 Beginning Budget		\$ 100,000.00
JTA Funded Balance			\$ 980,771.97
Revenue Vehicles			
1 Full-Size Buses	2022 Beginning Budget	\$ 419,301.00	\$ 93,840.00
1 Trolley Style FR Bus	2022 Beginning Budget	\$ 750,000.00	\$ 10,000.00
1 JTOC 29' Cutaway	2022 Beginning Budget	\$ 112,000.00	\$ 28,000.00
DAR Replacement Cut-a-way	2022 Beginning Budget	\$ 107,000.00	\$ 10,000.00
DAR Replacement Cut-a-way	2022 Beginning Budget		\$ 90,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	Engine - 506		\$ (19,405.18)
JTA Funded Balance			\$ 362,434.82
Service Vehicle			
Admin AWD Electric	2022 Beginning Budget		\$ 115,000.00
Vehicle Maintenance Pick Up Truck	2022 Beginning Budget		\$ 46,000.00
JTA Funded Balance			\$ 161,000.00
Service Equipment			
Tim Carousel	2022 Beginning Budget		\$ 50,000.00
Vehicle Lifts	2022 Beginning Budget		\$ 50,000.00
JTA Funded Balance			\$ 100,000.00
JTA Capital Balance		\$ 7,927,708.88	
JTA Committed Project Funds Sub-Total		\$ (2,483,786.40)	
JTA Vehicle Reserve		\$ (125,000.00)	
JTA IT Reserve		\$ (75,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 5,263,942.28	



63 4 Corners Road, Port Townsend, WA 98368

January 25, 2022

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

December Financial Report

The budget tracking percentage for December 2021 is 100%. We use that tracking figure as a guideline for monitoring expenses.

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

For the month October 2021 sales tax was 46% higher than received for October 2020. There was a very large refund that DOR paid out to a Jefferson County business that affected the October 2020 sales tax payment. Comparing the amount to October 2019, it is 8% 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.

Cumulatively, JTA Sales Tax is 25% higher over 2020, and 18% higher than 2019.

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

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for December (remitted in February 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 17.5% 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 10.7% under budget.
- **Benefits** – Benefits are 12.9% under budget
 - Holiday is over budget due to personal holiday payout to VEBA accounts (meaning some employees did not utilize their personal holidays and the funds were transferred to their VEBA accounts).
- **Services and User Fees** – S/U Fees are 40.4% 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 29.2% 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** – 6.7% under budget
 - Water is over budget by 6% - budget was increased for 2022
- **Casualty/Liability Costs** – C/L costs are 3% under budget
- **Taxes** – 90.2% under budget
- **Miscellaneous** – 76.6% under budget
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 2% 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 December: 3rd Maintenance Bay, Comprehensive Plan (not yet charged); Maynard Mtn Repeater



December 2021 Financial Summary

Budget Tracking Figure: 100%

Operational Expenses:	\$406,156.53
Operational Revenues:	\$0.00
Non-Operational Income:	\$661,719.63
Capital Expenses:	\$10,235.39
Capital Income:	\$0.00

Sales Tax Received 12/31/2021 for October 2021: \$520,630.75

Sales Tax Received 12/31/2021 for October 2020: \$355,835.47

(Dec/Oct 2020 Sales Tax included a \$145K refund to DOR refund)

**Sales tax for month increased from prior year 46% ** (8% up from 2019)

Cumulative Sales tax increase from prior year 25% (18% up from 2019)

Cash on Hand as of December 31, 2021*:

Operating:	\$4,717,782.82
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,640,045.77
Dedicated (Committed) Grant Match (100% Funded):	\$6,106,574.42
(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:	\$126,322.36
Travel Fund:	\$1,500.00

Total **\$14,857,622.37****

*"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)

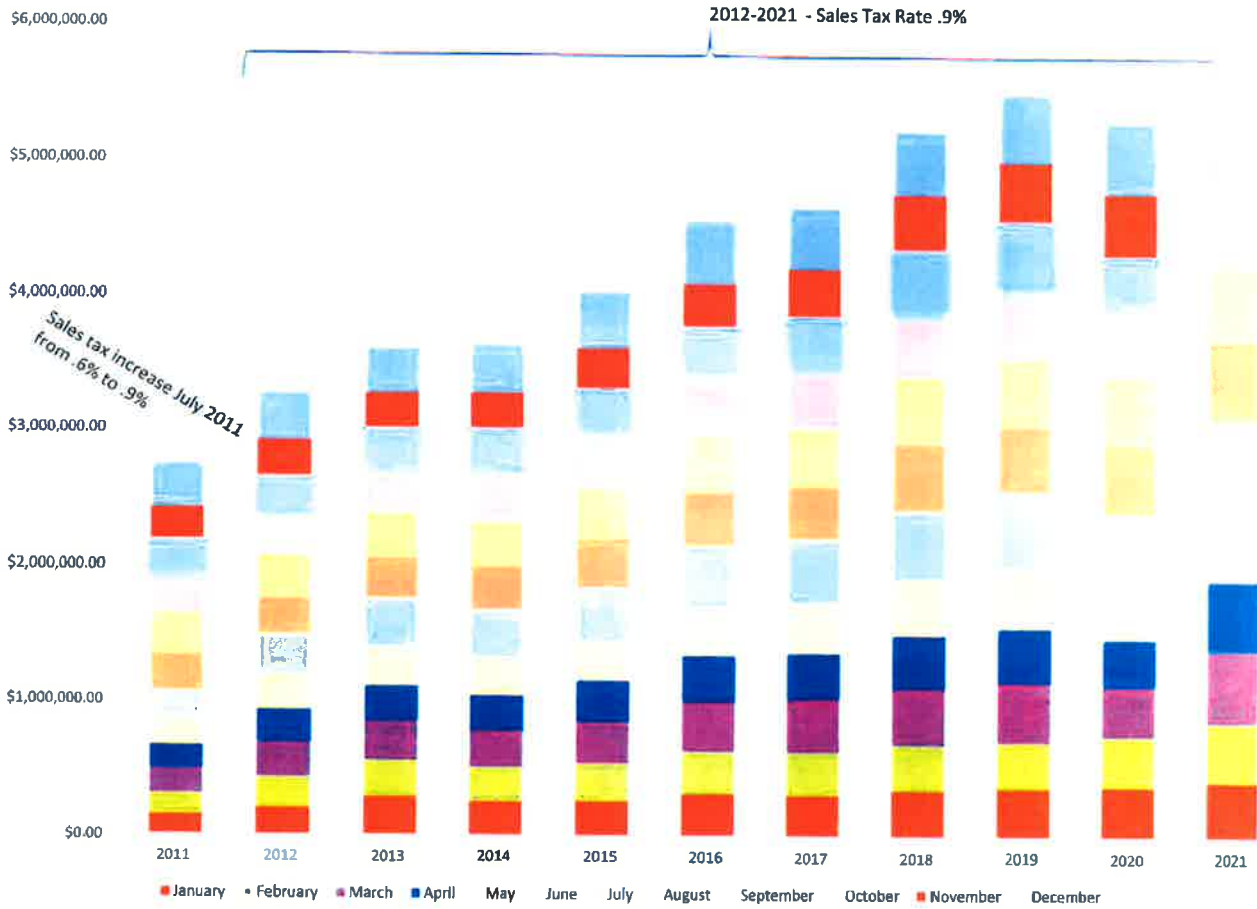
Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Actual to Budget Variance
January	0.90%	\$481,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$481,973.71	348,000.00	32.75%
February	0.90%	\$398,837.20	\$518,325.41	\$483,289.40	\$485,326.15	\$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%	\$433,296.30	\$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	\$396,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$561,339.04	\$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	\$396,053.15	\$400,000.00	46.01%	\$4,685,364.03	3,394,000.00	38.05%
October	0.90%	\$619,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$5,285,251.85	3,819,000.00	37.87%
November	0.90%	\$614,883.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	29.45%	\$5,880,155.32	4,294,000.00	38.94%
December	0.90%	\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	30.18%	\$6,400,786.07	4,694,000.00	36.36%
Total		\$6,400,786.07	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00				
Monthly Average		\$533,398.84	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67	26.67%			

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	2021 Cumulative Accrual Budgeted Sales Tax	2021 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%	\$433,296.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,757.12	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	\$396,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$581,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,499,628.52	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%	\$619,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$4,283,440.94	3,045,000.00	40.01%
September	0.90%	\$614,883.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	29.45%	\$4,878,344.41	3,520,000.00	38.59%
October	0.90%	\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	30.16%	\$5,398,975.16	3,920,000.00	37.73%
November	0.90%	\$461,973.71	\$435,481.40	\$406,363.77	\$346,766.90	\$375,000.00	\$375,000.00	0.00%	\$0.00	\$0.00	0.00%
December	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	\$425,000.00	0.00%	\$0.00	\$0.00	0.00%
Total		\$5,398,975.16	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,669,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$539,897.52	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

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

2012-2021 - Sales Tax Rate .9%



NAICS Category - October 2021 (received December 2021)	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 264	\$ 156	\$ 108	169%	\$ 524	50%
Mining	\$ 852	\$ 4,907	\$ (4,056)	17%	\$ 740	115%
Utilities	\$ 42	\$ 246	\$ (205)	17%	\$ 108	38%
Construction	\$ 118,755	\$ 112,019	\$ 6,736	106%	\$ 132,713	89%
Manufacturing	\$ 9,065	\$ (129,902)	\$ 138,967	-7%	\$ 18,201	50%
Wholesale Trade	\$ 32,053	\$ 31,861	\$ 192	101%	\$ 29,628	108%
Retail Trade	\$ 209,245	\$ 187,231	\$ 22,014	112%	\$ 162,139	129%
Transportation and Warehousing	\$ 2,444	\$ 1,130	\$ 1,314	216%	\$ 1,160	211%
Information	\$ 17,403	\$ 14,285	\$ 3,117	122%	\$ 18,152	96%
Finance and Insurance	\$ 2,845	\$ 3,506	\$ (661)	81%	\$ 2,334	122%
Real Estate Rental and Leasing	\$ 8,125	\$ 8,170	\$ (45)	99%	\$ 8,864	92%
Professional, Scientific, and Technical Services	\$ 7,816	\$ 7,094	\$ 722	110%	\$ 7,546	104%
Management of Companies and Enterprises	\$ 2,764	\$ -	\$ 2,764		\$ -	
Administrative and Support and Waste Management and Remediation Services	\$ 30,420	\$ 29,158	\$ 1,262	104%	\$ 18,924	161%
Educational Services	\$ 694	\$ 653	\$ 42	106%	\$ 430	162%
Health Care and Social Assistance	\$ 2,445	\$ 5,989	\$ (3,544)	41%	\$ 1,338	183%
Arts, Entertainment, and Recreation	\$ 3,261	\$ 2,994	\$ 266	109%	\$ 3,716	88%
Accommodation and Food Services	\$ 49,426	\$ 40,628	\$ 8,798	122%	\$ 47,270	105%
Other Services (except Public Administration)	\$ 13,893	\$ 14,642	\$ (749)	95%	\$ 13,503	103%
Public Administration	\$ 2,242	\$ 1,567	\$ 675	143%	\$ 4,644	48%
Not Classified	\$ 11,086	\$ 22,891	\$ (11,806)	48%	\$ 13,051	85%
Total	\$ 525,138	\$ 359,228	\$ 165,911	146%	\$ 484,983	108%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Twelve Months Ending Friday, December 31, 2021

	December	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$14,559,625.79	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$202,237.17)	(\$4,618,543.78)
Non-Capital Financing Activities	\$528,410.75	\$7,911,662.76
Investing Activities	\$856.21	\$11,281.81
Total Operating Cash Provided/(Used)	327,029.79	3,304,400.79
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$28,633.21)	(\$376,600.27)
Net Increase/(Decrease) Cash and Equivalent	\$298,396.58	\$2,927,800.52
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$14,858,022.37	\$14,858,022.37

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Twelve Months Ending Friday, December 31, 2021

	December	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	175,301.32	2,306,684.90	2,581,957.00	89.34%
Benefits	164,186.65	1,601,412.60	1,837,819.00	87.14%
Services and User Fees	9,787.36	238,026.24	399,665.00	59.56%
Materials & Supplies	36,392.37	432,623.01	610,610.00	70.85%
Utilities	4,610.74	83,106.47	89,053.00	93.32%
Casualty/Liability Costs	12,722.33	152,215.06	157,000.00	96.95%
Taxes		450.62	4,592.00	9.81%
Miscellaneous Expenses	2,637.76	51,562.35	220,030.00	23.43%
Leases and Rentals	518.00	23,681.33	23,216.00	102.00%
Total Operating Expenses	406,156.53	4,889,762.58	5,923,942.00	82.54%
Operating Income (Loss)	(406,156.53)	(4,889,762.58)	(5,893,462.00)	82.97%
Non-Operating Revenues				
Non-Transportation Revenue	861.21	5,658.04	25,200.00	22.45%
Taxes Levied by Transit	545,630.75	6,426,786.07	4,720,000.00	136.16%
Local Grants & Contributions	5,275.00	19,025.00	18,000.00	105.69%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	1,123,969.02	1,283,160.00	87.59%
Total Non-Operating Revenues	661,719.63	8,149,780.13	6,296,824.00	129.43%
Net Income (Loss) Before Transfers In/(Out)	255,563.10	3,260,017.55	403,362.00	808.21%
Net Income/(Loss)	\$255,563.10	\$3,260,017.55	\$403,362.00	808.21%

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Twelve Months Ending Friday, December 31, 2021

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	856.21	11,281.81	24,000.00	47.01%
Gain (Loss) on Disposition of Capital Items		(9,096.09)	1,200.00	(758.01%)
Public Donations	5.00	6.85		100.00%
Other Nontransportation Revenues		3,465.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	545,630.75	6,426,786.07	4,720,000.00	136.16%
Local Grants and Contributions				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP	4,025.00	4,025.00	3,000.00	134.17%
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	1,123,969.02	1,283,160.00	87.59%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	661,719.63	8,149,780.13	6,298,824.00	129.43%
TOTAL REVENUES	\$661,719.63	\$8,149,780.13	\$6,327,304.00	128.80%

**Jefferson Transit Authority
Operating Expenses
For the Twelve Months Ending Friday, December 31, 2021**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$64,416.99	\$823,315.44	\$924,387.00	89.07%
Operators Overtime - Fixed Route	2,102.68	51,370.78	68,565.00	74.92%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,205.80	121,006.69	138,512.00	87.36%
Operators Overtime - Dial-a-Ride (DAR)	161.53	3,565.30	8,425.00	42.32%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,863.53	597,956.54	689,366.00	86.74%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,761.72	28,221.61	33,050.00	85.39%
Administration Salaries	49,789.07	681,248.54	719,652.00	94.66%
Total Labor	175,301.32	2,306,684.90	2,581,957.00	89.34%
Benefits				
FICA	17,311.17	199,735.92	230,180.00	86.77%
Pension Plans (PERS)	21,607.12	315,398.54	359,572.00	87.71%
Medical Plans	51,818.86	526,863.57	570,120.00	92.41%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,709.90	63,777.81	81,823.00	77.95%
Holiday	27,251.66	140,311.52	124,022.00	113.13%
General Leave	34,196.02	301,991.63	325,843.00	92.68%
Other Paid Absence (Court Duty & Bereavement)	545.00	2,392.79	15,750.00	15.19%
Uniforms, Work Clothing & Tools Allowance	708.28	10,222.04	24,680.00	41.42%
Other Benefits (HRA, EAP & Wellness)	5,729.42	23,716.65	38,700.00	61.28%
Paid FML	309.22	3,964.74	4,129.00	96.02%
COVID-19 JTA/Federal Leave		13,033.14	53,000.00	24.59%
Total Benefits	164,186.65	1,601,412.80	1,837,819.00	87.14%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,778.22	31,703.52	26,250.00	120.78%
Professional & Technical Services	1,673.41	108,604.68	140,500.00	77.30%
Contract Maintenance Services (IT Services)	541.14	10,258.29	14,005.00	73.25%
Custodial Services	910.00	10,850.00	18,720.00	57.96%
Security Services		1,562.10	5,600.00	27.89%
Vehicle Technical Services		21,458.03	47,000.00	45.66%
Property Maintenance Services	1,086.69	19,152.34	41,901.00	45.71%
Software Maintenance Fees	966.94	20,165.76	81,425.00	24.77%
Postage & Mail Meter Fees		1,958.91	3,600.00	54.41%
Drug & Alcohol Services	205.42	3,480.04	8,000.00	43.50%
Other Services & User Fees	625.54	8,832.57	9,664.00	91.40%
Total Service and User Fees	9,787.36	238,026.24	399,665.00	59.56%
Materials and Supplies Consumed				
Fuel	25,668.91	241,176.77	335,000.00	71.99%
Tires	360.03	19,122.39	27,000.00	70.82%
Lubrication	693.38	11,523.56	13,050.00	88.30%
Tools	3,208.30	9,858.03	18,000.00	54.77%
Vehicle Maintenance & Repair Parts	3,865.11	97,081.10	81,500.00	119.12%
Non-Vehicle Maintenance & Repair Parts	256.39	11,287.18	9,740.00	115.88%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials	71.59	4,320.47	5,750.00	75.14%
Shop Supplies (Maintenance & Cleaning)	273.10	14,593.37	23,000.00	63.45%
Safety & Emergency Supplies	114.17	1,928.29	9,800.00	19.68%
Office Supplies	821.11	9,258.52	16,920.00	54.72%
Computer Programs & Supplies		5,414.48	18,000.00	30.08%
Printing (Photocopier, Schedules & Brochures)	1,060.28	6,791.49	49,500.00	13.72%
Other Materials & Supplies		189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	36,392.37	432,623.01	610,610.00	70.85%

**Jefferson Transit Authority
Operating Expenses
For the Twelve Months Ending Friday, December 31, 2021**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,230.84	16,004.22	15,100.00	105.99%
Utilities (Electrical & Propane)		25,864.85	27,800.00	93.04%
Telephone & Internet	3,379.90	41,237.40	46,153.00	89.35%
Total Utilities	4,610.74	83,106.47	89,053.00	93.32%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	152,667.96	157,000.00	97.24%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	152,215.06	157,000.00	96.95%
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	2,625.44	20,540.87	20,406.00	100.66%
Travel & Meetings		2,978.79	34,000.00	8.76%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	12.32	9,102.46	26,554.00	34.28%
EE CDL and EE Physical Expense		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	2,637.76	51,562.35	220,030.00	23.43%
Leases and Rentals				
Transit Way & Passenger Stations	518.00	6,337.00	4,500.00	140.82%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		17,344.33	16,216.00	106.96%
Total Leases and Rentals	518.00	23,681.33	23,216.00	102.00%
TOTAL OPERATING EXPENSES	<u>\$406,156.53</u>	<u>\$4,889,762.58</u>	<u>\$5,923,942.00</u>	<u>82.54%</u>

Jefferson Transit
Treasury Pool Investment Account (Capital) and Checking Account
Capital Project Tracking Report
December 2021

Current Account Status	Balance per Bank @ 12/31/21	\$	7,946,820.10	\$
Balance per GL @ 11/30/2021		\$	7,988,392.48	
Transfers - In		\$		
Reimbursement		\$		
Investment Interest		\$	483.12	
Transfers Out (Purchases)		\$	(10,235.38)	
Transfers Out (Bond Call)		\$		
Balance per GL @ 12/31/21		\$	7,946,820.10	
Outstanding Checks		\$		
Balance in Capital Account		\$	7,946,820.10	

Facility	2021 Capital Projects	Grant Funding	JTA Funding
	2021 Budgeted Balance	\$	\$
	Eng/Doc 63 4 Corners EV Feasibility		\$ 31,000.00
	February 2021		\$ (2,512.50)
	June 2021		\$ (730.00)
	July 2021		\$ (13,167.50)
	September 2021		\$ (8,917.50)
	Eng/Doc 63 4 Addl Maintenance Bay		\$ 160,000.00
	August 2021		\$ (23,924.91)
	September 2021		\$ (28,912.48)
	October 2021		\$ (32,819.86)
	December 2021		\$ (10,728.83)
	Eng/Doc HPTC Bus Loop Config - KPFF Consulting Engineers	\$	\$ 25,620.02
	February 2021		\$ (1,953.59)
	March 2021		\$ (4,399.51)
	April 2021		\$ (4,399.99)
	May and June 2021		\$ (5,384.45)
	July 2021		\$ (994.31)
	August 2021		\$ (7,813.18)
	Final		\$ (351.69)
	JTA Comprehensive Plan - Fehr & Peom		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (26,251.70)
	February 2021		\$ (8,845.13)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.00)
	May and June 2021		\$ (15,315.40)
	July 2021		\$ (12,575.00)
	August 2021		\$ (10,441.40)
	September 2021		\$ (7,384.20)
	October 2021		\$ (15,089.20)
	JTA Funded Balance		\$ 72,628.20
Other Building and Structures		Grant Funding	JTA Funding
Facilities/Mobile Building/Training Area	2021 Beginning Budget	\$	\$ 600,000.00
Radio Project - Maynard Mn Repeater	2021 Beginning Budget	\$	\$ 31,840.00
	October 2021		\$ (8,893.55)
	December 2021		\$ (1,097.38)
Security Cameras	2021 Beginning Budget	\$	\$ 35,000.00
New Showers	2021 Beginning Budget	\$	\$ 45,000.00
	JTA Funded Balance		\$ 902,629.99
Revenue Vehicles			
1 Full-Size Buses	2021 Beginning Budget	\$ 418,301.00	\$ 85,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 28' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$	\$ 150,000.00
	New Engine In 01		\$ (7,314.21)
	Harddrives - Bus Camera System		\$ (6,092.32)
	Wheel Balancer		\$ (23,885.18)
	JTA Funded Balance		\$ 557,742.93
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV	July 2021		\$ (38,174.72)
	JTA Funded Balance		\$ 10,825.28
Service Equipment	2021 Beginning Budget		\$ 30,000.00
Tractor	Feb 2021 - Sheelock Equipment		\$ (26,884.76)
	JTA Funded Balance		\$ 4,115.24
Office Furniture & Equipment			
New Finance/Metrics/Ops Software	2021 Beginning Budget		\$ 178,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (48,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,700.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (183.68)
	July 2021 - Integrity Systems, LLC		\$ (13,200.00)
	September 2021 - Integrity Systems, LLC		\$ (8,600.00)
Social Media Notification Software	2021 Beginning Budget		\$ 18,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	Remix (Purchased Dec 2020, Cleared 2021)		\$ (10,900.00)
	JTA Funded Balance		\$ 92,795.83

JTA Capital Balance	\$ 7,946,820.10
JTA Committed Project Funds Sub-Total	\$ (1,640,045.77)
JTA Vehicle Reserve	\$ (128,000.00)
JTA IT Reserve	\$ (78,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 6,100,674.42



General Manager's Report

February 15, 2022

Legislative Update

Representative Jake Fey and Senator Marco Liias unveiled their Transportation Proposal on February 8th and the details of the Move Ahead Washington. The proposal is an investment in electrification and expanding Multimodal options for equality for all. One of these options is a substantial investment in transit service.

The package is \$16.8 Billion over 16 years. Part of the investment in multimodal is supporting kids riding free.

Transit - \$3.054 billion (all from Carbon) No additional gas tax

- \$1.45 billion for Transit Support Grants (kids ride free)
- \$600 million plus-up of Special Needs Grants - nearly doubles current funding
- \$400 million for NEW Bus and Bus Facility Grants
- \$293 million for Transit Projects
- \$200 million plus-up of Green Transportation Capital Grants - doubles current funding
- \$80 million for NEW Tribal Transit Grants
- \$30 million - other (CTR/TDM/Coordination Grants)

This proposal is a plus up for transit, but could go through some changes during this session.

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. ATU587 union members have voted to ratify the CBA, JTA is bringing the issue to the Board to ratify.

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Kingston Update

How the Board can participate

Miranda will have a table down at the Haines Place Park and Ride to explain and support the first day of the Kingston Express run and Nicole will be at the Kingston ferry dock to support passengers and operators on the first day of the run. It would be a great opportunity for a member to ride the route and or come down to the Park and Ride.

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.

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

- Vanpool Committee Meeting – Virtual Meeting – March 3, 2022
- Finance Officers Leadership Committee (FOLC) – Walla Walla – March 23, 2022
- Maintenance & Facilities Committee Meeting – Tacoma – April 6, 2022

Facility Maintenance Building

JTA and Mr. Gibson had a pre-submission with the county and found no need for a CUP, and parties would move ahead with modifying the existing CUP.

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Work completed to date:

- Site plan finalized

What's next:

- Create Bid Packet
- Advertise Bid Packet
- Approval of CUP
- Advertise for Construction

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.

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.

Attachment C



63 4 Corners Road, Port Townsend, WA 98368

John Bender
Fleet & Facilities Manager
Board Report February 2022

Fleet:

- Awaiting quote for new Gillig EV trolley – Change from CCW
- Awaiting design documents for EV charging infrastructure - Elcon
- Replaced UV bulbs in PASPS units
- New radio service contractor hired, improvements made in dispatch/vehicles
- Finalizing implementation of new streamlined down list

Facilities:

- Fac. Maint. position filled 1/31/22 – positive feedback from Lead
- Conducted CUP hearing for new maint. shop project
- Annual facility PM inspections, wash bay sump service, fire ext. service
- Conducting seasonal landscape maint. 'Spring cleanup'

Staff/misc.:

- Advertising recruitment for wash bay vacancy upon Union contract ratification
- Acquired new JPRO diagnostic hardware/software
- Finalizing field testing of new pre-trip software/hardware
- Conducting surplus of more obsolete (Phantom) parts inventory

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Attachment D



63 Four Corners Road, Port Townsend, WA 98368

Nicole Gauthier
Fixed Route Operations Manager
Board Report – February 15, 2022

Operations Update

- Operators signed their tri-annual bid on Sunday February 13, 2022. Operators will start their new shifts on Tuesday February 22, 2022.
- On Monday December 27, 2021 – Thursday January 6, 2022 JTA operated during a snow event.
 - Nicole Gauthier, Gary Maxfield and Field Supervisor Jim Springer checked all routes in the early morning hours and determined which routes either would be put on a deviation or stay on a deviation. All routes were continuously monitored throughout the day.
 - Miranda Nash kept the website updated throughout the week.
 - All JTA Operators did a great job safely operating in hard packed snow and ice conditions.
- JTA is currently looking to hire 1-2 new Operators.

Safety and Training Update

- Gary Maxfield, Safety and Training Supervisor, reported JTA has had no passenger exclusions since mid-December.
- JTA used funds from the WSTIP Risk Management Grant to purchase a power wheelchair. This wheelchair will be used for operator training.

Ridership

Fixed Route Daily Ridership Averages			
	2019 Averages	2021/2022 Averages	% of change
December	720	437	-39.3%
January	761	435	-42.8%

JTOC Daily Ridership Averages			
	2019 Averages	2021/2022 Averages	% of change
December	47	18	-62%
January	49	21	-57%

- Fixed Route ridership numbers decreased by 46.9% from 2019 to 2021.
- JTOC ridership numbers decreased by 62.6% from 2019 to 2021.

Attachment E



63 Four Corners Road, Port Townsend, WA 98368

Miranda Nash
Mobility Operations Manager
Board Report February 2022

Service Planning:

Kingston Pilot Service:

JTA finalized the Inter-local agreement with Jefferson County for use of the Gateway Visitor's Center, and has posted bus stop and parking signage at this location. JTA has been working closely with Kitsap Transit to promote the new service and coordinate the service with the existing Kitsap Transit service at the Kingston Ferry terminal. JTA also worked with WSF to arrange JTA express route's passage through the ferry toll booth, and identify signage locations. Bus stop signage for the Kingston Express will be posted by the end of this week.

We have been working closely with KT in our Marketing efforts, and have had some good articles come out in both the PT leader and Peninsula Daily News highlighting the new service.

Opening Day: The #14 Kingston Express is set to begin service on Tuesday, February 22, 2022. For the first service day JTA staff will be down at the Park & Ride providing service and schedule information, to celebrate the first run of the pilot service.

Fare: Kitsap Transit and JTA have partnered in promoting the new service and to encourage passengers to connect with the KT Kingston Fast Ferry Service. JTA and KT will be offering a promotional fare for the connecting service between 2/22/22 to 03/31/22: Passengers riding the #14 Kingston Express with the Kingston Ferry Terminal as their final destination will receive one transfer pass that will allow them to ride the Kitsap Transit Kingston Fast Ferry. Each Transfer Pass is good for one fast ferry sailing from Kingston to Seattle and one sailing from Seattle to Kingston. Transfers are valid until March 31, 2022. After the promotional fare period, beginning April 1st, fares for the #14 Kingston Express will begin. Riders will be able to pay fare in two ways; cash fares or a digital bus pass through the Token Transit mobile application.

Collecting Feedback: During the pilot route, JTA will be collecting feedback from the community about the service. The survey will be available to the public on the Jefferson Transit website, on the start date of the #14 service.

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Community Outreach:

Community Health Improvement Program (CHIP):

JTA participated in CHIP in 2021, and identified a need to assess transportation gaps or needs for seniors within Jefferson County. JTA had developed a survey and is requesting the Authority Board’s support to work with the Transit Advisory Group (TAG) in 2022 to obtain community feedback, which will inform future service planning on how to meet the needs of this demographic within Jefferson County.

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

Ridership:

Dial-A-Ride:

Average daily Dial-A-Ride ridership remained steady from November to December 2021, but saw a 10% decrease December 2021 to January 2022.

Compared to the pre-pandemic 2019 ridership numbers, average daily ridership in December 2021 were down by 38% and January 2022 were down 48% percent.

2021/22 Average Daily Ridership Month to Month			
Month	November	December	January
Avg daily ridership	29	29	26
% of Change	-	0%	-10%

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2021/22 averages	% of change
December 2021	47	29	-38%
January 2022	50	26	-48%

2019 ridership data used as 2020/21 data influenced by CV19

Dial-A-Ride Eligibility Year End Report:

In 2021, 102 new applicants for Dial-A-Ride eligibility were added to the system, and 66 applicants were recertified for existing eligibility. 32 applicants were provided temporary courtesy eligibility for medical transportation.

In accordance with the six year record retention requirements, 131 expired eligibility and inactive eligibility DAR applicants were removed from the system. Current system status has 388 current eligibility riders, and 788 expired eligibility riders.

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

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vanpool groups at this time. JTA plans to conduct a fare study for the Vanpool Program and evaluating the program structure in 2022, in response to legislative changes effective September 2021, as well as how those changes align with our current insurance coverage requirements.

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Attachment F

Summary of 5 January 2022 TAG meeting

Tabling for Transit: Tim Caldwell started the discussion about promoting transit in general and the Kingston run in particular. With JTAB approval, Tim will now go to City and County LTAC boards to advocate for marketing and development help with the rollout of the Kitsap Fast Ferry route. He plans to meet with Arlene Alen to figure out what we want to do and come up with a price tag. LTAC would be the holders of the money so we would not be comingling funds that could threaten grant funds. Mobility Operations Manager Miranda Nash reported via other staff that she had met the marketing manager for Kitsap Transit, who has a 'tremendous number of ideas' about promoting our run. This is a community project so we should ask to be an LTAC line item for the next few years.

Questions for Tabletalks: how to ask questions and what/how many questions to ask? TAG members agreed that we do not need demographic questions in a live survey; we should not ask anything that requires essay answers; nor should we ask too many questions and lose the audience; somewhere around 3-5 questions. We also want to have much information available as handouts/brochures. We are doing this to meet people where they are, to reach those folks who may not take online surveys or attend townhalls, who may not have internet access. Some suggestions and ideas for questions from TAG and staff include:

General Manager Tammi Rubert - do you need more information to know how to lower your carbon footprint?

Tim Caldwell - would you use the bus for short or long trips?

Scott Walker - if driving was less convenient would you take transit? (He also suggested that TLab come up with questions)

Becci Kimball (TLab) - show how much money people can save - with hand outs (Tammi said this information used to be on the JTA website)

John Nowak - survey should be concise, maybe less than 5 questions - "why don't you ride? what would motivate you?" with additional information as handouts is a good idea

Becci Kimball summarized some of her research on transit surveys: "You get a lot more information if you talk to people and show them that they have a choice. What keeps you from riding the bus?" We can make the bus more convenient than driving. A Georgia survey indicates that people ride transit to avoid parking fees and traffic.

Darrell Conder asked Tammi Rubert whether the booth at the farmer's market had increased ridership: "did it accomplish anything?" She said it clarified that frequency is what gets people on the bus.

Long Range Plan: Tammi Rubert discussed the Long Range Plan and GHG. Staff and JTAB members will add information to show that transit has an impact on greenhouse gas reduction; there will be a subcommittee meeting including Commissioners Kate Dean and Greg Brotherton to put together language to add information to the Long Range Plan.

PRC: TAG considered Commissioner Greg Brotherton's concerns about a periodic review of composition, which occurs at least every four years to consider whether the composition of the board is equitable. General TAG consensus is that school board members would be logical; hospital commission as well; all TAG members were very supportive of including other electeds, noting that it wasn't a permanent commitment to add a member as it could be set up on a specific time interval or to deal with a specific topic. Scott Walker stated that we need to involve the other elected boards to bring systemic change and John Nowak indicated that a member from the Hospital Commission could be helpful. Tammi Rubert recommended that TAG read the presentation from the JT attorney prior to the last PRC, who talked about a scenario where some action could be controversial, but offered that we could get a second opinion. Darrell Conder said that it's a new day with regard to previous iterations and we should start fresh, look at things again. Commissioner Kate Dean noted that there had been some support for expansion in previous iterations of the PRC.

Ridership: Nicole Gauthier (Fixed Route Operations Manager) provided a ridership report, indicating that we are starting to regain some ridership. Dial A Ride is coming back faster than regular ridership. She confirmed that masks are still required but social distancing has been removed; masks are offered to all riders; all buses have air scrubbers and are sanitized daily. It was suggested that we share this information in tabling efforts to confirm how safe transit is.

Public Comment: Tom Thiersch reviewed a December 14, 2021 meeting of the Washington Transportation Commission and offered the powerpoint and other links from the meeting regarding Pantonium: Transforming Public Transit with On-Demand Macrotransit.