



AGENDA

Mason Transit Authority Board
Regular Meeting
May 15, 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 April 17, 2018 MTA regular Board meeting
2. Pg. 07: Financial Reports: April 2018
3. Pg. 15: Check Approval: April 13 – May 10, 2018

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 25: City of Shelton Interlocal Agreement – Resolution No. 2018-07 – *ACTIONABLE*
2. Pg. 33: Belfair Park & Ride Building – *ACTIONABLE*

NEW BUSINESS:

[None]

INFORMATIONAL UPDATES

1. Pg. 35: Park and Ride Update
2. Pg. 37: Management Reports

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Regular Meeting**
June 19, 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.

DRAFT



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

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

Authority Voting Board Members Not Present: Deb Petersen, Don Pogreba and 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; Marshall Krier, Maintenance and Facilities Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager. Also present, John Piety (MCTAB).

ACCEPTANCE OF AGENDA: **Moved** that the agenda for the April 17, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Drexler/Martin. Motion carried.**

PUBLIC COMMENT: John Piety complimented on the Dial-A-Ride service and that it works well. He indicated that the LINK service has limitations in connecting with Fixed Route and transporting both ways. He also thought it was time to again consider Sunday service as there are approximately 1.5 million people that come across the water for the weekend but are unable to get back across on Sunday. He thanked the Board for consideration of Sunday service. Michael Siphoth of TriCounty Climate Action, requested that when making decisions that MTA examine climate impacts and that he appreciate what MTA has done so far. He further requested that MTA consider green purchases, efficiencies can reclaim buses and fleet vehicles for others. Small steps make a difference.

Karen Mensinger also spoke in favor of electric buses and to check out the electric school buses.

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 March 20, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of March, 2018 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of March 15, 2018 through April 12, 2018, financial obligations on checks #31139 through #31260, as presented for a total of \$560,671.68.

Tarzwell/Drexler. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Comprehensive Service Analysis Presentation by Nelson/Nygaard** – Cristina Barone and Jody Trendler presented an overview of the information gathered so far, as well as discussed what will be posted on the website.
2. **T-CC Rate Updates** – Administrative Services Manager, LeeAnn McNulty, described the changes to the proposed T-CC Rates update, which also included the all day rates. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-02 and the attached event procedures and fee schedule for the purpose of MTA and T-CC business. **Campbell/Martin. Motion carried.**

NEW BUSINESS

1. **Procurement Policy Update** – Ms. McNulty provided an overview of the policy; that it had been brought up at the audit and it needed to be updated. She also stated that it had been reviewed by a Board member and legal counsel. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-05 and the attached POL-407 Procurement Policy for purposes of MTA business. **Tarzwell/Drexler. Motion carried.**
2. **Surplus Vehicle Grant Program** – Marshall Krier, Maintenance and Facilities Manager, had reviewed the van fleet; that Van 7620 was found to have passed its useful life and that it should be made available for the Van Grant Program. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2018-06 declaring and approving the surplus of the vehicle as set forth therein. **Drexler/Campbell. Motion carried.**

INFORMATIONAL UPDATES –

General Manager, Danette Brannin, discussed the upcoming open house meeting relating to the SR3 and Log Yard Road intersection.

Board member Drexler requested that Mr. Krier speak on greener alternatives. Mr. Krier described Governor Inslee's mandate for transit agencies to use biofuels and other alternatives for a cleaner environment. While considering electric buses, some of the cost drivers are that they cost anywhere from \$750,000 to \$900,000 compared to conventional diesel powered buses that cost approximately \$500,000. Additionally, electric bus manufacturers are struggling to keep up with current orders and not all the problems have been worked out. MTA is always looking at clean diesel technology and the latest change has been to the B5 biodiesel. Citizen Herb Gerhardt mentioned that approval to submit an application for an electric bus had previously been given by the Board. Mr. Krier replied that the application had been submitted but the grant was not awarded to MTA.

GENERAL MANAGER'S REPORT – Ms. Brannin reported that MTA has not yet heard from the Department of Ecology on the T-CC parking lot matter.

COMMENTS BY BOARD MEMBERS – Board member Martin appreciated the information provided in the overview presentation of the service review and looking forward to seeing the piece on next set of comments.

PUBLIC COMMENT – [None.]

Moved that the meeting be adjourned.

ADJOURNED 5:02 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Meeting**
*May 15, 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 – April 2018
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: May 15, 2018

Summary for Discussion Purposes:

Included are the April 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 February 2018 (received April 30, 2018) was \$292,265 – which was approximately 14% higher than budgeted, and 6% higher than February 2017 actual.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 33% (4/12) of the budget through the end of April. Total YTD Revenue is currently under budget at 31.16%. Total YTD Operating Expenses is currently under budget at 27.84%.

Fiscal Impact:

April's fiscal impact reflects total revenues of \$632,011 and operating expenses of \$575,643.

Staff Recommendation:

Approve.

Motion for Consideration:

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

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Mason Transit Authority

April 2018 Financial Report

	April Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of
					Budget Used
					33.33%
REVENUE					
Passenger Fares	7,865	31,365	101,600		30.87%
PSNS Worker/Driver & Vanpool Fares	19,777	87,894	265,000		33.17%
Total Operating Revenue (Fares)	27,642	119,259	366,600		32.53%
Sales Tax	305,522	1,229,138	3,897,207	(1)	31.54%
Operating Grants	253,843	897,755	3,046,116	(2)	29.47%
Rental Income	14,734	62,615	183,418		34.14%
Investment Income	7,269	26,574	20,000		132.87%
Other Non-operating Revenue	23,000	99,274	300,400	(3)	33.05%
Total Revenue	632,011	2,434,615	7,813,741		31.16%
EXPENSES					
Wages and Benefits	415,454	1,560,156	5,677,315		27.48%
Contracted services	29,590	144,445	423,608		34.10%
Fuel	29,897	117,232	336,000	(4)	34.89%
Vehicle/Facility Repair & Maintenance	15,991	82,017	308,200		26.61%
Insurance	19,876	79,502	238,506		33.33%
Intergovernmental - Audit Fees	-	-	29,000		0.00%
Rent - Facilities and Park & Ride	2,351	9,402	30,800		30.53%
Utilities	10,284	42,739	131,140		32.59%
Supplies - Equipment	4,736	37,622	119,245		31.55%
Training & Meetings	3,560	13,220	55,185		23.96%
Other operating expenses	8,584	73,986	169,002	(5)	43.78%
Pooled Reserves	35,322	105,061	240,000	(6)	43.78%
Total Operating Expenses	575,643	2,265,383	7,758,001		29.20%
Net Income (Loss) from Operations	56,368	169,232	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's accrual.
(3)	Includes Q1 2018 actuals and April's accrual of RMG Grant - \$75,332, LMTAA Volunteer program revenue - \$12,731, Volunteer Donations - \$452, Sale of Maintenance Services \$1,512, Sale of Bus ads \$5,960, Community Van - \$797, and Insurance Recoveries - \$1,679.
(4)	Average diesel price per gallon year to date is \$2.27. Average gasoline price per gallon year to date is \$2.94.
(5)	Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through April include: Volunteer Driver Program reimbursements \$12,874, Advertising \$11,759, Merchant/credit card fees \$2,324, Office Equipment Lease \$1,801, Dues, Memberships, Subscriptions \$22,436 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

April 2018 Financial Report - TCC

	2018 April Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used		YTD - Community Center Allocation	YTD - Transit Allocation
					33.33%			
REVENUE								
T-CC Rental	13,268	56,749	165,821		34.2%		56,749	-
Other Revenue	-	85	-				85	-
Total Revenue	13,268	56,835	165,821		34.3%		56,835	-
EXPENSES								
Wages and Benefits	9,869	36,565	133,483		27.4%		36,565	-
Contracted services	942	3,651	6,000	(1)	60.9%		3,061	590
Repair & Maintenance	491	2,488	4,900	(2)	50.8%		2,138	350
Insurance	1,284	5,136	15,409		33.3%		5,136	-
Utilities	4,058	17,232	46,440		37.1%		12,235	4,997
Supplies & Small Equipment	737	2,941	3,835	(3)	76.7%		1,963	979
Training & Meetings	-	-	860		0.0%		-	-
Other operating expenses	163	1,674	5,093	(4)	32.9%		1,527	147
Total Operating Expenses	17,544	69,688	216,020		32.3%		62,626	7,063
Net Income (Loss) from Operations	(4,276)	(12,854)	(50,199)				(5,791)	(7,063)

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$1,220; Alarm services \$1,367; IT services \$334; 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) Large cleaning resupply orders have been made in Q1 and April 2018.

(4) Other operating expenses include Dues & subscriptions \$614; Advertising \$295, Office Equipment Lease \$505.

Mason Transit Authority

Cash and Investments

April 30, 2018

FUND	3/31/2018	4/30/2018	Change
Cash - MC Treasurer	1,323,497.52	706,266.59	(617,230.93)
Investments - MC Treasurer	5,469,104.63	5,869,104.63	400,000.00
Payroll - ACH Columbia Bank	147,836.63	145,852.81	(1,983.82)
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 6,940,938.78	\$ 6,721,724.03	\$ (219,214.75)

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		381,321
Fuel Reserves		120,000
Transportation Service Consultant		150,000
		\$ 4,291,494

Total of Cash \$ 6,721,724.03

Less Encumbrances \$ 4,291,494.00

Undesignated Cash Balance Total (Including Reserves) \$ 2,430,230.03

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

Less Encumbrances \$ 4,291,494.00

Undesignated Cash Reserves \$ 1,577,610.63

Capital Project Reserves: We are reserving the amount of Sales Tax Revenue received in excess of the 2018 budgeted amount. The first \$150,000 of additional sales tax revenue received YTD has been allocated to the board approved Transportation Service Review. Additional revenues will be reserved against future capital projects.

Mason Transit Authority

2018 CAPITAL PROJECT BUDGET

Project	Budget	Grants	MTA Funding	Actual 2018 Costs Expended	Project Costs to Date	Purpose
IT Items	15,000	-	15,000	-	-	Server upgrades @ \$15,000
T-CC Parking Lot	302,500	250,000	52,500	3,284	3,284	Parking lot behind T-CC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000	91,937	1,367,727	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	\$ 7,406,634	\$ 6,336,200	\$ 1,271,300	\$ 216,947	\$ 1,535,156	

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 - \$381,321. (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

Mason Transit Authority

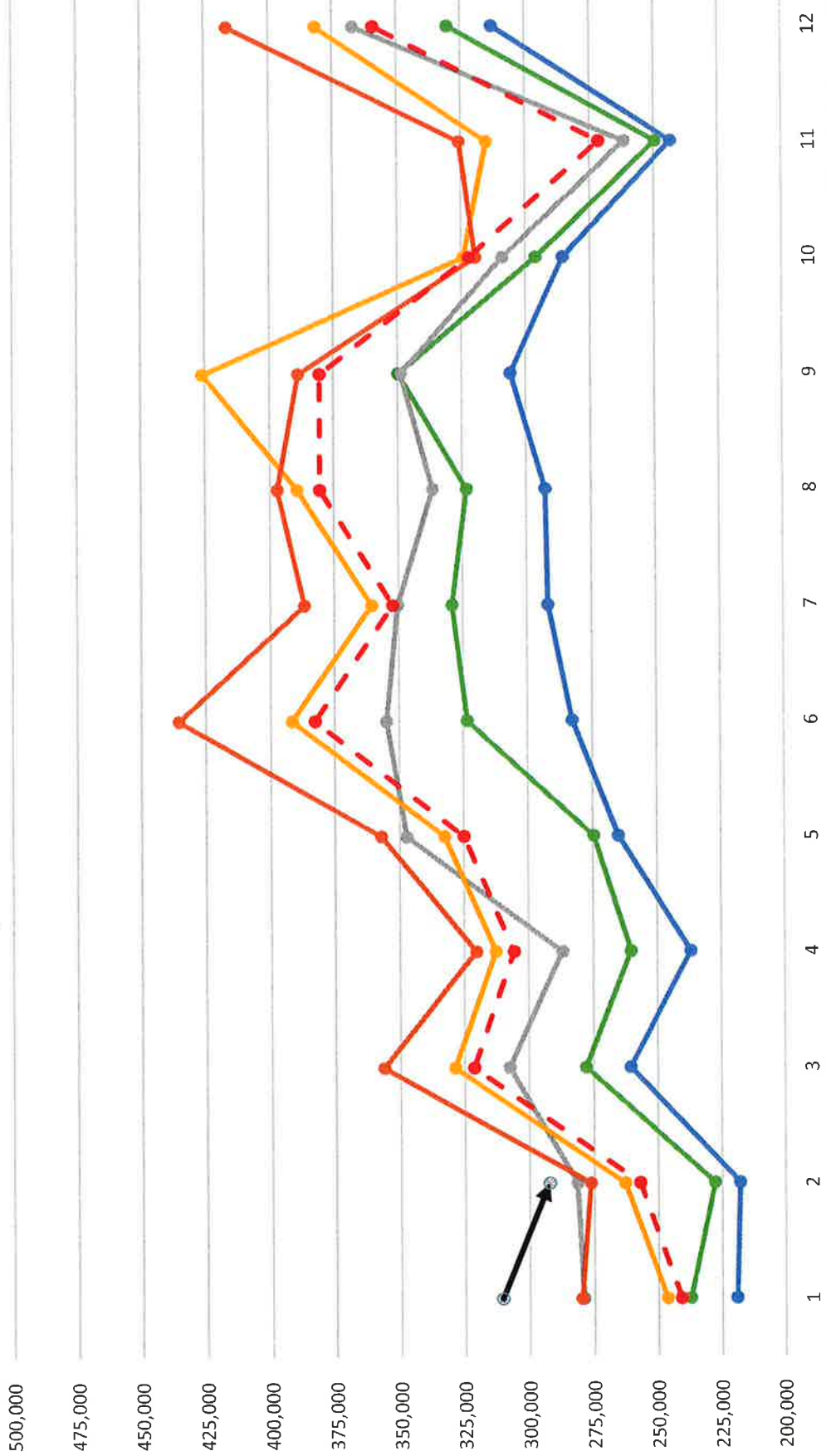
Sales Tax Collected

as of **4/30/2018** for **2/28/2018**

	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	292,265	256,943	14%	6%
March	260,652	278,053	307,482	328,665	356,214		321,188		
April	236,931	260,396	286,903	312,635	320,241		305,522		
May	265,167	274,641	347,236	332,428	357,049		324,865		
June	282,753	323,498	354,920	391,485	435,445		382,579		
July	291,925	329,201	350,290	360,375	386,531		352,176		
August	292,782	323,336	336,522	389,222	397,061		380,367		
September	306,051	349,872	348,805	426,039	388,845		380,343		
October	285,612	296,170	309,042	324,125	319,477		321,964		
November	243,571	249,648	261,713	314,996	325,586		271,390		
December	312,900	330,297	367,053	381,623	416,254		359,063		
	3,215,506	3,480,456	3,830,645	4,070,933	4,258,790	602,813	3,897,207		

Monthly Sales Tax Trend

● 2013
 ● 2014
 ● 2015
 ● 2016
 ● 2017
 ➔ 2018 Actual
 - - 2018 Budget



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: May 15, 2018

Summary for Discussion Purposes:

- The Shoppers Weekly – Service Review Surveys - \$8,291.96

April Purchases Fuel Prices: Diesel \$2.43 Unleaded \$3.12

Fiscal Impact:

\$529,556.71

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of April 13, 2018 through May 10, 2018 financial obligations on checks #31261 through #31388, as presented for a total of \$529,556.71.

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Mason Transit Authority
May 15, 2018 Disbursement Approval

The following checks for the period of April 13, 2018 through May 10, 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	31261 - 31388	\$529,556.71

Included within the checks were:		
	Check #	Amount
Payroll – 4/20/2018	31261	132,172.93
Payroll – 5/4/2018	31309	130,768.12
The Shoppers Weekly	31374	8,291.96
Voided Check – MOR/Ryde Intl.	31231	(255.98)

Submitted by:  Date: 5/10/18
 Brian Phillips, Staff Accountant

Approved by:  Date: 5-10-18
 LeeAnn McNulty, Administrative Services Manager

Mason Transit Authority

Board Check Register

From 4/13/2018 Through 5/10/2018

Document	Date	Check #	Vendor Name	Amount
	4/23/2018	31231	MOR/ryde International - Voided	(255.98)
	4/17/2018	31261	Mason Transit Authority - ACH Account	132,172.93
	4/19/2018	31262	Association of Washington Cities	320.00
	4/19/2018	31263	Trina Gwerder	176.00
	4/19/2018	31264	District 160	62.50
	4/19/2018	31265	Joshua Jacobs	96.00
	4/19/2018	31266	Tilman Robson	85.00
	4/25/2018	31267	Advance Glass	81.60
	4/25/2018	31268	Aflac	715.98
	4/25/2018	31269	AIG Retirement	260.00
	4/25/2018	31270	Associated Petroleum Products, Inc.	24,355.09
	4/25/2018	31271	Aramark	295.88
	4/25/2018	31272	Aramark	26.33
	4/25/2018	31273	Bridge Church	90.00
	4/25/2018	31274	Cummins Northwest, LLC	1,278.28
	4/25/2018	31275	Lisa Davis	44.00
	4/25/2018	31276	Dept. of Retirement Systems - PERS Contributions	25,071.23
	4/25/2018	31277	Dept. of Retirement Systems - Deferred Comp (DCP)	971.47
	4/25/2018	31278	EMC - Mason Transit	134.30
	4/25/2018	31279	Employment Security Department - WA State	18,055.36
	4/25/2018	31280	Kathy Geist	264.87
	4/25/2018	31281	Gillig, LLC	213.94
	4/25/2018	31282	HR Direct	85.70
	4/25/2018	31283	LegalShield	164.40
	4/25/2018	31284	Les Schwab	1,266.87
	4/25/2018	31285	Mason County PUD #3	92.23
	4/25/2018	31286	Mason County Wood Recyclers	10.00
	4/25/2018	31287	Mountain Mist Water	185.18
	4/25/2018	31288	Mood Media	103.20
	4/25/2018	31289	Napa Auto Parts	77.73
	4/25/2018	31290	North Mason Chamber of Commerce	70.00
	4/25/2018	31291	Northridge Properties, LLC	1,500.00
	4/25/2018	31292	Northwest Administrators	93,182.56
	4/25/2018	31293	O'Reilly Auto Parts	253.44
	4/25/2018	31294	Paul's Electric NW, Inc.	239.79
	4/25/2018	31295	Pacific Power Group, LLC	192.01
	4/25/2018	31296	Builders FirstSource	129.39

Mason Transit Authority

Board Check Register

From 4/13/2018 Through 5/10/2018

Document Date	Check #	Vendor Name	Amount
4/25/2018	31297	Seattle Automotive Distributing	557.49
4/25/2018	31298	The Shoppers Weekly	904.08
4/25/2018	31299	South Sound Investment Properties, LLC	300.00
4/25/2018	31300	Staples Business Advantage	219.18
4/25/2018	31301	ThyssenKrupp Elevator Corp.	610.28
4/25/2018	31302	Titus-Will	1,200.42
4/25/2018	31303	Total Battery & Automotive Supply	37.16
4/25/2018	31304	Tozier Brothers, Inc.	21.12
4/25/2018	31305	United Way of Mason County	46.00
4/25/2018	31306	Washington Municipal Clerks Association	75.00
4/25/2018	31307	<i>Washington State Transit Association</i>	360.00
4/25/2018	31308	Zee Medical Service Co.	120.71
5/1/2018	31309	Mason Transit Authority - ACH Account	130,768.12
5/10/2018	31310	Advance Glass	88.40
5/10/2018	31311	AIG Retirement	260.00
5/10/2018	31312	Allstream	187.85
5/10/2018	31313	Associated Petroleum Products, Inc.	1,511.31
5/10/2018	31314	Aramark	461.36
5/10/2018	31315	Aramark	26.33
5/10/2018	31316	ARCH Mechanical, Inc.	381.92
5/10/2018	31317	ARI Phoenix, Inc.	245.00
5/10/2018	31318	Judy Arms	330.82
5/10/2018	31319	Mick Baker	304.66
5/10/2018	31320	Tracy Becht	314.87
5/10/2018	31321	Belfair Water District #1	315.91
5/10/2018	31322	Charlotte G Brame	533.01
5/10/2018	31323	Fran Cavaille	45.78
5/10/2018	31324	City of Shelton	543.26
5/10/2018	31325	Cascade Natural Gas	1,518.75
5/10/2018	31326	Comcast	146.24
5/10/2018	31327	Cooper Studios	54.40
5/10/2018	31328	Walter Cothran	212.01
5/10/2018	31329	Cummins Northwest, LLC	969.43
5/10/2018	31330	Gene Currier	706.25
5/10/2018	31331	Lisa Davis	82.00
5/10/2018	31332	Dept. of Retirement Systems - PERS Contributions	24,942.22
5/10/2018	31333	Dept. of Retirement Systems - Deferred Comp (DCP)	971.47

Mason Transit Authority

Board Check Register

From 4/13/2018 Through 5/10/2018

Document	Date	Check #	Vendor Name	Amount
	5/10/2018	31334	EMC - Mason Transit	134.30
	5/10/2018	31335	John Fenton	85.00
	5/10/2018	31336	Gillig, LLC	2,203.65
	5/10/2018	31337	Global Equipment Company, Inc.	149.89
	5/10/2018	31338	Carolyn Gravatt-Bowles	329.18
	5/10/2018	31339	Trina Gwerder	218.00
	5/10/2018	31340	Hood Canal Communications	7,067.12
	5/10/2018	31341	HR Direct	257.10
	5/10/2018	31342	District 160	3,256.78
	5/10/2018	31343	Joshua Jacobs	215.82
	5/10/2018	31344	Michael James	85.00
	5/10/2018	31345	Jerry's Automotive & Towing, Inc.	448.80
	5/10/2018	31346	Robert W. Johnson, PLLC	1,600.00
	5/10/2018	31347	Kitsap Transit	1,818.25
	5/10/2018	31348	iFIBERONE	200.00
	5/10/2018	31349	Mason County Garbage, Inc.	731.20
	5/10/2018	31350	Mason County PUD #3	2,153.84
	5/10/2018	31351	Mathis Exterminating	146.48
	5/10/2018	31352	Mason County Forest Festival Association	200.00
	5/10/2018	31353	Speros Marketing Group, Inc. dba Medibag Co	104.00
	5/10/2018	31354	Mountain Mist Water	117.85
	5/10/2018	31355	Nancy C. Murphy	56.68
	5/10/2018	31356	Napa Auto Parts	92.24
	5/10/2018	31357	Judy Nicholson	973.40
	5/10/2018	31358	North Mason Chamber of Commerce	20.00
	5/10/2018	31359	Office Depot, inc.	99.35
	5/10/2018	31360	Olympic Lock & Key	17.52
	5/10/2018	31361	O'Reilly Auto Parts	390.58
	5/10/2018	31362	Pacific Office Automation	476.03
	5/10/2018	31363	Paul's Electric NW, Inc.	868.00
	5/10/2018	31364	Brian Phillips	118.66
	5/10/2018	31365	Pitney Bowes Purchase Power	171.00
	5/10/2018	31366	Pacific Power Group, LLC	185.98
	5/10/2018	31367	Builders FirstSource	386.36
	5/10/2018	31368	Rexus Corporation	102.00
	5/10/2018	31369	Romaine Electric	359.06
	5/10/2018	31370	Schetky Northwest Sales, Inc.	196.20

Mason Transit Authority

Board Check Register

From 4/13/2018 Through 5/10/2018

Document Date	Check #	Vendor Name	Amount
5/10/2018	31371	Shelton Cinema	500.00
5/10/2018	31372	Seattle Automotive Distributing	253.41
5/10/2018	31373	Mason County Journal	459.00
5/10/2018	31374	The Shoppers Weekly	8,291.96
5/10/2018	31375	Staples Business Advantage	74.02
5/10/2018	31376	Titus-Will	5,346.93
5/10/2018	31377	Tozier Brothers, Inc.	110.96
5/10/2018	31378	United Way of Mason County	91.40
5/10/2018	31379	U.S. Bank	7,471.96
5/10/2018	31380	Verizon Wireless	279.71
5/10/2018	31381	Valerie Vimont	85.00
5/10/2018	31382	Voyager Fleet Systems, Inc.	5,440.79
5/10/2018	31383	Ronald W. Watkins	20.00
5/10/2018	31384	Westcare Clinic, Inc.	340.00
5/10/2018	31385	Whisler Communications	1,686.09
5/10/2018	31386	Robert Williams	140.07
5/10/2018	31387	WorkSAFE Service, Inc.	350.00
5/10/2018	31388	Washington State Transit Insurance Pool	140.00
Total			529,556.71

Mason Transit Authority

Vendor Activity - Credit Card Charges

From 4/1/2018 Through 4/30/2018

Vendor Name	GL Title	Transaction Description	Expenses
U.S. Bank	Parts Inventory	Mor/Ryde - Parts	281.97
	Parts Inventory	Mor/Ryde - Parts	835.50
	Wellness Expense	Best Buy - TV, Wellness Room	216.99
	Wellness Expense	Big Lots - Chairs for Wellness Room	591.85
	Contract Services	Microsoft - Email Service	30.46
	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
	Other Services	Wash. State Patrol - Accident Report	10.50
	Facility Repair/Maintenance	1000 Bulbs - Stairwell Lights	21.04
	Facility Repair/Maintenance	1000 Bulbs - Stairwell Lights	51.50
	Facility Repair/Maintenance	Commercial Hardware - ADA Control Box	37.86
	Facility Repair/Maintenance	Commercial Hardware - ADA Control Box	92.70
	Facility Repair/Maintenance	Tractor Supply - Fuel Nozzle and Sealant	108.48
	Facility Repair/Maintenance	Tractor Supply - Safety Chain for Ops Area	35.25
	Facility Repair/Maintenance	Walmart - Bulletin Board Undercabinet	13.02
	Facility Repair/Maintenance	Walmart - Lawn Care	26.94
	Facility Repair/Maintenance	Walmart - Maintenance for Computer Lab	12.66
	Office Supplies	Walmart - Supplies for Driver Packets	6.14
	Shop Supplies	Tractor Supply - Shop Supply	12.38
	Cleaning/Sanitation Supplies	Walmart - Cleaning Supplies	4.34
	Cleaning/Sanitation Supplies	Walmart - Cleaning Supplies	10.63
	Cleaning/Sanitation Supplies	Walmart - Custodial Supplies	79.50
	Shelter Supplies	Walmart - Plants	15.23
	Shelter Supplies	Walmart - Plants	44.31
	Shelter Supplies	Walmart - Plants	105.23
	Shelter Supplies	Walmart - Shelter Supplies	18.46
	IT Equipment	Amazon - Hard Drives	214.84
	IT Equipment	Amazon - Replacement Laptop Screen	75.95
	Small Tools & Equipment	Grainger - Sprayer	58.22
	Small Tools & Equipment	Tractor Supply - Pipe Wrench for Public Bathroom	11.67
	Small Tools & Equipment	Walmart - Hose	37.94
	Small Tools & Equipment	Werner - Ladder Stickers	28.00
	Safety Supplies	Evergreen Safety Council - CPR Supplies	389.11
	Safety Supplies	Uline - Traffic Cones, CDL Testing	425.54
	Small Equipment & Furniture	Amazon - Pressure Wash Wand	54.83
	Small Equipment & Furniture	Amazon - Pressure Wash Wand	134.25
	Small Equipment & Furniture	Displays to Go - Schedule Rack for Driver Lounge	107.35
	Garbage	Shelton Landfill - Fee	2.00

Mason Transit Authority

Vendor Activity - Credit Card Charges

From 4/1/2018 Through 4/30/2018

Vendor Name	GL Title	Transaction Description	Expenses
	Garbage	Shelton Landfill - Garbage	16.16
	Leasehold Tax	Mason County Auditor - Lease Filing	141.11
	Dues, Memberships, Subscriptions	Adobe - Acrobat Pro Subscription	16.26
	Travel & Meeting Expense MTA	Alaskan Airlines - WSTA Finance Meeting	216.40
	Travel & Meeting Expense MTA	Alaskan Airlines - WSTIP Meeting, Spokane	108.20
	Travel & Meeting Expense MTA	Fairfield Inn - Clerks Spring Committee Meeting	204.42
	Travel & Meeting Expense MTA	Icicle Village Resort - Hosting ADA Annual Meetir	414.40
	Travel & Meeting Expense MTA	Icicle Village Resort - Tech Supp. J.Jacobs, ADA Ai	\$ 207.20
	Travel & Meeting Expense MTA	Mosses Lake Ramada Inn - WSTA Training	101.28
	Advertising/Promotion Media	Dollar Tree - Bags for School Field Trips	4.35
	Advertising/Promotion Media	Dollar Tree - Volunteer Thank You Cards	5.44
	Advertising/Promotion Media	Fred Meyer - Anniversary Mug Content	11.99
	Advertising/Promotion Media	Fred Meyer - Volunteer Gift Cards	100.00
	Advertising/Promotion Media	Kotis Design - Ride Transit T-Shirts	175.93

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Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Actionable*
Subject: Interlocal Agreement with City of Shelton – Bus Pullout
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: May 15, 2018

Summary for Discussion Purposes:

As part of the city of Shelton's Downtown Connector Project, there is a need to construct a bus pullout at 8th and Alder for MTA riders utilizing the Timberland Library on fixed-route services. The bus pullout will greatly improve safety for users by providing a lighted shelter and ADA access. The design will also include storm improvements, paving, striping, curb and gutter, sidewalks, illumination and landscaping.

MTA will purchase a shelter to be installed by the City. The cost of the shelter is separate from the agreement and will be approximately \$16,000.

Legal Counsel has reviewed the Interlocal Agreement.

Fiscal Impact:

\$96,398. Funds are encumbered in reserve account.

Staff Recommendation:

Approve.

Motion for Consideration:

Move 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.

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AFTER RECORDING RETURN TO:

***INTERLOCAL AGREEMENT FOR
CONSTRUCTION OF BUS PULLOUT – 8TH STREET AND ALDER STREET
CITY OF SHELTON AND MASON TRANSIT AUTHORITY***

This is an Interlocal Agreement (Agreement), dated this ____ day of _____ 2018, by and between the City of Shelton, a Washington municipal corporation (“City”) and Mason Transit Authority, a Washington municipal corporation (“MTA”), collectively referred to as the “Parties”. In consideration of the mutual covenants and conditions hereinafter provided, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, it is agreed as follows:

RECITALS

WHEREAS: The City has needs related to bus pullout design and construction associated with the City’s Downtown Connector Project, which project spans from the intersection of Alder Street and 1st Street to the intersection of Olympic Highway North and “C” Street; and

WHEREAS: MTA operates public transportation and bus service in the area subject to Downtown Connector Project improvements, and has an interest in the design and construction of bus pullouts in the project area; and

WHEREAS: There are significant benefits for the City, MTA and members of the public provided by the appropriate design and construction of the bus pullout at the intersection of 8th and Alder Street; and

WHEREAS: The City and MTA are interested in cooperating to facilitate the design, construction and funding of the bus pullout at the intersection of 8th and Alder Street to serve the mutual interests of the City and MTA.

Now, therefore, in consideration of their mutual covenants, conditions and consideration, it is agreed between the City and MTA as follows:

1. **DESIGN AND DESIGN APPROVAL:** Design of the subject bus pullout has been completed, reviewed, and mutually agreed by the City and MTA, with associated depiction and plans attached hereto as **EXHIBIT A**.
2. **CONSTRUCTION:** The City shall construct the bus pullout, which includes storm improvements, paving, striping, curb and gutter, sidewalks, illumination, landscaping, and installation of the bus shelter.
3. **BUS SHELTER:** The bus shelter structure shall be provided by MTA, at no cost to the City, in a timely manner to enable the shelter to be erected in conjunction with other on-site improvements.
4. **FUNDING:** MTA shall pay to the City the full cost of construction of the subject bus pullout (\$96,398.00) no later than June 30, 2018. This shall be the full amount of MTA's payment to the City, regardless of actual project costs through completion.
5. **OWNERSHIP:** The improvements, including storm improvements, paving, striping, curb and gutter, sidewalks, illumination, and landscaping shall be owned and maintained by the City. The bus shelter structure shall be owned and maintained by MTA.
6. There are no additional parties intended to be benefited under this agreement. There are no other agreements or representations, written or oral, concerning the subject matter of this agreement.
7. This Agreement shall be governed for all purposes by the law of the State of Washington. The venue for any action arising under this Agreement shall be in Mason County, Washington, unless otherwise mutually agreed in writing by the parties.
8. No amendments or variations of the terms and conditions of this Agreement shall be valid unless they are in writing and signed by all of the parties thereto.
9. The Parties agree to perform any further acts and to execute and deliver any further documents as may be reasonably necessary to fully effectuate the provisions of this Agreement.
10. None of the Parties shall be liable nor deemed to be in default for any delay or failure in performance under the Agreement or other interruption of service or employment resulting, directly or indirectly, from acts of God, civil or military authority, acts of the public enemy, terrorism, bomb threats, computer virus, epidemic, power outage, acts of war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery, or supplies, vandalism, strikes or other work interruptions by the employees of any party, or any other cause beyond the reasonable control of the party affected thereby. However, each party

shall utilize its best good faith efforts to perform under this Agreement in the event of any such occurrence or circumstance.

11. This Agreement will be enforced to the fullest extent permitted by applicable law. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable by a court or other governmental authority of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement, which shall remain in full force and affect.
12. **ADMINISTRATION OF AGREEMENT:** The City of Shelton Public Works Department will administer this Agreement for the City. The designated point of contact for the City is: Craig Gregory, Public Works Director; (360) 432-5125. The designated point of contact for MTA is: Danette Brannin; (360) 432-5750; dbrannin@masontransit.org.
13. **DURATION OF AGREEMENT:** This Agreement shall take effect upon execution of the Agreement by both the City and MTA, and shall remain in effect until all obligations established in this Agreement are completed by both Parties, and until the City's governing body grants Final Acceptance at the time of project completion.
14. **NO LEGAL/ADMINISTRATIVE ENTITY CREATED:** No separate legal or administrative entity is created by or pursuant to this Agreement.
15. **INDEMNIFICATION/DEFENSE/HOLD HARMLESS:** The City will protect, defend, indemnify, and save harmless MTA, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from the performance of this Agreement by the City, except for costs, claims, judgments, and awards of damage for injuries or damages arising out of or in any way resulting from negligent or allegedly negligent acts or omissions of MTA. MTA will protect, defend, indemnify and save harmless the City, its officers, employees and agents from any and all costs, claims, judgments or awards of damages arising out of or in any way resulting from negligent or allegedly negligent acts or omissions of MTA, its officers, employees, or agents.
16. **NO ASSIGNMENT:** The Parties shall not assign this Agreement or any interest, obligation or duty herein without the express written consent of the other party.
17. **NOTICES:** All notices and payments hereunder shall be sent or delivered to the following respective addresses:

City: Craig Gregory, Public Works Director, 525 West Cota St., Shelton, WA 98584

MTA: Danette Brannin, 790 E. Johns Prairie Road, Shelton, WA 98584

or to such other respective addresses as either Party may hereafter designate in writing. All notices and payments mailed by regular post (including first class) shall be deemed to be given on the second business day following the date of mailing. Notices and payments sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

- 18. **AUTHORITY:** Both Parties represent that by appropriate action by their respective governing bodies, they are authorized to enter into this Agreement and have finance approval for payments specified herein.
- 19. **NON-DISCRIMINATION POLICY:** The City and MTA shall not discriminate in the performance of this Agreement based on race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, military or veteran status, the presence of any physical, mental or sensory disability, or any other status protected by law.
- 20. **FILING OR POSTING:** This document shall be filed pursuant to Chapter 39.34 RCW, or alternatively, listed by subject on either of the Party’s websites.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement effective the date first above written;

City of Shelton:

Gary Cronce, Mayor Date

Mason Transit Authority:

Danette Brannin, Manager Date

RESOLUTION NO. 2018-07

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE
INTERLOCAL AGREEMENT WITH THE CITY OF SHELTON REGARDING
THE BUS PULLOUT.**

WHEREAS, the Mason Transit Authority Board desires to work together with the City of Shelton and improve safety for users by constructing a bus pullout at 8th and Alder for MTA riders; and

WHEREAS, improvements to the bus pullout would include storm improvements, paving, striping, curb and gutter, sidewalks, illumination and landscaping; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the General Manager is authorized to sign the Interlocal Agreement for Construction of Bus Pullout – 8th Street and Alder Street City of Shelton and Mason Transit Authority.

Adopted this 15th day of May, 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: Unfinished Business – Item 2 – *Actionable*

Subject: Belfair Park & Ride Building Approval

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: May 15, 2018

Summary for Discussion Purposes:

MTA's current plan for the Belfair Park & Ride facility is a 2,100 sf building for the purpose of providing office space, a breakroom, bathrooms and a kitchen for the drivers. There will be a conference/multi-purpose room to be used by MTA and the public. The facility will not be open to the public during operating hours, with the exception of use of the conference/multi-purpose room. The Architect's estimated cost for the building is \$335 per square foot, approximately \$700k.

Discussion has occurred over the last several months regarding adding additional space that could be leased by another government entity or non-profit. There is interest from parties but no firm commitment.

Staff is proposing adding 1,000 sq. ft. to the building to accommodate a future tenant. Leaving the additional space unfinished would reduce the cost of \$335 per sq. ft. to approximately \$235 per sq. ft. for the additional space.

MTA's intention is not be to compete with other property owners in the area; only to provide a partnership that could benefit both parties and use public dollars efficiently.

A board decision is needed so staff can proceed with the building plans and the site development.

Fiscal Impact:

\$235k – 335k additional cost. The budget can support the additional square footage.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve additional square footage at the Belfair Park & Ride Transit office building.

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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: May 15, 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: Pickering Road and Cole Road permit plans have received final County approval. SCJ is in the process of submitting 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 is progressing the design of the Belfair park and ride.

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 is waiting to proceed on design drawings until building size is determined.
- SCJ submitted the ICA on 5/9.

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: May 15, 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 May 15, 2018

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board May 15, 2018

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

Service Review: Participated in the two Open Houses conducted on May 8 and 9 for the public to have opportunity to talk with staff and the Consultant team regarding existing conditions and give input. On-line survey is currently in progress as well. Postcards were mailed to over 21,000 residents plus additional postcards to PO Boxes announcing the Open Houses and on-line survey. Next steps are conducting stakeholder interviews. Stakeholders would be drivers and other staff, Board members, and possibly city and county representatives. Staff is very pleased with the process thus far and the information gathered will be invaluable in making service decisions.

Park & Ride Development Project: Monthly meeting with Consultant to discuss progress of project, specifically the timeline for construction of Belfair. The Open House at the HUB on April 24 had approximately 30 people in attendance. The Intersection Control Analysis has been submitted to WSDOT. It is expected it will take 4-6 weeks for a response on the recommended traffic control at Log Yard Rd and SR3. Working with the property owner on utilities at the Belfair site. Site plans for Pickering, Cole Rd and Pear Orchard are near completion. The projects will be ready for construction once funding is available. Waiting to hear from Parsons on the location of the Shelton-Matlock Park & Ride location. The Park & Ride has to be moved due to the Coffee Creek fish passage project.

EDC: Attended monthly EDC Board Meeting. Met with Interim Executive Director. Chaired meeting for the Hiring Committee.

WSTIP: Attended monthly WSTIP Executive Committee Meeting and Board Development Committee.

Training: Attended the Labor Relations Institute in Yakima. This is an annual event sponsored by Association of Washington Cities and Summit Law Group with the focus being on labor and union topics. One of the most valuable trainings available in employment law.

External and Outreach:

- Met with Turning Pointe staff as part of the service review outreach.
- Attended County Open House at the HUB.
- Attended PRTPO meeting at Jamestown.
- Phone conversation with Executive Director from WSTA, the SMTA Chair and two other transit General Managers to discuss changes in SMTA.
- Reviewed material for postcard mailing and on-line survey.
- Attended Ribbon Cutting for city of Shelton Downtown Corridor project.

Internal:

- Met with Near Miss Committee to outline last two areas pertaining to Customer Complaint process and annual service awards. The Event and Customer Complaint processes and criteria for receiving annual service award will be rolled out for input from drivers.
- Met with staff from Finance and Operations regarding vanpool. Reviewed current financial status of vanpool, discussed viability of program and issues with policy enforcement. Team will be reviewing current policy manual for vanpool. Kathy will be working on outreach and after a period of time team will evaluate the overall program.

- Reviewed and updated the Six-year Transportation Improvement Program (STIP) projects.
- Continued work the Transit Development Plan which is due September 1.
- Discussed bus grant opportunities with Maintenance Manager.
- Started review of employee handbook.
- Laid out Strategic Framework.
- Formulated an IT plan with staff for future software, technology replacement and assisting customers with upcoming installation of bus technology.
- Miscellaneous meetings with managers and Leadership Team.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Dashboard - 69 FTE's, plus 7 Worker Drivers, not including compensated board members. Hired 2018 - 4, Termed 2018 - 2 - 1 Worker Driver retired, a second Worker Driver quit for personal reasons.

HR Support

- FTA Drug and Alcohol onsite audit completed April 23, 2018. Overall our program is well managed. A revised D&A policy will be presented to the Board in June; this will be a replacement policy prepared by FTA's Policy Builder tool. The draft is currently under WSDOT's review.
- Submitted MTA job positions/descriptions, wage data, union status and key agency profile distinctions to the WSTA HR Committee for creation of a Salary Repository that peer transit agencies can utilize for comparative purposes.

Recruiting

- The open Operations Supervisor position was filled through an internal recruitment. Congratulations Ernie Corona.
- The Operations Supervisor promotion left a vacancy in the CommCenter. Both an internal and external recruitment were initiated; we are happy to announce that this position was also filled internally by promoting a driver.
- Interviews have begun for our next Drivers class to begin June 4. Application volume has been light; however, we have received some great candidates.
- An internal/external recruitment has been launched to fill a soon to be vacant Custodian/Detailer position.

Building Knowledge

- I attended AWC's Labor Relations Institute. Once again this conference proved to be quite valuable in understanding labor relations and employment law.
- I attended Fun with FLSA Today webinar.
- 5 staff members were provided Reasonable Suspicion Training for Supervisors by WSTIP.
- Brian attended a two-day procurement course provided by James Harper, Director, Office of Acquisition DOT/FTA.

Finance

- The annual report was filed with SAO, April 20th. We should be notified shortly of when to expect this year's audit for 2017 business.
- We are now able to offer clients the option to purchase monthly bus passes using credit cards at the T-CC and through our website.
- Working with Danette, Mike, Finance staff and Kathy in Outreach to review the Vanpool program. Kathy has been charged with promoting and growing the program throughout 2018 with a follow-up review at year-end. The committee is working to update the Vanpool Drivers Handbook, review vanpool rates as compared to Intercity and Kitsap Transit, and ensure that existing groups are trained to comply with the handbook.

MAINTENANCE/FACILITIES – Marshall Krier

Fleet Availability Statistics:

- Maintained a fleet availability 94.01% with our target being 95%.
- On time preventive maintenance performance is 80% and we have zero past due inspections.
- 80% of our vehicles are repaired within 24 hours.
- Facility PM Inspections are maintaining a 96.25% on time percentage as well.

MAINTENANCE/FACILITIES – Marshall Krier *(continued)*

Acquisitions: Our five replacement cutaways are still on schedule to be delivered by the first of October.

Recruiting: We have started recruitment for a Custodian/Detailer with the recent resignation of Don Riker.

Improvement Projects: We completed landscaping the area in front of the Johns Prairie Administration building. The project included removing existing vegetation, adding new plants and river rock.

OPERATIONS – Mike Ringgenberg

Fire Drill – Shelton Fire Department completed a safety walk thru at the T-CC on April 20. The Fire Department was called away on a real call prior to the scheduled fire drill. We will get the fire drill rescheduled.

New Drivers – We are currently in the interview process of hiring six new drivers for our next class starting on June 4.

Promotions - Ernie Corona, a current MTA dispatcher/scheduler, was promoted to be an Operations Supervisor. Ernie was also a MTA driver prior to working in dispatch. Guy Herring, MTA Driver, was hired to fill the dispatcher/scheduler position—Congratulations to Ernie and Guy!!

RFP 2017-01 Service Review – Nelson/Nygaard conducted outreach with Mason County residents thru our website surveys and outreach events at the T-CC and Belfair Library.

RFP 2017-02 Technology – Doublemap is scheduled to start installing technology on our fleet May 16 – 20.

Rider Assists – Lead drivers conducted 10 rider assists during April 2018.

Shake Ups – CommCenter is on track for a May 21 shake up and the drivers are on track for a June 4 shake up. The following drivers did an excellent job of helping to create the new blocks of work and shifts: Anita, Clair and German—Thanks for the hard work!!

Training – Trina G. hosted the 23rd Annual ADA Spring Workshop at Leavenworth April 23-25, with 82 individuals attending. Lisa trained 6 MTA staff on CPR/AED/FA and trained 13 MTA staff on PASS training this month. Mike R-attended the Labor Relations Institute conference May 2-4 in Yakima.

Vanpool – Usage rate for April 2018 was 56%, 9 of 16 vans were in use.

TRANSIT-COMMUNITY CENTER – Steve Weisenbach

Facility use traffic report:

Gym: Gym use for April came in at around 1000 people using the gym. The 2nd annual Shelton Innovators spaghetti dinner was a success attracting over 250 people and generating thousands of dollars from their auction for the club! Our normal recreational programs (including CHOICE, pickle ball, and yoga) were steady receiving attendance of over 700 participants combined for the month.

Conference Room: Conference room use for March was around 190 people from our weekly programs, seminars and some training seminars from United Way and ASC Security. The monthly MTA board meeting was held in Allyn this month.

New Tenant: We are pleased to welcome the Shelton School District as a new tenant to the T-CC! Ricardo De Bosque is settling in at the new cultural center located at the T-CC and is already busy assisting new students and their families within the community

Inspections and Facility: We completed our monthly drain drip and fire extinguisher inspections without any issues and are planning a live fire drill at the T-CC sometime in May.

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2018 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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2018 Work Items		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Strategic Plan finalized and incorporated into the Transit Development Plan (TDP)	Completed as of 5/15/18	Δ	Δ		
Review and update Employee Handbook based on union contracts		Δ	Δ		
Create Financial Management Manual and update Procurement Policy		Δ	Δ		
Install Bus Technology and new scheduling software		Δ	Δ	Δ	
Develop a work plan for parking lot upgrades		Δ			
Accounting Software		Δ			
Incorporate Remix into service planning	X	Δ			
Finalize implementation of Performance Measures		Δ	Δ	Δ	Δ
Develop a route deviation policy			Δ		
Consolidated Grant Application preparation for 2019-2021			Δ	Δ	
Install rear destination signs on low floor buses				Δ	
Purchase refurbished buses for Worker/Driver program				Δ	
Re-train all drivers on a regular basis in order to provide consistent service and safety		Δ	Δ	Δ	Δ
Service Review		Δ	Δ	Δ	Δ
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ
T-CC parking lot construction		Δ	Δ	Δ	Δ

2018 Operations Statistics

Fixed Route (in county)		Jan - Mar 2018	Oct - Dec 2017	Jul - Sep 2017	Apr - Jun 2017	Rolling 12 Months	2017 Actual	Variance Rolling 12 mo./2017	Notes
Passenger Trips (one-way boardings)		44,070	50,019	48,538	52,478	195,105	196,515	-0.7%	Fixed Route (in county) ridership increased by 8,129 boarding from 2016 to 2017, for the rolling year we see a slight decrease, there were 1,410 fewer boardings in Q1 2018 compared to Q1 2017. This decrease appears to be isolated to Route 5 & 7 in the first and second month of the quarter, ridership levels returned to typical levels in March 2018.
Revenue Vehicle Miles		37,465	38,337	37,851	38,068	151,721	150,165	1.0%	
Revenue Vehicle Hours		2,976	2,863	2,955	2,958	11,752	11,579	1.5%	
Direct Project Expenses		\$ 183,165	\$ 231,880	\$ 180,412	\$ 189,047	\$ 784,504	\$ 769,526	1.9%	
Trips/Mile		1.18	1.30	1.28	1.38	1.286	1.309	-1.7%	
Cost/Trip		\$ 4.16	\$ 4.64	\$ 3.72	\$ 3.60	\$ 4.02	\$ 3.92	2.7%	
Miles Per Hour		12.59	13.39	12.81	12.87	12.91	12.97	-0.5%	
Cost/Mile		\$ 4.89	\$ 6.05	\$ 4.77	\$ 4.97	\$ 5.17	\$ 5.12	0.9%	
Trips/Hour		14.81	17.47	16.43	17.74	16.60	16.97	-2.2%	
Cost/Hour		\$ 61.55	\$ 80.99	\$ 61.05	\$ 63.91	\$ 66.76	\$ 66.46	0.4%	
Fixed Route (out of county)		Jan - Mar 2018	Oct - Dec 2017	Jul - Sep 2017	Apr - Jun 2017	Rolling 12 mo.	2017 Actual	Variance Rolling 12 mo./2017	Notes
Passenger Trips (one-way boardings)		36,588	37,381	38,773	40,790	153,532	153,026	0.3%	Fixed Route (out of county) ridership had 9,348 fewer boardings from 2016 to 2017, for the rolling year we are on a slight increase, we had 506 more boardings in Q1 2018 compared to Q1 2017.
Revenue Vehicle Miles		96,138	97,414	107,858	108,447	409,857	417,868	-1.9%	
Revenue Vehicle Hours		4,283	3,939	4,355	4,394	16,971	16,903	0.4%	
Direct Project Expenses		\$ 470,015	\$ 589,205	\$ 514,093	\$ 538,551	\$ 2,111,864	\$ 2,129,653	-0.8%	
Trips/Mile		0.38	0.38	0.36	0.38	0.375	0.366	2.3%	
Cost/Trip		\$ 12.85	\$ 15.76	\$ 13.26	\$ 13.20	\$ 13.76	\$ 13.92	-1.2%	
Miles Per Hour		22.45	24.73	24.77	24.68	24.15	24.72	-2.3%	
Cost/Mile		\$ 4.89	\$ 6.05	\$ 4.77	\$ 4.97	\$ 5.15	\$ 5.10	1.1%	
Trips/Hour		8.54	9.49	8.90	9.28	9.05	9.05	-0.1%	
Cost/Hour		\$ 109.75	\$ 149.58	\$ 118.05	\$ 122.57	\$ 124.44	\$ 125.99	-1.2%	
Demand Response		Jan - Mar 2018	Oct - Dec 2017	Jul - Sep 2017	Apr - Jun 2017	Rolling 12 mo.	2017 Actual	Variance Rolling 12 mo./2017	Notes
Passenger Trips (one-way boardings)		10,366	11,011	10,564	11,276	43,217	44,113	-2.0%	DAR has been slowly declining, with 2,149 fewer boardings in 2017 as compared to 2016. Q1 2018 had 896 fewer boardings as compared to Q1 2017. Our Outreach & Transit Planner has created a DAR pamphlet, and has been out conducting outreach with community organizations to increase the community awareness of the program.
Revenue Vehicle Miles		81,521	78,607	81,852	88,190	330,170	323,818	2.0%	
Revenue Vehicle Hours		6,268	6,331	6,833	6,960	26,392	26,461	-0.3%	
Direct Project Expenses		\$ 398,553	\$ 475,452	\$ 390,138	\$ 437,954	\$ 1,702,097	\$ 1,655,614	2.8%	
Trips/Mile		0.13	0.14	0.13	0.13	0.131	0.136	-3.9%	
Cost/Trip		\$ 38.45	\$ 43.18	\$ 36.93	\$ 38.84	\$ 39.38	\$ 37.53	4.9%	
Miles Per Hour		13.01	12.42	11.98	12.67	12.51	12.24	2.2%	
Cost/Mile		\$ 4.89	\$ 6.05	\$ 4.77	\$ 4.97	\$ 5.16	\$ 5.11	0.8%	
Trips/Hour		1.65	1.74	1.55	1.62	1.64	1.67	-1.8%	
Cost/Hour		\$ 63.58	\$ 75.10	\$ 57.10	\$ 62.92	\$ 64.49	\$ 62.57	3.1%	

2018 Operations Statistics

Worker Driver		Jan - Mar 2018	Oct - Dec 2017	Jul - Sep 2017	Apr - Jun 2017	Rolling 12 mo.	2017 Actual	Variance Rolling 12 mo./2017	Notes
Passenger Trips (one-way boardings)		13,559	11,853	12,430	11,504	49,346	48,801	1.1%	Shipyard ridership decreased by 1,519 boardings from 2016 to 2017, Q1 2018 experienced an increase of 545 boardings compared to Q1 2017.
Revenue Vehicle Miles		15,110	13,504	15,293	15,682	59,589	59,636	-0.1%	
Revenue Vehicle Hours		623	551	627	641	2,442	2,448	-0.2%	
Direct Project Expenses		\$ 50,068	\$ 47,714	\$ 43,861	\$ 47,093	\$ 188,736	\$ 175,467	7.6%	
Trips/Mile		0.90	0.88	0.81	0.73	0.828	0.818	1.2%	
Cost/Trip		\$ 3.69	\$ 4.03	\$ 3.53	\$ 4.09	\$ 3.82	\$ 3.60	6.4%	
Miles Per Hour		24.25	24.51	24.39	24.46	24.40	24.36	0.2%	
Cost/Mile		\$ 3.31	\$ 3.53	\$ 2.87	\$ 3.00	\$ 3.17	\$ 2.94	7.6%	
Trips/Hour		21.76	21.51	19.82	17.95	20.21	19.94	1.4%	
Cost/Hour		\$ 80.37	\$ 86.60	\$ 69.95	\$ 73.47	\$ 77.29	\$ 71.68	7.8%	
Express Routes		Jan - Mar 2018	Oct - Dec 2017	Jul - Sep 2017	Apr - Jun 2017	Rolling 12 mo.	2017 Actual	Variance Rolling 12 mo./2017	Notes
Passenger Trips (one-way boardings)		9,351	9,169	9,157	9,505	37,182	36,270	2.5%	Express Route ridership increased from 2016 to 2017 by 4,368 boardings. Q1 2018 saw an increase of 912 boardings as compared to Q1 2017. We eliminated 4 round trip route 6's to Olympia in October of 2017 which has increased express ridership.
Revenue Vehicle Miles		25,137	25,047	32,288	32,708	115,180	121,561	-5.2%	
Revenue Vehicle Hours		1,224	1,071	1,247	1,266	4,808	4,802	0.1%	
Direct Project Expenses		\$ 122,894	\$ 151,496	\$ 153,897	\$ 162,429	\$ 590,716	\$ 615,443	-4.0%	
Trips/Mile		0.37	0.37	0.28	0.29	0.32	0.30	8.2%	
Cost/Trip		\$ 13.14	\$ 16.52	\$ 16.81	\$ 17.09	\$ 15.89	\$ 16.97	-6.4%	
Miles Per Hour		20.53	23.39	25.89	25.84	23.95	25.31	-5.4%	
Cost/Mile		\$ 4.89	\$ 6.05	\$ 4.77	\$ 4.97	\$ 5.13	\$ 5.06	1.3%	
Trips/Hour		7.64	8.56	7.34	7.51	7.73	7.55	2.4%	
Cost/Hour		\$ 100.37	\$ 141.45	\$ 123.41	\$ 128.30	\$ 122.85	\$ 128.16	-4.1%	
Total Service		Jan - Mar 2018	Oct - Dec 2017	Jul - Sep 2017	Apr - Jun 2017	Rolling 12 mo.	2017 Actual	Variance Rolling 12 mo./2017	Notes
Passenger Trips (one-way boardings)		113,934	119,433	119,462	125,553	478,382	478,725	-0.1%	Total Service had 519 fewer boardings in 2017 as compared to 2016. Q1 2018 had 343 less Total Service boardings compared to Q1 2017.
Revenue Vehicle Miles		255,371	252,909	275,142	283,095	1,066,517	1,073,048	-0.6%	
Revenue Vehicle Hours		15,374	14,755	16,017	16,219	62,365	62,193	0.3%	
Direct Project Expenses		\$ 1,224,695	\$ 1,495,747	\$ 1,282,401	\$ 1,375,074	\$ 5,377,917	\$ 5,345,703	0.6%	
Trips/Mile		0.45	0.47	0.43	0.44	0.45	0.45	0.5%	
Cost/Trip		\$ 10.75	\$ 12.52	\$ 10.73	\$ 10.95	\$ 11.24	\$ 11.17	0.7%	
Miles Per Hour		16.61	17.14	17.18	17.45	17.10	17.25	-0.9%	
Cost/Mile		\$ 4.80	\$ 5.91	\$ 4.66	\$ 4.86	\$ 5.04	\$ 4.98	1.2%	
Trips/Hour		7.41	8.09	7.46	7.74	7.67	7.70	-0.3%	
Cost/Hour		\$ 79.66	\$ 101.37	\$ 80.06	\$ 84.78	\$ 86.23	\$ 85.95	0.3%	

*Direct Project Expenses include only those costs to support Operations, Dispatch, Worker Drivers, Drivers, Maintenance, & Belfair, not including administrative costs. Costs are allocated by % of miles for each service type.

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