



## AGENDA

Mason Transit Authority Board  
Regular Meeting  
July 17, 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

**EXECUTIVE SESSION** to review the performance of a public employee RCW 42.30.110(1)(g) – *Session is closed to the public.* Action may follow the executive session.

### RECONVENE REGULAR SESSION

### CORRESPONDENCE

### CONSENT AGENDA – ACTION

1. Pg. 05: Approval of Minutes: Approval of the minutes of the June 19, 2018 MTA regular Board meeting
2. Pg. 09: Financial Reports: June 2018
3. Pg. 17: Check Approval: June 14 – July 11, 2018

### REGULAR AGENDA

#### UNFINISHED BUSINESS:

1. Pg. 25: Transit Development Plan (TDP) – *ACTIONABLE*
2. Pg. 51: Update to Worker/Driver Bus Replacement Grant – *ACTIONABLE*

#### NEW BUSINESS:

1. Pg. 53: Drug & Alcohol Policy – Resolution No. 2018-10 – *ACTIONABLE*
2. Pg. 69: STAR Pass Agreement– Resolution No. 2018-11 –*ACTIONABLE*
3. Pg. 81: Purchase of Vehicle Column Lifts – *ACTIONABLE*

### INFORMATIONAL UPDATES

1. Pg. 83: Park and Ride Update
2. Pg. 85: Management Reports
3. Pg. 97: Service Review Update

### GENERAL MANAGER'S REPORT

### COMMENTS BY BOARD

**PUBLIC COMMENT**

**BUS WASH DEMONSTRATION AT JOHNS PRAIRIE FACILITY**

**RETURN TO T-CC**

**ADJOURNMENT**

**UPCOMING MEETINGS:**

**Mason Transit Authority  
CANCELLED  
AUGUST REGULARLY SCHEDULED BOARD MEETING**

**Mason Transit Authority  
Regular Meeting  
*September 18, 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.*



MTA Board & Manager,

Thank you Very much for  
the Van awarded through your  
grant program. The Senior  
Center truly appreciates &  
needed it.

Bravo to You!  
Patricia Vernie  
Executive Director  
MCSAA

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**OPENING PROTOCOL**

**CALL TO ORDER:** 4:00 p.m.

**Authority Voting Board Members Present:** Kevin Shutty, Chair; John Campbell, Terri Drexler, Randy Neatherlin, Deb Petersen, Don Pogreba (arrived at 4:20 p.m. – see additional notation\*) and Sandy Tarzwell. **Quorum met.**

**Authority Voting Board Members Not Present:** Wes Martin, Vice Chair; and Kevin Dorcy.

**Authority Non-voting Board Member Not Present:** Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160.

**Others Present:** Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; and Kathy Geist, Outreach-Transit Planner. Also present, John Piety (MCTAB).

**ACCEPTANCE OF AGENDA:** Danette Brannin, General Manager, requested that New Business Item No. 3 for the Van Grant Recipient be moved to be the first Unfinished Business Item No. 1. **Moved** that the agenda for the June 19, 2018 Mason Transit Authority (MTA) regular board meeting be amended to reflect that New Business Item No. 3 be moved to Unfinished Business Item No. 1 be accepted and approved. **Neatherlin/Campbell. 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 May 15, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of May, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of May 11, 2018 through June 13, 2018 financial obligations on checks #31389 through #31515, as presented for a total of \$756,991.28.

**Drexler/Tarzwell. Motion carried.**

Prior to starting business, Danette Brannin, General Manager, introduced Ernie Corona to the Authority Board as its new Operations Supervisor to succeed retiring supervisor Ray Rothrock.

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Van Grant Recipient** – Ms. Brannin, General Manager, indicated that following the Board's previous action to surplus Van#7620, the Mason County Senior Activities Association (MCSAA) had submitted an Application for Surplus Vehicles. MCSAA meets all the criteria for the van grant program. **Moved** that the Mason Transit Authority Board authorize 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. **Drexler/Neatherlin. Motion carried.**
2. **Security Matters** – Mike Ringgenberg, Operations Manager, provided the Board with statistics relating to law enforcement activity at the T-CC, including the various reasons law enforcement was present. Ms. Brannin indicated that salary for another employee to be present at the T-CC had been provided in the approved budget. The job description and requirements are being developed and this position will not include a CDL component. At times of driver shortages, the lead drivers and supervisors that are usually present at the T-CC, are called to drive vehicles to ensure continued service. Ms. Brannin also indicated that the current presence of the lead drivers has been a great benefit.

[\*Board member Pogreba arrived at 4:20 p.m.]

### **NEW BUSINESS**

1. **Interagency Agreement with Department of Enterprise Services (DES)** – Ms. Brannin described to the Board the benefit of entering into the Interagency Agreement with the DES for the purpose of surplus equipment and obtaining a fair and equitable value for equipment and other MTA items. The auction company used for selling vehicles, while beneficial for vehicles, is not the best platform for selling equipment and other items of MTA. **Moved** 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. **Campbell/Petersen. Motion carried.**
2. **Grant Applications to WSDOT** – Ms. Brannin described the Regional Mobility Grant program of the WSDOT and that she had been told that replacement of the two worker/driver buses that are beyond their useful life and needing repairs would qualify under the grant. If the grant is awarded, MTA would need to provide \$220,000 of local funds, which it currently has in reserves. Ms. Brannin is seeking approval from the Board to submit the grant application. **Moved** 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. **Drexler/Pogreba. Motion carried.**
3. **Proposal to Cancel August Board Meeting** – The Washington State Public Transportation Conference will be held in Kennewick and is scheduled for the same week as the MTA Authority Board meeting. Since the Mason Transit Authority Management

team will be attending this conference and the items to be considered are light, Ms. Brannin suggested that the regularly scheduled meeting be cancelled or, if the Board preferred to have the meeting, she could attend by phone from Kennewick. **Moved** 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. **Neatherlin/Campbell. Motion carried.**

4. **Transit Development Plan (TDP) – First view** – Ms. Brannin described the TDP and that this was the first Board viewing. Submitting the final TDP to WSDOT is due in September prior to the September MTA Authority Board meeting. Since the August meeting is now cancelled, Ms. Brannin will bring the TDP to the MTA Authority Board for final review and consideration for approval at the July meeting. She also discussed the content within the TDP as well as answered questions from the Board.

#### **INFORMATIONAL UPDATES –**

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

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

#### **COMMENTS BY BOARD MEMBERS –**

**Board member Campbell** mentioned an article relating to transit that he requested the Clerk forward to the Board members.

**Board member Neatherlin** praised Ms. Brannin's work not only at MTA, but also as a leader in other organizations and committees which, as a result, compliments MTA.

**PUBLIC COMMENT** – **John Piety** requested that MTA continue to reach out to invite the public concerning future developments and he highly encourages public participation with people to serve on committees. John stated "Board meetings are fun."

Ms. Brannin responded that MTA has continued to reach out to the public in various formats to receive input from the public it serves.

Ms. Brannin complimented the Operations team for the responsiveness during the Shelton road construction. She also indicated there was an accident recently and that the bus has been declared a total by WSTIP. It is 11 years old and depending on the costs, MTA may determine to fix the bus. Additionally, all of the drivers are being trained to be a part of the "Busing on the Lookout" program. One transit agency was able to stop a couple of instances of human trafficking simply by the training and being on the lookout.

**EXECUTIVE SESSION** – The Board Chair announced that the meeting was in Executive Session at 4:56 p.m. to review the performance of a public employee and excused all participants in the meeting except the Board and Board Clerk. The Board Chair also indicated that it may end at 5:11 p.m.

**RECONVENED REGULAR SESSION** – The Board Chair announced that the meeting was in regular session at 5:11 p.m. with no action being taken.

Moved that the meeting be adjourned.

**ADJOURNED** 5:13 p.m.

**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*



**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Consent Agenda – Item 2 – *Actionable*  
**Subject:** Financial Reports – June 2018  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** July 17, 2018

**Summary for Discussion Purposes:**

Included are the June 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 April 2018 (received June 30, 2018) was \$350,586 – which was approximately 15% higher than budgeted, and 9% higher than April 2017 actual.

*Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses would be at 50% (6/12) of the budget through the end of June. Total YTD Revenue is currently over budget at 50.24%. Total YTD Operating Expenses is currently under budget at 47.15%.

**Fiscal Impact:**

June’s fiscal impact reflects total revenues of \$714,115 and operating expenses of \$756,404.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

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

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# Mason Transit Authority

## June 2018 Financial Report

	June Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of
					Budget Used
					50.00%
<b>REVENUE</b>					
Passenger Fares	7,276	48,356	101,600		47.59%
PSNS Worker/Driver & Vanpool Fares	21,822	131,715	265,000		49.70%
<b>Total Operating Revenue (Fares)</b>	<b>29,098</b>	<b>180,072</b>	<b>366,600</b>		<b>49.12%</b>
Sales Tax	382,579	2,053,950	3,897,207	(1)	52.70%
Operating Grants	253,843	1,405,441	3,046,116	(2)	46.14%
Rental Income	14,791	93,893	183,418		51.19%
Investment Income	8,900	43,557	20,000		217.79%
Other Non-operating Revenue	24,904	148,924	300,400	(3)	49.58%
<b>Total Revenue</b>	<b>714,115</b>	<b>3,925,836</b>	<b>7,813,741</b>		<b>50.24%</b>
<b>EXPENSES</b>					
Wages and Benefits	585,891	2,556,462	5,677,315	(7)	45.03%
Contracted services	20,241	195,431	423,608		46.13%
Fuel	36,971	189,440	336,000	(4)	56.38%
Vehicle/Facility Repair & Maintenance	22,148	132,067	308,200		42.85%
Insurance	19,876	119,253	238,506		50.00%
Intergovernmental - Audit Fees	1,141	1,141	29,000		3.94%
Rent - Facilities and Park & Ride	2,351	14,103	30,800		45.79%
Utilities	9,530	62,167	131,140		47.41%
Supplies - Equipment	4,554	55,293	119,245		46.37%
Training & Meetings	2,390	18,215	55,185		33.01%
Other operating expenses	6,248	90,731	169,002	(5)	53.69%
Pooled Reserves	45,064	223,230	240,000	(6)	93.01%
<b>Total Operating Expenses</b>	<b>756,404</b>	<b>3,657,533</b>	<b>7,758,001</b>		<b>47.15%</b>
<b>Net Income (Loss) from Operations</b>	<b>(42,289)</b>	<b>268,303</b>	<b>55,740</b>	(7)	

### 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 Q2 accruals.
(3)	Includes Q1 2018 actuals and Q2 accruals of RMG Grant - \$112,998, LMTAA Volunteer program revenue - \$20,229, Volunteer Donations - \$592, Sale of Maintenance Services \$2,213, Sale of Bus ads \$6,950, Community Van - \$2,572, and Insurance Recoveries - \$1,679.
(4)	Average diesel price per gallon year to date is \$2.36. Average gasoline price per gallon year to date is \$3.02.
(5)	Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through June include: Volunteer Driver Program reimbursements \$20,512, Advertising \$14,790, Merchant/credit card fees \$3,447, Office Equipment Lease \$3,433, Dues, Memberships, Subscriptions \$24,907 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.
(7)	Due to the timing of bi-weekly payrolls, there were three paydays in the month of June, rather than the regular two, which results in the month of June showing a loss.

# Mason Transit Authority

June 2018 Financial Report - TCC

	2018 June Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used		YTD - Community Center Allocation	YTD - Transit Allocation
					50.00%			
<b>REVENUE</b>								
T-CC Rental	13,324	85,095	165,821		51.3%		85,095	-
Other Revenue	23	146	-				146	-
<b>Total Revenue</b>	<b>13,347</b>	<b>85,241</b>	<b>165,821</b>		<b>51.4%</b>		<b>85,241</b>	-
<b>EXPENSES</b>								
Wages and Benefits	14,042	60,460	133,483		45.3%		60,460	-
Contracted services	554	4,295	6,000	(1)	71.6%		3,518	777
Repair & Maintenance	628	3,425	4,900	(2)	69.9%		2,914	511
Insurance	1,284	7,704	15,409		50.0%		7,704	-
Utilities	3,301	24,227	46,440		52.2%		17,201	7,026
Supplies & Small Equipment	348	4,439	3,835	(3)	115.8%		3,114	1,326
Training & Meetings	-	-	860		0.0%		-	-
Other operating expenses	240	2,739	5,093	(4)	53.8%		2,494	244
<b>Total Operating Expenses</b>	<b>20,396</b>	<b>107,289</b>	<b>216,020</b>		<b>49.7%</b>		<b>97,406</b>	<b>9,884</b>
<b>Net Income (Loss) from Operations</b>	<b>(7,049)</b>	<b>(22,049)</b>	<b>(50,199)</b>				<b>(12,165)</b>	<b>(9,884)</b>

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$1,220; Alarm services \$1,607; IT services \$738; 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 \$3,082 and a new printer, \$457 of which is allocable to the TCC.

(4) Other operating expenses include Dues & subscriptions \$614; Advertising \$1,014, Office Equipment Lease \$673.

# Mason Transit Authority

## Cash and Investments

June 30, 2018

FUND	5/31/2018	6/30/2018	Change
Cash - MC Treasurer	1,161,812.10	1,078,236.89	(83,575.21)
Investments - MC Treasurer	5,869,104.63	5,869,104.63	-
Payroll - ACH Columbia Bank	270,866.40	144,762.85	(126,103.55)
Petty Cash/Cash Drawer #1	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 7,302,283.13</b>	<b>\$ 7,092,604.37</b>	<b>\$ (209,678.76)</b>

Cash Encumbrances		
<b>Project Related:</b>		
City of Shelton; Alder St. project.		100,000
<b>Grant Related:</b>		
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
<b>Reserves:</b>		
General Leave Liability		150,622
Operating Reserves		2,000,000
Facility Repair Reserve		150,000
Emergency/Insurance Reserves		100,000
Capital Project Reserves		499,490
Fuel Reserves		120,000
Transportation Service Consultant		150,000
		<b>\$ 4,409,663</b>

Total of Cash \$ 7,092,604.37  
 Less Encumbrances \$ 4,409,663.00

**Undesignated Cash Balance Total (Including Reserves) \$ 2,682,941.37**

Investments - MC Treasurer (Reserves) \$ 5,869,104.63  
 Less Encumbrances \$ 4,409,663.00

**Undesignated Cash Reserves \$ 1,459,441.63**

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

# 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	6,567,000	5,617,000	950,000	135,356	1,410,796	Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R
Smart Bus Technology	400,000	400,000	-	301,885	301,885	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.
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
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 7,602,500</b>	<b>\$ 6,336,200</b>	<b>\$ 1,271,300</b>	<b>\$ 444,852</b>	<b>\$ 1,762,711</b>	

## 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
<b>TOTAL VEHICLE REPLACEMENT</b>	<b>\$ 1,084,930</b>	<b>\$ 378,679</b>	<b>\$ 706,251</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>PROPOSED 2018 CAPITAL PROJECTS</b>	<b>\$ 8,491,564</b>	<b>\$ 6,714,879</b>	<b>\$ 1,977,551</b>	<b>\$ -</b>	<b>\$ 1,201,572</b>
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Cash encumbered for MTA Funding portion - \$1,239,551.  
 Capital Project Reserves - \$499,490 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

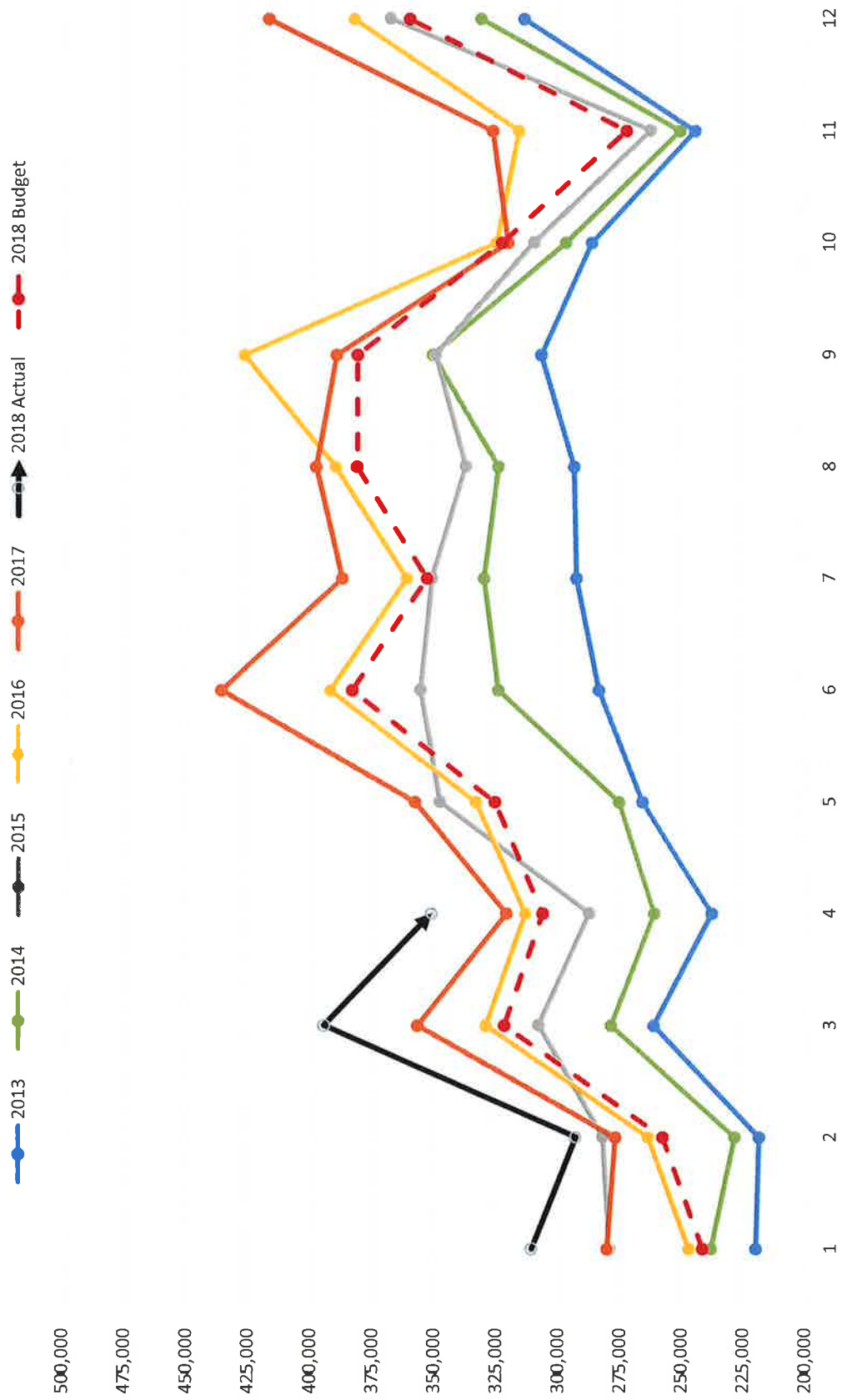
# Mason Transit Authority

## Sales Tax Collected

as of **6/30/2018** for **4/30/2018**

	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	350,586	305,522	15%	9%
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	1,348,031	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:** July 17, 2018

### **Summary for Discussion Purposes:**

- DoubleMap, Inc. – Bus Technology
  - Check #31523– \$184,485.27
- State Auditor’s Office – Annual Financial Statement and Accountability Audit
  - Check #31539 – \$1,141.20

June Purchases Fuel Prices: Diesel \$2.49 Unleaded \$3.32

### **Fiscal Impact:**

\$673,759.98

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of June 14, 2018 through July 11, 2018 financial obligations on checks #31516 through #31578, as presented for a total of \$673,759.98.

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Mason Transit Authority  
July 17, 2018 Disbursement Approval

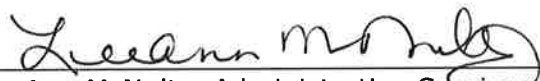
The following checks for the period of June 14, 2018 through July 11, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	31516 - 31578	\$673,759.98

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 6/29/2018	31546	167,156.97
Payroll & DRS – 7/13/2018	31578	167,530.21
DoubleMap, Inc.	31524	184,485.27

Submitted by:   
Brian Phillips, Staff Accountant

Date: 7/12/18

Approved by:   
LeeAnn McNulty, Administrative Services Manager

Date: 7-12-18

# Mason Transit Authority

## Board Check Register

From 6/14/2018 Through 7/11/2018

Document Date	Check #	Vendor Name	Amount
6/20/2018	31516	Advance Glass	481.57
6/20/2018	31517	Aflac	715.98
6/20/2018	31518	AIG Retirement	260.00
6/20/2018	31519	Ecolube Recovery, LLC dba American Petroleum Enviro	426.41
6/20/2018	31520	Associated Petroleum Products, Inc.	26,837.33
6/20/2018	31521	Aramark	167.89
6/20/2018	31522	Bridge Church	90.00
6/20/2018	31523	Cummins Northwest, LLC	266.05
6/20/2018	31524	DoubleMap, Inc.	184,485.27
6/20/2018	31525	EMC - Mason Transit	134.30
6/20/2018	31526	Gillig, LLC	1,764.10
6/20/2018	31527	LegalShield	164.40
6/20/2018	31528	Les Schwab	2,828.51
6/20/2018	31529	Mason County PUD #3	96.18
6/20/2018	31530	Mason County Utilities/Waste Management	96.00
6/20/2018	31531	Mountain Mist Water	168.76
6/20/2018	31532	My Painted Heart	397.12
6/20/2018	31533	Napa Auto Parts	506.93
6/20/2018	31534	Northridge Properties, LLC	1,500.00
6/20/2018	31535	Office Depot, inc.	79.96
6/20/2018	31536	Olympic Lock & Key	54.40
6/20/2018	31537	Pacific Office Automation	369.23
6/20/2018	31538	Paul's Electric NW, Inc.	159.85
6/20/2018	31539	State Auditor's Office - WA	1,141.20
6/20/2018	31540	Small & Mid-Sized Transit Alliance	25.00
6/20/2018	31541	South Sound Investment Properties, LLC	300.00
6/20/2018	31542	Spike's Hydraulics	154.23
6/20/2018	31543	Titus-Will	997.00
6/20/2018	31544	United Way of Mason County	46.00
6/20/2018	31545	Washington State Transit Association	200.00
6/27/2018	31546	Mason Transit Authority - ACH Account	167,156.97
7/5/2018	31547	Advance Glass	191.51
7/5/2018	31548	AIG Retirement	110.00
7/5/2018	31549	Alarm Center	240.00
7/5/2018	31550	Ecolube Recovery, LLC dba American Petroleum Enviro	435.36
7/5/2018	31551	Associated Petroleum Products, Inc.	489.34
7/5/2018	31552	Aramark	149.70

# Mason Transit Authority

## Board Check Register

From 6/14/2018 Through 7/11/2018

Document Date	Check #	Vendor Name	Amount
7/5/2018	31553	Aramark	26.33
7/5/2018	31554	Black Star	531.48
7/5/2018	31555	Kirk C Church dba 3C's	500.00
7/5/2018	31556	City of Shelton	563.03
7/5/2018	31557	Cascade Natural Gas	24.15
7/5/2018	31558	Cummins Northwest, LLC	394.79
7/5/2018	31559	EMC - Mason Transit	134.30
7/5/2018	31560	Gillig, LLC	895.66
7/5/2018	31561	Hood Canal Communications	7,059.36
7/5/2018	31562	Jim's Auto Repair & Towing	171.70
7/5/2018	31563	Les Schwab	1,481.13
7/5/2018	31564	Mason County PUD #3	1,983.39
7/5/2018	31565	McNulty, LeeAnn	364.44
7/5/2018	31566	Mountain Mist Water	191.37
7/5/2018	31567	Mood Media	103.20
7/5/2018	31568	Napa Auto Parts	1,237.84
7/5/2018	31569	Northwest Administrators	95,174.98
7/5/2018	31570	Office Depot, inc.	63.57
7/5/2018	31571	Builders FirstSource	25.23
7/5/2018	31572	Seattle Automotive Distributing	575.95
7/5/2018	31573	Super Bee Alignment	471.23
7/5/2018	31574	Titus-Will	252.82
7/5/2018	31575	Total Battery & Automotive Supply	83.40
7/5/2018	31576	Tozier Brothers, Inc.	142.47
7/5/2018	31577	United Way of Mason County	91.40
7/10/2018	31578	Mason Transit Authority - ACH Account	167,530.21
Total			673,759.98

# Mason Transit Authority

## Vendor Activity - Credit Card Charges

From 6/1/2018 Through 6/30/2018

Vendor Name	GL Title	Transaction Description	Expenses
U.S. Bank	Parts Inventory	Valeo - Parts	539.60
	Uniform Allowance	Shelton Outfitters - Raincoat	43.49
	Employee Recognition	Fred Meyer - R. Rothrock Retirement Cake & Bag	32.51
	Employee Recognition	TAGS - R. Rothrock Retirement Mug	17.41
	Advertising Fee	Indeed - Driver Recruitment	134.04
	Repair/Maintenance by Other	Belfair Hose & Hydraul - Hose Repair bus 850	98.27
	Contract Services	Microsoft - Email Service	21.76
	Contract Services	Microsoft - Email Service	30.47
	Contract Services	Microsoft - Email Service	318.96
	Contract Services	Smarsh - Email Archiving	464.00
	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	130.00
	Facility Repair/Maintenance	1000bulbs - Replacement Fluorescents	55.74
	Facility Repair/Maintenance	AllFuses - Fuses for RTU-Leeds AC	6.02
	Facility Repair/Maintenance	AllFuses - Fuses for RTU-Leeds AC	14.74
	Facility Repair/Maintenance	Invoice	22.76
	Facility Repair/Maintenance	Walmart - Cleaning Supplies	8.31
	Facility Repair/Maintenance	Walmart - Cleaning Supplies	20.33
	Facility Repair/Maintenance	Walmart - Landscaping	9.25
	Facility Repair/Maintenance	Walmart - Landscaping Brick	79.16
	Operating Supplies	Amazon - Alum Crimping Loop	14.08
	Operating Supplies	Amazon - Diodes, Doublemap Installation	16.70
	Operating Supplies	Amazon - Diodes, Doublemap Installation	22.18
	Operating Supplies	Amazon - Laptop Battery	28.19
	Operating Supplies	Home Depot - Ferrules, Doublemap Installation	19.34
	Operating Supplies	Image Toner - Toner	22.90
	Operating Supplies	LD Products - Toner	50.73
	Office Supplies	Amazon - Past Due Stamp	9.75
	Office Supplies	McLendons - Belfair Supplies	36.39
	Office Supplies	Office Depot - Toner	345.01
	Office Supplies	QFC - Belfair Supplies	8.01
	Cleaning/Sanitation Supplies	Walmart - Facility Supplies	21.50
	Safety Training Material & Supply	Tractor Supply - Wagon for Cones	86.79
	Shelter Supplies	Lowe's - Trash Cans	48.39
	Shelter Supplies	Mac Tools - Tools for Shelter	9.76
	Shelter Supplies	Walmart - Trash Bags	36.93
	Small Tools & Equipment	Home Depot - Lawn Mower Repair	17.92
	Small Tools & Equipment	Vericom - Battery Pack	68.00
	Small Equipment & Furniture	Lowe's - Shelving for Records Room	108.49
	Small Equipment & Furniture	Lowe's - Shelving for Records Room	141.01
	Small Equipment & Furniture	Lowe's - Shelving for Records Room	461.02
	Veh License/Registration Fee	WA DOL - VP Grant Fee	8.75
	Dues, Memberships, Subscriptions	Adobe - Acrobat Pro Subscription	16.26
	Dues, Memberships, Subscriptions	SHRM - Membership	189.00

# Mason Transit Authority

## Vendor Activity - Credit Card Charges

From 6/1/2018 Through 6/30/2018

Vendor Name	GL Title	Transaction Description	Expenses
	Travel & Meeting Expense MTA	Dollar Tree - Bags for PRTPO	10.88
	Travel & Meeting Expense MTA	Extracar - Parking SHRM Conference	59.34
	Travel & Meeting Expense MTA	Extracar - Parking WSTA HR/WSTIP	41.21
	Travel & Meeting Expense MTA	Fred Meyer - Water Bottles & Health Scacks	30.17
	Travel & Meeting Expense MTA	Groupon/Go Airport - Parking/transportation	44.00
	Travel & Meeting Expense MTA	Palmer Hilton - SHRM Conference Lodging	1,053.09
	Travel & Meeting Expense MTA	Shilo Inn - WSTA Board Meeting	112.92
	Training / Seminars	TSI - Fundamental Bus Course Cancellation Refund	(85.00)
	Advertising/Promotion Media	Quality Logo Products - Cellphone Sleeves & Handsanitizer	509.72
	Passenger Parking Facilities	Allstar Storage - Parking	460.50
		Total	6,175.00

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## **Mason Transit Authority Regular Board Meeting**

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

**Subject:** Transit Development Plan (TDP)

**Prepared by:** Danette Brannin, General Manager

**Approved by:** Danette Brannin, General Manager

**Date:** July 17, 2018

### **Summary for Discussion Purposes:**

The initial draft of the attached proposed Transit Development Plan (TDP) of Mason Transit Authority was provided for first viewing at the Board's June 19, 2018 Board meeting. Since that viewing, MTA has conducted two public hearings on July 10 and 11 seeking input, comments or questions from the public until 4:00 PM on Thursday, July 12, 2018.

Changes made to the TDP include a section on the Advisory Board to describe its role and purpose (page 2) and additional information on public outreach (page 17). The edits were made based on comments at the June 19<sup>th</sup> Board Meeting. The Public Hearing in Shelton on July 10 had one in attendance with no changes to the TDP suggested. The Public Hearing in Belfair on July 11 had one in attendance as well. The attendee asked in MCTAB would be added to the Organizational Chart. That change has not been incorporated.

The proposed TDP Draft included herein is for the Board to approve. Changes have been highlighted.

### **Fiscal Impact:**

None.

### **Staff Recommendation:**

Approve Mason Transit Authority's Transit Development Plan Draft for 2017-2023 for submission to Washington State Department of Transportation by September 1, 2018.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2018-2023 with the 2017 Annual Report for submission to the Washington State Department of Transportation by September 1, 2018.

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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.

## **Board of Directors:**

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

**Advisory Board:**

Mason Transit Authority advisory boards exist to enable the Authority Board to obtain advice on policies or issues from a specially selected group of citizens who have relevant expertise, interest or background to provide advice that is well reasoned, credible and/or appropriately represents opinions held by the broader community or relevant segments of the broader community.

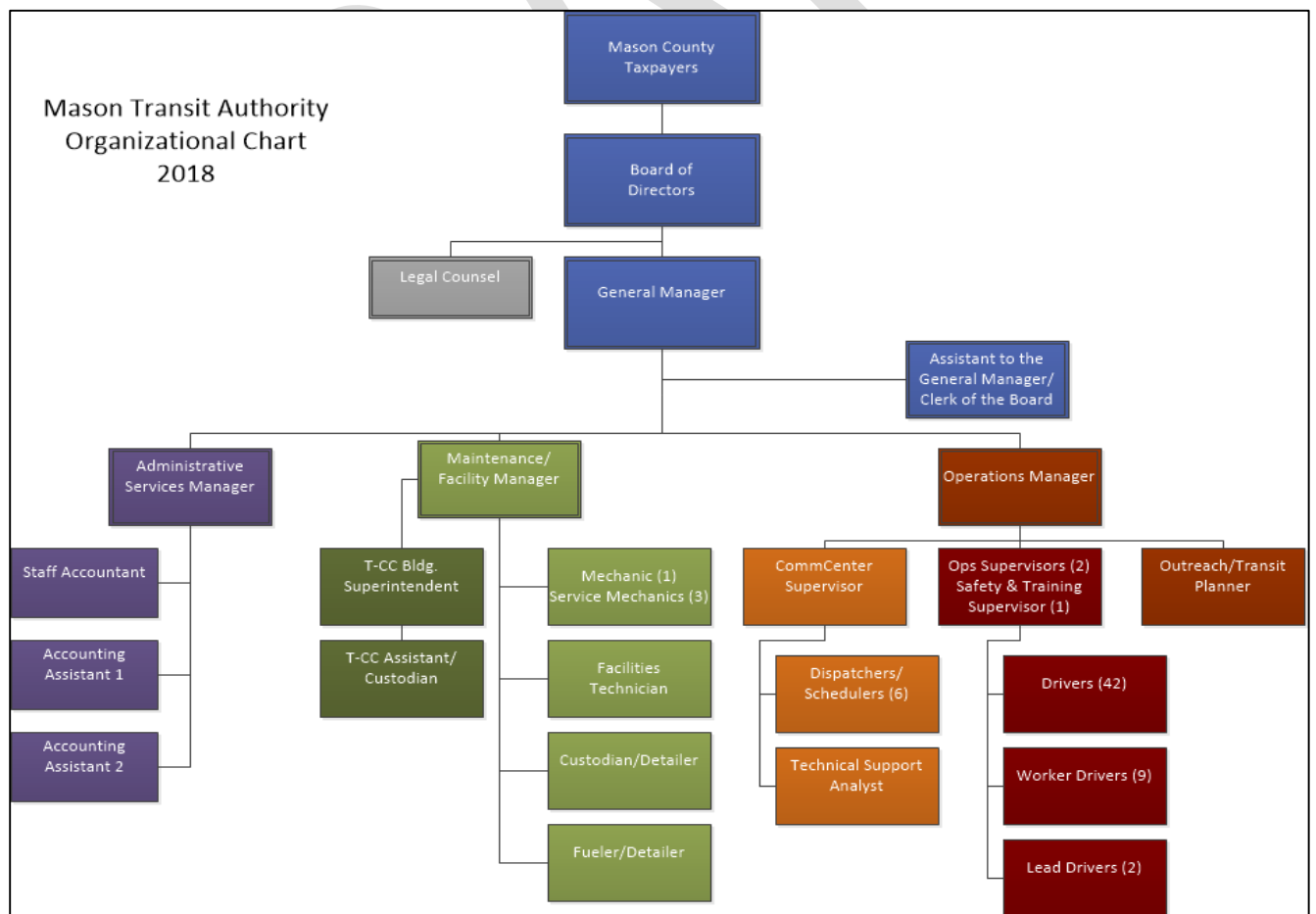
The role of advisory boards is generally limited to providing advice to the Authority Board on policies or issues.

**Employees:**

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
<b>Total</b>	<b>80</b>	<b>70.38</b>



## 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 and the general public 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.
- Conduct Community Conversations throughout the year to give the public opportunity to give input, suggestions and ask questions about MTA.

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

<b>Ridership</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
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
<b>Total</b>	<b>507,745</b>	<b>512,822</b>	<b>517,951</b>	<b>523,130</b>	<b>528,361</b>	<b>533,645</b>	<b>538,982</b>
<b>Service Hours</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
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
<b>Total</b>	<b>65,126</b>	<b>65,778</b>	<b>66,435</b>	<b>67,100</b>	<b>67,771</b>	<b>68,449</b>	<b>69,133</b>
<b>Mileage</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
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
<b>Total</b>	<b>1,291,887</b>	<b>1,304,806</b>	<b>1,317,854</b>	<b>1,331,032</b>	<b>1,344,343</b>	<b>1,357,786</b>	<b>1,371,364</b>

### 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
<b>Operating</b>							
<b>Revenue</b>							
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
<b>Total Operating Revenue</b>	<b>8,065,825</b>	<b>8,048,731</b>	<b>8,411,538</b>	<b>8,757,200</b>	<b>8,991,819</b>	<b>9,234,396</b>	<b>9,752,902</b>
<b>Expenses</b>							
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	-
<b>Total Operating Expenses</b>	<b>6,644,681</b>	<b>7,907,949</b>	<b>8,080,682</b>	<b>8,410,896</b>	<b>8,991,819</b>	<b>9,234,396</b>	<b>9,752,902</b>
<b>Net Operating Income (Deficit)</b>	<b>\$ 1,421,144</b>	<b>\$ 140,782</b>	<b>\$ 330,856</b>	<b>\$ 346,304</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital</b>							
<b>Revenue</b>							
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
<b>Total Capital Revenue</b>	<b>2,745,224</b>	<b>4,211,418</b>	<b>1,264,389</b>	<b>855,500</b>	<b>2,935,500</b>	<b>2,042,500</b>	<b>3,271,250</b>
<b>Expenses</b>							
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	-	-	-	-	-
<b>Total Capital Expenses</b>	<b>\$ 2,745,224</b>	<b>\$ 4,211,418</b>	<b>\$ 1,264,389</b>	<b>\$ 855,500</b>	<b>\$ 2,935,500</b>	<b>\$ 2,042,500</b>	<b>\$ 3,271,250</b>

## **Budget Assumptions through 2023:**

### Operating:

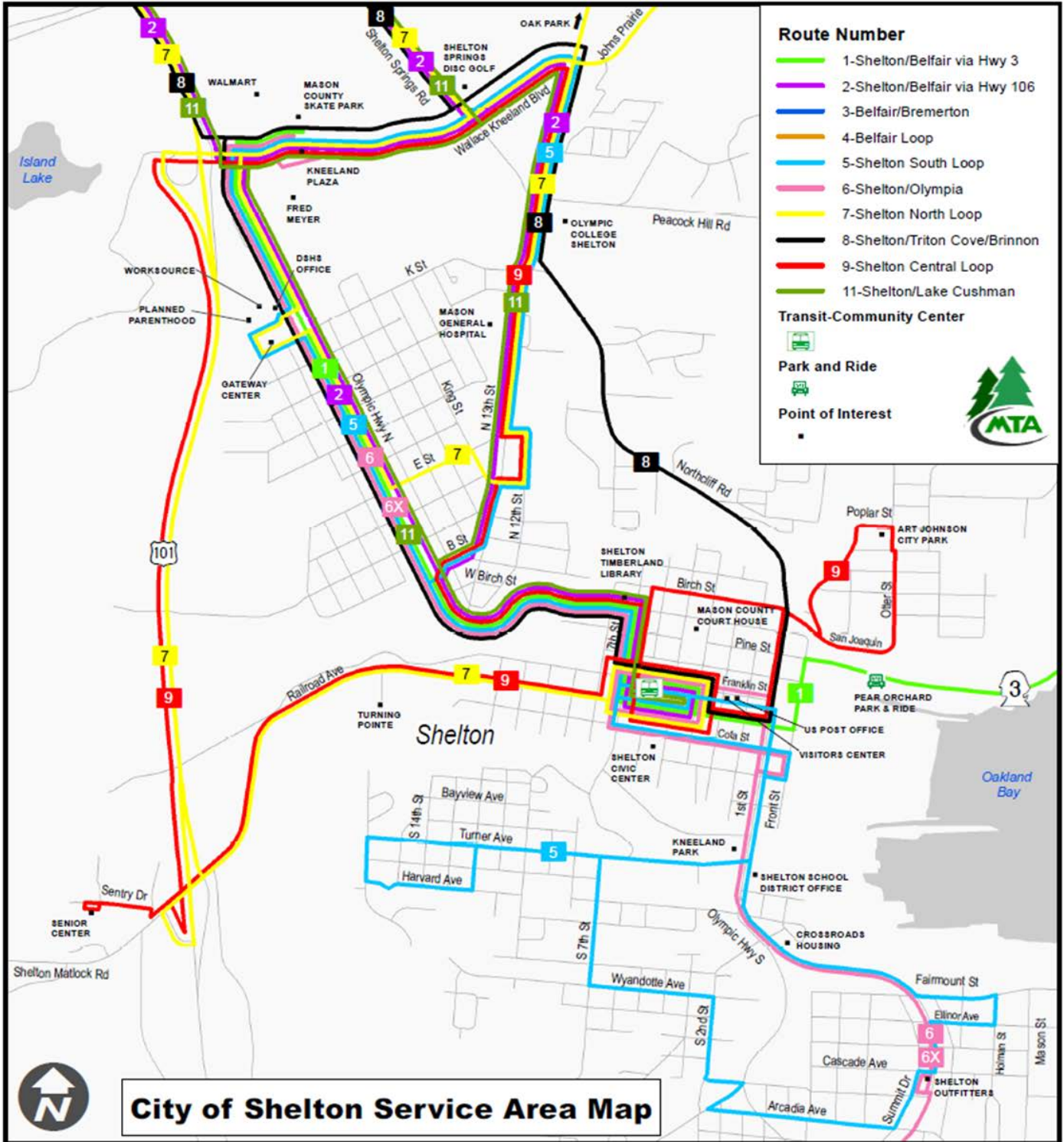
- ❖ Local Sales Tax – Through 2020 is based on 10 year trend, thereafter is assumed 2% growth to be conservative since trend growth was roughly 6% year-over-year.
- ❖ Investment Interest – Used growth rate of 2% through 2022, then in 2023 used a growth rate of -2% since our balance will start decreasing 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.

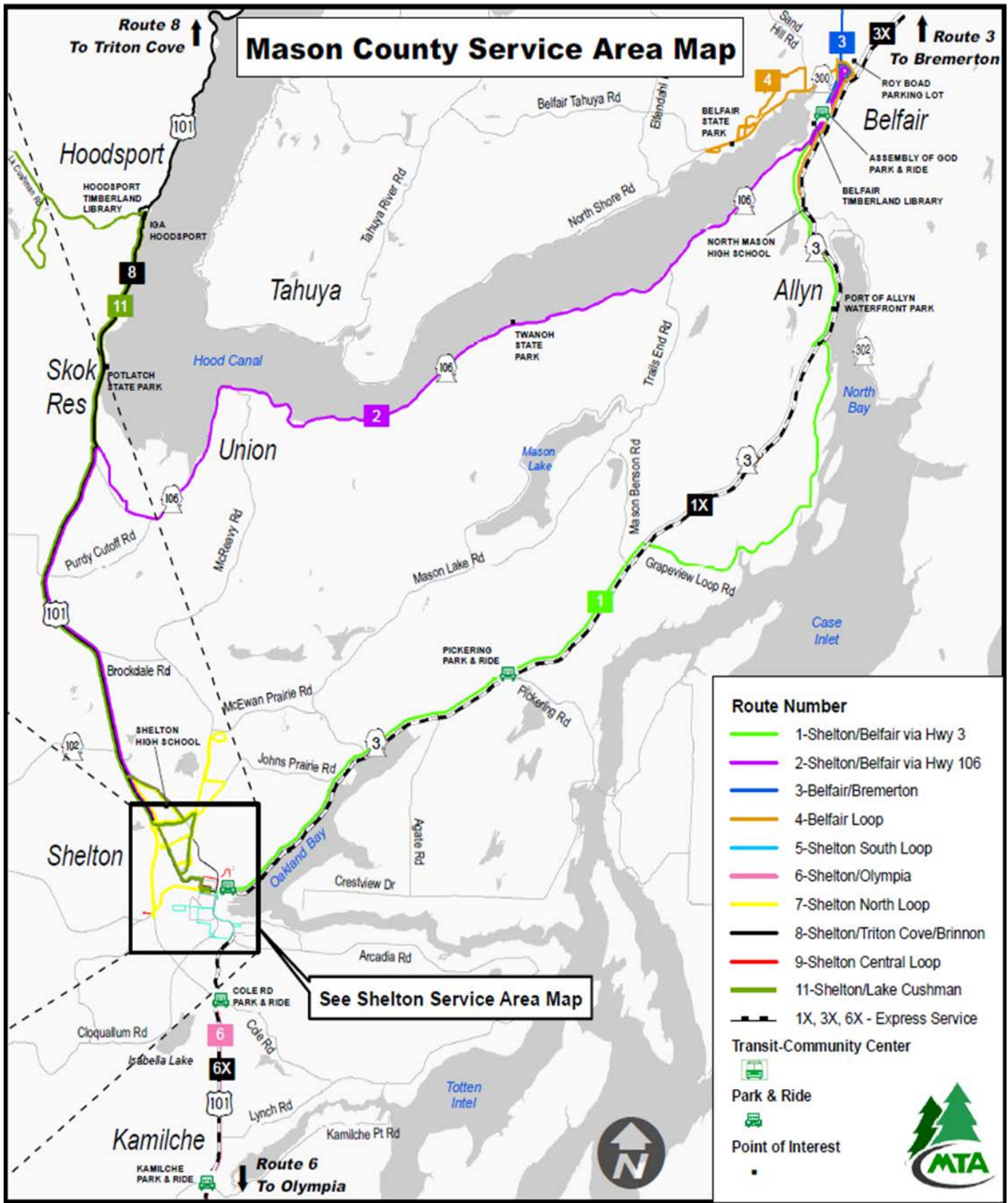
### Capital:

- ❖ 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





## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Unfinished Business – Item 2 – *Actionable*  
**Subject:** Update on Grant Application to WSDOT for Worker Driver Buses  
**Prepared by:** Danette Brannin, General Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** July 17, 2018

### **Summary for Discussion Purposes:**

During the June 19, 2018 Board meeting, the Board authorized the submission of an application for two 40' coaches to the Washington State Department of Transportation for the 2019-2021 Regional Mobility Grant (RMG) program. Shortly following the Board's approval, MTA was contacted by WSDOT and, upon further review, WSDOT did not believe that the use would receive approval for funding under RMG.

MTA has since received notification of another opportunity for grant funding of federal funds through the Federal Transit Administration (FTA) under the 5339(b) program that would be arranged through Washington State Department of Transportation (WSDOT). It is a competitive grant program to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities, with awards being given to proposers who demonstrate projects that support those needs. However, we were notified by WSDOT that diesel buses do not qualify under the grant; only alternative fuel buses such as electric and hybrid.

After much discussion with the Maintenance Manager, staff has decided to apply for two Gillig Hybrid buses. As previously indicated, the buses used for the Worker/Driver program are the oldest coaches in the fleet and are beyond useful life. Hybrid buses would work well for the Worker/Driver program and purchasing Hybrid buses would meet the State's mandate and carbon emissions goal.

The deadline for submitting grant applications to WSDOT is July 23, 2018, so it is on a compressed schedule. The match requirement for this opportunity is 20% of the overall purchase cost and will come from dedicated local MTA funds. The cost of two new 40' Hybrid coaches will be approximately \$1.36m. The purchase of vehicle replacement is listed in MTA's Transit Development Plan (TDP) and Six-Year Transportation Improvement Program (STIP).

### **Fiscal Impact:**

Approximately \$272,000 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' Hybrid coaches to the Washington State Department of Transportation for the FTA 4339(b) grant program.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 1 – *Actionable*  
**Subject:** Drug and Alcohol Policy Update  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** July 17, 2018

**Summary for Discussion Purposes:**

Mason Transit Authority performs a vital public service for our community. To ensure this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol free working environment in compliance with the Drug-Free Workplace Act of 1988. Employees who perform safety-sensitive functions will be subject to the specific requirements of federal regulations 49 CFR Part 40, published December 11, 2000, and as amended thereafter, and 49 CFR Part 655, published August 9, 2001, and as amended thereafter, issued pursuant to the Omnibus Transportation Employees Testing Act of 1991. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions.

The attached revamped Drug and Alcohol policy is a requirement of the Federal Transit Administration (FTA) and has been approved by that office. Additionally, copies have been provided to Legal Counsel. Since this policy has been developed to satisfy federal requirements, we are not at liberty to make any changes unless we receive approval from the FTA.

**Fiscal Impact:**

None

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2018-10 and the attached Policy for Drug and Alcohol for the purposes of MTA business.

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<b>Title:</b>	Drug and Alcohol Policy
<b>Number:</b>	301
<b>Effective:</b>	July 17, 2018
<b>Cancels:</b>	March 20, 2018
<b>Prepared by:</b>	LeeAnn McNulty Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2018-10

### Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Mason Transit Authority's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

### **All Mason Transit Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the DAPM/DER, see Attachment B, no later than five days after such conviction.

### Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service



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- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

### **Prohibited Behavior**

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

### **Consequences for Violations**

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.





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Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

#### Zero Tolerance

Per Mason Transit Authority policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

#### Circumstances for Testing

##### Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

##### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Mason Transit Authority has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.



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<b>Cancel:</b>	March 20, 2018
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<b>Approved by:</b>	Authority Board Resolution No. 2018-10

## Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Mason Transit Authority using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.



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## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least **30 minutes** before the end of the shift.

## Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.



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<b>Prepared by:</b>	LeeAnn McNulty Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2018-10

#### Dilute Urine Specimen

**If there is a negative dilute test result, Mason Transit Authority will conduct one additional retest.** The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

#### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Mason Transit Authority guarantees that the split specimen test will be conducted in a timely fashion.

#### Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Mason Transit Authority.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Mason Transit Authority for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Mason Transit Authority's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).



<b>Title:</b>	Drug and Alcohol Policy
<b>Number:</b>	301
<b>Effective:</b>	July 17, 2018
<b>Cancel:</b>	March 20, 2018
<b>Prepared by:</b>	LeeAnn McNulty Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2018-10

(13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

### Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DAPM/DER, see Attachment B, who will refer the individual to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

### Prescription Drug Use

**The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the DAPM/DER, see Attachment B. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.**

### Contact Person

For questions about Mason Transit Authority's anti-drug and alcohol misuse program, contact the DAPM/DER, see Attachment B.



<b>Title:</b>	Drug and Alcohol Policy
<b>Number:</b>	301
<b>Effective:</b>	July 17, 2018
<b>Cancels:</b>	March 20, 2018
<b>Prepared by:</b>	LeeAnn McNulty Administrative Services Manager
<b>Approved by:</b>	Authority Board Resolution No. 2018-10

**Attachment A: Covered Positions**

The following list includes safety-sensitive job titles of MTA employees or contractors who meet FTA safety-sensitive criteria:

- Cleaner/Fueler
- CommCenter Supervisor
- Custodian/Detailer
- Customer Service Representative
- Drivers
- Facilities Technician
- Mechanic
- Maintenance Manager
- Maintenance Support Technician
- Operations Manager
- Operations Supervisor
- Operations Safety & Training Supervisor
- Scheduler/Dispatcher
- Service Mechanic
- Worker/Driver



**Title:** Drug and Alcohol Policy  
**Number:** 301  
**Effective:** July 17, 2018  
**Cancel:** March 20, 2018  
**Prepared by:** LeeAnn McNulty  
Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-10

**Attachment B: List of Program Contacts**

**Drug and Alcohol Program Manager (DAPM) & Designated Employer Representative (DER)**

LeeAnn McNulty, Administrative Services Manager  
790 E Johns Prairie Road, Shelton, WA 98584  
Office: (360) 426-9434 or 1-800-281-9434 ext. 138  
Secure Fax: 360) 426-9143  
Agency Cell: (360) 545-7969  
Email: lmcnulty@masontransit.org

**Alternate Designated Employer Representative (DER)**

Haley Dorian, Accounting Assistant  
790 E Johns Prairie Road, Shelton, WA 98584  
Office: (360) 426-9434 or 1-800-281-9434 ext. 123  
Fax: (360) 426-9143  
Email: hdorian@masontransit.org

**Second Alternate Designated Employer Representative (DER)**

Christina Haugan, Accounting Assistant  
790 E Johns Prairie Road, Shelton, WA 98584  
Office: (360) 426-9434 or 1-800-281-9434 ext. 152  
Fax: (360) 426-9143  
Email: chaugan@masontransit.org

**Testing Coordinator**

Mason General Hospital Lab	A WorkSAFE Service, Inc.
901 Mountain View Drive	1696 Capital St. NE
Shelton, WA 98584	Salem, OR 97301
Phone: (360) 427-9565	Phone: (503) 391-9363
Hours: Mon-Fri 8 am to 3 pm	Hours: 24 hr./day
24 hr. Post-Accident/Reasonable Suspicion	

**Medical Review Officer**

Drug Free Business  
Dr. Dee McGonigle, MD, MRO  
11511 N.E. 195<sup>th</sup> Street, Suite 102  
Bothell, WA 98011  
Phone: 866-448-0651

**Employee Assistance Program**

ComPsych  
1-800-570-9315  
www.guidanceresources.com



**Title:** Drug and Alcohol Policy  
**Number:** 301  
**Effective:** July 17, 2018  
**Cancel:** March 20, 2018  
**Prepared by:** LeeAnn McNulty  
Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-10

Phone: 425-489-0832

**Substance Abuse Professionals**

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**ComPsych**

1-800-570-9315

[www.guidanceresources.com](http://www.guidanceresources.com)

**David Pearlman, NCAC II, SAP**

20102 Cedar Valley Road

Suite 103 (Main Office)

Lynnwood, WA 98036

(425) 478-0152

**Alfreda Haines, NAADAC, SAP**

F.H. Counseling & Associates, PLLC

917 Pacific Ave., Suite #214

Tacoma, WA 98402

Phone: (253) 777-4772 Ext. 31





**Title:** Drug and Alcohol Policy  
**Number:** 301  
**Effective:** July 17, 2018  
**Cancel:** March 20, 2018  
**Prepared by:** LeeAnn McNulty  
Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2018-10

**ACKNOWLEDGEMENT OF MASON TRANSIT AUTHORITY DRUG AND ALCOHOL TESTING POLICY**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the revised MTA Drug & Alcohol Policy mandated by the U.S. Department of Transportation, Federal Transit Administration, for all covered personnel who perform a safety-sensitive function.

I understand this policy is required by and conforms to 49 CFR PART 655, as amended, and has been duly adopted by the governing body of MTA. Any provisions contained herein which are not required by either 49 CFR Part 655 or 49 CFR Part 40, as amended, and have been imposed solely on the authority of MTA designated as such in the policy.

I also affirm my understanding that compliance with all provisions contained in this policy is a condition of my initial and continued employment. By accepting employment or continuing to be employed by MTA in a safety-sensitive position, I am giving my consent to submit to testing for alcohol and drugs as specified in this policy and the regulations upon which it is based.

I hereby agree to comply with all requirements of MTA policy and USDOT regulations 49 CFR 655 and 49 CFR 40 with regard to implementation and execution of their substance abuse programs.

I further understand that the information contained in the approved policy is subject to change, and that any change or addendum to this policy shall be provided to me in a manner consistent with the provisions of 49 CFR Part 655, as amended.

Please sign and date this certification and return it to the Administrative Services Manager.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Witness Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**RESOLUTION NO. 2018-10**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A REVISED DRUG AND ALCOHOL POLICY.**

**WHEREAS**, the Mason Transit Authority Board approved and adopted Mason Transit Authority's Drug and Alcohol Policy on February 6, 1996; and

**WHEREAS**, from time to time, revisions are necessary to be consistent and in compliance with drug and alcohol testing as mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the revised Policy for Drug and Alcohol, which is attached hereto and incorporated herein, be established and adopted and all previous adopted versions or revisions of POL-301 shall be rescinded in their entirety.

Adopted this 17<sup>th</sup> day of July, 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:** Agreement for Star Pass Program

**Prepared by:** Danette Brannin, General Manager

**Approved by:** Danette Brannin, General Manager

**Date:** July 17, 2018

**Summary for Discussion Purposes:**

Attached is an Agreement for the State Agency Rider (STAR) Pass program between WSDOT and Mason Transit Authority. The purpose of the agreement is to establish a transit pass program for Washington State employees assigned to a worksite located in Thurston County and use unlimited and unrestricted travel on all Mason Transit routes, including regular fixed routes and Dial-A-Ride service. The STAR Pass program is also used by Intercity Transit and Grays Harbor Transit.

Legal Counsel has reviewed the Agreement for the State Agency Rider (STAR) Pass program.

**Fiscal Impact:**

MTA will invoice WSDOT \$1,083.33 monthly, not to exceed \$13,000 annually.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2018-11 and the attached Agreement between WSDOT and MTA for the operation of the STAR Pass program (Agreement#GCB3007).

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Mason Transit Authority Agreement and WSDOT Agreement #GCB3007

Agreement for the State Agency Rider (STAR) Pass Program  
Between the Washington State Department of Transportation  
And  
Mason Transit Authority

This agreement is made and entered into by and between MASON TRANSIT AUTHORITY, a public transportation benefit area of the State of Washington, hereinafter referred to as "TRANSIT", and WASHINGTON STATE DEPARTMENT OF TRANSPORTATION hereinafter referred to as "WSDOT" (Agreement.)

WHEREAS, pursuant to RCW 70.94.547, WSDOT is authorized to aggressively develop substantive programs to reduce commute trips by state employees to reduce energy consumption, congestion, and air and water pollution; and

WHEREAS, the State of Washington in its Session Laws of 2018, chapter 297, section 220 (6) and (7), has appropriated funds in the transportation budget for WSDOT to implement the state agency commute trip reduction program; and

WHEREAS, WSDOT seeks to encourage transit as an alternative to automobile use by Washington State employees; and

WHEREAS, TRANSIT is authorized to provide public transportation and generally promote alternatives to driving alone travel in Washington State; and

WHEREAS, TRANSIT provides fixed route bus services to the majority of State of Washington worksites; and

WHEREAS, TRANSIT provides fixed route bus service throughout the urban growth areas of Thurston and Mason counties;

NOW, THEREFORE, pursuant to chapter 39.34 RCW, and in consideration of the terms, conditions, covenants, and performance contained herein, TRANSIT and WSDOT agree as follows:

1. PURPOSE

1.1 This Agreement establishes a transit pass program for Washington State employees assigned to a worksite located in Thurston County hereinafter referred to as the "STAR Pass Program."

## 2. DEFINITIONS

### 2.1 Eligible Employees

Eligible employees shall include Washington State employees (employees) – both permanent and temporary – whose regularly assigned workstation is located within Thurston County. Retired state employees and state K-12 employees are not eligible for a STAR Pass.

### 2.2 State Agency Rider (STAR) Pass Sticker

A STAR Pass authorizing sticker authorizes eligible employees to unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, and Dial-a-Lift service at no cost, referred to hereinafter as “STAR Pass Sticker.” The STAR Pass Sticker shall be of a size and design that is mutually deemed acceptable by WSDOT and TRANSIT. The STAR Pass Sticker shall have no value after the termination date of this Agreement. Should this Agreement be extended pursuant to Section 3, below, the stickers shall remain valid through the new termination date established by mutual written amendment to the Agreement.

### 2.3 Employee Existing Photo Identification Cards/Badges

The STAR Pass sticker shall be applied to participating employees’ existing agency photo identification cards/badges, which are issued by participating Washington State agencies. At a minimum, this card shall include the employee’s name and picture. The STAR Pass sticker shall be affixed to the side of the identification card that contains the employee’s picture.

### 2.4 STAR Pass Identification Card

The parties recognize that some agencies do not provide an employee photo identification card. To facilitate the participation of such employees in the STAR Pass Program, a STAR Pass photo identification card will be provided by WSDOT. This card will include, at a minimum, the employee’s name and picture and will validate that they are an employee of the State of Washington. The STAR Pass sticker shall be affixed to the side of the identification card that contains the employee’s picture.

### 2.5 STAR Pass

Employee existing photo identification cards/badges with a STAR Pass Sticker affixed thereto and the STAR Pass identification card with a STAR Pass Sticker affixed thereto are both referred to as “STAR Pass.”

## 3. TERM

3.1 The term of this Agreement shall commence on July 1, 2018, regardless of the date of signature and execution of this Agreement and continue through June 30, 2019, unless terminated earlier as provided herein.



3.2 This Agreement may be extended for additional terms subject to a renegotiation of the Agreement terms, payment for services, and other terms. Any extensions shall be in writing and signed by persons authorized to represent each party.

#### 4. PROCEDURE FOR USE

4.1 During this program, WSDOT will provide agencies with a STAR Pass sticker that shall be affixed as applicable on each participating employee's agency photo identification card or STAR Pass photo identification card. This sticker will signify that a person is a Washington State employee who is eligible to participate in the STAR Pass Program. TRANSIT will provide individuals who present a validated STAR Pass when boarding a TRANSIT vehicle, unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, and Dial-A-Lift service. Service operated by any another transit agency is not part of this Agreement.

4.2 The STAR Pass must be displayed for the bus operator upon boarding. Operator will accept only STAR Passes that are affixed to a state-issued photo identification card.

#### 5. WSDOT RESPONSIBILITIES.

##### 5.1 Printing

The costs of printing STAR Pass stickers in sufficient quantity and distributing those stickers to the appropriate agency staff, and photo identification cards to agencies that do not provide identification cards to their employees, will be borne by WSDOT.

##### 5.2 Distribution

WSDOT will develop and enforce policies and procedures that ensure STAR Passes are only distributed to persons who are eligible to participate in this program. WSDOT will coordinate with other Washington State agencies to ensure that STAR Passes are distributed only to eligible employees.

##### 5.3 Collection of STAR Passes Upon Termination

WSDOT will coordinate with other state agencies to ensure that STAR Passes are collected from employees before they terminate state employment or move to a worksite outside of Thurston County.

#### 6. TRANSIT RESPONSIBILITIES

##### 6.1 Program Marketing

TRANSIT will consult with WSDOT for, and Transit will pay for on-going marketing and promotional campaigns for the STAR Pass program.

## 6.2 Sticker and Pass Design

TRANSIT will assist WSDOT in designing the validating STAR Pass Sticker and STAR Pass identification card and will deliver to WSDOT, at no cost to WSDOT, print ready artwork as needed.

## 6.3 Transit Access

TRANSIT will allow each eligible employee displaying a valid STAR Pass to unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, and Dial-a-Lift service, without charge.

## 6.4 Collection of Transit Ridership Data

To facilitate program review and evaluation, TRANSIT will develop and maintain program ridership reports. TRANSIT and WSDOT will jointly develop a methodology to periodically assess ridership. TRANSIT will assess STAR Pass use during the months of September and/or October, and during the Legislative Session each year that the Agreement is in effect. Each assessment will be conducted throughout a two-week period. TRANSIT will provide the results of these surveys to WSDOT and TRANSIT and WSDOT will use such results to determine the amount to be charged to WSDOT for the STAR Pass program.

## 7 PAYMENT

7.1 TRANSIT will invoice WSDOT monthly for the operation of the STAR Pass program in the amount of One Thousand Eighty Three Dollars (\$1,083.33).

- A. The total contract is not to exceed Thirteen Thousand Dollars (\$13,000). At the completion of each ridership assessment per Section 6.4 of this Agreement, the monthly amount paid by WSDOT to TRANSIT for the STAR Pass Program may be adjusted. Any changes to the amount shall require an amendment to this contract.
- B. WSDOT shall make payment to TRANSIT within thirty (30) days of receipt from TRANSIT of appropriate invoices and billing statements.

7.2 No advance payment shall be made for services furnished by TRANSIT prior to execution of this contract or prior to services being provided.

## 8. REPORTS AND EVALUATIONS

8.1 TRANSIT's ridership reports and other records will be available for inspection, review, or audit by personnel duly authorized by WSDOT. Program performance reports will be maintained by TRANSIT for a period of six years following the termination of this Agreement. TRANSIT shall allow WSDOT access to program performance reports for the purpose of monitoring and evaluating program performance.

8.2 If any litigation, claim or audit is commenced, the records and accounts along with supporting documentation shall be retained until such litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the six-year retention period.

## 9. AMENDMENTS

9.1 Either party may request changes to this Agreement. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment of this Agreement and signed by persons authorized to represent each party.

## 10. INDEPENDENT CAPACITY OF TRANSIT

10.1 The TRANSIT and its employees, agents, representatives or subcontractors performing under this contract are not employees or agents of WSDOT. TRANSIT, its employees agents, representatives of subcontractors, will not hold themselves out as nor claim to be an officer or employee of WSDOT or of the State of Washington by reason hereof, nor will TRANSIT make any claim of right, privilege or benefit which would accrue to an employee under Chapter 41.06 RCW.

## 11. INDEMINIFICATION

11.1 TRANSIT shall protect, defend, indemnify, and hold harmless the WSDOT, its officers, officials, employees, and agents as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), of whatsoever kind brought against WSDOT arising out of, or in any way in connection with the execution of this Agreement. TRANSIT will not be required to indemnify defend, or save harmless the WSDOT if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the sole negligence of the WSDOT. Where such claims, suits, or actions result from the concurrent negligence of both parties, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each party's own negligence. The indemnification and hold harmless provision shall survive termination of this Agreement.

11.2 TRANSIT agrees that its obligations under this section extend to any claim, demand and/or cause of action brought by, or on behalf of, any TRANSIT employees or agents arising from or in connection with execution of this Agreement while they are on public or on WSDOT-owned right-of-way. For this purpose, TRANSIT, by mutual negotiation, hereby waives with respect to the WSDOT only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions of Title 51 RCW

12. AMERICAN WITH DISABILITIES ACT (ADA) of 1990. PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

12.1 TRANSIT must comply with the ADA, and any amendments thereto, which provide comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

## 13. TERMINATION

13.1 Failure by either party to comply with the terms of this Agreement shall constitute a breach of the Agreement and cause for termination, subject to any other provisions of this Agreement that allow either party a reasonable time to cure such noncompliance, and otherwise subject the breaching party to the non-breaching party's sole option to permit a reasonable time to cure such noncompliance.

13.2 Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) days written notification. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance rendered prior to the effective date of termination.

13.3 In the event funding from state, federal or other sources is withdrawn, reduced or limited in any way after the effective date of this contract and prior to completion of the term of this Agreement, WSDOT may terminate the contract under the "Termination" clause, without the thirty day notice requirement, subject to re-negotiation under any new funding limitations and conditions.

#### 14. APPLICABLE LAW AND VENUE

14.1 This Agreement shall be governed by and construed according to the laws of the State of Washington. Nothing in this Agreement shall be construed as altering or diminishing the rights or responsibilities of the parties as granted or imposed by state law.

14.2 In the event that either party deems it necessary to initiate litigation involving this Agreement, venue shall be in Thurston County, Washington.

#### 15. DISPUTES

15.1 In the event that a dispute arises under this Agreement, it shall be resolved in the following manner: Each party shall appoint a member to a Dispute Board. Both appointed members shall jointly appoint a third member to the Dispute Board who is not employed by or otherwise associated with either party. The Dispute Board shall evaluate the dispute and make a determination of the dispute which shall be binding upon both parties.

15.2 The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

15.3 Each party shall be responsible for its own costs for the Dispute Board and process and also agrees to share equally in any costs of the third member to the Dispute Board.

#### 16. INSURANCE

16.1 TRANSIT shall obtain and keep in force during the full term of this Agreement the following coverage:

- A. Workmen's Compensation Insurance in compliance with the laws of the State of Washington covering all employees employed by TRANSIT and providing services pursuant to this Agreement.

- B. Comprehensive Auto Liability Insurance on all vehicles used in connection with this Agreement whether owned, non-owned, or hired, with not less than \$5,000,000.00 combined single limit for bodily injury and property damage per accident.
- C. Comprehensive General Liability Insurance with limits for bodily injury and property damage of \$5,000,000.00 combined single limit per occurrence.

16.2 TRANSIT will name WSDOT, its officers, agents, employees, and volunteers as an additional insured on the insurance policies in "B" and "C" above by endorsement of the liability policies required above. The endorsement shall require the insurer to provide WSDOT with not less than Forty-five (45) days prior written notice per RCW 48.18.290 before any cancellation of the coverage required above.

16.3 Within ten (10) days of execution of this Agreement TRANSIT will provide WSDOT with evidence of the insurance coverage listed above through either a certificate of insurance or certified copy of the policy.

## 17. ASSIGNMENT/SUBCONTRACTING

17.1 TRANSIT shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of WSDOT and its is further agreed that said consent must be sought in writing by TRANSIT not less than sixty (60) days prior to the date of any proposed assignment. WSDOT reserves the right to reject without cause any such assignment.

## 18. NON-DISCRIMINATION

18.1 In the performance of this Agreement, TRANSIT shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), American With Disabilities Act of 1990, Public Law 101-336, 28 CFR Part 35, and Chapter 49.60 RCW, as now or hereafter amended.

18.2 TRANSIT shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical handicap in:

- a) Any terms or conditions of employment to include taking affirmative action necessary to accomplish the objectives of this part; and
- b) Denying an individual the opportunity to participate in any program provided by this Agreement through the provision of services, or otherwise afforded others.

18.3 In the event of TRANSIT's non-compliance or refusal to comply with the above provisions, this Agreement may be rescinded, canceled, or terminated in whole or in part, and TRANSIT may be declared ineligible to further enter into Agreement with WSDOT. TRANSIT shall, however, be given a reasonable time in which to cure this noncompliance.

18.4 Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

19. PARTY CONTRACT MANAGERS

19.1 WSDOT's contract manager: Amber Nguyen  
Public Transportation Division  
PO Box 47387  
Olympia, Washington 98504-7387  
360-705-7877

19.2 MASON TRANSIT AUTHORITY's Contract manager Kathy Geist  
790 E Johns Prairie Rd  
Shelton, Washington 98584  
360-426-9434

20. SEVERABILITY

20.1 Should any provision of this Agreement be deemed invalid or inconsistent with any federal, state or local law or regulation, the remaining provisions shall continue in full force and effect.

21. ENTIRE CONTRACT

21.1 This agreement is the complete expression of the terms hereto, and any oral representations or understandings not incorporated herein are excluded.

22. AUTHORIZATION

22.1 The undersigned acknowledge that they are authorized to execute this Agreement and bind their agencies to the obligations set forth herein.

**IN WITNESS WHEREOF, TRANSIT AND WSDOT have caused this Agreement to be executed as of the date last signed below by the Parties.**

**MASON TRANSIT AUTHORITY**

**DEPARTMENT of TRANSPORTATION**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Danette Brannin,  
General Manager

\_\_\_\_\_  
Brian Lagerberg, Director  
Public Transportation

**RESOLUTION NO. 2018-11**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
APPROVING AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE  
AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF  
TRANSPORTATION TO ESTABLISH THE STAR TRANSIT PASS PROGRAM  
(AGREEMENT#GCB3007).**

**WHEREAS**, Mason Transit Authority desires to establish the State Agency Rider (STAR) Pass program with the Washington State Department of Transportation (WSDOT) to provide transportation to those riders of the STAR program to further enable their use of transit when connecting with other transit providers in the STAR program;

**WHEREAS**, to participate in this STAR program, it is necessary to enter into an agreement establishing the terms and conditions of the program;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the General Manager is authorized to sign the Agreement for the State Agency Rider (STAR) Pass Program between the State of Washington Department of Transportation and Mason Transit Authority (Agreement#GCB3007).

Adopted this 17<sup>th</sup> 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 3 – *Actionable*  
**Subject:** Purchase of Vehicle Column Lifts  
**Prepared by:** Marshall Krier, Maintenance and Facilities Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** July 17, 2018

### **Summary for Discussion Purposes:**

The Maintenance Department has determined a need for an additional set of mobile column lifts for service and repairs of our buses. The two sets we currently have are continually in use and we are performing an increased amount of under bus servicing and find ourselves adjusting work flow because of a lack of lifts.

We have researched, performed site visits and found wireless units manufactured by Stertil-Koni to be a great value, reliable and safe.

This purchase was approved for \$45,000 in our 2018 capital project budget.

### **Fiscal Impact:**

\$41,000 plus tax.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board authorize the General Manager to purchase a set of 4 ST-1075-2FWA wireless mobile column lifts from Northwest Lift and Equipment not to exceed \$41,000 plus tax.

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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:** Patrick Holm, SCJ Alliance

**Approved by:** Danette Brannin, General Manager

**Date:** July 17, 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 is progressing the selected building design.
- 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:** July 17, 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 July 17, 2018

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# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 17, 2018

## GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- **Service Review:** Reviewed Memorandum on Public Input Survey Results. Participated in bi-weekly phone meetings.
- **Park & Ride Development:**
  - **Belfair Park & Ride Development:**
    - Building preliminary design is done. Reviewed cost estimates. Then plans will be finalized.
    - Response on the Intersection Control Analysis has not been received from WSDOT.
  - **Other Park & Ride Progress:**
    - The Pear Orchard project will be ready to advertise in approximately two months. Construction has been moved up with the intention of completing in by June 30, 2019.
- **EDC:** Attended monthly EDC Board Meeting.
- **WSTIP:** Attended quarterly Executive Committee Meeting and Board Meeting.
  - We have received our annual Risk Profile. A copy is included in the Board Packet.
- **WSTA/SMTA:** Reviewed and ranked RFPs for new SMTA lobbyist. I will be participating on the interview panel on July 18.
- **Transit CEO/GM Meeting:** Quarterly meeting with Kitsap Transit CEO and Jefferson Transit GM.
- **T-CC Parking Lot:** Results of the site assessment have been entered into the EIM portal.
- **Training:** Participated in two Webinars. FTA FY 2018 Grants for Buses and Bus Facilities Infrastructure Investment Program and Communicating with People who have Hearing, Vision and Speech Disabilities: ADA Requirements for Facilities, Vehicles and Services.
- **Transit Development Plan/Statewide Transportation Improvement Program/Comprehensive Economic Development Strategy:** Public hearings were conducted July 10 and 11 in Shelton and Belfair respectively. The TDP is due September 1, 2018 to WSDOT. Final copy is included for approval in the July Board packet. STIP has been reviewed and updated. CEDS info to EDC has been updated.
- **External Activities:**
  - Attended monthly EDC Administrators Breakfast
  - Attended Turning Pointe Open House in Belfair.
- **Internal Activities:**
  - Bus riding – Rode with three drivers. Took bus to work one day. Visited the Belfair office twice.
  - Usual meetings with the Executive Team and Leadership Team. Miscellaneous meetings with staff.
  - Met with driver and Operations Manager to discuss Driver Roadeo participation. Mike and I will work with drivers and Operations staff to promote participation in the 2019 Roadeo.
  - Participated in Drug and Alcohol audit follow up.
  - Grant preparation for the joint application with WSDOT for 5339(b) Bus and Bus Livability funding.
  - Met with staff to ensure STAR program is administered according to the agreement and proper tracking is implemented.
  - Reviewed D/A Policy.
  - Finalized procedures for procurement.

## TEAM UPDATES

### **ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty**

- **HR Dashboard:** 71 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 – four (one Worker Driver retired, two workers have resigned voluntarily, one retirement).
- **HR Support:**
  - The FTA Drug and Alcohol audit wrap-up continues. WSDOT visited to review MTA's and Mason General Hospital's responses to the audit. As part of our response, the revised FTA approved D&A policy is included in this board packet for approval ahead of the response window deadline of July 26, 2018.
  - Provided additional training to Ops Supervisors to ensure D&A compliance.
  - Attended the webinar The Supervisor's Role in Minimizing Liability for Discrimination, Harassment and Retaliation presented by Summit Law.
- **Recruiting:**
  - Three of the four drivers from the June 4<sup>th</sup> class are progressing through training with all receiving their CDL licenses. They remain on track to be independently on the road by July 30.
  - We have opened another driver recruitment for a class beginning August 6.
- **Training:**
  - The SHRM Annual Conference was a great opportunity and valuable experience. I was able to attend sessions to assist in ADA/reasonable accommodations, creating bulletproof documentation, how to detect and stop workplace bullying, cutting the cost of workplace drama, how to capitalize on the first 90 days with a new hire, just to name a few.
  - I attended the WSTA-Finance Committee quarterly meeting. Topics included an update on the implementation for the upcoming State Paid Family Medical Leave, an update from WSDOT Public Transportation Business Services Manager, the anticipated impact of the Marketplace Fairness Act ESB 2163, WSTIP 's legal counsel provided training on ideal collective bargaining processes.
  - Attended WSTIP quarterly board meeting.
- **Finance**
  - The SAO onsite audit work has wrapped up. I am delighted to report that I have received notification that there will be no findings, management letters or exit items for our 2017 financial and accountability functions. The Exit Conference is scheduled for July 30<sup>th</sup> at 1:30 pm. Board members are asked to notify Tracy if you plan to attend.
  - I am preparing the WSDOT Summary of Public Transportation 2017 data in line with the upcoming due date.

### **MAINTENANCE/FACILITIES – Marshall Krier**

- **Statistics:** Our maintenance team continues to provide great service. For the first 6 months of 2018, we have maintained a fleet availability 93.55% with our target being 95%. This number is down slightly because one bus has been out of service several months because of an accident. Our on time preventive maintenance performance is 86% and we have zero past due inspections. These kind of numbers are extremely difficult to maintain and requires all of the team members working together to make it happen. All facility preventative maintenance inspections are maintaining a 95% on time percentage as well. Eighty percent of our repairs take 24 hours or less to accomplish.
- **Update on Bus 300:** Bus 300 was involved in a major collision the first part of April. We received two estimates to have it repaired and they both exceeded the value of the bus. MTA received a salvaged settlement of \$26,900 dollars and because the overall condition of the bus is good we have decided to repair it. Our cost, including the salvaged settlement will be approximately \$20,000. This is considerably less than attempting to purchase a new or used bus.
- **Fuel Prices.** Fuel prices have decreased. Our last delivery of diesel was \$2.44/gal compared to \$2.631/gallon in June. Good news!

- **T-CC Building Superintendent Update:**
  - Worked with T-CC tenants.
  - Started summer 4-H camp.
  - Monitored Forest Festival.
  - Still working with Operations and Facilities Manager regarding “Customer Resource Officer”, “Public Relations Officer”, or “Passenger Support Officer” position.
  - Waiting on quotes for T-CC kitchen re-wiring project.
  - T-CC parking lot signs have been posted.
  - Finalized rental agreement with Wild Olympic (food vendor in atrium).
  - Worked on HVAC failure solutions with IT Specialist Josh Jacobs and Mike Ringgenberg. Fixed HVAC problem for now with a minimum of cost and disruption to tenants at the T-CC.
  - Completed monthly fire extinguisher inspections and sprinkler drum drip draining.
  - Finalized termination contract for the Olympic College kitchen lease. Olympic College will be exiting the T-CC facility at the end of July. We will miss our partnership with Olympic College.

#### OPERATIONS – Mike Ringgenberg

- **Driver Evaluations:** Operations supervisors have completed 26 of 37 On Board Driver Evaluations.
- **Facility Tours:** Kathy G. hosted the Mason County 4-H club with over 25 kids and chaperones that visited MTA & Shepard Soaps.
- **New Drivers:** MTA’s two new drivers, Kenny Murphey and Joseph Hutchinson, completed their CDL driving test on June 23 to receive their WA state CDL license. Congrats!!
- **Outreach Success Stories:** Kathy G. met with the new employee coordinator for PSNS and determined that if we changed a route leaving Bremerton by 10 minutes that we would be able to pick up more PSNS workers getting off shift at 4pm. We have made the change and it will begin on June 16!! Kathy also met with the Boys & Girls club in Belfair to craft a plan to make it easier for the Club to use MTA, another win by communicating with our clients!
- **RFP 2017-01 Service Review:** Nelson Nygaard is working on three potential service option ideas to present to the Board, riders and drivers to gather additional feedback.
- **RFP 2017-02 Technology:** Doublemap conducted training with the dispatchers and drivers on the newly installed equipment and software in June. We are currently loading drivers into the system and building the blocks of work in the software. We are planning to conduct major outreach to inform the riders on the new changes to our TapRide and Doublemap websites when the go live date gets near. Our goal is to go live on Aug 6, 2018.
- **Rider Assists:** Lead drivers conducted 14 rider assists during June 2018.
- **Road Construction in Shelton:** Riders and drivers are handling the road construction very well. Some days the routes change by the hour. 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. trained three individuals on PASS training this month.
- **Vanpool:** Usage rate for June 2018 was 50%, 8 of 16 vans were in use.

#### TRANSIT-COMMUNITY CENTER – Steve Weisenbach

- **Gym:** Gym use for June came in at around 716 people to kick summer off. The normal recreational programs (including CHOICE, pickle ball, and yoga) were steady receiving attendance of over 500 participants combined and the summer 4-H program and events included around 200 people.
- **Atrium:** Wild Olympic foods opened for business around mid-June in the atrium. Although it is hard to quantify the exact number of people that visited, many folks enjoyed hot food being offered at the T-CC. We hope to share this partnership for many months to come.
- **Conference Room:** Conference room use for June numbered around 100 people from our weekly programs, seminars and MTA sponsored meetings, including the monthly board meeting and Ray Rothrock’s retirement party. Congratulations, Ray!
- **Shelton School District Cultural Center:** Shelton School District continues to draw many new faces to the T-CC visiting the new cultural center. Ricardo has talked with well over 50 students and their families this month.
- **Inspections and Facility:** We completed our bi-annual fire drill with tenants this month. Everything went without a hitch. The entire T-CC complex was cleared and checked in under 2 minutes and our headcount program seemed to work well.

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2018 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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2018 Work Items	Completed as of 7/13/18	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 were held July 10 and 11. Edits were made based on input. Ready for Board Approval at July meeting. TDP is due September 1.
Review and update Employee Handbook based on union contracts		Δ	Δ			Due to audits and some revising of policies this has not been completed yet. Admin Services Manager will be able to concentrate on updating now that several tasks in the department are completed.
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				This is completed. Maintenance has assessed parking lot needs at the Johns Prairie facility.
Accounting Software		Δ				Researching software options to compare with current software.
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	Consolidated Grant application has not been announced but timeline has been released by WSDOT. Grant is due September 14
Install rear destination signs on low floor buses				Δ		
Purchase refurbished buses for Worker/Driver program				Δ		We were unable to submit a RMG application to replace buses. FTA announced funding opportunity for 5399 Bus and Bus Livability. We will partner with other rural transits under the coordination of WSDOT for W/D bus replacement. There is still the option of submitting 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.

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## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Informational Item 3 – *Informational*

**Subject:** Service Review

**Prepared by:** Danette Brannin, General Manager

**Approved by:** Danette Brannin, General Manager

**Date:** July 17, 2018

### **Summary for Informational Purposes:**

#### **Public Input Survey Results**

We received the results from the public input survey. A copy can be found on MTA's website. The main findings from the survey are:

- The most requested service improvement was great frequency.
- Frequent riders requested later service.
- Those respondents who never ride MTA reported being most likely to ride if the bus took them where they wanted to go.
- A number of respondents requested MTA service in areas where it is currently provided. (Opportunity to market better)
- All rider types were most likely to report riding MTA because it saves them money.
- All rider types were most likely to plan trips and check bus schedule on the MTA website.
- Many were complimentary of MTA in the open response opportunity.
- Survey respondents were primarily rare users or have never used MTA services.

#### **Upcoming Activities:**

In July, Nelson/Nygaard will be on site to review service changes we have made to address the construction, most notably the shuttle from the T-CC to the Wallace-Kneeland and hospital areas.

In August, the Consultant Team will be on site at MTA facilities to gather input from the drivers and other staff.

In September, Nelson/Nygaard will be at the Board meeting to present service options.