

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.

SJ Peck, Clerk of the Board

Date

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

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

STATEMENT OF CASH FLOWS	<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		
CASH BALANCES - END OF PERIOD	<u>\$15,423,543.51</u>	<u>\$15,423,543.51</u>

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

STATEMENT OF INCOME/(LOSS)	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$41,904.00	0
Operating Expenses				
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%
Total Operating Expenses	515,156.83	1,343,806.32	6,369,229.00	21.10%
Operating Income (Loss)	(515,156.83)	(1,343,806.32)	(6,327,325.00)	21.24%
Non-Operating Revenues				
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%
Total Non-Operating Revenues	944,455.16	2,718,525.19	8,940,236.00	30.41%
Net Income (Loss) Before Transfers In/(Out)	429,298.33	1,374,718.87	2,612,911.00	52.61%
Net Income/(Loss)	<u>\$429,298.33</u>	<u>\$1,374,718.87</u>	<u>\$2,612,911.00</u>	<u>52.61%</u>

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>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$41,904.00	0.00%
Total Operating Revenues			41,904.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	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%
Taxes Levied Directly by Transit System - Sales & Use Tax	541,336.13	1,560,404.00	5,000,000.00	31.21%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Federal Grants and Contributions (OPERATING)				
FTA 5311			329,798.00	0.00%
FTA 5311(CARES)	400,000.00	1,150,000.00	3,583,318.00	32.09%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	944,455.16	2,718,525.19	8,940,236.00	30.41%
TOTAL REVENUES	\$944,455.16	\$2,718,525.19	\$8,982,140.00	30.27%

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>
OPERATING EXPENSES				
Labor				
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%
Total Labor	282,597.36	666,219.61	2,921,257.00	22.81%
Benefits				
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%
Total Benefits	147,929.12	430,416.85	2,017,880.00	21.33%
Service and User Fees				
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%
Total Service and User Fees	15,819.66	53,099.13	365,655.00	14.52%
Materials and Supplies Consumed				
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%
Total Materials and Supplies Consumed	51,782.05	125,526.39	593,310.00	21.16%

**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>
Utilities				
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%
Total Utilities	4,304.47	19,647.84	88,620.00	22.17%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,230.50	30,691.50	125,000.00	24.55%
Total Casualty and Liability Costs	10,230.50	30,691.50	125,000.00	24.55%
Taxes				
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%
Total Taxes		206.82	4,812.00	4.30%
Miscellaneous				
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%
Total Miscellaneous	2,010.99	13,586.16	224,545.00	6.05%
Leases and Rentals				
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%
Total Leases and Rentals	482.68	4,412.02	28,150.00	15.67%
TOTAL OPERATING EXPENSES	<u>\$515,156.83</u>	<u>\$1,343,806.32</u>	<u>\$6,369,229.00</u>	<u>21.10%</u>

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

Current Account Status	Balance per Bank @ 3/31/22	\$ 7,914,109.38	\$ -
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		
Balance per GL @ 3/31/22		\$ 7,914,109.38	
Balance in Capital Account		\$ 7,914,109.38	

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)
	JTA Funded Balance		\$ 845,719.53

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
	JTA Funded Balance		\$ 979,680.30

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)
	JTA Funded Balance		\$ 361,995.43

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

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

JTA Capital Balance		\$ 7,914,109.38	
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

Total	\$15,540,808.58**
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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

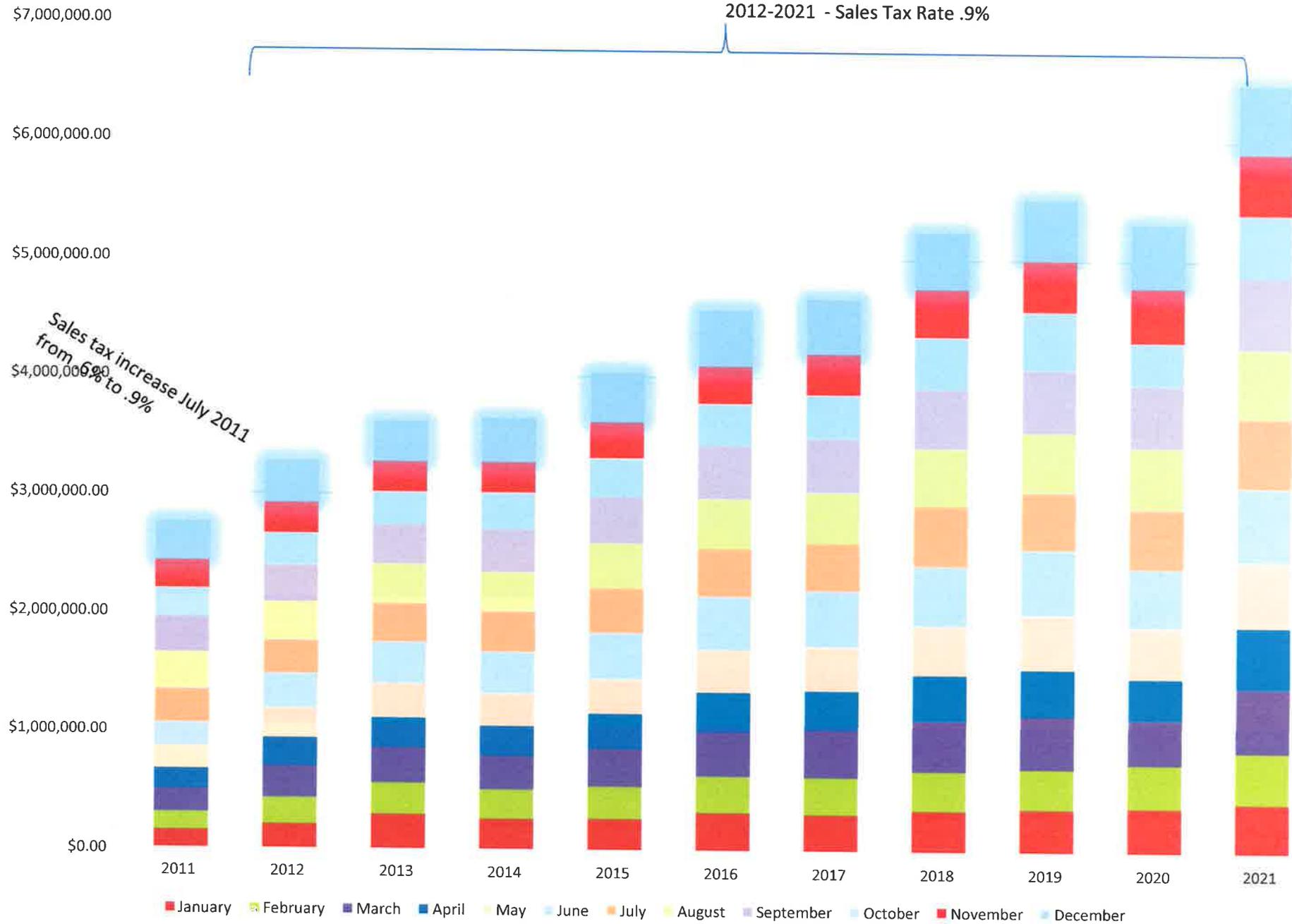
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021	2021	2021	2021
								Monthly Act to Bud Variance	Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	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	2021	2021	2021
								Actual to Budgeted Variance	Cumulative Accrual Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	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	\$465,326.15	\$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 - 2011-2021 Cumulative Sales Tax (Accrual Based)



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

STATEMENT OF CASH FLOWS	February	Year to Date
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)	578,536.95	686,300.29
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$3,114.08)	(\$4,034.08)
Net Increase/(Decrease) Cash and Equivalent	\$575,422.87	\$682,266.21
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$15,540,288.58	\$15,540,288.58

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

STATEMENT OF INCOME/(LOSS)	February	YTD	Budget	% of Actual vs. Budget
Operating Revenues			\$41,904.00	0
Operating Expenses				
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%
Total Operating Expenses	435,945.24	827,333.05	6,369,229.00	12.99%
Operating Income (Loss)	(435,945.24)	(827,333.05)	(6,327,325.00)	13.08%
Non-Operating Revenues				
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%
Total Non-Operating Revenues	910,109.81	1,774,070.03	8,940,236.00	19.84%
Net Income (Loss) Before Transfers In/(Out)	474,164.57	946,736.98	2,612,911.00	36.23%
Net Income/(Loss)	\$474,164.57	\$946,736.98	\$2,612,911.00	36.23%

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>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$41,904.00	0.00%
Total Operating Revenues			41,904.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	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%
Taxes Levied Directly by Transit System - Sales & Use Tax	507,588.27	1,019,067.87	5,000,000.00	20.38%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Federal Grants and Contributions (OPERATING)				
FTA 5311			329,798.00	0.00%
FTA 5311(CARES)	400,000.00	750,000.00	3,583,318.00	20.93%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	910,109.81	1,774,070.03	8,940,236.00	19.84%
TOTAL REVENUES	\$910,109.81	\$1,774,070.03	\$8,982,140.00	19.75%

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>
OPERATING EXPENSES				
Labor				
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%
Total Labor	197,520.54	383,622.25	2,921,257.00	13.13%
Benefits				
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%
Total Benefits	137,108.97	281,193.11	2,017,880.00	13.94%
Service and User Fees				
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%
Total Service and User Fees	22,001.58	37,279.47	365,655.00	10.20%
Materials and Supplies Consumed				
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%
Total Materials and Supplies Consumed	50,981.79	73,744.34	593,310.00	12.43%

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>
Utilities				
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%
Total Utilities	7,576.36	15,321.55	88,620.00	17.29%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,230.50	20,461.00	125,000.00	16.37%
Total Casualty and Liability Costs	10,230.50	20,461.00	125,000.00	16.37%
Taxes				
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%
Total Taxes	206.82	206.82	4,812.00	4.30%
Miscellaneous				
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%
Total Miscellaneous	8,613.01	11,575.17	224,545.00	5.15%
Leases and Rentals				
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%
Total Leases and Rentals	1,705.67	3,929.34	28,150.00	13.96%
TOTAL OPERATING EXPENSES	<u>\$435,945.24</u>	<u>\$827,333.05</u>	<u>\$6,369,229.00</u>	<u>12.99%</u>

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

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

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 Ba	2022 Beginning Budget		\$ 700,000.00
2021 JTA Comprehensive Plan - Fehr &	2022 Beginning Budget		\$ 10,566.97
	Dec-21		\$ (11,906.00)
JTA Funded Balance			\$ 847,653.61

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

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

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

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

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

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

Attachment B



63 Four Corners Road, Port Townsend, WA 98368

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 26th. 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 1st 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

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

JTOC Daily Ridership Averages			
	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

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 1st. 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

www.jeffersontransit.com

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

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2021/22 averages	% of change
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

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.