



## **AGENDA**

Mason Transit Authority Board  
Regular Meeting  
October 16, 2018, 4:00 p.m.  
Mason Transit Authority  
to be held at the following location:  
*Port of Allyn*  
*18560 East SR 3*  
*Allyn*

### **OPENING PROTOCOL**

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

### **PUBLIC COMMENT**

### **CONSENT AGENDA – ACTION**

- 1. Pg. 03: Approval of Minutes: Approval of the minutes of the September 18, 2018 MTA regular Board meeting**
- 2. Pg. 07: Financial Reports: September 2018**
- 3. Pg. 15: Check Approval: September 14, 2018 – October 10, 2018**

### **REGULAR AGENDA**

#### **UNFINISHED BUSINESS:**

- 1. [None]**

#### **NEW BUSINESS:**

- 1. Pg. 23: Electronic Board Packets – ACTIONABLE**
- 2. Pg. 29: Proposed Revised Non-Represented Compensation Plan – Resolution No. 2018-13 – ACTIONABLE**
- 3. Pg. 39: Surplus Vehicle – Resolution No. 2018-14 – ACTIONABLE**
- 4. Pg. 43: Intergovernmental Disposition – ACTIONABLE**
- 5. Pg. 47: First View of 2019 Budget (Operating Only) – DISCUSSION**

### **INFORMATIONAL UPDATES**

- 1. Pg. 55: Park and Ride Update**
- 2. Pg. 57: Management Reports**

### **GENERAL MANAGER'S REPORT**

### **COMMENTS BY BOARD**

### **PUBLIC COMMENT**

### **ADJOURNMENT**

**UPCOMING MEETING AND PUBLIC HEARING:**

**Mason Transit Authority  
Regular Meeting**

*November 20, 2018 at 4:00 p.m.  
Transit-Community Center  
601 West Franklin Street  
Shelton*

**Mason Transit Authority  
Public Hearing on Proposed 2019 Budget**

*Tuesday, October 30, 2018 at 4:30 p.m.  
Transit-Community Center  
601 West Franklin Street  
Shelton*

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

DRAFT

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
September 18, 2018  
Transit-Community Center  
601 West Franklin Street  
Shelton**



**OPENING PROTOCOL**

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

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

**Authority Voting Board Members Not Present:** [All present.]

**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; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; Kathy Geist, Outreach-Transit Planner; and Cristina Barone of Nelson/Nygaard.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the September 18, 2018 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campbell/Martin. 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 July 17, 2018 and the MTA Board special meeting of August 28, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of July and August, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of July 12, 2018 through September 13, 2018 financial obligations on checks #31579 through #31847, as presented for a total of \$1,239,341.83.

**Campbell/Tarzwell. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

1. **Nelson/Nygaard Presentation** – Cristina Barone discussed the proposed services scenarios based on responses from riders and general public in connection with the surveys, as well as the upcoming public engagement events.

### **NEW BUSINESS**

1. **Amendment to 2018 LMTAAA Contract** – LeeAnn McNulty, Administrative Services Manager, described to the Board that, through the Amendment, MTA will receive additional funding from LMTAAA for the 2018 Volunteer Driver program. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract No. 18-1120-0041-06(1) for the provision of volunteer transportation services. **Drexler/Pogreba. Motion carried.**
2. **Maintenance Committee** – Danette Brannin, General Manager, described the history and development of the Maintenance Committee; the potential construction cost concerns voiced by the Maintenance Committee and upcoming request for bids. Following a brief discussion in connection with the upcoming bid process relating to the building construction at the Belfair Park and Ride, it was **moved** that the main request for bid shall be for the original square footage of the building with a request that an alternative bid be requested for the larger building as an alternate. **Neatherlin/Campbell. Motion carried.**
3. **Memorandum of Understanding with Mason County Community Services-Public Health** – Ms. Brannin indicated that it was requested by the Mason County Community Services-Public Health that the Memorandum of Understanding be entered into to identify how MTA will have a presence at the quarterly stakeholder meetings and explore community partnerships to fill gaps in the Mason County Opioid Response Plan. **Moved** that the Mason Transit Authority Board approve Resolution No. 2018-12 and the Memorandum of Understanding with Mason County Community Services-Public Health in connection with its Mason County Opioid Response Plan. **Neatherlin/Campbell. Motion carried.**

**INFORMATIONAL UPDATES** – Ms. Brannin briefly spoke to the Board with regard to the park and rides as well as explained that the operations statistics were being provided to the Board in a new format that may assist in identifying trends and other information relating to tracking ridership numbers.

**GENERAL MANAGER'S REPORT** – [None.]

### **COMMENTS BY BOARD MEMBERS** –

Board member Neatherlin expressed his appreciation of Kathy Geist's participation at the two Opiate Stakeholders task force meetings, which was also echoed by the Board Chair and Board member Campbell.

**EXECUTIVE SESSION** – The Board Chair announced that the meeting was in Executive Session at 5:21 p.m. to review the performance of a public employee; that the session is closed to the public and action may follow the executive session. The Board Chair then excused all participants in the meeting except Board members. The Board Chair stated that it may end at 5:41 p.m.

At 5:41 p.m., Board member Dorcy left the Board meeting and the Board Chair indicated that the session may end in an additional 10 minutes.

At 5:47 p.m., MTA legal counsel left the executive session.

At 5:51 p.m., Ms. Brannin was requested to be present in the Executive Session and the Board Chair stated that executive session may end at 6:01 p.m.

**RECONVENED REGULAR SESSION** – The Board Chair announced that the meeting was in regular session at 6:01 p.m. with the following action being taken:

It was **moved** by Board member Neatherlin that in recognition of Ms. Brannin’s fantastic review and all the improvements that she has made to Mason Transit since becoming General Manager, to show the Board’s appreciation for all that she has done, they were increasing her income to a level she deserved, which is 10%, so that her annual income would now be \$100,740.

**Neatherlin/Campbell. Motion carried.**

**Moved** that the meeting be adjourned.

**ADJOURNED** 6:02 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Service Analysis Open House  
North Mason Timberland Library  
23081 NE State Route 3  
Belfair  
Monday, September 24  
5:30 pm – 7:30 pm**

**Mason Transit Authority  
Service Analysis Open House  
Transit-Community Center  
601 West Franklin Street  
Shelton  
Tuesday, September 25  
5:30 pm – 7:30 pm**

**Mason Transit Authority  
Regular Meeting  
October 16, 2018 at 4:00 p.m.  
Port of Allyn  
18560 East SR 3  
Allyn**

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

**Agenda Item:** Consent Agenda – Item 2 – *Actionable*  
**Subject:** Financial Reports – September 2018  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 16, 2018

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

Included are the September 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 July 2018 (received September 30, 2018) was \$449,080 – which was approximately 28% higher than budgeted, and 16% higher than July 2017 actual.

#### *Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses would be at 75% (9/12) of the budget through the end of September. Total YTD Revenue is currently over budget at 80.50%. Total YTD Operating Expenses is currently under budget at 73.82%.

### **Fiscal Impact:**

September's fiscal impact reflects total revenues of \$711,638 and operating expenses of \$765,512 for a net loss of \$53,873. This net loss is due to the timing of the bus pullout on Alder St., the expense was recognized at the end September for \$96,398.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

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

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# Mason Transit Authority

## September 2018 Financial Report

|  | September Actual | 2018 YTD Actual  | 2018 Budget      | Notes | Percentage of Budget Used |
|--|------------------|------------------|------------------|-------|---------------------------|
|  |                  |                  |                  |       | 75.00%                    |
| <b>REVENUE</b>                           |                  |                  |                  |       |                           |
| Passenger Fares                          | 7,177            | 73,659           | 101,600          |       | 72.50%                    |
| PSNS Worker/Driver & Vanpool Fares       | 19,697           | 193,203          | 265,000          |       | 72.91%                    |
| <b>Total Operating Revenue (Fares)</b>   | <b>26,874</b>    | <b>266,861</b>   | <b>366,600</b>   |       | <b>72.79%</b>             |
| Sales Tax                                | 380,343          | 3,386,216        | 3,897,207        | (1)   | 86.89%                    |
| Operating Grants                         | 253,843          | 2,169,368        | 3,046,116        | (2)   | 71.22%                    |
| Rental Income                            | 13,959           | 136,273          | 183,418          |       | 74.30%                    |
| Investment Income                        | 10,394           | 72,853           | 20,000           |       | 364.27%                   |
| Other Non-operating Revenue              | 26,226           | 258,144          | 300,400          | (3)   | 85.93%                    |
| <b>Total Revenue</b>                     | <b>711,638</b>   | <b>6,289,715</b> | <b>7,813,741</b> |       | <b>80.50%</b>             |
| <b>EXPENSES</b>                          |                  |                  |                  |       |                           |
| Wages and Benefits                       | 414,046          | 3,824,221        | 5,677,315        |       | 67.36%                    |
| Contracted services                      | 43,775           | 281,048          | 423,608          |       | 66.35%                    |
| Fuel                                     | 29,993           | 291,793          | 336,000          | (4)   | 86.84%                    |
| Vehicle/Facility Repair & Maintenance    | 32,051           | 234,593          | 308,200          |       | 76.12%                    |
| Insurance                                | 19,876           | 178,880          | 238,506          |       | 75.00%                    |
| Intergovernmental - Audit Fees           | -                | 29,411           | 29,000           |       | 101.42%                   |
| Rent - Facilities and Park & Ride        | 2,440            | 21,334           | 30,800           |       | 69.26%                    |
| Utilities                                | 10,073           | 92,651           | 131,140          |       | 70.65%                    |
| Supplies - Equipment                     | 14,415           | 82,636           | 119,245          |       | 69.30%                    |
| Training & Meetings                      | 581              | 24,232           | 55,185           |       | 43.91%                    |
| Other operating expenses                 | 101,358          | 221,948          | 169,002          | (5)   | 131.33%                   |
| Pooled Reserves                          | 96,904           | 444,349          | 240,000          | (6)   | 185.15%                   |
| <b>Total Operating Expenses</b>          | <b>765,512</b>   | <b>5,727,096</b> | <b>7,758,001</b> |       | <b>73.82%</b>             |
| <b>Net Income (Loss) from Operations</b> | <b>(53,873)</b>  | <b>562,619</b>   | <b>55,740</b>    |       |                           |

### 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 and Q2 2018 actuals and July, August, and September accruals.  |
| (3) | Includes Q1 and Q2 2018 actuals and July, August, and September accruals of RMG Grant - \$169,497, LMTAA Volunteer program revenue - \$28,930, Volunteer Donations - \$1,489, Sale of Maintenance Services \$3,014, Sale of Bus ads \$17,120, Community Van - \$4,126, and Insurance Recoveries - \$26,929.  |
| (4) | Average diesel price per gallon year to date is \$2.45. Average gasoline price per gallon year to date is \$3.12.  |
| (5) | Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues, Memberships, Subscriptions/Unemployment Insurance). Expenses through the month include: Volunteer Driver Program reimbursements \$29,357, Advertising \$15,590, Merchant/credit card fees \$5,086, Office Equipment Lease \$4,721, Dues, Memberships, Subscriptions \$28,012, Alder Bus Pullout \$96,398, plus other misc. expenses. |
| (6) | Pooled Reserves is the amount of actual sales tax money received for 2018 in excess of the 2018 budgeted amount.   |

# Mason Transit Authority

September 2018 Financial Report - TCC

|  | 2018 September Actual | 2018 YTD Actual | 2018 Budget     | Notes | Percentage of Budget Used |  | YTD - Community Center Allocation | YTD - Transit Allocation |
|--|-----------------------|-----------------|-----------------|-------|---------------------------|--|-----------------------------------|--------------------------|
|  |                       |                 |                 |       | 75.00%                    |  |                                   |                          |
| <b>REVENUE</b>                           |                       |                 |                 |       |                           |  |                                   |                          |
| T-CC Rental                              | 12,492                | 123,075         | 165,821         |       | 74.22%                    |  | 123,075                           | -                        |
| Other Revenue                            | 46                    | 214             | -               |       |                           |  | 214                               | -                        |
| <b>Total Revenue</b>                     | <b>12,538</b>         | <b>123,289</b>  | <b>165,821</b>  |       | <b>74.35%</b>             |  | <b>123,289</b>                    | <b>-</b>                 |
| <b>EXPENSES</b>                          |                       |                 |                 |       |                           |  |                                   |                          |
| Wages and Benefits                       | 10,097                | 90,473          | 133,483         |       | 67.78%                    |  | 90,473                            | -                        |
| Contracted services                      | 330                   | 5,415           | 6,000           | (1)   | 90.25%                    |  | 4,491                             | 924                      |
| Repair & Maintenance                     | 322                   | 6,994           | 4,900           | (2)   | 142.73%                   |  | 5,503                             | 1,491                    |
| Insurance                                | 1,284                 | 11,557          | 15,409          |       | 75.00%                    |  | 11,557                            | -                        |
| Utilities                                | 3,192                 | 33,981          | 46,440          |       | 73.17%                    |  | 24,126                            | 9,855                    |
| Supplies & Small Equipment               | 452                   | 6,050           | 3,835           | (3)   | 157.76%                   |  | 3,919                             | 2,131                    |
| Training & Meetings                      | -                     | -               | 860             |       | 0.00%                     |  | -                                 | -                        |
| Other operating expenses                 | -                     | 2,906           | 5,093           | (4)   | 57.06%                    |  | 2,494                             | 412                      |
| <b>Total Operating Expenses</b>          | <b>15,677</b>         | <b>157,376</b>  | <b>216,020</b>  |       | <b>72.85%</b>             |  | <b>142,563</b>                    | <b>14,813</b>            |
| <b>Net Income (Loss) from Operations</b> | <b>(3,139)</b>        | <b>(34,087)</b> | <b>(50,199)</b> |       |                           |  | <b>(19,274)</b>                   | <b>(14,813)</b>          |

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$1,830; Alarm services \$1,847; IT services \$1008; Annual Fire Extinguisher and Backflow Testing \$413.

(2) Temp Employee Maintenance Services \$793 prior to hiring on T-CC Assistant/Custodian, Replacement Flag \$401, New Door Lock and replacement keys \$1,109, Kitchen Electrical Work \$2,242 .

(3) Supplies and Small Equipment largely consist of cleaning supplies for \$4,550 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

## 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             | 209,326                    | 1,484,766             | Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R |
| Smart Bus Technology                          | 400,000             | 400,000             | -                   | 324,827                    | 324,827               | 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             | 96,398                     | 96,398                | 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               | Fixed - Under Warranty     | -                     | 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>\$ 638,162</b>          | <b>\$ 1,956,021</b>   |   |

### VEHICLE REPLACEMENT

| Vehicle                          | Budget              | Grants              | MTA Funding       | Actual 2018 Costs Expended | Project Costs to Date | Purpose   |
|----------------------------------|---------------------|---------------------|-------------------|----------------------------|-----------------------|---|
| 2 Worker Driver Coaches          | 1,514,489           | 1,135,866           | 378,622           | -                          | -                     | Replacement inventory. Two new hybrids at 757k a piece. |
| 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>\$ 2,049,419</b> | <b>\$ 1,514,545</b> | <b>\$ 534,873</b> | <b>\$ -</b>                | <b>\$ -</b>           |   |

**PROPOSED 2018 CAPITAL PROJECTS**      \$ 8,491,564    \$ 6,714,879    \$ 1,977,551      **\$ 1,201,572**

Cash encumbered for MTA Funding portion - \$1,239,551.  
 Capital Project Reserves - \$744,857 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

# Mason Transit Authority

## Cash and Investments

September 30, 2018

| FUND                        | 8/31/2018              | 9/30/2018              | Change                |
|-----------------------------|------------------------|------------------------|-----------------------|
| Cash - MC Treasurer         | 1,436,604.87           | 1,398,615.55           | (37,989.32)           |
| Investments - MC Treasurer  | 6,269,104.63           | 6,269,104.63           | -                     |
| Payroll - ACH Columbia Bank | 180,000.00             | 180,000.00             | -                     |
| Petty Cash/Cash Drawer #1   | 500.00                 | 500.00                 | -                     |
| <b>TOTAL</b>                | <b>\$ 7,886,209.50</b> | <b>\$ 7,848,220.18</b> | <b>\$ (37,989.32)</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  |                     |
| <b>Total Grant Match</b>                            |         | <b>1,139,551</b>    |
| <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                            |         | 744,857             |
| Fuel Reserves                                       |         | 120,000             |
| Transportation Service Consultant                   |         | 150,000             |
|   |         | <b>\$ 4,655,030</b> |

Total of Cash \$ 7,848,220.18

Less Encumbrances \$ 4,655,030.00

**Undesignated Cash Balance Total (Including Reserves) \$ 3,193,190.18**

Investments - MC Treasurer (Reserves) \$ 6,269,104.63

Less Encumbrances \$ 4,655,030.00

**Undesignated Cash Reserves \$ 1,614,074.63**

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

# Mason Transit Authority

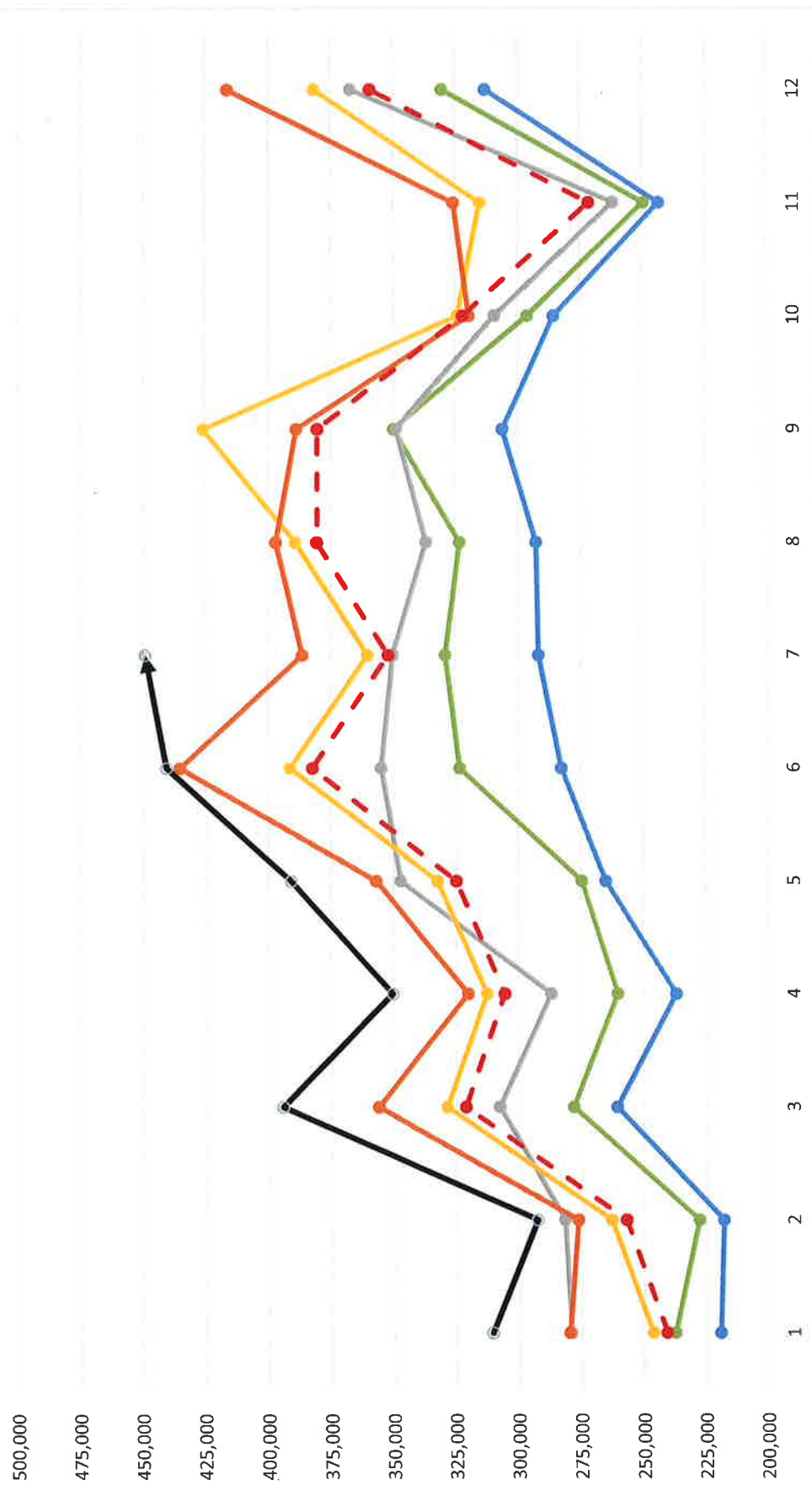
## Sales Tax Collected

as of **9/30/2018** for **7/31/2018**

|           | 2013      | 2014      | 2015      | 2016      | 2017      | 2018<br>Actual | 2018<br>Budget | 2018 Budget<br>Variance | % Change<br>2017 - 2018<br>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   | 391,052        | 324,865        | 20%                     | 10%                               |
| June      | 282,753   | 323,498   | 354,920   | 391,485   | 435,445   | 440,606        | 382,579        | 15%                     | 1%                                |
| July      | 291,925   | 329,201   | 350,290   | 360,375   | 386,531   | 449,080        | 352,176        | 28%                     | 16%                               |
| 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 | 2,628,770      | 3,897,207      |                         |                                   |

# Monthly Sales Tax Trend

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



**Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 3 – ***ACTION***  
**Subject:** Check Approval  
**Prepared by:** Brian Phillips, Staff Accountant  
**Approved by:** LeeAnn McNulty, Administrative Services Manager  
**Date:** October 16, 2018

**Summary for Discussion Purposes:**

- Jimini Construction LLC
  - Check #31866 – \$17,088.75 – Repave JP Facility Front Access Road
- SCJ Alliance
  - Check #31943 – \$30,614.27 – P&R Construction
- The Shoppers Weekly
  - Check #31945 – \$9,112.23 – Surveys for Service Feedback

September Purchases Fuel Prices: Diesel \$2.58 Unleaded \$3.32

**Fiscal Impact:**

\$551,228.14

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of September 14, 2018 through October 10, 2018 financial obligations on checks #31848 through #31957, as presented for a total of \$551,228.14.

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Mason Transit Authority  
October 16, 2018 Disbursement Approval

The following checks for the period of September 14, 2018 through October 10, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

| DESCRIPTION             | CHECK NUMBERS | TOTAL AMOUNT |
|-------------------------|---------------|--------------|
| Accounts Payable Checks | 31848 - 31957 | 551,228.14   |

| Included within the checks were: |         |            |
|----------------------------------|---------|------------|
|                                  | Check # | Amount     |
| Payroll & DRS – 9/21/2018        | 31849   | 161,240.78 |
| Payroll & DRS – 10/5/2018        | 31895   | 154,383.76 |
| Jimini Construction LLC          | 31866   | 17,088.75  |
| SCJ Alliance                     | 31943   | 30,614.27  |
| The Shoppers Weekly              | 31945   | 9,112.23   |

Submitted by:   
Brian Phillips, Staff Accountant

Date: 10/11/18

Approved by:   
LeeAnn McNulty, Administrative Services Manager

Date: 10-11-18

# Mason Transit Authority

## Board Check Register

From 9/14/2018 Through 10/10/2018

| Document Date | Check # | Vendor Name   | Amount     |
|---------------|---------|---|------------|
| 9/17/2018     | 31848   | District 160  | 1,475.87   |
| 9/20/2018     | 31849   | Mason Transit Authority - ACH Account               | 161,240.78 |
| 9/26/2018     | 31850   | Advance Glass                                       | 149.71     |
| 9/26/2018     | 31851   | Aflac   | 715.98     |
| 9/26/2018     | 31852   | ALG Retirement                                      | 240.00     |
| 9/26/2018     | 31853   | Ecolube Recovery, LLC dba American Petroleum Enviro | 404.16     |
| 9/26/2018     | 31854   | Associated Petroleum Products, Inc.                 | 23,941.01  |
| 9/26/2018     | 31855   | Aramark   | 566.79     |
| 9/26/2018     | 31856   | Aramark   | 51.81      |
| 9/26/2018     | 31857   | ARI Phoenix, Inc.                                   | 558.13     |
| 9/26/2018     | 31858   | Association of Washington Cities                    | 25.00      |
| 9/26/2018     | 31859   | Bridge Church                                       | 90.00      |
| 9/26/2018     | 31860   | Ruben Castro  | 11.00      |
| 9/26/2018     | 31861   | Cummins Northwest, LLC                              | 379.77     |
| 9/26/2018     | 31862   | Department of Enterprise Services                   | 54.45      |
| 9/26/2018     | 31863   | EMC - Mason Transit                                 | 125.80     |
| 9/26/2018     | 31864   | Gillig, LLC   | 1,834.67   |
| 9/26/2018     | 31865   | Gillis Auto Center, Inc.                            | 466.70     |
| 9/26/2018     | 31866   | Jimini Construction L.L.C.                          | 17,088.75  |
| 9/26/2018     | 31867   | LegalShield   | 138.50     |
| 9/26/2018     | 31868   | Les Schwab  | 2,641.86   |
| 9/26/2018     | 31869   | Mason County Garbage, Inc.                          | 415.94     |
| 9/26/2018     | 31870   | Mason County PUD #3                                 | 97.77      |
| 9/26/2018     | 31871   | Mason County Community Services                     | 1,094.74   |
| 9/26/2018     | 31872   | Mason County Utilities/Waste Management             | 96.00      |
| 9/26/2018     | 31873   | Mathis Exterminating                                | 244.13     |
| 9/26/2018     | 31874   | Mountain Mist Water                                 | 80.08      |
| 9/26/2018     | 31875   | Mood Media  | 103.20     |
| 9/26/2018     | 31876   | Northridge Properties, LLC                          | 1,500.00   |
| 9/26/2018     | 31877   | Northwest Administrators                            | 85,064.94  |
| 9/26/2018     | 31878   | Office Depot, inc.                                  | 381.61     |
| 9/26/2018     | 31879   | Pacific Office Automation                           | 369.23     |
| 9/26/2018     | 31880   | Builders FirstSource                                | 82.05      |
| 9/26/2018     | 31881   | Schetky Northwest Sales, Inc.                       | 48.12      |
| 9/26/2018     | 31882   | Seattle Automotive Distributing                     | 583.00     |
| 9/26/2018     | 31883   | The Shoppers Weekly                                 | 159.50     |
| 9/26/2018     | 31884   | South Sound Investment Properties, LLC              | 300.00     |

# Mason Transit Authority

## Board Check Register

From 9/14/2018 Through 10/10/2018

| Document Date | Check # | Vendor Name                             | Amount     |
|---------------|---------|---|------------|
| 9/26/2018     | 31885   | Staples Business Advantage              | 271.31     |
| 9/26/2018     | 31886   | Summit Law Group                        | 1,765.45   |
| 9/26/2018     | 31887   | Tozier Brothers, Inc.                   | 7.33       |
| 9/26/2018     | 31888   | United Way of Mason County              | 46.00      |
| 9/26/2018     | 31889   | Westcare Clinic, Inc.                   | 340.00     |
| 9/26/2018     | 31890   | Whisler Communications                  | 1,686.09   |
| 9/26/2018     | 31891   | Washington State Transit Insurance Pool | 75.00      |
| 9/26/2018     | 31892   | ZEP Manufacturing Company               | 111.72     |
| 10/1/2018     | 31893   | District 160                            | 1,323.73   |
| 10/3/2018     | 31894   | Mason County PUD #3                     | 500.00     |
| 10/3/2018     | 31895   | Mason Transit Authority - ACH Account   | 154,383.76 |
| 10/10/2018    | 31896   | Advance Glass                           | 272.00     |
| 10/10/2018    | 31897   | AIG Retirement                          | 240.00     |
| 10/10/2018    | 31898   | Alarm Center                            | 240.00     |
| 10/10/2018    | 31899   | Allstream                               | 227.93     |
| 10/10/2018    | 31900   | Aramark                                 | 282.81     |
| 10/10/2018    | 31901   | Aramark                                 | 25.48      |
| 10/10/2018    | 31902   | Judy Arms                               | 114.45     |
| 10/10/2018    | 31903   | Mick Baker                              | 186.39     |
| 10/10/2018    | 31904   | Belfair Water District #1               | 172.82     |
| 10/10/2018    | 31905   | Blanchard Electric & Fleet Supply       | 333.93     |
| 10/10/2018    | 31906   | Danette Brannin                         | 124.65     |
| 10/10/2018    | 31907   | Fran Cavaille                           | 44.69      |
| 10/10/2018    | 31908   | City of Shelton                         | 543.18     |
| 10/10/2018    | 31909   | Cascade Natural Gas                     | 1,561.73   |
| 10/10/2018    | 31910   | Comcast                                 | 187.63     |
| 10/10/2018    | 31911   | Commercial Brake & Clutch, Inc.         | 204.85     |
| 10/10/2018    | 31912   | Walter Cothran                          | 270.87     |
| 10/10/2018    | 31913   | Cummins Northwest, LLC                  | 535.12     |
| 10/10/2018    | 31914   | Gene Currier                            | 164.59     |
| 10/10/2018    | 31915   | EMC - Mason Transit                     | 121.80     |
| 10/10/2018    | 31916   | Kathy Geist                             | 57.00      |
| 10/10/2018    | 31917   | Gillig, LLC                             | 1,582.67   |
| 10/10/2018    | 31918   | Carolyn Gravatt-Bowles                  | 502.50     |
| 10/10/2018    | 31919   | Hood Canal Communications               | 7,049.80   |
| 10/10/2018    | 31920   | Robert W. Johnson, PLLC                 | 1,600.00   |
| 10/10/2018    | 31921   | Kitsap Transit                          | 2,212.57   |

# Mason Transit Authority

## Board Check Register

From 9/14/2018 Through 10/10/2018

| Document Date | Check # | Vendor Name                                     | Amount     |
|---------------|---------|---|------------|
| 10/10/2018    | 31922   | iFIBERONE                                       | 200.00     |
| 10/10/2018    | 31923   | Mason County Garbage, Inc.                      | 1,070.28   |
| 10/10/2018    | 31924   | Mason County PUD #3                             | 3,911.73   |
| 10/10/2018    | 31925   | McNulty, LeeAnn                                 | 80.13      |
| 10/10/2018    | 31926   | Mountain Mist Water                             | 161.14     |
| 10/10/2018    | 31927   | Nancy C. Murphy                                 | 30.52      |
| 10/10/2018    | 31928   | <i>Spoiled Check</i>                            | 0.00       |
| 10/10/2018    | 31929   | Napa Auto Parts                                 | 742.94     |
| 10/10/2018    | 31930   | Network Computing Architects, Inc.              | 2,332.75   |
| 10/10/2018    | 31931   | Judy Nicholson                                  | 666.29     |
| 10/10/2018    | 31932   | North Mason Chamber of Commerce                 | 20.00      |
| 10/10/2018    | 31933   | Office Depot, inc.                              | 73.24      |
| 10/10/2018    | 31934   | Olympic Lock & Key                              | 553.79     |
| 10/10/2018    | 31935   | O'Reilly Auto Parts                             | 94.64      |
| 10/10/2018    | 31936   | Pacific Office Automation                       | 722.47     |
| 10/10/2018    | 31937   | Pitney Bowes Purchase Power                     | 171.00     |
| 10/10/2018    | 31938   | Rexel USA, Inc. dba Platt Electric Supply, Inc. | 132.37     |
| 10/10/2018    | 31939   | Pacific Power Group, LLC                        | 241.80     |
| 10/10/2018    | 31940   | Builders FirstSource                            | 146.54     |
| 10/10/2018    | 31941   | Rexus Corporation                               | 420.00     |
| 10/10/2018    | 31942   | Schetky Northwest Sales, Inc.                   | 443.96     |
| 10/10/2018    | 31943   | SCJ Alliance                                    | 30,614.27  |
| 10/10/2018    | 31944   | Seattle Automotive Distributing                 | 197.98     |
| 10/10/2018    | 31945   | The Shoppers Weekly                             | 9,112.23   |
| 10/10/2018    | 31946   | Staples Business Advantage                      | 290.06     |
| 10/10/2018    | 31947   | Tozier Brothers, Inc.                           | 70.11      |
| 10/10/2018    | 31948   | United Way of Mason County                      | 91.40      |
| 10/10/2018    | 31949   | U.S. Bank                                       | 5,718.86   |
| 10/10/2018    | 31950   | Verizon Wireless                                | 819.67     |
| 10/10/2018    | 31951   | Voyager Fleet Systems, Inc.                     | 7,224.58   |
| 10/10/2018    | 31952   | Washington Cities Insurance Authority           | 115.00     |
| 10/10/2018    | 31953   | Westcare Clinic, Inc.                           | 85.00      |
| 10/10/2018    | 31954   | Whisler Communications                          | 1,686.09   |
| 10/10/2018    | 31955   | Robert Williams                                 | 301.40     |
| 10/10/2018    | 31956   | AWorkSAFE Service, Inc.                         | 385.00     |
| 10/10/2018    | 31957   | Washington State Transit Association            | 110.00     |
| Total         |         |   | 551,228.14 |

# Mason Transit Authority

## Vendor Activity - Credit Card Charges

From 9/1/2018 Through 9/30/2018

| Vendor Name | GL Title                         | Transaction Description                                  | Expenses        |
|-------------|----------------------------------|--|-----------------|
| U.S. Bank   | Employee Recognition             | DOLLAR TREE-VOLUNTEER REC LUNCH                          | 9.79            |
|             | Employee Recognition             | FRED MEYER-GIFT CARDS VOLUNTEER RECOGNITION              | 100.00          |
|             | Employee Recognition             | FRED MEYER-VOLUNTEER REC LUNCH                           | 91.90           |
|             | Employee Recognition             | WALMART-CARDS VOLUNTEER RECOGNITION                      | 3.79            |
|             | Publication Fees                 | AWC JOBNET-OPS SUPERVISOR RECRUIT                        | 100.00          |
|             | Publication Fees                 | GLASS DOOR-OPS SUPERVISOR RECRUIT                        | 249.00          |
|             | Publication Fees                 | INDEED-DRIVER RECRUITMENT                                | 351.52          |
|             | Publication Fees                 | INDEED-DRIVER, MECHANIC RECRUITMENT                      | 207.86          |
|             | Publication Fees                 | INDEED-DRIVER, MECHANIC RECRUITMENT                      | 301.20          |
|             | Publication Fees                 | INDEED-JOB POSTING FEES-DRIVER OPS MGMT, MECHANIC        | 103.66          |
|             | Publication Fees                 | INDEED-JOB POSTING FEES-DRIVER OPS MGMT, MECHANIC        | 400.00          |
|             | Publication Fees                 | INDEED-MECHANIC RECRUITMENT                              | 90.92           |
|             | Contract Services                | MICROSOFT-EMAIL SERVICE                                  | 13.05           |
|             | Contract Services                | MICROSOFT-EMAIL SERVICE                                  | 296.21          |
|             | Contract Services                | SMARSH- MONTHLY DVD                                      | 50.00           |
|             | Contract Services                | SMARSH-EMAIL ARCHIVING                                   | 464.00          |
|             | 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      | COLLINS FLAGS-FLAGS                                      | 60.25           |
|             | Facility Repair/Maintenance      | HOME DEPOT-FLOOR PAINT                                   | 132.05          |
|             | Facility Repair/Maintenance      | HOME DEPOT-PAINT   | 49.81           |
|             | Facility Repair/Maintenance      | HOME DEPOT-SERVER ROOM                                   | 84.84           |
|             | Facility Repair/Maintenance      | HOME DEPOT-VAULT ROOM                                    | 211.26          |
|             | Operating Supplies               | ULINE-NEW COFFEE POT/POTS/FILTERS                        | 439.15          |
|             | Office Supplies                  | DESIGN PRINT-RETRACTABLE BANNER                          | 133.50          |
|             | Shop Supplies                    | CONCEPTS-GAS MITS  | 221.28          |
|             | Cleaning/Sanitation Supplies     | SHOP VAC-VACUUM BAGS                                     | 24.30           |
|             | Vehicle Maintenance Parts        | ACC CLIMATE-PARTS RETURN                                 | (492.60)        |
|             | Vehicle Maintenance Parts        | TAPE SWITCH-PARTS  | 74.54           |
|             | Communications Equipment         | AMAZON-RADIO ANTENNA                                     | 38.52           |
|             | IT Equipment                     | WALMART-BLUETOOTH MOUSE                                  | 43.39           |
|             | Dues, Memberships, Subscriptions | ADOBE-ACROBAT PRO SUBSCRIPTION                           | 16.26           |
|             | Dues, Memberships, Subscriptions | GFOA-BRIAN MEMBERSHIP                                    | 160.00          |
|             | Dues, Memberships, Subscriptions | NETWORK SOLUTIONS-DOMAIN RENEWAL                         | 49.98           |
|             | Dues, Memberships, Subscriptions | NETWORK SOLUTIONS-ESSENTIAL WEB HOSTING                  | 142.50          |
|             | Travel & Meeting Expense MTA     | FRED MEYER-REMAINDER OF LIGHT SNACK ITEMS-BOARD MEETING  | 27.97           |
|             | Travel & Meeting Expense MTA     | FRED MEYER-SANDWICH PRERATION ORDER-BOARD MEETING        | 29.99           |
|             | Travel & Meeting Expense MTA     | HILTON-PARKING   | 24.93           |
|             | Conference Registration          | CONFERENCE FEE   | 154.79          |
|             | Conference Registration          | RUTGERS/NATIONAL TRANSIT-TRANSIT TRAINER'S WORKSHOP 2018 | 375.00          |
|             | Training / Seminars              | GFOA-TRAINING/BRIAN CPE                                  | 150.00          |
|             | Passenger Parking Facilities     | ALL STAR-PARKING   | 550.00          |
|             |                                  | <b>Total</b>   | <b>5,718.86</b> |

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

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

**Subject:** Electronic Board Packets

**Prepared by:** Tracy Becht, Clerk of the Board

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

**Date:** October 16, 2018

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

As MTA continues to seek cost-cutting, efficient and green solutions to daily tasks, this proposal is to change the format of final Board packets provided at Board meetings from paper format to electronic by the use of electronic tablets.

We have compared costs of paper versus electronic copies and based on research have found that not only are electronic copies beneficial to the environment by not using natural resources, but also provides MTA with a cost savings as well. A memo is attached showing the research and cost analysis.

It is proposed that MTA tablets would be used at the Board meeting only for the purpose of viewing the Board packet during the meeting. All of the tablets would be charged and the current month's PDF copy of the Board packet would be placed on the tablet. At the conclusion of each meeting, all of the tablets would be returned to the Clerk, who would then delete the Board meeting packet off of each the following day as it would be a duplicate transitory document.

As always, a few copies would be available for the public, but compared to the usual 20 copies, there would only be 3 or 4.

### **Fiscal Impact:**

\$2,500 for tablets. Cost savings over the life of the tablets (3 years) would be approximately \$5k.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board begin using electronic versions of its Board packets beginning in 2019 by having electronic devices available at all public meetings.

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## MEMORANDUM

**TO:** Danette Brannin  
**FROM:** Tracy Becht  
**RE:** Cost Analysis of Tablets vs. Paper for Board Meetings  
**DATE:** June 11, 2018

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### **Purpose of Research**

As MTA continues to seek cost-cutting, efficient and green solutions to daily tasks, this memo and attachment are to present my research in connection with the annual cost of copying the final Board packets for Board meetings, with a proposal of using viewing tablets.

### **Process of Tablet Use**

My vision is to use tablets that are used at the Board meeting only for the purpose of viewing the Board packet during the meeting. I will have all of the tablets charged and the PDFs downloaded on each prior to each meeting. By placing a PDF copy of the Board packet on the tablet, they are at less risk of technical issues compared to being dependent on wifi, such as when conducting our meetings at the Port of Allyn or any other remote site. The cost of staff time to drag and drop a PDF document onto each tablet vs. standing at a copy machine for two hours is another cost savings. On a single full charge, the tablets can be viewed for several hours before losing the charge. At the conclusion of each meeting, I will have all of the tablets returned to me and delete that Board meeting packet off of each the following day as it is a duplicate transitory document.

### **Benefits of Using Tablets Only at Meeting**

No potential Public Records Act issues or having to track down equipment. No licensing fees as the only program needed would be Adobe Reader, which is a free download.

Less expensive equipment can be used as there are no extra software or other maintenance needs. We do not need a great deal of storage capacity on the tablets as they will not be storing any documentation.

### **Other Things to Consider**

**Dry Run:** Since I will be continuing to use paper for the purpose of taking notes, it would make sense for us to purchase only one tablet and have you do a dry run to be sure that it is easy to work with; that Board members will be able to read items; and general overall use.

**Some Board members may prefer paper:** I would be happy to sit down with any Board member and provide individual training sessions. My observation of our current Board is that most are comfortable with technology.

**Transition of Paper to Tablet:** Present information to Board for approval of change. Once we have all the tablets, we could spend the last portion of a meeting with both paper and tablets and have a tutorial session to prepare them for the next month and how to work with the tablets so that by the next week, they are comfortable with the equipment.

**Public copies:** I will still need to make paper copies for the public, but in comparison to the usual 20 copies, I would only make 3 or 4.

### **Conclusion**

I would also like to credit Josh Jacobs for his IT researching of weighing of benefits, as well as Haley Dorian for researching the 2017 costs associated with the copier. Each were instrumental in providing this information.

Thank you for your consideration of this proposal.

# COST ANALYSIS OF PAPER vs. TABLETS FOR FINAL BOARD PACKETS

## Cost Analysis of Paper Copies

|  |         |
|--|---------|
| Number of color pages produced in 2017                 | 16,500  |
| Number of B&W pages produced in 2017                   | 11,680  |
| Total number of pages copied in 2017 for Board packets | 28,180  |
| Number of Board packet copies produced each month      | 20      |
| Number of average copies shredded after meeting        | 16      |
| Total number of copies of Admin copier in 2017         | 146,007 |
| Board Packets percentage of Admin copier in 2017       | 11%     |

|  |          |
|--|----------|
| Printing Charges for 2017 (Pacific Office Automation)                | \$1,000  |
| Paper costs for Board packet (7 cases/\$30 each of 8 reams per case) | \$210    |
| Lease and Toner for 2017 cost \$4,430.76 (Board Packet % of Total)   | \$487.00 |
| Staff time to copy (average of 2.5 hrs/month)                        | 750      |

## 2017 Cost of Paper Board Packets

\$2,447

## Cost Analysis of Tablets

|  |       |
|--|-------|
| Kindle Fire (viewing only) each 7"                   | \$50  |
| Kindle Fire HD10 (10" screen) (sale price)           | \$120 |
| RCA Galilea Pro (11.5" screen) - purchase at Walmart | \$80  |

Anticipated life of tablet - 3 years

Proposed number of tablets (10 Board members, 4 managers, 1 legal counsel and 2 extras for back-up)

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

**Agenda Item:** New Business Item 2 – *Actionable*  
**Subject:** Proposed Revised Non-Represented Compensation Plan  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 16, 2018

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

Pursuant to Resolution No. 2017-09, adopted by the MTA Authority Board on April 18, 2017, the Board approved a Compensation Philosophy and Plan for non-represented employees.

The Compensation Philosophy & Plan is intended to provide non-represented staff with a guideline on how annual wage increases are to be determined. The compensation plan is subject to review periodically. The proposed updated plan provides the ability to apply a portion of compensation based on performance exceeding expectations as measured in the annual performance appraisal process.

The Plan also addresses the General Manager's salary determination by giving the Board the ability to set the salary.

The Compensation Committee has met with staff in connection with the proposed changes.

### **Fiscal Impact:**

To be included in 2019 budget

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board adopt Resolution No. 2018-13, to amend Resolution No. 2017-09 that initially adopted the Compensation Philosophy and Plan.

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**MASON TRANSIT AUTHORITY  
COMPENSATION PHILOSOPHY & PLAN 2019**  
Board Approved: \_\_\_\_\_

**COMPENSATION PHILOSOPHY**

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

**COMPENSATION PLAN**

Current Employees

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

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

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

**Commented [LM1]:** We would like to stay consistent that all non-reps receive GWI Increase on Jan 1. Once a PIP is complete the consequence should be released.

New Employees

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

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

Commented [LM2]: Similar to comment above.

#### Worker-Drivers

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

#### Managers

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

#### Performance Compensation

Employees that exceed expectations and perform higher than expected will be eligible for an additional increase not to exceed 1.5%.

Eligibility will be based on annual ~~review~~ employee performance evaluation scores as follows:

100% Exceeds Expectations up to 1.5%

90% Exceeds Expectations up to 1%

80% Exceeds Expectations up to .5%

Employee evaluations are to take place each March, with potential performance compensation increases effective April 1 each year.

Upon completion of probation, employees may receive an increase of up to 1% based on performance in addition to the current year CPI.

#### General Manager

The annual salary of the General Manager will be determined by the Mason Transit Authority Board.



A review of the entire compensation plan may be reviewed annually but at a minimum of every three ~~to five years~~.

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**RESOLUTION NO. 2018-13**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AMENDING RESOLUTION NO. 2017-09 BY ADOPTING AND APPROVING  
AN AMENDED COMPENSATION PHILOSOPHY AND PLAN.**

**WHEREAS**, by Resolution No. 2017-09, adopted on April 18, 2017, the Mason Transit Authority Board approved and adopted a Compensation Philosophy and Plan of non-represented employees; and

**WHEREAS**, MTA staff proposes that the plan be updated to provide the ability to apply a portion of compensation based on performance exceeding expectations as measured in the annual performance appraisal process, as well as authorizing the Board with the ability to set the salary of the General Manager;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that Resolution No. 2017-09 be amended by adopting and approving the attached amended Compensation Philosophy and Plan.

Adopted this 16<sup>th</sup> day of October, 2018.

\_\_\_\_\_  
Kevin Shetty, 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**  
**COMPENSATION PHILOSOPHY & PLAN 2019**  
**Board Approved: \_\_\_\_\_**

**COMPENSATION PHILOSOPHY**

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

**COMPENSATION PLAN**

Current Employees

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

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

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to original increase date.

New Employees

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

New employees will receive the current year CPI increase upon successful completion of their probation period (minimum of six months).

### Worker-Drivers

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

### Managers

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

### Performance Compensation

Employees that exceed expectations and perform higher than expected will be eligible for an additional increase not to exceed 1.5%.

Eligibility will be based on annual employee performance evaluation scores as follows:

- 100% Exceeds Expectations up to 1.5%
- 90% Exceeds Expectations up to 1%
- 80% Exceeds Expectations up to .5%

Employee evaluations are to take place each March, with potential performance compensation increases effective April 1 each year.

Upon completion of probation, employees may receive an increase of up to 1% based on performance in addition to the current year CPI.

### General Manager

The annual salary of the General Manager will be determined by the Mason Transit Authority Board.

A review of the entire compensation plan may be reviewed annually but at a minimum of every three.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 3 – *Actionable*

**Subject:** Surplus Vehicle

**Prepared by:** Marshall Krier, Maintenance Manager

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

**Date:** October 16, 2018

**Summary for Discussion Purposes:**

Mason Transit has a cutaway vehicle that has exceeded its normal life cycle and is not being used for active service. The vehicle number is 433; is a 2009 Startrans cutaway and its current number of miles is 191,669.

This vehicle will be replaced by one of the new cutaways that will be placed in service soon.

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board adopt Resolution No. 2018-14 declaring and approving the surplus and disposal of the vehicle as set forth therein.

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**RESOLUTION NO. 2018-14**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AUTHORIZING THE DISPOSAL OF A SURPLUS VEHICLE.**

**WHEREAS**, the Mason Transit Authority (“MTA”) Board, by Resolution No. 2000-04, as amended, has adopted established policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA; and

**WHEREAS**, such policies ensure that the public shall receive the greatest possible value for such items;

**WHEREAS**, Vehicle No. 433, a Startrans cutaway with current miles being 191,669 has become unserviceable, inadequate, obsolete, worn out or unfit to be used in MTA’s operations.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that Vehicle No. 433, a 2009 Startrans cutaway with current miles being 191,669 is declared surplus and to be disposed of pursuant to MTA’s policy.

Adopted this 16<sup>th</sup> day of October, 2018.

\_\_\_\_\_  
Kevin Shutt, 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 4 – *Actionable*  
**Subject:** Surplus Vehicle – Intergovernmental Disposition  
**Prepared by:** Danette Brannin, General Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 16, 2018

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

Vehicle No. 433 of Mason Transit has been declared surplus pursuant to Resolution No. 2018-14. Further, Mason Transit sees the value in giving back to the community and therefore would like to propose that, through an intergovernmental disposition pursuant to RCW §39.33.010, the vehicle be provided to the North Mason Regional Fire Authority. By doing so, the citizens of Mason County will continue to receive the benefit of the vehicle.

Recently the North Mason Regional Fire Authority partnered with Peninsula Community Health Services in submitting a \$500,000 grant, which was awarded by the U.S. Department of Justice's Comprehensive Opioid Abuse Program to help fund an opioid quick response system (QRS) throughout all of Mason County for two years. The QRS aims to provide an integrated team of health care workers to respond to a request for service anywhere in Mason County using a mobile response unit as a medical room on wheels. The QRS team's main objectives will be to provide treatment/medical assistance for substance (opioid) use disorder and ensure that no one suffering from the impacts of a substance abuse disorder falls through the cracks. This program is groundbreaking as there are no programs like this in rural America. They are building from the ground up and have the capacity to set Mason County as a model for dealing with an opioid crisis. Providing this vehicle to North Mason Regional Fire Authority through the intergovernmental disposition will save approximately \$80,000, which can be used to fund other valuable opioid QRS response services.

Attached is a form of Bill of Sale that identifies the vehicle that North Mason Regional Fire Authority desires to purchase. A form of the Bill of Sale has been previously reviewed and approved by MTA Legal Counsel.

This Bill of Sale has been reviewed and approved by North Mason Regional Fire Authority.

### **Fiscal Impact:**

\$1.00

**Staff Recommendation:**

Approve sale of vehicle to North Mason Regional Fire Authority.

**Motion for Consideration:**

The Mason Transit Authority Board approves the sale of previously surplussed vehicle 433 as an intergovernmental disposition under the terms and as identified in the attached Bill of Sale.

## BILL OF SALE

Mason Transit Authority ("MTA"), a transit authority established under the laws of the State of Washington, in the best interest of the public, sells to North Mason Regional Fire Authority, all of MTA's rights, title, and interest in one 2009 Startrans cutaway listed below (collectively, Equipment), and the North Mason Regional Fire Authority agrees to accept the Equipment under the terms and conditions of this sale.

| <b>Vehicle#</b> | <b>Vehicle</b>         | <b>Lifetime Miles</b> | <b>Unit Price</b> | <b>Sale Tax</b> | <b>Total Sale Price</b> |
|-----------------|------------------------|-----------------------|-------------------|-----------------|-------------------------|
| 433             | 2009 Startrans cutaway | 191,669               | \$1.00            | \$ 0.088        | \$1.09                  |
| VIN#            | 1GBJG316X91149743      |                       |                   |                 |                         |
| Totals          |                        |                       | \$ 1.00           | \$ 0.088        | \$1.09                  |

**Terms and Conditions:**

1. The Equipment is sold "AS IS" AND "WHERE IS" WITHOUT ANY WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE.
2. North Mason Regional Fire Authority will pay Mason Transit Authority \$1.00 as the base unit price plus applicable sales taxes.
3. Mason Transit Authority will execute other documents and perform other acts that are necessary to give effect to the transfer of ownership of the Equipment to North Mason Regional Fire Authority.

Mason Transit Authority

\_\_\_\_\_  
Danette Brannin  
General Manager  
Date: \_\_\_\_\_

Accepted:  
North Mason Regional Fire Authority

\_\_\_\_\_  
Beau Bakken  
Title: Fire Chief  
Date: \_\_\_\_\_

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

**Agenda Item:** New Business – Item 5 – *Discussion*  
**Subject:** First Draft of 2019 Budget (Operating Only)  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** October 16, 2018

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

#### **2019 Financial Plan**

The 2019 budget ensures that Mason Transit Authority continues to meet the needs of the community and operates within its available financial resources. Responsible financial stewardship will be exercised through continuing organizational alignment, a review of current practices and the implementation of technology, along with other strategic actions. Sales tax revenue, the single largest funding source for the 2019 budget, continues to show growth over prior periods. Grant awards for the 2019-2021 biennium represent an increase in revenue over the prior period.

2019 will see a substantial focus to optimize service delivery. See the attached notes for details on the assumptions presented.

This first draft has projected revenue at \$7,899,682 and expenses of \$7,846,907 including a \$120,000 allowance to Pooled Reserves. This first draft has been prepared taking a forensic look at expenses by department and expense category. Expense items such as Insurance and L & I are estimates on the high side, final rates are not expected until early December in time for final approval.

#### **Staff Recommendation:**

None at this time.

#### **Motion for Consideration:**

None at this time.

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## Notes to the Condensed Profit & Loss Statement

1. Fares are anticipated to remain consistent with 2018, with some minimal growth to be captured in 2019 with the recommendations and changes to routes based upon Nelson Nygaard's service review.
2. While Vanpool has recently seen a decline, we remain optimistic that it will find an opportunity to grow in 19. Worker/Driver fares have remained consistent with 2018's budget and are projected to grow by 3% total in 2018, which was used as the growth factor in the 2019 budget.
3. Assumed a conservative 1% growth rate on sales tax. Excess received over the budgeted amount will be set aside to fund future capital projects.
4. Operating grant revenue is anticipated to increase by roughly 5% due to favorable sales tax equalization infusions, as well as claiming from the new biennium operating grant.
5. The rental income is based upon current fixed leases through the majority of 2019. The 7% budgeted decrease is attributed to the kitchen at the TCC, since there is no current fixed lessee.
6. The treasury pool investment account continues to grow as well as interest rates. Budgeted amount for 2019 remained conservative, as interest rates may fluctuate.
7. The Regional Mobility Grant will come to term mid-2019, resulting in the 37% budgeted decrease from last year's budget.
8. Salary and wages have factored in all department union contracts based on their wage matrices. Non-represented employees will expect a 2.25% increase based on the prior year's CPI as of August. Medical insurance has been quoted to increase by 3.3%, while dental is expected to remain about the same with a 3% decrease in vision insurance cost.
9. The two largest components being factored into the budgeted decrease are the Nelson Nygaard service review having been completed by 2019, and the termination of the Hood Canal IT support contract.
10. Fuel is projected to be over budget in 2018. To combat this issue from arising in 2019, a roughly 20% increase in the budget was made. The new cutaways we will be receiving in 2018 will also be ran off of unleaded fuel rather than diesel, which will cost more as diesel is less expensive.
11. Large repairs are anticipated in 2019 as our fleet continues to age.
12. Insurance is quoted to increase by 8%.
13. Audit fees were quoted to increase by 7%.
14. These costs will remain budgeted through 2019 in case the new Belfair office has not been fully constructed and put into use.
15. Utilities are anticipated to increase by 7% as we continue to upgrade our information system infrastructure.
16. TCC supplies are expected to increase from 2018 as the building ages and events remaining consistent. Additional tools and equipment are required for building maintenance and upgrading our information system infrastructure.
17. Trainings and meetings have increased from prior year as we continue to provide learning opportunities to each of our teams. Each department head reviewed their team's anticipated meetings and trainings to ensure that those that need additional training to achieve success within the agency will be provided the opportunity.
18. Operating expenses are anticipated to decrease. The high projection for 2018 is due to the bus pullout being lumped into an other operating expense account.
19. To remain conservative, we estimate \$120k excess sales tax revenue over the 2019 budgeted amount to set aside for capital projects.

## Mason Transit Authority 2019 Condensed Profit & Loss Statement

|                                       | 2016              | 2017                | 2018<br>Projection | 2018 Budget      | 2019 Budget      | Notes     | % Change in<br>Budget YoY |
|---------------------------------------|-------------------|---------------------|--------------------|------------------|------------------|-----------|---------------------------|
| <b>Operating Revenue (Fares)</b>      |                   |                     |                    |                  |                  |           |                           |
| Passenger Fares                       | \$ 97,645         | \$ 98,224           | \$ 100,424         | \$ 101,600       | \$ 103,500       | <b>1</b>  | 2%                        |
| WD/VP                                 | 293,538           | 265,129             | 260,230            | 265,000          | 265,000          | <b>2</b>  | 0%                        |
| Special Contract                      | 101,631           | -                   | -                  | -                | -                |           | -                         |
|                                       | 492,814           | 363,353             | 360,654            | 366,600          | 368,500          |           | 1%                        |
| <b>Non-Operating Revenue</b>          |                   |                     |                    |                  |                  |           |                           |
| Sales Tax                             | 4,073,176         | 4,261,816           | 4,335,262          | 3,899,507        | 3,938,502        | <b>3</b>  | 1%                        |
| Operating Grants                      | 2,787,014         | 2,913,315           | 2,470,553          | 3,046,116        | 3,189,554        | <b>4</b>  | 5%                        |
| Rental Income                         | 135,096           | 181,205             | 192,259            | 183,418          | 171,026          | <b>5</b>  | -7%                       |
| Investment Income                     | 16,218            | 44,156              | 93,963             | 20,000           | 45,000           | <b>6</b>  | 125%                      |
| Other income                          | 214,537           | 273,778             | 307,647            | 298,100          | 187,100          | <b>7</b>  | -37%                      |
|                                       | 7,226,041         | 7,674,270           | 7,399,684          | 7,447,141        | 7,531,182        |           | 1%                        |
| <b>Total Revenue</b>                  | <b>7,718,855</b>  | <b>8,037,623</b>    | <b>7,760,338</b>   | <b>7,813,741</b> | <b>7,899,682</b> |           | <b>1%</b>                 |
| <b>Expenses</b>                       |                   |                     |                    |                  |                  |           |                           |
| Wages & Benefits                      | 5,385,066         | 5,127,618           | 5,130,935          | 5,677,315        | 5,946,188        | <b>8</b>  | 5%                        |
| Contracted Services                   | 254,963           | 254,849             | 338,976            | 423,608          | 207,023          | <b>9</b>  | -51%                      |
| Purchased Transportation              | 1,794             | -                   | -                  | -                | -                |           | -                         |
| Fuel                                  | 279,867           | 331,502             | 349,937            | 336,000          | 400,250          | <b>10</b> | 19%                       |
| Vehicle/Facility Repair & Maintenance | 321,344           | 268,631             | 285,883            | 308,200          | 349,250          | <b>11</b> | 13%                       |
| Insurance Premium                     | 194,978           | 238,034             | 205,076            | 238,506          | 257,587          | <b>12</b> | 8%                        |
| Intergovernmental - Audit Fees        | 27,468            | 26,604              | 37,933             | 29,000           | 31,000           | <b>13</b> | 7%                        |
| Facility Rent and Park & Ride         | 20,145            | 27,662              | 29,953             | 30,800           | 32,000           | <b>14</b> | 4%                        |
| Utilities                             | 125,080           | 117,810             | 127,512            | 131,140          | 139,781          | <b>15</b> | 7%                        |
| Supplies                              | 136,327           | 93,803              | 108,464            | 118,735          | 129,345          | <b>16</b> | 9%                        |
| Training & Meetings                   | 34,950            | 26,433              | 30,996             | 55,185           | 74,855           | <b>17</b> | 36%                       |
| Other Operating Expenses              | 120,369           | 131,734             | 242,922            | 169,512          | 159,628          | <b>18</b> | -6%                       |
| Pooled Reserves                       | -                 | -                   | -                  | 240,000          | 120,000          | <b>19</b> | -50%                      |
| <b>Total Expense</b>                  | <b>6,902,351</b>  | <b>6,644,680</b>    | <b>6,888,587</b>   | <b>7,758,001</b> | <b>7,846,907</b> |           | <b>1%</b>                 |
| <b>Net Income (Loss)</b>              | <b>\$ 816,504</b> | <b>\$ 1,392,943</b> | <b>\$ 871,751</b>  | <b>\$ 55,740</b> | <b>\$ 52,775</b> |           | <b>-5%</b>                |

## Mason Transit Authority 2019 Budgeted Profit & Loss Statement

### Revenue

| Account                                | 2016             | 2017             | 2018 YTD         | 2018 Projection  | 2018 Budget      | 2019 Budget      | % Variance 2018 & 2019 Budget |
|--|------------------|------------------|------------------|------------------|------------------|------------------|-------------------------------|
| Fares: Out of County                   | 67,017           | 65,282           | 54,603           | 70,424           | 68,000           | 70,000           | 3%                            |
| Fares: Adult Pass                      | 26,135           | 28,544           | 20,311           | 26,196           | 29,000           | 29,000           | 0%                            |
| Fares: Reduced Pass                    | 2,530            | 2,394            | 1,911            | 2,464            | 2,500            | 2,500            | 0%                            |
| Fares: Youth Pass                      | 1,963            | 2,003            | 1,039            | 1,340            | 2,100            | 2,000            | -5%                           |
| Fares: Vanpool                         | 105,050          | 73,306           | 49,262           | 63,536           | 75,000           | 70,000           | -7%                           |
| Fares: Worker/Driver                   | 188,488          | 191,824          | 152,505          | 196,693          | 190,000          | 195,000          | 3%                            |
| Donations Non Volunteer                | 100              | -                | -                | -                | -                | -                | -                             |
| LMTAAA Volunteer Donations             | 1,267            | 2,798            | 1,589            | 2,049            | 2,000            | 2,000            | 0%                            |
| Special Contract Fares - Local Govt    | 101,631          | -                | -                | -                | -                | -                | -                             |
| Sales of Maintenance Services          | 6,332            | 5,325            | 3,014            | 3,887            | 5,000            | 5,000            | 0%                            |
| Rental of Bldgs and Other Property     | 13,648           | 10,397           | 15,064           | 19,429           | 17,597           | 17,597           | 0%                            |
| TCC Event Rental                       | 9,414            | 30,895           | 18,831           | 24,287           | 30,000           | 25,000           | -17%                          |
| TCC Tenant Rental                      | 112,034          | 139,913          | 115,172          | 148,544          | 135,821          | 128,429          | -5%                           |
| Investment Interest Income             | 16,218           | 44,156           | 72,853           | 93,963           | 20,000           | 45,000           | 125%                          |
| Insurance Recoveries                   | 5,166            | 11,104           | 28,608           | 36,898           | 2,500            | 2,500            | 0%                            |
| Sales Tax Interest Income              | 2,518            | 3,640            | 3,264            | 4,209            | 2,300            | 2,323            | 1%                            |
| Other Non-Transportation Revenue       | 6,894            | 28,561           | 25,016           | 32,265           | 31,000           | 33,000           | 6%                            |
| T-CC Paver Donations                   | 100              | -                | -                | -                | -                | -                | -                             |
| Sales and Use Tax Revenue              | 4,070,658        | 4,258,175        | 3,358,049        | 4,331,053        | 3,897,207        | 3,936,179        | 1%                            |
| WSTIP Safety, Training, Recognition    | 2,500            | 2,500            | -                | -                | 2,500            | 2,500            | 0%                            |
| Other Local Cash Grants                | -                | -                | 711              | 916              | -                | -                | -                             |
| Operating Grant                        | 2,787,014        | 2,913,315        | 1,915,525        | 2,470,553        | 3,046,116        | 3,189,554        | 5%                            |
| Other State Grants                     | 162,780          | 194,390          | 150,664          | 194,319          | 226,000          | 113,000          | -50%                          |
| DSHS TitleIII LMTAAA Volunteer Program | 29,398           | 29,100           | 28,930           | 37,313           | 29,100           | 29,100           | 0%                            |
| <b>Total Revenue</b>                   | <b>7,718,855</b> | <b>8,037,622</b> | <b>6,016,921</b> | <b>7,760,338</b> | <b>7,813,741</b> | <b>7,899,682</b> |                               |

## Mason Transit Authority 2019 Budgeted Profit & Loss Statement

### Expenses

| Account                          | 2016              | 2017                | 2018 YTD          | 2018 Projection   | 2018 Budget      | 2019 Budget      | % Variance 2018 & 2019 Budget |
|----------------------------------|-------------------|---------------------|-------------------|-------------------|------------------|------------------|-------------------------------|
| Mobile Radio Service             | 20,956            | 19,932              | 16,680            | 21,513            | 22,577           | 20,000           | -11%                          |
| Garbage                          | 6,274             | 6,957               | 7,362             | 9,496             | 7,650            | 8,750            | 14%                           |
| Gas                              | 19,198            | 18,381              | 15,976            | 20,605            | 22,400           | 23,725           | 6%                            |
| Electric                         | 65,559            | 59,717              | 46,944            | 60,546            | 66,500           | 66,500           | 0%                            |
| Telephone Service                | 20,308            | 19,334              | 17,490            | 22,558            | 20,090           | 25,040           | 25%                           |
| Internet Services                | 4,557             | 3,305               | 2,824             | 3,643             | 3,650            | 4,616            | 26%                           |
| Insurance Premium                | 194,978           | 238,034             | 159,004           | 205,076           | 238,506          | 257,587          | 8%                            |
| Taxes                            | 3                 | 750                 | 611               | 788               | -                | 1,000            | -                             |
| Property Tax                     | 54                | 54                  | 54                | 69                | 100              | 100              | 0%                            |
| Veh License/Registration Fee     | 63                | 370                 | 9                 | 11                | 800              | 800              | 0%                            |
| Leasehold Tax                    | -                 | 618                 | 141               | 182               | 1,000            | 1,000            | 0%                            |
| Purchased Transportation         | 1,794             | -                   | -                 | -                 | -                | -                | -                             |
| Dues, Memberships, Subscriptions | 26,887            | 32,908              | 28,012            | 36,129            | 32,420           | 37,148           | 15%                           |
| Travel & Meeting Expense MTA     | 21,387            | 18,378              | 17,569            | 22,660            | 30,380           | 39,400           | 30%                           |
| Travel Expense - VD Program      | 29,658            | 35,653              | 29,357            | 37,864            | 42,000           | 42,000           | 0%                            |
| Conference Registration          | 7,330             | 2,330               | 5,095             | 6,571             | 11,355           | 10,280           | -9%                           |
| Training / Seminars              | 6,233             | 5,725               | 1,369             | 1,765             | 13,450           | 25,175           | 87%                           |
| Advertising/Promotion Media      | 26,717            | 18,139              | 15,590            | 20,107            | 24,150           | 26,590           | 10%                           |
| Intergovernmental Audit Fees     | 27,468            | 26,604              | 29,411            | 37,933            | 29,000           | 31,000           | 7%                            |
| Other Misc Expenses              | 6,411             | 1,303               | 99,529            | 128,367           | 3,950            | 4,150            | 5%                            |
| Bank Service Charges             | 711               | 851                 | -                 | -                 | -                | -                | -                             |
| Credit Card Fees                 | 7,047             | 6,729               | 5,221             | 6,733             | 7,007            | 6,800            | -3%                           |
| Passenger Parking Facilities     | 16,545            | 24,062              | 20,224            | 26,083            | 27,200           | 27,500           | 1%                            |
| Rent - Office                    | 3,600             | 3,600               | 3,000             | 3,869             | 3,600            | 4,500            | 25%                           |
| Office Equipment Lease           | 7,408             | 7,203               | 4,721             | 6,088             | 7,460            | 5,050            | -32%                          |
| Pooled Reserves                  | -                 | -                   | -                 | -                 | 240,000          | 120,000          | -50%                          |
| <b>Total Expenses</b>            | <b>6,902,352</b>  | <b>6,644,680</b>    | <b>5,396,459</b>  | <b>6,888,584</b>  | <b>7,757,999</b> | <b>7,846,907</b> |                               |
| <b>Net Income</b>                | <b>\$ 816,503</b> | <b>\$ 1,392,942</b> | <b>\$ 620,462</b> | <b>\$ 871,754</b> | <b>\$ 55,742</b> | <b>\$ 52,775</b> |                               |

## Mason Transit Authority 2019 Budgeted Profit & Loss Statement

### Expenses

| Account                             | 2016      | 2017      | 2018 YTD  | 2018 Projection | 2018 Budget | 2019 Budget | % Variance 2018 & 2019 Budget |
|-------------------------------------|-----------|-----------|-----------|-----------------|-------------|-------------|-------------------------------|
| Salaries and Wages                  | 2,760,122 | 2,749,041 | 2,131,231 | 2,748,761       | 3,324,299   | 3,033,581   | -9%                           |
| Salaries and Wages Overtime         | 67,615    | 53,634    | 39,411    | 50,830          | 6,050       | 55,175      | 812%                          |
| Training Wages                      | 1,372     | -         | -         | -               | -           | -           | -                             |
| Retroactive Wages                   | 364       | -         | -         | -               | -           | -           | -                             |
| Board Stipends                      | 4,620     | 3,300     | 2,700     | 3,482           | 4,320       | 4,320       | 0%                            |
| Other Salaries and Wages            | 102,058   | 13,297    | 5,923     | 7,639           | -           | -           | -                             |
| Employer's FICA Expense             | 261,304   | 252,638   | 191,989   | 247,619         | 267,346     | 270,904     | 1%                            |
| PERS Pension Plan                   | 363,409   | 383,668   | 309,929   | 399,732         | 435,969     | 488,344     | 12%                           |
| Pension Expense                     | 615       | (247,061) | -         | -               | -           | -           | -                             |
| Medical Insurance                   | 1,017,367 | 1,081,822 | 706,240   | 910,874         | 1,062,885   | 1,117,370   | 5%                            |
| Dental/Vision Insurance             | 104,079   | 97,141    | 67,176    | 86,641          | 101,093     | 101,040     | 0%                            |
| Life Insurance/LTD                  | 17,524    | 18,524    | 13,893    | 17,918          | 20,102      | 20,663      | 3%                            |
| Unemployment Insurance              | 8,624     | 22,187    | 33,219    | 642             | 42,500      | 25,000      | -41%                          |
| Labor and Industries Insurance      | 192,858   | 208,757   | 161,071   | 207,741         | 242,773     | 313,492     | 29%                           |
| Vacation Pay                        | 212,473   | 221,470   | 155,837   | 200,991         | -           | 218,247     | -                             |
| Holiday Pay                         | 114,976   | 121,595   | 73,379    | 94,640          | 132,528     | 136,035     | 3%                            |
| Sick Leave Pay                      | 114,122   | 112,793   | 78,598    | 101,372         | 3,107       | 120,105     | 3766%                         |
| Employer's FMLA Expense             | -         | -         | -         | -               | -           | -           | -                             |
| Other Paid Absence                  | 27,887    | 33,962    | 22,754    | 29,347          | 30,461      | 31,032      | 2%                            |
| Other Fringe Benefits               | -         | -         | -         | -               | 1,500       | 1,500       | 0%                            |
| Wellness Expense                    | 324       | 73        | 1,076     | 1,387           | 15,000      | 5,000       | -67%                          |
| Uniform Allowance                   | 14,435    | 14,385    | 11,736    | 15,137          | 16,950      | 16,800      | -1%                           |
| Driver Safety Training              | -         | -         | -         | -               | 100         | 100         | 0%                            |
| Tuition Reimbursement               | -         | -         | -         | -               | 2,500       | 2,500       | 0%                            |
| Tool Allowance                      | 3,070     | 2,975     | 1,400     | 1,806           | 2,800       | 3,000       | 7%                            |
| Phone Allowance                     | 2,110     | 1,719     | 200       | 258             | 960         | -           | -100%                         |
| Employee Recognition                | 2,363     | 3,884     | 3,690     | 4,759           | 6,570       | 6,980       | 6%                            |
| Publication Fees                    | 4,544     | 2,773     | 2,387     | 3,079           | 2,400       | 2,500       | 4%                            |
| Professional and Technical Services | 24,188    | 25,032    | 112,253   | 144,779         | 155,600     | 6,900       | -96%                          |

## Mason Transit Authority 2019 Budgeted Profit & Loss Statement

### Expenses

| Account                           | 2016    | 2017    | 2018 YTD | 2018 Projection | 2018 Budget | 2019 Budget | % Variance 2018 & 2019 Budget |
|-----------------------------------|---------|---------|----------|-----------------|-------------|-------------|-------------------------------|
| Legal Services                    | 56,347  | 55,523  | 18,483   | 23,839          | 50,400      | 50,000      | -1%                           |
| Laundry                           | 3,190   | 2,982   | 2,173    | 2,803           | 3,200       | 3,300       | 3%                            |
| Repair/Maintenance by Other       | 47,751  | 56,241  | 71,537   | 92,265          | 35,250      | 67,150      | 90%                           |
| Contract Services                 | 138,912 | 142,916 | 125,994  | 133,764         | 182,735     | 117,430     | -36%                          |
| Security Services                 | 1,432   | 900     | 1,638    | 2,113           | 1,200       | 1,700       | 42%                           |
| Drug & Alcohol Testing            | 5,394   | 4,792   | 5,495    | 7,087           | 5,496       | 5,193       | -6%                           |
| Printing                          | 29,938  | 27,339  | 33,788   | 43,578          | 27,075      | 24,375      | -10%                          |
| Postage                           | 2,864   | 1,784   | 1,368    | 1,764           | 2,435       | 2,065       | -15%                          |
| CDL Testing/DMV Checks            | 1,539   | 1,026   | 776      | 678             | 2,500       | 3,400       | 36%                           |
| Other Services                    | 4,447   | 3,938   | 4,080    | 5,262           | 5,375       | 6,240       | 16%                           |
| Fuel and Lubricants               | 279,867 | 331,502 | 271,321  | 349,937         | 336,000     | 400,250     | 19%                           |
| Tires and Tubes                   | 40,127  | 38,251  | 23,321   | 30,078          | 40,000      | 42,000      | 5%                            |
| Incidental Expense                | 801     | 6       | -        | -               | 250         | 350         | 40%                           |
| Facility Repair/Maintenance       | 11,758  | 13,907  | 23,118   | 29,816          | 32,950      | 40,100      | 22%                           |
| Operating Supplies                | 1,483   | 1,049   | 846      | 1,091           | 1,450       | 2,350       | 62%                           |
| Office Supplies                   | 12,036  | 8,910   | 7,939    | 10,239          | 11,725      | 13,925      | 19%                           |
| Shop Supplies                     | 13,308  | 10,613  | 9,455    | 12,195          | 11,000      | 13,000      | 18%                           |
| Cleaning/Sanitation Supplies      | 9,386   | 8,933   | 8,794    | 11,343          | 9,000       | 14,100      | 57%                           |
| Safety Training Material & Supply | 2,398   | 1,512   | 2,071    | 2,671           | 2,200       | 2,010       | -9%                           |
| Shelter Supplies                  | 515     | 978     | 521      | 672             | 6,000       | 6,000       | 0%                            |
| Vehicle Maintenance Parts         | 221,708 | 160,233 | 103,682  | 133,724         | 200,000     | 200,000     | 0%                            |
| Software                          | 1,660   | 2,113   | 1,660    | 2,141           | 3,850       | 3,500       | -9%                           |
| Communications Equipment          | 26,089  | (342)   | 1,123    | 1,448           | 4,000       | 4,000       | 0%                            |
| IT Equipment                      | 14,652  | 17,475  | 6,109    | 7,880           | 20,500      | 15,500      | -24%                          |
| Small Tools & Equipment           | 9,371   | 7,709   | 2,229    | 2,628           | 8,600       | 13,600      | 58%                           |
| Safety Supplies                   | 2,350   | 2,297   | 1,634    | 2,107           | 2,450       | 1,900       | -22%                          |
| Small Equipment & Furniture       | 10,276  | 3,209   | 5,948    | 7,671           | 7,950       | 12,520      | 57%                           |
| Small Tools Replacement/Repair    | -       | 223     | 803      | 1,036           | 500         | 500         | 0%                            |
| Water and Sewer                   | 9,184   | 10,115  | 8,268    | 10,664          | 10,850      | 11,150      | 3%                            |

## **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:** October 16, 2018

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

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress.

Permitting: Permit plans are in progress for the Belfair park and ride. SCJ anticipates submitting for site permits in October.

Design Development: Site design is mostly complete. SCJ will finalize the design of the Belfair park and ride once the building size is determined. A-RT is in the process of revising the design scope for the building with the recent recommendations from the MTA board.

Construction Documents: Construction Document/Bid Packages are in progress for Pickering Road, Cole Road, and Pear Orchard park and rides. Contract packages/bid packages are anticipated to be complete by late September/early October.

#### Belfair Park and Ride:

- SCJ will submit site permit plans to Mason County in early October.
- SCJ will submit preliminary roundabout design plans to WSDOT in early October.
- SCJ will prepare final roundabout design documents for submittal in late November/early December.

Other progress: Parsons is waiting on completion of NEPA (expected early to mid-November) 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 remains the Belfair park and ride. The design and permitting for both the Belfair park and ride and the roundabout is anticipated to take about four months from beginning of October. It is anticipated that the project will be ready for bid in January/February.

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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:** October 16, 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 October 16, 2018

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# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 16, 2018

## GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- **Service Review:** Attended two Open Houses for the service recommendations presented by Nelson/Nygaard.
- **Park & Ride Development:** See update on Park & Ride Development informational page.
- **PRTPO:** Attended meeting at Bremerton Airport.
- **EDC:** Attended monthly EDC Board meeting. Met with Executive Director. I am also assisting the EDC with policies and procedures.
- **WSTIP:** Attended September monthly Executive Committee and Quarterly Board meetings.
- **SMTA:** Attended SMTA meeting.
- **T-CC Parking Lot:** Met with Conservation District on final design. Reached out to DOE regarding their opinion on the Voluntary Cleanup Program. The response is they have yet to review our application and request, stating the department is behind due to staff shortage.
- **Training:** Attended a one-day seminar in Seattle on Labor Law and Labor Arbitration.
- **Token Transit:** Viewed a demo on Token Transit. It is an app that gives a rider the opportunity to purchase fare to ride MTA. The app also links to other transits that belong to Token Transit allowing a rider to purchase fares on many different systems across the nation. Since there is no set up cost to join Token Transit, we will move forward with offering the app to MTA riders. Token Transit receives a fee for each pass purchased. Legal has reviewed contract.
- **Grants:**
  - Presented Consolidated Grant Applications to the Peninsula Regional Transportation Planning Organization for ranking. (MTA received two A rankings – one for Regional Service and one for Fixed-route, deviated zone service; and two B rankings – one for Demand Response and one for Capital Vehicle replacement. This is great news for MTA. The operating requests are for four years which will give us the ability to project over the next four years using better revenue data.)
  - Submitted request on how to distribute sales tax equalization funds to WSDOT. Recommending \$1,537,560 to Operating; \$125,000 for IT upgrades; \$75,000 for staff vehicles (staff car and maintenance vehicle replacements); \$300,000 for building improvements and repairs.
- **Internal Activities:**
  - Reviewed the Transit Asset Management Plan. Marshall submitted to WSDOT by due date of October 1, 2018.
  - Participated in interviews for Operations Supervisor.
  - Worked on revisions to the Non-Represented Compensation Plan.
  - Met with a Shop Steward for the drivers to discuss concerns.
  - Met with each manager to finalize performance measurements for their area. Performance measurements as established will be included quarterly in the Board packet to keep the Board informed of the status of the Agency in the areas of finance, operations and maintenance.
  - Usual meetings with the Executive Team and Leadership Team. Miscellaneous meetings with staff.
  - Met with new driver class to present Mission, Vision, Guiding Principles and Team Culture.

## Board Assistance, Awareness and Support:

- I am pursuing partnership options for the Belfair office building.
- We continue to have a struggle in hiring enough drivers or graduating drivers from class. Sometimes we may start a class with the amount of drivers we need to hire but by the end of the class we end up short. Reasons for that are typically the new hire decides he/she isn't a good fit for being a bus driver or there are skill issues. It is a challenge staff is and has been facing for some time. The management team is discussing the challenge.

## TEAM UPDATES

### ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

- **HR Dashboard** - 67 FTE's, plus 8 Worker Drivers, not including compensated board members. Hired 2018 – 17 (12 Drivers, one Technical Support Analyst, one T-CC Assistant/Custodian, two Worker Drivers, one Custodian/Detailer). Termed YTD 2018 – 15 (1- Worker Driver retired, 1- Ops retired, 1- new hire driver terminated for inability to master skills in training, 2- drivers were terminated due to compliance issues, 3- new hire drivers resigned early in training - not suited to the position, 1- custodian resigned due to the CDL component of the position, 2- resigned for better pay/location, 1- resigned due to out of state relocation, 3 resigned for personal reasons not related to the position.)
- **HR Support**
  - Participated in Operations Supervisor external interviews.
  - Utilizing SHRM's Employee Handbook Builder, I am working on developing a refreshed/compliant employee handbook. This project is on the 2018 Work Plan.
  - Worked with our Technical Support Analyst to improve our online application process.
  - Assisted several employees navigating FMLA cases.
- **Recruiting**
  - The October 2<sup>nd</sup> Driver class is off to a great start. We have three new drivers in training, they are doing well and enjoying the training. If all three trainees graduate from training, we will still be 5 drivers short.
  - We plan to have another Driver class beginning January 22, 2019.
  - The vacant Lead Driver position has been filled through a driver promotion.
  - After recruiting externally for the additional Operations Supervisor position, the position was filled internally.
  - After posting for a Mechanic position and not receiving qualified candidates, we reposted the opening for a Service Mechanic. We are currently conducting interviews.
- **Training**
  - Attended the WSTA-Finance Committee meeting.
  - Attended the WSTIP quarterly board meeting.
  - Attended the Labor & Employee Relations seminar.
  - Attended the quarterly Washington State Transit Drug and Alcohol Program Manager (DAPM) meeting.
  - Attended Summit Law's Conducting Personnel Investigation webinar with Mike & Marshall.
  - Attended a webinar regarding the FTA's National Transit Data report which will now be audited each year by the State Auditor's office.
- **Finance**
  - This year's budgeting process has been very granular, with managers providing detailed listings of what makes up their budget requests.
  - Worked with Danette and the Board Compensation Committee to update the Non-rep Compensation plan included in this packet.
  - Brian continues to take courses that benefit the agency and provide CPE credits for his CPA credential.

### MAINTENANCE/FACILITIES – Marshall Krier

#### Maintenance Shop and Facilities

- **Cutaways:** Our new cutaways are being delivered to Schetky Northwest repair facility in Lakewood. Pre-delivery inspections will be at this facility and we expect all units delivered by the middle of October. Once here at MTA, we will need to in-service them and swap the destination signs from 434-437.

- **Advisory Committee Participation:** I recently attended the Centralia College Diesel and Shelton High School Automotive Advisory committee meetings. The students are fortunate to have two such outstanding programs to attend for educational and career opportunities. Centralia College has the only 4-year program on the west coast and 1 of only 3 in the country.
- **Column Lifts:** The shop recently acquired a new set of column lifts for servicing our vehicles. The benefit of these new lifts is that as shop efficiency goes up; fleet down time is reduced and increases the percentage of vehicles on the road.
- **WSTA Maintenance Committee:** Brenton and I attended the annual fall WSTA Maintenance Committee meeting in Leavenworth on October 8. Discussion topics included:
  - Department of Enterprise Services Vehicle Purchasing Contract Renewal;
  - King County Metro Electric Bus Testing and Charging Stations; and
  - Safety Management Systems New Federal rules
- **Mechanic Recruitment:** We conducted Service Mechanic interviews on Thursday, October 11. We had three qualified applicants and, depending the outcome of references and DOT employment requirements, we expect to make a job offer soon. The Maintenance staff has done a fantastic job of keeping all the equipment maintained during this staffing shortage!
- **Documentation Submittal:** We completed the FTA Required Asset Management and State of Good Repair documentation and submitted to WSDOT for their final review and comments.

#### T-CC Facility user traffic report:

- **Gym:** Gym use for September was over 1,500 people this month which included our weekly pickle ball program, choice P.E., and the Community Opioid Forum sponsored by Thurston/Mason Behavioral Health Organization. This forum was a great success bringing together dozens of non-profit organizations from Thurston and Mason Counties. Great success! Thank you Commissioner Kevin Schutty, Chief Moody, University of Washington professors and all of the wonderful guest speakers. Big props to Kathy Geist on the MTA outreach booth. Looks great! Big thanks to Mike Morrison from the T-CC for his efforts during set-up and breakdown of the event.
- **Conference Room:** Conference room use for September was over 130 people who attended our weekly programs (NAMI), seminars and MTA sponsored meetings (Nelson/Nygaard Open House); including a fundraiser for U.S. Congressman Denny Heck and our annual MTA volunteer driver's luncheon coordinated by Haley Dorian. (Thanks Haley.) Thank you Nelson/Nygaard for the presentation of findings at our Open House on the September 25.
- **Upcoming:** September was a month of getting ready for the holidays. We are currently working with Josh Jacobs on installing roof top conduit for our wireless access points at the T-CC as well as prepping for the Double Map sign install. We have a number of holiday bazaars and craft fairs coming up in the next couple months and are finishing the planning details with the sponsors. We have a "winter preparedness" meeting coming up with Marshall to game plan for weather challenges this fall and winter at the T-CC. Overall a good month.

#### T-CC Building

- Completed monthly fire extinguisher/sprinkler inspections.
- Readjusted and focused several T-CC cameras.
- Supported John M. with Ops office projects (bookcase, door lock, etc.)
- Drained T-CC drum drips.
- Completed 2019 budget with Marshall. Waiting for next instructions.
- CHOICE PE classes in full swing (over 100 kids a day).
- Continuing logistics of operations presence at the T-CC with Mike R. and Marshall.
- Purchased materials needed for video/wireless installation on Armory roof. Thanks Josh Jacobs and Mike Morrison.

#### **OPERATIONS – Mike Ringgenberg**

- **New Assistant Operations Manager:** Trina Gwerder was promoted to be an Assistant Operations Manager on October 4, 2018. Congrats Trina!!
- **New Drivers:** We currently have three new drivers in training: Tiffany Langeloh-Morris, Angie Carow and Mileen Martens. Welcome to the team!

**OPERATIONS – Mike Ringgenberg** *(continued)*

- **New Operations Supervisor:** Matt Coale was promoted to an Operations Supervisor on October 1, 2018. Matt, congrats on the promotion!!
- **Outreach Success stories:** Kathy G. met with Mason County Public Health Department, Allyn Community Club Ice Cream Social, Faith in Action the “HUB” Over 40 Resource Fair, and the Thurston Mason Behavior Health Resource Fair. Kathy also attended the Mason County TIP CAP meeting, Moving Mason Forward meeting, Opiate Stakeholder meeting, Thurston Mason Behavior Health Meeting and the North Mason Chamber
- **RFP 2017-01 Service Review:** Nelson/Nygaard are gathering the feedback from the online surveys and feedback gathered from individuals who attended the public outreach events to determine which of the three options is the best for MTA.
- **RFP 2017-02 Technology:** Josh and Jason are methodically working out software challenges with Doublemap. We hope to have the fixed route software and hardware challenges completed in the next few weeks. Our Dial-A-Ride software “Tapride” should be fully operational by October 15, 2018.
- **Road Construction in Shelton:** Due to the union strike, most fixed routes have gone back to normal due to the decreased amount of road construction challenges. Trina Gwerder and the entire CommCenter have done an outstanding job of working with these challenges and informing our clients each and every day!!
- **Vanpool:** Usage rate for September 2018 was 50%, 8 of 16 vans were in use.



## 2018 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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| 2018 Work Items   |                         | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|---|-------------------------|-------------|-------------|-------------|-------------|
| Strategic Plan finalized and incorporated into the Transit Development Plan (TDP)         | Completed as of 9/18/18 | Δ           | Δ           |             |             |
| Review and update Employee Handbook based on union contracts                              |                         | Δ           | Δ           |             | Δ           |
| Create Financial Management Manual and update Procurement Policy                          | Moving to 2019          | Δ           | Δ           |             |             |
| Install Bus Technology and new scheduling software  |                         | Δ           | Δ           | Δ           | Δ           |
| Develop a work plan for parking lot upgrades  | X                       | Δ           |             |             |             |
| Accounting Software   | X                       | Δ           |             |             |             |
| Incorporate Remix into service planning   | X                       | Δ           |             |             |             |
| Finalize implementation of Performance Measures   | X                       | Δ           | Δ           | Δ           | Δ           |
| Develop a route deviation policy  | Moving to 2019          |             | Δ           |             |             |
| Consolidated Grant Application preparation for 2019-2021                                  | X                       |             | Δ           | Δ           |             |
| Install rear destination signs on low floor buses   |                         |             |             | Δ           | Δ           |
| Purchase refurbished buses for Worker/Driver program                                      | X                       |             |             | Δ           |             |
| Re-train all drivers on a regular basis in order to provide consistent service and safety |                         | Δ           | Δ           | Δ           | Δ           |
| Service Review  |                         | Δ           | Δ           | Δ           | Δ           |
| Park & Ride project (through 2023)  |                         | Δ           | Δ           | Δ           | Δ           |
| T-CC parking lot construction   |                         | Δ           | Δ           | Δ           | Δ           |