



JEFFERSON TRANSIT AUTHORITY  
REMOTE REGULAR BOARD MEETING  
63 4 Corners Road, Port Townsend, WA 98368  
Tuesday, June 21, 2022, 3:00 p.m.

AGENDA

Join this meeting virtually using the following methods:

- |   |
|---|
| <ul style="list-style-type: none"><li>• <b>Watch Live:</b> <a href="https://us06web.zoom.us/j/87641174508">https://us06web.zoom.us/j/87641174508</a><br/><b>To provide public comment:</b> Click <i>Raise Hand</i> in the webinar controls.</li></ul> |
| <ul style="list-style-type: none"><li>• <b>Audio Only:</b> 833 548 0276 (Toll Free) <b>Webinar ID:</b> 876 4117 4508<br/><b>To provide public comment:</b> press *9 to raise hand, press *6 unmute/mute audio.</li></ul>                              |

**Call to Order/Welcome**

**Public Comment**

Citizens can email public comments to [speck@jeffersontransit.com](mailto:speck@jeffersontransit.com). Comments will be read aloud by staff for up to three minutes during the public comment period. JTA will make every effort to accommodate live public comments.

**New Agenda Items**

**I. Finance Reports**

- a. May, 2022
- b. April, 2022

**II. Consent Agenda**

- a. Approval of Minutes, April 19, 2022
- b. Approval of Expenses, April 2022
- c. Approval of Expenses, May 2022
- d. Out of State Travel Approval for John Bender and Jayme Brooke

**Public Hearing: Transit Development Plan/Transportation Improvement Plan 2022-2027**

**III. Unfinished Business**

- a. **Resolution 22-14:** Authorizing the Interim General Manager to Sign an Agreement with GMP Consultants
- b. **Discussion** re: Hybrid Meeting Technology

**IV. New Business**

- a. **Resolution 22-15:** JTA Bylaws Amendment
- b. **Resolution 22-16:** Authorizing the Interim General Manager to Purchase Four Shelters
- c. **Resolution 22-17:** Authorizing the Interim General Manager to Purchase a Transformer

**V. Reports**

- a. Interim General Managers Report
- b. Fixed Route Operations Report
- c. Mobility Operations Report
- d. Fleet & Facilities Report
- e. TAG Update

**Public Comment**

**Adjournment**

<p>Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.</p>
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63 4 Corners Road, Port Townsend, WA 98368

June 16, 2022

**TO:** Board of Trustees, Jefferson Transit Authority

**FROM:** Miranda Nash, Interim Finance Manager

**RE:** May 2022 Financial Report

### **May Financial Report**

The budget tracking percentage for May 2022 is 41.67%. We use that tracking figure as a guideline for monitoring expenses.

### **Sales Tax Analysis Reports (March 2022 - remitted in May 2022).**

For the month March 2022 sales tax was 12% higher than received for March 2021.

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

- JTA began collecting fares of the new Kingston Express route on April 1, 2022. Operating revenue for May 2022 was \$1,160.25.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for March (remitted in May 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. (JTA has a remaining CARES balance that will also be invoiced for Quarter 2.)

### **Expense Report – Cumulatively, JTA expenses are 3.86% 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 .52% over budget
  - Other Salaries and Wages, and Other-Overtime are 5.09% and 20.27% over budget respectively. Staffing shortages in the operations department have increased overtime levels. Will continue to monitor.
- **Benefits** – Benefits are 3.63% under budget
  - Medical Plans are slightly over budget – Will monitor.
  - Unemployment insurance is 15.78% over budget – Will monitor.
  - Paid Family Medical Leave is over budget – several employees have been out on FMLA during the first quarter and into the second quarter. Will continue to monitor..
- **Services and User Fees** – S/U Fees are 18.78% under budget
  - Advertising fees are 14.96% over budget—continued recruitment advertising for open positions. Will monitor.
  - Contracted IT services- increased expense for contracted shadow IT service while IT administrator position vacant.
- **Materials and Supplies Consumed** – M/S Consumed is 1.9% under budget

- Vehicle Maintenance & Repair Parts are 10.49% over budget (lower than last month.)  
Will monitor.
- Fuel is 4.32% over budget. Will monitor.
- **Utilities** – 4.77% under budget
  - Water, Sewer, & Solid garbage expense slightly over budget.
- **Casualty/Liability Costs** – C/L costs are 9.09% under budget
- **Taxes** – 37.16% under budget
- **Miscellaneous** – 30.13% under budget
  - Dues & Subscriptions 2.75% over budget.
- **Leases and Rentals** – 4.96% under budget
  - Transit Way and Passenger Stations – Monitoring, price increase at for services at HP & Depot.

**Capital Activity –**

- Capital activity in May: Charging Infrastructure & Engine replacement for 508.



## May 2022 Financial Summary

Budget Tracking Figure: 41.67%

Operational Expenses:	\$404,065.21
Operational Revenues:	\$1,160.25
Non-Operational Income:	\$1,024,194.37
Capital Expenses:	\$6,095.00
Capital Income:	\$0.00

Sales Tax Received 05/31/2022 for March 2022:	\$615,582.37
Sales Tax Received 05/31/2022 for March 2021:	\$551,733.90

\*\*Sales tax for month increased from prior year 12%\*\*

\*\*Cumulative Sales tax increase from prior year 14%\*\*

Cash on Hand as of May 31, 2022\*:

Operating:	\$2,104,165.58
Operating Reserve (100% Funded):	\$4,032,147.00
(2022 Minimum Funding Required \$1,550,000)	
Capital Committed (2022 Capital Projects):	\$2,419,650.48
Dedicated (Committed) Grant Match (100% Funded):	\$6,415,936.34
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$100,000.00
Unemployment Reserve:	\$18,750.00
EFT Fund:	\$127,566.23
Travel Fund:	\$1,500.00

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**Total** **\$15,594,715.63\*\***

\*"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

2022

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2022 Tax	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2022 Budget	2022	2022	2022	2022
									Monthly Act to Bud Variance	Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$511,479.60	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$375,000.00	36.39%	\$511,479.60	375,000.00	36.39%
February	0.90%	\$582,588.27	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$425,000.00	37.08%	\$1,094,067.87	800,000.00	36.76%
March	0.90%	\$491,336.13	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$375,000.00	31.02%	\$1,585,404.00	1,175,000.00	34.93%
April	0.90%	\$488,555.18	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$350,000.00	39.59%	\$2,073,959.18	1,525,000.00	36.00%
May	0.90%	\$615,582.37	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$425,000.00	44.84%	\$2,689,541.55	1,950,000.00	37.93%
June	0.90%		\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$400,000.00	0.00%	\$0.00	2,350,000.00	
July	0.90%		\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	2,750,000.00	
August	0.90%		\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$525,000.00	0.00%	\$0.00	3,275,000.00	
September	0.90%		\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$475,000.00	0.00%	\$0.00	3,750,000.00	
October	0.90%		\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$475,000.00	0.00%	\$0.00	4,225,000.00	
November	0.90%		\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$400,000.00	0.00%	\$0.00	4,625,000.00	
December	0.90%		\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$350,000.00	0.00%	\$0.00	4,975,000.00	
Total		\$2,689,541.55	\$6,400,786.07	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,975,000.00	0.00%			
Monthly Average		\$537,908.31	\$533,398.84	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$414,583.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2022 Tax	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2022 Budget	2022	2022	2022	2022
									Actual to Budgeted Variance	Cumulative Accrual Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$491,336.13	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$375,000.00	31.02%	\$491,336.13	375,000.00	31.02%
February	0.90%	\$488,555.18	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$350,000.00	39.59%	\$979,891.31	725,000.00	35.16%
March	0.90%	\$615,582.37	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$425,000.00	44.84%	\$1,595,473.68	1,150,000.00	38.74%
April	0.90%		\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$400,000.00	0.00%	\$0.00	1,550,000.00	
May	0.90%		\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,950,000.00	
June	0.90%		\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$525,000.00	0.00%	\$0.00	2,475,000.00	
July	0.90%		\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$475,000.00	0.00%	\$0.00	2,950,000.00	
August	0.90%		\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$475,000.00	0.00%	\$0.00	3,425,000.00	
September	0.90%		\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$400,000.00	0.00%	\$0.00	3,825,000.00	
October	0.90%		\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$350,000.00	0.00%	\$0.00	4,175,000.00	
November	0.90%		\$511,479.60	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$400,000.00	0.00%	\$0.00	4,575,000.00	
December	0.90%		\$582,588.27	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	5,000,000.00	
Total		\$1,595,473.68	\$6,493,043.03	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$5,000,000.00	0.00%			
Monthly Average		\$531,824.56	\$541,086.92	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$416,666.67				



**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Cash Flows-Accrual Basis**  
**For the Five Months Ending Tuesday, May 31, 2022**

	May	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$15,469,823.73	\$14,858,022.37
Operating Cash Provided/(Used) by:		
Operating Activities	(\$491,737.47)	(\$3,251,729.38)
Non-Capital Financing Activities	\$615,657.88	\$3,992,186.41
Investing Activities	\$7,286.49	\$13,771.98
Total Operating Cash Provided/(Used)	131,206.90	754,229.01
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$26,792.78)	(\$38,013.53)
Net Increase/(Decrease) Cash and Equivalent	\$104,414.12	\$716,215.48
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$15,574,237.85</u>	<u>\$15,574,237.85</u>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Five Months Ending Tuesday, May 31, 2022**

	May	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$1,160.25	\$1,964.05	\$41,904.00	4.69%
Operating Expenses				
Labor	196,884.62	1,089,115.60	2,921,257.00	37.28%
Benefits	123,211.28	700,129.68	2,017,880.00	34.70%
Services and User Fees	13,685.92	94,381.27	365,655.00	25.81%
Materials & Supplies	47,406.08	232,493.22	593,310.00	39.19%
Utilities	4,585.30	34,958.31	88,620.00	39.45%
Casualty/Liability Costs	10,230.50	51,152.50	125,000.00	40.92%
Taxes		206.82	4,812.00	4.30%
Miscellaneous Expenses	5,975.95	25,375.40	224,545.00	11.30%
Leases and Rentals	2,085.81	9,762.38	28,150.00	34.68%
Total Operating Expenses	404,065.46	2,237,575.18	6,369,229.00	35.13%
Operating Income (Loss)	(402,905.21)	(2,235,611.13)	(6,327,325.00)	35.33%
Non-Operating Revenues				
Non-Transportation Revenue	7,611.83	15,083.16	9,120.00	165.39%
Taxes Levied by Transit	590,332.54	2,714,078.23	5,000,000.00	54.28%
Local Grants & Contributions	1,250.00	6,250.00	18,000.00	34.72%
Federal Grants & Contributions	425,000.00	2,123,047.00	3,913,116.00	54.25%
Total Non-Operating Revenues	1,024,194.37	4,858,458.39	8,940,236.00	54.34%
Net Income (Loss) Before Transfers In/(Out)	621,289.16	2,622,847.26	2,612,911.00	100.38%
Net Income/(Loss)	<u>\$621,289.16</u>	<u>\$2,622,847.26</u>	<u>\$2,612,911.00</u>	<u>100.38%</u>

**JEFFERSON TRANSIT AUTHORITY**  
**Revenue Statement - Accrual Basis**  
**For the Five Months Ending Tuesday, May 31, 2022**

	May	YTD	Budget	% of Actual vs. Budget
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East				100.00%
Kingston Connection	1,160.25	1,964.05	41,904.00	4.69%
<b>Total Operating Revenues</b>	<b>1,160.25</b>	<b>1,964.05</b>	<b>41,904.00</b>	<b>4.69%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	7,286.49	13,771.98	6,720.00	204.94%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Public Donations	59.00	59.00		100.00%
Other Nontransportation Revenues	266.34	1,252.18	1,200.00	104.35%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>590,332.54</b>	<b>2,714,078.23</b>	<b>5,000,000.00</b>	<b>54.28%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
<b>Federal Grants and Contributions (OPERATING)</b>				
FTA 5311			329,798.00	0.00%
FTA 5311(CARES)	425,000.00	2,123,047.00	3,583,318.00	59.25%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>1,024,194.37</b>	<b>4,858,458.39</b>	<b>8,940,236.00</b>	<b>54.34%</b>
<b>TOTAL REVENUES</b>	<b>\$1,025,354.62</b>	<b>\$4,860,422.44</b>	<b>\$8,982,140.00</b>	<b>54.11%</b>



May

Year to Date

**Jefferson Transit Authority**  
**Operating Expenses**  
**For the Five Months Ending Tuesday, May 31, 2022**

	May	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$73,741.74	\$384,740.35	\$1,034,507.00	37.19%
Operators Overtime - Fixed Route	5,800.12	25,703.36	91,112.00	28.21%
Operators Salaries & Wages - Dial-a-Ride (DAR)	6,177.37	49,136.95	164,326.00	29.90%
Operators Overtime - Dial-a-Ride (DAR)	80.80	1,568.33	8,417.00	18.63%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	62,938.26	322,300.52	810,667.00	39.76%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,518.70	20,471.42	38,280.00	53.48%
Administration Salaries	43,627.63	285,194.67	773,948.00	36.85%
<b>Total Labor</b>	<b>196,884.62</b>	<b>1,089,115.60</b>	<b>2,921,257.00</b>	<b>37.28%</b>
<b>Benefits</b>				
FICA	17,932.61	93,618.57	255,494.00	36.64%
Pension Plans (PERS)	22,535.73	130,912.12	322,925.00	40.54%
Medical Plans	47,553.16	244,437.31	689,616.00	35.45%
Unemployment Insurance (UI)		5,745.15	10,000.00	57.45%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,748.75	22,317.98	88,723.00	25.15%
Holiday	8,742.57	50,239.20	159,590.00	31.48%
General Leave	19,545.15	122,305.58	376,158.00	32.51%
Other Paid Absence (Court Duty & Bereavement)	976.18	5,515.03	15,750.00	35.02%
Uniforms, Work Clothing & Tools Allowance	1,235.41	5,419.29	26,300.00	20.61%
Other Benefits (HRA, EAP & Wellness)	344.14	8,568.05	40,740.00	21.03%
Paid FML	353.34	2,053.00	4,584.00	44.79%
COVID-19 JTA/Federal Leave	244.24	8,998.40	28,000.00	32.14%
<b>Total Benefits</b>	<b>123,211.28</b>	<b>700,129.68</b>	<b>2,017,880.00</b>	<b>34.70%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,403.02	14,942.93	38,250.00	39.07%
Professional & Technical Services	2,812.43	27,447.18	154,565.00	17.76%
Contract Maintenance Services (IT Services)	3,323.88	9,541.63	14,005.00	68.13%
Custodial Services	910.00	4,515.00	18,720.00	24.12%
Security Services	248.04	1,292.98	5,600.00	23.09%
Vehicle Technical Services	1,042.05	13,932.10	47,000.00	29.64%
Property Maintenance Services		1,490.69	13,000.00	11.47%
Software Maintenance Fees	2,634.66	18,054.64	54,915.00	32.88%
Postage & Mail Meter Fees	27.26	946.22	3,600.00	26.28%
Drug & Alcohol Services	284.58	2,217.90	8,000.00	27.72%
Other Services & User Fees			5,000.00	0.00%
<b>Total Service and User Fees</b>	<b>13,685.92</b>	<b>94,381.27</b>	<b>365,655.00</b>	<b>25.81%</b>

	May	Year to Date		
<b>Materials and Supplies Consumed</b>				
Fuel	36,299.96	143,430.51	310,000.00	46.27%
Tires	399.02	6,971.44	27,000.00	25.82%
Lubrication	880.61	4,392.97	13,050.00	33.66%
Tools	471.74	6,104.41	18,000.00	33.91%
Vehicle Maintenance & Repair Parts	3,792.14	42,507.65	91,500.00	46.46%
Non-Vehicle Maintenance & Repair Parts	470.72	3,420.17	9,740.00	35.11%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	6.54	1,708.22	5,750.00	29.71%
Shop Supplies (Maintenance & Cleaning)	2,833.40	7,933.15	23,000.00	34.49%
Safety & Emergency Supplies	290.48	2,356.69	9,800.00	24.05%
Office Supplies	430.40	4,382.25	16,920.00	25.90%
Computer Programs & Supplies		2,325.89	30,950.00	7.51%
Printing (Photocopier, Schedules & Brochures)	1,531.07	6,887.87	29,500.00	23.35%
Other Materials & Supplies		72.00	6,750.00	1.07%
<b>Total Materials and Supplies Consumed</b>	<b>47,406.08</b>	<b>232,493.22</b>	<b>593,310.00</b>	<b>39.19%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,253.54	6,630.45	16,350.00	40.55%
Utilities (Electrical & Propane)		11,156.61	28,900.00	38.60%
Telephone & Internet	3,331.76	17,171.25	43,370.00	39.59%
<b>Total Utilities</b>	<b>4,585.30</b>	<b>34,958.31</b>	<b>88,620.00</b>	<b>39.45%</b>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,230.50	51,152.50	125,000.00	40.92%
<b>Total Casualty and Liability Costs</b>	<b>10,230.50</b>	<b>51,152.50</b>	<b>125,000.00</b>	<b>40.92%</b>
<b>Taxes</b>				
State Taxes			1,062.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		206.82	3,000.00	6.89%
<b>Total Taxes</b>		<b>206.82</b>	<b>4,812.00</b>	<b>4.30%</b>
<b>Purchased Transportation Service</b>				
<b>Miscellaneous</b>				
Dues & Subscriptions	2,427.75	9,063.09	18,921.00	47.90%
Travel & Meetings	2,708.96	4,087.66	38,500.00	10.62%
Fines & Penalties		0.07	100.00	0.07%
Safety Program (Roadeo & Safety Rewards)			7,500.00	0.00%
Training (Classes, Seminars & Materials)	561.00	6,296.75	26,554.00	23.71%
EE CDL and EE Physical Expense	278.24	1,145.24	9,250.00	12.38%
COVID-19 Related Expense		4,782.59	123,420.00	3.88%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>5,975.95</b>	<b>25,375.40</b>	<b>224,545.00</b>	<b>11.30%</b>
<b>Debt Related Expenses</b>				
<b>Total Debt Related Expenses</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	536.14	3,002.96	6,900.00	43.52%
Service Vehicles & Equipment		247.07	2,500.00	9.88%
Other General Administration Facilities	1,549.67	6,512.35	18,750.00	34.73%
<b>Total Leases and Rentals</b>	<b>2,085.81</b>	<b>9,762.38</b>	<b>28,150.00</b>	<b>34.68%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$404,065.46</b>	<b>\$2,237,575.18</b>	<b>\$6,369,229.00</b>	<b>35.13%</b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 5/30/22</b>	<b>\$ 9,310,586.82</b>	<b>\$ -</b>
Balance per GL @ 3/31/22		<b>\$ 7,914,205.19</b>	
	Transfers - In	\$ 1,397,722.00	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,754.63	
	Transfers Out (Purchases)	\$ (6,095.00)	
	Transfers Out /Bond Call)		
<b>Balance per GL @ 5/30/22</b>		<b>\$ 9,310,586.82</b>	
<b>Balance in Capital Account</b>		<b>\$ 9,310,586.82</b>	

**2022 Capital Projects**

Facility	2022 Beginning Budget	Grant Funding	JTA Funding
Eng/Des 63 4 Adtl Maintenance Bay			\$ 150,000.00
		12/28/2021	\$ (1,007.36)
Construction 63 4 Adtl Maintenance Ba			\$ 700,000.00
2021 JTA Comprehensive Plan - Fehr &			\$ 10,566.97
		Dec-21	\$ (11,906.00)
		Jan-22	\$ (1,934.08)
	<b>JTA Funded Balance</b>		<b>\$ 845,719.53</b>

Other Building and Structures	2022 Beginning Budget	Grant Funding	JTA Funding
Facilities Mntce Building/Training Area		March 2022	\$ 800,000.00
			\$ (1,091.67)
Radio Project - Maynard Mtn Repeater		Dec-21	\$ -
			\$ (9,228.03)
Security Cameras			\$ 35,000.00
New Shelters			\$ 45,000.00
Charging Infrastructure		February 2022	\$ 100,000.00
		May-22	\$ (2,100.00)
			\$ (6,095.00)
	<b>JTA Funded Balance</b>		<b>\$ 971,485.30</b>

Revenue Vehicles	2022 Beginning Budget	Grant Funding	JTA Funding
1 Full-Size Buses		\$ 419,301.00	\$ 93,840.00
1 Trolley Style FR Bus		\$ 750,000.00	\$ 10,000.00
1 JTOC 29' Cutaway		\$ 112,000.00	\$ 28,000.00
DAR Replacement Cut-a-way		\$ 107,000.00	\$ 10,000.00
DAR Replacement Cut-a-way			\$ 90,000.00
Major Component Replacement		\$ -	\$ 150,000.00
	Engine - 506		\$ (19,405.18)
	Engine - 506		\$ (436.39)
	Engine - 508		\$ (20,552.78)
	<b>JTA Funded Balance</b>		<b>\$ 341,445.65</b>

Service Vehicle	2022 Beginning Budget	Grant Funding	JTA Funding
Admin AWD Electric			\$ 115,000.00
Vehicle Maintenance Pick Up Truck			\$ 46,000.00
	<b>JTA Funded Balance</b>		<b>\$ 161,000.00</b>

Service Equipment	2022 Beginning Budget	Grant Funding	JTA Funding
Tire Carousel			\$ 50,000.00
Vehicle Lifts			\$ 50,000.00
	<b>JTA Funded Balance</b>		<b>\$ 100,000.00</b>

<b>JTA Capital Balance</b>	<b>\$ 9,310,586.82</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (2,419,650.48)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ (375,000.00)</b>
<b>JTA IT Reserve</b>	<b>\$ (100,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 6,415,936.34</b>



63 4 Corners Road, Port Townsend, WA 98368

May 25, 2022

**TO:** Board of Trustees, Jefferson Transit Authority

**FROM:** Miranda Nash, Interim Finance Manager

**RE:** April 2022 Financial Report

### **April Financial Report**

The budget tracking percentage for April 2022 is 33%. We use that tracking figure as a guideline for monitoring expenses.

### **Sales Tax Analysis Reports (February 2022 - remitted in April 2022).**

For the month February 2022 sales tax was 13% higher than received for February 2021.

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

- JTA began collecting fares of the new Kingston Express route on April 1, 2022. Operating revenue for April 2022 was \$803.80.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for February (remitted in April 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 3.15% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

- **Labor** – Labor is 1.2% over budget
  - Other Salaries and Wages, and Other-Overtime are 4.3% and 14.9% over budget respectively. Staffing shortages in the operations department have increased overtime levels. Will continue to monitor.
- **Benefits** – Benefits are 2% under budget
  - Unemployment insurance is over budget – Will monitor.
  - Paid Family Medical Leave is over budget – several employees have been out on FMLA during the first quarter.
- **Services and User Fees** – S/U Fees are 13.8% under budget
  - Advertising fees are 14.2% over budget—recruitment advertising for open positions. Will monitor.
  - Contracted IT services- increased expense for contracted shadow IT service while IT administrator position vacant.
- **Materials and Supplies Consumed** – M/S Consumed is 1.3% under budget
  - Vehicle Maintenance & Repair Parts are 14% over budget. Will monitor.
  - Fuel is 1.8% over budget. Will monitor.
- **Utilities** – 1.6% under budget

- **Casualty/Liability Costs** – C/L costs are 7.3% under budget
- **Taxes** – 28.8% under budget
- **Miscellaneous** – 24.5% under budget
- **Leases and Rentals** – 5.6% under budget
  - Transit Way and Passenger Stations – Monitoring, price increase at HPTC.

**Capital Activity –**

- Capital activity in April: Charging Infrastructure



## April 2022 Financial Summary

Budget Tracking Figure: 33.3%

Operational Expenses:	\$475,775.81
Operational Revenues:	\$803.80
Non-Operational Income:	\$967,691.83
Capital Expenses:	\$2,100.00
Capital Income:	\$0.00

Sales Tax Received 04/30/2022 for February 2022:	\$488,555.18
Sales Tax Received 04/30/2021 for February 2021:	\$433,206.30

- \*\*Sales tax for month increased from prior year 13%\*\*
- \*\*Cumulative Sales tax increase from prior year 15%\*\*

Cash on Hand as of April 30, 2022\*:

Operating:	\$5,374,903.13
Operating Reserve (100% Funded):	\$2,032,147.00
(2022 Minimum Funding Required \$1,550,000)	
Capital Committed (2022 Capital Projects):	\$2,446,295.26
Dedicated (Committed) Grant Match (100% Funded):	\$5,267,909.93
(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:	\$113,743.41
Travel Fund:	\$1,500.00

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<b>Total</b>	<b>\$15,469,748.73**</b>
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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

2022

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2022 Tax	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2022 Budget	2022 Monthly Act to Bud Variance	2022 Cumulative Cash Actual Sales Tax Received	2022 Cumulative Cash Budgeted Sales Tax	2022 Cumulative Actual to Budget Variance
January	0.90%	\$511,479.60	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$375,000.00	36.39%	\$511,479.60	375,000.00	36.39%
February	0.90%	\$582,588.27	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$425,000.00	37.08%	\$1,094,067.87	800,000.00	36.76%
March	0.90%	\$491,336.13	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$375,000.00	31.02%	\$1,585,404.00	1,175,000.00	34.93%
April	0.90%	\$488,555.18	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$350,000.00	39.59%	\$2,073,959.18	1,525,000.00	36.00%
May	0.90%	\$551,733.90	\$516,898.46	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$425,000.00	0.00%	\$0.00	1,950,000.00	
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$400,000.00	\$400,000.00	0.00%	\$0.00	2,350,000.00	
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	\$400,000.00	0.00%	\$0.00	2,750,000.00	
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$525,000.00	\$525,000.00	0.00%	\$0.00	3,275,000.00	
September	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$475,000.00	\$475,000.00	0.00%	\$0.00	3,750,000.00	
October	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$475,000.00	\$475,000.00	0.00%	\$0.00	4,225,000.00	
November	0.90%	\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$400,000.00	\$400,000.00	0.00%	\$0.00	4,625,000.00	
December	0.90%	\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$350,000.00	\$350,000.00	0.00%	\$0.00	4,975,000.00	
Total		\$2,073,959.18	\$6,400,786.07	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,975,000.00	0.00%			
Monthly Average		\$518,489.80	\$533,398.84	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$414,583.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2022 Tax	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2022 Budget	2022 Actual to Budgeted Variance	2022 Cumulative Actual Sales Tax Received	2022 Cumulative Budgeted Sales Tax	2022 Cumulative Actual to Budget Variance
January	0.90%	\$491,336.13	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$375,000.00	31.02%	\$491,336.13	375,000.00	31.02%
February	0.90%	\$488,555.18	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$350,000.00	39.59%	\$979,891.31	725,000.00	35.16%
March	0.90%	\$551,733.90	\$516,898.46	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$425,000.00	0.00%	\$0.00	1,150,000.00	
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$400,000.00	\$400,000.00	0.00%	\$0.00	1,550,000.00	
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	\$400,000.00	0.00%	\$0.00	1,950,000.00	
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$525,000.00	\$525,000.00	0.00%	\$0.00	2,475,000.00	
July	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$475,000.00	\$475,000.00	0.00%	\$0.00	2,950,000.00	
August	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$475,000.00	\$475,000.00	0.00%	\$0.00	3,425,000.00	
September	0.90%	\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$400,000.00	\$400,000.00	0.00%	\$0.00	3,825,000.00	
October	0.90%	\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$350,000.00	\$350,000.00	0.00%	\$0.00	4,175,000.00	
November	0.90%	\$511,479.60	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$400,000.00	\$400,000.00	0.00%	\$0.00	4,575,000.00	
December	0.90%	\$582,588.27	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	\$425,000.00	0.00%	\$0.00	5,000,000.00	
Total		\$979,891.31	\$6,493,043.03	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$5,000,000.00	0.00%			
Monthly Average		\$489,945.66	\$541,086.92	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$416,666.67				





**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Cash Flows-Accrual Basis**  
**For the Four Months Ending Saturday, April 30, 2022**

<b>STATEMENT OF CASH FLOWS</b>	April	Year to Date
Cash Balances - Beginning of Period	\$15,423,543.51	\$14,858,022.37
Operating Cash Provided/(Used) by:		
Operating Activities	(\$442,441.61)	(\$2,759,991.91)
Non-Capital Financing Activities	\$488,388.69	\$3,376,528.53
Investing Activities	\$3,053.14	\$6,485.49
Total Operating Cash Provided/(Used)	49,000.22	623,022.11
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$2,720.00)	(\$11,220.75)
Net Increase/(Decrease) Cash and Equivalent	\$46,280.22	\$611,801.36
Prior Year Adjustments		
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$15,469,823.73</b>	<b>\$15,469,823.73</b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Four Months Ending Saturday, April 30, 2022**

<b>STATEMENT OF INCOME/(LOSS)</b>	April	YTD	Budget	% of Actual vs. Budget
<b>Operating Revenues</b>	<b>\$803.80</b>	<b>\$803.80</b>	<b>\$41,904.00</b>	<b>1.92%</b>
<b>Operating Expenses</b>				
Labor	226,129.28	892,230.98	2,921,257.00	30.54%
Benefits	137,073.86	575,839.36	2,017,880.00	28.54%
Services and User Fees	21,876.48	79,167.92	365,655.00	21.65%
Materials & Supplies	69,096.64	195,356.04	593,310.00	32.93%
Utilities	5,035.42	28,275.57	88,620.00	31.91%
Casualty/Liability Costs	10,230.50	40,922.00	125,000.00	32.74%
Taxes		206.82	4,812.00	4.30%
Miscellaneous Expenses	5,550.42	19,399.45	224,545.00	8.64%
Leases and Rentals	783.21	6,435.90	28,150.00	22.86%
<b>Total Operating Expenses</b>	<b>475,775.81</b>	<b>1,837,834.04</b>	<b>6,369,229.00</b>	<b>28.85%</b>
<b>Operating Income (Loss)</b>	<b>(474,972.01)</b>	<b>(1,837,030.24)</b>	<b>(6,327,325.00)</b>	<b>29.03%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	3,100.14	7,471.33	9,120.00	81.92%
Taxes Levied by Transit	563,341.69	2,123,745.69	5,000,000.00	42.47%
Local Grants & Contributions	1,250.00	5,000.00	18,000.00	27.78%
Federal Grants & Contributions	400,000.00	1,698,047.00	3,913,116.00	43.39%
<b>Total Non-Operating Revenues</b>	<b>967,691.83</b>	<b>3,834,264.02</b>	<b>8,940,236.00</b>	<b>42.89%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>492,719.82</b>	<b>1,997,233.78</b>	<b>2,612,911.00</b>	<b>76.44%</b>
<b>Net Income/(Loss)</b>	<b>\$492,719.82</b>	<b>\$1,997,233.78</b>	<b>\$2,612,911.00</b>	<b>76.44%</b>

**JEFFERSON TRANSIT AUTHORITY**  
**Revenue Statement - Accrual Basis**  
**For the Four Months Ending Saturday, April 30, 2022**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East				100.00%
Kingston Connection	803.80	803.80	41,904.00	1.92%
<b>Total Operating Revenues</b>	<b>803.80</b>	<b>803.80</b>	<b>41,904.00</b>	<b>1.92%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	3,053.14	6,485.49	6,720.00	96.51%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	47.00	985.84	1,200.00	82.15%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>563,341.69</b>	<b>2,123,745.69</b>	<b>5,000,000.00</b>	<b>42.47%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
<b>Federal Grants and Contributions (OPERATING)</b>				
FTA 5311			329,798.00	0.00%
FTA 5311(CARES)	400,000.00	1,698,047.00	3,583,318.00	47.39%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>967,691.83</b>	<b>3,834,264.02</b>	<b>8,940,236.00</b>	<b>42.89%</b>
<b>TOTAL REVENUES</b>	<b><u>\$968,495.63</u></b>	<b><u>\$3,835,067.82</u></b>	<b><u>\$8,982,140.00</u></b>	<b><u>42.70%</u></b>

**Jefferson Transit Authority**  
**Operating Expenses**  
**For the Four Months Ending Saturday, April 30, 2022**

	April	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$76,397.59	\$310,998.61	\$1,034,507.00	30.06%
Operators Overtime - Fixed Route	7,026.10	19,903.24	91,112.00	21.84%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,321.21	42,959.58	164,326.00	26.14%
Operators Overtime - Dial-a-Ride (DAR)	488.34	1,487.53	8,417.00	17.67%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	70,870.76	259,362.26	810,667.00	31.99%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,884.39	15,952.72	38,280.00	41.67%
Administration Salaries	55,140.89	241,567.04	773,948.00	31.21%
<b>Total Labor</b>	<b>226,129.28</b>	<b>892,230.98</b>	<b>2,921,257.00</b>	<b>30.54%</b>
<b>Benefits</b>				
FICA	18,065.31	75,685.96	255,494.00	29.62%
Pension Plans (PERS)	34,875.45	108,376.39	322,925.00	33.56%
Medical Plans	48,872.24	196,884.15	689,616.00	28.55%
Unemployment Insurance (UI)		5,745.15	10,000.00	57.45%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,967.96	18,569.23	88,723.00	20.93%
Holiday	959.76	41,496.63	159,590.00	26.00%
General Leave	26,309.36	102,760.43	376,158.00	27.32%
Other Paid Absence (Court Duty & Bereavement)	(5.11)	4,538.85	15,750.00	28.82%
Uniforms, Work Clothing & Tools Allowance	652.38	4,183.88	26,300.00	15.91%
Other Benefits (HRA, EAP & Wellness)	608.24	7,144.87	40,740.00	17.54%
Paid FML	547.07	1,699.66	4,584.00	37.08%
COVID-19 JTA/Federal Leave	1,221.20	8,754.16	28,000.00	31.26%
<b>Total Benefits</b>	<b>137,073.86</b>	<b>575,839.36</b>	<b>2,017,880.00</b>	<b>28.54%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,492.52	12,461.36	38,250.00	32.58%
Professional & Technical Services	8,689.61	24,634.75	154,565.00	15.94%
Contract Maintenance Services (IT Services)	2,672.95	6,217.75	14,005.00	44.40%
Custodial Services	910.00	3,605.00	18,720.00	19.26%
Security Services		889.47	5,600.00	15.88%
Vehicle Technical Services	696.07	11,331.43	47,000.00	24.11%
Property Maintenance Services	478.79	1,490.69	13,000.00	11.47%
Software Maintenance Fees	5,434.75	16,240.19	54,915.00	29.57%
Postage & Mail Meter Fees	272.21	918.96	3,600.00	25.53%
Drug & Alcohol Services	229.58	1,378.32	8,000.00	17.23%
Other Services & User Fees			5,000.00	0.00%
<b>Total Service and User Fees</b>	<b>21,876.48</b>	<b>79,167.92</b>	<b>365,655.00</b>	<b>21.65%</b>

	April	Year to Date		
<b>Materials and Supplies Consumed</b>				
Fuel	45,788.54	117,762.16	310,000.00	37.99%
Tires	4,598.50	6,572.42	27,000.00	24.34%
Lubrication	794.85	3,512.36	13,050.00	26.91%
Tools	1,780.86	5,632.67	18,000.00	31.29%
Vehicle Maintenance & Repair Parts	12,112.38	38,715.51	91,500.00	42.31%
Non-Vehicle Maintenance & Repair Parts	582.41	2,821.34	9,740.00	28.97%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	358.92	1,701.68	5,750.00	29.59%
Shop Supplies (Maintenance & Cleaning)	656.65	5,005.88	23,000.00	21.76%
Safety & Emergency Supplies	440.45	2,066.21	9,800.00	21.08%
Office Supplies	900.00	3,811.12	16,920.00	22.52%
Computer Programs & Supplies	30.41	2,325.89	30,950.00	7.51%
Printing (Photocopier, Schedules & Brochures)	980.67	5,356.80	29,500.00	18.16%
Other Materials & Supplies	72.00	72.00	6,750.00	1.07%
<b>Total Materials and Supplies Consumed</b>	<b>69,096.64</b>	<b>195,356.04</b>	<b>593,310.00</b>	<b>32.93%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,388.40	5,376.91	16,350.00	32.89%
Utilities (Electrical & Propane)	225.22	9,037.35	28,900.00	31.27%
Telephone & Internet	3,421.80	13,861.31	43,370.00	31.96%
<b>Total Utilities</b>	<b>5,035.42</b>	<b>28,275.57</b>	<b>88,620.00</b>	<b>31.91%</b>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,230.50	40,922.00	125,000.00	32.74%
<b>Total Casualty and Liability Costs</b>	<b>10,230.50</b>	<b>40,922.00</b>	<b>125,000.00</b>	<b>32.74%</b>
<b>Taxes</b>				
State Taxes			1,062.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		206.82	3,000.00	6.89%
<b>Total Taxes</b>		<b>206.82</b>	<b>4,812.00</b>	<b>4.30%</b>
<b>Purchased Transportation Service</b>				
<b>Miscellaneous</b>				
Dues & Subscriptions	1,595.80	6,635.34	18,921.00	35.07%
Travel & Meetings	1,082.32	1,378.70	38,500.00	3.58%
Fines & Penalties		0.07	100.00	0.07%
Safety Program (Rodeo & Safety Rewards)			7,500.00	0.00%
Training (Classes, Seminars & Materials)	2,370.00	5,735.75	26,554.00	21.60%
EE CDL and EE Physical Expense	136.00	867.00	9,250.00	9.37%
COVID-19 Related Expense	366.30	4,782.59	123,420.00	3.88%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>5,550.42</b>	<b>19,399.45</b>	<b>224,545.00</b>	<b>8.64%</b>
<b>Debt Related Expenses</b>				
<b>Total Debt Related Expenses</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	536.14	2,466.82	6,900.00	35.75%
Service Vehicles & Equipment	247.07	247.07	2,500.00	9.88%
Other General Administration Facilities		3,722.01	18,750.00	19.85%
<b>Total Leases and Rentals</b>	<b>783.21</b>	<b>6,435.90</b>	<b>28,150.00</b>	<b>22.86%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$475,775.81</b>	<b>\$1,837,834.04</b>	<b>\$6,369,229.00</b>	<b>28.85%</b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 4/30/22</b>	<b>\$ 7,914,205.19</b>	<b>\$ -</b>
Balance per GL @ 3/31/22		<b>\$ 7,914,109.38</b>	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 2,195.81	
	Transfers Out (Purchases)	\$ (2,100.00)	
	Transfers Out /Bond Call)		
<b>Balance per GL @ 4/30/22</b>		<b>\$ 7,914,205.19</b>	
<b>Balance in Capital Account</b>		<b>\$ 7,914,205.19</b>	

**2022 Capital Projects**

Facility		Grant Funding	JTA Funding
Eng/Des 63 4 Addl Maintenance Bay	<b>2022 Beginning Budget</b>		\$ 150,000.00
			\$ (1,007.36)
Construction 63 4 Addl Maintenance Ba	<b>2022 Beginning Budget</b>		\$ 700,000.00
2021 JTA Comprehensive Plan - Fehr &	<b>2022 Beginning Budget</b>		\$ 10,566.97
	Dec-21		\$ (11,906.00)
	Jan-22		\$ (1,934.08)
	<b>JTA Funded Balance</b>		<b>\$ 845,719.53</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
Facilities Mntce Building/Training Area	<b>2022 Beginning Budget</b>		\$ 800,000.00
	March 2022		\$ (1,091.67)
Radio Project - Maynard Mtn Repeater	<b>2022 Beginning Budget</b>	\$ -	\$ 10,000.00
	January 2021		\$ (9,228.03)
Security Cameras	<b>2022 Beginning Budget</b>	\$ -	\$ 35,000.00
New Shelters	<b>2022 Beginning Budget</b>	\$ -	\$ 45,000.00
Charging Infrastructure	<b>2022 Beginning Budget</b>		\$ 100,000.00
	Febraury 2022		\$ (2,100.00)
	<b>JTA Funded Balance</b>		<b>\$ 977,580.30</b>
<b>Revenue Vehicles</b>			
1 Full-Size Buses	<b>2022 Beginning Budget</b>	\$ 419,301.00	\$ 93,840.00
1 Trolley Style FR Bus	<b>2022 Beginning Budget</b>	\$ 750,000.00	\$ 10,000.00
1 JTOC 29' Cutaway	<b>2022 Beginning Budget</b>	\$ 112,000.00	\$ 28,000.00
DAR Replacement Cut-a-way	<b>2022 Beginning Budget</b>	\$ 107,000.00	\$ 10,000.00
DAR Replacement Cut-a-way	<b>2022 Beginning Budget</b>		\$ 90,000.00
Major Component Replacement	<b>2021 Beginning Budget</b>	\$ -	\$ 150,000.00
	Engine - 506		\$ (19,405.18)
	Engine - 506		\$ (439.39)
	<b>JTA Funded Balance</b>		<b>\$ 361,995.43</b>
<b>Service Vehicle</b>			
Admin AWD Electric	<b>2022 Beginning Budget</b>		\$ 115,000.00
Vehicle Maintenance Pick Up Truck	<b>2022 Beginning Budget</b>		\$ 46,000.00
	<b>JTA Funded Balance</b>		<b>\$ 161,000.00</b>
<b>Service Equipment</b>			
Tire Carousel	<b>2022 Beginning Budget</b>		\$ 50,000.00
Vehicle Lifts	<b>2022 Beginning Budget</b>		\$ 50,000.00
	<b>JTA Funded Balance</b>		<b>\$ 100,000.00</b>
<b>JTA Capital Balance</b>			<b>\$ 7,914,205.19</b>
<b>JTA Committed Project Funds Sub-Total</b>			<b>\$ (2,446,295.26)</b>
<b>JTA Vehicle Reserve</b>			<b>\$ (125,000.00)</b>
<b>JTA IT Reserve</b>			<b>\$ (75,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>			<b>\$ 5,267,909.93</b>

# Jefferson Transit Authority Board

## Remote Regular Meeting Minutes

Tuesday, April 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 1:29 p.m. Other members present were Vice Chair Heidi Eisenhour, Kate Dean, Greg Brotherton, Ben Thomas, and ATU 587 Representative Rick Burton. A quorum was present.

### **STAFF PRESENT**

Interim General Manager/ Operations Manager Nicole Gauthier, Finance Manager Sara Crouch, Mobility Manager Miranda Nash, Fleet & Facilities Manager John Bender, and Executive Assistant/Clerk of the Board Sj Peck.

### **PUBLIC COMMENT**

Jennifer James-Wilson and Tammi Robocker commented on adding School Board representation to the JTA Board Composition.

- Board composition will be reviewed and student needs will be taken into consideration.

David Thielk commented on the term “community carbon” in the Long Range Plan.

Margaret Lee asked that meeting members state their names when speaking.

### **NEW AGENDA ITEMS**

There were none.

A clerical error was noted. On the Agenda, under New Business, Resolutions 22-12 through 22-14 will change to 22-11 through 22-13.

### **FINANCE REPORTS**

Attachment A

Ms. Crouch reported on the following items for March 2022:

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

## CONSENT AGENDA

- a. Approval of Minutes, February 15, 2022
- b. Approval of Special Meeting Minutes, March 1, 2022
- c. Approval of Special Meeting Minutes, March 17, 2022
- d. Approval of Special Meeting Minutes, March 29, 2022
- e. Approval of Expenses, February 2022
- f. Approval of Expenses, March 2022
- g. Disposition of Surplus Property Under \$5,000
- h. Inventory Return
- i. **Resolution 22-08:** Authorizing the Interim General Manager to Sign the 2022 Certifications and Assurances
- j. **Resolution 22-09:** Removing Authorized Signers from the Financial Accounts for Jefferson Transit
- k. **Resolution 22-10:** Designating Signers to the PRTPO Account

Greg Brotherton asked if surplus phones can be donated. JTA will look into donations and compliance with the gifting of public funds.

***Motion: Heidi Eisenhour moved to approve the Consent Agenda. Greg Brotherton seconded.***

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

## UNFINISHED BUSINESS

There was none.

## NEW BUSINESS

- a. **Resolution 22-11:** JTA Mission Statement and Core Values.

A suggestion was made to change wording under Stewardship in the Core Values.

***Motion: Greg Brotherton moved to approve Resolution 22-11: JTA Mission Statement and Core Values as amended. Heidi Eisenhour seconded.***

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

- b. **Resolution 22-12:** Zero Fare Policy.

Discussion ensued on equity, funds, and life of policy.

***Motion: Greg Brotherton moved to approve Resolution 22-12: Zero Fare Policy. Kate Dean seconded.***

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

c. **Resolution 22-13:** Reserve Fund Policy

Discussion ensued on and the accumulation of funds and desired projects with consideration to public interest.

***Motion: Heidi Eisenhour moved to approve Resolution 22-13: Reserve Fund Policy. Kate Dean seconded.***

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

d. Discussion and Potential Action re: TAG Recommendation to Add a New Member.

Transit Advisory Group (TAG) Chair Debbie Jahnke asked the Board to consider appointing David Jorgenson to the TAG.

***Motion: Greg Brotherton moved to approve to appoint David Jorgenson to the Transit Advisory Group. Ben Thomas seconded.***

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

e. Discussion re: Open Public Meeting Updates and Jefferson Transit

Discussion ensued on recent legislative changes to the Open Public Meetings Act. JTA will move toward a hybrid meeting platform when Proclamation 20-28 expires.

## **REPORTS**

### **INTERIM GENERAL MANAGER**

Attachment B

Nicole Gauthier reported the following items:

- Legislative Update
- COVID Response Measures
- Community Outreach
- Facilities and Maintenance Projects

### **FIXED ROUTE OPERATIONS REPORT**

Attachment C

Nicole Gauthier reported on the following items:

- Operations Update
- Safety and Training Update
- Ridership



Discussion ensued on community engagement, bus routes, Operator training, messaging COVID mandates, and multimodal connections.

## **MOBILITY OPERATIONS REPORT**

### Attachment D

Miranda Nash reported on the following items:

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

Sara Crouch was thanked for her years of service. The increase in ridership was noted.

## **FLEET & FACILITIES**

### Attachment E

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

Kate Dean and Heidi Eisenhour left the meeting at 3:29 pm.

## **TAG UPDATE**

### Attachment F

Debbie Jahnke reported on the following items:

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

## **PUBLIC COMMENT**

Viviann Kuehl commented on adding School Board representation to the JTA Board Composition

Sara Crouch was thanked again for her years of service.

## ADJOURNMENT

The meeting concluded at 3:42 pm. The next regular meeting will be held Tuesday, June 21, 2022, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

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SJ Peck, Clerk of the Board

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Date

DRAFT

## Attachment A



63 4 Corners Road, Port Townsend, WA 98368

April 14, 2022

**TO:** Board of Trustees, Jefferson Transit Authority

**FROM:** Sara Crouch, Finance Manager

**RE:** March 2022 Financial Report

### **March Financial Report**

The budget tracking percentage for March 2022 is 25%. We use that tracking figure as a guideline for monitoring expenses.

### **Sales Tax Analysis Reports (January 2022 - remitted in March 2022).**

For the month January 2022 sales tax was 18% higher than received for January 2021.

### **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 January (remitted in March 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 3.9% 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 2.1% under budget.
- **Benefits** – Benefits are 3.7% under budget
  - Other Paid Absences is over budget – may be a timing, we have had several bereavement leave requests this year – will monitor
  - COVID-19 Federal Leave – Over budget, several positives tests in February; have not had any more positive reports in March to date; will most likely be very under budget.
- **Services and User Fees** – S/U Fees are 10.5% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 3.8% under budget
  - Vehicle Maintenance & Repair Parts are slightly over budget. Will monitor.
- **Utilities** – 2.8% under budget
  - Electrical & Propane not posted at time of report. Will monitor.
- **Casualty/Liability Costs** – C/L costs are slightly under budget
- **Taxes** – 21.7% under budget
- **Miscellaneous** – 18.9% under budget
- **Leases and Rentals** – 9.4% under budget
  - Transit Way and Passenger Stations – Monitoring, price increase at HPTC.

### **Capital Activity –**

- Capital activity in March: Long-Range Plan and Property Maintenance Bldg. pre-permit.



## March 2022 Financial Summary

Budget Tracking Figure: 16.6%

Operational Expenses:	\$515,156.83
Operational Revenues:	\$0.00
Non-Operational Income:	\$944,455.16
Capital Expenses:	\$3,025.75
Capital Income:	\$0.00

Sales Tax Received 03/31/2022 for January 2022:	\$491,336.13
Sales Tax Received 03/31/2021 for January 2021:	\$416,450.82

\*\*Sales tax for month increased from prior year 18%\*\*

\*\*Cumulative Sales tax increase from prior year 18%\*\*

Cash on Hand as of March 31, 2022\*:

Operating:	\$5,289,711.59
Operating Reserve (100% Funded):	\$2,032,147.00
(2022 Minimum Funding Required \$1,550,000)	
Capital Committed (2022 Capital Projects):	\$2,448,395.26
Dedicated (Committed) Grant Match (100% Funded):	\$5,265,714.12
(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:	\$154,525.54
Travel Fund:	\$1,500.00

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**Total** **\$15,425,243.51\*\***

\*"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

2022

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2022 Tax	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2022 Budget	2022 Monthly Act to Bud Variance	2022 Cumulative Cash Actual Sales Tax Received	2022 Cumulative Cash Budgeted Sales Tax	2022 Cumulative Actual to Budget Variance
January	0.90%	\$511,479.60	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$375,000.00	36.39%	\$511,479.60	375,000.00	36.39%
February	0.90%	\$582,588.27	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$425,000.00	37.08%	\$1,094,067.87	800,000.00	36.76%
March	0.90%	\$491,336.13	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$375,000.00	31.02%	\$1,585,404.00	1,175,000.00	34.93%
April	0.90%		\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$350,000.00	0.00%	\$0.00	1,525,000.00	
May	0.90%		\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$425,000.00	0.00%	\$0.00	1,950,000.00	
June	0.90%		\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$400,000.00	0.00%	\$0.00	2,350,000.00	
July	0.90%		\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	2,750,000.00	
August	0.90%		\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$525,000.00	0.00%	\$0.00	3,275,000.00	
September	0.90%		\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$475,000.00	0.00%	\$0.00	3,750,000.00	
October	0.90%		\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$475,000.00	0.00%	\$0.00	4,225,000.00	
November	0.90%		\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$400,000.00	0.00%	\$0.00	4,625,000.00	
December	0.90%		\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$350,000.00	0.00%	\$0.00	4,975,000.00	
Total		\$1,585,404.00	\$6,400,786.07	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,975,000.00	0.00%			
Monthly Average		\$528,468.00	\$533,398.84	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$414,583.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2022 Tax	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2022 Budget	2021 Actual to Budgeted Variance	2021 Cumulative Accrual Actual Sales Tax Received	2021 Cumulative Accrual Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$491,336.13	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$375,000.00	31.02%	\$491,336.13	375,000.00	31.02%
February	0.90%		\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$350,000.00	0.00%	\$0.00	725,000.00	
March	0.90%		\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$425,000.00	0.00%	\$0.00	1,150,000.00	
April	0.90%		\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$400,000.00	0.00%	\$0.00	1,550,000.00	
May	0.90%		\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,950,000.00	
June	0.90%		\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$525,000.00	0.00%	\$0.00	2,475,000.00	
July	0.90%		\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$475,000.00	0.00%	\$0.00	2,950,000.00	
August	0.90%		\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$475,000.00	0.00%	\$0.00	3,425,000.00	
September	0.90%		\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$400,000.00	0.00%	\$0.00	3,825,000.00	
October	0.90%		\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$350,000.00	0.00%	\$0.00	4,175,000.00	
November	0.90%		\$511,479.60	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$400,000.00	0.00%	\$0.00	4,575,000.00	
December	0.90%		\$582,588.27	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	5,000,000.00	
Total		\$491,336.13	\$6,493,043.03	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$5,000,000.00	0.00%			
Monthly Average		\$491,336.13	\$541,086.92	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$416,666.67				



**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Cash Flows-Accrual Basis**  
**For the Three Months Ending Thursday, March 31, 2022**

<b>STATEMENT OF CASH FLOWS</b>	<u>March</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$15,540,288.58	\$14,858,022.37
Operating Cash Provided/(Used) by:		
Operating Activities	(\$612,608.56)	(\$1,022,878.30)
Non-Capital Financing Activities	\$495,133.96	\$1,590,092.84
Investing Activities	\$1,821.20	\$3,432.35
Total Operating Cash Provided/(Used)	(115,653.40)	570,646.89
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$1,091.67)	(\$5,125.75)
Net Increase/(Decrease) Cash and Equivalent	(\$116,745.07)	\$565,521.14
Prior Year Adjustments		
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$15,423,543.51</u></b>	<b><u>\$15,423,543.51</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Three Months Ending Thursday, March 31, 2022**

<b>STATEMENT OF INCOME/(LOSS)</b>	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Operating Revenues</b>			<b>\$41,904.00</b>	<b>0</b>
<b>Operating Expenses</b>				
Labor	282,597.36	666,219.61	2,921,257.00	22.81%
Benefits	147,929.12	430,416.85	2,017,880.00	21.33%
Services and User Fees	15,819.66	53,099.13	365,655.00	14.52%
Materials & Supplies	51,782.05	125,526.39	593,310.00	21.16%
Utilities	4,304.47	19,647.84	88,620.00	22.17%
Casualty/Liability Costs	10,230.50	30,691.50	125,000.00	24.55%
Taxes		206.82	4,812.00	4.30%
Miscellaneous Expenses	2,010.99	13,586.16	224,545.00	6.05%
Leases and Rentals	482.68	4,412.02	28,150.00	15.67%
<b>Total Operating Expenses</b>	<b>515,156.83</b>	<b>1,343,806.32</b>	<b>6,369,229.00</b>	<b>21.10%</b>
<b>Operating Income (Loss)</b>	<b>(515,156.83)</b>	<b>(1,343,806.32)</b>	<b>(6,327,325.00)</b>	<b>21.24%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	1,869.03	4,371.19	9,120.00	47.93%
Taxes Levied by Transit	541,336.13	1,560,404.00	5,000,000.00	31.21%
Local Grants & Contributions	1,250.00	3,750.00	18,000.00	20.83%
Federal Grants & Contributions	400,000.00	1,150,000.00	3,913,116.00	29.39%
<b>Total Non-Operating Revenues</b>	<b>944,455.16</b>	<b>2,718,525.19</b>	<b>8,940,236.00</b>	<b>30.41%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>429,298.33</b>	<b>1,374,718.87</b>	<b>2,612,911.00</b>	<b>52.61%</b>
<b>Net Income/(Loss)</b>	<b><u>\$429,298.33</u></b>	<b><u>\$1,374,718.87</u></b>	<b><u>\$2,612,911.00</u></b>	<b><u>52.61%</u></b>

**JEFFERSON TRANSIT AUTHORITY**  
**Revenue Statement - Accrual Basis**  
**For the Three Months Ending Thursday, March 31, 2022**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Kingston Connection			\$41,904.00	0.00%
<b>Total Operating Revenues</b>			<b>41,904.00</b>	<b>0.00%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	1,821.20	3,432.35	6,720.00	51.08%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	47.83	938.84	1,200.00	78.24%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>541,336.13</b>	<b>1,560,404.00</b>	<b>5,000,000.00</b>	<b>31.21%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
<b>Federal Grants and Contributions (OPERATING)</b>				
FTA 5311			329,798.00	0.00%
FTA 5311(CARES)	400,000.00	1,150,000.00	3,583,318.00	32.09%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>944,455.16</b>	<b>2,718,525.19</b>	<b>8,940,236.00</b>	<b>30.41%</b>
<b>TOTAL REVENUES</b>	<b>\$944,455.16</b>	<b>\$2,718,525.19</b>	<b>\$8,982,140.00</b>	<b>30.27%</b>



**Jefferson Transit Authority**  
**Operating Expenses**  
**For the Three Months Ending Thursday, March 31, 2022**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$100,447.48	\$234,601.02	\$1,034,507.00	22.68%
Operators Overtime - Fixed Route	6,646.96	12,877.14	91,112.00	14.13%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,552.98	32,638.37	164,326.00	19.86%
Operators Overtime - Dial-a-Ride (DAR)	505.77	999.19	8,417.00	11.87%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	86,751.50	188,491.50	810,667.00	23.25%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,676.21	10,068.33	38,280.00	26.30%
Administration Salaries	70,016.46	186,544.06	773,948.00	24.10%
<b>Total Labor</b>	<b>282,597.36</b>	<b>666,219.61</b>	<b>2,921,257.00</b>	<b>22.81%</b>
<b>Benefits</b>				
FICA	24,011.88	57,620.65	255,494.00	22.55%
Pension Plans (PERS)	31,159.40	73,500.94	322,925.00	22.76%
Medical Plans	57,433.41	148,011.91	689,616.00	21.46%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,096.44	13,601.27	88,723.00	15.33%
Holiday	(198.39)	40,536.87	159,590.00	25.40%
General Leave	27,464.28	76,451.07	376,158.00	20.32%
Other Paid Absence (Court Duty & Bereavement)	1,331.67	4,543.96	15,750.00	28.85%
Uniforms, Work Clothing & Tools Allowance	815.68	3,204.55	26,300.00	12.18%
Other Benefits (HRA, EAP & Wellness)	326.07	4,260.08	40,740.00	10.46%
Paid FML	488.68	1,152.59	4,584.00	25.14%
COVID-19 JTA/Federal Leave		7,532.96	28,000.00	26.90%
<b>Total Benefits</b>	<b>147,929.12</b>	<b>430,416.85</b>	<b>2,017,880.00</b>	<b>21.33%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	4,313.14	8,714.92	38,250.00	22.78%
Professional & Technical Services	7,195.01	15,870.14	154,565.00	10.27%
Contract Maintenance Services (IT Services)	2,372.53	3,544.80	14,005.00	25.31%
Custodial Services	945.00	2,695.00	18,720.00	14.40%
Security Services		655.47	5,600.00	11.70%
Vehicle Technical Services	1,069.93	8,143.23	47,000.00	17.33%
Property Maintenance Services	(3,258.47)	1,011.90	13,000.00	7.78%
Software Maintenance Fees	2,634.66	10,805.44	54,915.00	19.68%
Postage & Mail Meter Fees	318.28	619.49	3,600.00	17.21%
Drug & Alcohol Services	229.58	1,038.74	8,000.00	12.98%
Other Services & User Fees			5,000.00	0.00%
<b>Total Service and User Fees</b>	<b>15,819.66</b>	<b>53,099.13</b>	<b>365,655.00</b>	<b>14.52%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	27,518.30	71,973.52	310,000.00	23.22%
Tires	1,995.38	1,973.92	27,000.00	7.31%
Lubrication	(408.94)	2,717.51	13,050.00	20.82%
Tools	887.54	3,851.81	18,000.00	21.40%
Vehicle Maintenance & Repair Parts	13,689.36	26,108.68	91,500.00	28.53%
Non-Vehicle Maintenance & Repair Parts	137.82	2,238.93	9,740.00	22.99%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	507.72	1,342.76	5,750.00	23.35%
Shop Supplies (Maintenance & Cleaning)	3,027.15	4,349.23	23,000.00	18.91%
Safety & Emergency Supplies	555.26	1,625.76	9,800.00	16.59%
Office Supplies	1,485.18	2,911.12	16,920.00	17.21%
Computer Programs & Supplies	1,105.48	2,295.48	30,950.00	7.42%
Printing (Photocopier, Schedules & Brochures)	1,281.80	4,137.67	29,500.00	14.03%
Other Materials & Supplies			6,750.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>51,782.05</b>	<b>125,526.39</b>	<b>593,310.00</b>	<b>21.16%</b>

**Jefferson Transit Authority**  
**Operating Expenses**  
**For the Three Months Ending Thursday, March 31, 2022**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	768.86	3,305.75	16,350.00	20.22%
Utilities (Electrical & Propane)		5,910.43	28,900.00	20.45%
Telephone & Internet	3,535.61	10,431.66	43,370.00	24.05%
<b>Total Utilities</b>	<b>4,304.47</b>	<b>19,647.84</b>	<b>88,620.00</b>	<b>22.17%</b>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,230.50	30,691.50	125,000.00	24.55%
<b>Total Casualty and Liability Costs</b>	<b>10,230.50</b>	<b>30,691.50</b>	<b>125,000.00</b>	<b>24.55%</b>
<b>Taxes</b>				
State Taxes			1,062.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		206.82	3,000.00	6.89%
<b>Total Taxes</b>		<b>206.82</b>	<b>4,812.00</b>	<b>4.30%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,413.06	5,066.80	18,921.00	26.78%
Travel & Meetings		6.25	38,500.00	0.02%
Fines & Penalties		0.07	100.00	0.07%
Safety Program (Rodeo & Safety Rewards)			7,500.00	0.00%
Training (Classes, Seminars & Materials)	284.00	3,365.75	26,554.00	12.68%
EE CDL and EE Physical Expense	175.00	731.00	9,250.00	7.90%
COVID-19 Related Expense	138.93	4,416.29	123,420.00	3.58%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>2,010.99</b>	<b>13,586.16</b>	<b>224,545.00</b>	<b>6.05%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	482.68	1,930.68	6,900.00	27.98%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		2,481.34	18,750.00	13.23%
<b>Total Leases and Rentals</b>	<b>482.68</b>	<b>4,412.02</b>	<b>28,150.00</b>	<b>15.67%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$515,156.83</u></b>	<b><u>\$1,343,806.32</u></b>	<b><u>\$6,369,229.00</u></b>	<b><u>21.10%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 3/31/22</b>	<b>\$ 7,914,109.38</b>	<b>\$ -</b>
Balance per GL @ 2/28/2022		\$ 7,915,896.70	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 1,238.43	
	Transfers Out (Purchases)	\$ (3,025.75)	
	Transfers Out /Bond Call		
<b>Balance per GL @ 3/31/22</b>		<b>\$ 7,914,109.38</b>	
<b>Balance in Capital Account</b>		<b>\$ 7,914,109.38</b>	

2022 Capital Projects			
Facility		Grant Funding	JTA Funding
Eng/Des 63 4 Addl Maintenance Bay	2022 Beginning Budget		\$ 150,000.00
			\$ (1,007.36)
Construction 63 4 Addl Maintenance Bay	2022 Beginning Budget		\$ 700,000.00
2021 JTA Comprehensive Plan - Fehr &	2022 Beginning Budget		\$ 10,566.97
		Dec-21	\$ (11,906.00)
		Jan-22	\$ (1,934.08)
	<b>JTA Funded Balance</b>		<b>\$ 845,719.53</b>

Other Building and Structures			
Facilities		Grant Funding	JTA Funding
Facilities Mntce Building/Training Area	2022 Beginning Budget		\$ 800,000.00
		March 2022	\$ (1,091.67)
Radio Project - Maynard Mtn 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
	<b>JTA Funded Balance</b>		<b>\$ 979,680.30</b>

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)
	Engine - 506		\$ (439.39)
	<b>JTA Funded Balance</b>		<b>\$ 361,995.43</b>

Service Vehicle			
Admin AWD Electric	2022 Beginning Budget		\$ 115,000.00
Vehicle Maintenance Pick Up Truck	2022 Beginning Budget		\$ 46,000.00
	<b>JTA Funded Balance</b>		<b>\$ 161,000.00</b>

Service Equipment			
Tire Carousel	2022 Beginning Budget		\$ 50,000.00
Vehicle Lifts	2022 Beginning Budget		\$ 50,000.00
	<b>JTA Funded Balance</b>		<b>\$ 100,000.00</b>

JTA Capital Balance		\$ 7,914,109.38	
JTA Committed Project Funds Sub-Total		\$ (2,448,395.26)	
JTA Vehicle Reserve		\$ (125,000.00)	
JTA IT Reserve		\$ (75,000.00)	

**CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 5,265,714.12**



63 4 Corners Road, Port Townsend, WA 98368

March 29, 2022

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

**February Financial Report**

The budget tracking percentage for February 2022 is 16.7%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports (December 2021 - remitted in February 2022).**

For the month December 2021 sales tax was 8% higher than received for December 2020. Cumulatively, JTA Sales Tax is 23% higher over 2020

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

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for 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 3.6% 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 3.6% under budget.
- **Benefits** – Benefits are 2.8% under budget
  - Holiday is over budget due to front loading personal time and holidays. This line item will be on budget in July/August timeframe.
  - Other Paid Absences is over budget – may be a timing, we have had several bereavement leave requests this year – will monitor
  - COVID-19 Federal Leave – Over budget, several positives in February; have not had any more positive reports in March to date; will most likely be very under budget.
- **Services and User Fees** – S/U Fees are 6.5% under budget
  - Property Maintenance Services – over budget, will monitor.
- **Materials and Supplies Consumed** – M/S Consumed is 4.3% under budget
  - Lubrication and Non-Vehicle Maintenance Repair Parts are over budget due to timing.
- **Utilities** – 0.6% over budget
  - Electrical & Propane are over budget due to time and the February cold snap!
- **Casualty/Liability Costs** – C/L costs are slightly under budget

- **Taxes** – 12.4% under budget
- **Miscellaneous** – 11.5% under budget
- **Leases and Rentals** – 2.7% under budget
  - Transit Way and Passenger Stations – Monitoring, price increase at HPTC.

**Capital Activity –**

- Capital activity in February: Additional Engine expense 506, Long-Range Plan



## February 2022 Financial Summary

Budget Tracking Figure: 16.6%

Operational Expenses:	\$435,945.24
Operational Revenues:	\$0.00
Non-Operational Income:	\$910,109.81
Capital Expenses:	\$12,342.39
Capital Income:	\$0.00

Sales Tax Received 2/28/2022 for December 2021:	\$582,588.27
Sales Tax Received 2/28/2021 for December 2020:	\$539,837.20

\*\*Sales tax for month increased from prior year 8%\*\*

\*\*Cumulative Sales tax increase from prior year 23%\*\*

Cash on Hand as of February 28, 2022\*:

Operating:	\$5,430,333.09
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2022 Capital Projects):	\$2,451,421.01
Dedicated (Committed) Grant Match (100% Funded):	\$5,264,475.69
(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:	\$127,681.79
Travel Fund:	\$1,500.00

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<b>Total</b>	<b>\$15,540,808.58**</b>
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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 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%	\$614,903.47	\$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	36.94%
December	0.90%	\$520,630.75	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	30.16%	\$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	26.67%			
Monthly Average		\$533,398.84	\$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%	\$614,903.47	\$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%	\$511,479.60	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	36.39%	\$5,910,454.76	4,295,000.00	37.61%
December	0.90%	\$582,588.27	\$539,837.20	\$518,325.41	\$483,289.40	\$485,326.15	\$425,000.00	37.08%	\$6,493,043.03	4,720,000.00	37.56%
Total		\$6,493,043.03	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	27.31%			
Monthly Average		\$541,086.92	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				







**JEFFERSON TRANSIT AUTHORITY**  
**Statement of Cash Flows-Accrual Basis**  
**For the Two Months Ending Monday, February 28, 2022**

<b>STATEMENT OF CASH FLOWS</b>	<u>February</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$14,964,865.71	\$14,858,022.37
Operating Cash Provided/(Used) by:		
Operating Activities	(\$5,322.86)	(\$410,269.74)
Non-Capital Financing Activities	\$583,065.25	\$1,094,958.88
Investing Activities	\$794.56	\$1,611.15
Total Operating Cash Provided/(Used)	<u>578,536.95</u>	<u>686,300.29</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$3,114.08)	(\$4,034.08)
Net Increase/(Decrease) Cash and Equivalent	<u>\$575,422.87</u>	<u>\$682,266.21</u>
Prior Year Adjustments		
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$15,540,288.58</u></b>	<b><u>\$15,540,288.58</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Two Months Ending Monday, February 28, 2022**

<b>STATEMENT OF INCOME/(LOSS)</b>	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Operating Revenues</b>			<b>\$41,904.00</b>	<b>0</b>
<b>Operating Expenses</b>				
Labor	197,520.54	383,622.25	2,921,257.00	13.13%
Benefits	137,108.97	281,193.11	2,017,880.00	13.94%
Services and User Fees	22,001.58	37,279.47	365,655.00	10.20%
Materials & Supplies	50,981.79	73,744.34	593,310.00	12.43%
Utilities	7,576.36	15,321.55	88,620.00	17.29%
Casualty/Liability Costs	10,230.50	20,461.00	125,000.00	16.37%
Taxes	206.82	206.82	4,812.00	4.30%
Miscellaneous Expenses	8,613.01	11,575.17	224,545.00	5.15%
Leases and Rentals	1,705.67	3,929.34	28,150.00	13.96%
<b>Total Operating Expenses</b>	<b>435,945.24</b>	<b>827,333.05</b>	<b>6,369,229.00</b>	<b>12.99%</b>
<b>Operating Income (Loss)</b>	<b>(435,945.24)</b>	<b>(827,333.05)</b>	<b>(6,327,325.00)</b>	<b>13.08%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	1,271.54	2,502.16	9,120.00	27.44%
Taxes Levied by Transit	507,588.27	1,019,067.87	5,000,000.00	20.38%
Local Grants & Contributions	1,250.00	2,500.00	18,000.00	13.89%
Federal Grants & Contributions	400,000.00	750,000.00	3,913,116.00	19.17%
<b>Total Non-Operating Revenues</b>	<b>910,109.81</b>	<b>1,774,070.03</b>	<b>8,940,236.00</b>	<b>19.84%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>474,164.57</b>	<b>946,736.98</b>	<b>2,612,911.00</b>	<b>36.23%</b>
<b>Net Income/(Loss)</b>	<b><u>\$474,164.57</u></b>	<b><u>\$946,736.98</u></b>	<b><u>\$2,612,911.00</u></b>	<b><u>36.23%</u></b>

**JEFFERSON TRANSIT AUTHORITY**  
**Revenue Statement - Accrual Basis**  
**For the Two Months Ending Monday, February 28, 2022**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Kingston Connection			\$41,904.00	0.00%
<b>Total Operating Revenues</b>			<b>41,904.00</b>	<b>0.00%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	794.56	1,611.15	6,720.00	23.98%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	476.98	891.01	1,200.00	74.25%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>507,588.27</b>	<b>1,019,067.87</b>	<b>5,000,000.00</b>	<b>20.38%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			3,000.00	0.00%
<b>State Grants and Contributions</b>				
<b>Federal Grants and Contributions (OPERATING)</b>				
FTA 5311			329,798.00	0.00%
FTA 5311(CARES)	400,000.00	750,000.00	3,583,318.00	20.93%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>910,109.81</b>	<b>1,774,070.03</b>	<b>8,940,236.00</b>	<b>19.84%</b>
<b>TOTAL REVENUES</b>	<b>\$910,109.81</b>	<b>\$1,774,070.03</b>	<b>\$8,982,140.00</b>	<b>19.75%</b>

**Jefferson Transit Authority**  
**Operating Expenses**  
**For the Two Months Ending Monday, February 28, 2022**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$66,505.48	\$134,153.54	\$1,034,507.00	12.97%
Operators Overtime - Fixed Route	4,009.81	6,230.18	91,112.00	6.84%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,524.36	20,085.39	164,326.00	12.22%
Operators Overtime - Dial-a-Ride (DAR)	447.69	493.42	8,417.00	5.86%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	55,317.12	101,740.00	810,667.00	12.55%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,293.19	4,392.12	38,280.00	11.47%
Administration Salaries	58,422.89	116,527.60	773,948.00	15.06%
<b>Total Labor</b>	<b>197,520.54</b>	<b>383,622.25</b>	<b>2,921,257.00</b>	<b>13.13%</b>
<b>Benefits</b>				
FICA	17,567.88	33,608.77	255,494.00	13.15%
Pension Plans (PERS)	20,733.70	42,341.54	322,925.00	13.11%
Medical Plans	43,801.55	90,578.50	689,616.00	13.13%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,179.43	8,504.83	88,723.00	9.59%
Holiday	14,301.06	40,735.26	159,590.00	25.52%
General Leave	29,308.85	48,986.79	376,158.00	13.02%
Other Paid Absence (Court Duty & Bereavement)	1,772.96	3,212.29	15,750.00	20.40%
Uniforms, Work Clothing & Tools Allowance	1,603.51	1,989.76	26,300.00	7.57%
Other Benefits (HRA, EAP & Wellness)	373.23	3,038.50	40,740.00	7.46%
Paid FML	325.04	663.91	4,584.00	14.48%
COVID-19 JTA/Federal Leave	3,141.76	7,532.96	28,000.00	26.90%
<b>Total Benefits</b>	<b>137,108.97</b>	<b>281,193.11</b>	<b>2,017,880.00</b>	<b>13.94%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,025.34	4,401.78	38,250.00	11.51%
Professional & Technical Services	3,972.22	8,675.13	154,565.00	5.61%
Contract Maintenance Services (IT Services)	554.77	1,172.27	14,005.00	8.37%
Custodial Services	840.00	1,750.00	18,720.00	9.35%
Security Services	655.47	655.47	5,600.00	11.70%
Vehicle Technical Services	3,764.75	7,073.30	47,000.00	15.05%
Property Maintenance Services	4,039.84	4,270.37	13,000.00	32.85%
Software Maintenance Fees	5,530.67	8,170.78	54,915.00	14.88%
Postage & Mail Meter Fees	38.94	301.21	3,600.00	8.37%
Drug & Alcohol Services	579.58	809.16	8,000.00	10.11%
Other Services & User Fees			5,000.00	0.00%
<b>Total Service and User Fees</b>	<b>22,001.58</b>	<b>37,279.47</b>	<b>365,655.00</b>	<b>10.20%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	25,159.23	44,455.22	310,000.00	14.34%
Tires	10.65	(21.46)	27,000.00	(0.08%)
Lubrication	2,165.29	3,126.45	13,050.00	23.96%
Tools	1,527.76	2,964.27	18,000.00	16.47%
Vehicle Maintenance & Repair Parts	14,607.58	12,419.32	91,500.00	13.57%
Non-Vehicle Maintenance & Repair Parts	1,893.81	2,101.11	9,740.00	21.57%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	835.04	835.04	5,750.00	14.52%
Shop Supplies (Maintenance & Cleaning)	1,129.55	1,322.08	23,000.00	5.75%
Safety & Emergency Supplies	309.85	1,070.50	9,800.00	10.92%
Office Supplies	605.67	1,425.94	16,920.00	8.43%
Computer Programs & Supplies	1,190.00	1,190.00	30,950.00	3.84%
Printing (Photocopier, Schedules & Brochures)	1,547.36	2,855.87	29,500.00	9.68%
Other Materials & Supplies			6,750.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>50,981.79</b>	<b>73,744.34</b>	<b>593,310.00</b>	<b>12.43%</b>

**Jefferson Transit Authority  
Operating Expenses  
For the Two Months Ending Monday, February 28, 2022**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,273.73	2,536.89	16,350.00	15.52%
Utilities (Electrical & Propane)	2,830.12	5,910.43	28,900.00	20.45%
Telephone & Internet	3,472.51	6,874.23	43,370.00	15.85%
<b>Total Utilities</b>	<b>7,576.36</b>	<b>15,321.55</b>	<b>88,620.00</b>	<b>17.29%</b>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	10,230.50	20,461.00	125,000.00	16.37%
<b>Total Casualty and Liability Costs</b>	<b>10,230.50</b>	<b>20,461.00</b>	<b>125,000.00</b>	<b>16.37%</b>
<b>Taxes</b>				
State Taxes			1,062.00	0.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	206.82	206.82	3,000.00	6.89%
<b>Total Taxes</b>	<b>206.82</b>	<b>206.82</b>	<b>4,812.00</b>	<b>4.30%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,390.53	3,653.74	18,921.00	19.31%
Travel & Meetings		6.25	38,500.00	0.02%
Fines & Penalties	0.07	0.07	100.00	0.07%
Safety Program (Roadeo & Safety Rewards)			7,500.00	0.00%
Training (Classes, Seminars & Materials)	3,026.75	3,081.75	26,554.00	11.61%
EE CDL and EE Physical Expense	311.00	556.00	9,250.00	6.01%
COVID-19 Related Expense	3,884.66	4,277.36	123,420.00	3.47%
Other Miscellaneous			300.00	0.00%
<b>Total Miscellaneous</b>	<b>8,613.01</b>	<b>11,575.17</b>	<b>224,545.00</b>	<b>5.15%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	465.00	1,448.00	6,900.00	20.99%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	1,240.67	2,481.34	18,750.00	13.23%
<b>Total Leases and Rentals</b>	<b>1,705.67</b>	<b>3,929.34</b>	<b>28,150.00</b>	<b>13.96%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$435,945.24</u></b>	<b><u>\$827,333.05</u></b>	<b><u>\$6,369,229.00</u></b>	<b><u>12.99%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 2/28/22</b>	<b>\$ 7,915,896.70</b>	<b>\$ -</b>
Balance per GL @ 1/31/2022		<b>\$ 7,927,708.68</b>	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 530.41	
	Transfers Out (Purchases)	\$ (12,342.39)	
	Transfers Out /Bond Call		
<b>Balance per GL @ 2/28/22</b>		<b>\$ 7,915,896.70</b>	
<b>Balance in Capital Account</b>		<b>\$ 7,915,896.70</b>	

**2022 Capital Projects**

Facility		Grant Funding	JTA Funding
Eng/Des 63 4 Addl Maintenance Bay	<b>2022 Beginning Budget</b>		\$ 150,000.00
			\$ (1,007.36)
Construction 63 4 Addl Maintenance Ba	<b>2022 Beginning Budget</b>		\$ 700,000.00
<b>2021 JTA Comprehensive Plan - Fehr &amp;</b>	<b>2022 Beginning Budget</b>		\$ 10,566.97
	Dec-21		\$ (11,906.00)
<b>JTA Funded Balance</b>			<b>\$ 847,653.61</b>

Other Building and Structures		Grant Funding	JTA Funding
Facilities Mntce Building/Training Area	<b>2022 Beginning Budget</b>		\$ 800,000.00
Radio Project - Maynard Mtn Repeater	<b>2022 Beginning Budget</b> January 2021	\$ -	\$ 10,000.00
			\$ (9,228.03)
Security Cameras	<b>2022 Beginning Budget</b>	\$ -	\$ 35,000.00
New Shelters	<b>2022 Beginning Budget</b>	\$ -	\$ 45,000.00
Charging Infrastructure	<b>2022 Beginning Budget</b>		\$ 100,000.00
<b>JTA Funded Balance</b>			<b>\$ 980,771.97</b>

Revenue Vehicles			
1 Full-Size Buses	<b>2022 Beginning Budget</b>	\$ 419,301.00	\$ 93,840.00
1 Trolley Style FR Bus	<b>2022 Beginning Budget</b>	\$ 750,000.00	\$ 10,000.00
1 JTOC 29' Cutaway	<b>2022 Beginning Budget</b>	\$ 112,000.00	\$ 28,000.00
DAR Replacement Cut-a-way	<b>2022 Beginning Budget</b>	\$ 107,000.00	\$ 10,000.00
DAR Replacement Cut-a-way	<b>2022 Beginning Budget</b>		\$ 90,000.00
Major Component Replacement	<b>2021 Beginning Budget</b> Engine - 506 Engine - 506	\$ -	\$ 150,000.00
			\$ (19,405.18)
			\$ (439.39)
<b>JTA Funded Balance</b>			<b>\$ 361,995.43</b>

Service Vehicle			
Admin AWD Electric	<b>2022 Beginning Budget</b>		\$ 115,000.00
Vehicle Maintenance Pick Up Truck	<b>2022 Beginning Budget</b>		\$ 46,000.00
<b>JTA Funded Balance</b>			<b>\$ 161,000.00</b>

Service Equipment			
Tire Carousel	<b>2022 Beginning Budget</b>		\$ 50,000.00
Vehicle Lifts	<b>2022 Beginning Budget</b>		\$ 50,000.00
<b>JTA Funded Balance</b>			<b>\$ 100,000.00</b>

<b>JTA Capital Balance</b>	<b>\$ 7,915,896.70</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (2,451,421.01)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ (125,000.00)</b>
<b>JTA IT Reserve</b>	<b>\$ (75,000.00)</b>

**CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 5,264,475.69**

## Attachment B



63 Four Corners Road, Port Townsend, WA 98368

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**Nicole Gauthier**  
**Interim General Manager**  
**Board Report – April 19, 2022**

### Legislative Update

- On Friday, March 25, 2022 Governor Inslee signed the Move Ahead Washington transportation package. This package provides nearly \$17 billion over a 16 year period.
  - Funding sources range from a transfer from the state operating budget to revenue generated from the Climate Commitment Act passed in 2021. This package does not include a gas tax increase.
  - This package provides funding for climate mitigation, road preservation and maintenance, public transportation, and bicycle and pedestrian safety.
    - \$3 billion for maintenance and preservation.
    - \$3 billion for public transportation.
    - Free fares for passengers 18 and younger on all public transportation.
    - \$2.4 billion to fund fish passage barrier removals.
    - \$1.3 billion in active transportation, including Safe Routes to School and school-based bike programs.
    - \$1 billion to fund Washington’s portion of an I-5 replacement bridge across the Columbia River.
    - \$836 million to build four new hybrid-electric ferries.
    - \$150 million towards ultra-high-speed rail.
    - \$50 million for walking and biking infrastructure in underinvested communities, and more.
  - Transit Support Grants do come with some stipulations for transit agencies:
    - Transit agencies must adopt a fare-free policy for youth 18 years and younger by October 1, 2022.
    - Transit agencies must maintain or increase sales tax authority that was established for the agency on January 1, 2022.
    - Transit agencies must meet specific criteria to support overburdened communities. (This criteria is currently being developed by WSDOT).
    - Transit agencies must report the number of trips taken through the program annually. (WSTA and WSDOT are working to develop a cohesive way for agencies to track this data).

### COVID Response Measures

- On Monday, April 18, 2022 a federal judge in Florida struck down the federal mask mandate that required passengers to wear a mask on all forms of public transportation.

- JTA is changing its masking message from “masks are required” to “masks are encouraged but not required.”
- JTA will continue to provide masks to all JTA employees who request one.
- JTA will make masks available to riders who wish to wear one through April 26<sup>th</sup>. JTA will continue to evaluate riders need and adjust accordingly.
- JTA is currently developing an action plan for re-opening the buildings at 63 4 Corners Road and Haines Place Transit Center.

### **Community Outreach**

- Jefferson Transit is actively planning for a strong “festival” season and has been reaching out to stakeholders to collaborate and participate.
  - The Thing
    - Miranda Nash and I have met with Mason Sherry, Production Director of the Seattle Theater Group, to discuss the musical festival.
    - In 2019 JTA worked closely with Mason Sherry on how to share key JTA transit stops, utilize the Haines Place Park and Ride and adjust the #2 Fort Worden route to accommodate the festival.
    - JTA and Mason Sherry are going to use the same plan for 2022 but collaborate on the ways that we can market and advertise transportation for the festival.
  - Climate on Tap Series
    - I participated in the last installment of the Climate on Tap Series and had the opportunity to engage with the public about the benefits of transit and to plug our new Kingston Express service.
  - Car Free Day
    - Miranda Nash and I have been working with the Climate Action Committee and the Students for Sustainability on the roll out of the county wide “Car Free Day.”
    - Car Free Day will be held on June 1<sup>st</sup> this year and its messaging will be for community members to utilize a mode of transportation other than a personal vehicle.
    - Walking, biking, carpooling, and of course utilizing Jefferson Transit are great options.
    - There will be prizes for participants as well as some friendly competitions between organizations to have the highest number of participants.
    - Look for ads and social media posts in the coming weeks.
  - Stakeholder on the WA Rural Support Grant Taskforce (Chamber)
    - The Chamber of Jefferson County reached out to JTA to participate as a stakeholder in their efforts to secure funding through the Washington Rural Tourism Support Grant.
    - This would be a great opportunity for JTA to be involved in marketing tourism and transportation for Jefferson County.

### **Facilities and Maintenance Projects**

- I’ll let John Bender give a comprehensive update on the projects that he’s been managing.
- As previously discussed JTA is in the process of purchasing an electric Gillig bus. An adjustment will need to be made to the budgeted amount of the bus.
  - The original price that was quoted did not include an inductive charger. Inductive chargers need to be installed when the bus is being built and cannot be retrofitted.
  - This adjustment will be explained during the budget process for the 2023 fiscal year. Jefferson Transit plans on taking possession of this vehicle prior to June 2023.
  - The estimated adjustment will be approximately \$80k.

## Attachment C



**63 Four Corners Road, Port Townsend, WA 98368**

**Nicole Gauthier  
Fixed Route Operations Manager  
Board Report – April 19, 2022**

### **Operations Update**

- JTA is currently looking to hire 4-5 new Operators. JTA continues to experience an Operator shortage and is having difficulty attracting applicants.

### **Safety and Training Update**

- Gary Maxfield, Safety and Training Supervisor, reported JTA has had 3 passenger exclusions since late February.
- Gary Maxfield and Jim Springer completed training all operators on the Kingston Express route.
- Gary Maxfield and John Bender worked on updating JTA's section of the Hazard Mitigation Plan for Jefferson County.

### **Ridership**

<b>Fixed Route Daily Ridership Averages</b>			
	2019 Averages	2022 Averages	% of change
February	720	471	-34.5%
March	769	487	-36.6%

<b>JTOC Daily Ridership Averages</b>			
	2019 Averages	2022 Averages	% of change
February	47	22	-53.1%
March	46	21	-54.3%



## Attachment D



63 Four Corners Road, Port Townsend, WA 98368

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Miranda Nash  
Mobility Operations Manager  
Board Report April 2022

### **Staffing:**

Karen Kautzman, one of JTA's senior Dispatchers announced her retirement for the first week of May. Karen began working at Jefferson Transit in June 2004. We congratulate Karen on her achievement and wish her the best in her retirement.

Jefferson Transit is accepting applications for a Dispatch position, as well as a Customer Service/ Office Assistant position.

I have been working with Sara Crouch, in Interim Financial Manager Position for the past few weeks.

### **Ridership:**

#### **Kingston Express:**

During the promotional zero-fare period (2/22/22 to 3/31/22), 366 riders rode the #14 Kingston Express Route, which for comparison is about 27% of the Poulsbo #7 route ridership numbers. The first trip to Kingston and the last return trip from Kingston averaged the highest ridership per day. Community feedback since the start of the service has primarily been centered on commuter needs and service hours.

Token Transit: JTA's digital pass service, Token Transit, went into effect on April 1<sup>st</sup>. We have sold 13 passes [7 full fare passes & 6 reduced fare passes] through Token Transit between 4/1 and 4/15.

#### **Dial-A-Ride:**

Average daily Dial-A-Ride ridership has been increasing, with a 15% increase from January to February and 13% increase from February to March. Year over year, the Average daily ridership is steadily coming back to pre-pandemic 2019 ridership numbers: ridership levels in January 2022 were down by 49%, February 2022 down only 21%, and March 2022 down 26%.

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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[www.jeffersontransit.com](http://www.jeffersontransit.com)

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

<b>Dial-A-Ride Daily Ridership Averages: Yearly comparison</b>			
	2019 averages	2021/22 averages	% of change
January 2022	50	26	-49%
February 2022	38	30	-21%
March 2022	46	34	-26%

2019 ridership data used as 2020/21 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. 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.



63 4 Corners Road, Port Townsend, WA 98368

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John Bender  
Fleet & Facilities Manager  
Board Report February 2022

**Fleet:**

- PO submitted for Gillig BEB. No trolley package, + \$80K inductive charge plate
- Gillig trolley ETA: Sept. 2022
- ETA of new cutaway orders unknown/delayed due to chassis shortages
- DAR van 309 retrieved from EOC
- Awaiting order confirmation for new Admin support EV's

**Facilities:**

- Conducting 30-day panel metering to evaluate EV charger capacity
- Soil logs for septic permitting completed for new maint. shop project
- Current ETA for bid solicitations around end of May pending permit review/approval
- Maintenance expansion bay on hold until Fac. Maint. project is complete

**Staff/misc.:**

- New wash bay attendant hired 03/21/22, all fleet clean, sidewalks cleaned
- Desiree's 19 year anniversary with JTA in March, Michael's 1-year in June
- New JPRO diagnostic equipment resolving 0285 comm. Fault issue

## Attachment F

### TAG meeting summary 2 March 2022

Our March TAG meeting began with Commissioner Dean providing information about the process going forward for the search for a new General Manager (and a new Finance Manager), both interim and permanent. TAG questions included Scott Walker recommending that TLab has a seat at the table for the search as well as Tim Caldwell asking what is planned to do about backfilling any position(s) of internal interim candidates and what happens to those who backfill if the interim candidates do not become permanent in their interim roles. For the search committee, Tim Caldwell was selected by TAG as our representative and Commissioner Dean confirmed that a seat is being considered as well for TLAB.

TAG members discussed our proposed questions for tabling as well as what documentation we want to have available to hand out to the public and clarified where and when tabling would be useful. TLab member Becci Kimball suggested we ask to have the public consider their answers for a post-pandemic world. Miranda Nash and John Nowak presented information about the 'senior band' of CHIP and the questions that could be directed specifically to seniors - what are their unique transportation challenges, what services are needed? Scott Walker recommended more than a simple '65 or older' choice on a survey aimed at seniors, since the needs of a 65 year old may be very different from an 80 or 90 year old.

#### Tabling Locations:

- farmers markets
- Rhody Run/Parade
- high school sports events
- senior/community centers

#### Table Documents:

- transit schedules
- point to point schedule for Tri-Area/PT
- Kingston Express information
- annual cost estimates for a personal vehicle, fuel and time savings etc.
- carbon footprint and health information
- senior band survey limited to those over 65
- fact sheet of transit information ('did you know' sorts of information)

Questions (draft ideas - M Nash and B Kimball will help refine them; no leading questions, seek yes/no or multiple choice answers)

- Do you know how much it costs to drive your car and that transit is free in county?
- Would you try one trip per week on transit if you don't ride now?
- Did you know we have direct access to Seattle via the Kingston Express?
- Would paid parking requirements or higher gas prices convince you to try transit?

Darrell Conder suggested preparation of a video 'virtual bus ride' for the website to educate novice bus riders about how the process works. Vivianne Kuehl noted that Quilcene students are adept at videos and she would inquire about whether they could prepare one. The concept of volunteer bus buddies (as Brenda McMillan has served in the past ) to educate bus newbies was also discussed.

TAG discussed the issue of JTAB expansion. Every four years, PTBAs are required to consider whether their board composition equitably represents the service area population. TAG members have found interest in serving on JTAB from the Hospital Commission, our county's four School Boards and our PUD Commission. It was noted that any of these electeds would not necessarily be a permanent member of JTAB but could be selected to serve for a specific time period that includes an issue in the community (example - PUD Commissioner while JTA moves into electrification of buses or School Board member while JTA works to collaborate more on student transportation, considered the biggest problem all year for school districts). Nicole Gauthier recommended that TAG/JTAB be cautious to avoid conflicts of interest in other positions.

TAG discussed the application of David Jorgensen and recommended unanimously to JTAB to approve his application.



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 6/21/2022

April 2022 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #6902539-6902572 in the amount of \$101,580.15
- Accounts Payable Voucher #6902573 in the amount of \$107,428.55
- Accounts Payable Vouchers #6902574-6902621 in the amount of \$96,904.23
- Accounts Payable Voucher #6902622 in the amount of \$109,639.81
- 6 EFT payments in the amount of \$17,644.85

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.  
The Interim General Manager has approved these for the consent agenda.

These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck  
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 6/21/2022

May 2022 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #6902623-6902664 in the amount of \$124,050.75
- Accounts Payable Voucher #6902665 in the amount of \$8,562.65
- Accounts Payable Voucher #6902666 in the amount of \$106,752.99
- Accounts Payable Vouchers #6902667-6902711 in the amount of \$41,472.86
- Accounts Payable Voucher #6902713 in the amount of \$101,772.31
- Accounts Payable Vouchers #6902714-6902753 in the amount of \$134,871.72
- Voided Accounts Payable Voucher #6902707 in the amount of \$19,162.97
- Voided Accounts Payable Voucher #6902712 in the amount of \$102,589.97
- Capital Check #6910089 in the amount of \$3,375.00
- Capital Check #6910090 in the amount of \$2,720.00
- Capital Check #6910091 in the amount of \$20,552.78
- 5 EFT payments in the amount of \$1,699.25
- Transfer from the Unemployment reserve to the Operating account for the purpose of:  
2021 Annual Reserve Transfers, Unemployment experience rating drop in the amount of \$14,500.00
- Transfer from the Operating account to the Operating reserve account for the purpose of:  
2021 Annual reserve fund transfers in the amount of \$2,000,000.00
- Transfer from the Operating account to the Capital account for the purpose of:  
Annual reserve fund transfers, 2021 funding, in the amount of \$1,397,722.00
- Transfer from the Capital account to the Capital reserve account for the purpose of:  
2021 Annual reserve fund transfers in the amount of \$1,397,722.00

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.  
The Interim General Manager has approved these for the consent agenda.  
These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck  
Clerk of the Authority

**Estimated Travel Expenses for John Bender and Jayme Brooke to attend the Transit  
State of Good Repair Conference in San Francisco, CA**

Rates based on one employee

Conference Fee		\$400.00
Flight Estimation	incl. travel insurance	\$603.49
Travel to	90.4 Round Trip x .351	\$31.73
Parking at PAE x 4 days	30 x 4	\$120.00
Ferry	Round Trip	\$32.80
Hotel/per diem x 3 nights	270.00 x 3 (tax not incl.)	\$810.00
Meals/per diem		\$276.00
		\$2,274.02
		x2
		<u>\$4,548.04</u>

Meals

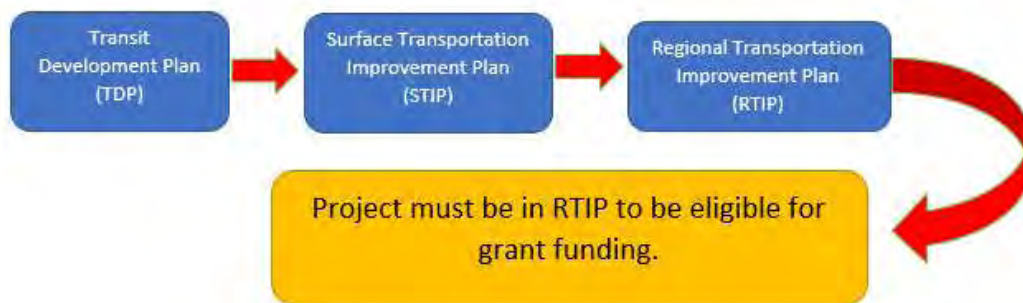
	27-Jun	1st travel day	\$59.25
	28-Jun		\$79.00
	29-Jun		\$79.00
	30-Jun	Last travel day	\$59.25
			\$276.50



To the Jefferson Transit Authority Board and Jefferson County Residents,

Jefferson Transit continues to set and reach goals centered on improving the economic growth and quality of life for the residents of Jefferson County. We aim to provide safe service to our riders, maintain a state of good repair for our transit agency, expand ridership, reduce carbon emissions, and continue to be proactive partners in our community.

The Transit Development Plan (TDP) is a document required by the Washington State Department of Transportation (WSDOT) from all grantees. The Transit Development Plan summarizes all service and projects from the previous year and lists all planned service and projects for the next six years. WSDOT issues strict guidelines detailing the contents of the TDP. Service planning and projects not listed in the planning portion of the TDP are not eligible for grant funding in future years.



Jefferson Transit staff has updated the enclosed draft of the TDP with accomplishments from 2021 and has listed projects to work on in 2022 – 2027. The projects listed are ones for which Jefferson Transit will need to seek grant funding.

One of the biggest accomplishments in 2021 was the completion of Jefferson Transit's Long Range Plan. The Long Range Plan specifies that Jefferson Transit will create a Climate Action Plan and provides a framework into how Jefferson Transit can work to mitigate the effects of climate change, lower greenhouse gas emissions, and reduce single occupancy vehicle trips.

Please send comments regarding the TDP to Jayme Brooke, Grants and Procurement Coordinator, [jbrooke@jeffersontransit.com](mailto:jbrooke@jeffersontransit.com) or in writing to Jefferson Transit, c/o Jayme Brooke, 63 4 Corners Road, Port Townsend, WA 98368.

Thank you for your continued support of Jefferson Transit.

Nicole Gauthier, Interim General Manager



A large, gnarled tree with exposed roots on a rocky shore. The tree's roots are thick and twisted, extending over a rocky path. The background shows a clear sky and other trees in the distance.

# TRANSIT DEVELOPMENT PLAN

2021-  
2026

Jefferson Transit Authority

63 Four Corners Road  
Port Townsend, WA 98368

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Commented [MN1]: Page numbers to be updated

## Section I: Organization

Jefferson Transit Authority (JTA) is a public transportation benefit area authorized under RCW 36.57A; established in 1980 with a voter-approved 0.3% transit sales and use tax. Jefferson Transit began revenue service in eastern Jefferson County in May 1981 and along the Pacific Coast in January 1995. In September of 2000, Jefferson County voters approved an additional 0.3% transit sales and use tax, for a total of 0.6%. In February of 2011, voters once again showed their support of Jefferson Transit and approved another 0.3% increase, resulting in a total of 0.9% transit sales and use tax. That brought the JTA sales tax revenue to the legislated maximum limit; generating \$0.09 of transit revenue for every \$10.00 of retail sales.

The Jefferson Transit Authority Board is comprised of all three Jefferson County Commissioners, two appointed City of Port Townsend Council members, and one non-voting member representing the interests of the Amalgamated Transit Union #587. Board meetings are held the third Tuesday of every other month.

As of December 31, 2020<sup>1</sup>, Jefferson Transit employed [44.4347](#) full-time equivalent employees, with a head count of [49-50](#) people. Details for these statistics are shown in the table below. Due to the COVID-19 pandemic, Jefferson Transit reduced service from March 28, 2020 to November 1, 2020. Two transit operators resigned during this time period and those positions were not back-filled until 2021.

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	19	16.17
Operations Dial-a-ride	1	1.85
Operations Jefferson Transit Olympic Connection	3	3.01
Jefferson Transit Olympic Connection Supervisor	1	0.49
Dispatch, Field Supervisor & Customer Service	6	5.21
Vehicle Maintenance	6	5.12
Non-Vehicle Maintenance	3	4
Operations & Maintenance Management	4	4.12
General	6	6.18
General Management	1	1
<b>Total</b>	<b>50</b>	<b>47.18</b>
ATU 587 Represented Staff (from above list)	36	
Non-Represented Staff (from above list)	14	

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	17	14.76
Operations Dial-a-ride	1.5	1.46
Operations Jefferson Transit Olympic Connection	3.5	3.37
Jefferson Transit Olympic Connection Supervisor	1	0.5
Dispatch, Field Supervisor & Customer Service	5	4.84
Vehicle Maintenance	5	5
Non-Vehicle Maintenance	5	3.5
Operations & Maintenance Management	4	4
General	5	5
General Management	2	2
Total	49	44.43
ATU 587 Represented Staff (from above list)	35	
Non-Represented Staff (from above list)	14	

## Section II: Physical Plant



Jefferson Transit's **mMulti-mModal fFacility**, including a 100-space **pPark & rRide**, bike barn, electric vehicle chargers, administrative offices, and maintenance and operations facility is located at 63 Four Corners Road in Port Townsend, Washington.

Jefferson Transit also owns and operates a 252-space and 7-ADA space **pPark & rRide** lot and transit center located at Haines Place in Port Townsend.

Jefferson Transit's **wWest eEnd** service, Jefferson Transit Olympic Connection (JTOC), operates out of a facility leased from the Quillayute Valley School District in Forks.

## Section III: Service Characteristics & Fare Structure

Jefferson Transit Authority operates in Jefferson County, Washington. The county encompasses just under 1,804 square miles of land area and is divided by the Olympic Mountain range. The Olympic National Park, Olympic National Forest, and State land cover 75 percent of Jefferson County. Jefferson Transit Service Area covers 259 square miles.

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviated, and ~~vanpool/rideshare~~, with both regional and intercity bus connections. Throughout 2021, Jefferson Transit operated its regular schedule. ~~In 2020, service ran on a limited schedule with no Saturday service from March 28 until November 3, due to the COVID-19 Pandemic. In 2021, Jefferson Transit operated service at pre-pandemic levels after drastic service cuts in 2020.~~ Jefferson Transit's regular service includes ~~nine~~ eight fixed-routes (including deviated fixed-routes) which operate Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all routes operate on Saturdays on a slightly reduced schedule.

Commented [MN2]: Is it necessary to state this if we don't mention the reduced service in 2020?

~~Jefferson Transit acts as the hub that connects the Olympic Peninsula by partnering with four county transit agencies and the Washington State ferry system. Jefferson Transit's #7 Poulsbo route connects with Kitsap Transit at the North Viking Transit Center. This connection allows riders to board a Kitsap Transit bus to connect with the Washington State ferry in either Bainbridge Island or Kingston. Jefferson Transit's #8 Sequim route connects with Clallam Transit at the Sequim Transfer Center. Jefferson Transit's #1 Brinnon route connects with Mason Transit at Triton Cove State Park. Jefferson Transit's #11 service provides service to the Washington State ferry in Port Townsend. Jefferson Transit connects the Olympic Peninsula by partnering with four other public agencies and Washington State Ferries. JTA utilizes the Viking Transit Center for our Route #7 ensuring the Olympic Loop service continues with Kitsap Transit. JTA also utilizes the Sequim Transfer Center for our Route #8 ensuring the Olympic Loop services continues with Clallam Transit. Connection with Mason Transit is made at Triton Cove State Park.~~

In February 2022, Jefferson Transit introduced a pilot service route, the #14 Kingston Express, and express bus route between Port Townsend and the Kingston Ferry Terminal in Kitsap County. The #14 provides connections to the Washington State Ferry Kingston/Edmonds Service and the Kitsap Transit Kingston Fast Ferry to Seattle.

Jefferson Transit operates route-deviated services between Forks and Amanda Park, on Highway 101, in ~~Western~~ Jefferson County Monday through Saturday. This service connects with both Clallam Transit and Grays Harbor Transit.

Jefferson Transit provides ADA paratransit service called Dial-A-Ride. ~~ADA paratransit service, Dial-A-Ride, is provided by Jefferson Transit.~~ Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations. Jefferson Transit travels beyond the ADA ¾ mile requirement by providing one-day per week service to Kala Point, Marrowstone Island, and Cape George.

In March 2020, Jefferson Transit made the decision to operate ~~fare free~~with zero fares due to the COVID-19 pandemic. This decision was made to limit contact between transit operators and the general public and to also eliminate the cost barrier to the public utilizing when riding transit. At the end of 2020 year end, Jefferson Transit continued to operate fare free with zero fares. In April 2022 Jefferson Transit staff and the Authority Board and staff plan to engage in discussions around discuss a long term fare structure during the 2022 budget meetings implementing a zero fare policy for all riders passed a Zero Fare policy resolution 22-12 for fixed-route (excluding express or pilot services) and Dial-A-Ride services. under the age of eighteen.

Commented (MN3): Fare Policy resolution #



## Section IV: Service Connections



Jefferson Transit connects passengers to major hubs six days a week, Monday through Saturday. The shuttle buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupeville Washington State Ferry terminal. Jefferson Transit connects with Kitsap Transit in Poulsbo; [Mason Transit in Triton Cove](#); ~~and~~ [Clallam Transit in Sequim](#); ~~and~~ [Grays Harbor Transit in Amanda Park](#). ~~Due to the COVID-19 Pandemic, Mason Transit has temporarily suspended service to Triton Cove. This connection is set to resume in June of 2021.~~

The Jefferson Transit Olympic Connection, a 64-mile route that travels between Forks and Amanda Park, links Grays Harbor Transit with Clallam and Jefferson Transits. Through these connections, passengers ~~can get~~ [have access](#) to medical specialists in urban areas, catch a flight at SeaTac International Airport, ~~or~~ a bus at the Seattle Greyhound terminal [or a train at the King Street Amtrak station](#). ~~Our Jefferson County's~~ economy benefits from the many travelers who use transit to get to the Olympic Discovery Trail; Victoria BC; the Pacific Beaches, or any of the other many scenic locations on the Olympic Peninsula.

~~JTA~~ [Jefferson Transit](#) coordinates its routes to provide service to educational institutions such as the Port Townsend public schools, Chimacum Junior/Senior High School, Quilcene High School, and to Peninsula College in Port Townsend and Port Angeles (via Clallam Transit). [Jefferson Transit](#) ~~also~~ connects to the Washington State University Cooperative Extension ~~in~~ Port Hadlock [and to Western Washington University Center at Olympic College in Poulsbo](#).

Life services are incorporated into the routes such as the Port Townsend Food Bank, Jefferson County Courthouse, Jefferson County Library, Jefferson Healthcare, Department of Social and Health Services Port Townsend Community Service Office, local post offices, and the various grocery stores. Routes also stop at popular destinations such as Fort Worden, Jefferson County Fairgrounds, and Dosewallips State Park.

Jefferson Transit's [Haines Place](#) ~~PTC~~ Park & Ride in Port Townsend serves as a connection point for the Olympic Discovery Bicycle and Pedestrian ~~Trail~~. Jefferson Transit's 63 Four Corners Park & Ride serves as connection point to the Dungeness Greyhound bus line, [and as another connection point to the Olympic Discovery trail](#). All of Jefferson Transit's fixed-route vehicles are equipped with bicycle racks.

Commented [MN4]: Are we removing the other picture here?

Commented [JB5R4]: Yes

**Service Connections:**

Jefferson Transit connects the Olympic Peninsula by providing bus connection services to the following transportation facilities:

- ~~Port Townsend~~ Jefferson Transit's #11 Shuttle ~~with connections to~~ connects with the Washington State Ferries (WSF) bus routes in Port Townsend
- ~~North~~ Viking Transit Center in Poulsbo with connections to Kitsap Transit (KT), ~~the Washington State Ferry in Bainbridge Island and Kingston~~ WSF and other KT bus routes
- Sequim Transfer Center in Sequim with connections to Clallam Transit (CT) ~~and other CT bus routes~~
- Forks Transfer Center with connections to Clallam Transit CT and Amanda Park with connections to Grays Harbor Transit
- Service from Brinnon to Port Townsend and Washington State Ferries (WSF). Connection with Mason Transit ~~scheduled to resume June 2021 with connections to other MT bus routes~~ resumed in June 2021 at Triton Cove State Park
- Haines Place Transit Center with connections to other JTA-Jefferson Transit bus routes
- 63 Four Corners Park & Ride with connections to the Greyhound Dungeness Line
- Jefferson Transit's #14 Kingston Express connects with the Washington State Ferry to Edmonds and Kitsap Transit Fast Ferry to Seattle.

**Section V: Activities and Accomplishments in ~~2020~~2021**

**Improve mobility in small urban and rural areas.** ~~Work on the JTA Long Range Plan was put on hold until October 2020. Upon resumption, JTA and Fehr & Peers compiled results from the January 2020 Open House held at the Cotton Building. Information gathered at the Open House has been used to develop service standards and strategies for the next 20 years. Work on the JTA-Jefferson Transit Long Range Plan resumed in October 2020 and was completed in February 2022. The plan# was formally approved on February 15<sup>th</sup>, 2022 under Resolution No. 22-07 at the Jefferson Transit Authority Board Meeting.~~



Opportunities for in-person JTA-Jefferson Transit representation were ~~still~~ limited in 2021 due to the COVID-19 pandemic. JTA-Jefferson Transit did ~~participate~~ partner with the local Kiwanis for their ~~the~~ Toys for Tots drive in December of ~~2020~~2021. Most ~~other~~ major festivals and gatherings in Jefferson County were cancelled or held virtually.

Jefferson Transit's public outreach focus continues to be providing residents of Jefferson County a ride to school, work, life services, and recreation. The "Try Transit" campaign was launched in June of 2014 and has continued through



~~2020~~2021. Artwork promoting this slogan is displayed on the sides of many JTA buses, on bus readerboards, and on the electric sign at 63 4 Corners Road.

In 2021, Jefferson Transit celebrated its 40<sup>th</sup> Anniversary serving Jefferson County Communities. Jefferson Transit promoted the anniversary through bus banners and Jefferson Transit promotional items for riders and members of the public.

In 2021 Jefferson Transit's Interim General Manager ~~was~~ is currently a member of the ~~Port Townsend Sunrise Rotary, Jefferson County Climate Action Committee,~~ the Port Townsend Chamber of Commerce, the Economic Development Council, and the Washington State Ferry Advisory Committee. The Interim General Manager also ~~sits~~ sat on the Washington State Transit Association (WSTA) Board and ~~is~~ was the Secretary of the Peninsula Regional Transportation Planning Organization. ~~The Interim Finance Manager sat~~ is on the Washington State Transit Insurance Pool Board and ~~is~~ Chair of the Washington State Transit Association's STA Finance Officers Leadership Committee.

The Mobility Operations Manager is the Secretary of the DASH (Disability Awareness Starts Here) Board. The Fixed-Route Operations Manager and Mobility Operations Manager are both members of the Jefferson County Climate Action Committee and Washington State Transit Associations Operations Committee.

#### In ~~2020~~2021 Jefferson Transit accomplished the following:

- Maintained a second tier of paratransit service providing weekly service to ADA eligible passengers residing outside of the ADA mandated service area, e.g. Kala Point, Marrowstone Island, and Cape George.
- ~~Updated the Bicycle Policy to include electric bicycles.~~
- ~~Retained the services of KPFF to complete a redesign of the Haines Place Transit Center.~~
- Continued to meet EnviroStar goals by using a Biodiesel at a B5 (5%) fuel mix in the Port Townsend-based fleet.
- Completed CDL training for three~~five~~ employees.
- Participated in an online regional ridesharing network that now covers Washington, Oregon, and part of Idaho. This service is run by WSDOT and can be found at [rideshareonline.com](https://rideshareonline.com).
- Provided 113,713,145,695 fixed-route, route-deviated and paratransit passenger trips.
- ~~Continued~~ Completed work with Fehr & Peers on a 20 year Comprehensive Long Range Plan.
- Continued to perform fiscal agent duties for the Peninsula Regional Transportation Planning Organization (PRTPO) and Jefferson Transit's General Manager continued to serve on the PRTPO Executive Board as Secretary.
- Continued membership with Municipal Research Services Center ~~MRSC~~ Rosters.
- Continued to support the Clallam Transit Interlocal Agreement for the West End Service.
- ~~Information Technology Specialist continued steps to improve server and network reliability and to improve software security.~~

- Continued to contract a service provider through WSTIP to provide periodic safe driver testing for vanpool-rideshare drivers.
- ~~Established~~ Continued a monitoring contract with Fire Chief LLC to monitor the dry-agent suppression system in JTA's server room.  
~~Purchased three new 30' and two new 35' Gillig heavy-duty buses (delivered in February and August 2020).~~
- ~~Worked with its Authority Board to pass a Social Media policy, enabling JTA to launch their first two social media accounts on Facebook and Twitter in January 2021, increasing visibility within the community and enabling Rider Alerts to be released in real time.~~
- ~~A mass-notification system through Regroup was implemented, enabling the public to sign up for rider alerts and public notices by email or through a mobile application.~~
- ~~Completed installation of new flooring and a new customer service desk at its Haines Place Transit Center facility.~~
- ~~Continued~~ Finalized work on the Electric Vehicle Study which ~~is scheduled to be~~ was completed in October 2021.
- ~~Reinvigorated~~ Continued the Citizen's Advisory Committee, which formally changed its name to the Transit Advisory Group.
- Retained the services of Jim Gibson, P.E. as project manager for the construction of a new Facilities Maintenance building on adjacent property, 111 4 Corners Road.
- Procured a 2021 Ford Explorer for a Field Supervisor vehicle.
- Purchased a tractor for the Facilities Maintenance department.
- Hired DD Electrical to install an air-conditioning unit in JTA's server room.
- Purchased a new Hunter tire balancing machine for the Vehicle Maintenance department.
- Ordered a Trolley-style bus for the downtown shuttle route.
- Ordered a medium-duty cutaway style bus for West Jefferson service.
- Maintained its commitment to employee and passenger safety during the COVID-19 ~~p~~pandemic with stringent bus sanitation standards.:
  - ~~Hired a sanitation company to fog all revenue vehicles with disinfectant spray.~~
  - ~~Hired a third-party company to perform routine sterilization and cleaning in all office buildings.~~
  - ~~Installed Plexi-glass shields around all driver areas in its buses.~~
  - ~~Installed UV light purification systems on all revenue vehicles.~~

In ~~2019~~2021, JTA was awarded ~~five main several~~ grants which maintain funding through 2021~~3~~. The following table shows the grants JTA was awarded:

Grant Source	Grant	Grant \$	JTA's Match \$
2021-2023 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,238,905	\$5,649,143
2021-2023 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$399,959	\$479,143
2020 CARES Act Grant	East/West Jefferson; Operating or Capital	\$1,167,962	\$0
2021 CRRSAA Grant	Two Heavy-Duty 30' and Two Heavy-Duty 35' Buses	\$3,406,837	\$0
2020-2023 Surface Transportation Program (STP)	One Heavy-Duty Bus	\$419,301	\$65,440
2021-2023 Public Transportation Consolidated Grant	One Medium-Duty Cutaway Bus for JTOC	\$112,000	\$28,000
2021 Formula Funds Grant	One E-Bus and One Light-Duty Cutaway for East Jefferson Service	\$856,041	\$0
<b>Total</b>		<b>\$8,601,005</b>	<b>\$6,221,726</b>

<del>2019</del> -2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,674,612	\$4,983,687
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$388,310	\$465,187
2019-2021 Public Transportation Consolidated Grant	Two Heavy-Duty 30' and Two Heavy-Duty 35' Buses	\$1,567,836	\$391,959
2020-2023 Surface Transportation Program (STP)	One Heavy-Duty Bus	\$419,301	\$65,440
<b>Total</b>		<b>\$5,050,059</b>	<b>\$5,906,273</b>

Due to the 2020 COVID-19 Pandemic, Jefferson Transit was awarded funding from the CARES ~~and CRRSAA Acts~~ to help pay for expenses/lost revenue related to the pandemic. ~~Jefferson Transit closed customer service, cut 60% of on the road service, mandated back entry door boarding/alighting (except for ADA passengers), and stopped collecting fares in order to lessen potential exposure to employees and comply with Governor Inslee's Stay Home, Stay Healthy declaration. Jefferson Transit, with the support of the CARES Act, was able to avoid mass layoffs for operations and maintenance staff.~~

~~Jefferson Transit requested reimbursement from CARES Act grant funding rather than from Consolidated Grant funding for Quarter 2 (April-June 2020) and Quarter 3 (July-September 2020). Please see revised funding breakdown below:~~

Grant Source	Grant	Grant \$	JTA's Match \$
2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	<del>\$2,674,612</del>	<del>\$4,983,687</del>
		\$2,340,286	\$4,935,139
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	<del>\$388,310</del>	<del>\$465,187</del>
		\$339,771	\$407,039
2020 CARES Act Grant	East/West Jefferson, Operating or Capital	\$1,167,962	\$-0-
2019-2021 Public Transportation Consolidated Grant	Two Heavy-Duty 30' and Two Heavy-Duty 35' Buses	\$1,567,836	\$391,959
2020-2023 Surface Transportation Program (STP)	One Heavy-Duty Bus	\$419,301	\$65,440
<b>Total</b>		<b>\$5,835,156</b>	<b>\$5,799,577</b>

## Section VI: Proposed Action Strategies & Goals ~~20212-20276~~

### Goals, Mission and Strategies, ~~20212-20267~~

The Washington State Department of Transportation requires that transit agencies report their progress towards accomplishing the state's public transportation objectives. These objectives are identified in the *Washington Transportation Plan*. Jefferson Transit's actions and strategies over the coming six years will be guided by the organization's mission statement and goals which are consistent with Washington State goals, enabling personal mobility, partnering with communities, establishing

sustainable financial stability supporting economic opportunity, protecting the environment, conserving energy, and protecting our investments.

Additional unfunded projects may be completed as funding becomes available. Conversely, some projects may be postponed if anticipated revenues decrease.

Jefferson Transit's Mission is to provide safe, reliable, comfortable public transportation service in Jefferson County which is cost-effective, reduces energy consumption, and contributes to the cultural, environmental, and economic betterment of the residents of Jefferson County. ~~provide reliable, safe, friendly, comfortable public transportation service in Jefferson County that is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.~~

Commented [MN8]: As updated in April 2022.

The proposed changes in this plan are action strategies that reflect upon the following State Transportation Service Objectives and Goals.

## 1. Preservation

To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.

**Preserve existing transportation service levels:** ~~Jefferson Transit made drastic service cuts (60%) in 2020 due to the COVID-19 Pandemic.~~ In November 2020, service was restored to pre-pandemic levels. Jefferson Transit has maintained pre-pandemic service levels throughout 2021.

**ADA Paratransit Services:** In areas that have fixed-route service, ADA paratransit service provides safe, effective and efficient door-to-door (line of sight) specialized transportation service, fully compliant with ADA requirements, for people unable to utilize the fixed-route system. This service is provided within a ¼ mile boundary of the fixed-route service routes with the exception of- providing one-day per week service to three communities beyond the minimum ¼ mile service corridor requirement; Kala Point, Marrowstone Island, and Cape George.

**Fully Accessible Rural Fixed-Route Service:** Make general public services as attractive and usable as possible for seniors and people with special needs and promote them as the preferred mobility option. Continued efforts will be made to add passenger amenities (shelters and benches) and accessibility enhancements.

Jefferson Transit will analyze fixed-route service performance standards. These standards help guide future service adjustments and assist in the decision making process for service expansion, reduction or elimination.

Jefferson Transit will continue to offer transit services to non-traditional customers via the [vanpool-rideshare](#) program.

**Improvements to Specialized Transportation Service:** Continually refine specialized transportation operating methods, using technology where appropriate, to enhance service quality, customer service, and efficiency.

Jefferson Transit works closely with city, ~~and~~ county, [and state](#) agencies to promote integrated community design, land use, and transportation investments that improve the quality of life. In addition, Jefferson Transit will work to secure appropriate mitigations (shelters, pullouts, etc.) from land use development.

**Preserve existing public transportation facilities and equipment:** In ~~2021-2022-2026-2027~~ vehicles and other equipment will continue to be maintained; Jefferson Transit will continue to seek funding and build reserves to be used for scheduled replacement or refurbishment of equipment as illustrated in Section VII, Rolling Stock. Jefferson Transit's maintenance department has an aggressive preventative maintenance program for all vehicles. This program has extended the life of our fleet, from the federal life of 12 years to far beyond that and added millions of miles. Jefferson Transit will continue to provide preventative maintenance on its operations base and its park & ride facilities, as well as replacing office and maintenance equipment to maintain industry standards.

Efforts will continue to identify and secure outside funding sources for the ongoing operation of the West Jefferson fixed-route-deviated service.

## 2. Safety

To provide for and improve the safety and security of transportation customers and the transportation system.

Below is a chart of JTA's ~~2014-2015~~ through ~~2020-2021~~ safety record.

Year	Preventable Accident	Non-Preventable Accident	Passenger Event	Employee Injury
2015	2	2	2	0
2016*	4	1	7	1
2017*	4	2	2	0
2018*	3	1	0	0
2019*	3	2	3	0
2020*	4	2	1	0
2021*	3	0	6	2

Year	Preventable Accident	Non-Preventable Accident	Passenger Event	Employee Injury
2014	3	3	3	1
2015	2	2	2	0
<del>2016*</del>	<del>4</del>	<del>1</del>	<del>7</del>	<del>1</del>
2017*	4	2	2	0
2018*	3	1	0	0
2019*	3	2	3	0
2020*	4	2	1	0

\*Figures for 2016 – ~~2020-2021~~ reflect data taken from JTA reporting software. Tracking methodology changed to include more diverse instances.

Jefferson Transit monitors all service on a daily basis to ensure the safety of passengers and employees. ~~We Jefferson Transit#~~ participates in local and regional efforts to increase and improve security components on routes, at the ~~HPTC-Haines Place Transit Center~~ Park & Ride, and at bus stop locations throughout the service area.

Jefferson Transit works collaboratively with the local law enforcement agencies and emergency services to ensure the safety of the community.

Jefferson Transit has increased security for passenger and operators by installing camera and video surveillance equipment to the entire fleet.

### 3. Mobility

To improve the predictable movement of goods and people throughout Washington state.

**Effective Community-based Design:** Jefferson Transit provides viable connections throughout the Olympic Peninsula offering coordinated connections with Mason, Kitsap, Clallam, and Grays Harbor Transit systems and the Washington State Ferry ~~systemies~~.

Jefferson Transit constructed a trail at its 63 Four Corners facility that will connect with the Larry Scott Trail to Port Townsend. This trail will provide a link to the Olympic Discovery Trail. Jefferson Transit's portion of the Olympic Discovery Trail is projected to be complete by 2022.

**Improve mobility in small urban and rural areas:** As part of an ongoing comprehensive service planning effort, Jefferson Transit will continue investigating opportunities for such

enhancements as incremental service improvements for the Tri-Area (Port Hadlock, Irondale, and Chimacum) and implementing efficiencies in all other routes.

Jefferson Transit continues to be more actively involved with local committees to identify service strategies and coordination for special needs populations and will continue to seek special needs funding from state, federal, and private sources where possible. Collaboration occurs among federal, tribal, state, regional, local, and private sector partners.

**Service Marketing and Public Involvement:** Keep the public informed regarding transit operations and policies and encourage community involvement. Rigorously promote and market the use of transit services. Continually work to increase system ridership. Jefferson Transit has also accomplished the following:

- Collect community feedback through surveys, interviews, and focus groups. Added the ability for riders to subscribe to Rider Alert notices through the Regroup application. Riders now also have the ability to get Rider Alerts via Jefferson Transit's Facebook and Twitter accounts.
- Revamped schedules on the website for easier navigation and view-ability.
- Continue to use the successful Try Transit slogan.



## 4. Environment

To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

Jefferson Transit remains committed to reducing carbon emissions to help mitigate climate change. Jefferson Transit has retained the services of TranspoGroup to conduct an Electric Vehicle Feasibility Study. The preliminary findings of this study determined that the use of electric bus technology is currently not viable for most of Jefferson Transit's routes due to the rural nature of the service area. The exception is the #11 Downtown Shuttle route. Jefferson Transit has proposed the purchase of an electric ~~trolley-style~~ bus for use on this route to its Authority Board; an idea which was met with great support. Jefferson Transit continues to monitor evolving technology to bring environmentally conscious transit options to the community. In March 2020, Jefferson Transit submitted an application for a Low-No Emissions Grant in hopes of obtaining funding for the purchase of battery electric buses. While not selected as a recipient of grant funds, Jefferson Transit is committed to apply for these funding opportunities as they come available.

Jefferson Transit Authority Board and staff continue to benefit from close work with the Local 20/20 and the Climate Action Committee. Members of these organizations provide a wealth of knowledge and helpful suggestions, enabling Jefferson Transit to be a proactive participant on the path to combating climate change.

On a smaller scale, Jefferson Transit is ~~beginning the transition~~ed to battery electric in its grounds-keeping equipment. While seemingly miniscule, gas-powered lawn equipment emissions are not currently EPA regulated, creating more significant negative environmental impact over time. Battery electric equipment not only creates zero emissions, but has the added benefit of being relatively silent, enhancing relaxation for wildlife and humans.

**Maintain Air Quality:** Transportation services and facilities help maintain air quality by meeting air quality health standards Jefferson Transit currently uses B5 (5%) Biodiesel fuel in our Port Townsend-based fleet to reduce greenhouse gas emissions. Jefferson Transit has ~~also implemented a policy~~procedures in place to reduce idle time, further reducing emissions. All buses in Jefferson Transit's current revenue fleet meet the 2018 EPA Carbon Emissions Regulations. Exhaust after-treatment systems, used on all revenue vehicles, are shown to reduce tailpipe emissions by up to 70%. Jefferson Transit will continue to search for new technologies and or fuels that will further reduce greenhouse gas emissions.

**Meet State Water Quality Standards:** Jefferson Transit services and facilities help maintain water quality by meeting Washington state water quality standards. Jefferson Transit has a filtration system under the fuel island, a stormwater retention pond, and numerous swales to mitigate stormwater runoff and provide natural filtration with the use of turf grasses. Jefferson also utilizes a water reclamation system in the bus wash. This system separates oils and dirt from the water used to wash buses, then recycles the water for continued use. This system

simultaneously lessens water usage and prevents harmful contaminants from leeching into the groundwater.

**Reuse and Recycle Resource Materials:** Jefferson Transit Services and facilities prudently use, reuse, and recycle resource materials. Jefferson Transit is proud to continually have been awarded a 5-star EnviroStar rating in Jefferson County for its use of Biodiesel in East county revenue service. Jefferson Transit views sustainability as an important element of design criteria for transit facilities and incorporated green building design standards in the maintenance and operations facility.

**Congestion Relief:** Jefferson Transit operates with minimal delay and contributes to the continual reduction in the societal, environmental, and economic costs of congestion. TranspoGroup complimented Jefferson Transit's schedule as one of the most efficient they had ever seen.

#### **Reduce single occupancy vehicle (SOV) Use and Implement Commute Trip Reduction Methods:**

The Washington State Legislature passed the **Commuter Trip Reduction (CTR)** Law in 1991 to call on employers to encourage their workers to drive alone less often, reduce carbon emissions, and keep the busiest commute routes flowing.

Jefferson Transit encourages and considers a variety of methods and ideas to promote the reduction of SOV use such as:

- Continue to support CTR methods including Carpool, ~~Vanpool~~Rideshare, bBus, bBicycle, or wWalk
- Encourage Rideshare Online
- Utilize a bus mentor program to motivate new riders to try transit
- ~~Work with local employers to offer incentives to use transit~~
- Continue active participation with the Jefferson County Climate Action Committee to develop ways to reduce single occupancy vehicleSOV use
- Continue to partner with employers, local governments, and the Regional Transportation Planning Organization (RTPO) to ensure local and regional coordination of transportation plans.
- Continue to support regional groups dedicated to reducing SOV on the roads.

## **5. Stewardship**

To continually improve the quality, effectiveness, and efficiency of the transportation system.

Jefferson Transit will continue operational and planning coordination with the region's other public transportation providers, including Washington State Department of Transportation, Clallam, Kitsap, Mason, and Grays Harbor Transit, and the Washington State Ferries. Jefferson Transit will continue to participate in Jefferson County's transportation planning initiatives with the City of Port Townsend and Jefferson County.

## 6. Economic Vitality

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

**Connecting Local Economies:** Jefferson County has the benefit of being at the hub of the Olympic Peninsula. Jefferson Transit connects with Clallam, Grays Harbor, Island, Kitsap, and Mason transits. Jefferson Transit also connects with the Washington State Ferry System in Port Townsend.

Jefferson Transit continues to build relationships with the local transit agencies to better understand interdependent growth opportunities.

**Commuter Service:** Job markets are vastly dispersed throughout Jefferson County, along with its residents. Many residents cannot afford self-reliant transportation, or they are eager for a more efficient means to travel. Jefferson Transit supports and continues to reach out to local commuters.

**Support for Tourism:** Recreational travelers have convenient and inviting access to tourist destinations and events, including a Park & Ride facility to allow for parking of recreational vehicles while visiting Historic Port Townsend.

## Section VII: ~~2021-2022-2026-2027~~ Services, Facilities & Equipment

The proposed changes ~~2021-2022-2026-2027~~, identified in Section VII, are actions and strategies that reflect the state public transportation goals and policy objectives as well as Jefferson Transit's priorities. It also identifies the methods and materials needed to achieve them. Many of the projects will require funding beyond what is currently available, or will require more funding than is anticipated to be available in the near term. A list of unfunded projects and service requests, both capital and operational, is included in Appendix A.

### Capital Projects – Facility:

- ~~Complete design and construction of a~~ Additional mMaintenance bBay at 63 Four Corners fFacility.
- ~~Re-scope and complete design of new facility at Haines Place Transit Center.~~

### Capital Projects – ~~System Wide~~Other Building & Structures:

- Install ~~cCamera sSecurity sSystems~~ at Jefferson Transit Multi-Modal Facility and Haines Place Transit Center
- ~~Procure Fixed Route Operations Manager Vehicle~~
- Complete ~~Electric Vehicle, Electric Vehicle Chargers and Infrastructure Study.~~ Electric vVehicle iInfrastructure design and installation.
- ~~Complete design for Additional Maintenance Bay at 63 Four Corners Facility.~~
- ~~Complete design for Haines Place Transit Center bus loop reconfiguration.~~
- ~~Complete construction of a new fFacilities mMaintenance building on property adjacent to 63 Four Corners.~~
- ~~Complete final cleanup tasks of the Maynard Mountain Repeater radio project~~
- ~~Replace aging bus shelters~~

### Capital Assets – ~~Other Building & Structures~~System Wide:

- ~~Replace aging servers and computers agency-wide.~~
- ~~Jefferson Transit has plans to implement several HPTC Park & Ride upgrades including:~~
  - ~~Lighting Upgrades – replacing expensive current parking lot lights with LED's~~
  - ~~Remove trees that are pulling up concrete on the sidewalk portion of the bus turnaround to avoid hazards.~~
  - ~~Complete design for Haines Place Transit Center Bus Loop and Facility~~
  - ~~Paint Haines Place Transit Center building and shelters/structures.~~
- ~~Install radio repeater between Port Townsend and Sequim so dispatch and route deviated buses can better communicate on the radios.~~

### Capital Assets – Revenue Vehicles:

- Continue to research No-Emission bus integration into the fleet. Based on the outcome of grant funding and solid infrastructure, future purchases of fixed-route, demand response, and rideshare No-Emission vehicles are being considered.

- Purchase a battery-electric ~~trolley~~ bus for the #11 ~~d~~owntown ~~s~~huttle route, with a clean fuel bio-diesel trolley bus as a backup vehicle
- ~~If Consolidated grant application approved, purchase one cut-a-way vehicle for the Jefferson Transit Olympic Connection in Forks. Purchase one full-size cutaway vehicle for JTOC service~~
- Purchase two replacement Dial-A-Ride cutaways, one grant funded and one JTA funded.

**Capital Assets – Service Vehicles:**

- Order two electric vehicles for ~~a~~Administration use to replace aging ~~a~~Administration vehicles
- Order one new ~~p~~ickup ~~t~~ruck for ~~v~~ehicle ~~m~~aintenance department

**Capital Assets – Service Equipment:**

- Purchase one tire carousel upon completion of the Additional Maintenance Bay
- Additional projects, listed in Appendix A, may be completed as funding becomes available. Conversely, some projects listed below may be postponed if anticipated revenues decrease. The accomplishments and actions completed in 2020-2021 are listed in Section V of this document.

Completed (MPO) should this be 2022

## Services

### Expansion ~~2021-2026~~<sup>2027</sup>

- Use the service standards developed in the Long Range Plan as a tool to guide where expansion is needed.
  - Access to human services for vulnerable populations
  - Affordable housing infrastructure
  - Expanded service hours
  - Commercial infrastructure development
  - Major community-wide events
- Continue to expand bicycle-rider options for using transit.
- Implement a commuter route to meet the Kitsap Transit Kingston Fast Ferry to Seattle and the Washington State Ferry system.
- Contact local businesses to promote employee ridership programs.
- Continue to ~~develop and improve~~improve and implement the marketing plan including online outreach and social media.
- Identify and market links between transit and trails for bicycle riders and pedestrians.
- Annually review funding opportunities to ~~reinstate and expand service and improvements~~service.
- ~~Once completed, use the service standards developed in the Long Range Plan as a tool to guide where expansion is needed.~~
- Explore other connecting service options ~~(Ex. Clallam Transit Straight Shot).~~
- Planning:
  - Work with developers and local governments to add service, shelters, bus pullouts, rider-controlled light signals at stops, etc., to new commercial areas and housing developments as appropriate.
  - ~~Explore alternate bus routes to service Upper Sims Way business district in Port Townsend.~~
  - Finalize work with Fehr & Peers on the development of a Long Range Plan.

## Facilities

### Expansion ~~2021-2026~~<sup>2027</sup>

- Enhance Haines Place Transit Center configuration to increase capacity.
- Upgrade the Jefferson Transit Multi-Modal Facility and Haines Place Transit Center to operate EV Charging Infrastructure.
- Add third maintenance bay to the Jefferson Transit Multi-Modal Facility.
- Continue to support access to the Olympic Discovery Trail (ODT) through improvements to the 63 Four Corners Park and Ride ODT easement to full paved use by 2022 and marketing of existing facilities (parking, bike barn, etc.).
- Improve bus pullout areas along state, county, and city rights-of-way.

- Add shelters, and/or bicycle lockers at the following possible locations in ~~East~~ Jefferson County: Swansonville Road, Taylor & Washington, Umatilla & San Juan, McPherson & 14<sup>th</sup>, [along the Forks/Amanda Park route](#), and at the Brinnon Store.
- Improve [Haines Place Transit Center](#)~~HPTC~~ Park & Ride facility by upgrading the shelters to improve wind and rain coverage.
- Add other Park & Ride improvements where possible that continue to serve the needs of the community and surrounding area.
- Continue to partner with community organizations for various activities.
- Add Park & Ride areas through public/private partnerships in the following areas:
  - Dabob Road to serve the Toandos Peninsula
  - ~~Highway 104 and Hood Canal Bridge~~
  - Hadlock/Chimacum area
  - Chimacum Light
- Continue to perform quality bus maintenance, fueling, and washing.
- Construct an automatic bus washing system at 63 Four Corners.

## Equipment – Rolling Stock

Note: Heavy-duty and medium-duty buses are also referred to as large transit coaches.

Due to the COVID-19 ~~p~~Pandemic, Jefferson Transit has no ~~vanpool-rideshare~~ groups operating at this time. This six-year plan supports maintaining existing service and expanding ~~vanpool-rideshare~~ service, it remains to be seen how the ~~vanpool-rideshare~~ programs will operate post-~~p~~Pandemic. Buses and coaches may be funded at 100% or will require a 20% match from Jefferson Transit.

## Preservation & Expansion ~~2021-2022-2026~~2027

Planned Vehicle Orders	2022	2023	2024	2025	2026	2027
Replacement Large Transit Coaches	0	3	0	0	0	0
Replacement Large Transit Zero Emission Coaches	1	0	0	1	1	1
Replacement Medium-Duty Cutaways	0	1	3	0	0	0
Replacement Dial-a-Ride Cutaways	2	0	0	2	0	0
Replacement Dial-a-Ride Vans	0	4	0	0	0	0
Replacement Vanpool Vans	0	0	0	0	0	0
Expansion Cutaways	0	0	2	0	0	0
Expansion Large Transit Coaches	0	0	1	0	1	0

Planned Vehicle Orders	2021	2022	2023	2024	2025	2026
Replacement Large Transit Coaches	1	2	0	2	0	0
Replacement Large Transit Electric Coaches	1	1	1	1	1	0
Replacement Medium-Duty Cutaways	2	0	2	0	2	0
Replacement Dial-a-Ride Cutaways	0	0	2	0	2	0
Replacement Dial-a-Ride Vans	4	0	0	4	0	0
Replacement Vanpool Vans	2	2	2	2	0	0
Expansion Vanpool Vans	0	2	0	2	2	0
Expansion Large Transit Vehicles	0	2	0	0	0	0

## Equipment – Other than Rolling Stock

### Preservation & Expansion ~~2021-2022-2026~~2027

- ~~Continue to~~ improve radio system, include West Jefferson Service
- Add vehicle location capability to radio system & fleet (automated vehicle locator (AVL))
- Upgrade web & phone system to provide automated services for Dial-A-Ride, trip planning, and other interactive features





**Section VIII: Capital Improvement Program/Budget**

Commented [MN10]: A financials and projected budgets in chart are not finalized as of 6/14/22.

	Actual 2019	Actual 2020	Projected 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026
<b>Preservation</b>								
Transit Base Preserve & Upgrade	\$36,616	\$7,936	\$50,000	\$1,150,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$120,773		\$50,000	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$19,975		\$75,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Large Transit Coaches	\$0	\$1,957,394	\$500,000	\$0	\$1,500,000	\$0	\$0	\$0
Notes	\$0		1@500000		3@ 500,000			
Large Transit Electric Coaches	\$0			\$700,000	\$0	\$0	\$700,000	\$0
Notes				1 @ 700,000			1 @ 700,000	
Medium-Duty Cutaways	\$0	\$0	\$150,000	\$0	\$150,000	\$450,000	\$0	\$0
Notes			1 @ 150,000		1 @ 150,000	3@ 150,000		
DAR Cutaway Vehicles	\$185,172	\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$0
Notes				2 @ 90,000			2 @ 90,000	
DAR Vans	\$0	\$0	\$0	\$0	\$180,000	\$0	\$0	\$0
Notes					4 @ 45,000			
Vanpool Vans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes								
<b>Preservation Totals</b>	<b>\$362,536</b>	<b>\$1,965,330</b>	<b>\$875,000</b>	<b>\$2,240,000</b>	<b>\$2,040,000</b>	<b>\$660,000</b>	<b>\$1,090,000</b>	<b>\$210,000</b>
<b>Expansion</b>								
Passenger Amenities & Services	\$0	\$57,268	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Equipment/Service Vehicles	\$3,260	\$49,680	\$30,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Large Transit Coaches	\$0	\$486,394	\$350,000	\$0	\$0	\$500,000	\$0	\$500,000
							1@ 500,000	
Expansion Cutaways	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0
							2@ 125,000	
New Facility Design/Construction	\$16,181	\$9,717	\$1,071,000	\$0	\$0	\$0	\$0	\$0
63 4 Corners EV Infrastructure	\$79,362	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0
Enhance Haines Place Park & Ride	\$0		\$150,000	\$500,000	\$4,000,000	\$500,000	\$250,000	\$250,000
HPTC EV Infrastructure	\$0	\$101,055	\$31,000	\$0	\$1,500,000	\$0	\$0	\$0
ITS Improvements	\$10,900	\$45,112	\$190,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & I-Stops	\$0	\$25,000	\$45,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes								
<b>Expansion Totals</b>	<b>\$30,341</b>	<b>\$774,225</b>	<b>\$1,917,000</b>	<b>\$745,000</b>	<b>\$7,245,000</b>	<b>\$1,495,000</b>	<b>\$495,000</b>	<b>\$995,000</b>
<b>Total Capital Expense</b>	<b>\$392,877</b>	<b>\$2,739,555</b>	<b>\$2,792,000</b>	<b>\$2,985,000</b>	<b>\$9,285,000</b>	<b>\$2,155,000</b>	<b>\$1,585,000</b>	<b>\$1,205,000</b>
<b>Anticipated Capital Grant Revenues</b>	\$0	\$1,551,309	\$539,301	\$2,388,000	\$7,428,000	\$1,724,000	\$1,268,000	\$964,000
<b>Anticipated Capital Reserve Used</b>	\$392,877	\$1,188,246	\$2,252,699	\$597,000	\$1,857,000	\$431,000	\$317,000	\$241,000

2022-2025 Proposed Construction Projects include third Maintenance Bay; Reconfigure HPTC; EV Infrastructure at 63 Four Corners and HPTC; Facilities Building on adjacent property  
 2024 Proposed Construction Project – New Wash Bay at 63 Four Corners

## Section IX: Operating Data

	2019	2020	2021	2022	2023	2024	2025	2026
<b>Fixed-Route</b>								
Revenue Hours*	17,176	10,772	17,601	19,301	19,687	20,081	20,282	20,484
Revenue Miles*	454,661	291,429	465,911	510,911	516,020	521,180	526,392	531,656
Passenger Trips*	243,643	101,073	111,180	112,292	114,538	117,974	123,873	130,066
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	81,924	44,940	83,049	86,424	88,152	89,916	90,815	91,723
Diesel Fuel Consumed	0	0	0	0	0	0	0	1
<b>Route-Deviated</b>								
Revenue Hours	4,652	3,413	3,754	4,130	4,956	6,442	6,764	7,103
Revenue Miles	143,435	102,856	113,142	124,456	149,347	194,151	203,859	214,051
Passenger Trips*	15,446	5,722	6,294	6,924	8,308	10,801	11,341	11,908
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	0	0	0	0	0	0	0	1
Diesel Fuel Consumed*	13,853	8,600	9,460	10,406	12,487	16,233	17,045	17,897

\*Due to COVID pandemic, we believe it will take some time to regain ridership on Fixed Route.

	2021	2022	2023	2024	2025	2026	2027
<b>Fixed-Route</b>							
Revenue Hours	17,167	18,867	19,244	19,629	19,826	20,024	20,224
Revenue Miles	454,352	499,352	504,346	509,389	514,483	519,628	524,824
Passenger Trips	131,708	133,025	135,686	139,756	146,744	154,081	161,785
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	75,027	76,527	78,058	79,619	80,415	81,219	82,031
Diesel Fuel Consumed	0	0	0	0	0	0	0
<b>Route-Deviated</b>							
Revenue Hours	4,545	5,000	6,000	7,800	8,190	8,599	9,029
Revenue Miles	141,252	155,377	186,453	242,388	254,508	267,233	280,595
Passenger Trips	5,532	6,085	7,302	9,493	9,968	10,466	10,989
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed	13,922	15,314	18,377	23,890	25,084	26,338	27,655

## Section IX: Operating Data – Continued



	2021	2022	2023	2024	2025	2026	2027
<b>Dial-A-Ride</b>							
Revenue Hours	4,218	4,260	4,303	4,346	4,389	4,433	4,477
Revenue Miles	44,626	45,072	45,523	45,978	46,438	46,902	47,371
Passenger Trips	8,455	8,540	8,625	8,711	8,798	8,886	8,975
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	4,138	4,179	4,221	4,263	4,305	4,349	4,392
Biodiesel Fuel Consumed	3,131	3,162	3,193	3,225	3,258	3,290	3,323
Diesel Fuel Consumed	0	0	0	0	0	0	0
<b>Rideshare*</b>	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van
Revenue Hours	0	0	0	0	0	0	0
Total Vehicle Miles	0	0	0	0	0	0	0
Passenger Trips	0	0	0	0	0	0	0
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed	0	0	0	0	0	0	0
<i>*Rideshare (formerly Vanpool) has no active users at this time. Due to changes in the laws regarding how Rideshare can be used, this program will be reevaluated as different uses are implemented.</i>							

	2019	2020	2021	2022	2023	2024	2025	2026
<b>Dial-A-Ride</b>								
Revenue Hours*	6,074	3,726	6,134	6,196	6,258	6,320	6,383	6,447
Revenue Miles*	55,430	35,748	55,984	56,544	57,110	57,681	58,257	58,840
Passenger Trips*	12,881	7,043	13,010	13,140	13,271	13,404	13,538	13,673
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline*	2,468	3,573	2,492	2,517	2,542	2,568	2,593	2,619
Biodiesel Fuel Consumed*	3,961	2,466	4,001	4,041	4,081	4,122	4,163	4,205
Diesel Fuel Consumed	0	0	0	0	0	0	0	1
<b>Vanpools</b>	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van	+0 Van
Revenue Hours	938	555	555	555	555	555	555	555
Total Vehicle Miles	39,746	22,699	22,699	22,699	22,699	22,699	22,699	22,699
Passenger Trips	5,290	1,431	1,431	1,431	1,431	1,431	1,431	1,431
Fatalities	0	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline	2,473	1,269	1,269	1,269	1,269	1,269	1,269	1,269
Biodiesel Fuel Consumed	0	0	0	0	0	0	0	0
Diesel Fuel Consumed	0	0	0	0	0	0	0	0

\*JTA believes DAR ridership will resume pre-COVID rates faster than fixed-route.

**Section X – Operating Revenues & Expenditures, ~~2020~~2021-20252026**

	2019 ACTUAL	2020 ACTUAL	2021 BUDGET/PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.	2025 PROJ.	2026 PROJ.
<b>General Fund Beginning Balance</b>	<b>\$1,346,209</b>	<b>\$882,696</b>	<b>\$1,418,453</b>	<b>\$1,500,000</b>	<b>\$1,660,006</b>	<b>\$1,770,693</b>	<b>\$1,770,693</b>	<b>\$1,828,157</b>
Sales Tax	\$5,521,927	\$5,315,681	\$4,720,000	\$4,861,600	\$5,007,448	\$5,157,671	\$5,157,671	\$5,312,402
State Operating Grant	\$464,662	\$133,730	\$121,438	\$283,362	\$283,362	\$283,362	\$283,362	\$283,362
Local Grants & Contributions	\$19,500	\$22,000	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500
Fares*	\$156,763	\$32,992	\$0	\$163,097	\$166,359	\$169,686	\$169,686	\$173,080
Federal (5311) Operating Grant	\$1,058,081	\$632,002	\$534,291	\$716,691	\$716,691	\$716,691	\$716,691	\$716,691
Federal Capital Grants	\$0	\$1,551,309	\$539,301	\$1,508,000	\$7,428,000	\$1,724,000	\$1,268,000	\$964,000
Other Federal Grants	\$0	\$2,159,443	\$3,406,837	\$0	\$0	\$0	\$0	\$0
State Capital Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vanpool	\$22,319	\$10,909	\$0	\$70,000	\$80,000	\$90,000	\$90,000	\$90,000
Misc. Revenue	\$178,256	\$76,176	\$25,200	\$25,956	\$26,735	\$27,537	\$27,537	\$28,363
<b>Sub-total</b>	<b>\$7,421,508</b>	<b>\$9,934,241</b>	<b>\$9,366,567</b>	<b>\$7,648,206</b>	<b>\$13,728,095</b>	<b>\$8,188,447</b>	<b>\$7,732,447</b>	<b>\$7,587,397</b>
<b>Gen Fund + Revenue Totals</b>	<b>\$8,767,717</b>	<b>\$10,816,937</b>	<b>\$10,785,020</b>	<b>\$9,148,206</b>	<b>\$15,388,101</b>	<b>\$9,959,141</b>	<b>\$9,503,141</b>	<b>\$9,415,554</b>
<b>Operating Expenses</b>								
Administration	\$942,873	\$985,342	\$1,024,756	\$1,065,746	\$1,108,376	\$1,152,711	\$1,198,819	\$1,246,772
Haines Place PNR	\$393,981	\$363,096	\$60,866	\$63,300	\$65,832	\$68,466	\$71,204	\$74,053
Vehicle Maintenance	\$848,936	\$882,005	\$917,285	\$953,977	\$992,136	\$1,031,821	\$1,073,094	\$1,116,018
Facility Maintenance	\$283,738	\$328,068	\$343,263	\$356,993	\$371,273	\$386,124	\$401,569	\$417,632
General Operations/Vanpool	\$2,180,752	\$2,275,110	\$2,682,868	\$2,790,183	\$2,901,790	\$3,017,862	\$3,138,577	\$3,264,120
<b>Operating Expenses Totals</b>	<b>\$4,650,280</b>	<b>\$4,833,621</b>	<b>\$5,029,038</b>	<b>\$5,230,199</b>	<b>\$5,439,407</b>	<b>\$5,656,984</b>	<b>\$5,883,263</b>	<b>\$6,118,594</b>
<b>Capital Projects</b>								
Vehicles	\$185,172	\$2,464,871	\$1,000,000	\$880,000	\$1,830,000	\$1,200,000	\$880,000	\$500,000
Vanpool	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New/Repl Serv. Vehicles	\$19,975	\$0	\$105,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
ITS Improvements	\$14,160	\$45,111	\$190,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Facility Improvement	\$236,720	\$0	\$181,000	\$1,600,000	\$7,000,000	\$500,000	\$250,000	\$250,000
Misc. Capital Projects	\$16,181	\$59,396	\$245,000	\$275,000	\$225,000	\$225,000	\$225,000	\$225,000
Office Furniture & Equipment	\$0	\$7,936	\$0	\$0	\$0	\$0	\$0	\$0
New Facilities Capital	\$0	\$0	\$1,071,000	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Projects Totals</b>	<b>\$472,208</b>	<b>\$2,577,314</b>	<b>\$2,792,000</b>	<b>\$2,985,000</b>	<b>\$9,285,000</b>	<b>\$2,155,000</b>	<b>\$1,585,000</b>	<b>\$1,205,000</b>
*Authority Board and staff plan to discuss fare structure during the 2022 budget meetings.								



### Operating Revenues and Expenditures continued:

	2019 ACTUAL	2020 ACTUAL	2021 PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.	2025 PROJ.	2026 PROJ.
Total Revenue (+)	\$8,767,717	\$10,816,937	\$10,785,020	\$9,148,206	\$15,388,101	\$9,959,141	\$9,503,141	\$9,415,554
Operating Expenses (-)	\$4,650,280	\$4,833,621	\$5,029,038	\$5,230,199	\$5,439,407	\$5,656,984	\$5,883,263	\$6,118,594
Capital Projects (-)	\$472,208	\$2,577,314	\$2,792,000	\$2,985,000	\$9,285,000	\$2,155,000	\$1,585,000	\$1,205,000
Debt Service (-)	\$369,298	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inc. to Cap. Res. (-)	\$2,013,239	\$3,373,997	\$3,716,682	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
Inc. to Operating Res. (-)	\$832,147	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Inc. to Unemployment Res. (-)	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Cap. Reserve (+)	\$472,208	\$1,026,005	\$2,252,699	\$1,477,000	\$1,857,000	\$431,000	\$317,000	\$241,000
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year End General Fund Bal.</b>	<b>\$902,003</b>	<b>\$1,058,011</b>	<b>\$1,500,000</b>	<b>\$1,660,006</b>	<b>\$1,770,693</b>	<b>\$1,828,157</b>	<b>\$1,601,878</b>	<b>\$1,532,961</b>
<b>Dedicated Capital Rep. Fund</b>								
Beg Cap. Rep Fund	\$3,018,152	\$4,559,183	\$7,057,175	\$8,521,158	\$7,794,158	\$6,687,158	\$6,687,158	\$7,006,158
Capital Repl. Fund (+)	\$2,013,239	\$3,523,997	\$3,716,682	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
Capital Purchase (-)	\$472,208	\$1,026,005	\$2,252,699	\$1,477,000	\$1,857,000	\$431,000	\$317,000	\$241,000
<b>Year End Cap. Rep. Fund Bal.</b>	<b>\$4,559,183</b>	<b>\$7,057,175</b>	<b>\$8,521,158</b>	<b>\$7,794,158</b>	<b>\$6,687,158</b>	<b>\$7,006,158</b>	<b>\$7,120,158</b>	<b>\$7,515,158</b>
<b>Dedicated Facilities Rep. Fund</b>								
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year End Fac. Rep. Fund Bal.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Dedicated Oper. Res. Fund</b>								
Beginning Oper Reserve	\$1,350,000	\$2,032,147	\$2,032,147	\$2,032,147	\$2,032,147	\$2,032,147	\$2,032,147	\$2,032,147
Annual Oper Reserve (+)	\$682,147	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Year End Oper. Res. Fund Bal.</b>	<b>\$2,032,147</b>	<b>\$2,032,147</b>	<b>\$2,032,147</b>	<b>\$2,032,147</b>	<b>\$2,032,147</b>	<b>\$2,032,147</b>	<b>\$2,032,147</b>	<b>\$2,032,147</b>
<b>Available Operating Cash</b>								
<b>Total On-Going Revenue Less</b>								
Oper Exp for Each Yr.	\$1,536,884	\$1,334,877	\$371,891	\$727,410	\$674,828	\$618,277	\$391,998	\$312,224

## Six-Year Budget Assumption Information

### Operating:

- Sales Tax Receipts for 2021 were 22% over 2020. Sales Tax Receipts for 2021 are anticipated to be up 5% compared to 2020. 2022 to 2025 sales tax projections are set at a conservative 2% annual growth (using 2019 as the base year).
- The Olympic Connection service continues to be funded by grants and contributions from the partner members.
- Expenses are projected to increase 2% annually over the next six years.
- The Board ~~will discuss fare structures for future service during 2022 budget discussions~~ made the decision to implement a zero-fare structure for all riders under eighteen in April 2022.

Commented [JB11]: Need Miranda to look at anticipated sales tax increases.

### Capital:

- New acquisitions and the unfunded portion of replacement acquisitions are funded from grants (typically at 80%) and the Authority's Reserve for Replacement.
- Operations/Maintenance/Administration facility preservation and expansion is funded with grants, reserves, partnerships with other appropriate agencies and entities, and the match of the value of the current facility and property.
- ~~Vanpool Rideshare~~ expansion is predicated with the possibility that changes may be made statutorily allowing ~~vanpool-rides~~ share to be used for other programs.

## Appendix List

- Appendix A: Requested Services & Projects
- Appendix B: Organizational Chart
- Appendix C: Route Maps & Schedules

## Appendix A: Requested Services & Projects

*The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.*

### Expansion ~~2021~~2022-~~2026~~2027

**The top 10 listed received the most high priority service project ratings from public & customer comments and staff:**

1. Continue to work toward installing higher functioning routes as requested by the public.
2. Add Commuter and Connector runs, Port Townsend in-town service hours, Tri-Area mid-day runs, and Marrowstone Island service.
3. Implement service along Cape George Road, Hastings, Jacob Miller Road, and Discovery Road.
4. Plan improved access to Senior Meals and services and expand paratransit service beyond ADA requirements.
5. Later service in-town and in Tri-Area, expand service along Beaver Valley Road to service Park & Ride on SR104, develop a route from West Valley Road to Egg & I Road, back to Center Road, a Tri-Area loop, and back to Port Townsend.
6. General public dial-a-ride service, (a combined fixed-route and demand service to serve several communities) or fixed route service to Marrowstone Island and Fort Flagler, Kala Point, and Cape George service; may include weekend passenger only ferry excursion service with seasonal parameters and a competitive fee structure.
7. Kitsap County Connections: evaluate needs for connection to Kingston Ferry and Olympic College-Poulsbo campus; service for Poulsbo branch of Olympic College; and evaluate service change for transfer to Kitsap Transit at Bainbridge Island ferry at Olympic College. Also increase weekend services to/from Poulsbo, and reinstate Sunday service if Kitsap Transit does.
8. Provide service to SR19/SR104 Park & Ride.
9. Increase shuttle to every 15 minutes instead of every 30 minutes.
10. Review need for transit service to Jefferson County Airport.

### Unranked:

11. Rideshare-Actively participate in the Puget Sound Region's rideshareonline.com project and expand ~~vanpool~~rideshare marketing efforts and study Flex-Car/Truck feasibility.
12. Continue to develop educational outreach to teach youth and seniors how to use the bus, perhaps partner with health awareness and improvement/education programs.
13. Review service needs of all East Jefferson County's campuses (Fort Worden, NW Maritime Center, School of Wooden Boat Building, and existing public school campuses).
14. Plan a green bike program, providing loaner bikes for use around town.
15. Miscellaneous:
  - a. Saturday garage-sale bus
  - b. Summer express service, three times daily, between Fort Worden and Haines Place Transit Center, and Fort Flagler and Haines Place Transit Center.
  - c. Sunday morning service to help people get to early church services.
  - d. Service to upper SR20 business district in Port Townsend.
  - e. Saturday evening shuttle for monthly art walks.
  - f. Partner with Local 20/20 T-Lab to encourage bus/pedestrian trips.

16. South County Services:
  - g. Service to the Brinnon Community Center.
  - h. Service to Coyle and other remote areas. Perhaps using a ~~vanpool~~ rideshare style service model.
  - i. Closer connections from Brinnon to Kitsap County and Brinnon to Clallam County that do not require traveling into the Tri-Area. Perhaps have Sequim to Poulsbo along Highway 104 to connect with Brinnon Service.
17. Jefferson Transit Olympic Connection-earlier fixed-route to Lake Quinalt and for summer service to Upper Hoh Road to ranger station. Summer service to trailheads.
18. Clallam County Connection-Expand service to Sequim to make transportation to Victoria B.C. easier, perhaps seasonally and/or less frequently than every day.
19. Regional Connections:
  - j. Dungeness Regional transit service between Clallam and Kitsap County.
  - k. Bainbridge Island or Kingston.
  - l. Sequim to Poulsbo and Silverdale (direct express) perhaps one day a week.
  - m. Link up with regional effort to provide seamless transportation from Canada to southern Oregon.
  - n. Streamline transportation from Port Townsend to SeaTac Airport; add an express trip once or twice a week.
20. Coordinate fixed-route service to provide connections to travelers who arrive or depart Jefferson County on ferry service, both private carriers and the ferry system.
21. Incorporate an interactive county connection master map on the website and coordinates on the brochures to help visitors and new residents better understand the county area.

## Facilities

### Expansion ~~2021-2022-2026~~2027

1. Have signage and benches at all stopes, add shelters to selected stops.
2. Plan Park & Ride network between Tri-Area, Port Ludlow, and Highway 104.
3. Park & Ride improvements where possible that serve the needs of the community (food bank, daycare, street food); partner with churches and other organizations as appropriate.
4. Plan and design West Jefferson Transit Center, including maintenance shop and covered parking, partner with Clallam Transit and Jefferson County.
5. Add two Simme-Seats – (1) Hadlock & Highway 19 across from the Glass Doctor, and (2) to be determined.

## Equipment – Rolling Stock

### Preservation & Expansion ~~2021-2022-2026~~2027

*Note: Heavy-duty and medium-duty buses are also referred to as large transit coaches.*

1. New Buses
2. Acquire electric vehicle for staff use (shelter checks, schedule distribution, mail runs, etc.)
3. Replace ~~4-2~~ ADA equipped vans (like Amerivans)
4. Replace ~~8-6~~ Heavy-Duty Coaches
5. Replace 4 Medium-Duty Cutaways.

## Equipment – Other than Rolling Stock

### Preservation & Expansion ~~2021-2022~~-~~2026~~2027

1. Add enunciator equipment to all vehicles (new vehicles come equipped with this)
2. Upgrade computer software, hardware, and servers. ~~versions~~
3. Integrate interactive bus stops