



AGENDA

Mason Transit Authority Board
Regular Meeting
February 20, 2018, 4:00 p.m.
Mason Transit Authority
Transit-Community Center
601 West Franklin Street
Shelton

OPENING PROTOCOL

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

PUBLIC COMMENT

RECOGNITION

25th Anniversary of Mason Transit Authority
Terri Drexler's Service as Previous Board Chair
New Board member Shelton Commissioner Kevin Dorcy
Returning Board member Sandy Tarzwell

CONSENT AGENDA – ACTION

1. Pg. 03: Approval of Minutes: Approval of the minutes of the January 16, 2018 MTA regular Board meeting
2. Pg. 07: Financial Reports: January 2018
3. Pg. 17: Check Approval: January 12 – February 15, 2018

REGULAR AGENDA

UNFINISHED BUSINESS:
[NONE]

NEW BUSINESS:

1. Pg. 27: DoubleMap Contract – Resolution No. 2018-01 – *ACTIONABLE*
2. Pg. 45: Development of Annual Review Process of Performance of General Manager – *DISCUSSION*

INFORMATIONAL UPDATES

1. Pg. 51: Park and Ride Informational Update
2. Pg. 53: Management Reports
3. Pg. 67: Service Review Update
4. Pg. 69: Operational and Statistical Cost Update

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Regular Meeting**
*March 20, 2018 at 4:00 p.m.
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

PUBLIC HEARING
**Potential Intersection Revisions to
SR3 and Log Yard Road for the MTA Park and Ride**
*Wednesday, March 7, 2018
5:30 – 7:00 PM
North Mason Timberland Library
23081 NE State Route 3
Belfair*

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.

At the time of roll call, the Board Chair announced that the County Commissioners had one more MTA Board position to fill and that the City of Shelton would be appointing a Commissioner to the MTA Board later that evening. She also announced that there was a quorum for the meeting and that the meeting could proceed.

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

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

Authority Voting Board Members Not Present: The following positions were not present due to temporary vacancies: 1) City Representative Authority Board member vacant and to be appointed at City of Shelton Commissioner meeting evening of January 16; and 2) One Authority Board member position remaining to be appointed by Mason County Commissioners.

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Marshall Krier, Maintenance and Facilities Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager. Also present was John Piety (MCTAB).

ACCEPTANCE OF AGENDA: **Moved** that the agenda for the January 16, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campbell/Petersen.**
Motion carried.

PUBLIC COMMENT: None.

RECOGNITION:

- A letter of appreciation was received by Brian Lagerberg, Director, Public Transportation Division of WSDOT, relating to MTA's assistance during the train derailment. The letter was read aloud by the Clerk of the Board.

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 December 19, 2017.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of December, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of December 15, 2017 through January 11, 2018, financial obligations on checks #30761 through #30868, as presented for a total of \$486,412.36.

Shutty/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. Election of Officers.

- a. **Chair.** Board member Kevin Shutty was nominated to serve as Chair of the Authority Board. Board member Shutty accepted the nomination. There was a vote of the Authority Board to appoint Kevin Shutty to serve as Chair of the Authority Board. **Unanimously approved.**
- b. **Vice Chair.** John Campbell was nominated to serve as Vice-Chair. Board member Campbell declined the nomination. Board member Wes Martin was nominated to serve as Vice Chair. Board member Martin accepted the nomination. There was a vote of the Authority Board to appoint Wes Martin to serve as the Vice Chair of the Authority Board. **Unanimously approved.**

NEW BUSINESS

1. Lewis-Mason-Thurston Area Agency on Aging Contract (“LMTAAA”) –

LeeAnn McNulty, Administrative Services Manager, explained that LMTAAA had approved the four-year contract with MTA and that the contract being presented for approval by the Board related to the 2018 contract between LMTAAA and MTA in connection with the volunteer driver program. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 18-1120-0041-06 for the provision of volunteer transportation services. **Petersen/Campbell. Motion carried.**

2. **City of Shelton Alder Street Project** – Danette Brannin, General Manager, informed the Board that the City of Shelton had been awarded a grant for street improvements on Alder Street from 1st Street up Olympic Highway North to C Street. She went on to say that MTA would be partnering with the City of Shelton by installing a bus shelter and constructing a bus pull-out in the right-of-way at 8th and Alder, as well as installing a crosswalk flasher in the vicinity of MTA’s current bus stop near C Street for safety reasons. She also described the benefits of partnering with City of Shelton on this project. An interlocal agreement is in draft stages and will be brought to the Authority Board for consideration at a later meeting.

INFORMATIONAL UPDATES –

Ms. Brannin and Marshal Krier, Maintenance and Facilities Manager, described to the Board the State of Good Repair reporting that will be required under the Transit Asset Management Plan beginning in October 2017. The State of Good Repair relates to useful life of the transit’s fleet of vehicles and buildings. MTA has sent an 80% Useful Life Benchmark of its vehicles. Currently, Worker/Driver buses are currently beyond their useful life and need to be replaced. In the next

six years approximately 70% of the fleet will need replaced stressing the importance of the need for available funding at the federal government level. MTA is building reserves for vehicle replacement should funding not be available or to meet the match on successful funding applications.

GENERAL MANAGER'S REPORT – Ms. Brannin had no additional updates to the report.

COMMENTS BY BOARD MEMBERS – Board member Petersen asked Ms. Brannin if ferry service from Olympia was on MTA's radar and would this impact MTA service. Ms. Brannin replied that at this time it was not under consideration.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:40 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting**
*February 20, 2018 at 4:00 p.m.
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

DRAFT

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Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – December 2017
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: February 20, 2018

Summary for Discussion Purposes:

Included are the January 2018 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

The 2017 YTD totals should be considered in draft form as additional expenses may be added post board meeting. There will be additional revenue adjustments to sales tax revenue based on actual amounts to be received on February 28. Grant revenue will have an adjustment based on 4th quarter actual reimbursement amount submitted January 31. 2017 financial reports will remain in draft form until audited by the State Auditor's Office.

Highlights:

Sales Tax Revenue

Sales tax revenue for November 2017 (received January 31, 2018) was \$325,586 – which was approximately 21.20% higher than budgeted, and also came in 3.36% higher than November 2016 actual. 2017 sales tax revenue continues to reflect strong growth year over year up 4.6% compared to YTD November 2016.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at the full 8.33% (1/12) of the budget through the end of January. Total YTD Revenue ended under budget at 7.30%. Total YTD Operating Expenses ended under budget at 6.15%.

Fiscal Impact:

November's fiscal impact reflects total revenues of \$570,276 and operating expenses of \$476,762.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of January 2018 as presented.

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Mason Transit Authority

December 2017 Financial Report

	2017 December Actual	2017 YTD Actual	2017 Budget	Notes	Percentage of Budget Used 100.00%
REVENUE					
Passenger Fares	8,087	98,224	98,300		99.92%
PSNS Worker/Driver & Vanpool Fares	20,858	266,263	295,000		90.26%
Total Operating Revenue (Fares)	28,945	364,487	393,300		92.67%
Sales Tax	355,508	4,197,786	3,858,621	(1)	108.79%
Operating Grants	281,714	2,913,315	2,669,650	(2)	109.13%
Rental Income	15,640	180,935	158,860		113.90%
Investment Income	4,764	44,156	13,800		319.97%
Other Non-operating Revenue	19,790	305,151	215,080	(3)	141.88%
Total Revenue	706,361	8,005,831	7,309,311		109.53%
EXPENSES					
Wages and Benefits	677,626	5,374,679	5,561,759		96.64%
Contracted services	36,963	254,849	293,129		86.94%
Fuel	29,109	331,502	350,000	(4)	94.71%
Vehicle/Facility Repair & Maintenance	12,347	268,631	322,165		83.38%
Insurance	19,836	238,034	237,338		100.29%
Intergovernmental - Audit Fees	-	26,604	27,000		98.54%
Rent - Facilities and Park & Ride	2,351	27,662	27,480		100.66%
Utilities	9,801	117,810	141,846		83.05%
Supplies - Equipment	8,809	93,580	129,130		72.47%
Training & Meetings	693	26,433	41,900		63.09%
Other operating expenses	13,574	131,845	147,621	(5)	89.31%
Total Operating Expenses	811,108	6,891,629	7,279,368		94.67%
Net Income (Loss) from Operations	(104,746)	1,114,202	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)	Operating grant revenue equals the 1st, 2nd, 3rd quarter, actual receipts + 4th quarter accruals.
(3)	Includes 1st, 2nd, & 3rd quarter's actual receipts + October, November, & December's accruals of RMG Grant - \$194,389, LMTAA Volunteer program revenue - \$29,100, Volunteer Donations - \$2,798, Sales of Maintenance Services - \$5,325, Sale of Bus ads \$21,535, WSTIP Safety Grant \$2,500, Insurance Recovery - \$10,990, Community Van - \$6,689, Sale of Surplus Vans - \$28,202
(4)	Average diesel price per gallon year to date is \$1.97. Average gasoline price per gallon year to date is \$2.64.
(5)	Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through November include: Volunteer Driver Program reimbursements \$35,653, Advertising \$18,139, Merchant/credit card fees - TIP pass credit card fees \$6,729, Dues, Memberships, Subscriptions \$32,908 plus other misc. expenses.

Mason Transit Authority
December 2017 Financial Report
T-CC

	2017 December Actual	2017 YTD Actual	2017 Budget	Percentage of Budget Used 100%	YTD - Community Center Allocation	YTD - Transit Allocation
REVENUE						
T-CC Rental	14,974	170,539	148,463	114.9%	170,539	-
Other Revenue	45	275	-		275	-
Total Revenue	15,018	170,813	148,463	115.1%	170,813	-
EXPENSES						
Wages and Benefits	11,500	134,185	156,011	86.0%	119,853	14,331
Contracted services	90	5,831	6,260	93.1% (1)	4,984	847
Repair & Maintenance	87	5,750	3,800	151.3% (3)	4,223	1,527
Insurance	1,984	23,803	23,734	100.3%	23,803	-
Utilities	4,004	41,812	48,644	86.0%	29,809	12,003
Supplies & Small Equipment	347	5,251	5,720	91.8%	3,413	1,837
Training & Meetings	-	-	1,200	0.0%	-	-
Other operating expenses	168	5,210	4,921	105.9% (2)	4,300	910
Total Operating Expenses	18,179	221,842	250,290	88.6%	190,386	31,456
Net Income (Loss) from Operations	(3,161)	(51,028)	(101,827)		(19,572)	(31,456)

(1) YTD Contracted Services is comprised of 3 quarterly elevator inspections \$1,773; Alarm services \$1,604; Backflow testing \$150; IT services \$720.

(2) Other operating expenses include Dues & subscriptions \$601; Advertising \$1,862, Lease filing & recording fees, \$540 and Equipment Lease \$1,853.

(3) Unexpected HVAC repair to various areas of the TCC facility \$4,060.

Mason Transit Authority

January 2018 Financial Report

	2018 January Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used
					8.33%
REVENUE					
Passenger Fares	7,998	7,998	101,600		7.87%
PSNS Worker/Driver & Vanpool Fares	23,807	23,807	265,000		8.98%
Total Operating Revenue (Fares)	31,805	31,805	366,600		8.68%
Sales Tax	240,808	240,808	3,897,207	(1)	6.18%
Operating Grants	253,843	253,843	3,046,116	(2)	8.33%
Rental Income	14,402	14,402	183,418		7.85%
Investment Income	6,116	6,116	20,000		30.58%
Other Non-operating Revenue	23,302	23,302	300,400	(3)	7.76%
Total Revenue	570,276	570,276	7,813,741		7.30%
EXPENSES					
Wages and Benefits	330,652	330,652	5,677,315		5.82%
Contracted services	26,797	26,797	423,608		6.33%
Fuel	30,424	30,424	336,000	(4)	9.05%
Vehicle/Facility Repair & Maintenance	19,782	19,782	308,200		6.42%
Insurance	19,876	19,876	238,506		8.33%
Intergovernmental - Audit Fees	-	-	29,000		0.00%
Rent - Facilities and Park & Ride	2,351	2,351	30,800		7.63%
Utilities	11,337	11,337	131,140		8.64%
Supplies - Equipment	6,361	6,361	118,235		5.38%
Training & Meetings	1,602	1,602	55,185		2.90%
Other operating expenses	27,582	27,582	170,012	(5)	16.22%
Pooled Reserves	-	-	240,000		0.00%
Total Operating Expenses	476,762	476,762	7,758,001		6.15%
Net Income (Loss) from Operations	93,514	93,514	55,740		-

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage
(2)	Operating grant revenue equals January 2018's accrual.
(3)	Includes January 2018's accrual of RMG Grant - \$18,833, LMTAA Volunteer program revenue - \$3,574, Volunteer
(4)	Average diesel price per gallon year to date is \$2.26. Average gasoline price per gallon year to date is \$2.80.
(5)	Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through January include: Volunteer Driver Program reimbursements \$3,598, Advertising \$4,880, Merchant/credit card fees - TIP pass credit card fees \$622, Dues, Memberships, Subscriptions \$17,697 plus other misc. expenses.

Mason Transit Authority

January 2018 Financial Report - TCC

	2018 January Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used		YTD - Community Center Allocation	YTD - Transit Allocation
					8.33%			
REVENUE								
T-CC Rental	12,535	12,535	165,821		7.6%		12,535	-
Other Revenue	43	43	-				43	-
Total Revenue	12,578	12,578	165,821		7.6%		12,578	-
EXPENSES								
Wages and Benefits	6,825	6,825	133,483		5.1%		6,825	-
Contracted services	991	991	6,000	(1)	16.5%		896	96
Repair & Maintenance	1,065	1,065	4,900	(2)	21.7%		835	230
Insurance	1,988	1,988	15,409		12.9%		1,988	-
Utilities	4,846	4,846	46,440		10.4%		3,441	1,405
Supplies & Small Equipment	1,030	1,030	2,825	(3)	36.4%		758	271
Training & Meetings	-	-	860		0.0%		-	-
Other operating expenses	909	909	6,103	(4)	14.9%		909	-
Total Operating Expenses	17,654	17,654	216,020		8.2%		15,651	2,003
Net Income (Loss) from Operations	(5,075)	(5,075)	(50,199)				(3,073)	(2,003)
<p>(1) YTD Contracted Services is comprised of quarterly elevator inspections \$610; Alarm services \$240; IT services \$90.</p> <p>(2) Temp Employee Maintenance Services \$793 prior to hiring-on on T-CC Assistant/Custodian.</p> <p>(3) Large cleaning supply orders were made within January 2018.</p> <p>(4) Other operating expenses include Dues & subscriptions \$374; Advertising \$295.</p>								

Mason Transit Authority

Cash and Investments

January 31, 2018

FUND	12/31/2017	1/31/2018	Change
Cash - MC Treasurer	922,492.27	788,078.95	(134,413.32)
Investments - MC Treasurer	5,869,104.63	5,469,104.63	(400,000.00)
Payroll - ACH Columbia Bank	150,791.48	147,836.63	(2,954.85)
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 6,942,888.38	\$ 6,405,520.21	\$ (537,368.17)

Cash Encumbrances		
Project Related:		
City of Shelton; Alder St. project.		100,000
Grant Related:		
TAP Grant - T-CC & Shelter Rplc	10,800	
Five (5) Cutaway Bus Replacements	126,251	
Park & Ride Development Project RMG 2015-2019 Match	950,000	
2015-2017 - \$450,000 2017-2019 -		
Parking Lot (DOE Grant)	<u>52,500</u>	
Total Grant Match		1,139,551
Reserves:		
General Leave Liability		153,326
Operating Reserves		2,000,000
Facility Repair Reserve		150,000
Emergency/Insurance Reserves		50,000
Capital Project Reserves		215,560
Fuel Reserve		120,000
Transportation Service Consultant		150,000
		\$ 4,078,437

Total of Cash \$ 6,405,520.21
 Less Encumbrances \$ 4,078,437.00

Undesignated Cash Balance Total (Including Reserves) \$ 2,327,083.21

Investments - MC Treasurer (Reserves) \$ 5,469,104.63
 Less Encumbrances \$ 4,078,437.00

Undesignated Cash Reserves \$ 1,390,667.63

Capital Project Reserves: We are reserving the amount of Sales Tax Revenue received in excess of the 2017 budgeted amount. The first \$150,000 of additional sales tax revenue received YTD has been allocated to the board approved Transportation Service Review. Additional revenues will be reserved against future capital projects.

Mason Transit Authority

2018 CAPITAL PROJECT BUDGET

Project	Budget	Grants	MTA Funding	Actual 2018 Costs Expended	Project Costs to Date	Purpose
IT Items	15,000	-	15,000	-	-	Server upgrades @ \$15,000
T-CC Parking Lot	302,500	250,000	52,500	3,284	3,284	Parking lot behind T-CC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000	29,180	1,304,620	Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R
Smart Bus Technology	400,000	400,000	-	-	-	CAD/AVL, Tablet, Scheduling Software, Automatic Stop
HVAC Units	50,000	-	50,000	-	-	Replace units Buildings 1 & 2
Rear Destination Signs Low Floor Buses	8,000	-	8,000	-	-	Ridership amenity - See route from rear of bus
4 New Wheel End Hoist	45,000	-	45,000	-	-	Maintenance shop
Passenger Amenities & Signage at Stops	80,000	69,200	10,800	583	43,002	Balance of 2015 TAP Grant. Initial spend T-CC start up.
Alder St./N. Olympic Hwy Project	100,000	-	100,000	-	-	Bus stop enhancements in coordination of City project. Contingent on City grant success.
Accounting Software	35,000	-	35,000	-	-	Pending updated pricing. RFP to follow.
T-CC Roof Repair	-	-	5,000	-	-	To repair T-CC's roof due to leaks
TOTAL CAPITAL PROJECTS	\$ 7,406,634	\$ 6,336,200	\$ 1,271,300	\$ 33,047	\$ 1,350,906	

VEHICLE REPLACEMENT

Vehicle	Budget	Grants	MTA Funding	Actual 2018 Costs Expended	Project Costs to Date	Purpose
2 Worker Driver Coaches	550,000	-	550,000	-	-	Replacement inventory. New \$485K, used \$250-300K.
5 Cutaways	504,930	378,679	126,251	-	-	Replacement inventory.
Staff Vehicles	30,000	-	30,000	-	-	to replace staff car and maintenance pickup
TOTAL VEHICLE REPLACEMENT	\$ 1,084,930	\$ 378,679	\$ 706,251	\$ -	\$ -	

PROPOSED 2018 CAPITAL PROJECTS	\$ 8,491,564	\$ 6,714,879	\$ 1,977,551	\$ -	\$ 1,201,572	
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Cash encumbered for MTA Funding portion - \$1,239,551.
 Capital Project Reserves - \$215,560 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

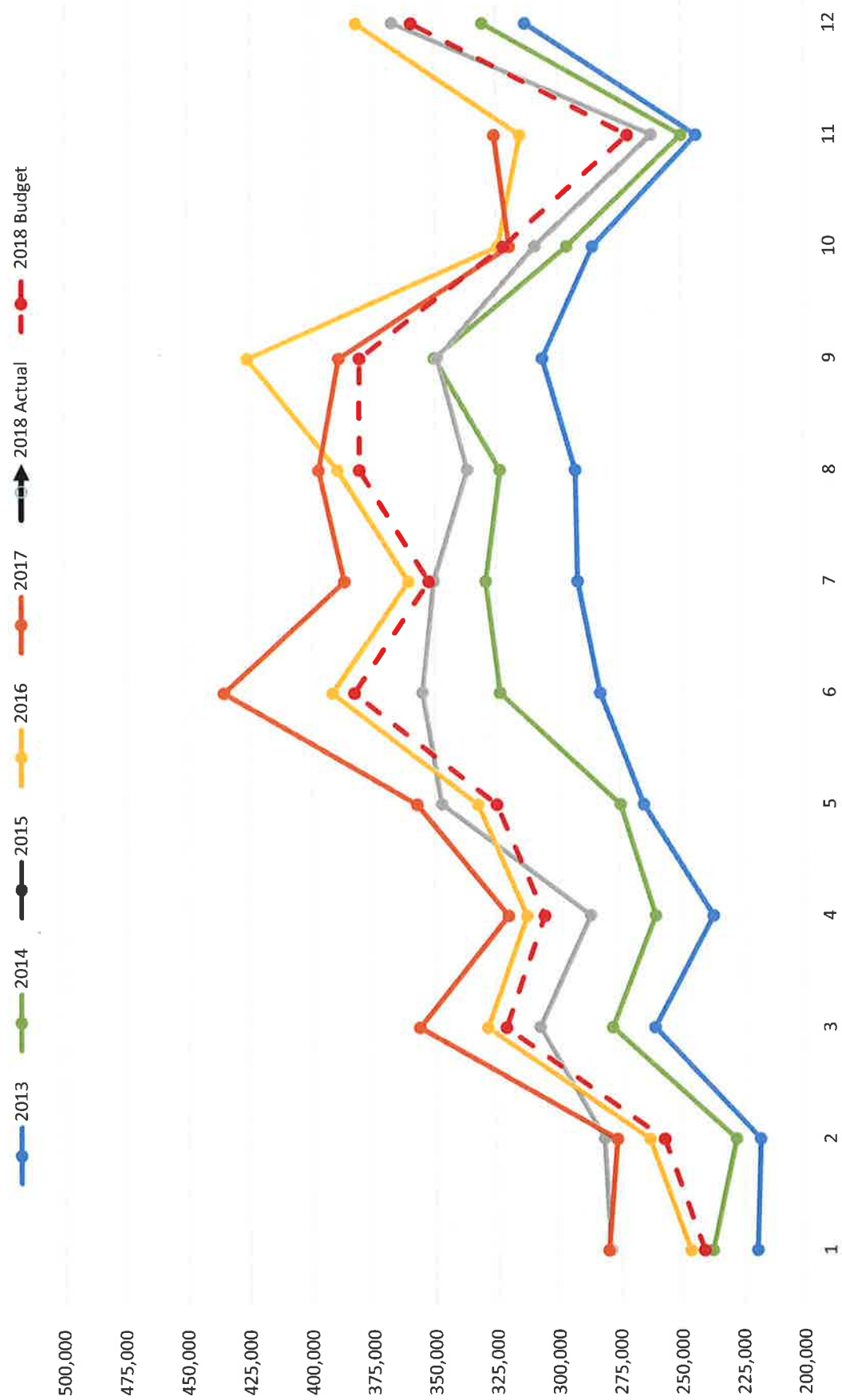
Mason Transit Authority

Sales Tax Collected

as of **1/31/2018** for **11/30/2017**

	2013	2014	2015	2016	2017	2018 Actual	2018 Budget	2018 Budget Variance	% Change 2017 - 2018 Actual
	January	219,231	237,528	279,122	246,415	279,777		240,808	
February	217,929	227,815	281,559	262,925	276,310		256,943		
March	260,652	278,053	307,482	328,665	356,214		321,188		
April	236,931	260,396	286,903	312,635	320,241		305,522		
May	265,167	274,641	347,236	332,428	357,049		324,865		
June	282,753	323,498	354,920	391,485	435,445		382,579		
July	291,925	329,201	350,290	360,375	386,531		352,176		
August	292,782	323,336	336,522	389,222	397,061		380,367		
September	306,051	349,872	348,805	426,039	388,845		380,343		
October	285,612	296,170	309,042	324,125	319,477		321,964		
November	243,571	249,648	261,713	314,996	325,586		271,390		
December	312,900	330,297	367,053	381,623			359,063		
	3,215,506	3,480,456	3,830,645	4,070,933	3,842,536	-	3,897,207		

Monthly Sales Tax Trend



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: Brian Phillips, Staff Accountant
Approved by: LeeAnn McNulty, Administrative Services Manager
Date: February 20, 2018

Summary for Discussion Purposes:

- Washington State Transit Insurance Pool – 2018 Insurance - #30905 - \$238,531.00
- Nelson Nygaard
 - Comprehensive Service Review - #30932 - \$7,683.53
 - Comprehensive Service Review - #30993 - \$8,076.55
- SCJ Alliance - #31004 – P&R Construction - #31004 - \$29,180.00

January Purchases Fuel Prices: Diesel \$2.26 Unleaded \$2.80

Fiscal Impact:

\$978,907.47

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of January 12, 2018 through February 15, 2018 financial obligations on checks #30869 through #31021, as presented for a total of \$978,907.47.

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Mason Transit Authority
February 20, 2018 Disbursement Approval

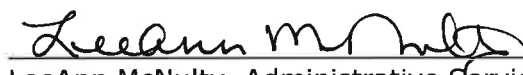
The following checks for the period of January 12, 2018 through February 15, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	30869 - 31021	\$987,907.47

Included within the checks were:		
	Check #	Amount
Payroll – 1/12/2018	30869	\$127,060.86
Payroll – 1/24/2018	30906	130,345.88
Payroll – 2/6/2018	30956	132,076.15
WA State Insurance Transit Pool	30905	238,531.00
Nelson Nygaard	30932	7,683.53
Nelson Nygaard	30993	8,076.55
SCJ Alliance	31004	29,180.00

Submitted by: 
Brian Phillips, Staff Accountant

Date: 2/15/18

Approved by: 
LeeAnn McNulty, Administrative Services Manager

Date: 2-15-18

Mason Transit Authority

Board Check Register

From 1/12/2018 Through 2/15/2018

Document Date	Check #	Vendor Name	Amount
1/12/2018	30869	Mason Transit Authority - ACH Account	127,060.86
1/18/2018	30870	AIG Retirement	300.00
1/18/2018	30871	Associated Petroleum Products, Inc.	20,355.38
1/18/2018	30872	Aramark	305.04
1/18/2018	30873	Aramark	21.76
1/18/2018	30874	Cascade Natural Gas	1,756.98
1/18/2018	30875	Cummins Northwest, LLC	1,313.99
1/18/2018	30876	Dept of Labor & Industries - Elevators	129.00
1/18/2018	30877	Dept. of Retirement Systems - PERS Contributio	24,342.47
1/18/2018	30878	Dept. of Retirement Systems - Deferred Comp	939.71
1/18/2018	30879	EMC - Mason Transit	122.80
1/18/2018	30880	Extreme Auto, LLC	516.89
1/18/2018	30881	Gillig, LLC	286.54
1/18/2018	30882	District 160	3,240.98
1/18/2018	30883	Les Schwab	1,481.13
1/18/2018	30884	Mason County Garbage, Inc.	672.91
1/18/2018	30885	Mason County Public Health	240.00
1/18/2018	30886	Mason County PUD #3	107.33
1/18/2018	30887	Mason County Utilities/Waste Management	96.00
1/18/2018	30888	Mountain Mist Water	79.58
1/18/2018	30889	Napa Auto Parts	34.86
1/18/2018	30890	North Mason Chamber of Commerce	295.00
1/18/2018	30891	O'Reilly Auto Parts	24.49
1/18/2018	30892	Pacific Office Automation	537.67
1/18/2018	30893	PeopleReady Inc.	396.40
1/18/2018	30894	Rexel USA, Inc. dba Platt Electric Supply, Inc.	267.86
1/18/2018	30895	Pro-Build Company LLC	32.74
1/18/2018	30896	ProAir	191.82
1/18/2018	30897	Schetky Northwest Sales, Inc.	568.05
1/18/2018	30898	Seattle Automotive Distributing	283.81
1/18/2018	30899	Mason County Journal	72.00
1/18/2018	30900	Titus-Will	833.64
1/18/2018	30901	Tozier Brothers, Inc.	36.40
1/18/2018	30902	United Way of Mason County	46.00
1/18/2018	30903	Washington Association of Public Records Offic	25.00
1/18/2018	30904	Whisler Communications	1,595.76
1/18/2018	30905	Washington State Transit Insurance Pool	238,531.00

Mason Transit Authority

Board Check Register

From 1/12/2018 Through 2/15/2018

Document Date	Check #	Vendor Name	Amount
1/24/2018	30906	Mason Transit Authority - ACH Account	130,345.88
1/31/2018	30907	Abila	5,975.13
1/31/2018	30908	Aflac	772.98
1/31/2018	30909	Amerisafe	461.13
1/31/2018	30910	Aramark	318.18
1/31/2018	30911	Aramark	43.52
1/31/2018	30912	Ascend Roofing Company LLC	272.00
1/31/2018	30913	Belfair Assembly of God Church	90.00
1/31/2018	30914	Color Graphics	19.04
1/31/2018	30915	Commercial Brake & Clutch, Inc.	73.52
1/31/2018	30916	Cummins Northwest, LLC	396.95
1/31/2018	30917	Dept. of Retirement Systems - PERS Contributio	24,777.89
1/31/2018	30918	Dept. of Retirement Systems - Deferred Comp	941.47
1/31/2018	30919	EMC - Mason Transit	130.30
1/31/2018	30920	Employment Security Department - WA State	7,334.54
1/31/2018	30921	Gillig, LLC	1,249.71
1/31/2018	30922	Hood Canal Communications	7,094.03
1/31/2018	30923	HR Direct	160.70
1/31/2018	30924	District 160	18.75
1/31/2018	30925	LegalShield	148.45
1/31/2018	30926	Mason County PUD #3	2,286.66
1/31/2018	30927	Mathis Exterminating	298.38
1/31/2018	30928	McNulty, LeeAnn	52.28
1/31/2018	30929	Mountain Mist Water	137.41
1/31/2018	30930	Mood Media	98.28
1/31/2018	30931	Napa Auto Parts	635.28
1/31/2018	30932	Nelson Nygaard	7,683.53
1/31/2018	30933	North Mason Chamber of Commerce	195.00
1/31/2018	30934	Northridge Properties, LLC	1,500.00
1/31/2018	30935	Northwest Administrators	93,129.13
1/31/2018	30936	Office Depot, inc.	251.51
1/31/2018	30937	Olympic Lock & Key	239.36
1/31/2018	30938	O'Reilly Auto Parts	30.51
1/31/2018	30939	PeopleReady Inc.	396.40
1/31/2018	30940	Pro-Build Company LLC	209.21
1/31/2018	30941	ProAir	178.50
1/31/2018	30942	Schetky Northwest Sales, Inc.	327.95

Mason Transit Authority

Board Check Register

From 1/12/2018 Through 2/15/2018

Document Date	Check #	Vendor Name	Amount
1/31/2018	30943	Seattle Automotive Distributing	250.56
1/31/2018	30944	Lonita J Larson dba Sew Now Studio	20.67
1/31/2018	30945	The Shoppers Weekly	434.44
1/31/2018	30946	South Sound Investment Properties, LLC	300.00
1/31/2018	30947	Staples Business Advantage	411.58
1/31/2018	30948	Tags Awards & Specialties	147.97
1/31/2018	30949	ThyssenKrupp Elevator Corp.	610.28
1/31/2018	30950	Total Battery & Automotive Supply	147.44
1/31/2018	30951	Tozier Brothers, Inc.	68.11
1/31/2018	30952	United Way of Mason County	46.00
2/2/2018	30953	AIG Retirement	300.00
2/2/2018	30954	Don Small & Sons Oil Dist. Co.	352.63
2/2/2018	30955	Wild and Woodsy Catering	1,302.00
2/6/2018	30956	Mason Transit Authority - ACH Account	132,076.15
2/9/2018	30957	Lisa Davis	320.00
2/13/2018	30958	AIG Retirement	260.00
2/13/2018	30959	Allstream	258.83
2/13/2018	30960	Aramark	300.04
2/13/2018	30961	Aramark	26.33
2/13/2018	30962	Judy Arms	130.80
2/13/2018	30963	Mick Baker	529.20
2/13/2018	30964	Belfair Water District #1	180.38
2/13/2018	30965	Charlotte G Brame	528.11
2/13/2018	30966	Fran Cavalier	442.54
2/13/2018	30967	City of Shelton	3,881.97
2/13/2018	30968	Cascade Natural Gas	1,771.85
2/13/2018	30969	Comcast	146.24
2/13/2018	30970	Walter Cothran	52.87
2/13/2018	30971	Cummins Northwest, LLC	367.84
2/13/2018	30972	Gene Currier	936.68
2/13/2018	30973	Dept. of Retirement Systems - PERS Contributio	25,337.37
2/13/2018	30974	Dept. of Retirement Systems - Deferred Comp	941.47
2/13/2018	30975	EMC - Mason Transit	133.30
2/13/2018	30976	Farmer Brothers	96.60
2/13/2018	30977	FASTER Asset Solutions by CCG	9,551.52
2/13/2018	30978	Gillig, LLC	1,477.40
2/13/2018	30979	Global Equipment Company, Inc.	92.04

Mason Transit Authority

Board Check Register

From 1/12/2018 Through 2/15/2018

Document Date	Check #	Vendor Name	Amount
2/13/2018	30980	District 160	3,256.78
2/13/2018	30981	Robert W. Johnson, PLLC	1,600.00
2/13/2018	30982	Kitsap Transit	1,903.19
2/13/2018	30983	Kitsap County MRW Fund	56.77
2/13/2018	30984	iFIBERONE	200.00
2/13/2018	30985	Les Schwab	2,583.40
2/13/2018	30986	Mason County Garbage, Inc.	645.61
2/13/2018	30987	Mason County PUD #3	3,132.29
2/13/2018	30988	Mathis Exterminating	141.06
2/13/2018	30989	McNulty, LeeAnn	1,350.29
2/13/2018	30990	Mountain Mist Water	67.64
2/13/2018	30991	My Painted Heart	473.98
2/13/2018	30992	Napa Auto Parts	660.30
2/13/2018	30993	Nelson Nygaard	8,076.55
2/13/2018	30994	Judy Nicholson	710.33
2/13/2018	30995	North Mason Chamber of Commerce	65.00
2/13/2018	30996	Office Depot, inc.	8.35
2/13/2018	30997	Olympic Lock & Key	117.50
2/13/2018	30998	Pacific Office Automation	435.30
2/13/2018	30999	Pitney Bowes Purchase Power	171.00
2/13/2018	31000	Pacific Power Group, LLC	129.29
2/13/2018	31001	Pro-Build Company LLC	223.94
2/13/2018	31002	Reliable Electric, Inc.	240.87
2/13/2018	31003	Rexus Corporation	237.00
2/13/2018	31004	SCJ Alliance	29,180.00
2/13/2018	31005	Seattle Automotive Distributing	161.34
2/13/2018	31006	Shelton High School Attn: Sherry Simon	125.00
2/13/2018	31007	The Shoppers Weekly	378.61
2/13/2018	31008	Small & Mid-Sized Transit Alliance	25.00
2/13/2018	31009	Staples Business Advantage	218.99
2/13/2018	31010	Telma Retarder, Inc.	61.11
2/13/2018	31011	Tozier Brothers, Inc.	45.23
2/13/2018	31012	ULINE	44.63
2/13/2018	31013	United Way of Mason County	91.40
2/13/2018	31014	U.S. Bank	10,817.98
2/13/2018	31015	Verizon Wireless	300.74
2/13/2018	31016	Voyager Fleet Systems, Inc.	9,126.02

Mason Transit Authority

Board Check Register

From 1/12/2018 Through 2/15/2018

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
2/13/2018	31017	Washington Association of Public Records Offic	25.00
2/13/2018	31018	Westcare Clinic, Inc.	170.00
2/13/2018	31019	Whisler Communications	1,595.76
2/13/2018	31020	Robert Williams	267.60
2/13/2018	31021	Washington State Transit Association	<u>140.00</u>

\$ 978,907.47

Mason Transit Authority

Vendor Activity - Credit Card Charges

From 1/1/2018 Through 1/31/2018

Vendor Name	GL Title	Transaction Description	Expenses
U.S. Bank	Advertising Fees	Indeed - Recruitment Ad	25.08
	Contract Services	Microsoft - Email Service	30.46
	Contract Services	Microsoft - Email Service	382.98
	Contract Services	Smarsh - Email Archiving	416.00
	Contract Services	Smarsh - Monthly DVD	50.00
	Contract Services	Smarsh - Social Media Archiving	50.00
	Contract Services	Smarsh - Tax	4.25
	Contract Services	Smarsh - Verizon Archiving	50.00
	Facility Repair/Maintenance	Home Depot - Floor Materials	86.58
	Facility Repair/Maintenance	Tractor Supply - Air Compressor Cover	23.85
	Operating Supplies	Amazon - Lumbar Support for Driver Seats	10.54
	Office Supplies	Amazon - Printer Cartridges	108.44
	Office Supplies	Office Depot - Wireless Mouse	21.69
	Office Supplies	Office Depot - Wireless Mouse	21.69
	Shop Supplies	Concepts - Gasmitts	221.27
	Shop Supplies	Global Industrial - Floor Scrubber Pads	22.90
	Cleaning/Sanitation Supplies	1000bulbs - Leeds Bldg Stairwell	40.85
	Cleaning/Sanitation Supplies	Clear Stream - Recycling Bags	21.47
	Cleaning/Sanitation Supplies	Clear Stream - Recycling Bags	52.57
	Cleaning/Sanitation Supplies	Shelton Outfitters - Safety Jacket, M. Morrison	58.60
	Cleaning/Sanitation Supplies	Wal-Mart - Bleach	12.79
	Cleaning/Sanitation Supplies	Wal-Mart - Cleaning Supplies	24.30
	Cleaning/Sanitation Supplies	Wal-Mart - Cleaning Supplies	41.34
	Cleaning/Sanitation Supplies	Wal-Mart - Cleaning Supplies	59.49
	Cleaning/Sanitation Supplies	Wal-Mart - Cleaning Supplies	101.22
	Cleaning/Sanitation Supplies	Wal-Mart - Trashcon Bags	19.53
	Safety Training Material & Supply	PASS Training Materials	1,225.00
	Safety Training Material & Supply	Simulaid - Lungs/Barrier CPR	94.50
	Small Tools & Equipment	Durrmaid - Upholstery Cleaner	825.00
	Small Tools & Equipment	LLC Oneten Octane - Pressure Gage	27.19
	Small Tools & Equipment	Parts Warehouse - Hoover Hose Assembly	76.55
	Small Tools & Equipment	Tractor Supply - Air Compressor	141.04
	Safety Supplies	Amazon - Decibal Meter Safety	24.24
	Small Equipment & Furniture	Blinds.com - Blinds for Ops TCC	125.09
	Garbage	Mason County Landfill	26.91
	Garbage	Mason County Landfill - Service Fee	2.00
	Dues, Memberships, Subscriptions	Adobe - Acrobat Pro	16.26
	Dues, Memberships, Subscriptions	Adobe - Annual Subscription	195.17
	Dues, Memberships, Subscriptions	Blue Hosting - Domain Renewal	155.88
	Travel & Meeting Expense MTA	Alaskan Airlines - Ticket Change Charge	170.20
	Travel & Meeting Expense MTA	Comfort Inn - Defensive Driving Training	190.18
	Travel & Meeting Expense MTA	Dollar Tree - All Staff Meeting Supplies	5.44
	Travel & Meeting Expense MTA	Dollar Tree - All Staff Meeting Supplies	13.05
	Travel & Meeting Expense MTA	Dollar Tree - All Staff Meeting Supplies	23.93
	Travel & Meeting Expense MTA	Fred Meyer - All Staff Meeting Supplies	29.38
	Travel & Meeting Expense MTA	Fred Meyer - All Staff Meeting Supplies	37.39
	Travel & Meeting Expense MTA	GA Campus Parking - Cons. Grant Meeting	4.00
	Travel & Meeting Expense MTA	GA Campus Parking - Cons. Grant Meeting	4.00
	Travel & Meeting Expense MTA	Michael's - All Staff Meeting Supplies	48.91

Mason Transit Authority

Vendor Activity - Credit Card Charges

From 1/1/2018 Through 1/31/2018

<u>Vendor Name</u>	<u>GL Title</u>	<u>Transaction Description</u>	<u>Expenses</u>
	Travel & Meeting Expense MTA	UW Tacoma - Parking Ticket Refund	(25.00)
	Travel & Meeting Expense MTA	Wal-Mart - All Staff Meeting Supplies	13.95
	Travel & Meeting Expense MTA	Wal-Mart - All Staff Meeting Supplies	93.70
	Conference Registration	MRSC - Public Records Essentials Plus	95.00
	Conference Registration	WSTA - Ops Conference Registration	150.00
	Advertising/Promotion Media	Displays to Go - Schedule Holders	582.65
	Advertising/Promotion Media	Medibag - Advertising Van pool	2,008.00
	Other Misc Expenses	Aatrix - 1099 Filing Fee	24.95
	Passenger Parking Facilities	All Star Parking - Belfair Parking	<u>460.50</u>
			\$8,822.95

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: DoubleMap Contract
Prepared by: Mike Ringgenberg, Operations Manager
Approved by: Danette Brannin, General Manager
Date: February 20, 2018

Summary for Discussion Purposes:

MTA issued Request for Proposals #2017-02 to solicit proposals for CAD/AVL and Scheduling Software to be installed on the fleet, upgrade the current scheduling software to a web-based product and provide passenger amenities.

Four bids were received and interviews were conducted the week of January 8, 2018.

The interview panel scored all proposals based on five criteria: Technical Qualifications and Experience; Past performance on similar sized projects; Price; Support, service, maintenance and warranty; and Demonstration of product. References were checked on each vendor as well.

DoubleMap was selected as the vendor of choice. The panel felt DoubleMap could best meet the needs of MTA and the cost proposal allowed some additional add-ons such as destination signs at the T-CC and ruggedized tablets.

Presented is a contract for Board approval. Legal has reviewed the contract.

Fiscal Impact:

Not to exceed \$350,000. Funding is provided through Sales Tax Equalization.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2018-01 awarding the bid submitted by DoubleMap, Inc. as the winning bid in an amount not to exceed \$425,000 for a five-year period and authorizing the General Manager to sign the Technology License and Services Agreement between DoubleMap, Inc. and Mason Transit Authority.

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Technology License and Services Agreement

This Technology License and Services Agreement, together with the Exhibits hereto (this "Agreement") is made as of _____ (the "Effective Date"), by and between DoubleMap, Inc. ("DoubleMap"), an Indiana corporation, located at 429 N. Pennsylvania Street, Indianapolis, Indiana 46204 and the Mason Transit Authority ("Customer"), a [Washington municipal corporation](#), with offices located at 790 E. Johns Prairie Road, Shelton, WA 98584.

WHEREAS, DoubleMap provides an innovative transportation software and hardware such as, Automatic Vehicle Location (AVL), Automatic Vehicle Annunciator (AVA), Automatic Passenger Counter (APC), Digital Passenger Counter (DPC) and TapRide Mobile Ride-Hailing Services (TapRide) platforms for public and private transit systems

WHEREAS, Customer's riders utilize vehicle transportation services provided by the Customer;

WHEREAS, Customer wishes to license the Service in accordance with the terms of this Agreement to provide its users an innovative and elegant product to improve their riding experience and give the Customer the ability to manage the system; and

WHEREAS, pursuant to the terms of this Agreement, DoubleMap agrees to make the System or parts of the system available to Customer and its users.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows

1. DEFINITIONS

"Activation Date" means the day riders are able to use the application.

"Capital Costs" means the costs necessary to bring the project to operable status as outlined in the Pricing Exhibit.

"Customer" means the entity or organization operating a transit system that is purchasing infrastructure and/or services from DoubleMap under this Agreement.

"Documentation" means instructional and user manuals relating to the Service made available by DoubleMap electronically or in written form under this Agreement.

"Equipment" means all hardware, antennas, cabling, wiring and other physical electronic components provided and/or installed by DoubleMap on vehicle fleet, or otherwise delivered to the vehicle fleet and Customer, necessary to the appropriate functioning, delivery and maintenance of the Service.



“**Infrastructure**” means the equipment, hardware, software, raw data, network, and expertise produced, procured or aggregated by Customer or DoubleMap for use in providing the Service.

“**Invoice Date**” means the date DoubleMap sends Customer an invoice for products or services.

“**Party**” or “**Parties**” means DoubleMap and the Customer.

“**Service**” means the DoubleMap modules provided by DoubleMap through the combination of Equipment, Infrastructure, and certain proprietary software.

“**Successfully Deployed**” means that the Customer is utilizing DoubleMap infrastructure or service in the course of daily business operations.

“**Users**” means all actual and prospective passengers on the transit system.

“**Pricing Exhibit**” is the separate document attached to this Agreement that details all of the services that the client will be receiving, and the pricing for associated services.

“**Warranty**” means a separate protection agreement Customer may purchase.

2. TERM, FEES AND PAYMENT

2.1. Term. This Agreement will expire sixty (60) months after Activation Date, at which point the subscription will be billed. Otherwise, the system will automatically go live once seventy-five (75%) of the fleet is operating.

2.2 Renewal. This Agreement will automatically renew for additional one-year terms unless either Party notifies the other at least sixty (60) days prior to the end of the current annual term that such Party does not intend to renew the Agreement. If the Customer wishes to add to the number of their fleet and/or add additional products/services, a new Pricing Exhibit will be issued and added to the terms of this Agreement.

2.3. Fees. Customer shall pay DoubleMap the fees as set forth in the attached Pricing Exhibit. (Which includes the Exhibits hereto). DoubleMap will invoice Customer by email or an otherwise agreed upon method. Such payments include:

2.3.1 An initial Capital Cost fee in the amount and installments set forth in Pricing Exhibit.

2.3.2 Annual Costs, payable in annual recurring installments. The first Annual Fee shall be due within thirty (30) days of the Activation Date.

2.1.3 Any additional expenses as specifically provided for under the terms of Pricing Exhibit.



2.4. **Additional Services.** If the Customer chooses to add product features or increase their fleet quantity during the term of the Agreement, an addendum to this Agreement must be signed by the Customer approving changes to the Pricing Exhibit.

2.5. **Custom Features.** At any point during the term of the Agreement that the Customer purchases a custom feature, a projected timeline will be built into the quote. Should the feature take more time than originally projected, DoubleMap will get written documentation from the Customer to proceed with development and delivery at a rate of \$105 per hour.

2.6. **Variation.** All prices and fees described herein will remain firm for a period of twelve (12) months from the Activation Date. Standard price and fee increases will be no more than 6% per year to cover inflation and other incidental increases. Any additional increases over 6% will be preceded by sixty (60) days written notice or discussion with the Customer.

2.7. **Payment Timing.** All undisputed fees will be due and payable no later than thirty (30) days after the Invoice Date. The Customer shall advise DoubleMap of the reasons for disputing the invoice in question within ten (10) business days from the Invoice Date. If DoubleMap has not received such notification within such time frame, the invoice in questions will be deemed acceptable by the Customer. All amounts paid are nonrefundable provided and subject to DoubleMap not being in material breach or violation of this Agreement.

2.8. **Payment Procedure.** Customer shall pay all fees in U.S. dollars, and payments shall be sent to the address indicated on the invoice, or as otherwise instructed by DoubleMap. DoubleMap may withhold services or terminate this Agreement if Customer fails to pay after being provided thirty (30) days written notice of such delinquency and provided DoubleMap is not in material breach or violation of this Agreement.

2.9. **Taxes.** Prices do not include applicable state and local sales, use and related taxes. Customer shall be responsible for such taxes or will provide proof of tax exemption upon signing of this Agreement.

2.9.1. ~~Late Payments. DoubleMap reserves the right to charge a penalty on any overdue and undisputed charges. DoubleMap may charge a penalty of up to 10% of the total amount of the invoice if an invoice is thirty (30) days late.~~

Commented [RJ1]: This provision is contrary to Chapter 39.76 RCW.

3. SERVICE AND SUPPORT

3.1. **Updates and Upgrades.** Customer is entitled to receive any maintenance updates to the Service that DoubleMap may release or provide to its other customers that improves or maintains the stability of the Service ("Updates") at no cost to Customer. If new features that add new functionality to the Service ("Upgrades") are offered for sale to DoubleMap's other customers, such features will be offered to Customer at or below the prevailing rate. If DoubleMap provides new features to Customer at no charge for testing or trial, Customer acknowledges that the continued availability, performance, or usefulness of such features are not guaranteed or warranted by DoubleMap and such features may be revoked at any time.





3.2. **Equipment Maintenance and Customer Assistance.** In order to minimize downtime, Customer shall provide basic, reasonable maintenance of the on-vehicle Equipment when instructed by DoubleMap. Such tasks may include, but are not limited to, checking and replacing fuses, securing loose connections and swapping defective components with replacement parts provided by DoubleMap.

3.3. **Warranty.** If a Warranty is procured through DoubleMap, DoubleMap's technicians shall perform any Warranty repairs determined by DoubleMap to be outside of Customer's capabilities or responsibilities within two (2) weeks of receiving the reported issue.

3.4. **Hardware Integrations.** If the project scope requires a hardware integration, Customer shall provide DoubleMap test units and official documentation of the hardware prior to the installation for internal integration testing. If the documentation provided to DoubleMap by the Customer is outdated or incorrect, Customer shall provide correct documentation to DoubleMap with a reasonable time. DoubleMap is entitled to alter project scope timelines if incorrect or outdated information is provided.

3.5. **Support and Training.** DoubleMap shall provide support, service and training in accordance with Pricing Exhibit. Customer is not entitled to any other support, service or training that is not on the Pricing Exhibit, any future addendums, or otherwise agreed upon in writing by DoubleMap.

3.6. **Availability of Service.** DoubleMap will take commercially reasonable measures to maximize the availability of the Service to Customer and Customer's riders. Customer acknowledges that Service will be intentionally unavailable for necessary system maintenance. DoubleMap will give Customer prior notice and will attempt to perform such maintenance during off-peak times. If performance of such work is not able to be completed during off-peak hours, DoubleMap is entitled to perform the work at a time of its discretion. Customer acknowledges that such entitlement is to ensure continuity of service for the Customer.

3.7. **Communications.** Customer acknowledges and agrees that the Services rely on various wireless communication networks (GSM/GPRS/CDMA) in Customer's area. Customer acknowledges that DoubleMap is not responsible for the failure of these networks or any gaps in coverage. Customer shall notify the responsible communications provider and working with them to resolve the problem. DoubleMap will provide reasonable assistance to the extent DoubleMap is able in order to resolve any problems.

3.8. **Procurement of Data Services.** In cases where DoubleMap does provide cellular data, if the Customer is at any point in time able to procure cellular data services at a more attractive rate than DoubleMap, the Customer shall work with DoubleMap in order to operate the service at the more attractive data services rates.

3.9. **Interruptions to Service and Credits.** Customer shall be responsible for personal or indirect (through its transit representatives) notification to DoubleMap of any service



interruptions and DoubleMap will use its best commercial efforts to restore Service expeditiously.

3.9.1 Effect of Service Failure. In any month wherein the Service failed to operate for a total of twenty-four (24) hours or more (which time shall exclude reasonably scheduled maintenance), and if such Service interruption is the fault of DoubleMap, Customer is entitled to a pro-rata credit towards the subsequent invoice, based on the number of affected vehicles and the length of the Service disruption. For example, if on average one-half (1/2) of the vehicles in operation were affected for one-tenth (1/10th) of the time vehicle service was provided to Customer's riders for the month, the credit shall consist of 5% of the subsequent invoice.

3.9.2 Responsibility for Interruptions. DoubleMap is not responsible for Service interruptions caused by the malfunctioning of vehicles or problems with communications availability as described in Section 3.7. DoubleMap is not responsible for service problems related to data procured through third-party hardware.

3.10. Customer Responsibilities. Customer acknowledges that successful operation of the Service is dependent on Customer and its transit representative's use of proper procedures and systems and input of correct data. Customer and its transit representatives shall have the sole responsibility for inputting and protecting the data (e.g. route information, stop locations, departure schedules) used in connection with the Service. The Customer is responsible for providing DoubleMap, Inc. with the necessary information to appropriately integrate with the system and deliver all portions of the Agreement. Customer and its transit representatives are solely responsible for the accuracy and adequacy of the information and data that it furnishes to DoubleMap for use with the Service, and DoubleMap is not responsible for reductions in Service quality due to Customer action or inaction.

3.11. Transportation Department's Responsibilities. DoubleMap acknowledges that in certain cases the Customer is not the owner of the vehicle fleet. The Customer shall work with its vendor or supporting party, in recognition that the Service will mutually benefit all Parties, to closely ensure that all obligations under the Agreement are satisfactorily met.

4. WARRANTY AND DISCLAIMER

4.1. Limited Equipment Warranty. If a warranty is procured through DoubleMap, equipment provided by DoubleMap is warranted against defects in workmanship and material for one (1) year beginning on the Activation Date. DoubleMap may replace, modify, or repair any or all components of the Equipment. DoubleMap is not responsible for equipment provided by the Customer or other third parties. DoubleMap is not responsible for conditions, malfunctions, or damage not resulting from defects in material or workmanship.

4.2. Disclaimer. EXCEPT AS EXPRESSLY SET FORTH HEREIN, DOUBLEMAP MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY WARRANTIES ARISING AS A RESULT OF CUSTOMER USAGE IN



TRADE OR BY COURSE OF DEALING. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, SUPPLIER MAKES NO REPRESENTATION OR WARRANTY THAT THE SUPPLIER'S SERVICES WILL OPERATE UNINTERRUPTED OR ERROR FREE.

4.3. Customer Acknowledgement. Customer acknowledges that: (i) the Service is an information tool only and is not a substitute for competent management and oversight of the transportation system and personnel; and (ii) the Service is a tool to assist Customer in the management, location and inventory of Customer's transportation resources.

5. LIABILITY

5.1. Limitation of Liability. Neither Party shall be liable for any indirect, special, exemplary, consequential or incidental damages arising out of or in connection with this Agreement (including, without limitation, any damages for lost profits or data or business interruption), whether arising from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation or transmission, or failure of performance, even if DoubleMap has been advised of the possibility of such damages. This limitation upon damages and claims shall apply without regard to whether other provisions of this Agreement have been breached or have proven ineffective.

5.1.1. Motor Vehicle Use. DoubleMap shall not be liable to Customer or any third party for any claim or action including costs arising out of the use or misuse of any motor vehicles operated by Customer in conjunction with or separate from the use of DoubleMap infrastructure, including any personal injury claim or action and Customer shall defend, indemnify, and hold DoubleMap harmless from any such claim or action including all legal costs incurred.

5.2. Damages. In no event shall DoubleMap's aggregate liability for all claims under this Agreement, whether arising in agreement, tort or any other legal theory (including, without limitation, negligence or strict liability) exceed an amount equal to the fees paid by client hereunder in the twelve (12) month period preceding the act giving rise to the claim for damages.

5.3. Damaged or Lost Equipment. Customer shall be solely responsible for any DoubleMap equipment that is lost, stolen, misplaced, damaged, destroyed, or otherwise made unavailable to DoubleMap while in the possession of Customer. Customer shall be solely responsible for the actual cost of damages to the Equipment resulting from negligence, abuse, accident, acts of God, acts of third parties, theft, loss, or destruction.

5.4. Compliance with Laws and Payment of Taxes. Customer shall:

5.4.1. Comply with all laws, regulations, and orders relating to this Agreement and the Products;

5.4.2. Pay all applicable taxes, license fees, assessments, and all sales, use, consumption, and all other governmental taxes, charges, fees, fines, or penalties imposed by any government, upon the Products; and



5.4.3. File all necessary declaration and returns required by any governmental authority having jurisdiction.

6. OWNERSHIP AND INTELLECTUAL PROPERTY

6.1. **Equipment.** In the case of a pilot, DoubleMap shall retain full and absolute ownership of any and all Equipment provided by DoubleMap. Ownership of equipment will vary on an ad hoc basis and will be detailed in the Pricing Exhibit.

6.2. **Software License.** Subject to the terms and conditions in this Agreement, DoubleMap grants to the Customer and the Customer accepts a non-exclusive, non-transferable, revocable license to use the applicable DoubleMap software, documentation, and data in the ordinary course of business and at its place of business.

6.3. **General.** Customer acknowledges that DoubleMap is the sole and exclusive owner of all rights, title and interest in and to the Service, Equipment, Infrastructure, and all improvements, customizations and enhancements thereto. DoubleMap reserves and retains all rights not expressly granted to the Customer, including the rights, title and ownership of any related instructions, databases, and technology embedded therein or upon which it is based, and the related patent rights, copyrights, trade secrets, trademarks and all other related intellectual property rights. The terms of this Agreement will govern any software upgrade or update provided by DoubleMap that replaces and/or supplements the original DoubleMap software unless such update is accompanied by a separate license Agreement.

6.4. **Trademarks.** Customer's name and/or logo may be used to denote them as a customer on the DoubleMap website in order to direct end- users to the public-facing aspects of the Service; If Customer does not want DoubleMap to put Customer's name and/or logo on the DoubleMap website, Customer must notify DoubleMap in writing.

6.5. **Ownership.** DoubleMap warrants and represents it is the rightful owner or licensee of any and all intellectual property utilized in connection with the services provided under this Agreement.

6.6 **Map Interface.** DoubleMap is entitled to display any point of interest, e.g., local attraction, on the mobile interface, kiosk or website. DoubleMap is entitled to complete control of the interface to ensure an optimal user experience.

6.7. **Restrictions.** Customer shall not access or use licensed infrastructure in any way not specifically authorized in this Agreement. Customer shall not:

6.7.1. Attempt to reverse compile, disassemble, or otherwise reverse engineer all or any part of the licensed infrastructure or any other means of circumventing the user interface provided by DoubleMap.

6.7.2. Attempt to disassemble, modify, adapt, access, download, copy, translate, add new features, or interfere with licensed infrastructure without the express written consent of DoubleMap.



6.7.3. Remove, alter or obscure any copyright, trademark notice, restrictive legend, or proprietary notice. This license does not grant Customers any right to use the trademarks, service marks, or logos of DoubleMap or its licensors.

6.8. **Inspection Rights.** DoubleMap shall retain the right to inspect Customer's use of all equipment, software, infrastructure, and services in order to verify Customer's compliance with licenses granted under this Agreement. Customer shall provide reasonable access to its facilities and DoubleMap will exercise its right to inspect reasonably and during regular business hours.

7. TERMINATION AND BREACH

7.1. **Termination for Breach.** If either party believes that the other has materially breached any obligations under this Agreement, such party shall so notify the breaching party in writing. The breaching party shall have thirty (30) days from the receipt of notice to cure the alleged breach and to notify the non-breaching party in writing that cure has been effected. If the breach is not cured within thirty (30) days, the non-breaching party shall have the right to terminate this Agreement without further notice.

7.2. **Effect of Termination and Expiration.** Upon termination of this Agreement for any reason, DoubleMap and the Customer shall cooperate in good faith to coordinate the timely removal of all Equipment in the vehicles (or any other DoubleMap products otherwise in Customer's possession). The Customer shall grant DoubleMap reasonable access to all Equipment within thirty (30) days after termination unless otherwise expressly agreed in writing.

7.3. **For Customer Breach.** Upon termination of this Agreement for a breach hereof by Customer, as a reasonable estimate of actual damages to the business and goodwill of DoubleMap, and not as a penalty, Customer shall pay DoubleMap, liquidated damages equal in the amount of 50% of the Capital Costs. As a condition to such payment, DoubleMap shall execute and return to Customer a full and complete general release that releases Customer, as well as their employees, directors, agents, contractors, and affiliates, from any and all, claims, causes of action, liabilities, damages, liens, costs or expenses, of any kind whatsoever, whether known or unknown, arising out of or related in any way whatsoever to this Agreement, Customer's or DoubleMap's performance under this Agreement.

7.4. **For DoubleMap Breach.** Upon termination of this Agreement for a breach hereof by DoubleMap, as a reasonable estimate of actual damages to Customer, and not as a penalty, DoubleMap shall pay Customer, liquidated damages as follows: (i) if prior to the first six months of full deployment of the DoubleMap system, 85% of the initial fees paid by Customer to DoubleMap under the terms of this Agreement; (ii) if after six months of full deployment of the DoubleMap system but within the first year after such full deployment of the DoubleMap system, fifty percent (50%) of the initial fees paid by Customer to DoubleMap. There will be no refund of Capital Costs after ninety (90) days of Successful Deployment. As a condition to any payments due and owing under this Section 7.4, Customer shall execute and return to DoubleMap a full and complete general release that releases DoubleMap, as well as its



employees, directors, agents, contractors, and affiliates, from any and all, claims, causes of action, liabilities, damages, liens, costs or expenses, of any kind whatsoever, whether known or unknown, arising out of or related in any way whatsoever to this Agreement, Customer's or DoubleMap's performance under this Agreement.

7.5. **Survival.** Sections 1, 4.2, 5, 6, 7, 8, 9 and 10 of this Agreement shall survive any termination of this Agreement.

7.6. **Payment at Termination.** In the event of termination of this Agreement, Customer shall pay DoubleMap for all products and services delivered up to and including the date of termination.

8. DISPUTES

8.1. **Governing Law.** This Agreement and any related disputes shall be governed by the laws and courts of the State of Washington. The United Nations Convention on Contracts for the International Sale of Goods will not apply to this Agreement.

8.2. **Dispute Procedure.** Except as otherwise provided for in this Agreement, any disputes concerning a question of fact arising under or related to this Agreement shall be decided in accordance with the following steps.

8.3. **Notice of Dispute.** All disputes shall be initiated through a written dispute notice submitted by either Party to the other Party within fourteen (14) days of dispute.

8.4. **Informal Negotiation.** In the event of any dispute arising under or related to this Agreement, the parties shall initially attempt in good faith to resolve the dispute through informal negotiation. To initiate information negotiation, a party must give written notice of the dispute to the other party ("**Negotiation Request**"). The Negotiation Request will state the nature of the dispute and the requested relief. A management official or legal representative will negotiate on behalf of DoubleMap. Following delivery of the Negotiation Request, Customer and DoubleMap shall negotiate as often as reasonably necessary to resolve the dispute. If the Parties are unable to resolve the dispute within thirty (30) days after delivery of the Negotiation Request, then the Parties shall submit the matter to mediation as provided in Section 8.5.

8.5. **Mediation.** If Informal Negotiation is unsuccessful, the Parties shall make a good faith effort to settle any unresolved dispute arising under or related to this Agreement through mediation. Mediation sessions will be held at an agreed upon location or mediator's office in the State of Washington. The Parties shall designate a mediator from ~~Thurston~~ ~~Marion~~ County. If the Parties are unable to agree on a mediator, each Party shall select one mediator, and the two mediators selected by the Parties shall appoint a third mediator to serve as the sole mediator for the dispute. Each Party shall bear its own costs and expenses for the mediation and an equal share of mediator's fees, except that a Party refusing to submit to mediation under this Section shall pay the costs and fees, including without limitation attorney's fees, incurred by the other Party. If the initial mediation session fails to resolve the dispute, the parties must participate in a second



mediation session. In the event the dispute remains unresolved following the second mediation session, then the Parties shall submit the matter to arbitration as provided in Section 8.6.

~~8.6. **Arbitration.** The Parties shall submit any unresolved dispute arising under or related to this Agreement to final and binding arbitration under the American Arbitration Association's Labor Arbitration Rules ("AAA Rules") as provided in this Section. Arbitration will be conducted in the State of Washington. If the Parties are unable to agree on an arbitrator, each Party shall select one arbitrator, and the two arbitrators selected by the Parties shall appoint a third arbitrator to serve as the sole arbitrator for the dispute. If the two arbitrators selected by the parties are unable to agree on the third arbitrator, the parties shall follow the appointment procedure outlined in the AAA Rules.~~

~~8.7. **Litigation.** If the mediation fails to resolve a dispute, The Parties may agree that the decision of the arbitrator shall not be binding and that~~ either party shall have the right to remedies provided by law.

9. CONFIDENTIALITY

9.1. **Care and Protection of Confidential Information.** Customer and DoubleMap agree, subject to the requirements of law including Washington's Public Records Act Chapter 42.56 RCW (Act), to protect any confidential information of the other with at least the same degree of care used to protect its own most confidential information. Customer shall grant access to the password-protected portions of the service and any on-vehicle equipment to their employees and transit provider only, and not to any third party, without DoubleMap's approval. Customer agrees that upon receiving any request pursuant to the Act for public access to or disclosure of information associated with this contract or any other confidential information as defined by this agreement of DoubleMap in Customer's possession or control, Customer will notify DoubleMap of such request and provide at least 5 days written notice of such request prior to public disclosure of the documents. DoubleMap may take such efforts to assert or exercise any rights available to DoubleMap under the Act to prevent or limit such public disclosure or access at DoubleMap's sole and exclusive expense.

9.1.1. **Definition.** "Confidential information" shall include trade secrets, financial information, pricing, proprietary technical information, procedures, algorithms, computer programming techniques and know-how, business information, product samples or prototypes, business practices, records, processes, and data of DoubleMap or its operations, including but not limited to, information related to customers, distributors, sales, financial affairs, pricing, product information, and research and development or any other information that could negatively affect business operations if publicly disclosed, that (a) has been or will be disclosed to Customer under this Agreement, or (b) of which Customer has become or will become aware through its relationship with DoubleMap under this Agreement and is not generally known in the industry or easily obtainable from other sources.



9.2. **Third Party Confidentiality.** Customer and DoubleMap agree to require affiliates, subcontractors, partners, and any related third party to comply with the confidentiality provision set forth in this Agreement.

9.3 **Remedies for Breach of Confidentiality.** ~~Each Party~~Customer acknowledges that the remedies at law for any breach of ~~Customer's~~ obligations under this Section would be inadequate and would cause ~~the other Party~~DoubleMap irreparable harm. Therefore, in the event of any breach or threatened breach of ~~Customer's~~ obligations under this Section, ~~the other Party~~Company is entitled to injunctive relief, without posting bond or other security, in any proceeding brought to enforce the provisions. If any court of competent jurisdiction holds that the restrictions contained in this Section are unreasonable as to time or scope, such restrictions will be reduced to the extent necessary, in the opinion of the court, to make them reasonable.

10. NOTICES

Any notice permitted hereunder shall be sufficiently given if delivered in person, or sent by facsimile (with the original sent promptly by ordinary mail), or by registered or certified mail, postage prepaid, or by recognized overnight delivery service, to the address of the applicable party as set forth below, and such notice shall be deemed to have been given when so delivered, sent by facsimile or mailed. By such notice either party may change its address for future notices.

For all notices to DoubleMap, Customer shall provide a copy to:

For all notices to Customer, DoubleMap shall provide a copy to:

DoubleMap, Inc.
Attn: Ilya Rekhter
429 N. Pennsylvania St. Suite 401
Indianapolis, IN 46204

Mason Transit Authority
Attn: Danette Brannin
dbrannin@masontransit.org
790 E. Johns Prairie Road
Shelton, WA 98584

11. MISCELLANEOUS

11.1. **Assignment.** This Agreement shall be binding on parties and their successors. Neither party shall assign or transfer its rights or obligations under this Agreement without prior written permission of the other party, nor will such assignment will be effective until approved in writing by the other party.

11.2 **Severability.** If any clause or provision of this Agreement is declared to be invalid or unenforceable by any court of competent jurisdiction, then and in that event the remaining provisions of the Agreement shall remain in force.





11.3. **Force Majeure.** Neither party shall be liable or responsible for any failure or delay in the performance of its obligations due to causes beyond the reasonable control of the party affected, including but not limited to war, sabotage, insurrection, terrorism, riot or other act of civil disobedience, strikes or other labor shortages, act of any government affecting the terms hereof, accident, fire, explosion, flood, hurricane, severe weather or other act of God.

11.4. **Complete Agreement.** This Agreement, including any Schedules hereto, is the entire Agreement between the parties as to the matters hereunder and there are no other agreements, express or implied. In the case of disagreement in the terms and conditions between the Agreement and any of its Schedules, the Agreement shall control, unless otherwise expressly stated in a Schedule. The headings of this Agreement are for convenience only and shall have no effect on the meaning or interpretation of this Agreement.

11.5. **Amendment and Waiver.** This Agreement may only be modified by an Agreement in writing signed by an authorized executive of both parties. No delay or omission by either party in exercising any right or remedy under this Agreement or existing at law or equity shall be considered a waiver of such right or remedy. No waiver by either party of any right or remedy whether under this Agreement or otherwise shall be effective unless in writing.

11.6. **Promotion Rights.** No public statements concerning the existence or terms of this Agreement will be made or released to any media except with the prior approval of both parties or as required by law. DoubleMap may publicize its relationship with Customer for marketing and promotion purposes, which may include issuing a press release indicating the relationship or mentioning such relationship on the DoubleMap website (in each case by disclosing Customer's name, general information and/or a link to Client's website).

11.7. **Relationship.** In making and performing this Agreement, DoubleMap and Customer act and shall act at all times as independent contractors and nothing contained in this Agreement shall be construed or implied to create an agency, partnership, joint venture, or employer and employee relationship between DoubleMap and Customer

11.8 **Piggybacking.** DoubleMap gives the Customer permission to allow other state and local agencies to piggyback off of this Agreement. For additional requirements concerning piggybacking, see the Federal Transit Administration (FTA) Circular 4220.1F, ChapterV., Paragraph 7(2). (FTA rev: May 2011).

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by and through their duly authorized representatives as of the Effective Date

DoubleMap Inc.:

Name: _____





Title: _____

Signature: _____

Effective date: _____

Mason Transit Authority: _____

Name: _____

Title: _____

Signature: _____

Effective date: _____

Are you, the Customer, tax exempt? _____

DRAFT

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RESOLUTION NO. 2018-01

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AWARDING THE BID SUBMITTED BY DOUBLEMAP, INC. OF
INDIANAPOLIS, INDIANA AS THE WINNING BID AND AUTHORIZING
THE GENERAL MANAGER TO SIGN A CONTRACT WITH DOUBLEMAP,
INC. TO PROVIDE CERTAIN BUS SERVICE TECHNOLOGY SERVICES IN
AN AMOUNT NOT TO EXCEED \$425,000 FOR A FIVE-YEAR PERIOD.**

WHEREAS, the Mason Transit Authority (“MTA”) Board, by motion at its August 15, 2017 meeting, approved the Transit Development Plan for 2017-2022 for submission to WSDOT, which included, in part, the implementation of a full range of Automatic Vehicle Locator and Automatic Passenger County technology, including voice annunciation for bus stops and security systems in all Fixed Route and Demand Response vehicles; and

WHEREAS, having received that approval by the MTA Board and funding provision through the Sales Tax Equalization program, the General Manager proceeded with the Request for Proposal process of requesting submittals of proposals to provide bus technology; and

WHEREAS, on November 20, 27, and December 4, 2017, a Request for Proposal announcement was published by the Daily Journal of Commerce and also posted under the Bids & Contracting Opportunities tab on the Washington State Office of Minority and Women’s Business Enterprises website requesting that bids be submitted to Mason Transit Authority no later than 2:00 p.m. on Friday, December 29, 2017 to MTA’s Administration Office located at 790 E. Johns Prairie Road, Shelton, WA 98584; and

WHEREAS, four bids were timely submitted; and

WHEREAS, after interviews by a panel consisting of MTA staff and review of scorecards submitted by the members of the panel, DoubleMap was the winning bidder and was found to meet all the necessary specifications and requirements and at a lower cost.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it awards the bid submitted by DoubleMap, Inc. of Indianapolis, Indiana, as the winning bid in an amount not to exceed \$425,000 for a five-year period and will provide certain Services as provided in the Technology License and Services Agreement (the “Agreement”); and hereby authorizes the General Manager to sign the Agreement between DoubleMap, Inc. and Mason Transit Authority.

Adopted this 20th day of February, 2018.

Kevin Shutty, Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Terri Drexler, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, 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 Regular Board Meeting

Agenda Item: New Business – Item 2 – *DISCUSSION*
Subject: Annual Review Process of Performance of General Manager
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 20, 2018

Summary for Discussion Purposes:

As I approach the completion of my second year of serving as General Manager of MTA, I believe that an annual review of my performance should be considered by the Board. This process will assist in communication between me and the Board to ensure that I am moving MTA in the direction desired, as well as addressing any development and goals to be achieved.

It seems appropriate to use the Leadership Performance Appraisal form used for management staff as the basis of the review. The form is included for discussion.

Fiscal Impact:

None.

Staff Recommendation:

Discussion to develop process for General Manager's annual review.

Motion for Consideration:

None.

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Leadership Performance Appraisal

Has Position Description been reviewed <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Description Updated <input type="checkbox"/> Yes <input type="checkbox"/> No	Performance Period From _____ To _____
Purpose of Employee Performance Appraisal <input type="checkbox"/> Annual <input type="checkbox"/> Probationary <input type="checkbox"/> Transitional <input type="checkbox"/> Other (Specify)		
Employee Last Name	Employee First Name	Employee Title
Team	Evaluator's Name	Date

Summary of Performance	Performance Definitions
Needs Some Improvement	Performance standards are not fully achieved; employee needs to improve performance.
Successful	Work is fully satisfactory; employee consistently meets and occasionally may exceed performance standards. <i>This represents the expected level of performance as established by the supervisor.</i>
Exceeds Expectations	Work is fully satisfactory and often exceeds performance standards.

Mason Transit Authority Statements of Vision, Mission, Guiding Principles & Core Competencies
Vision ~ We serve people through world-class transit.
Mission ~ We provide transportation choices that connect people, jobs, and community, increasing the quality of life in Mason County.
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 core values guide our actions each day:
Core Competencies ~ Our core competencies guide our actions each day.

GUIDING PRINCIPLES		
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 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 transactions 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 each other 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 a world-class customer service experience.		
<input type="checkbox"/> Needs Some Improvement	<input type="checkbox"/> Successful	<input type="checkbox"/> Exceeds Expectations
COMMENTS:		

CORE COMPETENCIES



Leadership Performance Appraisal

Inspirational Leadership: Takes initiative; acts decisively; creates an environment that motivates and challenges others; adapts to a variety of situations; develops fresh ideas that provide solutions to all types of workplace challenges; shares information, plans, develops, and implements our vision; promotes MTA’s mission and values and models ways to achieve them.

<input type="checkbox"/> Needs Some Improvement	<input type="checkbox"/> Successful	<input type="checkbox"/> Exceeds Expectations
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COMMENTS:

Informed Decision Making: Researches data to grasp issues, draw conclusions, and solve problems resulting in sound solutions that, when judged over time, are aligned with MTA’s vision and mission; commits to action, even in uncertain situations, to accomplish organizational goals; identifies, assesses and manages risk while striving to attain objectives.

<input type="checkbox"/> Needs Some Improvement	<input type="checkbox"/> Successful	<input type="checkbox"/> Exceeds Expectations
---	-------------------------------------	---

COMMENTS:

Transparency & Accountability: Builds trust and respect through consistently honest and professional interactions; uses public funds and resources appropriately; approaches each situation with a clear perception of organizational and political realities;; recognizes the impact of alternative courses of action; assures that effective controls are developed and maintained to ensure the integrity of the organization and its mission; seeks and builds strategic alliances and collaborative arrangements through partnerships to advance the mission of the organization; actively communicates decisions with stakeholders.

<input type="checkbox"/> Needs Some Improvement	<input type="checkbox"/> Successful	<input type="checkbox"/> Exceeds Expectations
---	-------------------------------------	---

COMMENTS:

Respectful Relationships: Helps create a work environment that embraces and appreciates diversity; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and grow by working together; establishes and maintains constructive relationships; works to preserve the self-confidence and self-esteem of others; focuses on the situation, issue or behavior, to the person; takes initiative to make things better; models appropriate behaviors for others.

<input type="checkbox"/> Needs Some Improvement	<input type="checkbox"/> Successful	<input type="checkbox"/> Exceeds Expectations
---	-------------------------------------	---

COMMENTS:

Personal Responsibility: Demonstrates integrity, honesty and ethical behavior; personally acknowledges and accepts responsibility for meeting expectations and correcting mistakes; exhibits self-control and responds to feedback non-defensively; executes principles of workplace safety; complies with all safety policies and procedures; takes responsibility for efficient, effective use of time, equipment and resources.

<input type="checkbox"/> Needs Some Improvement	<input type="checkbox"/> Successful	<input type="checkbox"/> Exceeds Expectations
---	-------------------------------------	---

COMMENTS:



Leadership Performance Appraisal

Outstanding Customer Service: Provides accurate and timely information; understands and is responsive to our customers' objective ES and needs; is accessible, provides timely and responsive replies to customer requests, e-mails, phone messages and mail; handles customer inquiries and complaints in a prompt, courteous and professional manner while adhering to rules and regulations; anticipates, assesses, responds to changing customer needs; consistently provides products and services that meet or exceed the expectations of the customers.

<input type="checkbox"/> Needs Some Improvement	<input type="checkbox"/> Successful	<input type="checkbox"/> Exceeds Expectations
---	-------------------------------------	---

COMMENTS:

SUMMARY OF OVERALL PERFORMANCE

EMPLOYEE COMMENTS

LEADERSHIP DEVELOPMENT PLAN

<i>Targeted Goals</i>	<i>Specific Activity(ies) to Attain Goal</i>	<i>Completion Date or Timeframe</i>

SIGNATURES

(Employee's signature indicates neither agreement nor disagreement with summary. It indicates summary has been discussed with employee.)

Employee's Signature:	Date:
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Supervisor's Signature:	Date:
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HR or GM Signature:	Date:
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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational – Item 1 - *Informational*
Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 20, 2018

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress. An updated project schedule has been prepared. Project is slightly behind schedule on non-critical path items due to outstanding comments from the City and County

Permitting: Communicated and coordinated submittals with Mason County and City of Shelton regarding permits.
Pickering Road and Cole Road permit plans have been resubmitted to Mason County.
Pear Orchard: Shoreline Permit and conditions is complete. Grading permit is being prepared. Plans are mostly done except for incorporation of shoreline permit conditions.

Design Development: Completed Landscape and Irrigation plans for Pear Orchard.

Belfair Park and Ride: Work continued on the Intersection Control Analysis for SR3 and Log Yard Road. A public meeting has been set for March 7 from 5:30pm to 7:00pm at the Belfair Timberland Library. SCJ will present three or four options for intersection control for public input as part of the analysis. Building design is in progress.

Other progress: In conversation with Parsons regarding the Shelton-Matlock Park & Ride project as the Coffee Creek fish passage design is routing the passage through the current park & ride. Parsons has proposed three sites for relocating the park & ride and have submitted an Area of Potential Effect report to WSDOT.

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 2 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Danette Brannin, General Manager

Date: February 20, 2018

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 20, 2018

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 20, 2018

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- Attended the WSTIP Executive Committee Retreat. I am on the Executive Committee again for 2018 representing the members at large. The annual retreat is a working retreat to update the Strategic Plan, set the work plan for the year and discuss future direction. I am also the chair for the Board Development Committee.
- Participated in the Small-Medium Transit Alliance (SMTA) weekly legislative update phone conference. Jennifer Ziegler, Lobbyist for the group, keeps us updated on current bills, especially those that may affect transit.
- Bi-weekly calls with Nelson/Nygaard to discuss progress of service review project.
- Met with City of Shelton Public Works Director to discuss potential roundabout on 1st and Alder as part of the Alder Street project.
- Participated in another round of interviews for the Tech Support Analyst position. Happy to report we hired Josh Jacobs. Josh is already doing an outstanding job.
- Attended WSTA Quarterly Board Meeting and SMTA meeting.
- Attended two Consolidated Grant funding meetings at WSDOT as part of a committee working on an easier process for the grant application process. Also, attended one meeting with the committee working on the ranking process for RTPOs and MPOs.
- Attend PRTPO Technical Advisory Committee meeting.
- Worked with LeeAnn on the Procurement policy. The policy is lengthy with many FTA requirements. The goal is to have the policy to the Policy Committee by the April meeting and to the Board for approval in April.
- Met with Department of Ecology, Mason Conservation District and City of Shelton regarding the parking lot at the T-CC. The project is moving forward. Currently waiting for response from DOE's Voluntary Cleanup Program. Have asked for a "No Further Action Required" opinion from DOE.
- Rode routes with five drivers towards my goal of riding with all drivers in the first quarter (need to get moving!)
- Participated in a webinar titled The Age of the Multigenerational Workforce. Very interesting thoughts and perspectives regarding the differences in each generation to consider.
- Attended the County Commissioner meeting in Belfair to update community on the Belfair Park & Ride project.
- After much discussion over selecting a vendor for the RFP to provide CAD/AVL and Scheduling Software, the team selected DoubleMap. The potential to provide better tools for staff and riders is exciting.
- Met with the Near Miss Committee. The committee consists of four drivers, Mike Ringgenberg and me. The purpose is to develop a process for reporting near misses while driving. We are also working on a flowchart for events.
- Participated in an interview of a candidate for the EDC Executive Director.
- Attended monthly EDC Board Meeting.

- Conducted board orientation for Commissioner Kevin Dorcy.
- Met with SCJ on Park & Ride Development project. (See update included under Informational)
- Met with LeeAnn to discuss AWC requirements of the Wellness Program. LeeAnn sent a survey to all employees to gauge the participation level. The program has some heavy requirements at first so we want to make sure there is interest.
- Conducted Joint Labor-Management Committee meetings for the Drivers and Comm Center.
- Attended monthly WSTIP Executive Committee meeting and the Board Development committee meeting.
- Attended PRTPO meeting.
- Met with Kyle Cronk and Commissioner Shutty regarding the YMCA.
- Various staff meetings.
- I will be on vacation February 26 through March 2.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Dashboard - 69 FTE's, plus 7 Worker Drivers, not including compensated board members.

Hired 2018 - 2, Termed 2018 - 0

HR Statistics

- *Pre-Baby Boomers* are those ages 74 +
- *Baby Boomers* are those ages 54-73 – we have 48 Baby Boomers on staff. Retirements will pose a significant challenge in staffing, especially in the driver group in the coming years.
- *Generation X* are those ages 38-53 – we have 20 Gen X on staff.
- *Millennials* are those ages 18-37 – we have 8 Millennials on staff.
- *Post Millennials* are those under the age of 18 we have none.

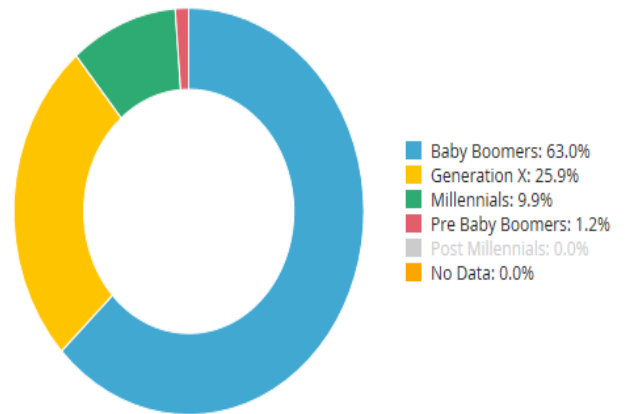


Chart includes board members, statistics do not.

HR Support

- Created and published a survey to measure employees' interest in relaunching a Wellness Program.
- Circling back to finishing edits to Health and Safety manual for presentation to the Safety Committee for review.
- Prepared & submitted the FTA required Drug and Alcohol Monitoring and Information System (DAMIS) report due by March 15.
- Provided clarity on the use and recordkeeping of sick leave under the new law at our All-Staff meeting. Employees were given the chance to ask questions relating to the changes.

Recruiting

- We have filled the Technical Support Analyst position. We are delighted to have Josh Jacobs join our team. Josh recently received two IT related degrees from South Puget Sound Community College and served as an intern for DSHS.
- There are no open positions currently.

Building Knowledge

- I attended a three day USDOT – Transportation Safety Institute course to obtain Substance Abuse Management and Program Compliance certification in Orange, CA. This training provided guidance to ensure compliance with the procedures for transportation workplace drug and alcohol testing programs (CFR Part 40) and prevention of alcohol misuse and prohibited drug use in transit operations (CFR Part 655).

Finance

- The Finance team worked alongside Maintenance to perform and reconcile a complete fleet parts inventory.
- Work continues in closing out 2017 and preparing for the completion of the annual report.
- Work begins to prepare the financial reporting in the 2017 NTD report.

- Prepared a first draft of a revamped Procurement Policy, as well as a first draft of a Purchase Order Policies and Procedures document. Danette will be providing assistance in working toward a final draft for board approval anticipated for April.

MAINTENANCE/FACILITIES – Marshall Krier

- **Bus Shelters:** Steve Kellam, our Facility Technician, has been extremely busy updating all the bus shelters with new schedule holders and route maps. This was a large project requiring modification to the shelters and holders for proper fit and appearance.
- **Bus Schedules:** Steve Ellertsen, Service Mechanic, has been installing new schedules on the buses and cutaways.
- **Fire Safety Inspection:** Fire District 11 just completed a mandatory fire safety inspection of our Johns Prairie Facility. Overall, they were very impressed with our facility and how well we are maintaining it. There were a couple of minor issues that needed correction. These included removing an exit sign, repairing a defective emergency light and exit sign and adding some signage to our fire alarm panel and sprinkler riser room. As part of the inspection they also performed a fire drill. I want to thank everybody for keeping our workplace safe and clean.
- **Promotional Graphics:** The team recently completed installation of 25-year anniversary graphics on buses, cutaways, bus shelters and T-CC.
- **Smart Bus Technology:** We have been providing the DoubleMap team technical specifications and information that is required to install the Smart Bus technology on our buses.

OPERATIONS – Mike Ringgenberg

- **Driver Reviews:** Operations supervisors are finishing up the semi-annual driver reviews.
- **Employee Performance Appraisals:** Operations supervisors will be starting the 2017 Employee Performance Appraisals this month.
- **Feb 5, 2018 Driver/Route Shake up:** Shake up has been completed and a change was made to our rider guides. We decided to switch to rack cards for each route vs. including the schedule in the rider guides. This change is projected to save MTA \$5,000 - \$8,000 a year in printing costs. Rider guides will still be available but will only include information for riders regarding service, rules, contact information, etc.
- **New IT guy:** Josh Jacobs is on board and is currently handling day-to-day IT tasks along with HCC for MTA!!
- **RFP 2017-01 Service Review:** The 2018 service review has begun: Nelson/Nygaard conducted passenger ride checks and on-board surveys on February 6-8, 2018.
- **RFP 2017-02 Technology:** We have selected Doublemap to install technology on the buses and new software for dispatch.
- **Shake Ups:** The next Comm/Center shake up is scheduled for May 21, 2018 and the next driver/route shake up is scheduled for June 4, 2018.
- **Travel Training:** One staff graduated the EverSafe Driving Program Certified Instructor course so she can train vanpool/volunteer drivers & community van operators.
- **Vanpool:** Usage rate for Jan 2018 was 56%, 9 of 16 vans were in use, Kathy G is conducting outreach with local business to build this program.

TRANSIT-COMMUNITY CENTER – Steve Weisenbach

Facility use traffic report:

- **Gym:** Gym use for January came in at just over 1,000 people using the gym. Our normal recreational programs continued to keep the gym busy and the MTA All-Staff meeting capped the month off! Disc Golf will continue into February as our newest Parks and Recreation program and CHOICE is utilizing the gym twice a day in these bad weather months.
- **Conference Room:** Conference room use for December came in at about 150 people from weekly meetings and a couple of holiday parties.
- **Kitchen:** Mrs. Xinh and Taylor Shellfish continue to work in the kitchen operating at over 15 hours a week currently and held an additional training day for out of area Taylor Employees. Wild and Woodsy used our kitchen in January for a private tasting event as well as catering our All Staff Meeting. Thanks Heather and Fred! Kitchen visitors were at about 150 people.
- **Atrium:** Mason County Public Health Department has been setting up an information table in the T-CC atrium on Wednesdays from 2-5PM. Christine, with the Health Department, is providing information on opioid abuse, recovery, and resource assistance to those who seek help. She has made contact with several individuals and families who sought information.

We are currently working with Kathy Geist on installing a new plexi-glass case to display our new route maps in at the T-CC. We will begin the install once the case arrives. We are also working on a future kiosk area in the atrium at the T-CC that will be used for revolving information related to the season, shake-ups, outreach, community announcements, etc.

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2018 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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2018 Work Items	Completed as of 2/16/18	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Progress
Strategic Plan finalized and incorporated into the Transit Development Plan (TDP)		Δ	Δ			
Review and update Employee Handbook based on union contracts		Δ				
Create Financial Management Manual and update Procurement Policy		Δ				Procurement policy has been drafted.
Install Bus Technology and new scheduling software		Δ	Δ	Δ		Vendor has been selected. Contract is ready to approve.
Develop a work plan for parking lot upgrades		Δ				Maintenance to begin work on this in November 2017
Accounting Software		Δ				
Incorporate Remix into service planning		Δ				Operations has begun using Remix; routes are being populated into system. Project is complete.
Finalize implementation of Performance Measures		Δ	Δ	Δ	Δ	Management staff has identified performance measures and are no working on establishing benchmarks.
Develop a route deviation policy			Δ			
Consolidated Grant Application preparation for 2019-2021			Δ	Δ		
Install rear destination signs on low floor buses				Δ		
Purchase refurbished buses for Worker/Driver program				Δ		
Re-train all drivers on a regular basis in order to provide consistent service and safety		Δ	Δ	Δ	Δ	First quarter drivers will go through the PASS training and Harassment training
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ	Progress is reported in Board packet monthly.
T-CC parking lot construction		Δ	Δ	Δ	Δ	Have received soil results; application submitted to DOE for Volunteer Cleanup Program; Waiting for answer for DOE. Met with City, Conservation District and DOE.

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational – Item 3 - *Informational*
Subject: Mason Transit Authority Service Review Update
Prepared by: Mike Ringgenberg, Operations Manager
Approved by: Danette Brannin, General Manager
Date: February 20, 2018

Summary for Informational Purposes:

Rider surveys on all fixed routes were conducted February 6-8. The Nelson/Nygaard team collected 219 surveys in the three days. Next step is to distribute the survey to Dial-a-Ride and Link passengers.

There will also be an on-line survey posted on MTA's website soon.

In addition to current rider surveys, Nelson/Nygaard has put together a Public Outreach and Engagement Plan that lays out the process for outreach to the community. Public meetings and other outreach opportunities will be a part of the plan to gather more information from both users and non-users of MTA services.

Internal staff will have opportunity to provide input as well.

Nelson/Nygaard is working on a conditions report that will include information about such things as our current service, stop levels and demographic data.

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational – Item 4 - *Informational*
Subject: Operational Costs and Statistical Information
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: February 20, 2018

Summary for Informational Purposes:

Attached is an analysis of operational cost for 2017. The statistics include cost per mile, cost per ride and cost per hour for our service modes.

The report compares 2017 to 2016 with noted percent variance.

The expenses represent direct cost to the project and do not include indirect expenses or expenses not related to the service such as the Transit-Community Center.

This report will also be used to set performance measures and track trends. Management will determine performance measures based on industry standards and comparison to similar transits.

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2017 Operations Statistics

	Jan - Mar 2017	Apr - Jun 2017	Jul - Sep 2017	Oct - Dec 2017	2017	2016	Variance 2016/2017
Fixed Route (in county)							
Passenger Trips (one-way boardings)	45,480	52,478	48,538	50,019	196,515	188,386	4.3%
Revenue Vehicle Miles	35,909	38,068	37,851	38,337	150,165	124,768	20.4%
Revenue Vehicle Hours	2,803	2,958	2,955	2,863	11,579	10,944	5.8%
Direct Project Expenses	\$ 168,187	\$ 189,047	\$ 180,412	\$ 231,880	\$ 769,526	\$ 616,906	24.7%
Trips/Mile	1.27	1.38	1.28	1.30	1.309	1.510	-13.3%
Cost/Trip	\$ 3.70	\$ 3.60	\$ 3.72	\$ 4.64	\$ 3.92	\$ 3.27	19.6%
Miles Per Hour	12.81	12.87	12.81	13.39	12.97	11.40	13.8%
Cost/Mile	\$ 4.68	\$ 4.97	\$ 4.77	\$ 6.05	\$ 5.12	\$ 4.94	3.6%
Trips/Hour	16.23	17.74	16.43	17.47	16.97	17.21	-1.4%
Cost/Hour	\$ 60.00	\$ 63.91	\$ 61.05	\$ 80.99	\$ 66.46	\$ 56.37	17.9%
Fixed Route (out of county)							
Passenger Trips (one-way boardings)	36,082	40,790	38,773	37,381	153,026	162,374	-5.8%
Revenue Vehicle Miles	104,149	108,447	107,858	97,414	417,868	438,730	-4.8%
Revenue Vehicle Hours	4,215	4,394	4,355	3,939	16,903	18,483	-8.5%
Direct Project Expenses	\$ 487,804	\$ 538,551	\$ 514,093	\$ 589,205	\$ 2,129,653	\$ 2,164,323	-1.6%
Trips/Mile	0.35	0.38	0.36	0.38	0.366	0.370	-1.1%
Cost/Trip	\$ 13.52	\$ 13.20	\$ 13.26	\$ 15.76	\$ 13.92	\$ 13.33	4.4%
Miles Per Hour	24.71	24.68	24.77	24.73	24.72	23.74	4.1%
Cost/Mile	\$ 4.68	\$ 4.97	\$ 4.77	\$ 6.05	\$ 5.10	\$ 4.93	3.3%
Trips/Hour	8.56	9.28	8.90	9.49	9.05	8.79	3.1%
Cost/Hour	\$ 115.73	\$ 122.57	\$ 118.05	\$ 149.58	\$ 125.99	\$ 117.10	7.6%
Demand Response							
Passenger Trips (one-way boardings)	11,262	11,276	10,564	11,011	44,113	46,262	-4.6%
Revenue Vehicle Miles	75,169	88,190	81,852	78,607	323,818	325,593	-0.5%
Revenue Vehicle Hours	6,337	6,960	6,833	6,331	26,461	28,419	-6.9%
Direct Project Expenses	\$ 352,070	\$ 437,954	\$ 390,138	\$ 475,452	\$ 1,655,614	\$ 1,609,870	2.8%
Trips/Mile	0.15	0.13	0.13	0.14	0.136	0.142	-4.1%
Cost/Trip	\$ 31.26	\$ 38.84	\$ 36.93	\$ 43.18	\$ 37.53	\$ 34.80	7.9%
Miles Per Hour	11.86	12.67	11.98	12.42	12.24	11.46	6.8%
Cost/Mile	\$ 4.68	\$ 4.97	\$ 4.77	\$ 6.05	\$ 5.11	\$ 4.94	3.4%
Trips/Hour	1.78	1.62	1.55	1.74	1.67	1.63	2.4%
Cost/Hour	\$ 55.56	\$ 62.92	\$ 57.10	\$ 75.10	\$ 62.57	\$ 56.65	10.5%

2017 Operations Statistics

Worker Driver	Jan - Mar 2017	Apr - Jun 2017	Jul - Sep 2017	Oct - Dec 2017	2017	2016	Variance 2016/2017
Passenger Trips (one-way boardings)	13,014	11,504	12,430	11,853	48,801	50,320	-3.0%
Revenue Vehicle Miles	15,157	15,682	15,293	13,504	59,636	60,365	-1.2%
Revenue Vehicle Hours	629	641	627	551	2,448	2,518	-2.8%
Direct Project Expenses	\$ 36,799	\$ 47,093	\$ 43,861	\$ 47,714	\$ 175,467	\$ 171,321	2.4%
Trips/Mile	0.86	0.73	0.81	0.88	0.818	0.834	-1.8%
Cost/Trip	\$ 2.83	\$ 4.09	\$ 3.53	\$ 4.03	\$ 3.60	\$ 3.40	5.6%
Miles Per Hour	24.10	24.46	24.39	24.51	24.36	23.97	1.6%
Cost/Mile	\$ 2.43	\$ 3.00	\$ 2.87	\$ 3.53	\$ 2.94	\$ 2.84	3.7%
Trips/Hour	20.69	17.95	19.82	21.51	19.94	19.98	-0.2%
Cost/Hour	\$ 58.50	\$ 73.47	\$ 69.95	\$ 86.60	\$ 71.68	\$ 68.04	5.3%
Express Routes	Jan - Mar 2017	Apr - Jun 2017	Jul - Sep 2017	Oct - Dec 2017	2017	2016	Variance 2016/2017
Passenger Trips (one-way boardings)	8,439	9,505	9,157	9,169	36,270	31,902	13.7%
Revenue Vehicle Miles	31,518	32,708	32,288	25,047	121,561	130,219	-6.6%
Revenue Vehicle Hours	1,218	1,266	1,247	1,071	4,802	5,149	-6.7%
Direct Project Expenses	\$ 147,621	\$ 162,429	\$ 153,897	\$ 151,496	\$ 615,443	\$ 643,858	-4.4%
Trips/Mile	0.27	0.29	0.28	0.37	0.30	0.24	21.8%
Cost/Trip	\$ 17.49	\$ 17.09	\$ 16.81	\$ 16.52	\$ 16.97	\$ 20.18	-15.9%
Miles Per Hour	25.88	25.84	25.89	23.39	25.31	25.29	0.1%
Cost/Mile	\$ 4.68	\$ 4.97	\$ 4.77	\$ 6.05	\$ 5.06	\$ 4.94	2.4%
Trips/Hour	6.93	7.51	7.34	8.56	7.55	6.20	21.9%
Cost/Hour	\$ 121.20	\$ 128.30	\$ 123.41	\$ 141.45	\$ 128.16	\$ 125.05	2.5%
Total Service	Jan - Mar 2017	Apr - Jun 2017	Jul - Sep 2017	Oct - Dec 2017	2017	2016	Variance 2016/2017
Passenger Trips (one-way boardings)	114,277	125,553	119,462	119,433	478,725	479,244	-0.1%
Revenue Vehicle Miles	261,902	283,095	275,142	252,909	1,073,048	1,078,675	-0.5%
Revenue Vehicle Hours	15,202	16,219	16,017	14,755	62,193	65,513	-5.1%
Direct Project Expenses	\$ 1,192,481	\$ 1,375,074	\$ 1,282,401	\$ 1,495,747	\$ 5,345,703	\$ 5,206,279	2.7%
Trips/Mile	0.44	0.44	0.43	0.47	0.45	0.44	0.4%
Cost/Trip	\$ 10.44	\$ 10.95	\$ 10.73	\$ 12.52	\$ 11.17	\$ 10.86	2.8%
Miles Per Hour	17.23	17.45	17.18	17.14	17.25	16.47	4.8%
Cost/Mile	\$ 4.55	\$ 4.86	\$ 4.66	\$ 5.91	\$ 4.98	\$ 4.83	3.2%
Trips/Hour	7.52	7.74	7.46	8.09	7.70	7.32	5.2%
Cost/Hour	\$ 78.44	\$ 84.78	\$ 80.06	\$ 101.37	\$ 85.95	\$ 79.47	8.2%

*Total Service does not include Vanpool, Volunteer Driver, Squaxin, Radlich or T-CC