



AGENDA

Mason Transit Authority Board
Regular Meeting
June 19, 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

CONSENT AGENDA – ACTION

1. Pg. 03: Approval of Minutes: Approval of the minutes of the May 15, 2018 MTA regular Board meeting
2. Pg. 07: Financial Reports: May 2018
3. Pg. 15: Check Approval: May 11 – June 13, 2018

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 25: Security Matters – *DISCUSSION*

NEW BUSINESS:

1. Pg. 27: Interagency Agreement with Department of Enterprise Services – Resolution No. 2018-08 – *ACTIONABLE*
2. Pg. 35: Grant Applications to WSDOT – *ACTIONABLE*
3. Pg. 37: Van Grant Recipient– *ACTIONABLE*
4. Pg. 43: Proposal to Cancel August Board Meeting – Resolution No. 2018-09 – *ACTIONABLE*
5. Pg. 47: First Draft Transportation Development Plan (TDP) – *DISCUSSION*

INFORMATIONAL UPDATES

1. Pg. 73: Park and Ride Update
2. Pg. 75: Management Reports

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Public Comment Hearing on
Annual Transit Development Plan**

July 10, 2018

5:30-6:30 PM

*Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

**Mason Transit Authority
Public Comment Hearing on
Annual Transit Development Plan**

July 11, 2018

5:30-6:30 PM

*Belfair Timberland Library
Large Meeting Room
23081 State Route 3
Belfair*

**Mason Transit Authority
Regular Meeting**

July 17, 2018 at 4:00 p.m.

*Mason Transit Authority
Transit-Community Center
601 West Franklin Street
Shelton*

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



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Kevin Shutty, Chair; Wes Martin, Vice Chair; John Campbell, Kevin Dorcy, Terri Drexler, Deb Petersen, Don Pogreba and Sandy Tarzwell. **Quorum met.**

Authority Voting Board Members Not Present: Randy Neatherlin.

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

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; and Kathy Geist, Outreach-Transit Planner. Also present, John Piety (MCTAB).

ACCEPTANCE OF AGENDA: **Moved** that the agenda for the May 15, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campbell/Pogreba. Motion carried.**

PUBLIC COMMENT: [None]

CONSENT AGENDA

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

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of April 17, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of April, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of April 13, 2018 through May 10, 2018 financial obligations on checks #31261 through #31388, as presented for a total of \$529,556.71.

Campbell/Tarzwell. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **City of Shelton Interlocal Agreement** – Danette Brannin, General Manager, spoke to the Board of MTA's participation in the City of Shelton's downtown connector project by constructing a bus pullout at 8th and Alder for MTA riders that utilize the Timberland Library on fixed route services. The construction of the bus pullout will improve safety for users by providing a lighted shelter and ADA access. MTA will also purchase a bus shelter to be installed by the City, which will be separate from the Interlocal Agreement with the City of Shelton. Legal counsel also added that there is an Attorney General opinion with regard to transit and restrictions regarding paying for certain street improvements. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-07 and the attached Interlocal Agreement with the City of Shelton for facilitation of design and construction of a bus pullout at 8th and Alder Streets. **Drexler/Martin. Motion carried.**
2. **Belfair Park & Ride Building** – Ms. Brannin spoke with the Board seeking a final decision as to the additional square feet of the Belfair Park and Ride building; that governmental agencies and non-profits have expressed interest in leasing space; that MTA does not need the additional space at this time; and the benefits to North Mason. She also indicated that all of the T-CC space is leased by community service organizations which demonstrates a need to lease space by governmental agencies and non-profits. Ms. Brannin suggested that the additional space be left unimproved and that any leasing tenant make the improvements. There were discussions relating to costs per square foot and to MTA based on square feet. **Moved** that the Mason Transit Authority Board approve an additional 1,500 square footage at the Belfair Park & Ride Transit office building. **Campbell/Petersen. Motion carried.**

NEW BUSINESS

[None]

INFORMATIONAL UPDATES –

Ms. Brannin provided the Board with an update and general overview of the park and ride projects.

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

COMMENTS BY BOARD MEMBERS –

Board member Drexler commented on the great numbers provided by the Maintenance team. She also brought up a comment made to her concerning MTA's evening buses between Shelton to Belfair and could we do some spot patrols. Ms. Brannin and Operations Manager, Mike Ringgenberg, indicated that neither of them had heard anything from drivers, who are on those buses. Board member Martin spoke of comments made concerning behaviors observed in the area around the T-CC. Ms. Brannin indicated that MTA has Lead Drivers on the T-CC platform to enforce the MTA rules of transit conduct, as well as the T-CC Superintendent, but that they cannot enforce those rules beyond MTA's property. Law enforcement is called when necessary. Board member Martin asked for information regarding frequency of calls to law enforcement. Ms. Brannin indicated that she will provide information and numbers at the next meeting.

Board member Petersen asked when can we have a Board meeting at the Johns Prairie facility so that the Board could see the bus wash? She also asked whether Belfair or Shelton would have the first roundabout?

Board member Dorcy thanked MTA for its partnership on the Alder Street Bus Pullout as the project was 100% grant funded.

PUBLIC COMMENT – Kathy Geist, MTA’s new Outreach-Transit Planner, provided information regarding MTA’s participation in the Forest Festival to be held on June 2. She also spoke of the two field trips with a total of 73 students that came to Mason Transit Authority and Riverdance Soaps. The students were from Shelton Preschool and Mason County Christian School. As is customary for the field trips, the students were divided into two groups and one-half was in the MTA maintenance shop and given an opportunity to see underneath the bus and then to get onto a bus. The other group is at Riverdance Soapworks learning a bit about chemistry and how to make fizzy bath items; then they switch. The students then get to take home a swag bag with informational items about MTA and the fizzy bath items from Riverdance Soapworks. A fun time was had by all!

John Piety said that MTA drivers know 90% of the riders they serve. He suggested that drivers come and talk to the Board concerning Board member Drexler’s earlier comment. Mr. Piety stated he didn’t think that charging fares is a solution.

Moved that the meeting be adjourned.

ADJOURNED 5:06 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting**
*June 19, 2018 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton*

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Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – May 2018
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: June 19, 2018

Summary for Discussion Purposes:

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

Highlights:

Sales Tax Revenue

Sales tax revenue for March 2018 (received May 31, 2018) was \$394,293 – which was approximately 23% higher than budgeted, and 11% higher than March 2017 actual.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 42% (5/12) of the budget through the end of May. Total YTD Revenue is currently under budget at 40.50%. Total YTD Operating Expenses is currently under budget at 37.40%.

Fiscal Impact:

May's fiscal impact reflects total revenues of \$656,945 and operating expenses of \$635,746.

Staff Recommendation:

Approve.

Motion for Consideration:

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

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Mason Transit Authority

May 2018 Financial Report

	May Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of
					Budget Used
					41.67%
REVENUE					
Passenger Fares	9,715	41,080	101,600		40.43%
PSNS Worker/Driver & Vanpool Fares	21,999	109,893	265,000		41.47%
Total Operating Revenue (Fares)	31,714	150,973	366,600		41.18%
Sales Tax	324,865	1,626,798	3,897,207	(1)	41.74%
Operating Grants	253,843	1,151,598	3,046,116	(2)	37.81%
Rental Income	14,496	77,050	183,418		42.01%
Investment Income	8,083	34,657	20,000		173.29%
Other Non-operating Revenue	23,944	123,529	300,400	(3)	41.12%
Total Revenue	656,945	3,164,605	7,813,741		40.50%
EXPENSES					
Wages and Benefits	410,414	1,970,571	5,677,315		34.71%
Contracted services	30,745	175,190	423,608		41.36%
Fuel	35,238	152,469	336,000	(4)	45.38%
Vehicle/Facility Repair & Maintenance	27,902	109,919	308,200		35.66%
Insurance	19,876	99,378	238,506		41.67%
Intergovernmental - Audit Fees	-	-	29,000		0.00%
Rent - Facilities and Park & Ride	2,351	11,753	30,800		38.16%
Utilities	9,898	52,637	131,140		40.14%
Supplies - Equipment	13,116	50,738	119,245		42.55%
Training & Meetings	2,605	15,825	55,185		28.68%
Other operating expenses	10,497	84,483	169,002	(5)	49.99%
Pooled Reserves	73,105	178,166	240,000	(6)	74.24%
Total Operating Expenses	635,746	2,901,129	7,758,001		37.40%
Net Income (Loss) from Operations	21,199	263,477	55,740		

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 Q1 2018 actuals and April and May accruals.
(3)	Includes Q1 2018 actuals and April and May accruals of RMG Grant - \$94,165, LMTAA Volunteer program revenue - \$16,640, Volunteer Donations - \$502, Sale of Maintenance Services \$1,703, Sale of Bus ads \$6,605, Community Van - \$1,074, and Insurance Recoveries - \$1,679.
(4)	Average diesel price per gallon year to date is \$2.34. Average gasoline price per gallon year to date is \$2.96.
(5)	Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through May include: Volunteer Driver Program reimbursements \$16,836, Advertising \$14,307, Merchant/credit card fees \$2,866, Office Equipment Lease \$2,876, Dues, Memberships, Subscriptions \$24,702 plus other misc. expenses.
(6)	Pooled Reserves is the amount of actual sales tax money received for 2018 in excess of the 2018 budgeted amount.

Mason Transit Authority

May 2018 Financial Report - TCC

	2018 May Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used		YTD - Community Center Allocation	YTD - Transit Allocation
					41.67%			
REVENUE								
T-CC Rental	13,029	69,719	165,821			42.0%	69,719	-
Other Revenue	37	123	-				123	-
Total Revenue	13,067	69,841	165,821			42.1%	69,841	-
EXPENSES								
Wages and Benefits	9,853	46,418	133,483			34.8%	46,418	-
Contracted services	90	3,741	6,000	(1)		62.4%	3,125	616
Repair & Maintenance	309	2,797	4,900	(2)		57.1%	2,418	379
Insurance	1,284	6,420	15,409			41.7%	6,420	-
Utilities	3,694	20,926	46,440			45.1%	14,857	6,069
Supplies & Small Equipment	1,150	4,091	3,835	(3)		106.7%	2,872	1,219
Training & Meetings	-	-	860			0.0%	-	-
Other operating expenses	657	2,499	5,093	(4)		49.1%	2,255	244
Total Operating Expenses	17,037	86,893	216,020			40.2%	78,365	8,528
Net Income (Loss) from Operations	(3,970)	(17,052)	(50,199)				(8,524)	(8,528)

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$1,220; Alarm services \$1,367; IT services \$424; Annual Fire Extinguisher and Backflow Testing \$413.

(2) Temp Employee Maintenance Services \$793 prior to hiring on T-CC Assistant/Custodian, Replacement Flag \$401.

(3) Supplies and Small Equipment largely consist of cleaning supplies for \$2,758 and a new printer, \$457 of which is allocable to the TCC.

(4) Other operating expenses include Dues & subscriptions \$614; Advertising \$775, Office Equipment Lease \$673.

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	6,567,000	5,617,000	950,000	125,539	1,400,979	Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R
Smart Bus Technology	400,000	400,000	-	117,400	117,400	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	4,327	46,746	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	\$ 7,602,500	\$ 6,336,200	\$ 1,271,300	\$ 250,550	\$ 1,568,409	

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

Cash encumbered for MTA Funding portion - \$1,239,551.

Capital Project Reserves - \$454,426 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

Mason Transit Authority

Cash and Investments

May 31, 2018

FUND	4/30/2018	5/31/2018	Change
Cash - MC Treasurer	706,266.59	1,161,812.10	455,545.51
Investments - MC Treasurer	5,869,104.63	5,869,104.63	-
Payroll - ACH Columbia Bank	145,852.81	270,866.40	125,013.59
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 6,721,724.03	\$ 7,302,283.13	\$ 580,559.10

*Payroll Transfer withdrawn from ACH Columbia Bank Account for the amount of \$125,013.59 on 6/1/18

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 - \$500,000		
Parking Lot (DOE Grant)	52,500	
Total Grant Match		1,139,551
Reserves:		
General Leave Liability		150,622
Operating Reserves		2,000,000
Facility Repair Reserve		150,000
Emergency/Insurance Reserves		100,000
Capital Project Reserves		454,426
Fuel Reserves		120,000
Transportation Service Consultant		150,000
		\$ 4,364,599

Total of Cash \$ 7,302,283.13

Less Encumbrances \$ 4,364,599.00

Undesignated Cash Balance Total (Including Reserves) \$ 2,937,684.13

Investments - MC Treasurer (Reserves) \$ 5,869,104.63

Less Encumbrances \$ 4,364,599.00

Undesignated Cash Reserves \$ 1,504,505.63

Capital Project Reserves: Sales Tax Revenue received in excess of the budgeted amount.

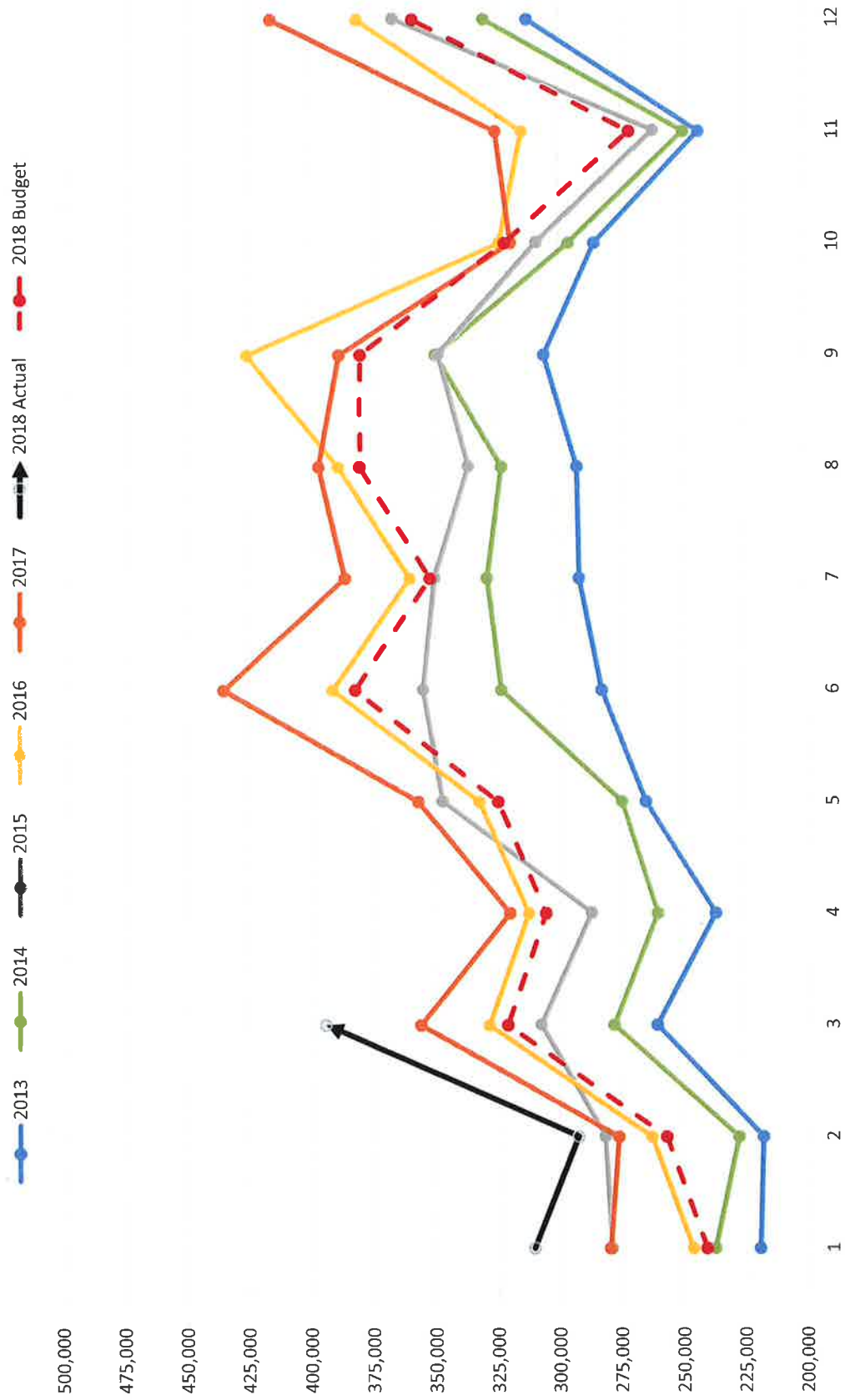
Mason Transit Authority

Sales Tax Collected

as of **5/31/2018** for **3/31/2018**

	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	310,547	240,808	29%	11%
February	217,929	227,815	281,559	262,925	276,310	292,604	256,943	14%	6%
March	260,652	278,053	307,482	328,665	356,214	394,293	321,188	23%	11%
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	416,254		359,063		
	3,215,506	3,480,456	3,830,645	4,070,933	4,258,790	997,445	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: June 19, 2018

Summary for Discussion Purposes:

- SCJ Alliance – Park & Ride Construction
 - Check #31426 – \$19,417.42
 - Check #31500 – \$33,802.42

- Nelson Nygaard – Service Review
 - Check #31417 – \$11,021.29
 - Check #31492 – \$8,291.96

May Purchases Fuel Prices: Diesel \$2.61 Unleaded \$3.01

Fiscal Impact:

\$756,991.28

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of May 11, 2018 through June 13, 2018 financial obligations on checks #31389 through #31515, as presented for a total of \$756,991.28.

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Mason Transit Authority
June 19, 2018 Disbursement Approval

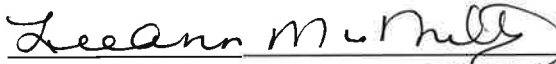
The following checks for the period of May 11, 2018 through June 13, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	31389 - 31515	\$756,991.28

Included within the checks were:		
	Check #	Amount
Payroll – 5/18/2018	31389	156,660.33
Payroll – 6/1/2018	31436	158,540.52
Payroll – 6/15/2018	31515	162,226.22
Nelson Nygaard	31417	11,021.29
SCJ Alliance	31426	19,417.42
Nelson Nygaard	31492	9,496.60
SCJ Alliance	31500	33,802.42
<i>Voided Check – Faith in Action</i>	31185	(200.00)

Submitted by: 
Brian Phillips, Staff Accountant

Date: 6/14/18

Approved by: 
LeeAnn McNulty, Administrative Services Manager

Date: 6-14-18

Mason Transit Authority

Board Check Register

From 5/11/2018 Through 6/13/2018

Document Date	Check #	Vendor Name	Amount
5/24/2018	31185	<i>Faith In Action West Sound - Voided</i>	(200.00)
5/16/2018	31389	Mason Transit Authority - ACH Account	156,660.33
5/24/2018	31390	AAA Fire & Safety, Inc.	241.54
5/24/2018	31391	Advance Glass	235.99
5/24/2018	31392	Aflac	715.98
5/24/2018	31393	AIG Retirement	260.00
5/24/2018	31394	Associated Petroleum Products, Inc.	25,542.43
5/24/2018	31395	Aramark	150.58
5/24/2018	31396	Aramark	26.33
5/24/2018	31397	Bridge Church	90.00
5/24/2018	31398	Bethel Towing	331.09
5/24/2018	31399	Danette Brannin	96.00
5/24/2018	31400	Cummins Northwest, LLC	46.62
5/24/2018	31401	EMC - Mason Transit	134.30
5/24/2018	31402	Flore's Landscaping & Tree Service LLC	1,490.79
5/24/2018	31403	Gillig, LLC	509.62
5/24/2018	31404	District 160	62.50
5/24/2018	31405	International Institute of Municipal Clerks	200.00
5/24/2018	31406	Jim's Auto Repair & Towing	189.88
5/24/2018	31407	Knight Fire Protection, Inc.	97.65
5/24/2018	31408	Marshall Krier	117.28
5/24/2018	31409	LegalShield	164.40
5/24/2018	31410	Les Schwab	371.55
5/24/2018	31411	Mason County PUD #3	2,763.09
5/24/2018	31412	Mason County Utilities/Waste Management	96.00
5/24/2018	31413	Felipe Perez Matias	348.75
5/24/2018	31414	McNulty, LeeAnn	176.13
5/24/2018	31415	Mountain Mist Water	232.70
5/24/2018	31416	Napa Auto Parts	239.65
5/24/2018	31417	Nelson Nygaard	11,021.29
5/24/2018	31418	Northridge Properties, LLC	1,500.00
5/24/2018	31419	Northwest Administrators	91,518.73
5/24/2018	31420	O'Reilly Auto Parts	16.56
5/24/2018	31421	Pacific Office Automation	537.67
5/24/2018	31422	Juan Perez-Moron	85.00
5/24/2018	31423	Print NW	1,000.64
5/24/2018	31424	Builders FirstSource	52.21

Mason Transit Authority

Board Check Register

From 5/11/2018 Through 6/13/2018

Document Date	Check #	Vendor Name	Amount
5/24/2018	31425	Mike Ringgenberg	85.00
5/24/2018	31426	SCJ Alliance	19,417.42
5/24/2018	31427	Seattle Automotive Distributing	102.23
5/24/2018	31428	Lonita J Larson dba Sew Now Studio	20.67
5/24/2018	31429	The Shoppers Weekly	751.73
5/24/2018	31430	South Sound Investment Properties, LLC	300.00
5/24/2018	31431	Staples Business Advantage	870.94
5/24/2018	31432	Thermo King Northwest, Inc.	101.15
5/24/2018	31433	Tozier Brothers, Inc.	7.46
5/24/2018	31434	United Way of Mason County	46.00
5/24/2018	31435	Washington State Transit Insurance Pool	75.00
5/31/2018	31436	Mason Transit Authority - ACH Account	158,540.52
6/7/2018	31437	Advance Glass	57.12
6/7/2018	31438	AIG Retirement	260.00
6/7/2018	31439	Aramark	147.94
6/7/2018	31440	Aramark	26.33
6/7/2018	31441	City of Shelton	534.46
6/7/2018	31442	Cascade Natural Gas	35.94
6/7/2018	31443	Cummins Northwest, LLC	118.91
6/7/2018	31444	Economic Development Council	1,000.00
6/7/2018	31445	EMC - Mason Transit	131.80
6/7/2018	31446	Hood Canal Communications	7,279.09
6/7/2018	31447	District 160	3,136.78
6/7/2018	31448	Les Schwab	4,486.39
6/7/2018	31449	Mason County PUD #3	1,871.61
6/7/2018	31450	McNulty, LeeAnn	70.74
6/7/2018	31451	MOR/ryde International	0.00
6/7/2018	31452	Mood Media	103.20
6/7/2018	31453	Napa Auto Parts	1,726.74
6/7/2018	31454	Olympic Lock & Key	3.26
6/7/2018	31455	Pacific Office Automation	168.44
6/7/2018	31456	Staples Business Advantage	218.05
6/7/2018	31457	Titus-Will	2,750.38
6/7/2018	31458	Tozier Brothers, Inc.	10.80
6/7/2018	31459	United Way of Mason County	91.40
6/7/2018	31460	Westcare Clinic, Inc.	85.00
6/7/2018	31461	Washington State Transit Association	100.00

Mason Transit Authority

Board Check Register

From 5/11/2018 Through 6/13/2018

Document Date	Check #	Vendor Name	Amount
6/13/2018	31462	Allstream	215.91
6/13/2018	31463	Associated Petroleum Products, Inc.	1,169.63
6/13/2018	31464	Aramark	433.08
6/13/2018	31465	Aramark	26.33
6/13/2018	31466	Judy Arms	240.89
6/13/2018	31467	Mick Baker	256.15
6/13/2018	31468	Tracy Becht	114.00
6/13/2018	31469	Belfair Water District #1	216.20
6/13/2018	31470	Charlotte G Brame	129.71
6/13/2018	31471	Danette Brannin	89.02
6/13/2018	31472	Fran Cavaille	186.39
6/13/2018	31473	Cascade Natural Gas	1,231.05
6/13/2018	31474	Comcast	146.27
6/13/2018	31475	Walter Cothran	426.19
6/13/2018	31476	Cummins Northwest, LLC	1,385.61
6/13/2018	31477	Gene Currier	518.49
6/13/2018	31478	Gillig, LLC	3,912.26
6/13/2018	31479	Carolyn Gravatt-Bowles	589.15
6/13/2018	31480	Jerry's Automotive & Towing, Inc.	538.56
6/13/2018	31481	Robert W. Johnson, PLLC	1,600.00
6/13/2018	31482	Kitsap Transit	2,402.17
6/13/2018	31483	iFIBERONE	200.00
6/13/2018	31484	Lift-U, Division of Hogan Mfg. Inc.	457.68
6/13/2018	31485	Mason County Garbage, Inc.	620.59
6/13/2018	31486	Mason County PUD #3	2,492.18
6/13/2018	31487	Mathis Exterminating	146.48
6/13/2018	31488	McNulty, LeeAnn	10.00
6/13/2018	31489	Mountain Mist Water	88.55
6/13/2018	31490	Nancy C. Murphy	180.40
6/13/2018	31491	Napa Auto Parts	984.71
6/13/2018	31492	Nelson Nygaard	9,496.60
6/13/2018	31493	Judy Nicholson	969.58
6/13/2018	31494	Office Depot, inc.	61.07
6/13/2018	31495	Olympic Lock & Key	5.66
6/13/2018	31496	Pacific Office Automation	543.99
6/13/2018	31497	Pitney Bowes	187.65
6/13/2018	31498	Pitney Bowes Purchase Power	171.00

Mason Transit Authority

Board Check Register

From 5/11/2018 Through 6/13/2018

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
6/13/2018	31499	Rexus Corporation	459.00
6/13/2018	31500	SCJ Alliance	33,802.42
6/13/2018	31501	Seattle Automotive Distributing	1,280.13
6/13/2018	31502	Shelton Mason County Chamber of Commerce	975.00
6/13/2018	31503	Mason County Journal	1,562.00
6/13/2018	31504	The Shoppers Weekly	743.38
6/13/2018	31505	Staples Business Advantage	276.73
6/13/2018	31506	Total Battery & Automotive Supply	105.34
6/13/2018	31507	U.S. Bank	11,024.66
6/13/2018	31508	Verizon Wireless	589.51
6/13/2018	31509	Voyager Fleet Systems, Inc.	6,814.43
6/13/2018	31510	Westcare Clinic, Inc.	85.00
6/13/2018	31511	Whisler Communications	1,686.09
6/13/2018	31512	Robert Williams	464.89
6/13/2018	31513	AWorkSAFE Service, Inc.	505.00
6/13/2018	31514	Zee Medical Service Co.	92.50
6/13/2018	31515	Mason Transit Authority - ACH Account	<u>162,226.22</u>
		Total	756,991.28

Mason Transit Authority

Vendor Activity - Credit Card Charges

From 5/1/2018 Through 5/31/2018

Vendor Name	GL Title	Transaction Description	Expenses
U.S. Bank	Parts Inventory	MORRYDE-BUS PARTS	553.56
	Parts Inventory	MORRYDE-BUS PARTS	554.97
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	60.00
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	100.00
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	100.00
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	100.00
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	100.00
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	100.00
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	100.00
	Other Prepays	SUBWAY-GIFT CARDS FOR EMPLOYEES	100.00
	Wellness Expense	AMAZON-WELLNESS ROOM TV WALL MOUNT	24.67
	Advertising Fees	INDEED-DRIVER RECRUITMENT	68.19
	Contract Services	DELL EMC-UPGRADES-SERVER CONTRACT-CONTRACT SERV	3,518.10
	Contract Services	MICROSOFT-EMAIL SERVICE	30.47
	Contract Services	MICROSOFT-EMAIL SERVICE	391.68
	Contract Services	MICROSOFT-EMAIL SERVICE	391.68
	Contract Services	SMARSH-EMAIL ARCHIVING	440.00
	Contract Services	SMARSH-MONTHLY DVD	50.00
	Contract Services	SMARSH-SALES TAX	4.25
	Contract Services	SMARSH-SOCIAL MEDIA ARCHIVING	50.00
	Contract Services	SMARSH-VERIZON ARCHIVING	120.00
	Facility Repair/Maintenance	AMAZON-CAMERA HOUSING HARDWARE	47.43
	Facility Repair/Maintenance	AMAZON-CAMERA HOUSING HARDWARE	47.44
	Facility Repair/Maintenance	HOME DEPOT-EXTENSION CORDS	14.06
	Facility Repair/Maintenance	HOME DEPOT-FACILITY BULLETIN BOARD	296.06
	Facility Repair/Maintenance	HOME DEPOT-LIGHTS	114.25
	Facility Repair/Maintenance	HOME DEPOT-LIGHTS RETURNED	(114.25)
	Facility Repair/Maintenance	MCLENDON'S HARDWARE-BELFAIR OFFICE	7.58
	Facility Repair/Maintenance	TRACTOR SUPPLY-MISC LAWN	21.63
	Facility Repair/Maintenance	WALMART-LANDSCAPING	16.68
	Facility Repair/Maintenance	WALMART-LAWN AND GARDEN	16.19
	Facility Repair/Maintenance	WALMART-PAVERS	45.83
	Facility Repair/Maintenance	WALMART-WEED & FEED	19.43
	Facility Repair/Maintenance	WALMART-YARD SUPPLIES	16.34
	Office Supplies	AMAZON-ERNIE'S CELL PHONE CASE	30.51
	Office Supplies	OFFICE DEPOT-LABELS	16.60
	Shop Supplies	TRACTOR SUPPLY-NUTS & BOLTS	13.93
	Cleaning/Sanitation Supplies	WALMART-CLEANING SUPPLIES	6.20
	Cleaning/Sanitation Supplies	WALMART-CLEANING SUPPLIES	15.17
	Cleaning/Sanitation Supplies	WALMART-CLEANING SUPPLIES	16.04
	Cleaning/Sanitation Supplies	WALMART-CLEANING SUPPLIES	39.28
	Cleaning/Sanitation Supplies	WALMART-JANITORIAL SUPPLY	30.12
	Cleaning/Sanitation Supplies	ZEE-EYE WASH SOLUTION	114.20
	IT Equipment	AMAZON-CABLE PARTS FOR COMPUTER LAB	19.96
	IT Equipment	AMAZON-PARTS FOR TV FOR OPS WORK OUT AREA	29.98
	IT Equipment	HP-PRINTER FOR TCC	913.90

Mason Transit Authority

Vendor Activity - Credit Card Charges

From 5/1/2018 Through 5/31/2018

Vendor Name	GL Title	Transaction Description	Expenses
	Small Tools & Equipment	HOME DEPOT-MATERIALS TO SECURE TABLETS FOR BUSES	188.00
	Dues, Memberships, Subscriptions	ADOBE-ADOBE PRO SUBSCRIPTION	16.26
	Travel & Meeting Expense MTA	BEST WESTERN- HOTEL ROOM ATTENDING WAPRO CONF.	96.53
	Travel & Meeting Expense MTA	BEST WESTERN-WRITING IN PLAIN TALK	110.58
	Travel & Meeting Expense MTA	CROWNE PLAZA HOTEL-TRAINERS SHOWCASE	345.70
	Travel & Meeting Expense MTA	FERRIE-WRITING IN PLAIN TALK	18.70
	Travel & Meeting Expense MTA	FERRIE-WRITING IN PLAIN TALK	18.70
	Travel & Meeting Expense MTA	FRED MEYER-BOTTLED WATER	10.88
	Travel & Meeting Expense MTA	N. MASON CHAMBER-LUNCHEON	20.00
	Travel & Meeting Expense MTA	N. MASON CHAMBER-LUNCHEON	20.00
	Travel & Meeting Expense MTA	RED LION-ATTEND CONFERENCE	241.86
	Travel & Meeting Expense MTA	RED LION-LABOR RELATION TRAINING	241.86
	Travel & Meeting Expense MTA	RED LION-LABOR RELATIONS LODGING	241.86
	Travel & Meeting Expense MTA	SHILO INN-WSTA HR LODGING	144.22
	Training / Seminars	HAPPY TERIYAKI-COMM LUNCH MTG	84.62
	Advertising/Promotion Media	DOLLAR STORE-ADDITIONAL FILLER FOR MUGS	3.27
	Other Misc Expenses	SAFEWAY-COFFEE FOR CONFERENCE ROOM	8.99
	Passenger Parking Facilities	ALLSTAR-PARKING IN BELFAIR	460.50

Total 11,024.66

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Mason Transit Authority Regular Board Meeting

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

Subject: Security Matters

Prepared by: Mike Ringgenberg, Operations Manager

Approved by: Danette Brannin, General Manager

Date: June 19, 2018

Summary for Discussion Purposes:

The Board requested information about police activity at the T-CC.

The number of times the Shelton Police Department (SPD) responded to the T-CC during 2018:

Month:	Totals for the month	Times MTA called	Times MTA did not call
Jan	4	2	2
Feb	12	9	3
Mar	7	3	4
Apr	10	7	3
May	13	10	3
Totals			
For Year	46	31	15

Reasons range from: helping to serve an exclusion, conducting a welfare check on passengers, reporting vandalism, report an assault and restraining order infringement.

Fiscal Impact:

None.

Staff Recommendation:

None.

Motion for Consideration:

None.

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Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: Interagency Agreement with Department of Enterprise Services
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: June 19, 2018

Summary for Discussion Purposes:

Attached is an Interagency Agreement between Department of Enterprise Services (DES) and Mason Transit Authority. The purpose of the agreement is for DES to provide Surplus Operations Services to MTA. From time-to-time, MTA surpluses equipment that would be better served selling through the State Surplus than at the auction. This agreement sets forth terms required in order to sell through DES.

Legal Counsel has reviewed the Interagency Agreement.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2018-08 and the attached Interagency Agreement with Department of Enterprise Services for the purpose of providing Surplus Operations Services.

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**INTERAGENCY AGREEMENT
BETWEEN
STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
AND
MASON TRANSIT AUTHORITY**

THIS AGREEMENT is made and entered into by and between the Department of Enterprise Services, Business Resources Division, Surplus Operations, hereinafter referred to as "DES", and the Mason Transit Authority, hereinafter referred to as "MTA" pursuant to the authority granted by Chapter 39.34 RCW.

IT IS THE PURPOSE OF THIS AGREEMENT to provide Surplus Operations services for MTA.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated by reference and made a part hereof, the above named parties mutually agree as follows:

1. STATEMENT OF WORK

DES, under its authority in RCW 43.19.1919, acting on behalf of MTA shall furnish the necessary personnel and services and otherwise do all things necessary for or incidental to the performance of the work set forth in this Agreement.

DES agrees to sell vehicles, equipment and other personal property, except for hazardous materials, that are declared surplus and turned over to DES for disposal ("Property"). DES further agrees to include the following clause in its Terms and Conditions of sale with any purchase of MTA Property in substantially the same form: "All available information about the item has been reported in this listing. The item may have defects of which the Washington State Surplus Operations Program is unaware. You are bidding on these item(s) 'as is, where is.' All sales are final. Personal inspection is strongly advised. Failure to inspect the item shall not be grounds for any claim or property abandonment." All surplus property turned over to DES is publicly advertised via the DES website (www.ga.wa.gov/surplus). Methods for selling surplus property will include, but are not limited to:

1. Priority Sales (See WAC 200-360-025)
2. Public Sales
3. Internet Sales

A. DES agrees to provide the following services:

1. Properly store and assume responsibility for the safekeeping of all vehicles, equipment and other personal property.
2. Endeavor to obtain resale prices equal to the industry standard trade-in or quick sale equipment values.
3. Sell surplus property turned over to DES in a timely manner, collect payment from buyer, and reimburse MTA the proceeds of sales, less DES's authorized fees per fee schedule as shown on Exhibit "A" – Surplus Operations Fee Schedule.
4. Take all necessary administrative actions to ensure surplus property turned over to DES ownership is legally and fully transferred from the MTA to the buyer.
5. Take responsibility for resolving any ownership issues that may arise after surplus property is purchased.
6. Set up Login ID and Password to the Surplus Request Management System (SRMS) for MTA staff authorized to submit surplus property.
7. Review SRMS disposal documents submitted within 24 hours and assign a DES Authority Number for approved property.

- B. MTA agrees that it will:
1. Submit SRMS disposal documents for all surplus property using DES's online SRMS, along with signed vehicle and equipment titles.
 2. Contact DES at (360) 407-1917, to schedule delivery of surplus property.
 - a. Transportation/Hauling Services are available through DES's Transportation Services. Please contact transportservices@des.wa.gov, for a quote to haul your surplus property.
 3. Dispose of the following hazardous materials themselves:
 - a. Asbestos – Any product containing more than 1 percent asbestos, including wrapped piping, fireproofing materials, fireproof safes, fire retardant clothing, floor tiles, ceiling tiles, etc.
 - b. Polychlorinated biphenyls (PCB's) – Including transformers, capacitors, electrical equipment containing capacitors or transformers, fluorescent fixtures, liquid filled electrical devices, etc.
 - c. Liquids, Flammable or toxic liquids and powders, including paints, solvents, cleaners, copier fluids, etc.
 - d. Radioactive Materials – Including smoke detectors, x-ray equipment, etc.
 - e. Pesticides/Herbicides – Including insecticides, fungicides, herbicides, wood preservative, disinfectants, and any other substances intended to control pests.

2. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence when this Agreement is properly signed, and continue until terminated by either party, as provided herein.

This Agreement cancels and supersedes all previous agreements between DES and MTA for surplus property services.

3. CONSIDERATION

After deducting its fee, DES shall reimburse MTA for the sale of surplus property. Compensation shall be based on Exhibit "A" - Surplus Operations Fee Schedule. DES reserves the right to amend their Fee Schedule when DES receives authorization to do so. DES will notify MTA, in writing within thirty (30) days prior to Office of Financial Management approved rate changes.

4. PAYMENT PROCEDURE

DES shall submit surplus property proceeds to MTA within thirty (30) days of sale of surplus property.

The surplus property proceeds shall be forwarded to the following:

Mason Transit Authority
Attn: Finance
790 E Johns Prairie RD
Shelton, WA 98584

5. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified or amended by written agreement executed by both parties.

6. CONTRACT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

- A. The DES representative on this Agreement shall be: Program Manager, Surplus Operations, 7511 New Market Street, Olympia, WA 98504-1030, (360) 407-1900, SurplusDisposal@des.wa.gov

B. The MTA representative on this Agreement shall be: Administrative Services Manager, 790 E Johns Prairie Rd, Shelton, WA, 98584, finance@masontransit.org .

7. INDEMNIFICATION

To the fullest extent permitted by law, MTA shall indemnify, defend, and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims arising from the sale or transaction before, during, or after the sale. "Claim," as used in this Agreement, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

MTA expressly agrees to indemnify, defend, and hold harmless State for any claim arising out of or incidental to MTA performance or failure to perform its rights, duties and obligations under this Agreement. MTA shall be required to indemnify, defend, and hold harmless State only to the extent claim is caused in whole or in part by negligent acts or omissions of MTA.

8. TERMINATION

Either party may terminate this Agreement upon 30-days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9. TERMINATION FOR NON-USE

If services in Statement of Work have not been used in 5 years, this agreement is automatically terminated without further notice. To commence services, MTA must sign a new service agreement.

Execution

We, the undersigned, agree to the terms of the foregoing Agreement.

Department of Enterprise Services

Mason Transit Authority

SIGNATURE

SIGNATURE

MARIJANE KIRK

NAME

NAME

ASSISTANT DIRECTOR

TITLE

TITLE

DATE

DATE

Surplus Operations Fee Schedule

Gross Proceeds	Surplus Rate	Political Subdivision Rate
Items sold at warehouse under \$200		No Reimbursement
Items sold at warehouse \$200 or more	9%	91%
Items sold at Political Subdivision location under \$200		No Reimbursement
Items sold at Political Subdivision location \$200 or more*	9%	91%
Vehicles and heavy equipment under \$200		No Reimbursement
Vehicles and heavy equipment over \$200*	9%	91%

*Minimum fee \$200, Maximum fee \$900

Other Fees for Vehicle and Heavy Equipment Sales

Service	Rate
Cleaning and vacuuming	\$25.00 per unit
Decal removal	Actual Costs \$25.00 minimum, call for quote

RESOLUTION NO. 2018-08

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE
INTERAGENCY AGREEMENT WITH THE DEPARTMENT OF ENTERPRISE
SERVICES TO PROVIDE SURPLUS OPERATIONS SERVICES TO MASON
TRANSIT AUTHORITY.**

WHEREAS, from time to time, Mason Transit Authority has a need to dispose of equipment that has been surplused and utilizing auction services currently used may not be the best option to dispose of that equipment;

WHEREAS, the Surplus Operations Services of the Department of Enterprise Services provides an alternative in selling surplus equipment;

WHEREAS, Mason Transit Authority wishes to pursue the best option for surplused equipment; and

WHEREAS, to utilize the Surplus Operations Services of the Department of Enterprise Services, it is necessary to enter into an Interagency Agreement;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the General Manager is authorized to sign the Interagency Agreement between the State of Washington Department of Enterprise Services and Mason Transit Authority.

Adopted this 19th day of June, 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 – *Actionable*

Subject: Grant Application to WSDOT

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: June 19, 2018

Summary for Discussion Purposes:

MTA received notice of funding availability from Washington State Department of Transportation (WSDOT) Regional Mobility Grant program. It is a competitive grant program with awards being given to proposers who demonstrate projects that support local efforts to improve transit mobility, reduce congestion, improve connectivity and efficiency and reduce delay for people and goods. The funding can be used for transit centers, park & ride lots, new buses and rush-hour service, for example. Typically, it is given to new projects, but our existing Worker/Driver program fits the criteria of the program.

The buses used for the Worker/Driver program are the oldest coaches in the fleet and are beyond useful life. The buses are beginning to need repairs, driving the cost of maintenance to the fleet upward. MTA needs to replace two worker/driver buses as soon as possible to ensure the program remains successful.

The deadline for submitting grant applications is July 13, 2018. The match requirements for this opportunity will be 20 percent of the overall purchase cost and will come from dedicated local MTA funds. The cost of two new 40' coaches will be approximately \$1.1m. The purchase of these buses is listed in MTA's Transit Development Plan (TDP) and Six-Year Transportation Improvement Program (STIP).

Fiscal Impact:

Approximately \$220,000 in local funds to match the grant award, if successful. MTA has reserves available.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board authorize the General Manager to sign and submit an application for two 40' coaches to the Washington State Department of Transportation for the 2019-2021 Regional Mobility Grant program.

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Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3 – *Actionable*
Subject: Van Grant Program Recipient
Prepared by: Marshall Krier, Maintenance & Facilities Manager
Approved by: Danette Brannin, General Manager
Date: June 19, 2018

Summary for Discussion Purposes:

As a follow-up to Resolution No. 2010-11: A RESOLUTION adopting the Surplus Vehicle Grant program and Resolution No. 2018-06: A RESOLUTION authorizing the disposal of a surplus vehicle; a surplus van shall be awarded to Mason County Senior Activities Association based upon the criteria defined in the Surplus Vehicle Grant program.

The Mason County Senior Activities Association (MCSAA) is an organization that serves seniors over 50 years old in the Mason County area, many of which no longer drive; are unable to maneuver in city traffic or drive when it is dark. MCSAA organizes group outings for its members to various locations. Currently MCSAA has a bus and a van; however, the bus has in excess of 220,000 miles and is not reliable. If awarded the MTA Van, MCSAA will be able to add another 12 to 24 trips per year.

Fiscal Impact:

None.

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board authorizing the General Manager to execute the Agreement relating to the Exchange of Vehicle for Transit Related Services between MTA and Mason County Senior Activities Association.

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AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED SERVICES

THIS AGREEMENT between the Mason County Public Transportation Benefit Area, (hereinafter called “Mason Transit”), and Mason County Senior Activities Association (hereinafter referred to as the “Vehicle Recipient”) is as follows:

In consideration of the mutual promises of the parties, it is hereby agreed as follows:

1. Mason Transit shall provide to the Vehicle Recipient the following described vehicle:

Make:	Ford
Year:	2006
Model:	Econoline 12 Passenger Van
Vehicle No.:	7620

2. The Vehicle Recipient shall provide the following services in consideration for the aforementioned vehicle: To provide enhanced transportation services for residents who live within Mason County, Washington, as described in Section 2, Description of Proposed Vehicle Use, in the application. Use of the vehicle for other purposes is prohibited. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) quarter, the Vehicle Recipient shall forfeit the vehicle within thirty (30) days and the vehicle shall be returned to Mason Transit. Mason Transit may use any remedy provided by law for breach of this agreement.
3. Mason Transit is giving the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. Mason Transit makes NO EXPRESSED or IMPLIED WARRANTIES of MERCHANTABILITY; NO EXPRESS or IMPLIED WARRANTIES of FITNESS; and NO EXPRESS or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.
4. The parties to this Agreement agree that Mason Transit shall have no liabilities of any sort arising from or related to the vehicle covered by this Agreement. The Vehicle Recipient and any successor shall defend, indemnify and hold harmless Mason Transit, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys’ fees, arising out of or related to this Agreement, the vehicle or vehicles covered by this Agreement, or any use by any person of such vehicles.



5. The Vehicle Recipient may not, within twenty-four (24) months after receipt of a vehicle under this program sell, donate or transfer ownership of any vehicle covered by this Agreement without giving Mason Transit thirty (30) days written notice. Mason Transit shall have the right during said period to require the Vehicle Recipient to return possession and ownership of the vehicle to Mason Transit at no cost to Mason Transit. If Mason Transit does not exercise the option to retake ownership of the vehicle, and the Vehicle Recipient sells, donates or transfers any vehicle or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold Mason Transit and its officers, agents and employees harmless as set out in the above provision.

6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to Mason Transit as a condition of delivery of the aforementioned vehicle. Vehicle Recipient shall promptly carry out all steps necessary to transfer vehicle title to it from Mason Transit. Vehicle Recipient must return the license plate within fifteen (15) days from receipt of vehicle to Mason Transit.

7. The Vehicle Recipient shall provide to Mason Transit quarterly reports for one year containing: vehicle odometer readings; number of passengers carried; and description of use of vehicle. Reports due:

Due Date of Quarterly Report	Reporting Period
October 31, 2018	(Grant date through September 30, 2018)
January 31, 2019	(October 1, 2018 through December 31, 2018)
April 30, 2019	(January 1, 2019 through March 31, 2019)
July 31, 2019	(April 1, 2019 through June 30, 2019)

Information shall be submitted to Kathy Geist, Outreach/Transit Planner, 790 East Johns Prairie Road, Shelton, WA 98584, faxed to (360) 426-0899 or emailed to kgeist@masontransit.org

8. The Vehicle Recipient will assure they provide transportation services only to their clients, members, guests or other similar users, not the general public, with vehicles supplied by this program. Grantee will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.



9. The Vehicle Recipient will ensure that the trips originate in Mason County.
10. This Agreement shall commence June 19, 2018 and shall terminate July 31, 2019.

MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

By: Danette Brannin

(signature and date)
Title: General Manager

ATTEST:

Witness signature and date

MASON COUNTY SENIOR ACTIVITIES ASSOCIATION

By:

(signature and date)
Title:

ATTEST:

Witness signature and date

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Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – *Actionable*
Subject: Proposal to Cancel August MTA Board Meeting
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: June 19, 2018

Summary for Discussion Purposes:

The Mason Transit Authority Management team will be attending the annual Washington State Public Transportation Conference in Kennewick August 18-21. This is the premiere annual conference for the transit industry and gives the Management team the opportunity to gain important information and network with other transit agencies, peers and vendors.

Since all of the Management team will be out of town and the number of items to be considered by the Board is light and can wait until the September meeting, we suggest canceling the meeting.

If the Board would prefer to have the meeting, the General Manager could attend by phone. The Clerk of the Board will be available for the meeting.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2018-09 approving the cancellation of the regularly scheduled August 21, 2018 Mason Transit Authority Board meeting.

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RESOLUTION NO. 2018-09

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
CANCELLING THE SCHEDULED AUGUST 21, 2018 REGULAR AUTHORITY
BOARD MEETING.**

WHEREAS, the Mason Transit Authority Management team will be out of town attending the annual Washington State Public Transportation Conference;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that regularly scheduled August 21, 2018 regular Board meeting be cancelled and the Clerk of the Authority Board is instructed to provide public notice in accordance with the Open Public Meetings Act; and

BE IT FURTHER RESOLVED, that the warrants scheduled for Board review will be presented for review at the next regularly scheduled public meeting.

Adopted this 19th day of June, 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 5 – *Discussion*
Subject: Transit Development Plan (TDP) – First view
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: June 19, 2018

Summary for Discussion Purposes:

The attached draft Transit Development Plan (TDP) is Mason Transit Authority’s annual update as required under Washington State RCW Section 35.58.2795, Public Transportation Systems — Six-Year Transit Plans. This report provides summary information for 2017 as well as projected changes for 2018-2023. The TDP details MTA’s current service, infrastructure, equipment and financial outlook and provides a five-year forecast of and planned service development, capital investment and budget assumptions.

Public hearings to receive comment will be held on July 10 at the T-CC and July 11 at the Belfair Timberland Library. Additional details relating to those public hearings are on the MTA website, as well as a copy of the TDP. MTA will take written questions and/or comments until 4:00 PM on Thursday, July 12, 2018.

The attached draft is the Board’s first view of the TDP.

Fiscal Impact:

None.

Staff Recommendation:

None at this time.

Motion for Consideration:

None at this time.

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2018-2023
TRANSIT DEVELOPMENT PLAN
and
2017 Annual Report

Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584



Date of Public Hearings:

July 10, 2018 and July 11, 2018

Adopted on: XX

Prepared by Mason Transit Authority Staff

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Section 1: Organization

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;
- One (1) elected member representing the City of Shelton Council;
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and
- In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees.

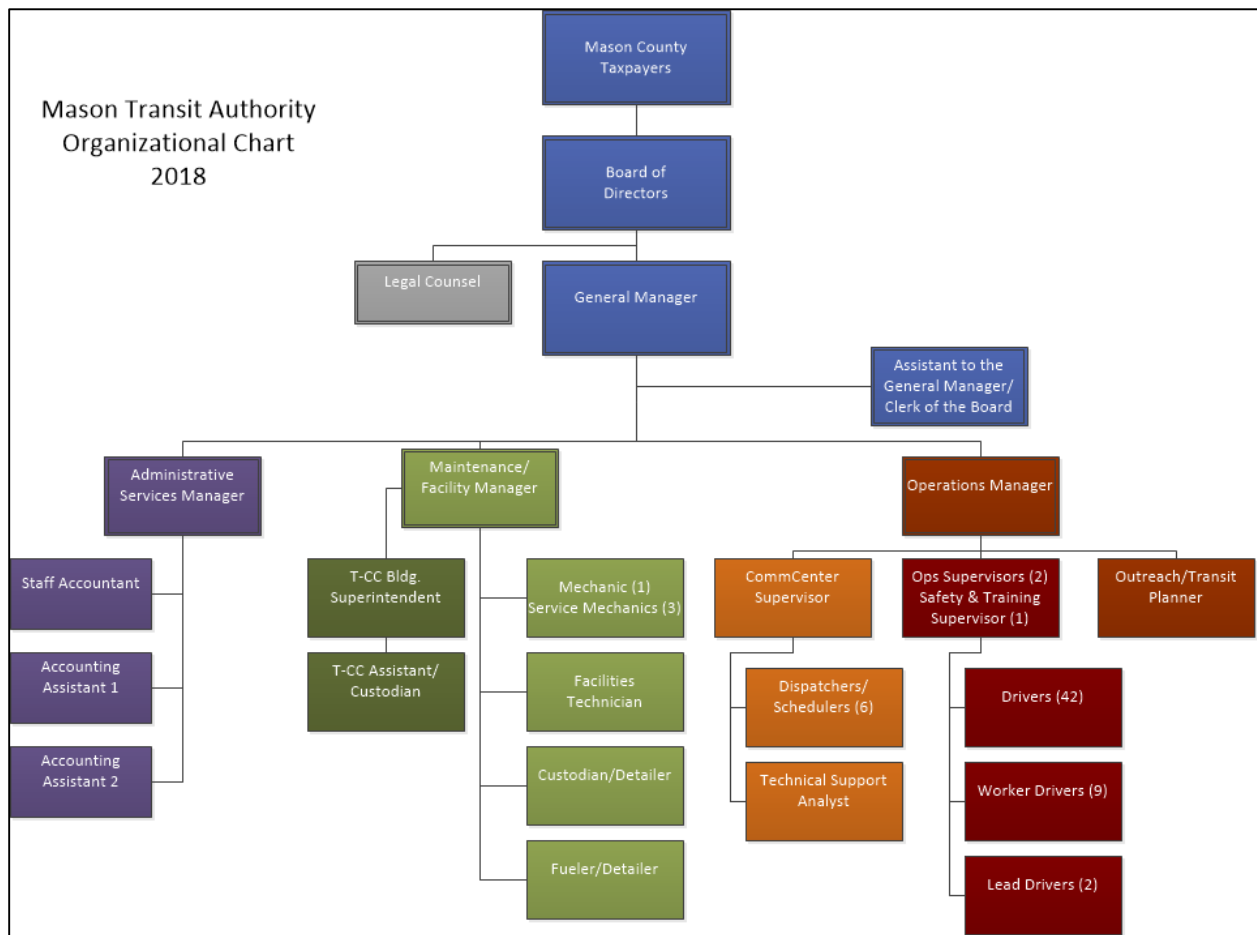
Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Kevin Shutty, Mason County Commissioner (Chair)
- Wes Martin, Grapeview School District (Vice Chair)
- Terri Drexler, Mason County Commissioner

- Kevin Dorcy, City of Shelton Council Member
- Randy Neatherlin, Mason County Commissioner
- John Campbell, North Mason School District
- Deborah Petersen, Hood Canal School District
- Sandy Tarzwell, Shelton School District
- Don Pogreba, Southside School District
- Bobby Joe Murray, Bargaining Unit Representative

MTA employs 69 full-time employees, 2 seasonal drivers and 9 Worker/Drivers. The International Association of Machinist and Aerospace Workers (IAMAW) Lodge #160 represents 57 employees as denoted in the below table with an asterisk (*). The following charts detail employee count by department and MTA's organizational structure.

Department	Employee Count	Full-Time Equivalent (based on 40 hr. week)
General Manager	1	1.00
Administrative Services	5	5.00
Maintenance – Administration	1	1.00
Maintenance – Facilities *	2	2.00
Maintenance – Vehicle *	5	5.00
Operations – Administration	5	5.00
Operations – Scheduling/Dispatch *	6	6.00
Operations – Operators *	44	42.83
Operations – Worker/Drivers	9	0.55
T-CC – Administration and Facilities	2	2.00
Total	80	70.38



Section 2: Physical Plant

MTA operations, maintenance and administrative facilities are located at 790 E. Johns Prairie Road in Shelton, Washington. A rented satellite operations facility is located at 23780 NE State Hwy 3 in Belfair, Washington. MTA also leases space at the All Star Boat, RV & Self Storage commercial storage facility on SR 106 in Belfair to park two coaches and five cutaway vans used to provide services in the northern part of Mason County.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950's to a modern, ADA accessible and LEED Silver Certified Transit-Community Center (T-CC).

Recently, a seven acre parcel was purchased north of Belfair for a Park and Ride lot. The lot will contain 100 parking stalls and a building consisting of office space, a meeting

room, bathrooms, a kitchen and breakroom. The Park and Ride is slated to open in late summer of 2019.

Section 3: Service Characteristics

MTA continues to provide transportation services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, Demand Response (general dial-a-ride), Vanpools and volunteers using private cars.

Hours of operation of the transportation service are 4:00 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 8:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays. MTA operates ten (10) Fixed Routes on weekdays and nine (9) routes on Saturdays that allow minimal deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible as well as in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) hours before to two (2) weeks prior to the preferred pick-up time. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

Fares:

Travel within Mason County and Active Military *Fare Free*

Out of County Travel:

Cash Fares

Adults and Youth (one way)	\$1.50
Seniors and Persons with Disabilities	\$.50
Transportation Incentive Program (PSNS)	\$2.50
Children six and under	No Charge

Monthly Pass

Adults	\$ 28.00
Seniors and Persons with Disabilities	\$ 9.00
Youth (ages 7-17 years)	\$ 18.00
Summer Youth Adventure Pass	\$ 18.00
Transportation Incentive Program (PSNS).....	\$110.00

To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP. Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

Beginning in July 2018, MTA will recognize the STAR pass for State of Washington employees. STAR pass holders are not charged a fare.

Coordinated Service

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service. MTA partners with local and regional human and social services providers in order to provide the best service possible on a regular basis.

Volunteer Service

MTA administers a Volunteer Driver Program (VDP) that is possible through partnership with the Lewis, Mason and Thurston County Area Agency on Aging and funding from the Federal Older Americans Act and the Washington State Senior Citizens Act, as well as donations from recipients. The VDP provides essential transportation for seniors (60+) who are unable to drive or use public transit to their out-of-county medical appointments and other essential errands. To provide this service, MTA utilizes volunteers that donate their time and drive their own vehicles. In 2017, the Volunteer Driver Program served 123 clients and covered 1,597 rides, 66,122 miles and 2,909 volunteer hours.

Vanpools

MTA's vanpool program started in 2005. At time of publication, MTA has a fleet of 16 vanpool vans to promote statewide ridesharing goals and benefits to commuters living or working in Mason County. This successful program complements Mason Transit Authority's network of local and express services, providing commute alternatives to many destinations that cannot be effectively served by Fixed Route services. In 2017, Mason Transit Authority Vanpools provided over 25,743 rides, 5 percent of the agency's fixed route ridership. 2017 ended with 9 active vanpools.

Park and Ride Lots

MTA supports a network of Park and Ride facilities that are located throughout Mason County. At time of publication, 223 parking spaces are provided at facilities owned and

operated by Washington State Department of Transportation, Mason County and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties. On average, 37 percent of the Park and Ride lot capacity is occupied on any given weekday.

In November of 2015, MTA was formally awarded funding through the Washington State Regional Mobility Grant Program and the Connecting Washington Transit Project List for a major retro-fit and improvement project of current Park and Ride lots located within Mason County. The project will add needed upgrades to existing locations including enhanced security, paving and electric car charging stations at high use lots. The project also includes the building of one new Park and Ride facility in North Mason County. The funding provides over nine million dollars and includes local matching funds from MTA. The state funding is apportioned over the current and next two biennium budget periods. In April of 2016, MTA selected SCJ Alliance of Lacey, Washington, to guide the project through to completion. MTA expects completion of the project in early 2023.

(Pictured - Belfair Park and Ride location at the intersection of SR3 and Log Yard Road.)



Section 4: Service Connections

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, Sound Transit and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules can be found on MTA's website at <http://www.masontransit.org/>

Section 5: Activities and Accomplishments in 2017

Activities

MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff participated in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Website improvements
- Newsletters; fact sheets; agency updates

In 2017, major events included Forest Festival, Allyn Days, Taste of Hood Canal, Business Expos, Career Days, Oysterfest and the Christmas Parade. MTA sponsored

events for the Economic Development Council and the Shelton-Mason County Chamber of Commerce.

An Outreach/Transit Planner position was added as part of the organizational restructuring. This position's primary responsibility is to promote MTA services to the community and to explore new options for service.

MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. In 2016, MTA began an exhaustive strategic planning effort including development of goals in concurrence with oversight guidance. The effort continued through 2017 with an emphasis on long-range strategic planning and goals with performance measurements. The process will continue with constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 14.04.280 include preservation, safety, mobility, environment, and stewardship.

In 2017, Mason Transit Authority accomplished the following, aligning with each goal:

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

- No substantial service changes to system
 - MTA preserved current service levels.
- In-serviced three Gillig coaches
 - Three Gillig coaches were placed in service to enhance and preserve routed services, specifically on routes used by commuters and those connecting with other services.
- Procured a portable self-propelled bus washer
 - To provide efficient maintenance of the vehicles, a portable self-propelled bus washer was purchased. The washer gives Maintenance the opportunity to service and clean more vehicles throughout the week, providing better efficiencies.
- Upgraded all vehicle and base radios to digital technology
- Procured and installed a Gasboy automated fueling station
 - Installing Gasboy allowed for better tracking of fuel usage by vehicle as well as ensuring security at the fueling dock.
- Began procurement of five Champion cutaway buses

- The replacement of five cutaways was secured through a grant from the Washington State Department of Transportation. This will replace cutaways beyond usual life.
- Purchased four mini-vans
 - The purchase of four mini-vans through Vanpool Investment Program replaced vans that were beyond useful life.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

- Training
 - MTA continues to have a rigorous training program for new drivers. Refresher training and retraining of all drivers occurred throughout 2017 to ensure and improve safety.
- Volunteer Safety Audit
 - Through the Washington State Department of Labor and Industries, MTA schedules a Volunteer Safety Audit annually. MTA facilities, systems and safety management methods are reviewed by an L&I inspector. The inspector gives recommendations that are either incorporated into daily practices, or immediately corrected. This process has proven invaluable to the agency in the prevention of work-related accidents.
- Best Practices
 - MTA generated new and revised policies and procedures related to safety of staff, customers and the public as part of an annual review by the Washington State Transit Insurance Pool regarding Best Practices.
- Safety Committee
 - The Safety Committee continued to provide insight and recommendation for the agency on a regular basis by reviewing safety policies and procedures as well as seeking opportunities to improve safety through increased awareness. The Committee recently reviewed and updated the Health and Safety Manual.
- Personal Protection Equipment
 - Staff reviewed personal protection equipment requirements. MTA purchased highly visible safety vests with MTA logo as a result of the review.
- New Shelters
 - Four new bus shelters with solar lighting were installed as part of the SR3 improvements in Belfair. All new shelters ordered will be installed with solar lighting to provide more visibility and safety of users.
- LED Headlamps

- Maintenance completed installation of LED headlamps on fleet to improve safety.
- AVL
 - Automatic Vehicle Location is in the process of being installed. This will allow Operations to know where service vehicles are at a given time.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

- CAD/AVL
 - Computer Aided Dispatch (CAD) and Automatic Vehicle Location (AVL) software and equipment is in the process of being installed on coaches and cutaway buses. Through a competitive process, MTA issued a Request for Proposals to install CAD/AVL and provide new scheduling software. The ability to track movement of buses will help with predictability for riders and dispatch as well as provide safety awareness.
- Routing Software
 - Invested in software to assist with route building and changes.
- Comprehensive Service Review
 - To improve the mobility of Mason County residents, a Comprehensive Service Review is being conducted.

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

- Greenhouse Gas Reduction
 - MTA created an intensive Greenhouse Gas Reduction Policy early in 2014 in concurrence with the State and Federal requirements and the Washington State Clean Air Act. The policy provides guidance in all areas including vehicle procurement, use of carbon based fuels, recycling and construction projects undertaken by the agency. See <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.94> for more information.
- Park & Ride Lots
 - ✓ The design and architecture of the new North Mason Park & Ride and upgrades to existing lots will include green technologies such as impervious paving, low emission systems, energy efficiency, and other environmental, security, lighting and landscape enhancements.
- Bio Diesel
 - ✓ MTA completed a change to Bio Diesel (B5) for those vehicles using diesel fuel including both small and large revenue vehicles. At this time, MTA has not been successful in grant awards for electric buses but opportunities are explored when they arise.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

- Created rider materials in Spanish and staffed the T-CC with a bi-lingual Scheduler/Dispatcher to provide quality service to the Spanish-speaking community.
- Organizational Restructure
 - ✓ As part of good stewardship, MTA underwent a restructuring of the agency with a focus on meeting the upcoming technology needs, the needs of riders and the community alike ensuring long-range sustainability. The result netted a decrease in Full-Time Equivalent (FTE) employees so that resources could be focused on providing opportunities that would improve the quality of MTA's services to the public. Five positions were eliminated with three new positions created to better serve the needs of the agency and customers.
- Staff
 - ✓ Union contracts were successfully negotiated with wages being the focus to bring MTA staff into a comparable range with other neighboring transits and jobs in Mason County. Higher wages created a necessity to establish long-range sustainability goals and projections to ensure MTA could continue to meet and maintain current service levels and plan for future service development. A review plan was implemented for exempt and non-represented staff salaries and benefits.
 - ✓ MTA maintained its comprehensive Driver Recruitment and Training Program. In this highly competitive process, all new drivers must meet the highest standards of the organization and the training they receive is of the highest quality. To this end, MTA continues to have a high safety record and receive compliments and positive feedback from the users of the service.
 - ✓ Providing effective communication to staff through a variety of tools such as Report of Performance Counseling, regular evaluations, memos and face-to-face communication was a top priority to ensure employees knew expectations, especially in the area of safety and customer service.
- Long-range Planning and Projecting
 - ✓ MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Staff completed performance measurement standards in the area of finance and maintenance with operations still determining measurements as part of the Comprehensive Service Review process. In 2017, Finance incorporated projecting tools into the long-range strategic planning and goals. The process will continue with constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient

changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

- Partnerships
 - ✓ MTA continued to participate in transportation planning with local, regional, state and federal transportation planning organizations by maintaining technical and executive appointments. Staff in these various positions provide Transit Oriented Development (TOD) input, long- and short-range planning assistance, assistance with inside and outside comprehensive plan updates and the input regarding the needs of the ridership.
 - ✓ In the process, MTA benefits greatly by maintaining partnership, communications and coordination efforts on all fronts, providing an extremely high level of stewardship. Partnerships with local agencies in Mason County promote beneficial stewardship of resources to serve the citizens and enhance the quality of life in Mason County.

Section 6: Proposed Action Strategies for 2018-2023

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

Implementation of projects and strategies may depend on available funding. Any of the following capital projects to be procured with federal funding assistance are included in the Washington Statewide Transportation Improvement Plan (STIP).

Below describes projects and action strategies planned for 2018 and beyond.

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

2018

- Service Review
 - Throughout 2018, MTA will be undergoing a comprehensive service review with the help of an outside consultant. The review includes an

Existing Conditions Report, public outreach to riders and non-riders, stakeholder interviews and recommendations for service improvements.

- Vehicle Replacement
 - Replace one 35' coach (bus) and two Worker/Driver buses. Replace one staff vehicle.
- Transit Asset Management (TAM) Plan
 - Prepare TAM as required by WSDOT and the Federal Transit Administration.
- Outline work plan for parking lot upgrade at Johns Prairie facility.
- Transit-Community Center (T-CC) Parking Lot
 - Complete design of T-CC parking lot and begin construction. Project is funded by Department of Ecology and local funds.
- Funding Opportunities
 - MTA will explore funding opportunities for vehicle replacement to maintain and preserve service with safe, reliable vehicles.

2019

- Replace Maintenance Service vehicle

2020

- Allyn, WA - Transit Center Planning
- Replace one 30' coach (bus)

2021

- Replace four 35' coaches (buses)

2022

- Hoodspport, WA – Transit Center Planning
- Replace four agency Van Pool vehicles
- Construct a bus wash/wet maintenance facility at MTA Operations

2023

- ADA Retrofit and Remodel of MTA Operations Base Building or replacement of facility.

Strategies

Continue 100 percent adherence to scheduled maintenance requirements for vehicles and facilities per established Asset Management Plan (AMP).

Ensure strategic plans enhance service to the community.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

2018

- Rear Destination Signs
 - Install rear destination signs on coaches for passenger safety and security improvement.
- Determine current need for safety equipment and apply for Risk Management Grant from WSTIP.
- Operations Policies
 - Develop policies for better safety such as for strollers, carry-on packages and animals (non-service) on board.
- Implement National Incident Management Systems (NIMS) staff training.
- Emergency Preparedness
 - Create procedures and training for lockdown and active shooter situation.

Strategies

Retrain all drivers on a regular basis in order to provide consistent, safe service.

Maintain goal through training and education of zero preventable accidents and zero on-the-job injuries.

Install improvements as needed to vehicles that enhance safety such as Passive Restraint for mobility devices.

Improve shelters and bus stops with lighting and other amenities to improve safety and security for transit users.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

2018

- Implementation of a full range of Automatic Vehicle Locator (AVL) and Automatic Passenger Counter (APC) technology, including voice annunciation for bus stops and security systems in all Fixed Route and Demand Response vehicles.
- Continue current connection standards with regional agencies, including Kitsap, Jefferson and Intercity Transit systems.
- Explore predictability improvements of MTA system through the comprehensive service review and use of rider tools such as phone apps.

2019

- Construct the Belfair Park and Ride and North Mason County satellite base of operations currently funded by the WSDOT Regional Mobility Program (RMG) and Connecting Washington Transit Project list.
- Install bus stop signs throughout Mason County for designated stops.
- Shift from flag-stop to fixed-stop service in Shelton city limits.

2019-2023

- Enhance all Park and Ride locations within Mason County funded through RMG and Connecting Washington.

Strategies

Include state of the art systems and ADA improvements in all construction projects, facility improvements and rolling stock procurement undertaken by the agency.

Provide reliable, on-time service to users.

Continue to meet the requirements of the adopted Title VI Plan as required.

Implement service recommendations from the Comprehensive Service Analysis.

Explore partnerships that provide greater opportunities for transporting people in Mason County.

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

- Continued Compliance
 - Maintain development in strict accordance with adopted policies and procedures and state and federal requirements.

Strategies

Seek opportunities through a NoLo grant to replace one to three diesel vehicles with electric vehicles.

Assess impact to environment and energy conservation on MTA projects so that the project will enhance the quality of life in Mason County and Washington State to the most feasibility possible.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

2018

- Continue to incorporate performance measures for improving effectiveness and efficiency.
- Invest in technical training for staff specific to route planning.
- Create a Financial Management Manual to ensure policies are in place for ensuring long-term stability of the transit system.
- Create needed policies for efficiency and effectiveness of the transit system.
- Explore new accounting software for improved efficiency.

Strategies

Explore new options in hiring practices, benefits, wages and positions to attract and retain quality employees that desire to serve the public through safety and exceptional customer service.

Improve transit system through collaborative relationships.

Ensure increasing costs in wages, benefits, fuel and other significant costs are accounted for in long-range projections. Control costs to the best of the agency's ability while being mindful of meeting strategic goals as a top priority.

Continue to increase public relation opportunities and involvement on boards of local and non-profits as appropriate to public transportation and overall benefit to the community.

Have a robust public outreach program that includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engage riders by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seek opportunities to increase ridership amongst riders of choice.
- Visit businesses to discover way to assist their employees with transportation, either by using vanpool, fixed-route or Dial-a-Ride.
- Promote positive public image in the community and build relationships throughout.

Section 7: Operating Data; 2017 (actual) – 2018-2023 (projected)

Ridership	2017	2018	2019	2020	2021	2022	2023
Fixed Route	385,811	389,669	393,566	397,501	401,476	405,491	409,546
Worker/Driver	48,801	49,289	49,782	50,280	50,783	51,290	51,803
Dial A Ride	44,113	44,554	45,000	45,450	45,904	46,363	46,827
Volunteer	1,597	1,613	1,629	1,645	1,662	1,678	1,695
Vanpool	25,743	26,000	26,260	26,523	26,788	27,056	27,327
Special Events	1,680	1,697	1,714	1,731	1,748	1,766	1,783
Total	507,745	512,822	517,951	523,130	528,361	533,645	538,982
Service Hours	2017	2018	2019	2020	2021	2022	2023
Fixed Route	33,285	33,618	33,954	34,294	34,637	34,983	35,333
Worker/Driver	2,447	2,472	2,496	2,521	2,546	2,572	2,598
Dial A Ride	26,461	26,725	26,993	27,263	27,535	27,811	28,089
Volunteer	2,909	2,938	2,967	2,997	3,027	3,057	3,088
Vanpool (N/A)	0	0	0	0	0	0	0
Special Events	25	25	25	25	25	26	26
Total	65,126	65,778	66,435	67,100	67,771	68,449	69,133
Mileage	2017	2018	2019	2020	2021	2022	2023
Fixed Route	689,594	696,490	703,455	710,489	717,594	724,770	732,018
Worker/Driver	59,636	60,232	60,835	61,443	62,057	62,678	63,305
Dial A Ride	323,818	327,056	330,327	333,630	336,966	340,336	343,739
Volunteer	66,122	66,783	67,451	68,126	68,807	69,495	70,190
Vanpool	152,542	154,067	155,608	157,164	158,736	160,323	161,926
Special Events	175	177	179	180	182	184	186
Total	1,291,887	1,304,806	1,317,854	1,331,032	1,344,343	1,357,786	1,371,364

Consumption of fuel for 2017:

Diesel fuel consumed (gal)	155,619
Gasoline consumed (gal)	11,774

Section 8: Operating Revenue, Expenditures and Capital Budget Plan 2017 (actual) – 2018-2023 (projected)

ANNUAL FINANCIAL INFORMATION	2017	2018	2019	2020	2021	2022	2023
	Actual	Projected	Projected	Projected	Projected	Projected	Projected
Operating							
Revenue							
Local Sales Tax	\$ 4,258,175	\$ 4,075,713	\$ 4,320,005	\$ 4,509,215	\$ 4,599,399	\$ 4,691,387	\$ 4,785,215
Investment Interest	44,156	83,178	84,842	86,539	88,270	90,035	88,234
Operating Grants	2,913,315	3,046,116	3,167,961	3,294,679	3,426,466	3,563,525	3,706,066
Fares	363,353	362,335	369,582	376,974	384,513	392,203	400,047
TCC - Related	170,809	167,324	170,670	174,083	177,565	181,116	184,738
Miscellaneous	316,017	314,065	298,478	315,710	315,606	316,130	322,132
Expended Reserves	-	-	-	-	-	-	266,470
Total Operating Revenue	8,065,825	8,048,731	8,411,538	8,757,200	8,991,819	9,234,396	9,752,902
Expenses							
Salaries and Benefits	5,127,618	5,430,209	5,566,591	5,729,014	6,101,400	6,497,991	6,920,360
Fuel	331,502	360,161	395,745	402,146	442,361	486,597	535,257
Insurance	238,034	238,506	260,745	282,520	302,295	316,181	339,119
TCC	191,725	198,148	202,764	207,243	227,967	250,764	275,840
Other Goods and Services (Excludes Depreciation)	755,802	1,194,592	1,149,051	1,263,956	1,390,352	1,529,387	1,682,326
Reserves Allocation	-	486,333	505,786	526,017	527,444	153,476	-
Total Operating Expenses	6,644,681	7,907,949	8,080,682	8,410,896	8,991,819	9,234,396	9,752,902
Net Operating Income (Deficit)	\$ 1,421,144	\$ 140,782	\$ 330,856	\$ 346,304	\$ -	\$ -	\$ -
Capital							
Revenue							
Capital Revenue	\$ 2,018,598	\$ 3,591,234	\$ 1,059,011	\$ 747,700	\$ 2,534,300	\$ 1,942,500	\$ 2,771,250
Local Funds	726,626	620,184	205,378	107,800	401,200	100,000	500,000
Total Capital Revenue	2,745,224	4,211,418	1,264,389	855,500	2,935,500	2,042,500	3,271,250
Expenses							
Vehicle Replacement	1,466,524	493,000	-	489,000	1,956,000	-	-
Facilities/Equipment	205,967	-	-	50,000	50,000	500,000	2,500,000
Park & Ride Development	1,072,733	3,318,418	1,264,389	316,500	929,500	1,542,500	771,250
Technology	-	400,000	-	-	-	-	-
Total Capital Expenses	\$ 2,745,224	\$ 4,211,418	\$ 1,264,389	\$ 855,500	\$ 2,935,500	\$ 2,042,500	\$ 3,271,250

Budget Assumptions through 2023:

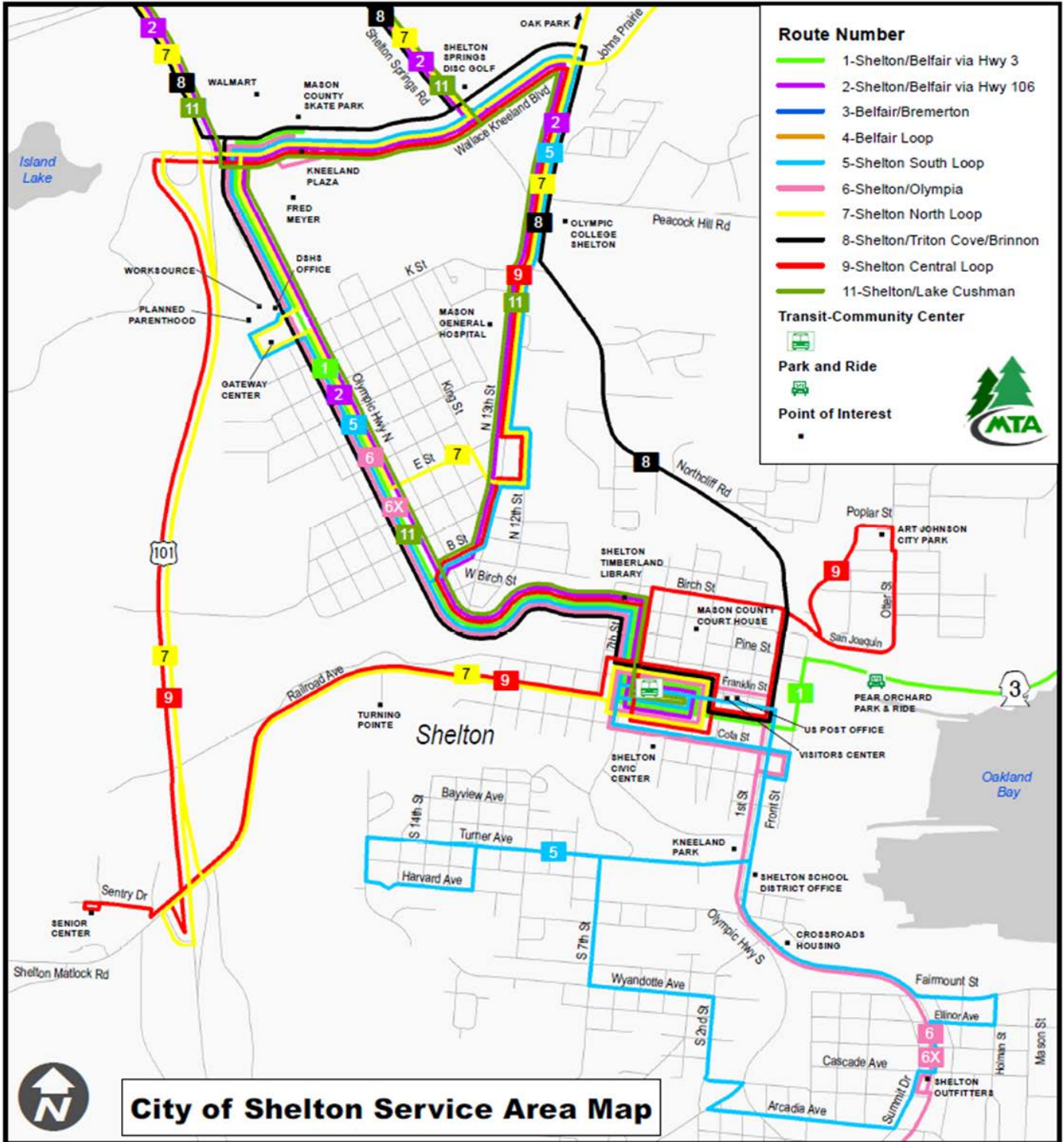
Operating:

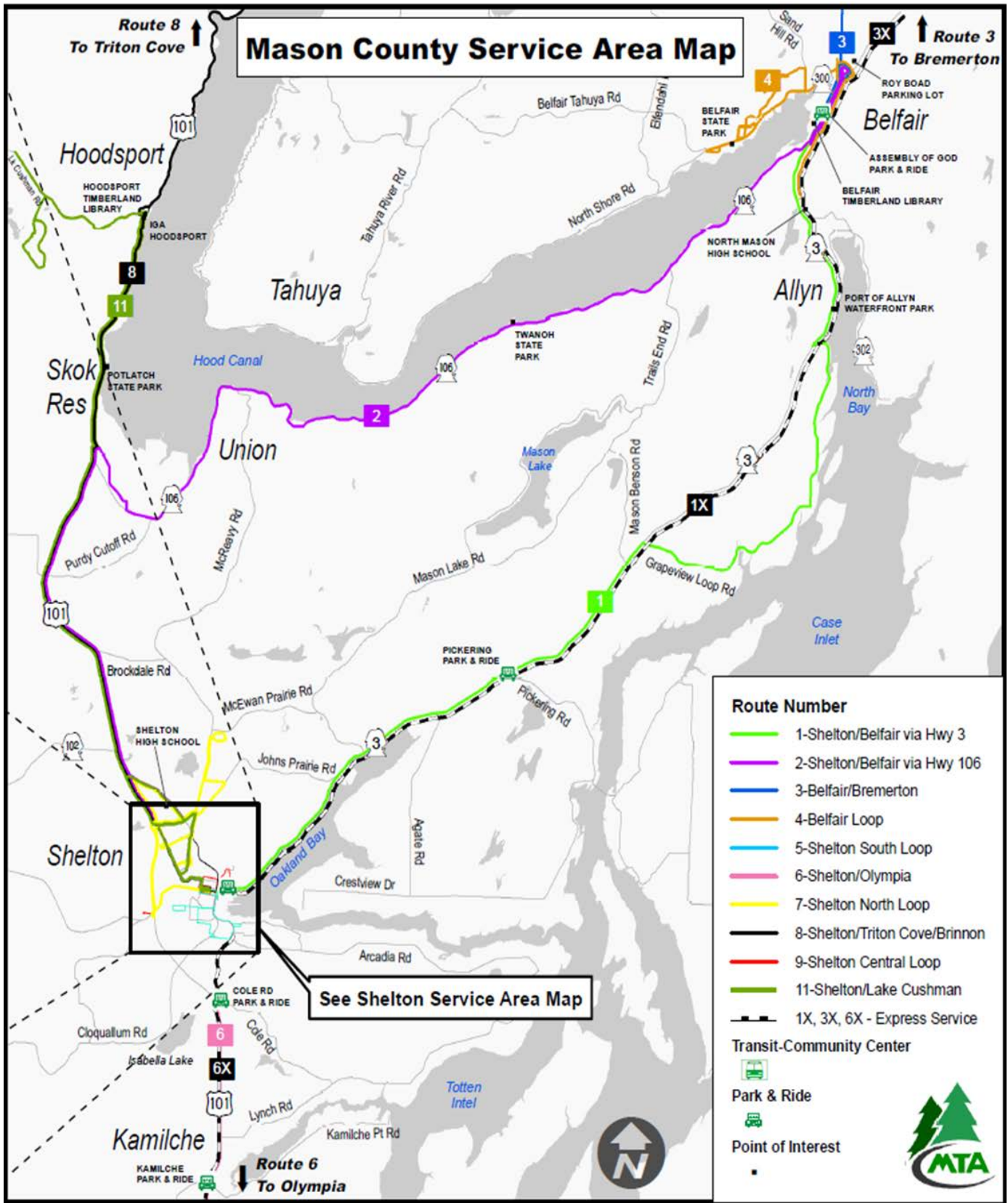
- ❖ Local Sales Tax – Through 2020 is based on 10 year trend, thereafter is assumed 2% growth to be conservative since trend growth was roughly 6% year-over-year.
- ❖ Investment Interest – Used growth rate of 2% through 2022, then in 2023 used a growth rate of -2% since our balance will start decreasing assuming reserves will be expended to meet operating expenses.
- ❖ Grant revenue – Assumed 4% growth.
- ❖ Fares – Assumed 2% growth.
- ❖ T-CC – Assumed 2% growth since T-CC is at max capacity and inflation rate is roughly 2%; also expectation of increased event rentals.
- ❖ Miscellaneous – Based on 3-year prior average plus 2% growth for inflation.
- ❖ Expended Reserves – Expect to expend reserves beginning in 2023 to continue operations.
- ❖ Salaries and Benefits – Based on union contracts through 2020 and non-represented compensation assumptions, then assumed 6.5% growth (4% for benefits and 2.5% for wages.)
- ❖ Fuel – Used 10-year average for fuel through 2020, then assumed 10% growth.
- ❖ Insurance – Used 5-year trend.
- ❖ T-CC Expenses – Used T-CC wages based on actual pay, then 2% growth for all other expenses through 2020, 10% thereafter due to potential repairs and maintenance.
- ❖ Other Goods and Services – Assumed 10% growth.
- ❖ Reserves Allocation – Since reserve allocation is based on excess sales tax received, assumed 4% growth in reserves through 2022 where projected excess sales tax will be needed to balance revenue to expenses.

Capital:

- ❖ The Park and Ride Development Project is expected to be completed in the 2021-2023 Biennium.
- ❖ Vehicle replacement is expected to be funded at 80% with a 20% match from local funds.
- ❖ Facility improvements, preservation and expansion that extend the life of the building according to MTA's capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such equipment like HVAC will be funded by reserves and appropriated through the capital budget presented annually.

Section 9: Mason Transit Authority Route Map and Service Area





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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: Whitney Holm, SCJ Alliance

Approved by: Danette Brannin, General Manager

Date: June 19, 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.

Permitting: SCJ submitted the grading and drainage permit for the Pear Orchard park and ride. Permit plans are in progress for the Belfair park and ride.

Design Development: SCJ will complete the design of the Belfair park and ride once the building is finalized.

Construction Documents: Construction Document/Bid Packages are in progress for Pickering Road, Cole Road, and Pear Orchard park and rides.

Belfair Park and Ride:

- A-RT has designed three different building layouts. Finalizing the building is on the critical timeline path.
- SCJ received comments for the ICA and have resubmitted per their comments.

Other progress: Parsons has reached out to MTA regarding the Shelton Matlock park and ride. Parsons is waiting on completion of NEPA for the project before moving forward with Shelton Matlock park and ride parcel acquisition.

Project Timeline: The critical path for design of the park and ride projects is the Belfair park and ride. The design and permitting for both the Belfair park and ride and the roundabout is anticipated to take about seven months making all projects ready to go out to bid by January.

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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: June 19, 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 June 19, 2018

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 19, 2018

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- **Service Review:** Activity over the month has involved compiling of information from the Open Houses conducted on May 8 and 9.
- **Park & Ride Development:**
 - Meet with Project Engineer and Architect to discuss progress and Belfair building.
 - Reviewed updated project timeline and estimated spend-out of funds in order to submit re-appropriation request to WSDOT.
 - **Belfair Park & Ride Development:**
 - Building has been revised to include an additional 1,500sf as requested and approved by the Authority Board. Preliminary drawings have been completed.
 - The Intersection Control Analysis has been reviewed by WSDOT with minor comments made. SCJ has responded to the comments and we are now awaiting final decision on our recommendation to build a roundabout for intersection control and SR3 and Log Yard Rd.
 - SCJ is working on the site plan for the lot. I have a meeting set with County staff and Commissioner Shutty to discuss time line for plan review.
 - **Other Park & Ride Progress:**
 - Pickering and Coale Rd permit packages have been approved by the County. The projects will be ready for advertisement in approximately two months. Release of the projects will depend on funding.
 - Pear Orchard Shoreline Permit has been approved. The grading permit is in review with the city of Shelton. The project will be ready to advertise in approximately two months with construction to begin the 2019-2021 biennium.
 - We still have not heard back on the location for the Shelton-Matlock Park & Ride.
- **EDC:** Attended monthly EDC Board Meeting. My duties as Chair of the Hiring Committee have been completed with the hiring of Jennifer Baria as the new Executive Director. I will be assisting with review of the EDC's employee policies.
- **WSTIP:** Attended monthly Executive Committee meeting. Meeting was conducted by phone conference this month as it was only an hour meeting. Attended Coverage Review Committee meeting.
- **WSTA/SMTA:** Attended the 2nd Quarter WSTA Board Meeting and SMTA meeting. SMTA will be hiring a new lobbyist and I have volunteered to sit on the selection panel. Having the right lobbyist for the small and medium is very important as the person is our voice to the legislature on issues that impact the group. WSTA lobbies for general transit issues and many, if not all, of the larger transit's have a lobbyist on staff to address their individual legislative issues. Small and medium transit's also need the same opportunity to have a voice at the legislature when it comes to issues that will impact the group.
- **T-CC Parking Lot:** This project has not died! I am still waiting to hear from the Department of Ecology regarding the Voluntary Cleanup Program. Results of the site assessment have been entered into the EIM portal.
- **Training:** Participated in a Webinar for the State Six-Year Transportation Improvement Program (STIP).

- **Transit Development Plan:** Completed draft TDP, which is included in the Board packet for first-look by the Board. Public hearings are scheduled for July 10 and 11 in Shelton and Belfair respectively. The TDP is due September 1, 2018 to WSDOT. We will be seeking Board approval of the final TDP in July.
- **External Activities:**
 - Participated as a judge in the Shelton High School Business Plan Competition. I was very impressed with the business plans presented by the students.
 - Attended PRTP meeting.
 - Attended North Mason Chamber luncheon at Alderbrook.
 - Attended Shelton-Mason County Chamber luncheon at PUD#3.
 - MTA was one of the sponsors for the EDC's annual Membership Drive. Kathy, Tracy and I attended the event.
- **Internal Activities:**
 - Met with the Operations Management Team to discuss all that is happening on the road. The discussion covered passenger bus conduct, T-CC activity, road construction and more.
 - Met with Journal and am working on some positive advertisement strategies.
 - Marshall and I met to discuss capital projects. We discussed new hoist that are needed for the shop, vehicle replacement, HVAC replacement and new roofs for Building 3 and 4.
 - Mike R. Kathy and I met to discuss public relations.
 - Welcomed four new drivers.
 - Marshall and I did a site visit to each park & ride lot to assess and take photos.
 - Bus riding – Rode with three drivers. One ride-along was out to Matlock on Dial-a-Ride. Visited the Belfair office twice.
 - Discussed with Executive Team the need for additional coverage at the T-CC for transit. We have position budgeted for 2018 “just in case” and we are currently working on a job description.
 - Met with LeeAnn and lead SAO auditor to review risk assessment. Attended Entrance Conference with audit team and staff.
 - Usual meetings with the Executive Team and Leadership Team.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

- **HR Dashboard:** 72 FTE's, plus 7 Worker Drivers, not including compensated board members. Hired 2018 – nine (four Drivers, one Technical Support Analyst, one T-CC Assistant/Custodian, two Worker Drivers, one Custodian/Detailer). Termed 2018 – three (one Worker Driver retired, two workers have resigned voluntarily).
- **HR Support**
 - The FTA Drug and Alcohol audit wrap-up continues. WSDOT will be visiting later this month to review our response to the audit ahead of its due date. The FTA performed an audit of WSDOT's oversight of sub-recipient agencies' compliance of their drug and alcohol programs. Nine rural transit agencies across the state were audited with varying degrees of compliance issues. MTA's program experienced minimal areas of attention needed. The revised D&A policy remains under WSDOT's review; and will be presented for approval at the July board meeting. We have addressed a few minor recordkeeping issues, in addition to assisting MGH in ensuring their collection processes are compliant.
 - I reviewed 49 CFR 395.5 - Federal Motor Carrier Safety Administration's maximum driving time for operators of passenger-carrying vehicles to ensure compliance. Going forward our drivers are restricted from driving more than 10 hours a day following 8 consecutive hours off duty.
- **Recruiting**
 - MTA welcomed four new drivers to our team. We hope to have them on the road by July 30.
 - We are currently reviewing the need for an Operations Assistant. I have reached out to fellow transit agencies for job descriptions for similar positions. We see this position as an individual who will provide increased passenger assistance, enforce rules of conduct at the T-CC and throughout the operating footprint, and provide clerical support in Operations. This is a budgeted position in 2018.

- **Training**
 - I am currently away attending the SHRM Annual Conference in Chicago. Attending provides continuing education credits to maintain certification, as well as 200 sessions around topics that affect compliance, talent management, and trends that will influence the workplace of the future.
 - I attended the WSTA-HR quarterly committee meeting. Speaker Jason Barrett, Lead Policy Analyst, Employment Security discussed the status of Paid Family & Medical Leave legislation and the anticipated impact on employees/employers in a represented and non-represented environment. Rick Hughes, WSTIP General Counsel presented the Fair Chance Act that took effect June 7. This legislation mandates a fair chance in the recruitment process when initially screening applications. Considering one's criminal past cannot be a disqualifier in the initial screening process. LaVonne Olsen principal of InsightHR Services presented work to date for the creation of a shared service Salary Repository for all state transit agencies to access HR related documentation. This will be a very helpful tool when completed.
- **Finance**
 - The SAO Audit began June 5. The Entrance Conference was held June 13 at JP facility.
 - Updates to the Vanpool Drivers Handbook, and restructuring of billing rates from group billing to individual passenger billings is in draft form and will be presented to the board for approval in the coming months.

MAINTENANCE/FACILITIES – Marshall Krier

- **Congratulations:** I would like to congratulate Ruben Castro, Johnathan Reynolds, Twin Transit and Arnaldo Bustamante Jr from Kitsap Transit for their 2nd place finish at the Intercity Transit Maintenance Rodeo recently. They spent a considerable amount of time practicing, so this great success is a direct result of their efforts. This rodeo competition will help them prepare for the State Rodeo in Richland in August. I would like to point out that the joint team is the only one in the State and I believe in the nation that comes together to compete. The logistics can be challenging but the rewards are worth it.
- **Committee:** Justin Leighton, Executive Director of the Washington State Transit Association, asked me to participate on the committee to help select the consultant for the Joint Transportation Committee study for the Assessment of Public Transit System Capital Funding Needs in Washington state. This assessment will catalogue transit vehicle fleets and facilities including park-and-rides, maintenance facilities and transit centers and assess replacement and expansion needs. The study will include recommendations for potential revenue sources to address future capital needs.
- **Assisting Law Enforcement:** Washington State Patrol recently spent 4 hours at MTA's JP facility conducting training with their bomb/drug sniffing dogs. We supplied several buses and space in Building 3 for their training needs.
- **Educating Students:** Several local schools recently visited MTA. The Maintenance team has done a fantastic job of having vehicles prepped and ready to go for show and tell in the shop.

OPERATIONS – Mike Ringgenberg

- **Driver Evaluations:** Operations supervisors have completed 12 of 37 On Board Driver evaluations.
- **Facility Tours:** Kathy G. hosted 2 groups (73 kids and chaperones) that toured MTA & Shepard Soaps.
- **Forest Festival:** Another successful event!! We had a bus in the parade with the Cascade Service Dogs walking with the bus and we used three buses to transport all of the runners.
- **New Drivers:** We hired four new drivers that started training on June 4: Kenny Murphey, Jeff Thompson, Peter Doane, and Joseph Hutchinson. Welcome to TEAM MTA!!
- **RFP 2017-01 Service Review:** Nelson Nygaard is working on three potential service option ideas to present to the Board and riders to gather additional feedback.
- **RFP 2017-02 Technology:** Doublemap has installed all of the technology on our coaches and cutaways!!!! Within the next month, the software and training of the dispatchers and drivers on the new equipment will be conducted. Then we will do a major outreach to inform the riders on the new changes to our TapRide and Doublemap websites.
- **Rider Assists:** Lead drivers conducted nine rider assists during May 2018.

- **Road Construction:** Ernie C. is attending weekly meetings with the City of Shelton to ensure MTA is aware of the upcoming road closures so we can adjust our routes and inform the riders as soon possible.
- **Training:** Lisa D. attended the Trainer Showcase at SeaTac and a writing class at Everett Transit. Trina trained 1 driver on CPR/AED/FA; Lisa trained 2 drivers on PASS training this month; and Kathy G. conducted travel training for 3 Work Source clients.
- **Vanpool:** Usage rate for May 2018 was 50%, 8 of 16 vans were in use.
- **Veterans:** Kathy G. is working with Montesano/Grays Harbor DAV (Disabled American Veterans) to pick up Mason County veterans on Mondays and Wednesdays on their way to the Veterans Hospital appointments at American Lake.

TRANSIT-COMMUNITY CENTER – Steve Weisenbach

Facility use traffic report:

Gym: Gym use for May came in at around 1,250 people using the gym. The normal recreational programs (including CHOICE, pickle ball, and yoga) were steady receiving attendance of over 1,100 participants combined for the month and May events attracted about 100 people.

Atrium: The Harstine Island Choir presented the public with their 2nd Annual Outdoor Concert held at the T-CC in the atrium. Although it didn't draw the number of people as their first concert, it did attract around 100 people and provide our passengers with several hours of enjoyable entertainment.

Conference Room: Conference room use for May was right around 150 people from our weekly programs, seminars and MTA sponsored meetings, including the monthly board meeting and the Nelson-Nygaard public open house.

Shelton School District Cultural Center: Shelton School District thrived in the new cultural center at the T-CC in May as it assisted over 100 new students and their families, as well as hosting several SSD meetings.

Kitchen: We have finalized a new sushi vendor contract in the kitchen for preparation work for a local farmer's market vendor and are welcoming a new vendor to the T-CC atrium! Wild Olympic will be staffing a food cart at the T-CC that will offer hot dogs, espresso, wraps, popcorn, breakfast croissants, etc. This addition to the T-CC will be welcomed by drivers, tenants, and passengers alike. Wild Olympic will be opening up in the early part of June!

Inspections and Facility: We completed our monthly drain drip and fire extinguisher inspections without any issues and are rescheduling our live fire drill at the T-CC to be conducted sometime mid-June.

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2018 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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2018 Work Items		Completed as of 6/15/18	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Progress
Strategic Plan finalized and incorporated into the Transit Development Plan (TDP)			Δ	Δ			Performance measures for each department have been identified as part of the Strategic Plan. Draft of TDP is done; public meetings are set; first view by Board at June meeting. TDP is due September 1.
Review and update Employee Handbook based on union contracts			Δ	Δ			Review has begun with a July 1 target date of completion and July Board approval. This will not be ready until the September meeting.
Create Financial Management Manual and update Procurement Policy			Δ	Δ			Procurement Policy is done. Gathering info and discussing financial manual.
Install Bus Technology and new scheduling software			Δ	Δ	Δ		All equipment has been installed on fleet. Software installation and training to begin mid-June.
Develop a work plan for parking lot upgrades	X	Δ	Δ				This is completed. Maintenance has assessed parking lot needs at the Johns Prairie facility.
Accounting Software			Δ				
Incorporate Remix into service planning	X	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 now working on establishing benchmarks.
Develop a route deviation policy				Δ			
Consolidated Grant Application preparation for 2019-2021			Δ	Δ	Δ		RMG application has been started for W/D bus replacement. Application is due July 13, 2018. Consolidated Grant application has not been announced but timeline has been released by WSDOT.
Install rear destination signs on low floor buses				Δ	Δ		
Purchase refurbished buses for Worker/Driver program				Δ	Δ		Working on RMG application to replace buses. If RMG application is not successful, staff will submit for a capital grant under the Consolidated Grant application. Last case option is to purchase refurbished buses.
Re-train all drivers on a regular basis in order to provide consistent service and safety			Δ	Δ	Δ	Δ	First quarter D&A training complete; second quarter PASS recertification in progress. Will be conducting Busing on the Lookout training.
Service Review			Δ	Δ	Δ	Δ	In progress
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.