



AGENDA

Mason Transit Authority Board
Regular Meeting
April 18, 2017, 4:00 p.m.
Mason Transit Authority
Port of Allyn
18560 E SR 3
Allyn

OPENING PROTOCOL – (est. 5 mins)

CALL TO ORDER
ROLL CALL AND DETERMINATION OF QUORUM
ACCEPTANCE OF AGENDA – ACTION

PUBLIC COMMENT – (est. 5 mins)

CONSENT AGENDA – ACTION (est. 5 mins)

1. Pg. 3: **Approval of Minutes: Approval of the minutes of the March 21, 2017 MTA regular Board meeting**
2. Pg. 7: **Financial Reports: March 2017**
3. Pg. 21: **Check Approval: March 19, 2017 – April 15, 2017**

REGULAR AGENDA – (est. 20 mins)

UNFINISHED BUSINESS:

1. Pg. 29: **Applications for review and approval for MCTAB Membership – ACTIONABLE** (est. 5 mins.)

NEW BUSINESS:

1. Pg. 41: **Update to Vision, Mission and Guiding Principles of MTA – Resolution No. 2017-08 – ACTIONABLE** (est. 5 mins.)
2. Pg. 51: **Compensation Philosophy and Plan – Resolution No. 2017-09 – ACTIONABLE** (est. 5 mins.)

INFORMATIONAL UPDATES – (est. 5 mins)

1. Pg. 61: **Park and Ride Informational Update**
2. Pg. 63: **Van Grant Reports**
3. Pg. 65: **Management Reports**

GENERAL MANAGER'S REPORT: (est. 5 mins)

COMMENTS BY BOARD (est. 5 mins)

PUBLIC COMMENT (est. 5 mins)

EXECUTIVE SESSION – An executive session will be held pursuant to RCW 42.30.140 relating to collective bargaining negotiations. Action may follow the executive session.

RESUME OPEN SESSION

ADJOURNMENT

UPCOMING MEETINGS:

Mason County Transit Advisory Board
May 9, 2017 at 4:00 p.m.
Transit-Community Center Conference Room
601 West Franklin Street, Shelton

Mason Transit Authority
Regular Meeting
May 16, 2017 at 4:00 p.m.
Transit-Community Center Conference Room
601 West Franklin Street, Shelton

All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Terri Jeffreys, Chair; John Campbell, Vice Chair; Wes Martin; Randy Neatherlin; Deb Petersen; Don Pogreba and Kevin Shutty. - **Quorum met.**

Authority Voting Board Members Not Present: Tracy Moore and Ginger Seslar were absent.

Authority Non-voting Board Member Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was present.

Others Present: Tracy Becht, Clerk of the Board; Robert Johnson, Legal Counsel; Danette Brannin, General Manager; Rikki Johnson, Human Resources Manager; LeeAnn McNulty, Finance Manager; Mike Oliver, Development Manager; Mike Ringgenberg, Operations Manager and Kathy Geist, T-CC Manager. Also present were Shelly Willis, John Piety and Ernie Corona.

ACCEPTANCE OF AGENDA: Moved that the agenda for the March 21, 2017 Mason Transit Authority (MTA) regular board meeting be amended to change the order of the Recognition items, in the following order: Shelly Willis, Letter of Appreciation of MTA Drivers and Rikki Johnson, HR Manager. **Petersen/Campbell. Motion carried.**

RECOGNITION

- Shelly Willis, Executive Director, Family Education and Support Services (FESS), tenant at Transit-Community Center. Ms. Willis described how FESS serves five counties with more than 10 programs to assist families.
- MTA had received a thank you letter from MTA rider, Charles (Chuck) Orthmann in recognition of Driver Appreciation Day and MTA drivers. General Manager, Danette Brannin, expressed her appreciation for Mr. Orthmann's praise of the MTA drivers and wanted to share it with the Authority Board.
- General Manager, Danette Brannin, informed the Board that Rikki Johnson, Human Resources Manager, would be retiring on April 14, two weeks earlier than originally planned. Board Chair, Terri Jeffreys, presented Ms. Johnson with a card and flowers from the Board and thanked Ms. Johnson for her professionalism, establishing protocols and policies. Several other board members expressed their gratitude and stated she is leaving MTA as a better place than when she arrived by the important work she has done and her valuable role at MTA.

PUBLIC COMMENT – None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of February 21, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of February, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of February 19, 2017 through March 18, 2017, financial obligations on checks #29526 through #29651, as presented for a total of \$530,967.49.

Neatherlin/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Gillig Bus Purchase Update** – General Manager, Danette Brannin, spoke to the Board regarding the increased costs since the previous approval on November 15, 2015 and how the costs will be paid. **Moved** that Mason Transit Authority Board of Directors approve the increase of costs of \$19,278 in connection with the three (3) 35' Gillig low floor buses under the Regional Mobility Grant contract previously approved on November 17, 2015 and which will be to be paid from local funds. **Petersen/Campbell. Motion carried.**
2. **Determination of Future of Radich Building** – Kathy Geist, T-CC Manager, apprised the Board that she had not yet heard from the Department of Ecology concerning the soils under the Radich building. She has also explored various options relating to the building. Staff would like to have clear Board direction as to whether they should continue to explore other options or raze the building. Board members inquired as to how many stalls are lost as a result of keeping the building and Ms. Geist responded that the parking plaza would lose three stalls. **Moved** that the Mason Transit Authority Board authorizes the General Manager to direct Kathy Geist, T-CC Manager, to call for proposals for renting the Radich Building. **Petersen/Neatherlin. Motion carried.**

NEW BUSINESS

1. **Move settlement account from Bank of America to Columbia State Bank** – LeeAnn McNulty, Finance Manager, described the benefits of support and monthly service cost savings to MTA by moving the settlement account from Bank of America to Columbia State Bank. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-05 authorizing (a) the settlement account in which funds transferred to cover the cost of payroll and related taxes be moved from Bank of America to Columbia State Bank and (b) the General Manager to sign necessary documents to accomplish same. **Neatherlin/Pogreba. Motion carried.**
2. **Update authorized signers on Mason County Treasurer Depository Account** – LeeAnn McNulty described to the Board that with Ms. Johnson retiring, the Finance and HR Manager positions have been combined into one. This necessitates an alternative staff

member to be authorized to sign checks. **Moved** that the Mason Transit Authority Board of Directors approve Resolution No. 2017-06 designating Tracy Becht, Executive Assistant, as the alternate signatory officer on the Mason County Treasurer Depository Account held at Columbia State Bank to be effective April 1, 2017. **Petersen/Campbell. Motion carried.**

- 3. Summer Youth Pass Program** – Danette Brannin, General Manager, informed the Board that this is a new Interlocal Agreement for a program that has been approved by the Board previously. The term of this Interlocal Agreement will be for 2017-2019. This program is beneficial to the youth during the summer as they are able to travel between five counties using one pass. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-07 authorizing the General Manager to sign the Interlocal Agreement relating to the Summer Youth Pass Program. **Neatherlin/Petersen. Motion carried.**

INFORMATIONAL UPDATES – Mike Oliver updated the Board in connection with meetings with SCJ and WSDOT and preliminary discussions with property owner, Mr. Overton.

GENERAL MANAGER'S REPORT – General Manager Danette Brannin submitted her report as a part of the packet, as well as a status report of 2017 Work Items. She also spoke with the Board concerning her first Community Conversations meetings with one being held at the T-CC in the morning and another in Belfair in the early afternoon. She was pleased that six attended the meeting at the T-CC.

COMMENTS BY BOARD MEMBERS – None.

PUBLIC COMMENT – None.

EXECUTIVE SESSION:

The Chair announced the meeting was in Executive Session at 5:05 p.m. The Chair excused all from the room except Board members, Legal Counsel Robert Johnson and General Manager Danette Brannin. The Chair announced that the executive session would conclude at 5:15 p.m. (10 minutes). At 5:15 p.m., the Chair announced that the conclusion of the executive session would be at 5:25 p.m. (10 minutes). At 5:25 p.m., the Chair announced the executive session would conclude at 5:25 p.m. (5 minutes).

RECONVENED REGULAR SESSION:

The Chair announced the meeting was in regular session at 5:31 p.m. with no action having been taken.

Moved that the meeting be adjourned.

ADJOURNED 5:32 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**
Tuesday, April 18, 2017 at 4:00 p.m.
Port of Allyn
18560 E SR 3, Allyn

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Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – March 2017
Prepared by: LeeAnn McNulty, Finance Manager
Approved by: Danette Brannin, General Manager
Date: April 18, 2017

Summary for Discussion Purposes:

Included are the March 2017 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

Highlights:

Sales Tax Revenue

Sales tax revenue for January 2017 (received March 31, 2017) was \$279,777, 17.3% more than budgeted, and 13.54% higher than January 2016.

Year-to-Date Revenue & Expenses

It is expected that Y-T-D revenue and expenses would be at 25% (3/12) of budget through the end of March. Total Y-T-D Revenue is under budget at 23.59%. This is explained by the seasonal pattern of sales tax revenue. A new addition to revenue beginning in March is the sale of advertising space on the coaches. Total Y-T-D Operating Expenses are under budget at 21.5%.

Additional information included for review: Net position, current ratio and operating margin analysis using the SAO's Financial Intelligence Tool (FIT), plus fixed asset and depreciation historical trend information.

Outstanding Grant Receivable:

The TAP Grant of approximately \$60K remains outstanding from 2016. The grant reimbursement has not been submitted. Recent inquiries to WSDOT reiterate that the contract is forthcoming. Total grants receivable at the end of the first quarter 2017 is \$894,669.

Fiscal Impact:

Total revenues of \$615,583 and operating expenses of \$553,340 for March 2017.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of March 2017 as presented.

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Mason Transit Authority

March 2017 Financial Report

	2017 March Actual	2017 YTD Actual	2017 Budget	Notes	Percentage of Budget Used 25%
REVENUE					
Passenger Fares	9,231	\$23,202	98,300		23.60%
PSNS Worker/Driver & Vanpool Fares	26,759	73,441	295,000		24.90%
Total Operating Revenue (Fares)	35,990	96,643	393,300		24.57%
Sales Tax	318,008	852,185	3,858,621	(1)	22.09%
Operating Grants	222,436	667,308	2,669,650	(2)	25.00%
Rental Income	15,805	44,179	158,860		27.81%
Investment Income	2,546	7,627	13,800		55.27%
Other Non-operating Revenue	20,798	56,389	215,080	(3)	26.22%
Total Revenue	\$615,583	\$1,724,331	\$7,309,311		23.59%
EXPENSES					
Wages and Benefits	\$418,152	\$1,172,398	\$5,561,759		21.08%
Contracted services	26,806	71,882	293,129		24.52%
Fuel	28,401	77,466	350,000	(4)	22.13%
Vehicle/Facility Repair & Maintenance	31,370	74,322	322,165		23.07%
Insurance	19,836	59,508	237,338		25.07%
Intergovernmental - Audit Fees	0	0	27,000		0.00%
Rent - Facilities and Park & Ride	2,290	6,870	27,480		25.00%
Utilities	10,539	32,635	141,846		23.01%
Supplies - Equipment	5,826	18,561	129,130		14.37%
Training & Meetings	2,686	7,859	41,900		18.76%
Other operating expenses	7,434	42,866	147,621	(5)	29.04%
Total Operating Expenses	\$553,340	\$1,564,367	\$7,279,368		21.5%
Net Income (Loss) from Operations	\$62,243	\$159,964	\$29,943		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget Used.
(2)	Monthly grant revenue is estimated in equal amounts throughout the life of the grant, YTD = January, February and March accruals.
(3)	Includes the 1st quarter accrual of Regional Mobility Grant - \$40,695, DSHS Title III LMTAA Volunteer program revenue - \$7,186, Volunteer Donations - \$450, Sales of Maintenance Services - \$1,742; Sale of Bus ads \$2,475.
(4)	Average diesel price per gallon year to date is \$1.82. Average gasoline price per gallon year to date is \$2.54.
(5)	Includes budget line items from Training, CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues,Memberships,Subscriptions/Unemployment Insurance). Expenses through March include: Volunteer Driver Program reimbursements \$7,580, Advertising \$3,627, Merchant/credit card fees - TIP passes \$1,773, Dues, Memberships,Subscriptions \$ 24,863, plus other misc. expenses.

Mason Transit Authority
 March 2017 Financial Report
 T-CC

	2017 March Actual	2017 YTD Actual	2017 Budget	Percentage of Budget Used 25%	YTD - Community Center Allocation	YTD - Transit Allocation
REVENUE						
T-CC Rental	15,139	41,580	148,463	28.0%	41,580	0
Other Revenue	20	35	0		35	0
Total Revenue	15,159	41,615	148,463	28.0%	41,615	0
EXPENSES						
Wages and Benefits	12,010	33,980	156,011	21.8%	28,293	5,687
Contracted services	642	1,653	6,260	26.4%	1,406	247
Repair & Maintenance	473	688	3,800	18.1%	637	51
Insurance	1,984	5,951	23,734	25.1%	5,951	0
Utilities	3,449	12,749	48,644	26.2%	9,175	3,574
Supplies & Small Equipment	176	1,093	5,720	19.1%	743	350
Training & Meetings	0	0	1,200	0.0%	-	-
Other operating expenses	781	2,575	4,921	52.3%	2,270	305
Total Operating Expenses	19,515	58,689	250,290	23.4%	48,475	10,214
Net Income (Loss) from Operations	(\$4,356)	(\$17,074)	(\$101,827)		(6,860)	(10,214)

(1) Other operating expenses include one-time annual expenses of Elevator Inspection \$590; Food Inspection \$235; Advertising \$1,346, and Equipment Lease \$505

Mason Transit Authority
Cash and Investments
March 31, 2017

FUND	Balance as of 2/28/2017	Balance as of 03/31/2017	Change
Cash - MC Treasurer	1,427,700.86	1,132,919.57	(294,781.29)
Investments - MC Treasurer	5,369,104.63	5,369,104.63	-
Payroll - ACH Account Bank of America	248.18	248.18	0
Petty Cash/Cash Drawer #1	450.00	500.00	50.00
TOTAL	\$ 6,797,503.67	\$ 6,502,772.38	\$ (294,731.29)

Cash Encumbrances	
Project Related:	
MOU - City of Shelton; Franklin St. Frontage Imprvmt.	45,000
Grant Related:	
TAP Grant - T-CC & Shelter Rplc	10,800
SGR Livability - Wooden Shelter Rplc	30,000
FTA - Base Roofing replace	
State Rural Mobility Grant - 3 buses 2015-2019 Express Services	293,656
Park & Ride Development Project RMG 2015-2017 Match	450,000
Parking Lot (DOE Grant)	52,500
Total Grant Match	836,956
Reserves:	
General Leave Liability	153,326
Operating Reserves	2,000,000
Vehicle Replacement (Vans)	28,000
Vehicle Replacement (Bus)	175,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	50,000
	\$ 3,438,282

Total of Cash	\$ 6,502,772.38
Less Encumbrances	\$ 3,438,282.00
Undesignated Cash Balance Total (Including Reserves)	\$ 3,064,490.38
Investments - MC Treasurer (Reserves)	\$ 5,369,104.63
Less Encumbrances	\$ 3,438,282.00
Undesignated Cash Reserves	\$ 1,930,822.63

Mason Transit Authority
 2017 Capital Budget
 at March 31, 2017

2017 CAPITAL PROJECT BUDGET						
Project	Budget	Grants	MTA Funding	Actual Cost-Expended 2017	Project Costs to Date	Purpose
LED Headlamps	40,000		40,000	4,866	4,866	Improve driver & passenger safety; purchasing in segments; cost expensed rather than capitalized
Walk around bus washing unit	50,000	-	50,000	-		Interim onsite bus washing unit
IT Items	15,000		15,000	-		Network Area Storage solutions @ \$15,000
T-CC Parking Lot	302,500	250,000	52,500	-		Parking lot behind T-CC
Park & Ride Development - 2015-2017 RMG Funds	2,700,000	2,250,000	450,000	98,715	301,422	Purchase property in North Mason for P&R; upgrade other P&R
Accounting Software	35,000		35,000			
TOTAL CAPITAL PROJECTS	\$ 3,142,500	\$ 2,500,000	\$ 642,500	\$ 103,581	\$ 306,288	

VEHICLE REPLACEMENT						
Vehicle	Budget	Grants	MTA Funding	Actual Cost-Expended 2017	Project Costs to Date	Purpose
Three commuter 35' coaches	1,468,278	1,174,622	293,656	-		RMG for express service - arrived Mar. 2017
5 Cutaways	504,930	378,697	126,233	-		Replacement inventory
Staff Vehicles	30,000	-	30,000	-		to replace staff car and maintenance pickup
TOTAL VEHICLE REPLACEMENT	\$ 2,003,208	\$ 1,553,319	\$ 449,889	\$ -		

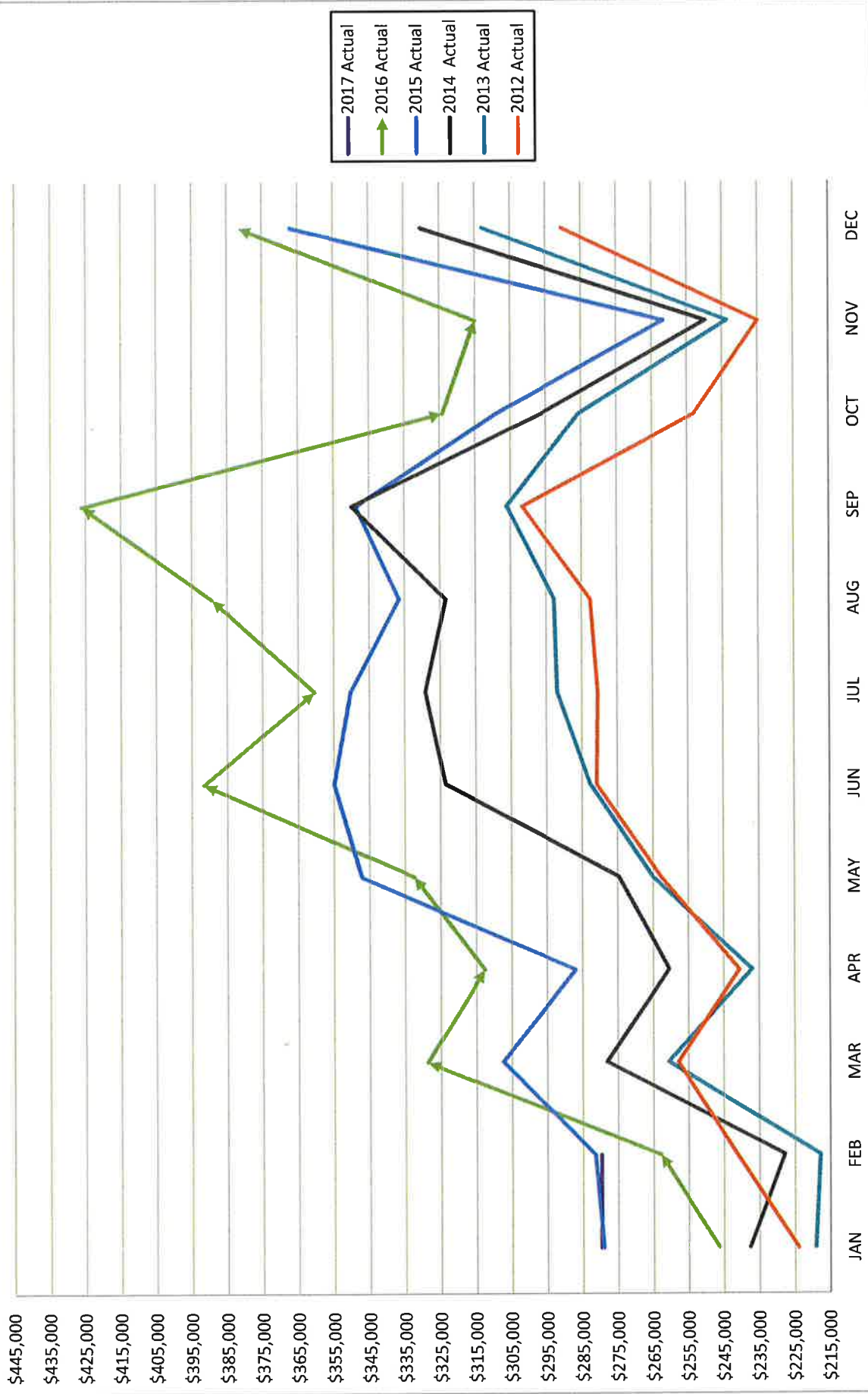
TOTAL APPROVED 2017 CAPITAL PROJECTS

\$ 5,145,708 \$ 4,053,319 \$ 1,092,389 \$ 306,288

Mason Transit Authority
Sales Tax Collected as of 3/31/2017 for 1/31/2017

	2012	2013	2014	2015	2016	2017 Budget	2017 Actual	2017 Budget Variance	% change 2016-2017 Actual
JAN	223,999	219,231	237,528	279,122	246,415	238,424	279,777	17.3%	13.54%
FEB	241,132	217,929	227,815	281,559	262,925	254,399		-100.0%	-100.00%
MAR	257,893	260,652	278,053	307,482	328,665	318,008		-100.0%	-100.00%
APR	240,541	236,931	260,396	286,903	312,635	302,497		-100.0%	-100.00%
MAY	262,716	265,167	274,641	347,236	332,428	321,649		-100.0%	-100.00%
JUN	280,801	282,753	323,498	354,920	391,485	378,791		-100.0%	-100.00%
JUL	280,429	291,925	329,201	350,290	360,375	348,689		-100.0%	-100.00%
AUG	282,521	292,782	323,336	336,522	389,222	376,601		-100.0%	-100.00%
SEP	301,658	306,051	349,872	348,805	426,039	376,577		-100.0%	-100.00%
OCT	252,888	285,612	296,170	309,042	324,125	318,776		-100.0%	-100.00%
NOV	234,915	243,571	249,648	261,713	314,996	268,703		-100.0%	-100.00%
DEC	290,378	312,900	330,297	367,053	381,623	355,508		-100.0%	-100.00%
Total	3,149,871	3,215,506	3,480,456	3,830,645	4,070,933	3,858,622			

MTA Sales Tax Analysis Monthly Collections 2017



Are Government activities sustainable?

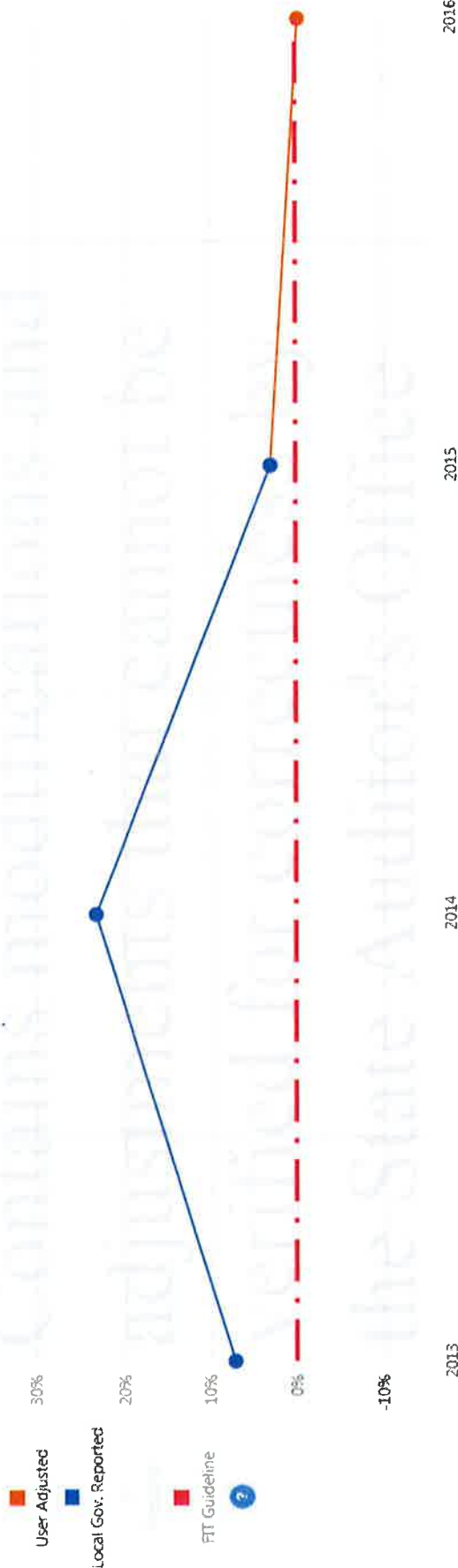
This measure is the percent change in net position compared to last year for governmental funds. Unlike the Operating Margin, this figure includes the affects of changes in long-term assets and liabilities, capital outlay and other financing sources and uses.

If this amount is positive, it indicates that the government's financial position improved either by increasing assets, reducing liabilities or a combination of both.

If this amount is negative, it implies the government's financial position has declined. The government used more resources this year than it received either by spending down assets, increasing liabilities or a combination of both. Since the government's financial position is expected to fluctuate over time, consideration of the fund balance sufficiency is necessary to give perspective to a decline.

Evaluating the change in each line item on the governmental activities column of the government-wide statement of activities will identify the major cause(s) of the overall change in net position.

$$\text{Change in Net Position} = \frac{\text{Ending Net Position} - \text{Beginning Net Position}}{\text{Beginning Net Position}}$$



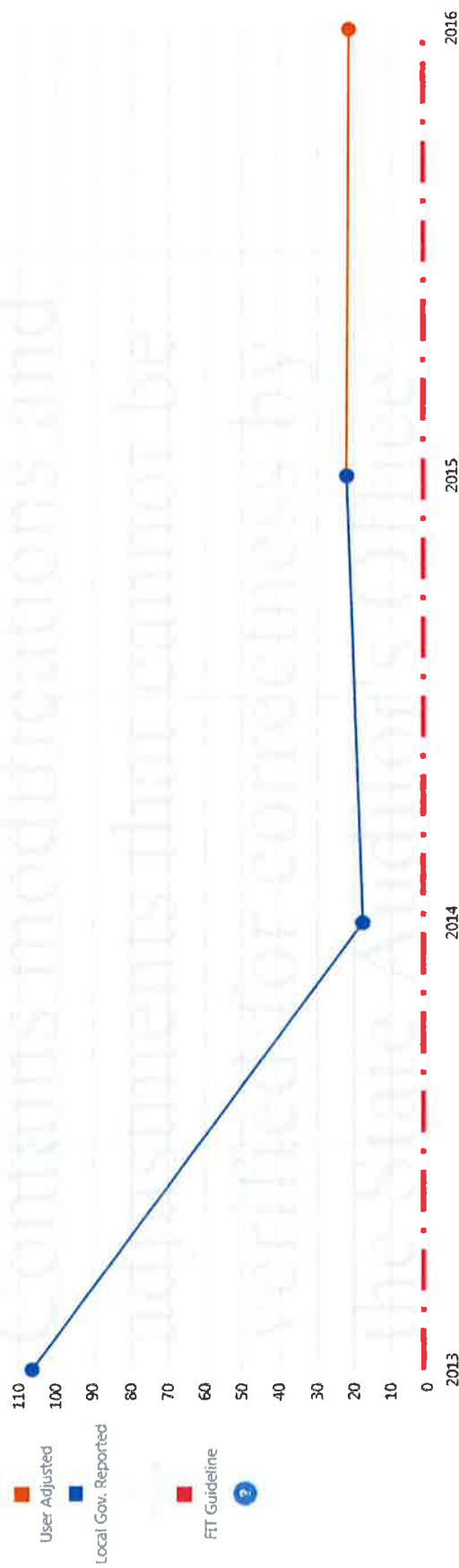
	2013	2014	2015	2016
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Beginning Net Position	\$16,259,406	\$17,423,356	\$18,864,103	\$19,419,535
Ending Net Position	\$17,423,356	\$21,476,807	\$19,419,535	\$19,356,253
Change in Net Position	\$1,163,950	\$4,053,451	\$555,432	(\$63,282)
Percent Change	7.16 %	23.26 %	2.94 %	-0.33 %

This measure shows how many times current general fund assets can cover current general fund liabilities. Figures are taken from the governmental fund balance sheet in order to focus on resources available for spending.

If this amount is above 1.0, it implies the government will be able to pay general fund expenses as they come due. If this amount is less than 1.0, it implies the government has more immediate obligations than assets available to make payments and will need to either borrow or receive excess revenue in the short term.

An important factor to consider along with the current ratio, is any restrictions on current assets in the general fund. While governments are normally able to borrow from restricted assets to meet immediate obligations, this may not be possible or, if the condition continues, may not be a long-term solution to continuing cash shortages.

$$\text{Current Ratio} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$$

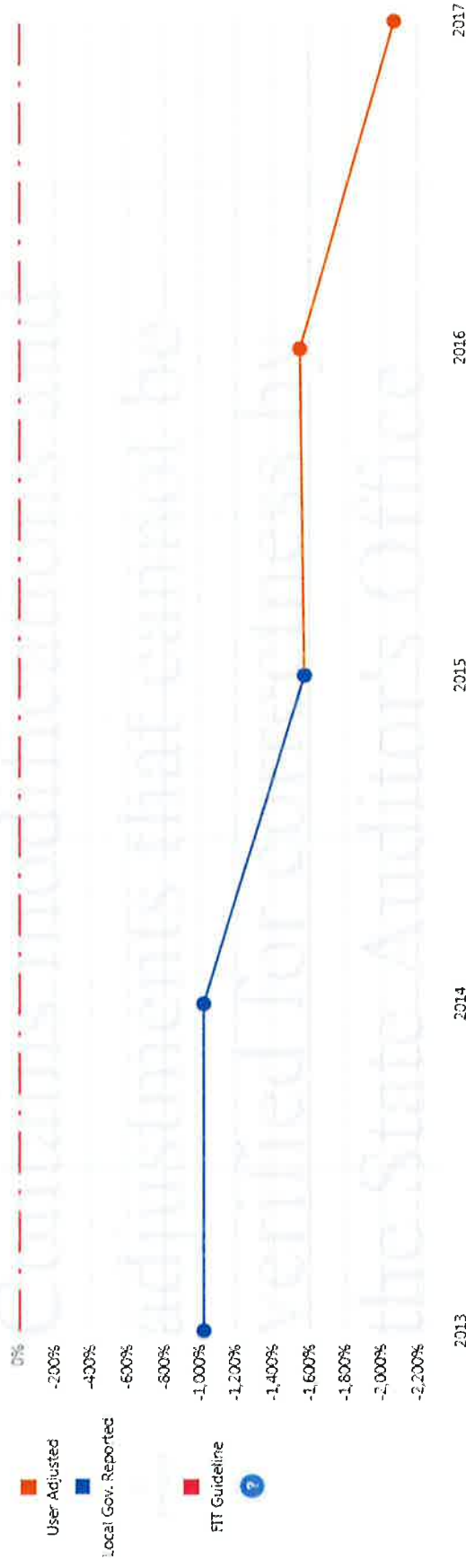


	2013	2014	2015	2016 Current
Current Assets	\$10,521,607	\$9,711,898	\$7,778,789	\$855,6081
Current Liabilities	\$98,845	\$556,149	\$354,746	\$405,525
Current Ratio	106.45	17.46	21.93	21.10

This measure shows the margin between receipts and disbursements for total governmental funds. Figures exclude capital outlay and other financing sources and uses to focus on whether receipts were sufficient to cover spending on operations and debt service. If governmental funds are not used by the government entity, enterprise funds are used to calculate this measure.

If this amount is positive, it implies that receipts were sufficient to cover spending on operations and contribute toward capital outlays, transfers, increases in fund balances and/or other uses. If this amount is negative, it implies the government may not be living within its means; in the future, the government will need to increase receipts or decrease spending in order to continue to sustain operations.

This measure should be evaluated along with the Change in Net Position measure, which includes the effects of capital outlay and other financing sources and uses.

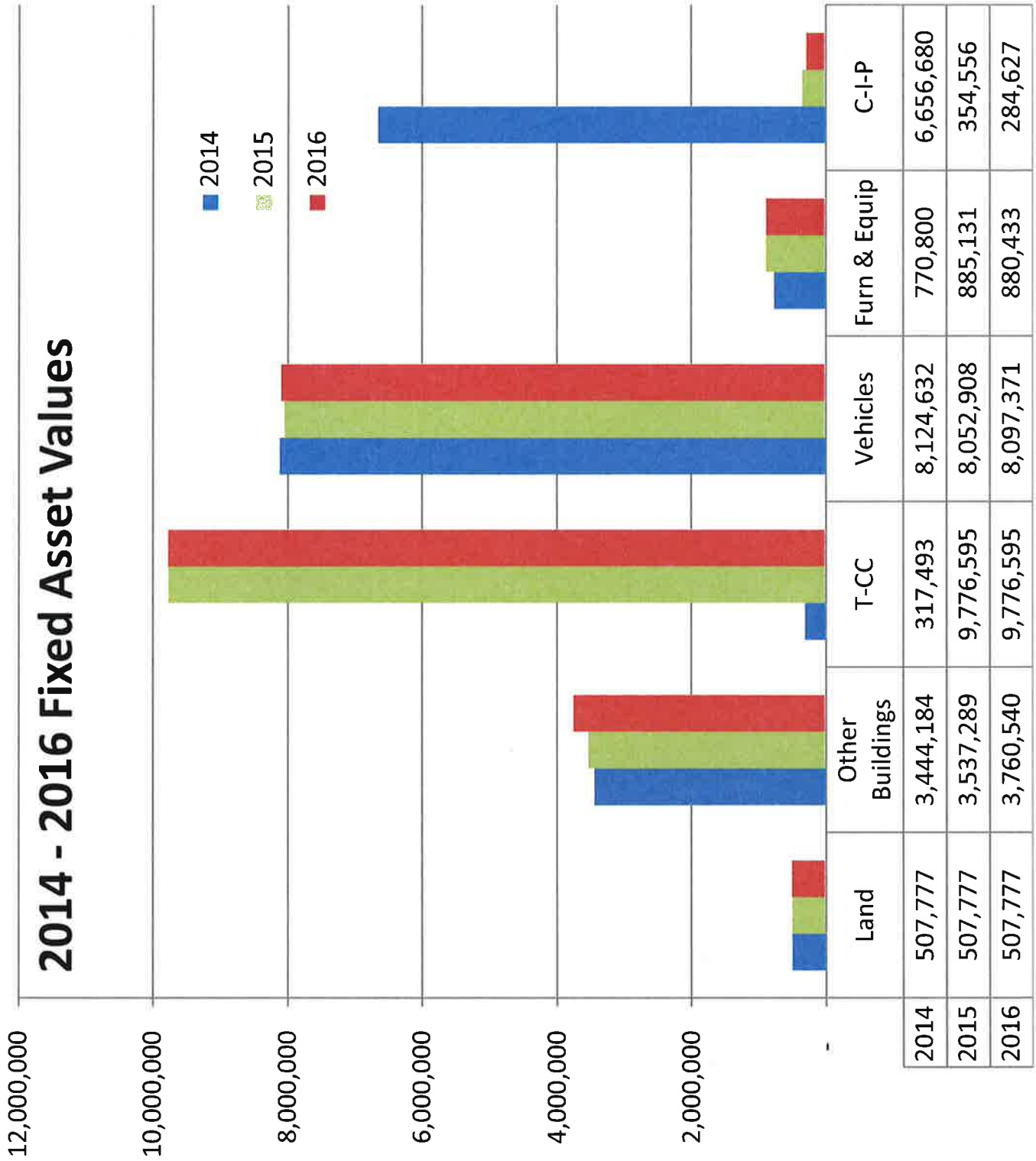


	2013	2014	2015	2016	2017
Operating Revenue	\$581,853	\$623,045	\$456,931	\$492,813	\$393,300
Operating Expenses	\$6,532,506	\$6,971,182	\$7,691,719	\$8,185,112	\$8,565,089
Net Operating Revenues	(\$5,950,653)	(\$6,348,137)	(\$7,234,788)	(\$7,692,299)	(\$8,171,789)
Operating Margin Ratio	-1,022.71 %	-1,018.89 %	-1,583.34 %	-1,560.90 %	-2,077.75 %

**The sharp decline to the 2017 Operating Margin trend-line represents performance according to 2017 budgeted expense amounts. Every effort is being taken to control expenses throughout the year in each department. We anticipate recognizing the same positive performance against the 2017 budget that we experienced in 2016.

**SAO includes depreciation in the Operating Margin calculation (see attached depreciation analysis). Operating Revenue includes fare revenue only; it does not include Sales Tax or Grant revenue. 2017 operating revenue reflects the loss of the Special Contract Fares – Local Govt. (Skok.Grant) that was exhausted as of 12/31/2016.

2014 - 2016 Fixed Asset Values



IMPACT OF T-CC DEPRECIATION EXPENSE

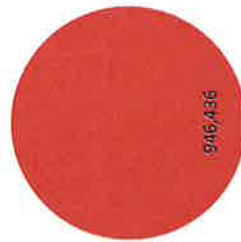
The remodel/construction of the Transit-Community Center has increased MTA's annual depreciation expense by \$330,062 per year, and in 2016 accounted for 25.73% of the total annual depreciation expense and 4.0% of the agency's total operating expenses.

In 2014, the T-CC building was the original armory building and its depreciation only accounted for \$15,875 or 1.68% of the total depreciation expense. In 2015, the T-CC remodel was completed and depreciation on the remodel began October 1; 3 months @ \$27,505/mo

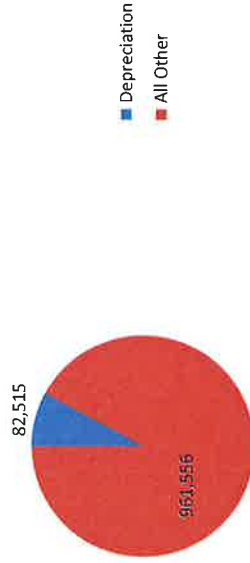
	Total		T-CC Remodel		% TCC	
	Depreciation	Other	Depreciation	All Other	Depreciation	Depreciation
2014	946,436	-	-	946,436	0.00%	0.00%
2015	1,044,071	82,515	82,515	961,556	7.90%	7.90%
2016	1,282,761	330,062	330,062	952,699	25.73%	25.73%

T-CC Remodel depreciation began 10/1/15

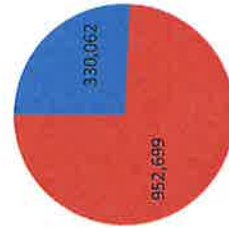
2014 Depreciation Expense = 946,436



2015 Depreciation Expense = 1,044,071



2016 Depreciation Expense = 1,282,761



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Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: Jeri Wood, Staff Accountant
Approved by: LeeAnn McNulty, Finance Manager
Date: April 18, 2017

Summary for Discussion Purposes:

- Chehalis Collision Center - #29652 - vehicle collision repair - \$6,817.12
- Economic Development Council - #29682 – membership dues - \$1,000.00
- Summit Law Group - #29702 - labor law consulting - \$10,485.17
- SCJ Alliance - #29762 - Belfair Park and Ride Project - \$37,724.62

March Purchases Fuel Prices: Diesel \$1.75 Unleaded \$2.69

Fiscal Impact:

\$565,828.70

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of March 19, 2017 through April 15, 2017 financial obligations on checks #29652 through #29776, as presented for a total of \$565,828.70.

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Mason Transit Authority
 April 18, 2017 Disbursement Approval

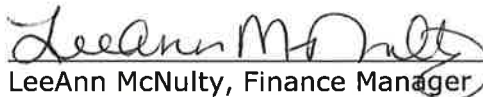
The following checks for the period of March 19, 2017 through April 15, 2017 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	29652 - 29776	\$565,828.70

Included within the checks were:		
Payroll – 3/21/2017	Check #29667	\$130,739.69
Payroll – 4/5/2017	Check #29711	\$130,541.43
Spoil – 3/20/2017 Napa Auto Parts	Check #29662	\$-0-

Submitted by: 
 Jeri Wood, Staff Accountant

Date: 4/14/17

Approved by: 
 LeeAnn McNulty, Finance Manager

Date: 4-14-17

Mason County Public Transportation Benefit Area

Check/Voucher Register - Board Check Register

101000 - MC Treasurer Depository

From 3/19/2017 Through 4/15/2017

Document Date	Check #	Vendor Name	Amount
3/20/2017	29652	Chehalis Collision Center	6,817.12
3/20/2017	29653	Commercial Brake & Clutch, Inc.	20.85
3/20/2017	29654	Cummins Northwest, LLC	255.27
3/20/2017	29655	Economic Development Council	25.00
3/20/2017	29656	Gillig, LLC	92.47
3/20/2017	29657	District 160	331.76
3/20/2017	29658	Mason County PUD #3	93.75
3/20/2017	29659	Mason County Utilities/Waste Management	96.00
3/20/2017	29660	Mason County Forest Festival Association	200.00
3/20/2017	29661	Muzak LLC	98.28
3/20/2017	29663	Napa Auto Parts	912.82
3/20/2017	29664	PeopleReady Inc.	779.85
3/20/2017	29665	Super Bee Alignment	152.46
3/20/2017	29666	Washington Department of Corrections	286.44
3/21/2017	29667	Mason Transit Authority - ACH Account	130,739.69
3/29/2017	29668	Aflac	820.69
3/29/2017	29669	AIG Retirement	425.00
3/29/2017	29670	American Petroleum Enviro Services Inc.	65.10
3/29/2017	29671	Associated Petroleum Products, Inc.	1,607.81
3/29/2017	29672	Aramark	149.17
3/29/2017	29673	Bayside Apparel	129.32
3/29/2017	29674	Belfair Assembly of God Church	90.00
3/29/2017	29675	Black Star	86.80
3/29/2017	29676	Blanchard Electric & Fleet Supply	833.80
3/29/2017	29677	Commercial Brake & Clutch, Inc.	629.99
3/29/2017	29678	Creative Bus Sales	1,823.09
3/29/2017	29679	Cummins Northwest, LLC	194.87
3/29/2017	29680	Dept. of Retirement Systems - PERS Contributions	21,692.19
3/29/2017	29681	Dept. of Retirement Systems - Deferred Comp (DCP)	989.86
3/29/2017	29682	Economic Development Council	1,000.00
3/29/2017	29683	EMC - Mason Transit	132.80
3/29/2017	29684	Gillig, LLC	1,441.90
3/29/2017	29685	Keystone	254.43
3/29/2017	29686	Kitsap Sun	245.00
3/29/2017	29687	LegalShield	96.65
3/29/2017	29688	Les Schwab	2,275.10
3/29/2017	29689	McNulty, LeeAnn	82.67
3/29/2017	29690	Mountain Mist Water	117.88
3/29/2017	29691	Napa Auto Parts	282.37
3/29/2017	29692	Northridge Properties, LLC	1,500.00
3/29/2017	29693	Northwest Administrators	112,116.09

Mason County Public Transportation Benefit Area

Check/Voucher Register - Board Check Register

101000 - MC Treasurer Depository

From 3/19/2017 Through 4/15/2017

Document Date	Check #	Vendor Name	Amount
3/29/2017	29694	Office Depot, inc.	24.50
3/29/2017	29695	O'Reilly Auto Parts	14.23
3/29/2017	29696	PeopleReady Inc.	444.08
3/29/2017	29697	Pacific Power Group, LLC	179.31
3/29/2017	29698	Schetky Northwest Sales, Inc.	126.37
3/29/2017	29699	Seattle Automotive Distributing	379.73
3/29/2017	29700	The Shoppers Weekly	559.37
3/29/2017	29701	South Sound Investment Properties, LLC	300.00
3/29/2017	29702	Summit Law Group	10,485.17
3/29/2017	29703	Thermal Supply Inc.	815.78
3/29/2017	29704	Titus-Will	647.99
3/29/2017	29705	Total Battery & Automotive Supply	57.02
3/29/2017	29706	Tozier Brothers, Inc.	1.96
3/29/2017	29707	Linda Trail	100.00
3/29/2017	29708	Triangle Associates	175.00
3/29/2017	29709	United Way of Mason County	66.00
3/29/2017	29710	Westcare Clinic, Inc.	85.00
4/5/2017	29711	Mason Transit Authority - ACH Account	130,541.43
4/12/2017	29712	Advance Glass	205.31
4/12/2017	29713	AIG Retirement	425.00
4/12/2017	29714	Alarm Center	240.00
4/12/2017	29715	Associated Petroleum Products, Inc.	16,156.01
4/12/2017	29716	Aramark	446.04
4/12/2017	29717	Aramark	43.52
4/12/2017	29718	ARCH Mechanical, Inc.	169.73
4/12/2017	29719	Judy Arms	39.06
4/12/2017	29720	Mick Baker	826.20
4/12/2017	29721	Bayside Apparel	399.30
4/12/2017	29722	Belfair Water District #1	174.60
4/12/2017	29723	Bank of America Business Card	9,066.77
4/12/2017	29724	Charlotte G Brame	154.08
4/12/2017	29725	Danette Brannin	24.18
4/12/2017	29726	Fran Cavalier	325.82
4/12/2017	29727	City of Shelton	717.67
4/12/2017	29728	Cascade Natural Gas	1,601.39
4/12/2017	29729	Comcast	145.33
4/12/2017	29730	Commercial Brake & Clutch, Inc.	502.29
4/12/2017	29731	Cummins Northwest, LLC	1,349.01
4/12/2017	29732	Gene Currier	622.74
4/12/2017	29733	Diesel Emissions Service	1,923.00
4/12/2017	29734	Dept. of Retirement Systems - PERS Contributions	25.00

Mason County Public Transportation Benefit Area

Check/Voucher Register - Board Check Register

101000 - MC Treasurer Depository

From 3/19/2017 Through 4/15/2017

Document Date	Check #	Vendor Name	Amount
4/12/2017	29735	Dept. of Retirement Systems - PERS Contributions	21,671.71
4/12/2017	29736	Dept. of Retirement Systems - Deferred Comp (DCP)	989.86
4/12/2017	29737	EMC - Mason Transit	132.80
4/12/2017	29738	Gillig, LLC	2,730.92
4/12/2017	29739	Golden Tech Repair, LLC	174.08
4/12/2017	29740	Trina Gwerder	158.00
4/12/2017	29741	Hood Canal Communications	6,932.01
4/12/2017	29742	District 160	331.76
4/12/2017	29743	Integra Telecom	240.62
4/12/2017	29744	Kitsap Transit	1,737.35
4/12/2017	29745	iFIBERONE	187.50
4/12/2017	29746	Marshall Krier	50.00
4/12/2017	29747	Les Schwab	3,705.72
4/12/2017	29748	Mason County PUD #3	4,755.46
4/12/2017	29749	McNulty, LeeAnn	103.46
4/12/2017	29750	Mountain Mist Water	195.47
4/12/2017	29751	Muzak LLC	98.28
4/12/2017	29752	Napa Auto Parts	152.29
4/12/2017	29753	Judy Nicholson	852.09
4/12/2017	29754	Office Depot, inc.	315.40
4/12/2017	29755	Olympic Lock & Key	2.83
4/12/2017	29756	O'Reilly Auto Parts	76.12
4/12/2017	29757	Pacific Office Automation	932.59
4/12/2017	29758	PeopleReady Inc.	866.50
4/12/2017	29759	Pitney Bowes Purchase Power	171.00
4/12/2017	29760	Pro-Build Company LLC	9.78
4/12/2017	29761	Julia Rene Roberts	40.13
4/12/2017	29762	SCJ Alliance	37,724.62
4/12/2017	29763	Seattle Automotive Distributing	504.54
4/12/2017	29764	Mason County Journal	912.00
4/12/2017	29765	The Shoppers Weekly	92.17
4/12/2017	29766	Staples Business Advantage	25.53
4/12/2017	29767	Total Battery & Automotive Supply	189.42
4/12/2017	29768	Tozier Brothers, Inc.	81.69
4/12/2017	29769	ULINE	113.99
4/12/2017	29770	United Way of Mason County	66.00
4/12/2017	29771	Verizon Wireless	343.69
4/12/2017	29772	Voyager Fleet Systems, Inc.	5,301.99
4/12/2017	29773	WorkSAFE Service, Inc.	165.00
4/12/2017	29774	Washington State Transit Association	85.00
4/12/2017	29775	Mason County Journal	90.00

Mason County Public Transportation Benefit Area

Check/Voucher Register - Board Check Register

101000 - MC Treasurer Depository

From 3/19/2017 Through 4/15/2017

Document Date	Check #	Vendor Name	Amount
4/12/2017	29776	Trillium Solutions, Inc.	1,950.00
		Total 101000 - MC Treasurer Depository	565,828.70
Report Total			565,828.70

Mason County Public Transportation Benefit Area
Vendor Activity - Credit Card Charges
From 3/1/2017 Through 3/31/2017

GL Title	Transaction Description	Expenses
Employee Recognition	Dominoes Pizza - Above and Beyond Award	\$ 98.17
Employee Recognition	Fred Meyer - Cupcake Ingredients	31.16
Contract Services	Microsoft - Email Service	30.46
Contract Services	Microsoft - Email Service	374.27
Contract Services	Microsoft - Email Service (April)	30.46
Contract Services	Microsoft - Email Service (April)	374.27
Contract Services	SMARSH - Email Archiving	400.00
Contract Services	SMARSH - Monthly DVD	50.00
Contract Services	SMARSH - Social Media	50.00
Facility Repair/Maintenance	1000 Bulbs	17.33
Facility Repair/Maintenance	1000 Bulbs	42.44
Facility Repair/Maintenance	Home Depot	15.96
Facility Repair/Maintenance	Home Depot	39.08
Operating Supplies	Medbag - Sickness Bags	41.96
Shop Supplies	Concepts - Fueling Gloves	221.27
Cleaning/Sanitation Supplies	Safeway - Cleaning Supplies	3.49
Cleaning/Sanitation Supplies	Safeway - Cleaning Supplies	8.55
Cleaning/Sanitation Supplies	Walmart - Driver Supplies	36.83
Safety Training Material & Supply	Evergreen Safety Council - Instructor Renewal	20.00
IT Equipment	Bosch	831.51
Small Equipment & Furniture	Oregon Aero - Bus Seat Cushions	583.71
Small Tools Replacement/Repair	Cornwell Tools	(9.80)
Small Tools Replacement/Repair	Cornwell Tools	2.67
Travel & Meeting Expense MTA	Alaska Airlines - AON Conference	470.40
Travel & Meeting Expense MTA	Alaska Airlines - Baggage Check	25.00
Travel & Meeting Expense MTA	Alaska Airlines - Baggage Check	50.00
Travel & Meeting Expense MTA	Chevron - Gas Rental Car	11.90
Travel & Meeting Expense MTA	Delta Airlines - Baggage Check	60.00
Travel & Meeting Expense MTA	Delta Airlines - Baggage Check	60.00
Travel & Meeting Expense MTA	Doug Fox Parking - Bus Build	111.95
Travel & Meeting Expense MTA	Enterprise Rent-a-Car	380.41
Travel & Meeting Expense MTA	Hilton Garden Inn	127.33
Travel & Meeting Expense MTA	Holiday Inn - Bus Build Trip	1,155.52
Travel & Meeting Expense MTA	Holiday Inn Express - Bus Build Trip	1,209.52
Travel & Meeting Expense MTA	Manteca Velro - Gas Rental Car	30.00
Travel & Meeting Expense MTA	Omni Hotel	514.15
Travel & Meeting Expense MTA	Omni Hotel	514.15
Travel & Meeting Expense MTA	SOW Capital Campus - Parking	3.00
Travel & Meeting Expense MTA	WA State Ferry	14.60
Training / Seminars	GFOA - LTFP Training	522.00
Training / Seminars	WAPRO - Public Records Officer Certification	100.00
Other Misc Expenses	Dollar Store - Preschool Tour Supplies	13.05
Passenger Parking Facilities	All Star Storage	400.00
	Transaction Total	<u>\$ 9,066.77</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Actionable*

Subject: Applications for MCTAB Membership

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: April 18, 2017

Summary for Discussion Purposes:

As directed by the Board, the Mason County Transit Advisory Board (MCTAB) is being reactivated and taken out of the hiatus status. Promotion of MCTAB has been made on our website, social media, buses, shelters and exterior monitors.

We have held two meetings and the attached membership applications have been submitted to our Authority Board Clerk. Following approval of the applications, MCTAB will conduct an election to elect a Chair, Vice Chair and Secretary.

Those that have attended the meetings have been given the assignment of seeking out with local high schools the creation of a 25th anniversary logo for MTA. The first committee meeting will be on May 9, with the next MCTAB meeting to follow the committee meeting at 4:00 pm.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Moved that the Mason Transit Authority Board approve the Mason County Transit Advisory Board membership of Pamela Hillstrom, John Calabrese, Daryl Gauthier, Glenn Fourre and John Piety for a two (2) year period, effective April 18, 2017 through April 18, 2019.

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Mason County Transit Advisory Board (MCTAB)



Application for Membership

DATE: 3/31/2017

NAME: JOHN R. CALABRESE

ADDRESS: [REDACTED] CITY STATE ZIP

MAILING ADDRESS: [REDACTED] CITY STATE ZIP

PHONE: [REDACTED] HOME CELL WORK

EMAIL: [REDACTED]

PREFERRED METHOD OF CONTACT (PLEASE CIRCLE): PHONE EMAIL

OCCUPATION: TRANSPORTATION COORDINATOR
IF RETIRED, PLEASE INDICATE FORMER OCCUPATION

HOW LONG HAVE YOU LIVED IN MASON COUNTY? 33 YEARS

WHAT INTERESTS AND/OR SKILLS DO YOU WISH TO OFFER THE BOARD?
I AM A SCHOOL BUS DRIVER AND HAVE DRIVEN FOR INTERCITY TRANSIT. I AM NOW A TRANSPORTATION SUPERVISOR FOR THE KSD 113 HEAD START/ECEAP PROGRAM.

WHAT DO YOU PERCEIVE IS THE ROLE OR PURPOSE OF THE ADVISORY BOARD?
TO ADVISE THE MTA BOARD AND GIVE INPUT TO MTA STAFF.

PLEASE LIST ANY FINANCIAL, PROFESSIONAL, OR VOLUNTARY AFFILIATIONS THAT MAY INFLUENCE OR AFFECT YOUR POSITION ON THIS BOARD (i.e. create conflict of interest)?
NONE

REALISTICALLY, HOW MUCH TIME CAN YOU COMMIT TO ADVISORY MEMBER DUTIES? (PLEASE CHECK BOX)
 DAILY WEEKLY MONTHLY QUARTERLT

Mason County Transit Advisory Board (MCTAB)



Application for Membership

PLEASE NOTE GENERAL LOCATION OF RESIDENCE AND AREA IN WHICH YOU WILL BE PROVIDING REPRESENTATION FOR (PLEASE CHECK BOX THAT APPLIES):	
<input type="checkbox"/>	GREATER BELFAIR AREA
<input type="checkbox"/>	NORTH SHORE, TAHUYA PENNINSULA, OLD BELFAIR HWY, N. HWY 3 (up to Kitsap County)
<input type="checkbox"/>	SOUTH SHORE TO TWANOH FALLS, VICTOR, S. HWY 3, ALLYN, GRAPEVIEW LOOP, MASON LAKE
<input type="checkbox"/>	HWY 106 (Twanoh Falls to Hwy 101), ALDERBROOK, DALBY, UNION, SKOKOMISH RESERVATION
<input type="checkbox"/>	PICKERING RD, HARSTENE ISLAND, AGATE, TIMBERLAKES, SHORECREST
<input checked="" type="checkbox"/>	EMERALD LAKE, LAKE LIMERICK, BAYSHORE, JOHN PRAIRIE RD
<input type="checkbox"/>	N. HWY 101 (up to Jefferson County), SKOKOMISH VALLEY RD, HOODSPORT, LILLIWUAP, ELDON
<input type="checkbox"/>	ARCADIA, COLE RD, LYNCH RD, KAMILCHE POINT, SQUAXIN ISLAND RESERVATION
<input type="checkbox"/>	S. HWY 101 (up to Thurston County), KAMILCHE, HURLEY-WALDRIP RD, HWY 108
<input type="checkbox"/>	DAYTON, LAKE NAHWATZEL, MATLOCK, SCHAFFER STATE PARK (up to Grays Harbor County)
<input type="checkbox"/>	ISABELLA LAKE, CLOQUALLUM, LOST LAKE, START LAKE, BUCKS PRAIRIE RD
<input type="checkbox"/>	GREATER SHELTON AREA

INDICATE THE VARIOUS TRANSIT USER GROUP(S) YOU FEEL YOU COULD REPRESENT (PLEASE CHECK ALL THAT APPLY)			
<input checked="" type="checkbox"/>	LOW INCOME	<input type="checkbox"/>	STUDENTS
<input checked="" type="checkbox"/>	SENIORS	<input type="checkbox"/>	MERCHANTS/BUSINESS
<input checked="" type="checkbox"/>	PERSONS WITH DISABILITIES	<input type="checkbox"/>	LANGUAGE/CULTURAL BARRIERS
<input type="checkbox"/>	WA CORRECTIONS VISITOR	<input type="checkbox"/>	TRANSIT DEPENDENT
<input type="checkbox"/>	COMMUTERS – NORTH/HWY 3 or HWY 101	<input type="checkbox"/>	TRANSIT RELATED (DRIVER, ETC)
<input type="checkbox"/>	COMMUTERS – SOUTH/HWY 101	<input type="checkbox"/>	SKOKOMISH INDIAN NATION
<input type="checkbox"/>	SQUAXIN ISLAND NATION	<input type="checkbox"/>	OTHER:

SIGNATURE: _____



3/31/2017
DATE

PLEASE RETURN COMPLETED APPLICATION TO: Mason Transit, ATTN: MCTAB, PO BOX 1880 Shelton, WA 98584

*****FOR OFFICE USE ONLY*****

Visit Scheduled: _____

Appointed to Board: _____

Membership Renewal: _____

Date Resigned: _____

Mason County Transit Advisory Board (MCTAB)



Application for Membership

DATE: 3-27-17

NAME: Daryl Gauthier

ADDRESS: [Redacted]

MAILING ADDRESS: same

PHONE: [Redacted] CITY STATE ZIP

EMAIL: [Redacted]

PREFERRED METHOD OF CONTACT (PLEASE CIRCLE): PHONE EMAIL

OCCUPATION: Dishwasher IF RETIRED, PLEASE INDICATE FROMER OCCUPATION

HOW LONG HAVE YOU LIVED IN MASON COUNTY? 23 years

WHAT INTERESTS AND/OR SKILLS DO YOU WISH TO OFFER THE BOARD?

route planning for video games if that counts

WHAT DO YOU PRECIEVE IS THE ROLE OR PURPOSE OF THE ADVSIORY BOARD?

To help improve the bus system in Mason County and provide feedback on how they are working.

PLEASE LIST ANY FINANCIAL, PROFESSIONAL, OR VOLUNTARY AFFILIATIONS THAT MAY INFLUENCE OR AFFECT YOUR POSITION ON THIS BOARD (i.e. create conflict of interest)?

I have been obsessed with buses my whole life

REALISTICALLY, HOW MUCH TIME CAN YOU COMMIT TO ADVISORY MEMBER DUTIES? (PLEASE CHECK BOX)

DAILY WEEKLY MONTHLY QUARTERLT

Mason County Transit Advisory Board (MCTAB)

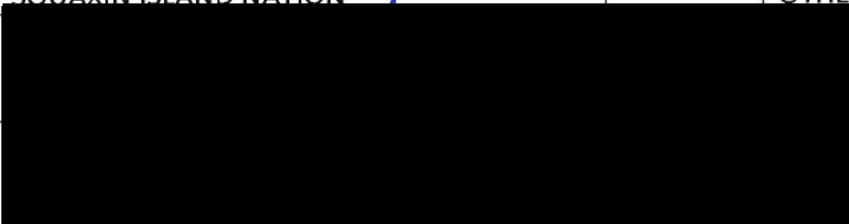


Application for Membership

PLEASE NOTE GENERAL LOCATION OF RESIDENCE AND AREA IN WHICH YOU WILL BE PROVIDING REPRESENTATION FOR (PLEASE CHECK BOX THAT APPLIES):	
<input type="checkbox"/>	GREATER BELFAIR AREA
<input type="checkbox"/>	NORTH SHORE, TAHUYA PENNINSULA, OLD BELFAIR HWY, N. HWY 3 (up to Kitsap County)
<input type="checkbox"/>	SOUTH SHORE TO TWANOH FALLS, VICTOR, S. HWY 3, ALLYN, GRAPEVIEW LOOP, MASON LAKE
<input type="checkbox"/>	HWY 106 (Twanoh Falls to Hwy 101), ALDERBROOK, DALBY, UNION, SKOKOMISH RESERVATION
<input checked="" type="checkbox"/>	PICKERING RD, HARSTENE ISLAND, AGATE, TIMBERLAKES, SHORECREST
<input type="checkbox"/>	EMERALD LAKE, LAKE LIMERICK, BAYSHORE, JOHN PRAIRIE RD
<input type="checkbox"/>	N. HWY 101 (up to Jefferson County), SKOKOMISH VALLEY RD, HOODSPORT, LILLIWUAP, ELDON
<input type="checkbox"/>	ARCADIA, COLE RD, LYNCH RD, KAMILCHE POINT, SQUAXIN ISLAND RESERVATION
<input type="checkbox"/>	S. HWY 101 (up to Thurston County), KAMILCHE, HURLEY-WALDRIP RD, HWY 108
<input type="checkbox"/>	DAYTON, LAKE NAHWATZEL, MATLOCK, SCHAFFER STATE PARK (up to Grays Harbor County)
<input type="checkbox"/>	ISABELLA LAKE, CLOQUALLUM, LOST LAKE, START LAKE, BUCKS PRAIRIE RD
<input checked="" type="checkbox"/>	GREATER SHELTON AREA

INDICATE THE VARIOUS TRANSIT USER GROUP(S) YOU FEEL YOU COULD REPRESENT (PLEASE CHECK ALL THAT APPLY)			
<input type="checkbox"/>	LOW INCOME	<input type="checkbox"/>	STUDENTS
<input type="checkbox"/>	SENIORS	<input type="checkbox"/>	MERCHANTS/BUSINESS
<input type="checkbox"/>	PERSONS WITH DISABILITIES	<input type="checkbox"/>	LANGUAGE/CULTURAL BARRIERS
<input type="checkbox"/>	WA CORRECTIONS VISITOR	<input type="checkbox"/>	TRANSIT DEPENDENT
<input type="checkbox"/>	COMMUTERS – NORTH/HWY 3 or HWY 101	<input checked="" type="checkbox"/>	TRANSIT RELATED (DRIVER, ETC)
<input type="checkbox"/>	COMMUTERS – SOUTH/HWY 101	<input type="checkbox"/>	SKOKOMISH INDIAN NATION
<input type="checkbox"/>	SQUAXIN ISLAND NATION	<input type="checkbox"/>	OTHER:

SIGNATURE: _____



3-21-17

DATE

PLEASE RETURN COMPLETED APPLICATION TO: Mason Transit, ATTN: MCTAB, PO BOX 1880 Shelton, WA 98584

*****FOR OFFICE USE ONLY*****

Visit Scheduled: _____

Appointed to Board: _____

Membership Renewal: _____

Date Resigned: _____

Mason County Transit Advisory Board (MCTAB)



Application for Membership

DATE: 4/5/17

NAME: Pamela Hillstrom

ADDRESS: [REDACTED]

MAILING ADDRESS: [REDACTED] CITY STATE ZIP

PHONE: [REDACTED] CITY STATE ZIP

EMAIL: [REDACTED] HOME CELL WORK

PREFERRED METHOD OF CONTACT (PLEASE CHECK): PHONE EMAIL

OCCUPATION: Program Services Manager

IF RETIRED, PLEASE INDICATE FORMER OCCUPATION

HOW LONG HAVE YOU LIVED IN MASON COUNTY? Most of my life

WHAT INTERESTS AND/OR SKILLS DO YOU WISH TO OFFER THE BOARD?

Interested in coordination of Squaxin Transit with Mason Transit.

WHAT DO YOU PERCEIVE IS THE ROLE OR PURPOSE OF THE ADVISORY BOARD?

Advise Authority Board by representing demographic area

PLEASE LIST ANY FINANCIAL, PROFESSIONAL, OR VOLUNTARY AFFILIATIONS THAT MAY INFLUENCE OR AFFECT YOUR POSITION ON THIS BOARD (i.e. create conflict of interest)?

Manager of Squaxin Island Transit

REALISTICALLY, HOW MUCH TIME CAN YOU COMMIT TO ADVISORY MEMBER DUTIES? (PLEASE CHECK BOX)

DAILY WEEKLY MONTHLY QUARTERLY



Mason County Transit Advisory Board (MCTAB)

Application for Membership

PLEASE NOTE GENERAL LOCATION OF RESIDENCE AND AREA IN WHICH YOU WILL BE PROVIDING REPRESENTATION FOR (PLEASE CHECK BOX THAT APPLIES):	
<input type="checkbox"/>	GREATER BELFAIR AREA
<input type="checkbox"/>	NORTH SHORE, TAHUYA PENNINSULA, OLD BELFAIR HWY, N. HWY 3 (up to Kitsap County)
<input type="checkbox"/>	SOUTH SHORE TO TWANOH FALLS, VICTOR, S. HWY 3, ALLYN, GRAPEVIEW LOOP, MASON LAKE
<input type="checkbox"/>	HWY 106 (Twanoh Falls to Hwy 101), ALDERBROOK, DALBY, UNION, SKOKOMISH RESERVATION
<input type="checkbox"/>	PICKERING RD, HARSTENE ISLAND, AGATE, TIMBERLAKES, SHORECREST
<input type="checkbox"/>	EMERALD LAKE, LAKE LIMERICK, BAYSHORE, JOHNS PRAIRIE RD
<input type="checkbox"/>	N. HWY 101 (up to Jefferson County), SKOKOMISH VALLEY RD, HOODSPORT, LILLIWAUP, ELDON
<input checked="" type="checkbox"/>	ARCADIA, COLE RD, LYNCH RD, KAMILCHE POINT, SQUAXIN ISLAND RESERVATION
<input type="checkbox"/>	S. HWY 101 (up to Thurston County), KAMILCHE, HURLEY WALDRIP RD, HWY 108
<input type="checkbox"/>	DAYTON, LAKE NAHWATZEL, MATLOCK, SCHAFFER STATE PARK (up to Grays Harbor County)
<input type="checkbox"/>	ISABELLA LAKE, CLOQUALLUM, LOST LAKE, START LAKE, BUCK PRAIRIE RD
<input type="checkbox"/>	GREATER SHELTON AREA

INDICATE THE VARIOUS TRANSIT USER GROUP(S) YOU FEEL YOU COULD REPRESENT (PLEASE CHECK ALL THAT APPLY)			
<input checked="" type="checkbox"/>	LOW INCOME	<input checked="" type="checkbox"/>	STUDENTS
<input checked="" type="checkbox"/>	SENIORS	<input type="checkbox"/>	MERCHANTS/BUSINESS
<input checked="" type="checkbox"/>	PERSONS WITH DISABILITIES	<input type="checkbox"/>	LANGUAGE/CULTURAL BARRIERS
<input type="checkbox"/>	WA CORRECTIONS VISITOR	<input type="checkbox"/>	TRANSIT DEPENDENT
<input type="checkbox"/>	COMMUTERS – NORTH/HWY 3 or HWY 101	<input type="checkbox"/>	TRANSIT RELATED (DRIVER, ETC)
<input checked="" type="checkbox"/>	COMMUTERS – SOUTH/HWY 101	<input type="checkbox"/>	SKOKOMISH INDIAN NATION
<input checked="" type="checkbox"/>	SQUAXIN ISLAND NATION	<input type="checkbox"/>	OTHER:

SIGNATURE: _____



APPLICANT

4/5/17
DATE

PLEASE RETURN COMPLETED APPLICATION TO: Mason Transit, ATTN: MCTAB, 790 East Johns Prairie Road, Shelton, WA 98584

*****FOR OFFICE USE ONLY*****

Visit Scheduled: _____

Appointed to Board: _____

Membership Renewal: _____

Date Resigned: _____

Mason County Transit Advisory Board (MCTAB)



Application for Membership

DATE: 3/27/2017

NAME: John Piety

ADDRESS: [Redacted]

CITY STATE ZIP

MAILING ADDRESS: Same

CITY STATE ZIP

PHONE: [Redacted]

HOME CELL WORK

EMAIL: [Redacted]

PREFERRED METHOD OF CONTACT (PLEASE CIRCLE):

PHONE

EMAIL

OCCUPATION:

retiree

IF RETIRED, PLEASE INDICATE FORMER OCCUPATION

HOW LONG HAVE YOU LIVED IN MASON COUNTY? 42 1/2 yrs

WHAT INTERESTS AND/OR SKILLS DO YOU WISH TO OFFER THE BOARD?

Management and long time bus rider, willing to work as a volunteer and help cooperate - I derive a great bus system take directions well, but will speak up - work to help

WHAT DO YOU PRECIEVE IS THE ROLE OR PURPOSE OF THE ADVSIORY BOARD?

to help the MTA board and system management with ideas on the bus and other projects as assigned - help keep a great ride help with advice as possible

PLEASE LIST ANY FINANCIAL, PROFESSIONAL, OR VOLUNTARY AFFILIATIONS THAT MAY INFLUENCE OR AFFECT YOUR POSITION ON THIS BOARD (i.e. create conflict of interest)?

work as a volunteer with Franciscan Health and democratic party - no conflicts

REALISTICALLY, HOW MUCH TIME CAN YOU COMMIT TO ADVISORY MEMBER DUTIES? (PLEASE CHECK BOX)

DAILY WEEKLY MONTHLY QUARTERLT

Mason County Transit Advisory Board (MCTAB)



Application for Membership

PLEASE NOTE GENERAL LOCATION OF RESIDENCE AND AREA IN WHICH YOU WILL BE PROVIDING REPRESENTATION FOR (PLEASE CHECK BOX THAT APPLIES):	
<input type="checkbox"/>	GREATER BELFAIR AREA
<input type="checkbox"/>	NORTH SHORE, TAHUYA PENNINSULA, OLD BELFAIR HWY, N. HWY 3 (up to Kitsap County)
<input checked="" type="checkbox"/>	SOUTH SHORE TO TWANOH FALLS, VICTOR, S. HWY 3, ALLYN, GRAPEVIEW LOOP, MASON LAKE
<input type="checkbox"/>	HWY 106 (Twanoh Falls to Hwy 101), ALDERBROOK, DALBY, UNION, SKOKOMISH RESERVATION
<input type="checkbox"/>	PICKERING RD, HARSTENE ISLAND, AGATE, TIMBERLAKES, SHORECREST
<input type="checkbox"/>	EMERALD LAKE, LAKE LIMERICK, BAYSHORE, JOHN PRAIRIE RD
<input type="checkbox"/>	N. HWY 101 (up to Jefferson County), SKOKOMISH VALLEY RD, HOODSPORT, LILLIWUAP, ELDON
<input type="checkbox"/>	ARCADIA, COLE RD, LYNCH RD, KAMILCHE POINT, SQUAXIN ISLAND RESERVATION
<input type="checkbox"/>	S. HWY 101 (up to Thurston County), KAMILCHE, HURLEY-WALDRIP RD, HWY 108
<input type="checkbox"/>	DAYTON, LAKE NAHWATZEL, MATLOCK, SCHAFFER STATE PARK (up to Grays Harbor County)
<input type="checkbox"/>	ISABELLA LAKE, CLOQUALLUM, LOST LAKE, START LAKE, BUCKS PRAIRIE RD
<input type="checkbox"/>	GREATER SHELTON AREA

INDICATE THE VARIOUS TRANSIT USER GROUP(S) YOU FEEL YOU COULD REPRESENT (PLEASE CHECK ALL THAT APPLY)			
<input type="checkbox"/>	LOW INCOME	<input type="checkbox"/>	STUDENTS
<input checked="" type="checkbox"/>	SENIORS	<input type="checkbox"/>	MERCHANTS/BUSINESS
<input type="checkbox"/>	PERSONS WITH DISABILITIES	<input checked="" type="checkbox"/>	LANGUAGE/CULTURAL BARRIERS
<input type="checkbox"/>	WA CORRECTIONS VISITOR	<input checked="" type="checkbox"/>	TRANSIT DEPENDENT <i>[may soon be]</i>
<input type="checkbox"/>	COMMUTERS – NORTH/HWY 3 or HWY 101	<input type="checkbox"/>	TRANSIT RELATED (DRIVER, ETC)
<input type="checkbox"/>	COMMUTER	<input type="checkbox"/>	SKOKOMISH INDIAN NATION
<input type="checkbox"/>	SQUAXIN	<input checked="" type="checkbox"/>	OTHER: <i>one who needs service and wants to help make things better</i>

SIGNATURE: _____



DATE

3/27/17

PLEASE RETURN COMPLETED APPLICATION TO: Mason Transit, ATTN: MCTAB, PO BOX 1880 Shelton, WA 98584

*****FOR OFFICE USE ONLY*****

Visit Scheduled: _____

Appointed to Board: _____

Membership Renewal: _____

Date Resigned: _____

Mason County Transit Advisory Board (MCTAB)



Application for Membership

DATE: 4-14-17

NAME: Glen E. Foure

ADDRESS: [Redacted] CITY STATE ZIP

MAILING ADDRESS: [Redacted] CITY STATE ZIP

PHONE: [Redacted] HOME CELL WORK

EMAIL: [Redacted]

PREFERRED METHOD OF CONTACT (PLEASE CIRCLE): PHONE EMAIL

OCCUPATION: Self employed and Federal Aviation Admin AIR TRAFFIC controller
IF RETIRED PLEASE INDICATE FORMER OCCUPATION

HOW LONG HAVE YOU LIVED IN MASON COUNTY? 49 yrs

WHAT INTERESTS AND/OR SKILLS DO YOU WISH TO OFFER THE BOARD? Proof reading policy applications and making sure they make sense. Correcting errors or percieved errors. Interviewing ridership and noting concerns and praise.

WHAT DO YOU PRECIEVE IS THE ROLE OR PURPOSE OF THE ADVSIORY BOARD? To assist the MTA and make suggestions and try to attend seminars and support the M.T.A.

PLEASE LIST ANY FINANCIAL, PROFESSIONAL, OR VOLUNTARY AFFILIATIONS THAT MAY INFLUENCE OR AFFECT YOUR POSITION ON THIS BOARD (i.e. create conflict of interest)?
None

REALISTICALLY, HOW MUCH TIME CAN YOU COMMIT TO ADVISORY MEMBER DUTIES? (PLEASE CHECK BOX)
 DAILY WEEKLY MONTHLY QUARTERLY

Mason County Transit Advisory Board (MCTAB)



Application for Membership

PLEASE NOTE GENERAL LOCATION OF RESIDENCE AND AREA IN WHICH YOU WILL BE PROVIDING REPRESENTATION FOR (PLEASE CHECK BOX THAT APPLIES):	
<input type="checkbox"/>	GREATER BELFAIR AREA
<input type="checkbox"/>	NORTH SHORE, TAHUYA PENNINSULA, OLD BELFAIR HWY, N. HWY 3 (up to Kitsap County)
<input type="checkbox"/>	SOUTH SHORE TO TWANOH FALLS, VICTOR, S. HWY 3, ALLYN, GRAPEVIEW LOOP, MASON LAKE
<input type="checkbox"/>	HWY 106 (Twanoh Falls to Hwy 101), ALDERBROOK, DALBY, UNION, SKOKOMISH RESERVATION
<input type="checkbox"/>	PICKERING RD, HARSTENE ISLAND, AGATE, TIMBERLAKES, SHORECREST
<input type="checkbox"/>	EMERALD LAKE, LAKE LIMERICK, BAYSHORE, JOHN PRAIRIE RD
<input type="checkbox"/>	N. HWY 101 (up to Jefferson County), SKOKOMISH VALLEY RD, HOODSPORT, LILLIWUAP, ELDON
<input type="checkbox"/>	ARCADIA, COLE RD, LYNCH RD, KAMILCHE POINT, SQUAXIN ISLAND RESERVATION
<input type="checkbox"/>	S. HWY 101 (up to Thurston County), KAMILCHE, HURLEY-WALDRIP RD, HWY 108
<input type="checkbox"/>	DAYTON, LAKE NAHWATZEL, MATLOCK, SCHAFFER STATE PARK (up to Grays Harbor County)
<input type="checkbox"/>	ISABELLA LAKE, CLOQUALLUM, LOST LAKE, START LAKE, BUCKS PRAIRIE RD
<input checked="" type="checkbox"/>	GREATER SHELTON AREA

INDICATE THE VARIOUS TRANSIT USER GROUP(S) YOU FEEL YOU COULD REPRESENT (PLEASE CHECK ALL THAT APPLY)			
<input type="checkbox"/>	LOW INCOME	<input type="checkbox"/>	STUDENTS
<input checked="" type="checkbox"/>	SENIORS	<input type="checkbox"/>	MERCHANTS/BUSINESS
<input type="checkbox"/>	PERSONS WITH DISABILITIES	<input type="checkbox"/>	LANGUAGE/CULTURAL BARRIERS
<input type="checkbox"/>	WA CORRECTIONS VISITOR	<input type="checkbox"/>	TRANSIT DEPENDENT
<input type="checkbox"/>	COMMUTERS – NORTH/HWY 3 or HWY 101	<input type="checkbox"/>	TRANSIT RELATED (DRIVER, ETC)
<input type="checkbox"/>	COMMUTERS – SOUTH/HWY 101	<input type="checkbox"/>	SKOKOMISH INDIAN NATION
<input type="checkbox"/>	SQUAXIN ISLAND NATION	<input type="checkbox"/>	OTHER: <i>Shelton residents</i>

SIGNATURE: _____



APPLICANT

4-14-17

DATE

PLEASE RETURN COMPLETED APPLICATION TO: Mason Transit, ATTN: MCTAB, PO BOX 1880 Shelton, WA 98584

*****FOR OFFICE USE ONLY*****

Visit Scheduled: _____

Appointed to Board: _____

Membership Renewal: _____

Date Resigned: _____

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: Revision to Vision, Mission & Guiding Principles
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: April 18, 2017

Summary for Discussion Purposes:

The Leadership Team has been reading and discussing the book *Government That Works* by John M. Bernard. During a discussion around creating a team culture, we decided to review our Vision, Mission and Guiding Principles. It was felt by the team our Vision Statement needed to be changed. We spent time talking about what reputation we want to develop, which speaks of our vision. We all felt our vision should reflect that what we do in transit is an asset and a benefit to the community. We wanted the statement to be generic enough to cover all the services we have, including the T-CC. Each member of the Leadership Team submitted at least five statements, which we narrowed to the five we felt were best. Those five statements were submitted to the staff for a vote. I am happy to say over 40 employees participated showing an improvement in responses compared to other times we have conducted surveys. The winner was the statement "Driving our Community Forward." This statement cleverly expresses what we felt in our discussions. MTA is part of driving our community forward for the better and enriching the lives of people in Mason County (ties to the Mission Statement).

There is a small change in the Guiding Principles.

We also created a desired Team Culture statement with three main focuses of what we hope our team culture becomes. Then our Guiding Principles and core competencies were tied to each team culture standard.

I am very proud of the Team for going through this process. There were many great discussions and cooperation.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2017-08 amending the Vision Statement and the Guiding Principles as presented.

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MASON TRANSIT AUTHORITY STATEMENTS OF VISION, MISSION & GUIDING PRINCIPLES

Adopted March 19, 2013

Revised April 18, 2017

VISION

~~We serve people through world-class transit~~ Driving our Community Forward.

MISSION

We provide transportation choices that connect people, jobs, and community, increasing the quality of life in Mason County.

OUR GUIDING PRINCIPLES

We believe that public transportation and personal mobility are essential to the economic vitality, environmental stability and quality of life in Mason County.

Our guiding principles guide our actions each day:

- **SERVICE EXCELLENCE:** We go beyond the expectations of our customers and provide inspirational leadership to deliver safe, comfortable and reliable service; we see today's best service as our motivation to make tomorrow's even better.
- **SAFETY:** We provide and enforce a safe and secure environment for our customers, community and teammates through awareness, consistent training, and allocation of resources.
- **PROFESSIONALISM:** We conduct our work with integrity, fiscal responsibility and transparency. We engage the community in our decision making by sharing information and encouraging public involvement.
- **TEAMWORK:** We achieve our greatest success as a team. We embrace diversity, support and treat each other with respect, and use meaningful communication.
- **PARTNERSHIPS:** We explore and build collaborative and healthy alliances to promote and advance our mission.

- **INNOVATION:** We constantly explore ways to improve. We celebrate inspiration, creativity, initiative and courage in all things to promote an exceptional-world-class customer service experience.



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RESOLUTION NO. 2017-08

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTION NO. 2013-03; AND APPROVING A NEW
VISION STATEMENT AND RESULTING CHANGE IN THE GUIDING
PRINCIPLES TO REMAIN CONSISTENT SO THAT THE ATTACHED
VISION, MISSION AND GUIDING PRINCIPLES OF MASON TRANSIT
AUTHORITY ARE HEREBY ADOPTED AND APPROVED.**

WHEREAS, by Resolution No. 2013-03, the Mason Transit Authority (“MTA”) Board amended the existing Mission Statement and adopted a Vision and Mission and Guiding Principles; and

WHEREAS, as Mason Transit Authority is reevaluating how it fits within the community it serves currently as well as in the future, and finds that the Vision Statement needs to be changed accordingly; and

WHEREAS, a change is necessary in the Guiding Principles to be consistent with the new vision .

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that Resolution No. 2013-03 be amended to adopt the new Vision Statement, amend the Guiding Principles to be consistent with the new vision, and the entirety of the Vision, Mission and Guiding Principles of Mason Transit Authority as attached hereto are hereby adopted and approved.

Adopted this 18th day of April, 2017.

Terri Jeffreys, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Ginger Seslar, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

MASON TRANSIT AUTHORITY

STATEMENTS OF VISION, MISSION & GUIDING PRINCIPLES

Adopted March 19, 2013

Revised April 18, 2017

VISION

Driving our Community Forward.

MISSION

We provide transportation choices that connect people, jobs, and community, increasing the quality of life in Mason County.

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Our guiding principles guide our actions each day:

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- **SAFETY:** We provide and enforce a safe and secure environment for our customers, community and teammates through awareness, consistent training, and allocation of resources.
- **PROFESSIONALISM:** We conduct our work with integrity, fiscal responsibility and transparency. We engage the community in our decision making by sharing information and encouraging public involvement.
- **TEAMWORK:** We achieve our greatest success as a team. We embrace diversity, support and treat each other with respect, and use meaningful communication.
- **PARTNERSHIPS:** We explore and build collaborative and healthy alliances to promote and advance our mission.
- **INNOVATION:** We constantly explore ways to improve. We celebrate inspiration, creativity, initiative and courage in all things to promote an exceptional customer service experience.



Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*

Subject: Compensation Philosophy and Plan

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: April 18, 2017

Summary for Discussion Purposes:

The purpose of the Compensation Philosophy and Plan is to address non-represented employees' compensation. Prior to 2013, MTA had annual step-increases of 2.5%. Cost of living adjustments were given through 2009 and stopped during the recession. In 2013, the move began to have compensation be performance based. This approach was found to be unsuccessful for various reasons, so staff is now presenting a compensation plan similar to step-increases but based on the average Consumer Price Index found on the U.S. Department of Labor instead of a set percentage amount each year. Wage increases will not exceed 2.25% a year. This will help to contain costs and achieve the wage and compensation growth goal of approximately 3% we are striving toward to address the Operating Margin growing concern.

Compensation for managers is slightly different at 1% per year plus two additional personal days. Worker/Drivers will receive 1%. During the budget preparation the ability to give managers and worker/drivers more than 1% will be brought to the Board for approval.

Fiscal Impact:

TBD

Staff Recommendation:

Approve

Motion for Consideration:

Move that Mason Transit Authority Board of Directors approve Resolution No. 2017-09 adopting the Compensation Philosophy and Plan.

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**MASON TRANSIT AUTHORITY
COMPENSATION PHILOSOPHY & PLAN**
Board Approved: _____

COMPENSATION PHILOSOPHY

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

COMPENSATION PLAN

Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI) as of August each year. The maximum GWI increase will not exceed 2.25% per year. An employee whose wage is above the salary matrix for their job classification will receive an increase once the salary matrix is above the employee's wage.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The completion date becomes the employee's new anniversary date for GWI eligibility. The increase will not be retroactive to original increase date.

New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

New employees will receive a 2% increase upon successful completion of their probation period (minimum of six months). The date the probation concludes will now become the anniversary date. After one year from the anniversary date, the employee will receive a GWI based on the CPI, with a maximum of 2.25% per year.

Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers will receive a 1% GWI annually. This will be reviewed on a yearly basis for adjustment.

Managers

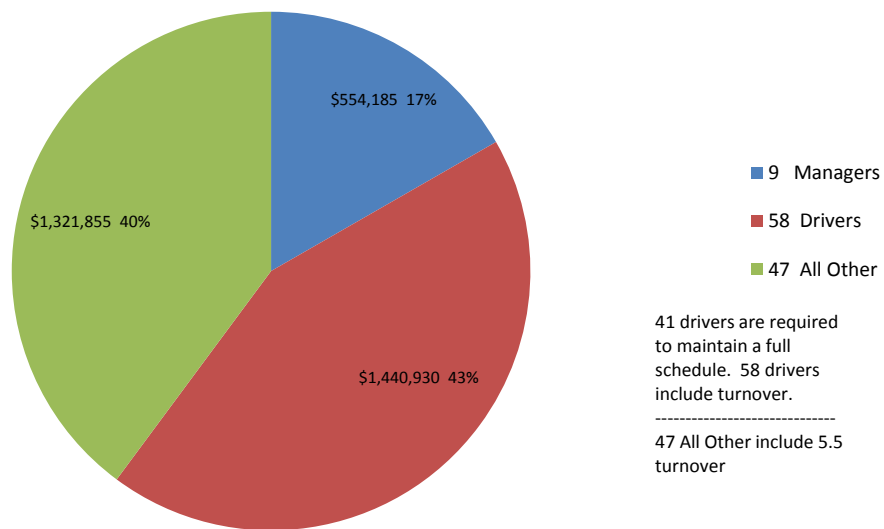
Managers follow the guidelines established above except Managers will receive a 1% GWI and two additional personal days. This formula will be reviewed on a yearly basis.

A review of the entire compensation plan will be reviewed every three to five years.

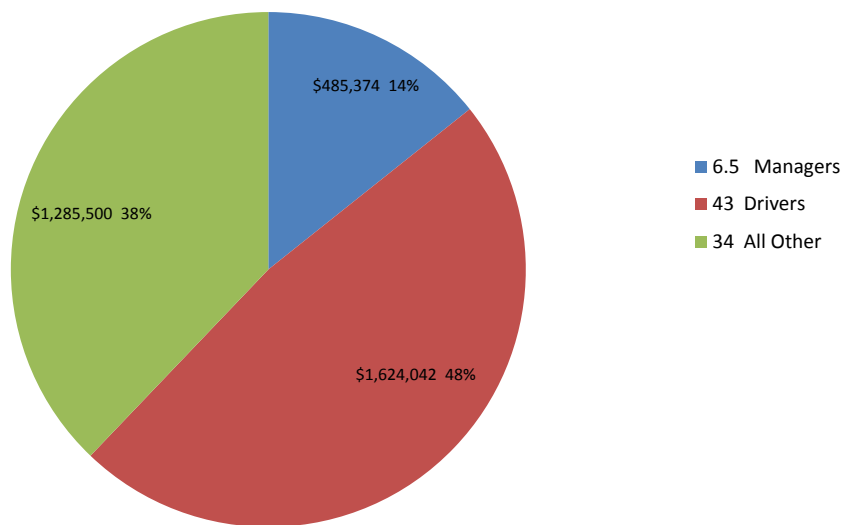
**MASON TRANSIT AUTHORITY
NON-REPRESENTED SALARY MATRIX 2017**

Job Classes / Job Titles	Grade	Range 1	Range 2	Range 3	Range 4
	1				
	Annual	\$ 30,160	\$ 31,668	\$ 33,251	\$ 34,914
	Hourly	\$ 14,500	\$ 15,225	\$ 15,986	\$ 16,786
Accounting Assistant	2				
	Annual	\$ 36,546	\$ 38,373	\$ 40,292	\$ 42,306
	Hourly	\$ 17,570	\$ 18,448	\$ 19,370	\$ 20,339
Operations Coordinator Operations Compliance Coordinator Executive Assistant	3				
	Annual	\$ 46,634	\$ 48,965	\$ 51,414	\$ 53,984
	Hourly	\$ 22,420	\$ 23,541	\$ 24,718	\$ 25,954
Staff Accountant Safety & Training Supervisor	4				
	Annual	\$ 48,984	\$ 51,433	\$ 54,005	\$ 56,705
	Hourly	\$ 23,550	\$ 24,725	\$ 25,963	\$ 27,262
Ops Supervisor Development Manager	5				
	Annual	\$ 51,771	\$ 54,359	\$ 57,077	\$ 59,931
	Hourly	\$ 24,889	\$ 26,134	\$ 27,440	\$ 28,812
T-CC Manager	6				
	Annual	\$ 59,543	\$ 62,520	\$ 65,647	\$ 68,929
	Hourly	\$ 28,626	\$ 30,057	\$ 31,560	\$ 33,138
Admin. Services Manager Maintenance Manager Operations Manager	7				
	Annual	\$ 72,375	\$ 75,994	\$ 79,794	\$ 83,783
	Hourly	\$ 34,795	\$ 36,535	\$ 38,362	\$ 40,280
General Manager	8				
	Annual	\$ 83,377	\$ 87,546	\$ 91,923	\$ 96,519
	Hourly	\$ 40,085	\$ 42,089	\$ 44,193	\$ 46,403

2016 Compensation (Actual)



2017 Compensation Budget



RESOLUTION NO. 2017-09

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD ADOPTING
AND APPROVING A COMPENSATION PHILOSOPHY AND PLAN.**

WHEREAS, the Mason Transit Authority (“MTA”) Board desires to adopt a philosophy and plan to address compensation of non-represented employees that will contain costs by basing the increases on the Consumer Price Index rather than a fixed percentage amount each year, and in any event shall not be more than 2.25% a year; and

WHEREAS, MTA staff has prepared matrices relating to the non-represented staff that provides ranges and years to provide hourly and annual; and

WHEREAS, the MTA Board finds the compensation philosophy and plan relating to non-represented employees and illustrative matrices and parameters to be financially sound.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it shall adopt and approve the attached Compensation Philosophy and Plan of non-represented employees by basing those increases on the Consumer Price Index and with wage increases to not exceed 2.25% a year.

Adopted this 18th day of April, 2017.

Terri Jeffreys, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Ginger Seslar, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

APPROVED AS TO FORM: _____
Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

**MASON TRANSIT AUTHORITY
COMPENSATION PHILOSOPHY & PLAN**
Board Approved: _____

COMPENSATION PHILOSOPHY

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

COMPENSATION PLAN

Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI) as of August each year. The maximum GWI increase will not exceed 2.25% per year. An employee whose wage is above the salary matrix for their job classification will receive an increase once the salary matrix is above the employee's wage.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The completion date becomes the employee's new anniversary date for GWI eligibility. The increase will not be retroactive to original increase date.

New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

New employees will receive a 2% increase upon successful completion of their probation period (minimum of six months). The date the probation concludes will now become the anniversary date. After one year from the anniversary date, the employee will receive a GWI based on the CPI, with a maximum of 2.25% per year.

Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers will receive a 1% GWI annually. This will be reviewed on a yearly basis for adjustment.

Managers

Managers follow the guidelines established above except Managers will receive a 1% GWI and two additional personal days. This formula will be reviewed on a yearly basis.

A review of the entire compensation plan will be reviewed every three to five years.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 1 – *Discussion*

Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update

Prepared by: Mike Oliver, Development Manager

Approved by: Danette Brannin, General Manager

Date: April 18, 2017

Summary for Discussion Purposes:

- Negotiations and design coordination with the landowner for the best performing site location in North Mason per MTA Board direction continues.
- Preliminary work on intersection improvement at Log Yard Road and SR 3 continues. The need for intersection improvement at the final location will be imperative to the success of the final Belfair site selection. Early conversations with WSDOT headquarters have been favorable and supportive regarding intersection improvements at Log Yard Road.
- Project staff is committed to purchase of property in North Mason prior to biennium end (June 30, 2017).
- Preliminary meetings with both the City of Shelton and Mason County Community Development in preparation for permit submittal are complete with no issues pending. From all accounts both agencies are extremely excited and supportive of the project. Permit applications are being prepared for submission in coming weeks.
- The Pear Orchard site plan originally designed by the City is conceptually complete with additional parking stalls increased from the original 20 to approximately 30.
- The US 101 at Railroad Ave site design is conceptual with a meeting with WSDOT partners pending at this time. The 101 site is being included in the City of Shelton's "Gateway Project" design work being completed by the city's consultant. This project will link the Park and Ride site, which sits just outside of the city limits, in an enhancement project including sidewalk improvement, signage, and beatification measures meant to enhance the primary entry into Shelton. These access improvements will greatly enhance the park and ride location making access by pedestrians and bicyclists a reality. A possible trailhead link to the "Old Simpson Railroad Grade" may be an option for further partnership in the Park and Ride Design (yet to be determined).

- Both the Cole Road and Pickering Road location designs are at approximately 90 percent complete per the grant intent.
- Early discussions with local utility services providing power and data system access continue with great success.
- All work continues on schedule and within the established budget. We are on track to complete the project on schedule by June 2019.
- Drafting of “Mutual Agreements” for the purpose of cost sharing and ongoing maintenance of the improved Park and Ride sites with City, County and WSDOT partners will begin soon.
- I am providing conceptual drawings of the various Park and Ride sites and the proposed Intersection Improvement Design at Log Yard Road for your information. These designs are the latest versions showing additional parking stalls and revisions to existing lots; and what the Round About might look like on SR-3.

Park and Ride Project Update

Fiscal Impact:

Standard Billing and Payment per contract with SCJ Alliance (Funds previously allocated)

Staff Recommendation:

TBD

Motion for Consideration:

None at this time.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 2 – *INFORMATIONAL*
Subject: Van Grant Quarterly Report
Prepared by: Kristi Evans, Operations Coordinator
Approved by: Danette Brannin, General Manager
Date: April 18, 2017

Summary for Informational Purposes:

The following information represents the final reporting period for the following van grant recipient.

Hood Canal Salmon Enhancement Group

Total Miles - 1421
Total Riders - 84
Total Trips - 37

Summary of usage:

The van was mostly utilized to transport staff and volunteers to work sites and outreach trips. Additionally the van was used to transport staff and volunteers to several volunteer events; school events, including GreenSTEM classroom support and local festivals where we had an educational booth.

Fiscal Impact:

0

Staff Recommendation:

None.

Motion for Consideration:

None.

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 3 – *INFORMATIONAL*
Subject: MTA Management Reports
Prepared by: Tracy Becht, Executive Assistant
Approved by: Danette Brannin, General Manager
Date: April 18, 2017

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information. Operational statistics are included.

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 18, 2017

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 18, 2017

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- Attended WSTIP Quarterly Meeting.
- Participated in weekly calls with the Small-Medium Transit Alliance for legislative updates.
- Had two meetings with Board Members Pogreba and Petersen to work on the Compensation Plan for non-represented employees. Task has been completed and now before the Board for approval.
- Met with Senator Sheldon regarding funding for Park & Ride development. The House Budget differs from the Senate Budget. In the House Budget, our Regional Mobility Grant funding was removed and put back into the Connecting Washington Transit Project list, then moved out to 2029-2031. Our SMTA lobbyist is helping me navigate through the process of politics and keeping this difference before our Reps and Senator.
- Met with Grays Harbor Transit, Jefferson Transit, Pacific Transit, Twin Cities Transit and River City Transit to discuss the idea of shared services. For some time this idea of sharing different services for such things like training, marketing and HR has been floating around and we finally had our first meeting.
- Met with Union Rep Bobby Joe Murray on personnel issues.
- Conducted two negotiation meetings with the Union on the Drivers' Contract.
- Met with SCJ Alliance staff on Park & Ride project.
- Conducted two meetings with MCTAB.
- Worked with Leadership Team on creating a culture statement. Updated Vision Statement and minor edits to the Guiding Principles.
- Continued to work with managers on leadership direction.
- Attended monthly EDC Administrator's Breakfast.
- Met with iFiberone regarding joint advertising and visiting Daybreak. Also discussed potential advertising on our buses.
- Worked with LeeAnn on the annual report. Began work on the write up of MTA's Economic Outlook to be inserted in the Management Discussion and Analysis of the annual report. Worked on the pension note for the Notes to the Financial Statements.
- Attended EDC Monthly Board Meeting.
- Met with Kitsap Transit Executive Director, Jefferson Transit General Manager and Intercity Transit General Manager for our quarterly meeting. We continue to meet quarterly to discuss our transits, how our services overlap and share ideas.
- Sent Rikki off into retirement land.

TEAM UPDATES

ADMINISTRATIVE SERVICES – LeeAnn McNulty

- **FMLA** – One driver currently on continuous FMLA, 2 drivers on intermittent FMLA and one Ops Supervisor on intermittent FMLA.
- **NON-REPRESENTED COMPENSATION PLAN** – Provided financial analysis and participated in Board HR Committee meetings to develop a non-represented employee compensation package.
- **POLICIES, PROCEDURES & FORMS** – All HR related MTA policies, procedures and forms have been loaded in to our payroll site. An acknowledgement mechanism, complete with automated tracking is in place to ensure all staff have reviewed and solicited clarification for policies. A due date of June 1st has been requested for all staff to have acknowledged all policies.
- **STAFFING** – Haley Wooten has been promoted to full time Accounting Assistant. Haley will retain management of the Volunteer Driver program with Christine as her backup. The vacant office assistant position will be absorbed by both Haley & Christine.
- **BUILDING ON MY TRANSIT COMMUNITY KNOWLEDGE** – Over the past month I have attended both WSTA HR & Finance Committee meetings. I attended the WSTIP Executive and Board meeting representing MTA as our alternate board member. These meetings have been quite valuable in networking with our transit peers and gaining a better understanding for the issues that face our agency.
- **LONG TERM FINANCIAL PLANNING** – I recently attended a two-day GFOA Long Term Financial Planning course. This course highlighted the need for developing formal financial policies that will guide the creation of a comprehensive long term financial plan. Progression of these tasks will take place over the summer.
- **SUSTAINABILITY** – Danette and I have been reviewing current/future assumptions and trends for sustainability projections and how they factor in to collective bargaining activity, the non-represented compensation plan and overall sustainability.
- **SUCCESSION PLANNING** – My assumption of HR related tasks other than personnel/performance related matters is complete.
- **ANNUAL REPORT** - Work on the 2016 Annual Report to be submitted by May 30, 2017 continues.
- **BOARD FINANCE COMMITTEE** – The Q1 Board Finance Committee took place March 29th with Wes and Terri in attendance. Topics included performance of operating margin and ways to guide this measurement according to SAO's 2015 audit mandate. Other areas of discussion included fixed asset and depreciation impact to operating margin, and wage analysis. Agency performance for 2015 and 2016 actuals, plus 2017 budget for both operating and GAAP perspectives was reviewed.
- **SAO FINANCIAL INTELLIGENCE TOOL (FIT)** - Compiled figures necessary for SAO to backfill (FIT) with 2013, 2014 financial data pertaining to net position, current ratio

and operating margin. The FIT tool helps to visualize and understand our financial information according to the State Auditor measurements.

MAINTENANCE/FACILITIES – Marshall Krier

- **GILLIG BUSES** – The three new Gillig buses have arrived and we are in the process of in-servicing them. This includes installing radios, fare boxes and other additional items. Also, we need to register with the Department of Licensing to obtain license plates. I expect the first bus to be ready for service the week of April 24 with the others to follow soon after.
- **FUEL** – We will begin using Bio-Diesel, specifically B-5. This was a requirement of the grant and brings us in compliance with the Governor’s 2018 Alternative Fuel Use mandate. Biodiesel is diesel fuel made from vegetable oils, animal fats, or recycled restaurant greases. It's safe, biodegradable, and produces less air pollutants than petroleum-based diesel. Biodiesel can be used in its pure form (B100) or blended with petroleum diesel. Common blends include B2 (2% biodiesel), B5 (5% biodiesel), and B20 (20% biodiesel).
- **BUS SHELTERS** – We are working with the City of Shelton and Mason County on the installation of two bus shelters located at the Airport grocery and Fairmount Apartment stops. I anticipate installation will occur late spring or early summer. We also removed the shelter behind Safeway because we no longer serve the bus stop.

T-CC – Kathy Geist

- **EVENT SPACE USAGE** – Gym use for March was lower than previous months. All of our event spaces look to be very busy in April and for the foreseeable future!
- **RADICH BUILDING UPDATE** – We completed the RFP process. While several people looked at the building and showed great interest, we received only one response. We will be leasing to United Way of Mason County! Their proposal was less than the market rate of \$1.00 per square foot we received from the previous tenant, however, we negotiated and have agreed to the market rate for a five year period. They will be commencing tenant improvements once the improvements have been determined and accepted by MTA. We are still waiting to hear back from DOE in terms of clarifying what if any further cleanup work DOE might require for our project.
- **TELECARE UPDATE** – Their staff is in and working! They received their occupancy final for all their tenant improvements. The improvements are very nice and I encourage board members to take a moment to introduce yourselves and see the spaces.
- **SAVE THE DATE** – We have partnered with DSHS to offer a community resource fair on April 19th here at the T-CC. This is an opportunity when our tenants and other community social service agencies will come together to get to know each other and what we all offer our community!
- **BUS ADVERTISING** – The bus advertising program is in full swing! We have already sold more than \$10k in ad space and the community is very excited about the opportunity!
- **STUDENT TOURS** – We had a fun tour with Grapeview Elementary kids of our JP facility and buses.

- **SAFETY INSPECTION** – Completed various annual facility safety inspections for the T-CC.
- **MEETINGS** – In March I attended:
 - Thurston Mason Behavioral Health Organization advisory board (2).
 - CHOICE advisory board.
 - Annual Records Management training.
 - Conducted tour of our JP facility for Grapeview Elementary School students.
 - Participated in the Tumwater Resource fair.
 - Moving Mason Forward monthly meeting.

OPERATIONS – Mike Ringgenberg

- **REPORT** – Completed the National Transit Data (NTD) report for 2016.
- **CO-HOSTED CONFERENCE WITH KITSAP TRANSIT** – MTA co-hosted with Kitsap Transit an ADA Confinement and Solutions Conference.
- **JUNE 5 DRIVER SHAKE-UP** – The Operations team is finishing up all tasks for the implementation of this driver shake-up.
- **DEVIATION TRACKING** – Started tracking the Steamboat and Taylor Town deviations to determine possible service changes.
- **ROUTE 3 CHANGES** – Demand has increased on Route 3 at 6:30 am from Belfair to Bremerton, so the vehicle size was increased to accommodate the growing demand!
- **NEW DRIVERS** – The two new drivers who started training on February 24 are finishing the classroom training and will be out on routes on April 10.
- **BUS SHELTERS** – Working with the City of Shelton and Mason County on possible bus stop shelters for Airport Grocery and Fairmont Cove Apartment stops.
- **HOODSPORT VISITORS CENTER** – A new restaurant will open at the Hoodsport Visitors Center soon. During the remodel, the Visitors Center shelter was removed to increase parking. MTA will now do an in-lane stop on Lake Cushman Road at the Visitor’s Center sign to pick-up and drop off passengers.

DEVELOPMENT – Mike Oliver

- **PARK AND RIDE** – As presented in the monthly information item contained in the agenda, things are progressing nicely. The negotiations are proving fruitful and we are ready to engage legal representation to set cost with Overton and Associates and finalize a purchase and sale agreement. We are looking at purchasing somewhere between 5 and 8 acres of land located directly between the Log Yard Road intersection and the proposed bypass route depending on the final cost elements. The effort of both parties, MTA and David Overton, have been well vetted in meetings and exploration of the best options for the taxpayers of Mason County. Conceptual design has been developed with the coordination of both SCJ Alliance and APEX Engineering in a developing partnership, with both firms working together representing the project as a whole.
- **PRTPO NEWS** – After attending a WSDOT review of the PRTPO’s Unified Planning Work Program (UPWP), I am happy to say PRTPO continues to perform work above and beyond the call. We were told at the meeting that WSDOT, while performing the annual requirement, found zero deficiencies and congratulated the team.

There will be two very important discussions at the upcoming PRTPO Executive Board Meeting held on April 21, 2017 at Mason County Public Works.

In past years of the consolidated grant process, the majority of elements required by the State of Washington (the “State”) have centered on the Human Services Transportation Plan developed in coordination with the PTO and MPO planning organizations. These references to seniors, education, youth, those with special needs and others who have critical transportation needs, have been the emphasis in grant applications. New Federal Transit Administration guidance is now requiring a more in-depth public and stakeholder outreach program with development of Human Services Transportation elements that will include open public meetings, contact development and partnership building with senior programs, job source agencies, educational services, and human services to name a few. Under the new FTA guidance, there is an additional requirement for the process that must be in place prior to the next application period in late 2018:

- The prioritization and description of the preferred alternatives is essential and must be developed and approved with the representation from seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers, and other members of the public.
- That final list of ranked projects must be developed and approved by the group highlighted above to be eligible to be submitted as grant applications to WSDOT.
- WSDOT Public Transportation Division’s Community Liaisons will be monitoring and assisting RTPOs to be in compliance with this new requirement.
- WSDOT’s Public Transportation Division will provide \$80,000 to the Peninsula RTPO for the 2017-19 biennium to facilitate this work.

The second conversation will center on a request for review of the PRTPO current structure from the WSDOT coordinating group. It is a well-known fact that the PRTPO is the only transportation planning organization in the State that is coordinated by WSDOT with agency representatives performing the planning work in a totally volunteer status. This request has come up from time to time over the history of the organization. Other transportation planning organizations use many different methods of managing, coordinating and providing admin support to their respective groups. Use of consultants, volunteers, “paid” employees, internal development of a business organization or primary representative agency lead that might rotate the administrative duties month to month or year to year, etc. This will prove to be an interesting conversation.

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2017 WORK ITEMS UPDATE

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2017 Work Items		Completed as of 4/14/2017	Progress
1st Quarter			
Complete shelter replacement and upgrade project			Shelter for Bill Hunter Park has been installed; other shelters have arrived and staff are working towards installing the them at the planned locations. We have been granted an amendment to our shelter contract with WSDOT so we can purchase expansion shelters instead of just replacement. Bringing amendment and request to purchase 8 shelters to the February Board meeting. New larger shelter has been installed at Wallace-Kneeland. New shelter has been installed on Professional Way (previously no shelter at this location.) Eight more shelters have been ordered. Installed more replacement shelters.
Review personal protection equipment requirements. Purchase highly visible safety vest with MTA logo			Research has been done. Working with Correctional Industries to design safety vests to our specifications and will order once we agree on the style and price. We have received our annual \$2,500 safety grant from WSTIP which we will use to pay for the vests. Correctional Industries has done some redesign for us. Awaiting final sizing then will be placing the order. Order has been placed.
Complete LED headlamp replacement on buses		✓	LED headlamps have been ordered and the installed on all coaches. Will install on cutaways as needed. Task is considered complete.
Research automated fueling		✓	Maintenance has reached out to Gasboy and awaiting an estimate of the cost to update the system.
Research to determine feasibility of bus wash		✓	It has been determined installing a bus wash is cost prohibited at this time. Moving forward with purchasing a bus washer this year as funds are available. For now, this task is considered complete.
Re-train all drivers on a regular basis in order to provide consistent service and safety		✓	Operations completed Defensive Driver and Passenger Safety Training. HR completed anti-harassment training to all staff. Training for this quarter has been completed.
Negotiate remaining union contracts			Union negotiations for the drivers has begun. There have been five meetings so far with much progress. Next meeting scheduled for April 28, which we anticipate will wrap up the Driver's contract. That leaves one contract left to negotiate for the Comm Center.
Communicate expectations to staff through Employee Appraisals and Coaching/Counseling; establish consistent practices.			Forms have been updated and are ready for use. Managers are expected to complete annual employee appraisals by March 31. Reviews are almost done. Operations still has some drivers to meet with and plan to have all completed by April 30.
Review and update Employee Handbook based on union contracts			HR is working on updating employee handbook with a completion goal date of April 30. Rikki worked on updates until she retired. LeeAnn will complete.
Review benefit package and medical insurance options in preparation for 2018 changes due to Affordable Care Act Cadillac Tax			One meeting has occurred with an Association of Washington Cities representative to look at plan options. Information was presented to staff for a first glance at the All Staff meeting.
Prepare for retirement of HR Manager. Look at other key positions to begin establishing succession planning and establishing an internal process for promoting within first		✓	Have been working on merging of HR and Finance Manager positions. Will be reviewing all manager's tasks and job responsibilities as well as other key positions. Have incorporated Lead Drivers to help with the process of promoting within. Will be looking at other departments for similar training plans. Succession for HR Manager has been completed. Rikki's last day was April 14. Will continue in the 2nd quarter with organizational structure and efficiency.
Implement a review plan for exempt and non-represented staff salaries and benefits		✓	Initial meeting with Board Members Pogreba and Petersen to discuss compensation plan and get direction; follow-up meeting scheduled for March 20 to review initial plan. Compensation Plan to the full board is tentatively planned for April. Had final meeting on April 10. Compensation Plan is in April Board Packet for Board approval.
Explore technological advances that can streamline our scheduling process			A team has been established to work on a bus and scheduling technology. Have had three Webex presentations and an on-site visit. Goal is to put together a technology plan and then explore grant opportunities. Continued to view products. Team will be meeting in April to review information and determine next steps.
Schedule MCTAB meeting		✓	Meeting to be scheduled for early March; meeting has been scheduled for March 27 @ 6:00pm. Had a meeting on April 11.

<p>2nd Quarter</p>	<p>Re-train all drivers on a regular basis in order to provide consistent service and safety</p>	<p>✓</p>	<p>This quarter the training focus will be the new buses and the passive restraints installed on each. CPR refresher training will be done for those needing to renew the CPR card.</p>
<p>Evaluate available options and pilot implementation of driver tablet use</p>	<p>Establish Driver Awareness and Training Program to encourage reporting of near misses</p>		<p>A committee has been established and the first meeting will be scheduled in June.</p>
<p>NEMS training and preparedness; create procedures and training for lockdown situations</p>	<p>Continue to explore new options in hiring practices, positions, organizational structure and retention by looking at other transit agencies' practices and structure as well as working towards efficiency through job description review</p>		<p>New buses arriving approx. April that will be ready for alternative fuel. Preparation for change is on schedule. Marshall and Ruben visiting the Gillig factory March 20-24 for final production and inspection of buses. New buses arrived and B-5 biodiesel will be delivered in April when tank is filled.</p>
<p>Prepare for the 2018 alternative fuel mandate</p>	<p>Increase face-to-face time between staff</p>		
<p>Establish Joint Labor Management Committees for each bargaining unit; establish a meeting schedule</p>	<p>3rd Quarter</p>		
<p>Re-train all drivers on a regular basis in order to provide consistent service and safety</p>	<p>Improve current rider materials, specifically the schedule book;</p>		<p>Rider's Guide and Schedule Book is being designed and reviewed now for June 5. It will include Spanish translation.</p>
<p>Translate rider materials into Spanish</p>	<p>Create e-learning and resource library</p>		
<p>Invest in technical training for staff specific to route planning and development</p>	<p>Invest in technical training for staff specific to route planning and development</p>		<p>This is currently being evaluated through the process of long-range financial planning as related to Operating Margin as well as overall financial health.</p>
<p>Create Financial Management Manual</p>	<p>Evaluate the facilities infrastructure with regard to MTA's ability to maintain obligations for current and planned facilities</p>		
<p>Respond to LMTAAA RFQ to secure funding for volunteer driver program</p>	<p>4th Quarter</p>		<p>General Manager will be participating in the Financial Fair at Shelton High School on April 19.</p>
<p>Re-train all drivers on a regular basis in order to provide consistent service and safety</p>	<p>Begin to formalize shift from flag-stop to fixed-stop service in Shelton's urban area</p>		
<p>Install bus stop signs through Mason County</p>	<p>Develop a route deviation policy</p>		
<p>Develop a work plan for parking lot upgrades</p>	<p>Develop bridging activities, such as a job shadow program and internships, to create career pathways between youth (high school & college) and MTA</p>		
<p>All Year</p>	<p>Continue to work with City and County on fostering collaborative relationships</p>		<p>Currently working with the County and School Districts for an emergency transportation plan when road restrictions due to weather are in place. Working with the City on the Pear Orchard site for a Park & Ride lot. Working with the County on Park & Ride lots. Coordinating with KPG to let them know of MTA plans at Shelton-Matlock as part of the work KPG is doing for the City.</p>
<p>Increase public relations activities and involvement on boards of local non-profit organizations that promote and support the growth of the community</p>	<p>Park & Ride project (through 2019)</p>		<p>General Manager is now on the EDC Board. T-CC Manager is on the BHO Board. Have narrowed site selections down to two sites for the Belfair P&R. Held a public meeting in Belfair on March 1. Feedback from the meeting did not change the outcome of the site selection. Had an initial meeting with property owner David Overton to discuss appraisal. Awaiting appraisals from Overton and Associates on Belfair property. Awaiting outcome from the Legislature regarding House Transportation Budget. Working on other sites, specifically security and lighting.</p>
<p>T-CC parking lot construction</p>			<p>Design is in process. Waiting on DOE response to soil issues. Will not be tearing down the Radich building so soil issues are no longer an issue.</p>

Operations Report March 2017

Service Statistics

The following table shows the ridership, hours and mileage statistics for each mode of service. It compares March 2016 to March 2017 data.

MTA provided 27 days of service.

Totals		Mar-17	Mar-16	2017 YTD	2016 YTD	YTD % (+ -)
Fixed Route	Ridership	34,270	33,483	90,001	92,761	-3%
	Total Hours	3,046	3,031	8,236	8,326	-1%
	Mileage	63,532	61,130	171,576	168,006	2%
Worker/Driver	Ridership	4,706	5,365	13,014	13,474	-3%
	Total Hours	234	247	629	653	-4%
	Mileage	5,636	5,636	15,157	15,192	0%
Dial-A-Ride	Ridership	4,102	4,394	11,262	11,827	-5%
	Total Hours	2,188	2,464	6,337	7,046	-10%
	Mileage	25,807	27,836	75,169	77,087	-2%
Vanpool	Ridership	2,362	3,072	6,738	7,785	-13%
	Mileage	14,452	18,842	38,946	48,932	-20%
Special Events	Ridership	82	62	82	138	-41%
	Total Hours	2	1	2	3	-52%
	Mileage	16	8	16	17	-6%
Volunteer	Ridership	129	136	329	349	-6%
	Total Hours	232	189	603	536	12%
	Mileage	5,303	4,860	14,094	13,425	5%
All Modes Total	Ridership	45,651	46,512	121,426	126,334	-4%