



## **AGENDA**

Mason Transit Authority Board  
Regular Meeting  
November 20, 2018, 4:00 p.m.  
Mason Transit Authority  
to be held at the following location:  
*Transit-Community Center  
601 West Franklin Street  
Shelton*

### **OPENING PROTOCOL**

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

**RECOGNITION** – Kathy Geist – Rural Community Leadership Program Certification and Buddy Bench Project at Mary M. Knight

### **PUBLIC COMMENT**

### **CONSENT AGENDA – ACTION**

- 1. Pg. 03: Approval of Minutes: Approval of the minutes of the October 16, 2018 MTA regular Board meeting**
- 2. Pg. 07: Financial Reports: October 2018**
- 3. Pg. 15: Check Approval: October 11, 2018 – November 15, 2018**

### **REGULAR AGENDA**

#### **UNFINISHED BUSINESS:**

- 1. Pg. 25: Proposed Revised Non-Represented Compensation Plan – Resolution No. 2018-13 – ACTIONABLE**
- 2. Pg. 37: Second View of 2019 Budget– DISCUSSION**

#### **NEW BUSINESS:**

- 1. Pg. 55: Approval of 2019 Authority Board Meetings – Resolution No. 2018-15 – ACTIONABLE**
- 2. Pg. 63: MCTAB and MTA Bylaw Changes – Resolution No. 2018-16 – ACTIONABLE**
- 3. Pg. 87: 2019 Work Plan – DISCUSSION**

### **INFORMATIONAL UPDATES**

- 1. Pg. 91: Park and Ride Update**
- 2. Pg. 93: Management Reports**
- 3. Pg. 105: Operations Statistics and Reports**

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

### **COMMENTS BY BOARD**

**PUBLIC COMMENT**

**ADJOURNMENT**

**UPCOMING MEETING AND PUBLIC HEARING:**

*Mason Transit Authority  
Public Hearing on Proposed 2019 Budget  
Tuesday, December 4, 2018 at 4:00 p.m.  
Administration Offices  
Mason Transit Authority  
790 East Johns Prairie Road  
Shelton*

*Mason Transit Authority  
Regular Meeting  
December 18, 2018 at 4:00 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.*

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
October 16, 2018  
Port of Allyn  
18560 East SR 3  
Allyn**



**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, Randy Neatherlin and Sandy Tarzwell. **Quorum met.**

**Authority Voting Board Members Not Present:** Kevin Dorcy, Deb Petersen and Don Pogreba

**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; Beau Bakken of the North Mason Regional Fire Authority and John Piety of MCTAB.

**ACCEPTANCE OF AGENDA**

**Moved** that the agenda for the October 18, 2018 Mason Transit Authority (MTA) regular board meeting be amended and approved to have new business items 3 and 4 be the new items 1 and 2, with the original new business items 1 and 2 to follow. **Neatherlin/Campbell. Motion carried.**

**PUBLIC COMMENT** – John Piety commended Danette Brannin on her work as General Manager.

**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 September 18, 2018.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of September, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of September 14, 2018 through October 10, 2018 financial obligations on checks #31848 through #31957, as presented for a total of \$551,228.14.

LeeAnn McNulty, Administrative Services Manager, mentioned to the Board that there was also a check in the amount of \$96,000 payable to the City of Shelton in connection with the bus pullout project.

**Campbell/Neatherlin. Motion carried.**

## **REGULAR AGENDA**

### **UNFINISHED BUSINESS**

[None]

### **NEW BUSINESS**

1. **Surplus Vehicle** – Marshall Krier, Maintenance and Facilities Manager, advised the Board that the vehicle had exceeded its normal useful life and is not being used for active service. **Moved** 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. **Neatherlin/Campbell. Motion carried.**
2. **Intergovernmental Disposition** – Fire Chief Beau Bakken of the North Mason Regional Fire Authority provided the Board with an overview of the evolution of the Mason County opioid stakeholder task force and the communication between many different groups that are all affected by the opioid epidemic. He also spoke of the partnership with Peninsula Community Health Services and grant money awarded by the U.S. Department of Justice's Comprehensive Opioid Abuse Program and how the vehicle received via the intergovernmental disposition will be used. **Moved** that the Mason Transit Authority Board approve the sale of previously surplus Vehicle 433 as an intergovernmental disposition under the terms and as identified in the attached Bill of Sale. **Neatherlin/Drexler. Motion carried.**
3. **Electronic Board Packets** – Board Clerk, Tracy Becht, summarized the benefits of the transition from paper copies of the Board packets to electronic tablets to be used in 2019. Ms. Becht also described the savings in staff time, resources and less environmental resources being used. **Moved** 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. **Drexler/Neatherlin. Motion carried.**
4. **Proposed Revised Non-Represented Compensation Plan** – LeeAnn McNulty, Administrative Services Manager, discussed the changes to the previously approved compensation plan and that it provided for broader flexibility. The wage matrix is a mechanism for use as a wage placement. The Board requested additional documentation to see how the process would work and this item was tabled for the November 20, 2018 Board meeting.
5. **First View of the 2019 Proposed Budget (Operating Only).** Ms. McNulty described to the Board in those areas in which the proposed budget had been updated since the October 12 posting of the Board packet, as well as how the budget was developed. She inquired as to whether or not the Finance Committee would like to meet to discuss the budget. The Board did not feel that it was necessary as the budget was well presented and, with the notes that were provided, gave a good view of the budget.

**INFORMATIONAL UPDATES** – Ms. Brannin briefly spoke to the Board relating to the park and ride projects.

**GENERAL MANAGER’S REPORT** – Ms. Brannin provided brief highlights.

**COMMENTS BY BOARD MEMBERS** – [None].

**PUBLIC COMMENT** – John Piety requested that a couple of extra tablets be available for public use as well as paper copies.

**Moved** that the meeting be adjourned.

**ADJOURNED** 5:35 p.m.

**UPCOMING MEETINGS**

**Mason Transit Authority  
Public Hearing on Proposed 2019 Budget**  
*Tuesday, October 30, 2018 at 4:30 pm*  
**Transit-Community Center  
601 West Franklin Street  
Shelton**

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

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**Mason Transit Authority Regular Board Meeting**

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

**Summary for Discussion Purposes:**

Included are the October 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 August 2018 (received October 31, 2018) was \$462,622 – which was approximately 22% higher than budgeted, and 17% higher than August 2017 actual.

*Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses would be at 83% (10/12) of the budget through the end of October. Total YTD Revenue is currently over budget at 92.12%. Total YTD Operating Expenses is currently under budget at 81.73%.

**Fiscal Impact:**

October’s fiscal impact reflects total revenues of \$664,766 and operating expenses of \$612,221.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

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

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# Mason Transit Authority

## October 2018 Financial Report

	October Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used
					83.33%
<b>REVENUE</b>					
Passenger Fares	9,361	83,019	101,600		81.71%
PSNS Worker/Driver & Vanpool Fares	21,868	215,071	265,000		81.16%
<b>Total Operating Revenue (Fares)</b>	<b>31,229</b>	<b>298,090</b>	<b>366,600</b>		<b>81.31%</b>
Sales Tax	321,964	3,789,801	3,897,207	(1)	97.24%
Operating Grants	253,843	2,584,781	3,046,116	(2)	84.85%
Rental Income	15,244	151,517	183,418		82.61%
Investment Income	10,577	83,430	20,000		417.15%
Other Non-operating Revenue	31,909	290,686	300,400	(3)	96.77%
<b>Total Revenue</b>	<b>664,766</b>	<b>7,198,305</b>	<b>7,813,741</b>		<b>92.12%</b>
<b>EXPENSES</b>					
Wages and Benefits	400,663	4,224,884	5,677,315		74.42%
Contracted services	21,600	302,649	423,608		71.45%
Fuel	35,919	327,712	336,000	(4)	97.53%
Vehicle/Facility Repair & Maintenance	19,603	254,196	308,200		82.48%
Insurance	19,876	198,755	238,506		83.33%
Intergovernmental - Audit Fees	-	29,411	29,000		101.42%
Rent - Facilities and Park & Ride	2,440	23,774	30,800		77.19%
Utilities	10,294	102,945	131,140		78.50%
Supplies - Equipment	7,516	90,287	119,245		75.72%
Training & Meetings	2,317	26,550	55,185		48.11%
Other operating expenses	9,738	232,768	169,002	(5)	137.73%
Pooled Reserves	82,255	526,944	240,000	(6)	219.56%
<b>Total Operating Expenses</b>	<b>612,221</b>	<b>6,340,875</b>	<b>7,758,001</b>		<b>81.73%</b>
<b>Net Income (Loss) from Operations</b>	<b>52,545</b>	<b>857,430</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, Q2, Q3 2018 actuals and October's accrual.
(3)	Includes Q1, Q2, Q3 2018 actuals and October's accrual of RMG Grant - \$188,330, LMTAA Volunteer program revenue - \$32,514, Volunteer Donations - \$1,839, Sale of Maintenance Services \$3,294, Sale of Bus ads \$17,915, Community Van - \$4,434, and Insurance Recoveries - \$36,346.
(4)	Average diesel price per gallon year to date is \$2.47. Average gasoline price per gallon year to date is \$3.14.
(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 year include: Volunteer Driver Program reimbursements \$32,810, Advertising \$15,590, Merchant/credit card fees \$5,633, Office Equipment Lease \$4,721, Dues, Memberships, Subscriptions \$31,704, 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

October 2018 Financial Report - TCC

	2018 October Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used		YTD - Community Center Allocation	YTD - Transit Allocation
					83.33%			
<b>REVENUE</b>								
T-CC Rental	13,777	136,853	165,821		82.53%		136,853	-
Other Revenue	21	235	-				235	-
<b>Total Revenue</b>	<b>13,798</b>	<b>137,088</b>	<b>165,821</b>		<b>82.67%</b>		<b>137,088</b>	-
<b>EXPENSES</b>								
Wages and Benefits	10,003	100,476	133,483		75.27%		100,476	-
Contracted services	700	6,116	6,000	(1)	101.93%		5,165	951
Repair & Maintenance	1,334	8,328	4,900	(2)	169.96%		6,628	1,700
Insurance	1,284	12,841	15,409		83.33%		12,841	-
Utilities	3,159	37,140	46,440		79.97%		26,369	10,771
Supplies & Small Equipment	820	6,870	3,835	(3)	179.14%		4,469	2,401
Training & Meetings	-	-	860		0.00%		-	-
Other operating expenses	277	3,016	5,093	(4)	59.22%		2,771	245
<b>Total Operating Expenses</b>	<b>17,577</b>	<b>174,787</b>	<b>216,020</b>		<b>80.91%</b>		<b>158,719</b>	<b>16,068</b>
<b>Net Income (Loss) from Operations</b>	<b>(3,779)</b>	<b>(37,699)</b>	<b>(50,199)</b>				<b>(21,631)</b>	<b>(16,068)</b>

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$2,440 Alarm services \$1,847; IT services \$1098; 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 Armory Freezer repairs \$614, Ice Melt for bus lanes \$694.

(3) Supplies and Small Equipment largely consist of cleaning supplies for \$4,900 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, Equipment Rental \$277.

# Mason Transit Authority

## 2018 CAPITAL PROJECT BUDGET

Project	Budget	Grants	MTA Funding	Project Costs to Date	Purpose
IT Items	15,000	-	15,000	-	Server upgrades @ \$15,000 - deferred to 2019
T-CC Parking Lot	302,500	250,000	52,500	3,284	Parking lot behind T-CC
Park & Ride Development - 2015-2019 RMG Funds	6,567,000	5,617,000	950,000	1,534,008	Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R
Smart Bus Technology	400,000	400,000	-	324,827	CAD/AVL, Tablet, Scheduling Software, Automatic Stop
HVAC Units	50,000	-	50,000	-	Replace units Buildings 1 & 2 - deferred to 2019
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	43,647	Maintenance shop
Passenger Amenities & Signage at Stops	80,000	69,200	10,800	4,327	Balance of 2015 TAP Grant. Initial spend T-CC start up.
Alder St./N. Olympic Hwy Project	100,000	-	100,000	96,398	Bus stop enhancements in coordination of City project.
Accounting Software	35,000	-	35,000	-	No longer considering change
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>\$ 731,051</b>	<b>\$ 2,048,910</b>

### VEHICLE REPLACEMENT

Vehicle	Budget	Grants	MTA Funding	Project Costs to Date	Purpose
2 Worker Driver Coaches	1,514,489	1,482,690	296,538	-	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 - deferred to 2019
<b>TOTAL VEHICLE REPLACEMENT</b>	<b>\$ 2,049,419</b>	<b>\$ 1,861,369</b>	<b>\$ 452,789</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 - \$1,436,089.  
 Capital Project Reserves - 530,574 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

# Mason Transit Authority

## Cash and Investments

October 31, 2018

FUND	9/30/2018	10/31/2018	Change
Cash - MC Treasurer	1,398,615.55	1,210,027.37	(188,588.18)
Investments - MC Treasurer	6,269,104.63	6,269,104.63	-
Payroll - ACH Columbia Bank	180,000.00	179,980.73	(19.27)
Petty Cash/Cash Drawer #1	500.00	500.00	-
<b>TOTAL</b>	<b>\$ 7,848,220.18</b>	<b>\$ 7,659,612.73</b>	<b>\$ (188,607.45)</b>

Cash Encumbrances		
<b>Grant Related:</b>		
Two (2) Hybrid Coaches for Worker/Driver Program	296,538	
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>1,436,089</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		530,574
Fuel Reserves		120,000
Transportation Service Consultant		150,000
		<b>\$ 4,637,285</b>

Total of Cash \$ 7,659,612.73  
 Less Encumbrances \$ 4,637,285.00

**Undesignated Cash Balance Total (Including Reserves) \$ 3,022,327.73**

Investments - MC Treasurer (Reserves) \$ 6,269,104.63  
 Less Encumbrances \$ 4,637,285.00

**Undesignated Cash Reserves \$ 1,631,819.63**

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

# Mason Transit Authority

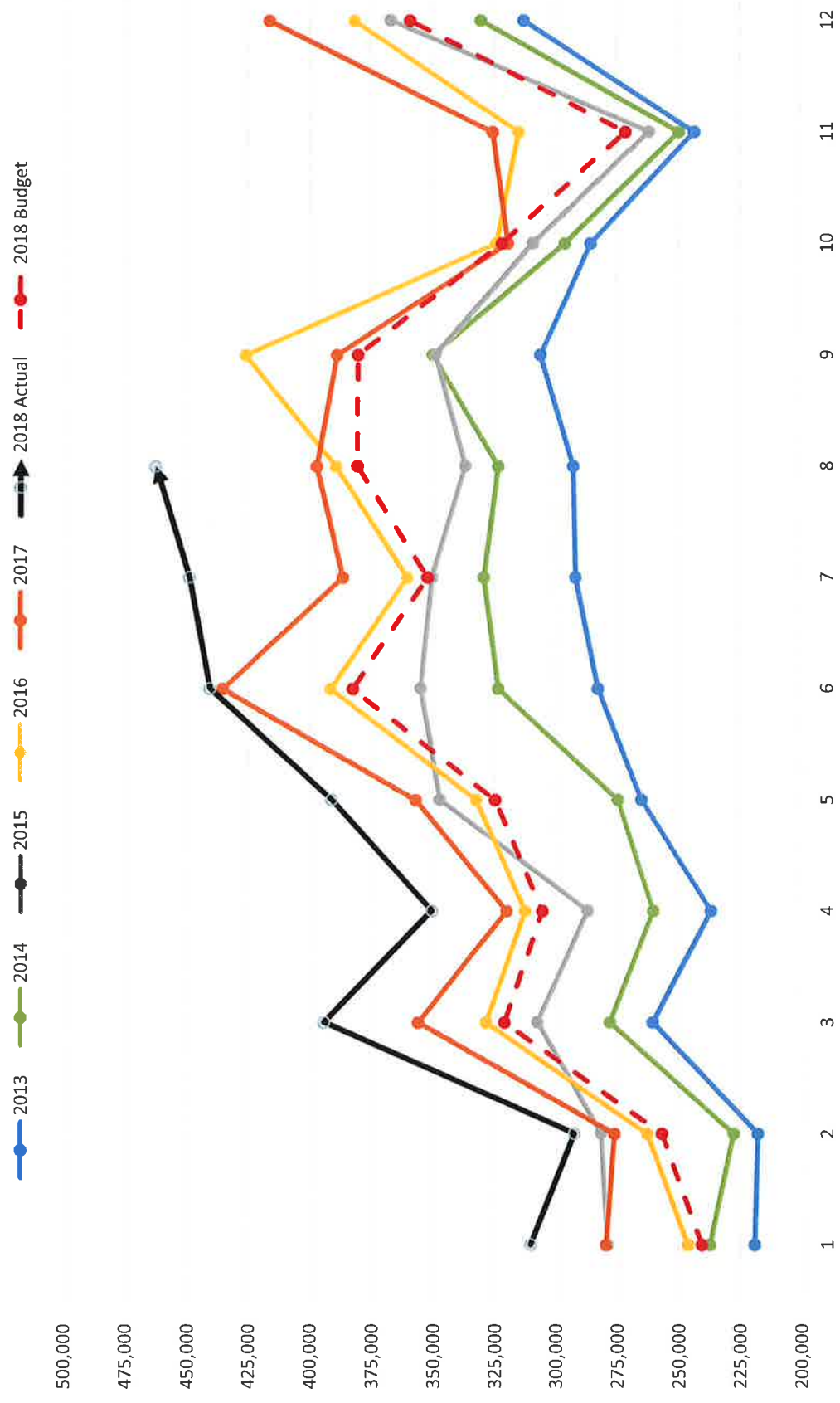
## Sales Tax Collected

as of **10/31/2018** for **8/31/2018**

	2013	2014	2015	2016	2017	2018 Actual	2018 Budget	2018 Budget Variance	% Change 2017 - 2018 Actual
January	219,231	237,528	279,122	246,415	279,777	310,547	240,808	29%	11%
February	217,929	227,815	281,559	262,925	276,310	292,604	256,943	14%	6%
March	260,652	278,053	307,482	328,665	356,214	394,293	321,188	23%	11%
April	236,931	260,396	286,903	312,635	320,241	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	462,622	380,367	22%	17%
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	3,091,391	3,897,207		



# Monthly Sales Tax Trend



## **Mason Transit Authority Board Meeting**

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

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

- City of Shelton
  - Check #31968 – \$96,398.00 – Bus Pullout
- DoubleMap, Inc.
  - Check #31971 – \$22,942.11– Five-year subscription fee
- Nelson Nygaard
  - Check #31987 – \$21,884.85 – Service Review
  - Check #32076 – \$5,197.54 – Service Review
- Northwest Lift & Equipment LLC
  - Check #31989 – \$43,646.73 – Bus lifts for maintenance shop
- SCJ Alliance
  - Check #32079 – \$43,989.79 – P&R Construction

October Purchases Fuel Prices: Diesel \$2.63 Unleaded \$3.37

### **Fiscal Impact:**

\$897,128.95

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of October 11, 2018 through November 15, 2018 financial obligations on checks #31958 through #32084, as presented for a total of \$897,128.95.

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Mason Transit Authority  
November 20, 2018 Disbursement Approval

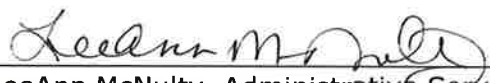
The following checks for the period of October 11, 2018 through November 15, 2018 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	31958 - 32084	897,128.95

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 10/19/2018	31959	157,997.05
Payroll & DRS – 11/2/2018	32015	159,365.26
Payroll & DRS – 11/16/2018	32084	160,756.40
City of Shelton	31968	96,398.00
DoubleMap Inc.	31971	22,942.11
Nelson Nygaard	31987	21,884.85
Nelson Nygaard	32076	5,197.54
Northwest Lift & Equipment LLC	31989	43,646.73
SCJ Alliance	32079	43,989.79
<i>Voided Check: Mick Baker</i>	31903	186.39

Submitted by:   
Brian Phillips, Staff Accountant

Date: 11/16/18

Approved by:   
LeeAnn McNulty, Administrative Services Manager

Date: 11-16-18

# Mason Transit Authority

## Board Check Register

From 10/11/2018 Through 11/15/2018

Document Date	Check #	Vendor Name	Amount
11/13/2018	31903	Mick Baker - Voided Check	(186.39)
10/15/2018	31958	District 160	1,258.22
10/17/2018	31959	Mason Transit Authority - ACH Account	157,997.05
10/25/2018	31960	Aflac	715.98
10/25/2018	31961	AIG Retirement	240.00
10/25/2018	31962	Ecolube Recovery, LLC dba American Petroleum Enviro	65.10
10/25/2018	31963	Associated Petroleum Products, Inc.	25,888.40
10/25/2018	31964	Aramark	282.52
10/25/2018	31965	Aramark	25.48
10/25/2018	31966	Bridge Church	90.00
10/25/2018	31967	Kirk C Church dba 3C's	750.00
10/25/2018	31968	City of Shelton	96,398.00
10/25/2018	31969	Commercial Brake & Clutch, Inc.	271.25
10/25/2018	31970	Cummins Northwest, LLC	4,558.05
10/25/2018	31971	DoubleMap, Inc.	22,942.11
10/25/2018	31972	Economic Development Council	1,000.00
10/25/2018	31973	EMC - Mason Transit	121.80
10/25/2018	31974	Employment Security Department - WA State	1,082.00
10/25/2018	31975	Gillig, LLC	75.40
10/25/2018	31976	IVS, Inc. dba AngelTrax	407.19
10/25/2018	31977	Knight Fire Protection, Inc.	640.02
10/25/2018	31978	Marshall Krier	135.37
10/25/2018	31979	LegalShield	138.50
10/25/2018	31980	Les Schwab	470.23
10/25/2018	31981	Mason County PUD #3	96.43
10/25/2018	31982	Mason County Utilities/Waste Management	96.00
10/25/2018	31983	Mathis Exterminating	146.48
10/25/2018	31984	McNulty, LeeAnn	77.90
10/25/2018	31985	Mountain Mist Water	82.79
10/25/2018	31986	Napa Auto Parts	68.37
10/25/2018	31987	Nelson Nygaard	21,884.85
10/25/2018	31988	North Mason Chamber of Commerce	25.00
10/25/2018	31989	Northwest Lift & Equipment LLC	43,646.73
10/25/2018	31990	Northridge Properties, LLC	1,500.00
10/25/2018	31991	Northwest Administrators	86,675.42
10/25/2018	31992	Office Depot, inc.	224.37
10/25/2018	31993	Olympic Lock & Key	5.66

# Mason Transit Authority

## Board Check Register

From 10/11/2018 Through 11/15/2018

Document Date	Check #	Vendor Name	Amount
10/25/2018	31994	O'Reilly Auto Parts	171.91
10/25/2018	31995	Rexel USA, Inc. dba Platt Electric Supply, Inc.	132.25
10/25/2018	31996	Builders FirstSource	229.67
10/25/2018	31997	Rexus Corporation	51.00
10/25/2018	31998	Brenton Schnitzer	28.00
10/25/2018	31999	Schetky Northwest Sales, Inc.	127.91
10/25/2018	32000	Seattle Automotive Distributing	1,351.77
10/25/2018	32001	The Shoppers Weekly	2,847.97
10/25/2018	32002	Small & Mid-Sized Transit Alliance	25.00
10/25/2018	32003	South Sound Investment Properties, LLC	300.00
10/25/2018	32004	Staples Business Advantage	1,116.30
10/25/2018	32005	Cara Stinson	34.99
10/25/2018	32006	ThyssenKrupp Elevator Corp.	610.28
10/25/2018	32007	Total Battery & Automotive Supply	30.16
10/25/2018	32008	Tozier Brothers, Inc.	24.94
10/25/2018	32009	ULINE	135.31
10/25/2018	32010	United Way of Mason County	46.00
10/25/2018	32011	Westcare Clinic, Inc.	595.00
10/25/2018	32012	Washington State Transit Association	340.00
10/29/2018	32013	District 160	1,260.35
10/29/2018	32014	Mason County PUD #3	483.60
11/1/2018	32015	Mason Transit Authority - ACH Account	159,365.26
11/8/2018	32016	Advance Glass	136.54
11/8/2018	32017	AIG Retirement	240.00
11/8/2018	32018	Allstream	232.05
11/8/2018	32019	Associated Petroleum Products, Inc.	805.61
11/8/2018	32020	Aramark	301.88
11/8/2018	32021	Aramark	25.48
11/8/2018	32022	ARCH Mechanical, Inc.	236.53
11/8/2018	32023	Tracy Becht	222.31
11/8/2018	32024	Danette Brannin	74.09
11/8/2018	32025	City of Shelton	517.37
11/8/2018	32026	Cascade Natural Gas	1,750.02
11/8/2018	32027	Comcast	192.21
11/8/2018	32028	EMC - Mason Transit	121.80
11/8/2018	32029	Gillig, LLC	867.36
11/8/2018	32030	Golden Tech Repair, LLC	614.16

# Mason Transit Authority

## Board Check Register

From 10/11/2018 Through 11/15/2018

Document Date	Check #	Vendor Name	Amount
11/8/2018	32031	Hood Canal Communications	7,070.26
11/8/2018	32032	Island Superior Air Filter	81.60
11/8/2018	32033	Jim's Auto Repair & Towing	347.48
11/8/2018	32034	Kitsap Transit	2,424.39
11/8/2018	32035	KnowBe4, Inc.	2,320.17
11/8/2018	32036	Les Schwab	1,439.62
11/8/2018	32037	Mason County Public Health	1,020.00
11/8/2018	32038	Mason County PUD #3	2,177.60
11/8/2018	32039	Mathis Exterminating	146.48
11/8/2018	32040	McNulty, LeeAnn	473.77
11/8/2018	32041	Mountain Mist Water	163.32
11/8/2018	32042	Mood Media	103.20
11/8/2018	32043	Napa Auto Parts	686.39
11/8/2018	32044	Office Depot, inc.	162.87
11/8/2018	32045	Olympic Lock & Key	4.35
11/8/2018	32046	Pitney Bowes Purchase Power	170.35
11/8/2018	32047	Builders FirstSource	135.70
11/8/2018	32048	Rexus Corporation	51.00
11/8/2018	32049	Mike Ringgenberg	166.72
11/8/2018	32050	Schetky Northwest Sales, Inc.	90.40
11/8/2018	32051	Seattle Automotive Distributing	1,121.96
11/8/2018	32052	Mason County Journal	92.00
11/8/2018	32053	The Shoppers Weekly	38.52
11/8/2018	32054	Staples Business Advantage	65.06
11/8/2018	32055	Summit Law Group	640.50
11/8/2018	32056	Super Bee Alignment	87.12
11/8/2018	32057	Tozier Brothers, Inc.	10.96
11/8/2018	32058	United Way of Mason County	91.40
11/8/2018	32059	Washington Association of Public Records Officers	175.00
11/8/2018	32060	Westcare Clinic, Inc.	85.00
11/8/2018	32061	Whisler Communications	1,686.09
11/8/2018	32062	AWorkSAFE Service, Inc.	145.00
11/8/2018	32063	Washington State Transit Association	100.00
11/15/2018	32064	Associated Petroleum Products, Inc.	1,000.00
11/15/2018	32065	Judy Arms	572.80
11/15/2018	32066	Mick Baker	352.07
11/15/2018	32067	Fran Cavaille	100.28

# Mason Transit Authority

## Board Check Register

From 10/11/2018 Through 11/15/2018

Document Date	Check #	Vendor Name	Amount
11/15/2018	32068	Walter Cothran	535.19
11/15/2018	32069	Gene Currier	377.69
11/15/2018	32070	Carolyn Gravatt-Bowles	629.03
11/15/2018	32071	Mason County PUD #3	2,651.50
11/15/2018	32072	Mason County PUD #3	718.68
11/15/2018	32073	Mason County PUD #3	861.76
11/15/2018	32074	Cheryl Moore	53.96
11/15/2018	32075	Nancy C. Murphy	57.23
11/15/2018	32076	Nelson Nygaard	5,197.54
11/15/2018	32077	Judy Nicholson	598.16
11/15/2018	32078	Pacific Office Automation	371.41
11/15/2018	32079	SCJ Alliance	43,989.79
11/15/2018	32080	Mason County Journal	52.00
11/15/2018	32081	U.S. Bank	8,282.00
11/15/2018	32082	Verizon Wireless	493.39
11/15/2018	32083	Robert Williams	362.43
11/14/2018	32084	Mason Transit Authority - ACH Account	<u>160,756.40</u>
		Total	897,128.95

# Mason Transit Authority

Vendor Activity - Credit Card Charges			
From 10/1/2018 Through 10/31/2018			
Vendor Name	GL Title	Transaction Description	Expenses
U.S. Bank	Uniform Allowance	SHELTON OUTFITTERS-WINTER COAT/GLOVES/HAT FOR MIKE M.	68.45
	Uniform Allowance	SHOP 4 TIES-ALOHA SHIRTS	2,016.59
	Uniform Allowance	SHOPPERS-DAN T-SHIRT	98.57
	Uniform Allowance	TACOMA OUTFITTERS-COAT FOR PRESTON	54.37
	Contract Services	MICROSOFT-EMAIL SERVICE	26.54
	Contract Services	MICROSOFT-EMAIL SERVICE	295.93
	Contract Services	SMARSH MONTHLY DVD	50.00
	Contract Services	SMARSH-EMAIL ARCHIVING	376.00
	Contract Services	SMARSH-SOCIAL MEDIA ARCHIVING	50.00
	Contract Services	SMARSH-TAX	4.25
	Contract Services	SMARSH-VERIZON ARCHIVING	130.00
	Facility Repair/Maintenance	HOME DEPOT-FAICLITY JP	28.83
	Facility Repair/Maintenance	HOME DEPOT-FAICLITY JP	28.83
	Facility Repair/Maintenance	HOME DEPOT-LIGHTS	4.62
	Facility Repair/Maintenance	KOHLER.COM-VALVES FOR MENS URINALS IN GYM	7.48
	Facility Repair/Maintenance	KOHLER.COM-VALVES FOR MENS URINALS IN GYM	18.31
	Facility Repair/Maintenance	LOWES HARWARE-ICE MELT FOR TCC BUS LANES	201.14
	Facility Repair/Maintenance	LOWES HARWARE-ICE MELT FOR TCC BUS LANES	492.46
	Facility Repair/Maintenance	LOWES-FACILITY DOOR	135.43
	Operating Supplies	AMAZON BUSINESS-DOUBLEMAP WIRELESS	39.90
	Operating Supplies	AMAZON BUSINESS-DOUBLEMAP WIRELESS	56.86
	Operating Supplies	AMAZON BUSINESS-DOUBLEMAP WIRELESS	233.26
	Office Supplies	POSITIVE PROMOTIONS-POCKET SAFETY CALENDARS (100)	112.95
	Office Supplies	WALMART-BATTERIES FOR COMM CENTER	15.10
	Shop Supplies	PARTS WAREHOUSE-SUPPLY	46.24
	Shop Supplies	WHEEL CHECK-SHOP SUPPLY	78.67
	Cleaning/Sanitation Supplies	SAFeway-AIR FRESHENERS FOR DRIVER BATHROOMS	33.67
	Cleaning/Sanitation Supplies	WALMART-CLEANING SUPPLIES	18.55
	Cleaning/Sanitation Supplies	WALMART-CLEANING SUPPLIES	45.42
	Cleaning/Sanitation Supplies	WALMART-ODOR PREVENTION FOR DRIVERS RESTROOM	22.90
	IT Equipment	DELL-EVALUATION COMPUTER	716.57
	IT Equipment	WALMART-HEADPHONES FOR TRAINING LAB	42.48
	Small Tools & Equipment	HARBOR FREIGHT	25.04
	Small Tools & Equipment	LL ONE TEN-SHOP TOOLS	86.54
	Small Equipment & Furniture	AMAZON-VAREDESK FOR MATT C.	428.58
	Garbage	SHELTON TRANSFER STATION-CREDIT CARD USE FEE	2.00
	Garbage	SHELTON TRANSFER STATION-TRASH	16.16
	Dues, Memberships, Subscriptions	ADOBE-ACROBAT PRO SUBSCRIPTION	16.26
	Travel & Meeting Expense MTA	COURT MARIOT TUKWILA LABOR RELATIONS LODGING	20.00
	Travel & Meeting Expense MTA	COURT MARIOT TUKWILA LABOR RELATIONS LODGING	169.48
	Travel & Meeting Expense MTA	ENZIAN INN-WSTA MEETING B. SCHNITZER	202.74
	Travel & Meeting Expense MTA	ENZIAN INN-WSTA MEETING M. KRIER	202.74
	Travel & Meeting Expense MTA	FRED MEYER-WATER BOTTLES FOR BOARD MEETING	6.51
	Travel & Meeting Expense MTA	HEATHMAN LODGE-ATTENDANCE AT WSTA CLERKS COMMITTEE MEETIN	333.00
	Travel & Meeting Expense MTA	SOUND TRANSIT-TRAIN TICKETS FOR 2	15.00
	Travel & Meeting Expense MTA	STAYBRIDGE HOTEL-WSTA OPS MEETING	276.26
	Training / Seminars	CTANW-DRIVER HEALTH & WELLNESS	30.00
	Advertising/Promotion Media	ACE HARDWARE-CHRISTMAS LIGHTS FOR PARADE	71.78
	Advertising/Promotion Media	DESIGN PRINT-BANNER	129.00
	Advertising/Promotion Media	DESIGN PRINT-BANNER RETURNED	(129.00)
	Advertising/Promotion Media	DISPLAYS2GO.COM-RETURN DISPLAYS	(266.11)

# Mason Transit Authority

Vendor Activity - Credit Card Charges  
From 10/1/2018 Through 10/31/2018

Vendor Name	GL Title	Transaction Description	Expenses
	Advertising/Promotion Media	PARADEFLOATS-LETTERS FOR BUS PARADE	106.06
	Advertising/Promotion Media	UPS-UPS SHIPMENT ADJUSTMENT	2.06
	Advertising/Promotion Media	UPS-UPS SHIPMENT ADJUSTMENT	6.90
	Advertising/Promotion Media	UPS-UPS SHIPMENT ADJUSTMENT	49.91
	Advertising/Promotion Media	UPS-UPS SHIPMENT ADJUSTMENT	49.91
	Advertising/Promotion Media	WALMART-HALLOWEEN CANDY FOR TCC	53.88
	Passenger Parking Facilities	ALLSTAR-BELFAIR PARKING	550.00
	Rent - Equipment	LEW RENTS WEST-SCISSOR LIFT TO FIX GYM LIGHTS	276.93
			<u>Total</u> 8,282.00

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

**Agenda Item:** Unfinished Business Item 1 – *Actionable*  
**Subject:** Proposed Revised Non-Represented Compensation Plan  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** November 20, 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. At the October 16 Board meeting, it was requested by the Board following the initial proposal that staff furnish additional documentation to demonstrate how the process would work.

Additional description of the process for employee evaluations along with potential performance compensation criteria was added to the Non-Represented Compensation Plan.

Staff has included the Employee Performance Appraisal and the Leadership Performance Appraisal forms with the compensation plan for the Board's review.

### **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 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 Evaluation, Compensation and Completion of Probation

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

Eligibility for an increase will be based on annual employee performance evaluations- and supported through the annual budget process.

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

Summary of Performance Scoring Criteria

- An employee must receive at least eight (8) Exceeds Expectations on the Employee Performance Appraisal (11 categories available) or five (5) Exceeds Expectations on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase.
- The manager of the department will recommend a performance increase for an employee if applicable.
- Administrative Services Manager and General Manager will review and approve recommended increases prior to the employee evaluation meeting.

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Upon completion of probation, an new 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.

### Compensation Plan Review

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

### Examples of a Successful Employee's Performance:

- Meets job expectations and job description
- Is timely – arrives to work on time; returns from breaks and lunch on time
- Gets along with co-workers; resolves conflicts
- Adheres to guiding principles
- Performs work safely
- Is accurate in work products produced

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### Examples of an Exceeds Expectations Employee's Performance:

- Above qualities listed plus
  - Solution orientated; brings a solution to a problem
  - Volunteers for extra duty and projects; puts in extra time
  - Seldom misses work unscheduled
  - Willing to learn and take on extra duties
  - Proactive approach; does not need a lot of guidance
  - Sets an example for others; exhibits leadership qualities regardless of position
  - Mentors others

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The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.

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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 20<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
Kevin Shutty, Chair

\_\_\_\_\_  
Wes Martin, Vice-Chair

\_\_\_\_\_  
John Campbell, Authority Member

\_\_\_\_\_  
Kevin Dorcy, Authority Member

\_\_\_\_\_  
Terri Drexler, Authority Member

\_\_\_\_\_  
Randy Neatherlin, Authority Member

\_\_\_\_\_  
Deborah Petersen, Authority Member

\_\_\_\_\_  
Don Pogreba, Authority Member

\_\_\_\_\_  
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_  
Danette Brannin, General Manager

APPROVED AS TO FORM: \_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tracy Becht, Clerk of the Board



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

**COMPENSATION PHILOSOPHY**

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  - Mentors others

The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.

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

**Agenda Item:** Unfinished Business – Item 2 – *Discussion*  
**Subject:** Second Draft of 2019 Budget  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** November 20, 2018

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

A first view of the proposed 2019 budget was provided to the Board at the October 16, 2018 meeting. Since that version of the budget, the following items have been modified:

- Inclusion of additional \$9,810 LMTAAA grant revenue
- Reduction of expense on actual WSTIP insurance quote based on a reconciliation of our mileage unit exposure for the 2019 calculation.
- Inclusion of anticipated \$2,500 expense to repair commercial freezers at T-CC
- Minor wage adjustments

2019 Labor and Industries Workers Comp rates remain outstanding. Rates should be received in early December, before final board approval. This expense is currently estimated on the high side.

This second draft has projected revenue at \$7,881,693 and expenses of \$7,841,676 including a \$120,000 allowance to Pooled Reserves.

### **Staff Recommendation:**

None at this time.

### **Motion for Consideration:**

None at this time.

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# 2019 Annual Budget

*Draft*

November 20, 2018

## Objective

The purpose of the 2019 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

## Goals

1. Maintain a 4-month Operating reserve fund
2. Focus on long-term sustainability within current funding limits
3. Grow reserves for capital projects and vehicle replacement
4. Ensure fiscal responsibility
5. Review current service levels and community needs

## 2019 Budget Overview

Current economic outlook remains positive, as sales tax continues to grow. Operating grant awards for all services through June 2023 were favorable and highly ranked through the Peninsula Regional Transportation Planning Organization. These increased sources of funds provide more than enough revenue to cover for increasing employee wages and benefits expenses.

## 2019 Budget Highlights

1. Budgeted revenues are projected to increase by 1% due to increasing sales tax and operating grant awards.
2. Budgeted expenses are anticipated to increase by 1% as well due to continuing wage increases. However, costs have been minimized elsewhere within the budget to accommodate for the increased wages.
3. Budgeted net income remains comparable to 2018.
4. Operating reserves are expected to remain unchanged in 2019.
5. Pooled reserves are projected to increase in the current year by \$120k.
6. Minimal changes are anticipated to occur within department team structure in 2019. As such, FTEs are budgeted to decrease from 82 in 2018 to 81 in 2019
7. Most notable capital projects planned for 2019 are the internal IT infrastructure upgrade and the replacement of 15 vehicles.
8. T-CC's separate operating budget's net loss is projected to double in 2019 due to upcoming repairs and maintenance to the building to maintain its safety and appearance.



## 2019 Proposed Operating Budget

The Operating Budget does not include Capital expenditures (see Capital Budget below).

	2016	2017	2018 Projection	2018 Budget	2019 Budget		% Change in Budget YoY
<b>Operating Revenue (Fares)</b>							
Passenger Fares	\$ 97,645	\$ 98,224	\$ 100,236	\$ 101,600	\$ 103,500	<b>1</b>	2%
WD/VP	293,538	265,129	258,729	265,000	265,000	<b>2</b>	0%
Special Contract	101,631	-	-	-	-		-
	492,814	363,353	358,965	366,600	368,500		1%
<b>Non-Operating Revenue</b>							
Sales Tax	4,070,658	4,258,175	4,516,381	3,897,207	3,936,179	<b>3</b>	1%
Operating Grants	2,787,014	2,913,315	2,735,667	3,046,116	3,189,554	<b>4</b>	5%
Rental Income	135,096	181,205	192,342	183,418	143,227	<b>5</b>	-22%
Investment Income	16,218	44,156	97,917	20,000	45,000	<b>6</b>	125%
Other income	217,055	277,418	320,659	300,400	199,233	<b>7</b>	-34%
	7,226,041	7,674,269	7,862,966	7,447,141	7,513,193		1%
<b>Total Revenue</b>	7,718,855	8,037,622	8,221,931	7,813,741	7,881,693		<b>1%</b>
<b>Expenses</b>							
Wages & Benefits	5,385,066	5,127,618	5,143,019	5,677,315	5,960,557	<b>8</b>	5%
Contracted Services	254,963	254,849	322,526	423,608	207,023	<b>9</b>	-51%
Purchased Transportation	1,794	-	-	-	-		-
Fuel	279,867	331,502	345,380	336,000	400,250	<b>10</b>	19%
Vehicle/Facility Repair & Maintenance	321,344	268,631	278,288	308,200	351,750	<b>11</b>	14%
Insurance Premium	194,978	238,034	209,939	238,506	235,477	<b>12</b>	-1%
Intergovernmental - Audit Fees	27,468	26,604	34,518	29,000	31,000	<b>13</b>	7%
Facility Rent and Park & Ride	20,145	27,662	29,474	30,800	32,000	<b>14</b>	4%
Utilities	125,080	117,810	123,685	131,140	139,781	<b>15</b>	7%
Supplies	136,327	93,803	103,392	118,735	129,345	<b>16</b>	9%
Training & Meetings	34,950	26,433	29,959	55,185	74,855	<b>17</b>	36%
Other Operating Expenses	120,369	131,733	264,618	169,512	159,638	<b>18</b>	-6%
Pooled Reserves	-	-	526,942	240,000	120,000	<b>19</b>	-50%
<b>Total Expense</b>	6,902,351	6,644,679	7,411,740	7,758,001	7,841,676		<b>1%</b>
<b>Net Income (Loss)</b>	\$ 816,504	\$ 1,392,943	\$ 810,191	\$ 55,740	\$ 40,017		<b>-28%</b>

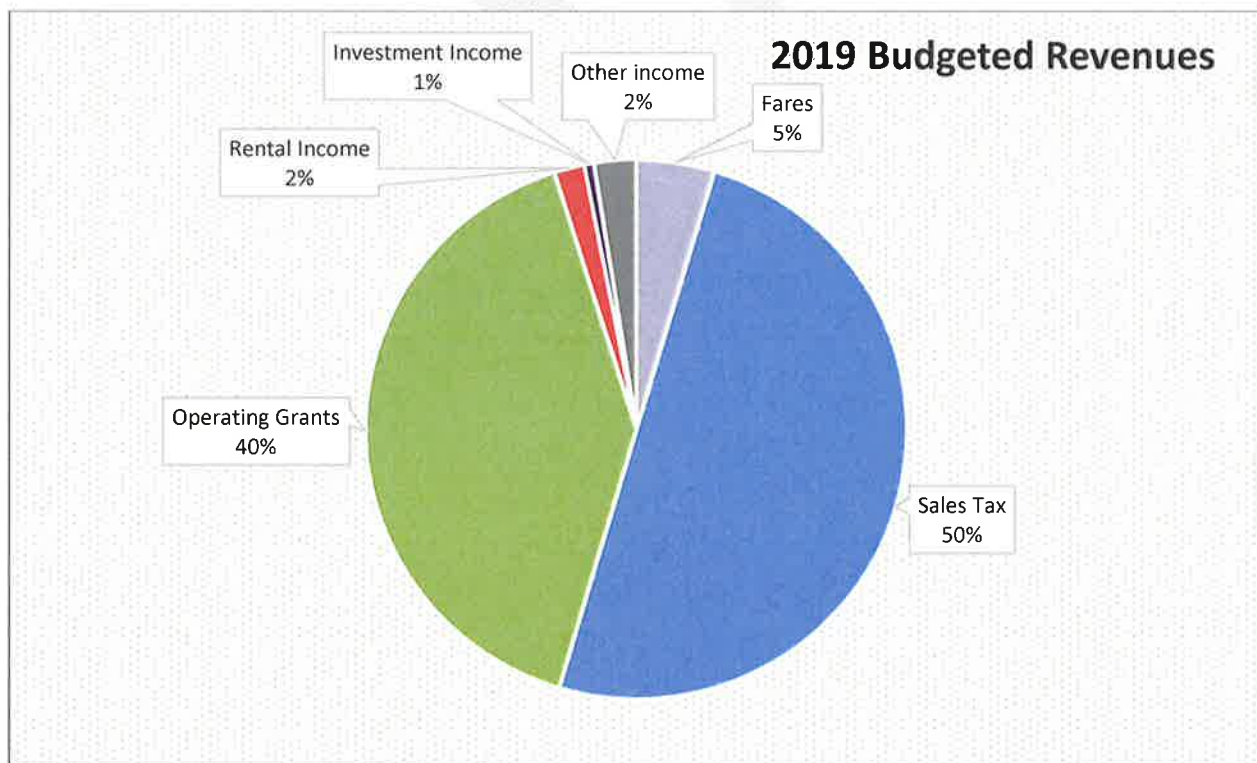
## 2019 Budget Notes

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 2019. 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. A conservative 1% growth rate on sales tax was assumed. 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 22% budgeted decrease can be attributed to no current lease for the kitchen space, as well the potential that Suites A, B, & C will be vacated in 2019.
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 34% budgeted decrease from last year's budget. However, LMTAAA has provided additional funding this year, bringing up our award to \$38,910 from last year's \$29,100. We will continue to commit an additional \$10,000 of our funds to support the program and its increasing demand.
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, 2018. 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 run off of unleaded fuel rather than diesel, which will cost more as diesel is less expensive.
11. Large repairs in the form of engine and transmission repairs are anticipated in 2019 as our fleet continues to age.
12. Insurance will decrease in 2019 based on WSTIPs quote. This is due to a reconciliation of mileage exposure units, which have decreased from prior years. Although overall insurance cost has decreased, Vanpool's portion saw a 10% increase due to rising costs of Vanpool claims, in addition to having our own major claim in 2018.
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. Other 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. We also estimate \$120k excess sales tax revenue over the 2019 budgeted amount to set aside for capital projects.

## Operating Revenues

Total operating revenue budgeted is projected to increase from \$7,813,741 in 2018 to \$7,881,693 in 2019; which is roughly a 1% increase from 2018. Major revenue sources include sales taxes, collected in Mason County, and grant funding.



### Sales Tax

Sales tax revenue continues to remain the largest source of funding - projected to be 50% of revenue for 2019. Sales tax revenues were approximately \$3.22m and \$4.26m for 2013 and 2017, respectively. This shows a growth of roughly 32% over the course of those 5 years, and 2018 revenues are looking just as strong, as it is currently projected to be higher than 2017 by approximately 4%.

## Historical and Projected Sales Tax Revenue

The following table shows actual sales tax revenue for 2015 through August 2018, along with the 2018 projections for September through December (based on 2018 budget).

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Budget
January	279,122	246,415	279,777	310,547	240,808	243,216
February	281,559	262,925	276,310	292,604	256,943	259,512
March	307,482	328,665	356,214	394,293	321,188	324,400
April	286,903	312,635	320,241	350,586	305,522	308,577
May	347,236	332,428	357,049	391,052	324,865	328,114
June	354,920	391,485	435,445	440,606	382,579	386,404
July	350,290	360,375	386,531	449,080	352,176	355,698
August	336,521	389,222	397,061	462,622	380,367	384,171
September	348,804	426,039	388,845	380,343	380,343	384,146
October	309,042	324,125	319,477	321,964	321,964	325,184
November	261,713	314,996	325,586	271,390	271,390	274,104
December	367,053	381,623	416,254	359,063	359,063	362,653
	3,830,645	4,070,933	4,258,790	4,424,150	3,897,208	3,936,179

### Grant Revenues

Operating grants comprise 40% of the operating revenues. Grant funding will be received from both the 2017-2019 biennium and 2019-2021 biennium operating grant awards. In addition to those awards, roughly \$770,000 of sales tax equalization has been infused into the 2017-2019 contract, while we remain optimistic that next year will present an additional \$500,000 in equalization money to infuse into the 2019-2021 operating grant.

### Fares

Fares consist of three sources: out-of-county fares, Worker/Driver fares, and Vanpool fares. The out-of-county fares make up roughly 30% of the total, Worker/Driver makes up roughly 50%, and the remaining 20% of fares is made up of Vanpool.

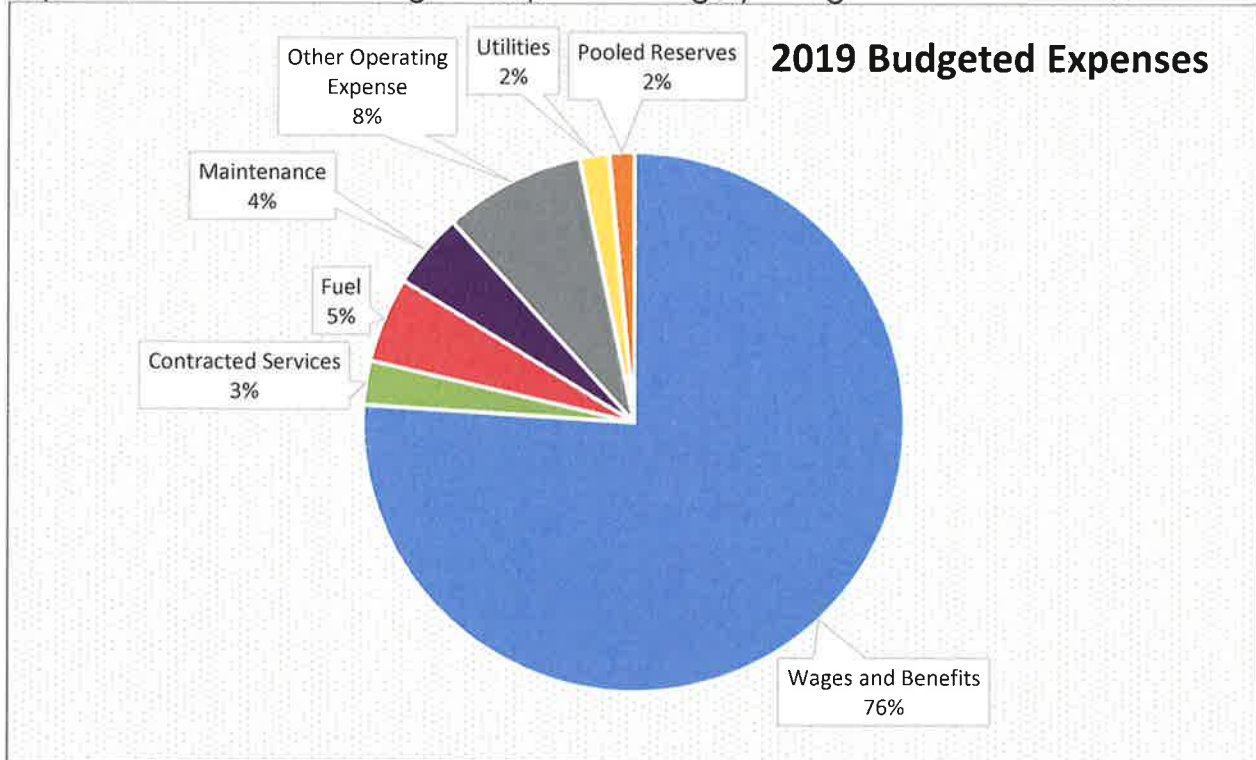
### Transit-Community Center Revenues

The T-CC provides revenue through leases and providing event space in the gym, conference room, kitchen, and atrium. Full capacity of the available space to lease is uncertain at this time; one of our larger tenants may choose to vacate in 2019. Of the roughly \$125,000 budgeted T-CC revenue, 80% pertains to tenant leases, and the remaining 20% is attributed to event use throughout the year.



## Operating Expenses

Total operating expense budgeted is projected to increase from \$7,758,001 in 2018 to \$7,841,676 for 2019; which is roughly a 1% increase from 2018. The largest operating expense is employee wages and benefits, accounting for nearly 76% of total operating expense, with the second highest expense category being Other at about 9%.



### Other Operating Expense

Other operating expense consist of CDL testing, Dues, Memberships, Subscriptions, Meeting and Travel, Advertising, Credit Card Fees for online payments, and Office Equipment Lease.

### Salaries, Wages, and Benefits

Salaries, Wages, and Benefits are projected to increase by 5% from 2018's budget. The largest factors driving this increase are:

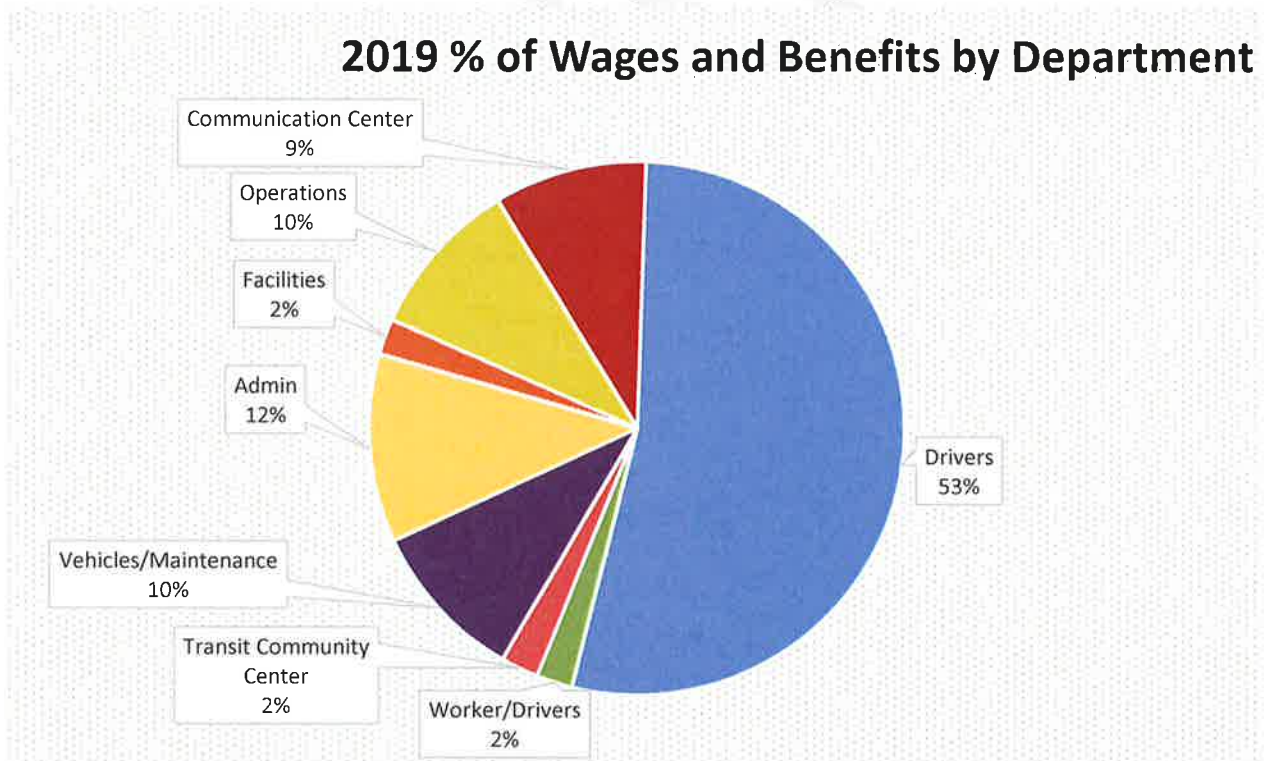
1. Continued January 1 increases as well as annual step increases for all union-represented employees.
2. Non-union represented will receive a 2.25% increase January 1, 2019, based on the prior year's CPI as of August, 2018.
3. Medical insurance rates have been quoted to increase by 3.3%.
4. PERS rates have increased in both 2017 and 2018. To accommodate for the potential increase, PERS rates are estimated to grow again by another 1.5% in 2019 from the current 12.83%
5. L&I rates are anticipated to have a drastic increase in 2019, to accommodate for this, a 25% increase in L&I rates have been factored into the budget.

## Wages and Benefits by Department

The following table below breaks out FTEs, wages, and benefits for each department.

Department	2019 Budget				2018 Budget
	FTEs	Wages	Benefits	Totals	
Admin	8	444,475	227,702	672,177	582,958
Board	0	4,320	330	4,650	4,650
Facilities	2	72,703	54,009	126,712	109,898
Operations	6	364,354	203,186	567,540	560,468
Communication Center	7	350,352	191,346	541,698	570,430
Drivers	42	1,818,520	1,320,593	3,139,113	2,979,510
Worker/Drivers	8	95,952	32,492	128,444	116,921
Transit Community Center	2	82,050	51,641	133,691	133,243
Vehicles/Maintenance	6	347,920	222,238	570,158	542,163
Volunteer Driver	0	17,627	10,531	28,158	20,291
Vanpool	0	8,159	4,177	12,336	4,353
<b>Total</b>	<b>81</b>	<b>3,606,432</b>	<b>2,318,245</b>	<b>5,924,677</b>	<b>5,624,885</b>

The following chart shows each department's % of total wages and benefit expense.



The following chart shows the staff position and Full-Time Equivalent (FTE) changes with explanations describing each change.

Department	2018		2019		2018		2019	
	Budget - Positions	Change	Budget - Positions	Change	Budget FTEs	Change	Budget FTEs	Change
<b>Administration</b>								
General Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Administrative Services Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Executive Assistant	1.0	0.0	1.0		1.0	0.0	1.0	
Accounting Assistant	2.0	0.0	2.0		2.0	0.0	2.0	
Staff Accountant	1.0	0.0	1.0		1.0	0.0	1.0	
Technical Support Analyst	1.0	0.0	1.0		1.0	0.0	1.0	
Technical Support Analyst Intern <sup>1</sup>	0.0	1.0	1.0		0.0	0.5	0.5	
<i>Total Administration</i>	7.0	1.0	8.0		7.0	0.5	7.5	
<b>Maintenance/Facilities</b>								
Maintenance Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Assistant Maintenance Manager <sup>2</sup>	0.0	1.0	1.0		0.0	1.0	1.0	
Mechanic <sup>2</sup>	1.0	-1.0	0.0		1.0	-1.0	0.0	
Service Mechanics	3.0	0.0	3.0		3.0	0.0	3.0	
Fueler/Detailer	1.0	0.0	1.0		1.0	0.0	1.0	
Facilities Technician	1.0	0.0	1.0		1.0	0.0	1.0	
Custodian/Detailer	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Maintenance/Facilities</i>	8.0	0.0	8.0		8.0	0.0	8.0	
<b>Operations</b>								
Operations Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Assistant Operations Manager <sup>3</sup>	0.0	1.0	1.0		0.0	1.0	1.0	
Operations Supervisor <sup>3</sup>	4.0	-1.0	3.0		3.7	-0.7	3.0	
Dispatcher/Scheduler/CSR	8.0	-1.0	7.0		8.0	-1.0	7.0	
Drivers	43.0	-1.0	42.0		41.8	0.2	42.0	
Worker/Drivers	8.0	0.0	8.0		8.0	0.0	8.0	
Outreach/Transit Planner	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Operations</i>	65.0	-2.0	63.0		63.5	-0.5	63.0	
<b>Transit-Community Center</b>								
T-CC Assistant/Custodian	1.0	0.0	1.0		1.0	0.0	1.0	
T-CC Building Superintendent	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Transit-Community Center</i>	2.0	0.0	2.0		2.0	0.0	2.0	
<b>TOTAL</b>	<b>82.0</b>	<b>-1.0</b>	<b>81.0</b>		<b>80.5</b>	<b>0.0</b>	<b>80.5</b>	

## FTE Notes

1. Due to all the new IT equipment and advances within our organization, it'll be valuable to have a second person working with our current Technical Support Analyst to maintain and continue to improve our IT infrastructure.
2. The Lead Mechanic position was reinstated in 2018 as part of succession planning for the Maintenance Manager position.
3. The Assistant Operations Manager will provide support to the Operations Manager by relieving some of the current day-to-day workload. This will give the Operations Manager additional time and capacity to focus on the overall management of operations.

## CAPITAL BUDGET

CAPITAL PROJECTS	Budget	Grants	MTA Funding	Project Costs to Date	Purpose
IT Items	125,000	125,000	-	-	Server/desk top replacements @ \$125,000
T-CC Parking Lot	302,500	250,000	52,500	-	Parking lot behind T-CC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000	1,534,008	Purchase property (\$687,059) in North Mason for P&R; upgrade other P&R
Scissor Lift - T-CC	15,000	-	15,000	-	Lift needed to maintain atrium and gymnasium in house - verses hiring out.
TCC Sound System	10,000	-	10,000	-	Improve sound system in gym, currently a deterrent to event leasing
HVAC Units	50,000	-	50,000	-	Replace units Buildings 1 & 2
Brake Caliper tool	20,000	-	20,000	-	Support tool for coaches
Roof replacement	250,000	250,000	-	-	Replace roofs building 3 & 4
Paint Exterior - JP Buildings	120,000	120,000	-	-	Contingent on excess 2019 Sales Tax Equalization
TCC Transit Office Remodel	150,000	150,000	-	-	Contingent on excess 2019 Sales Tax Equalization
Passenger Amenities & Signage at Stops	80,000	69,200	10,800	42,419	Balance of 2015 TAP Grant. Initial spend T-CC start up. Must expend by June 30, 2019
<b>TOTAL CAPITAL PROJECTS</b>	<b>7,493,634</b>	<b>6,581,200</b>	<b>1,108,300</b>	<b>1,576,427</b>	

Project	Budget	Grants	MTA Funding	Project Costs to Date	Purpose
2 Worker Driver Coaches	1,779,228	1,482,690	296,538	-	Replacement inventory.
2 40' Coaches, 9 Cutaways	1,902,736	1,427,052	475,684	-	Replacement inventory. Contingent on successful grant application.
Staff Vehicles	105,000	105,000	-	-	Replace staff car, 2 Maintenance pickups
<b>TOTAL VEHICLE REPLACEMENTS</b>	<b>3,786,964</b>	<b>3,014,742</b>	<b>772,222</b>	<b>-</b>	



## Transit – Community Center

### 2019 Proposed T-CC Operating Budget

The on-going operating costs for the T-CC are allocated between Transit-related functions and Community Center-related functions based upon the square footage associated with each, except for salaries and benefits.

	TCC 2018	Ops 2018	TCC 2019	Ops 2019	Total 2018	Total 2019	% Change
T-CC Event Rental	\$ 30,000	\$ -	\$ 25,000	\$ -	\$ 30,000	\$ 25,000	-17%
T-CC Tenant Rental	135,821	-	100,630	-	135,821	100,630	-26%
<b>Total Revenue</b>	165,821	-	125,630	-	165,821	125,630	-24%
Salaries and Benefits	133,483	-	133,731	-	133,483	133,731	0%
Repair/Maintenance by Other <sup>1</sup>	1,420	580	5,500	1,000	2,000	6,500	225%
Professional and Technical Services	3,900	-	4,500	-	3,900	4,500	15%
Contract Services <sup>1</sup>	2,100	-	4,615	1,885	2,100	6,500	210%
Printing	500	-	200	-	500	200	-60%
Security Services	-	-	200	-	-	200	-
Facility Repair/Maintenance <sup>1</sup>	2,059	841	5,000	3,000	2,900	8,000	176%
Office Supplies <sup>2</sup>	150	75	2,400	75	225	2,475	1000%
Cleaning/Sanitation Supplies <sup>3</sup>	1,420	580	4,500	2,000	2,000	6,500	225%
Small Tools & Equipment <sup>1</sup>	100	-	1,500	600	100	2,100	2000%
Small Equipment & Furniture	-	-	2,750	220	-	2,970	-
Water and Sewer	3,900	1,550	4,000	1,400	5,450	5,400	-1%
Garbage <sup>3</sup>	2,000	900	3,000	1,000	2,900	4,000	38%
Gas	2,100	800	2,500	850	2,900	3,350	16%
Electric	24,000	9,500	24,000	9,500	33,500	33,500	0%
Telephone Service	1,190	500	1,620	500	1,690	2,120	25%
Insurance Premium	15,409	-	15,673	-	15,409	15,673	2%
Dues, Memberships, Subscriptions	643	-	900	-	643	900	40%
Travel & Meeting Expense MTA	355	-	100	-	355	100	-72%
Conference Registration	355	-	-	-	355	-	-100%
Training / Seminars	150	-	350	-	150	350	133%
Advertising/Promotion Media	2,500	-	1,700	-	2,500	1,700	-32%
Other Misc Expenses	800	200	750	-	1,000	750	-25%
Office Equipment Lease <sup>4</sup>	1,260	700	-	-	1,960	-	-100%
<b>Total Expense</b>	199,794	16,226	219,489	22,030	216,020	241,519	12%
<b>Net Income (Loss)</b>	<b>\$(33,973)</b>	<b>\$(16,226)</b>	<b>\$(93,859)</b>	<b>\$(22,030)</b>	<b>\$(50,199)</b>	<b>\$(115,889)</b>	131%

#### T-CC Budget Notes

1. As the T-CC has started to age, more repairs and maintenance is required to keep the building safe and visually appealing.
2. Printer ink is anticipated to run-out. A restocking purchase will be made in 2019.
3. The T-CC has increasing foot traffic, so as to keep the facilities clean, more cleaning supplies will be budgeted for 2019.
4. The copy machine lease has been terminated, with no intention on replacing.

## TEAM GOALS FOR 2019

### Administrative Services

#### Team Mission Statement

Provide financial support to all MTA teams, ensure internal controls and compliance, and keep agency financially stable and sustainable.

#### Administrative Services Goals for 2019

- Update Employee Handbook to be in line with union contracts.
- Develop Employee Engagement Plan
- Perform wage analysis.
- Implement agency key performance indicator (KPI) dashboard reporting
- Prepare a Financial Policy Manual.
- Continue refinement of long-term financial projections ensuring sustainability and alignment with the strategic plan.
- Continue streamlining administrative processes to promote efficiency and keep costs down.

#### Revenue Sources and Cost Drivers

- No revenue sources
- Wages/benefits
- Audit costs

#### Budget Changes from 2018 to 2019

- Additional cost of \$2,772 to streamline the recruiting and onboarding process.

### Information Technology (IT)

#### Team Mission Statement

Provide excellent customer service through prompt and efficient response to technology needs. Keep MTA safe from cyber vulnerabilities.

#### IT Team Goals for 2019

- Review current network structure and ensure stabilization and modernization
- Redesign the file structure of our file server
- Redesign the file permissions on our file server
- Modernize the look of our website
- Incorporate enterprise level management and deployment of domain infrastructure
- Continue the development and implementation of our anti phishing training campaign
- Surplus all old equipment

#### Revenue Sources and Cost Drivers

- Capital Grant from 2018 Sales Tax Equalization Revenues
- Wages
- Contracted Telecommunications

#### Budget Changes from 2018 to 2019

- \$125,000 IT Infrastructure modernization
- Increase cost of annual technology implementation and licensing to stay current and be effective with lean processes
- Move IT support in house by the implementation of an internship program to provide assistance and the cancelation of outsourced tech support

## Maintenance Team

### Team Mission Statement

The Maintenance Team's mission is to effectively and efficiently provide safe, clean, reliable and comfortable vehicles, facilities and amenities for use by its customers and to ensure that such resources are available to deliver on the agency vision of Driving our Community Forward.

### Maintenance Team Goals for 2019

- Continue to explore maintenance processes & parts purchasing to increase cost savings without sacrificing quality.
- Partnering with other transit systems for low-cost or no-cost training opportunities.
- Sharing resources with the City of Shelton and Mason County Maintenance Departments to reduce costs and better utilize our equipment.
- Continue with bus stop and shelter installation and amenities.
- Perform in depth vehicle maintenance program analysis for cost savings to include fuel mileage, oil consumption and prolonged tire life.
- Complete procurement for 2 shop trucks, one staff vehicle and place them in service.
- Complete roof replacement project for buildings 3 and 4.

### Revenue & Cost Drivers

- We project receiving \$5,000 for sales of contracted maintenance services in 2019
- Significant cost issues for both vehicle and facility maintenance remain the same. They include labor, fuel, parts and tires. Facility expenses include electricity and natural gas.

### Significant Changes from 2018 to 2019

- With the procurement of 5 new cutaways we will experience reduced maintenance cost and increased reliability in this fleet for 2019.
- Following are challenges facing Maintenance:
  - With the coach bus fleet currently averaging 309,432 miles, we are experiencing major component failures that significantly increase parts costs. Examples of these components include: starters, alternators, air-compressors, injectors and diesel emission systems. It is anticipated that at least 50 percent (8) of the coach bus fleet will require some or all of these components requiring replacement within the next year. Repair and maintenance costs continue to rise. With an emphasis on improved fleet appearance and more accurate body damage reporting, we have experienced an increase in body shop repairs. When possible we repair in-house; however, we are not equipped to repair or paint body panels.
  - Facility repair and maintenance is stabilizing. With continued predictive maintenance the Johns Prairie Facility is beginning to become less labor and material intensive. Items of continued concern are plumbing issues, especially waste. Electrical systems are another; we are not equipped or certified to repair high voltage circuitry.

## Operations Team

### Team Mission Statement

The mission of the Operations team is to provide a range of safe, courteous and on-time transit services to best meet the needs of the riding public in Mason County.

### **Operations Team Goals for 2019**

- Conduct one major Service change from the recommendations from the recent Service Analysis conducted.
- Optimize the newly installed technology on our fleet to improve fleet operations and customer accessibility.
- Provide refresher training to all regular drivers and dispatcher/schedulers.
- Hire and train new drivers as needed (3 classes).
- Reduce overall preventable accidents rate to 1.25 per 100,000 miles, annualized.
- Provide nearly 70,000 hours of directly operated service in 2019, including fixed route, dial-a-ride, and regional express.

### **Major Revenue and Cost Drivers**

- Fare box recovery: Out-of-county fixed route fares, vanpool and worker/driver programs
- Labor, uniforms

### **Significant Budget Changes from 2018 to 2019:**

Impact on wages and benefits as a result of the:

- Promoted one Operations Supervisor to Assistant Operations Manager and hired two new Operations Supervisors.
- Ended 2018 with only one newly hired lead driver because two lead drivers were promoted to Operations Supervisors.

## **Transit-Community Center (T-CC)**

### **Team Mission Statement**

The T-CC team works to continually go beyond expectations to serve our customers and public through ridership support and information. The T-CC is developing a reputation as a hub for community services and programs, as well as an excellent venue for all types of events due to staff, location, amenities, and cleanliness. We are continually striving to provide our tenants, users, passengers, and visitors with a safe, functional community center.

### **T-CC Team Goals for 2019**

- Maximize T-CC event space usage
- Continue to host community events and forums
- Maintain 100% occupancy of lease spaces at the T-CC
- Continue to reinforce transit code of conduct culture at the T-CC

### **Major Expenses**

- T-CC Employee wages and benefits
- Facility Supplies and Maintenance

### **Major Revenue**

- Tenant leases
- Event fees
- Users fees

### **Budget Changes from 2018 to 2019**

- Increase of supply expenses in 2019 due to increased customers, ridership, and school district programs.
- Income from space use agreements will remain consistent in 2019 through June. Possibility of Suites A, B, and C becoming available for lease in June.
- Increase in Facility Maintenance/Repair expenses expected due to increased throughput and building aging.

- Income from event rentals is expected to increase slightly in 2019 due to new board approved rate adjustments made in May 2018.
- Capital request to improve sound quality in gymnasium via baffles or better audio equipment
- Capital request to purchase a scissor lift for needed maintenance and repair above 20 feet at the T-CC

The following details 2019's work items, and when they are anticipated to be completed.

2019 Work Items	Completed as of	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Strategic Plan Approved		Δ			
Employee Handbook Approved		Δ			
Create Financial Management Policy Manual			Δ		
KPI reporting - dashboard to board beginning 1st quarter		Δ	Δ		
Develop route deviation, stroller, service animal, no-show policies for Operations		Δ	Δ	Δ	
Develop a light duty and position transition policies for HR		Δ			
Develop an Employee Engagement Plan		Δ	Δ	Δ	
Wage analysis		Δ	Δ		
Union Negotiations			Δ	Δ	
Quarterly driver training		Δ	Δ	Δ	Δ
Prepare a Welcome package for new DAR riders		Δ	Δ		
Quarterly ridership analysis and outreach initiative		Δ	Δ	Δ	Δ
Community Conversations			Δ		Δ
Public Outreach for service changes		Δ	Δ	Δ	Δ
Service change implementation plan		Δ	Δ		
Bus builds for coaches and cutaways				Δ	Δ
Roof replacement on Building 3 and 4		Δ	Δ		
Records Management - Network reorganization		Δ	Δ	Δ	Δ
IT infrastructure improvements and computer replacement		Δ	Δ		
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ
T-CC parking lot construction		Δ	Δ	Δ	

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**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 1 – *Actionable*  
**Subject:** 2019 MTA Regular Board Meeting Calendar  
**Prepared by:** Tracy Becht, Clerk of the Board  
**Approved by:** Danette Brannin, General Manager  
**Date:** November 20, 2018

**Summary for Discussion Purposes:**

The attached proposed 2019 Mason Transit Authority Regular Board Meeting calendar is provided for your review. The Port of Allyn has confirmed that the conference room is available for use by Mason Transit Authority at its April and October meetings.

The continued alternate location for two meetings annually at the Port of Allyn provides the public with a more central Mason County location and continued predictability for the Board and MTA staff in attending the meetings.

Additionally, there is no rental fee or charge to hold the meetings at the Port of Allyn.

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approval

**Motion for Consideration:**

Move that Mason Transit Authority Board approve Resolution No. 2018-15 establishing the 2019 schedule of regular MTA Authority Board meetings.

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# MASON TRANSIT AUTHORITY BOARD 2019 REGULAR MEETING SCHEDULE

*(Adopted by Resolution No. 2018-15 on November 20, 2018)*

TIME	DATE	MONTH	LOCATION
4:00 P.M.	15	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	April	Port of Allyn, 18560 E SR 3, Allyn, WA 98524
4:00 P.M.	21	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	August	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA
4:00 P.M.	17	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	October	Port of Allyn, 18560 E SR 3, Allyn, WA 98524
4:00 P.M.	19	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	17	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office:  
Phone:  
Clerk of the Authority E-mail:

790 East Johns Prairie Road, Shelton, WA 98584  
360-426-9434 or 800-374-3747  
[clerk@masontransit.org](mailto:clerk@masontransit.org)

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**RESOLUTION NO. 2018-15**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ESTABLISHING THE 2019 SCHEDULE OF REGULAR MEETINGS FOR THE  
MASON TRANSIT AUTHORITY BOARD.**

WHEREAS, the Mason Transit Authority Board holds regular monthly meetings on the 3rd Tuesday of each month that are open to the public; and

**WHEREAS**, the need exists to establish a published schedule of said meetings;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the regular monthly meetings for the 2019 calendar year be held at the times and locations as outlined on the attached schedule. Meeting changes and special meetings will be published as required by law.

Adopted this 20<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
Kevin Shutty, Chair

\_\_\_\_\_  
Wes Martin, Vice-Chair

\_\_\_\_\_  
John Campbell, Authority Member

\_\_\_\_\_  
Kevin Dorcy, Authority Member

\_\_\_\_\_  
Terri Drexler, Authority Member

\_\_\_\_\_  
Randy Neatherlin, Authority Member

\_\_\_\_\_  
Deborah Petersen, Authority Member

\_\_\_\_\_  
Don Pogreba, Authority Member

\_\_\_\_\_  
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_

Danette Brannin, General Manager

APPROVED AS TO FORM: \_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tracy Becht, Clerk of the Board



## MASON TRANSIT AUTHORITY BOARD 2019 REGULAR MEETING SCHEDULE

*(Adopted by Resolution No. 2018-15 on November 20, 2018)*

TIME	DATE	MONTH	LOCATION
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## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 2 – *Actionable*

**Subject:** MCTAB and MTA Bylaw Changes

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

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

**Date:** November 20, 2018

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

During the past four years, the Mason County Transportation Advisory Board (MCTAB) has been on hiatus and more recently, there have been efforts to meet and begin assigning projects, the first of which was to update the MCTAB Bylaws. Unfortunately, there have not been enough attendees to establish a quorum at the MCTAB meetings, elect officers or update the MCTAB bylaws and therefore MTA has not been able to move ahead with a viable citizen's advisory board.

MTA values citizen input and comment as evident by having open houses, Community Conversations and public hearings in various locations as well as conducting surveys for service improvements and other matters. MTA has an Outreach Plan as part of the DBE policy to outline how MTA will reach out to citizens and has an Outreach/Transit Planner on staff to fulfill the outreach mission.

Since the previous MCTAB model is no longer effective, we suggest that we have a non-voting citizen selected and be present at the Authority Board meetings so that citizen comment can be provided to the Authority Board as a part of its business meetings.

A track changes version of the MTA Bylaws contains provisions for this new suggested model of voluntary citizen participation.

### **Fiscal Impact:**

None

### **Staff Recommendation:**

Approve

### **Motion for Consideration:**

Move that Mason County Transportation Area Authority Board approve Resolution No. 2018-16 and the attached Bylaws, as amended.

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**MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA  
DOING BUSINESS AS MASON TRANSIT AUTHORITY  
BYLAWS**

- I. BACKGROUND
- II. NAME/OFFICES
- III. POWERS, RIGHTS, RESPONSIBILITIES
- IV. AUTHORITY COMPOSITION
  - 4.1 Board Composition
  - 4.2 Non-Voting Labor Representative
  - 4.3 Non-Voting Representative of the Public
- V. MEETINGS
  - 5.1 Regular Meetings
  - 5.2 Special Meetings
  - 5.3 Attendance at Meetings
  - 5.4 Public Hearings
  - 5.5 Meeting Notices
  - 5.6 Quorum
  - 5.7 Chair
  - 5.8 Conduct of Meetings
  - 5.9 Order of Business and Agenda
  - 5.1 Voting/Authority Decisions
  - 5.11 Meeting Minutes
  - 5.12 Resolutions
  - 5.13 Compensation
- VI. OFFICERS – CHAIR AND VICE CHAIR
  - 6.1 Election
  - 6.2 Term
  - 6.3 Duties
- VII. COMMITTEES
  - 7.1 Authority Committees
  - 7.2 Special Appointments
- VIII. APPOINTED POSITIONS
  - 8.1 General Manager
  - 8.2 Clerk of the Board
  - 8.3 Legal Counsel
  - 8.4 Non-Voting Representative of the Public
- IX. GENERAL PROVISIONS
  - 9.1 Checks
  - 9.2 Notes
  - 9.3 Other Legal Documents

- IX. GENERAL PROVISIONS *(cont'd)*
  - 9.4 Deposits
  - 9.5 Gifts
  - 9.6 Travel
  - 9.7 Repealer

- X. AMENDMENTS

- I. **BACKGROUND**

The Mason County Public Transportation Benefit Area is the public transportation agency which serves the citizens of Mason County including the only incorporated city, Shelton, Washington.

In 1989 representatives from the jurisdictions of Mason County and the City of Shelton met in a public transportation improvement conference and formally established the Mason County Public Transportation Benefit Area under the laws of the state of Washington (RCW 36.57A). In November 1991 voters approved an initiative allowing for the collection of a sales tax to support public transportation.

In February, 2008 representatives from the jurisdictions of Mason County and the City of Shelton met in a Public Transportation Improvement Conference (PTIC) to review the composition of the Board, and adopted a resolution changing the composition to a nine member Board.

In November, 2017, representatives from the jurisdictions of Mason County and the City of Shelton met in a Public Transportation Improvement Conference (PTIC) to review the composition of the Board, and put forth recommendations to the County and City Commissioners that the Board composition be as follows:

Three (3) Mason County Commissioners;

One (1) City of Shelton Councilmember; and

Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively.

II. **NAME/OFFICES**

The name of the public transportation benefit area shall be Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority. The governing board of which shall be called the Mason Transit Authority Board hereinafter referred to as "Authority Board". The principal address of Mason Transit Authority shall be 790 East Johns Prairie Road, Shelton, Washington. The Mason Transit Authority may have such other offices, within Mason County, as the Authority Board may determine from time to time.

III. **POWERS**

The Authority shall be responsible for establishing and monitoring the policies of the Mason Transit Authority, its budget and its service levels. The Authority Board shall also oversee the performance of the General Manager of Mason Transit Authority. Nothing in these bylaws is intended to limit the general powers of the Authority Board; the Authority Board retains all powers granted to it under the laws of the State of Washington.

IV. **AUTHORITY BOARD COMPOSITION**

**4.1 Board Composition. Effective January 1, 2018~~9~~**, the Authority Board will consist of a governing board of nine (9) voting members; ~~and one~~ (1) who is a non-voting labor organization representative and there may be one (1) representative of the public, also a non-voting advisor to the board member, set forth as follows:

- Three (3) elected members representing Mason County Commissioners,
- One (1) elected member representing the City of Shelton Council,
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts; ~~and~~
- One (1) ex officio non-voting labor union representative pursuant to Section 4.2 below; and
- One (1) ex officio non-voting representative of the public residing in Mason County, Washington.

The members of the Authority Board shall serve four year terms. Vacancies through resignation or disqualification shall be filled by the County Commission to fill the unexpired term. Mason County shall provide to the Clerk of the Board minutes of the County Commissioner meeting documenting the motion or adoption of a resolution of the elected official selected by the County Commissioners to serve on the Authority Board.

**4.2 Non-Voting Labor Representative.** In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees. The non-voting member shall comply with all governing bylaws and policies of Mason Transit Authority. The Chair or Vice Chair of the Mason Transit Authority Board will exclude the non-voting member from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chair or Vice Chair shall also have the ability to exclude the non-voting member from attending any other executive session.

**4.3 Non-Voting Representative of the Public.** There may be one (1) non-voting representative of the public as set forth in Section 8.4 below. The non-voting member shall serve for a period of one year (unless extended by motion by the Authority Board), and comply with all governing bylaws and policies of Mason Transit Authority. The Chair or Vice Chair of the Mason Transit Authority Board shall exclude the non-voting member from attending any executive session.

V. **MEETINGS**

**5.1 Regular Meetings.** All meetings of the Authority Board shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority Board will be held once each month at designated locations at a time and date established by resolution.

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority Board, provided that each member receives personally or by mail written notice of the date, time and place of the meeting and the matters to be taken at the meeting at least 24 hours in advance.

**5.3 Attendance at Meetings.** Board members may participate electronically in all or part of a board meeting, including voting if:

- 1) All persons participating in the meeting are able to hear each other at the same time, such as by the use of speaker-phone or computer internet conferencing technology; and
- 2) The board member participating electronically shall have reviewed all of the applicable material and participated in the relevant portion of the board meeting regarding the topic to which the board member is voting on.

**5.4 Public Hearings.** Public hearings may be scheduled by the Authority Board at such time and at such place as the Authority Board determines to be appropriate to specifically solicit, public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare
- a substantial change in transit service
- a presentation of the annual budget
- Federal Transit Administration grant applications

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Public notice shall be given at least ten (10) days in advance unless otherwise required by Federal or State regulations.

**5.5 Meeting Notices.** Notices of changes in the time or place of regular meetings or the call for a special meeting or public hearing will be provided to the official local newspaper(s) of general circulation and to any publications, television cable access or radio stations which have on file with the Clerk of the Board a written request to be so notified. Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice shall be given at least ten (10) days in advance of public hearings, unless otherwise required.

The Shelton-Mason County Journal is designated as the official newspaper of the Authority Board for the purpose of publication of legal notices and dissemination of public information announcements.

**5.6 Quorum.** At all meetings of the Authority Board, five (5) voting members of the Authority Board shall constitute a quorum for the transaction of business, unless there are position vacancies, in which case a majority of the filled positions shall constitute a quorum.

**5.7 Chair.** The Chair shall open and preside at all meetings of the Authority Board. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority Board; provided, however, if the Chair is to be permanently unable to preside, the Authority Board shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and the Vice Chair, the member having served on the Authority Board the longest shall serve as acting Chair.

**5.8 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority Board resolution, Roberts Rules of Order (newly revised) shall govern the conduct of the Authority's meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the Washington State Open Public Meetings Act.

**5.9 Order of Business and Agenda.** An order of business at regular and special Authority Board meetings shall be established on a meeting-by-

meeting basis according to the issues requiring discussion in any particular month. Prior to the regular meeting, the Clerk of the Board will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments, and will distribute to all members as soon as possible prior to the meeting but not less than 48 hours before the meeting.

**5.10 Voting/Authority Decisions.** Every voting member of the Authority Board shall be entitled to one vote on all issues before the Authority Board. All members present may vote or abstain; and abstention shall be recorded but will not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Authority Board, unless a greater number is required by law. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

**5.11 Meeting Minutes.** The proceedings of all Authority Board meetings and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority Board's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority Board member as soon as practicable following each meeting. The official copy for each meeting shall be approved by the Authority Board and signed by the Chair and the Clerk of the Board. The official minutes of the meeting shall become a part of the permanent records file, maintained by the Clerk.

**5.12 Resolutions.** The Authority Board may require that certain actions be documented by way of a formal resolution, which shall be prepared by the Clerk and shall be approved as to form by the Legal Counsel. Resolutions shall also be signed by the Chair and will be numbered, incorporated in the minutes, and made part of the permanent records file.

**5.13 Compensation.** Members of the Authority Board and non-voting labor representative only shall be paid compensation for attendance at regular and special Authority Board meetings and at any official Authority Board Committee meetings, not to exceed 36 such meetings per year, unless authorized by the Board and in no event more than 75. Compensation shall be no more than the maximum rate authorized by RCW 36.57A.050 as presently enacted or as may be hereafter amended; provided that compensation shall not be paid to an elected official who is receiving regular full-time compensation from such government for attending such meetings. Any change to this rate shall require a two-thirds majority vote by the Authority Board.

VI. **OFFICERS – CHAIR AND VICE CHAIR**

**6.1 Election.** The Chair and Vice Chair shall be members of the Authority Board elected by the members by majority vote at a regular or special meeting of the Authority.

**6.2 Term.** The Chair and Vice Chair shall be elected from among the members at the first meeting in December of each year, unless it is determined by the Authority Board that it is in the best interest of the Authority Board the election should be extended in one month increments. In the event either becomes vacant, the members shall elect a new officer at the next regular meeting to serve until the next December meeting.

**6.3 Duties.** In addition to the powers and the duties granted by these Bylaws, the Chair shall have such other powers and duties as prescribed by law or by resolution of the Authority Board.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority.

VII. **COMMITTEES**

**7.1 Authority Board Committees.** In order to better facilitate the work of the Authority Board, the Authority Board may establish standing and/or *ad hoc* committees to address specific issues. Each committee shall be composed of not more than three (3) Authority members; one member representing the City of Shelton, one member representing Mason County, and one member representing a District. Committee Chairs and committee members may be designated by the Authority Chair, subject to confirmation by the full Authority Board. To the extent possible, committee reports to the full Authority Board shall be in writing.

The terms of the standing committees will coincide with the terms of the Authority Board officers (which recommence annually in December) at which time the Authority Board will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority Board officers are elected, the incumbent committee members shall serve until replacements are appointed.

**7.2 Special Appointments.** The Chairman may appoint Authority Board members to special intra- and interagency committees and councils as appropriate.

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These special appointments will be reviewed annually to coincide with the terms of the Authority Board officers and the review of Authority Board committees.

## VIII. **APPOINTED POSITIONS**

**8.1 General Manager.** The Authority Board shall appoint a General Manager who shall be responsible for the administrative functions of the Mason Transit Authority and shall have such power and perform such duties as shall be prescribed by law and action of the Authority Board.

**8.2 Clerk of the Authority Board.** The Authority shall appoint a Clerk of the Authority Board who shall perform all duties as provided in these Bylaws and shall maintain all records of the Authority Board. The General Manager shall serve as Clerk unless someone else has been specifically appointed.

**8.3 Legal Counsel.** Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority Board.

**8.4 Non-Voting Adviser Member of the Authority Board Representing Public.** Applications from the public may be submitted to the voting Authority Board for selection and appointment, and shall serve at the pleasure of the Authority Board. If no applications are submitted, the position shall cease and close.

## IX. **GENERAL PROVISIONS**

**9.1 Checks.** All disbursements of the Mason Transit Authority shall be by check drawn by the appropriate Audit Officer as per Washington State law or as otherwise directed by Authority resolution.

**9.2 Notes.** All notes or other evidence of indebtedness, including bills, issued or incurred in the name of the Mason Transit Authority shall be signed by such officer, member, agent or employee of the Mason Transit Authority and in such manner as shall from time to time to be determined by Authority Board resolution.

**9.3 Other Legal Documents.** The Authority may authorize any officer or officers, agent or agents of the Mason Transit Authority, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Mason Transit Authority and such authorization may be general and or may be confined to specific instances. All written contractual obligations of the Mason Transit



Authority, including but not limited to, contracts, leases and assignments, are to be maintained by the Clerk of the Board.

**9.4 Deposits.** All funds of the Mason Transit Authority shall be deposited in the appropriate accounts established by resolution. The County Treasurer shall be the custodian of the funds, until such time as the Authority Board appropriates its own administrative director, and is, subject to approval by Authority Board resolution, authorized to invest such funds in the manner provided by law.

**9.5 Gifts.** The Authority Board may accept on behalf of Mason Transit Authority any contribution, gift or bequest (as long as conditions are consistent with state law), for any purpose of the Mason Transit Authority.

**9.6 Travel.** Members of the Authority Board, in order to properly and fully conduct official Mason Transit Authority business, may travel and incur expenses. Authority Board members will receive reimbursement for reasonable expenses incurred while engaged in official business in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Mason Transit Authority employees. Out-of-state travel by Authority Board members will be authorized by the Chair subject to annual budget restraints.

**9.7 Repealer.** The terms of these bylaws, as established by resolution, shall supersede all prior resolutions in conflict therewith.

X. **AMENDMENTS**

These bylaws may be amended by a majority vote at any meeting of the Authority Board, provided that copies of the proposed revisions or amendments shall have been made available to each Authority Board member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority Board resolution; therefore, any amendments hereto shall be by that same instrument.

<b>ADOPTED:</b>	<b>12/09/91</b>	<b>AMENDED:</b>	<b>04/17/2012</b>
<b>AMENDED:</b>	<b>11/20/07</b>	<b>AMENDED:</b>	<b>12/17/2013</b>
<b>AMENDED:</b>	<b>02/28/08</b>	<b>AMENDED:</b>	<b>09/20/2016</b>
<b>AMENDED:</b>	<b>07/13/10</b>	<b>AMENDED:</b>	<b>12/19/2017</b>
		<b>AMENDED:</b>	<b>11/20/2018</b>

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**RESOLUTION NO. 2018-16**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY PUBLIC  
TRANSPORTATION AREA AUTHORITY BOARD APPROVING  
AMENDMENTS TO THE BYLAWS OF MASON COUNTY PUBLIC  
TRANSPORTATION BENEFIT AREA DOING BUSINESS AS MASON  
TRANSIT AUTHORITY.**

**WHEREAS**, the Mason County Public Transportation Benefit Area Authority (the "Authority") first adopted its Bylaws on December 9, 1991, and amended those Bylaws on November 20, 2007, February 28, 2008, July 13, 2010, June 14, 2011, April 17, 2012, December 17, 2013, September 20, 2016 and December 19, 2017;

**WHEREAS**, repeated efforts have been made without success to hold a meeting containing a quorum so as to elect MCTAB officers and update its Bylaws;

**WHEREAS**, the Authority Board values input from the citizens it serves and believe this new model of citizen participation to be one that will have more success in achieving the goal of citizen participation; and

**WHEREAS**, the Bylaws should now be amended to make provision for a Mason County citizen to participate in the Authority Board meetings as a non-voting Authority Board member;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY PUBLIC  
TRANSPORTATION AREA AUTHORITY BOARD** that its Bylaws are hereby amended as attached hereto and incorporated herein by reference.

Adopted this 20<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
Kevin Shutty, Chair

\_\_\_\_\_  
Wes Martin, Vice-Chair

\_\_\_\_\_  
John Campbell, Authority Member

\_\_\_\_\_  
Kevin Dorcy, Authority Member

\_\_\_\_\_  
Terri Drexler, Authority Member

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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 COUNTY PUBLIC TRANSPORTATION BENEFIT AREA  
DOING BUSINESS AS MASON TRANSIT AUTHORITY  
BYLAWS**

- I. BACKGROUND
- II. NAME/OFFICES
- III. POWERS, RIGHTS, RESPONSIBILITIES
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  - 4.1 Board Composition
  - 4.2 Non-Voting Labor Representative
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- IX. GENERAL PROVISIONS *(cont'd)*
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  - 9.5 Gifts
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  - 9.7 Repealer

- X. AMENDMENTS

- I. **BACKGROUND**

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In 1989 representatives from the jurisdictions of Mason County and the City of Shelton met in a public transportation improvement conference and formally established the Mason County Public Transportation Benefit Area under the laws of the state of Washington (RCW 36.57A). In November 1991 voters approved an initiative allowing for the collection of a sales tax to support public transportation.

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- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively.

## II. **NAME/OFFICES**

The name of the public transportation benefit area shall be Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority. The governing board of which shall be called the Mason Transit Authority Board hereinafter referred to as "Authority Board". The principal address of Mason Transit Authority shall be 790 East Johns Prairie Road, Shelton, Washington. The Mason Transit Authority may have such other offices, within Mason County, as the Authority Board may determine from time to time.

## III. **POWERS**

The Authority shall be responsible for establishing and monitoring the policies of the Mason Transit Authority, its budget and its service levels. The Authority Board shall also oversee the performance of the General Manager of Mason Transit Authority. Nothing in these bylaws is intended to limit the general powers of the Authority Board; the Authority Board retains all powers granted to it under the laws of the State of Washington.

## IV. **AUTHORITY BOARD COMPOSITION**

**4.1 Board Composition. Effective January 1, 2019,** the Authority Board will consist of a governing board of nine (9) voting members; one (1) who is a non-voting labor organization representative and there may be one (1) representative of the public, a non-voting advisor to the board , set forth as follows:

- Three (3) elected members representing Mason County Commissioners,
- One (1) elected member representing the City of Shelton Council,
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts;
- One (1) *ex officio* non-voting labor union representative pursuant to Section 4.2 below; and
- One (1) non-voting representative of the public residing in Mason County, Washington.

The members of the Authority Board shall serve four year terms. Vacancies through resignation or disqualification shall be filled by the County Commission to fill the unexpired term. Mason County shall provide to the Clerk of the Board minutes of the County Commissioner meeting documenting the motion or adoption of a resolution of the elected official selected by the County Commissioners to serve on the Authority Board.

**4.2 Non-Voting Labor Representative.** In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees. The non-voting member shall comply with all governing bylaws and policies of Mason Transit Authority. The Chair or Vice Chair of the Mason Transit Authority Board will exclude the non-voting member from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chair or Vice Chair shall also have the ability to exclude the non-voting member from attending any other executive session.

**4.3 Non-Voting Representative of the Public.** There may be one (1) non-voting representative of the public as set forth in Section 8.4 below. The non-voting member shall serve for a period of one year (unless extended by motion by the Authority Board), and comply with all governing bylaws and policies of Mason Transit Authority. The Chair or Vice Chair of the Mason Transit Authority Board shall exclude the non-voting member from attending any executive session.

V. **MEETINGS**

**5.1 Regular Meetings.** All meetings of the Authority Board shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority Board will be held once each month at designated locations at a time and date established by resolution.

**5.2 Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Authority Board, provided that each member receives personally or by mail written notice of the date, time and place of the meeting and the matters to be taken at the meeting at least 24 hours in advance.

**5.3 Attendance at Meetings.** Board members may participate electronically in all or part of a board meeting, including voting if:

- 1) All persons participating in the meeting are able to hear each other at the same time, such as by the use of speaker-phone or computer internet conferencing technology; and
- 2) The board member participating electronically shall have reviewed all of the applicable material and participated in the relevant portion of the board meeting regarding the topic to which the board member is voting on.

**5.4 Public Hearings.** Public hearings may be scheduled by the Authority Board at such time and at such place as the Authority Board determines to be appropriate to specifically solicit, public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:



- a change in any transit fare
- a substantial change in transit service
- a presentation of the annual budget
- Federal Transit Administration grant applications

Public notice shall be given at least ten (10) days in advance unless otherwise required by Federal or State regulations.

**5.5 Meeting Notices.** Notices of changes in the time or place of regular meetings or the call for a special meeting or public hearing will be provided to the official local newspaper(s) of general circulation and to any publications, television cable access or radio stations which have on file with the Clerk of the Board a written request to be so notified. Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice shall be given at least ten (10) days in advance of public hearings, unless otherwise required.

The Shelton-Mason County Journal is designated as the official newspaper of the Authority Board for the purpose of publication of legal notices and dissemination of public information announcements.

**5.6 Quorum.** At all meetings of the Authority Board, five (5) voting members of the Authority Board shall constitute a quorum for the transaction of business, unless there are position vacancies, in which case a majority of the filled positions shall constitute a quorum.

**5.7 Chair.** The Chair shall open and preside at all meetings of the Authority Board. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority Board; provided, however, if the Chair is to be permanently unable to preside, the Authority Board shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and the Vice Chair, the member having served on the Authority Board the longest shall serve as acting Chair.

**5.8 Conduct of Meetings.** Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority Board resolution, Roberts Rules of Order (newly revised) shall govern the conduct of the Authority's meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the Washington State Open Public Meetings Act.

**5.9 Order of Business and Agenda.** An order of business at regular and special Authority Board meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular

month. Prior to the regular meeting, the Clerk of the Board will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments, and will distribute to all members as soon as possible prior to the meeting but not less than 48 hours before the meeting.

**5.10 Voting/Authority Decisions.** Every voting member of the Authority Board shall be entitled to one vote on all issues before the Authority Board. All members present may vote or abstain; and abstention shall be recorded but will not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Authority Board, unless a greater number is required by law. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

**5.11 Meeting Minutes.** The proceedings of all Authority Board meetings and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority Board's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority Board member as soon as practicable following each meeting. The official copy for each meeting shall be approved by the Authority Board and signed by the Chair and the Clerk of the Board. The official minutes of the meeting shall become a part of the permanent records file, maintained by the Clerk.

**5.12 Resolutions.** The Authority Board may require that certain actions be documented by way of a formal resolution, which shall be prepared by the Clerk and shall be approved as to form by the Legal Counsel. Resolutions shall also be signed by the Chair and will be numbered, incorporated in the minutes, and made part of the permanent records file.

**5.13 Compensation.** Members of the Authority Board and non-voting labor representative only shall be paid compensation for attendance at regular and special Authority Board meetings and at any official Authority Board Committee meetings, not to exceed 36 such meetings per year, unless authorized by the Board and in no event more than 75. Compensation shall be no more than the maximum rate authorized by RCW 36.57A.050 as presently enacted or as may be hereafter amended; provided that compensation shall not be paid to an elected official who is receiving regular full-time compensation from such government for attending such meetings. Any change to this rate shall require a two-thirds majority vote by the Authority Board.

## VI. **OFFICERS – CHAIR AND VICE CHAIR**

**6.1 Election.** The Chair and Vice Chair shall be members of the Authority Board elected by the members by majority vote at a regular or special meeting of the Authority.

**6.2 Term.** The Chair and Vice Chair shall be elected from among the members at the first meeting in December of each year, unless it is determined by the Authority Board that it is in the best interest of the Authority Board the election should be extended in one month increments. In the event either becomes vacant, the members shall elect a new officer at the next regular meeting to serve until the next December meeting.

**6.3 Duties.** In addition to the powers and the duties granted by these Bylaws, the Chair shall have such other powers and duties as prescribed by law or by resolution of the Authority Board.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority.

## VII. **COMMITTEES**

**7.1 Authority Board Committees.** In order to better facilitate the work of the Authority Board, the Authority Board may establish standing and/or *ad hoc* committees to address specific issues. Each committee shall be composed of not more than three (3) Authority members; one member representing the City of Shelton, one member representing Mason County, and one member representing a District. Committee Chairs and committee members may be designated by the Authority Chair, subject to confirmation by the full Authority Board. To the extent possible, committee reports to the full Authority Board shall be in writing.

The terms of the standing committees will coincide with the terms of the Authority Board officers (which recommence annually in December) at which time the Authority Board will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority Board officers are elected, the incumbent committee members shall serve until replacements are appointed.

**7.2 Special Appointments.** The Chairman may appoint Authority Board members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority Board officers and the review of Authority Board committees.

## VIII. **APPOINTED POSITIONS**

**8.1 General Manager.** The Authority Board shall appoint a General Manager who shall be responsible for the administrative functions of the Mason Transit Authority and shall have such power and perform such duties as shall be prescribed by law and action of the Authority Board.

**8.2 Clerk of the Authority Board.** The Authority shall appoint a Clerk of the Authority Board who shall perform all duties as provided in these Bylaws and shall maintain all records of the Authority Board. The General Manager shall serve as Clerk unless someone else has been specifically appointed.

**8.3 Legal Counsel.** Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority Board.

**8.4 Non-Voting Adviser to the Authority Board Representing Public.** Applications from the public may be submitted to the voting Authority Board for selection and appointment, and shall serve at the pleasure of the Authority Board. If no applications are submitted, the position shall cease and close.

## IX. **GENERAL PROVISIONS**

**9.1 Checks.** All disbursements of the Mason Transit Authority shall be by check drawn by the appropriate Audit Officer as per Washington State law or as otherwise directed by Authority resolution.

**9.2 Notes.** All notes or other evidence of indebtedness, including bills, issued or incurred in the name of the Mason Transit Authority shall be signed by such officer, member, agent or employee of the Mason Transit Authority and in such manner as shall from time to time to be determined by Authority Board resolution.

**9.3 Other Legal Documents.** The Authority may authorize any officer or officers, agent or agents of the Mason Transit Authority, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Mason Transit Authority and such authorization may be general and or may be confined to specific instances. All written contractual obligations of the Mason Transit

Authority, including but not limited to, contracts, leases and assignments, are to be maintained by the Clerk of the Board.

**9.4 Deposits.** All funds of the Mason Transit Authority shall be deposited in the appropriate accounts established by resolution. The County Treasurer shall be the custodian of the funds, until such time as the Authority Board appropriates its own administrative director, and is, subject to approval by Authority Board resolution, authorized to invest such funds in the manner provided by law.

**9.5 Gifts.** The Authority Board may accept on behalf of Mason Transit Authority any contribution, gift or bequest (as long as conditions are consistent with state law), for any purpose of the Mason Transit Authority.

**9.6 Travel.** Members of the Authority Board, in order to properly and fully conduct official Mason Transit Authority business, may travel and incur expenses. Authority Board members will receive reimbursement for reasonable expenses incurred while engaged in official business in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Mason Transit Authority employees. Out-of-state travel by Authority Board members will be authorized by the Chair subject to annual budget restraints.

**9.7 Repealer.** The terms of these bylaws, as established by resolution, shall supersede all prior resolutions in conflict therewith.

X. **AMENDMENTS**

These bylaws may be amended by a majority vote at any meeting of the Authority Board, provided that copies of the proposed revisions or amendments shall have been made available to each Authority Board member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority Board resolution; therefore, any amendments hereto shall be by that same instrument.

**ADOPTED: 12/09/91**  
**AMENDED: 11/20/07**  
**AMENDED: 02/28/08**  
**AMENDED: 07/13/10**

**AMENDED: 04/17/2012**  
**AMENDED: 12/17/2013**  
**AMENDED: 09/20/2016**  
**AMENDED: 12/19/2017**  
**AMENDED: 11/20/2018**

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**Mason Transit Authority Regular Board Meeting**

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

**Subject:** 2019 Work Plan

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

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

**Date:** November 20, 2018

**Summary for Discussion Purposes:**

The Executive Management Team met earlier this month to develop its plan and focus for 2019. The attached matrix illustrates the team’s areas of focus and the timeline.

Important tasks in the work plan are the service changes, ridership and employee engagement.

**Fiscal Impact:**

Included in the annual budget.

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2019 Work Items	Completed as of	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Progress
Strategic Plan Approved		Δ				
Employee Handbook Approved		Δ				
Create Financial Management Policy Manual			Δ			
KPI reporting - dashboard to board beginning 1st quarter		Δ	Δ			
Develop route deviation, stroller, service animal, no-show policies for Operations		Δ	Δ	Δ		
Develop a light duty and position transition policies for HR		Δ				
Develop an Employee Engagement Plan		Δ	Δ	Δ		
Wage analysis		Δ	Δ			
Union Negotiations			Δ	Δ		
Quarterly driver training		Δ	Δ	Δ	Δ	
Prepare a Welcome package for new DAR riders		Δ	Δ			
Quarterly ridership analysis and outreach initiative		Δ	Δ	Δ	Δ	
Community Conversations			Δ		Δ	
Public Outreach for service changes		Δ	Δ	Δ	Δ	
Service change implementation plan		Δ	Δ			
Bus builds for coaches and cutaways				Δ	Δ	
Roof replacement on Building 3 and 4		Δ	Δ			
Records Management - Network reorganization		Δ	Δ	Δ	Δ	
IT infrastructure improvements and computer replacement		Δ	Δ			
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ	
T-CC parking lot construction		Δ	Δ	Δ	Δ	

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

**Agenda Item:** Informational – Item 1 - *Informational*  
**Subject:** Mason Transit Authority Regional Mobility Park and Ride Progress Update  
**Prepared by:** Patrick Holm, SCJ Alliance  
**Approved by:** Danette Brannin, General Manager  
**Date:** November 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: Building permit and water plans are in progress for the Belfair park and ride. Site permits (septic, grading, forest practices, SEPA Checklist) were submitted in October.

Design Development: Site is design is mostly complete. A-RT is in the process of designing the revised building with the recent recommendations from MTA. SCJ is working with A-RT to revise the bus storage area to incorporate a new building overhang/bus cleaning area configuration.

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 the end of November.

#### Belfair Park and Ride:

- SCJ submitted site permit plans to Mason County in early October.
- SCJ submitted preliminary roundabout design plans to WSDOT in October.
  - SCJ received WSDOT comments on the roundabout package and will resubmit week of 11/19.
- SCJ is in the process of preparing final roundabout design documents for submittal in December.
- A-RT is leading building design.

Other progress: Parsons will send over their conceptual Shelton Matlock Park and Ride design. SCJ will evaluate and maximize the stall count that will be feasible. Parsons, MTA, and SCJ will advocate to WSDOT to incorporate the full design/construction into Parsons contract.

Project Timeline: The critical path for design of the park and ride projects remains the Belfair park and ride. It is anticipated that the project will be ready for bid in 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:** November 20, 2018

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

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# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 20, 2018

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# MTA MANAGEMENT REPORTS

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Submitted to MTA Authority Board November 20, 2018

## GENERAL MANAGER'S REPORT

### Below is a list of major activities for the month:

- **Service Review:** Final recommendations are in process and will be presented to the Board in December. Currently, staff is reviewing the recommendations for input and suggestions. Once presented to the Board staff will be doing outreach to the community throughout the first quarter of 2019 for changes to begin in June 2019. Some changes may occur in February 2019 if easily accommodated.
- **Park & Ride Development:** Met with Architect to work on building finishes. See update on Park & Ride Development informational page for additional information.
- **EDC:** Attended EDC Board retreat. Completed assisting the EDC with policies and procedures.
- **WSTIP:** Attended October monthly Executive Committee and Policy Review Committee meetings.
- **WSTA:** Attended 4<sup>th</sup> Quarter WSTA Board Meeting.
- **CEO/GM Quarterly Meeting:** Met with Clallam, Jefferson and Kitsap Transits for quarterly CEO/GM meeting.
- **T-CC Parking Lot:** Met with Conservation District on final design.
- **Training:** Attended AWC Member Expo.
- **Pilot Bus:** Phone conversation with Zen Energy Solutions and Marshall regarding possible participation in a Hydrogen Zero-Emission Bus Pilot.
- **Internal Activities:**
  - Congressman Derek Kilmer and his district representative Kate Irwin visited MTA.
  - Met with managers for 2019 Planning Day.
  - Phone meeting with Summit Law regarding Washington Paid Sick Leave Law policy.
  - Prepared or reviewed and edited Procurement policy, Paid Sick Leave policy and Light Duty policy. All policies will now be reviewed the Policy Committee and presented to the Board in December.
  - Worked on revisions to the Non-Represented Compensation Plan.
  - Usual meetings with the Executive Team and Leadership Team. Miscellaneous meetings with staff.
- **Vacation!** I took a vacation the week of October 29.

### Board Assistance, Awareness and Support:

- Ridership is a concern Operations and I have as due to construction in Shelton we have had a significant drop. We have been unable to reach some areas where our riders are located. We are monitoring the situation and looking forward to service improvements.
- The Executive Team will begin preparing what we have tagged "Employee Engagement Plan" to find ways to recruit, engage and retain employees.
- Administrative Services Manager and Operations Manager are also working on an improved process for hiring drivers.
- Concerns over rising construction costs and how that might impact MTA capital projects.
- MTA was contacted to be part of a potential bus pilot for hydrogen fuel cell as an alternative to bio-diesel. Marshall, Brenton and I had a phone conference to discuss the pilot with Zen Clean Energy Solutions and agreed to take part in the pilot should it move forward.

## TEAM UPDATES

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

**HR Dashboard** - 67 FTE's, plus 8 Worker Drivers, not including compensated board members. Hired 2018 – 18 (12 Drivers, one Technical Support Analyst, one T-CC Assistant/Custodian, two Worker Drivers, one Custodian/Detailer, one Service Mechanic). Termed YTD 2018 – 16 (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, 4- 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**

- Utilizing SHRM's Employee Handbook Builder, I am working on developing a refreshed/ compliant employee handbook. This project is on the 2018 Work Plan.
- Assisted several employees navigating FMLA cases.
- Working with payroll vendor to incorporate Recruiting and Onboarding modules for a better applicant experience and greater HR efficiency.
- Creating a non-driver modified duty job description to take advantage of L & I's Stay at Work program.
- Prepared initial draft of Fit for Duty policy to be presented in December for approval.
- Provided new employee orientation for Service Mechanic.
- Participated in Reasonable Suspicion Training for Supervisors. All dispatch, supervisors and lead drivers have now received this important training.
- To better protect the agency's IT infrastructure, we implemented phishing testing and training.

#### **Recruiting**

- The October 2<sup>nd</sup> Driver class is progressing. Two new drivers are currently performing in-service route training.
- Our next Driver class has been moved up to January 3, 2019. We are evolving our interview process to include a Saturday tour for potential interviewees by presenting the life of a bus driver Q&A and bus ride to Olympia. We hope to provide insight for candidates of what it is to be a bus driver before interview and job offer.

#### **Finance**

- Refinements to the 2019 Operating budget continue. Budget narrative being completed.
- Prepared Capital Budget.
- Worked with managers to update the Non-rep Compensation plan included in this packet.
- Updated the data reported for the Operations Statistics report. Now comparing rolling 12 month performance against previous 12 month rolling period.
- Completed and submitted LMTAAA 2019 Operating budget. Good news, the additional funds received in 2018 are also available to support the 2019 program.
- Prepared revisions to the Procurement Policy to incorporate micro & small purchase threshold changes as per the Office of Management and Budget. Policy to be presented for approval in December.

#### **Training**

- Attended the WSTA-HR Committee meeting.
- Attended the WSTIP Emerging Risk & Opportunities Committee meeting.
- Attended AWC's Member Expo.
- Brian continues to invest in his learning by participating in GFOA/WFOA training that benefits the agency while allowing him the opportunity to earn CPE credits toward maintaining his CPA.

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

#### **Maintenance Shop and Facilities**

- The new cutaways are being delivered to Mason Transit and we started the in-servicing process. We are extremely excited to conclude this project and place them in service for an updated ride experience for our customers and drivers.

- I received an invitation to speak to the Centralia College Diesel Program Students about shop management on November 21st. Talking points include:
  - Equipment purchasing and life cycles.
  - Staffing—including what MTA looks for in new employees and resumes.
  - PM programs.
  - Shop layout tooling and parts.
  - The biggest challenges and wins I have encountered while employed at MTA.
  - Regulations and how I keep up with them.
  - Maintaining a shop safety program.
  - Dealing with excessive vehicle downtime.
  - Seasonal changes and how they affect our program.
- Preston Petty, our new service mechanic started his employment with Mason Transit on October 31st. Preston was most recently employed at Hunter Farms and brings a well-balanced mechanical background to assist with our vehicle maintenance needs. Although short staffed, the maintenance staff has done a fantastic job of keeping all the equipment maintained!
- Kathy Geist and I attended the Shelton High School Career Expo on November 7th. The Expo has businesses, community organizations, and representatives from Washington colleges and universities show high school and college students the possibilities of future education, employment and careers. It was a wonderful opportunity to showcase Mason Transit employment opportunities to over 1,400 high school and college students.

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

- Gym use for October was over 1,500 people this month, which included our weekly pickle ball program, Choice P.E., and several community events including our annual United Way Resource Fair, 4-H Fall Fair, Halloween Bazaar, and our Guatemalan Consulate weekend sponsored by the Shelton School District. October was a fabulous month at the T-CC for local and out of area non-profit services and organizations to gather and discuss community needs, challenges, and resources available. CHOICE PE classes in full swing (over 100 kids a day).
- Conference room use for October was over 60 people who attended our weekly programs (NAMI), United Way monthly meeting and various small tenant sponsored meetings.
- October was full of events ranging from local vendors and organizations prep-cooking for Oysterfest, Holiday Bazaar, resource fairs, and school district sponsored outreach. Christmas is just around the corner and we are preparing for several large events: Toys for Tots; the Christmas Parade, and Shopping with Santa are just a few of the large events that will fill the T-CC this holiday season.

#### T-CC Building

- We are prepared for any inclement weather at the T-CC as we have replenished our ice melt supply and are working with John M. on an inclement weather plan.
- The DoubleMap project continues and most of the Armory roof assembly is complete. Project continuing as weather permits.
- We will work around the weather to pull data cables for the wireless access points to be mounted on the Franklin sidewalk.
- We hope to hear something soon about the T-CC parking lot as it is now flooded and we are working with tenants on alternative parking options.
- Completed monthly fire extinguisher / sprinkler inspections.
- The freezer in the T-CC kitchen was repaired as it had a failing sensor control.
- Supported John M. with OPs issues.
- Ordered parts to fix armory urinals.
- Drained T-CC drum drips.
- Monitoring leaks in Gym roof.

#### OPERATIONS – Mike Ringgenberg

- **Great WA shake out-** MTA participated in an earthquake drill, the Great Washington Shake-Out, on Oct 18.
- **McDonalds** – We are currently working with the City of Shelton and McDonalds to get a bus shelter installed on Olympic Highway North in front of McDonalds. This would be a safer solution over entering into the Gateway Center parking lot.

- **New Drivers** – Our two new drivers in training: Tiffany L and Mileen M have all passed their CDL exam!! Congrats!! They are currently learning the routes and hope to be in service by Thanksgiving. Our next New Driver class will start on Jan 3, 2019.
- **Outreach Success stories** - Kathy G. met with Mason General Hospital, Peninsula Regional Community Health, Keyport Military Base Resources Fair, and Oysterfest. Kathy also attended WAPRO training, Moving Mason Forward meeting, Rural Leadership Development Training, Thurston Mason Behavior Health meeting, a branding committee for Mason General Health, TIP CAP meeting and a MC budget meeting for TIP CAP. JoAnne from WSTIP came to MTA to review Van Pool Compliance and they were very happy with our program and procedures.
- **Operations Committee Meeting** – I attended the WSTA Operations Committee Meeting Oct 24 – 26 held at Community Transit.
- **RFP 2017-01 Service Review** – Nelson/Nygaard has given us a draft service development plan that we are reviewing.
- **RFP 2017-02 Technology** – MTA Doublemap is working on our fixed route buses!! Kathy G- over the next few weeks will be on routes showing the public how to use the new software. Josh and Jason are working DAR software “Tapride” should be fully operational by the end of November.
- **Road Construction in Shelton** – Daily challenge, we are seeing a loss in ridership due to the construction challenges. Operations have done an Outstanding Job of working these challenges and informing our clients each and every day!!
- **Vanpool** – Usage rate for October 2018 was 50%, 8 of 16 vans were in use.

## 2018 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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2018 Work Items	Completed as of 11/20/18	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Progress
Strategic Plan finalized and incorporated into the Transit Development Plan (TDP)	X	Δ	Δ		Δ	TDP has been submitted to WSDOT. Strategic plan to be completed by year end.
Review and update Employee Handbook based on union contracts	Moving to 2019	Δ	Δ		Δ	LeeAnn is working on the handbook. Will be seeking approval from the Board in January.
Create Financial Management Manual and update Procurement Policy		Δ	Δ			Procurement Policy is done. Gathering info and discussing financial manual.
Install Bus Technology and new scheduling software	X	Δ	Δ	Δ	Δ	Project is nearly complete. Delay some due to project manager. DoubleMap assigned new PM.
Develop a work plan for parking lot upgrades	X	Δ	Δ			This is completed. Maintenance has assessed parking lot needs at the Johns Prairie facility.
Accounting Software	X	Δ	Δ			Admin Services determined the best option is to stay with current software.
Incorporate Remix into service planning	X	Δ	Δ			Operations has begun using Remix; routes are being populated into system. Project is complete
Finalize implementation of Performance Measures	X	Δ	Δ	Δ	Δ	Management staff has identified performance measures and are now working on establishing benchmarks.
Develop a route deviation policy	Moving to 2019		Δ			
Consolidated Grant Application preparation for 2019-2021	X		Δ	Δ		Consolidated Grant applications for three operating projects and one capital project has been submitted. Projects have been ranked by PRTPO.
Install rear destination signs on low floor buses				Δ	Δ	Began procurement process to purchase rear destination signs.
Purchase refurbished buses for Worker/Driver program	X		Δ	Δ		Grant application process for two W/D buses. If either of those applications are not successful, we will be using part of the Sales Tax Equalization funds to purchase two rehab buses.
Re-train all drivers on a regular basis in order to provide consistent service and safety		Δ	Δ	Δ	Δ	First quarter D&A training complete; second quarter PASS recertification in progress. Will be conducting Busing on the Lookout training in Third Quarter and fourth quarter.
Service Review		Δ	Δ	Δ	Δ	In progress
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ	Progress is reported in Board packet monthly.
T-CC parking lot construction		Δ	Δ	Δ	Δ	Have received soil results; application submitted to DOE for Volunteer Cleanup Program; Waiting for answer for DOE. Contacted DOE and was informed our application is still waiting review. Design is 90% complete. Project in hold until we receive a response from DOE.

Denotes change in completion date.

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

**Agenda Item:** Informational Item 3 – *Informational*  
**Subject:** Operations Statistics and Reports  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Danette Brannin, General Manager  
**Date:** November 20, 2018

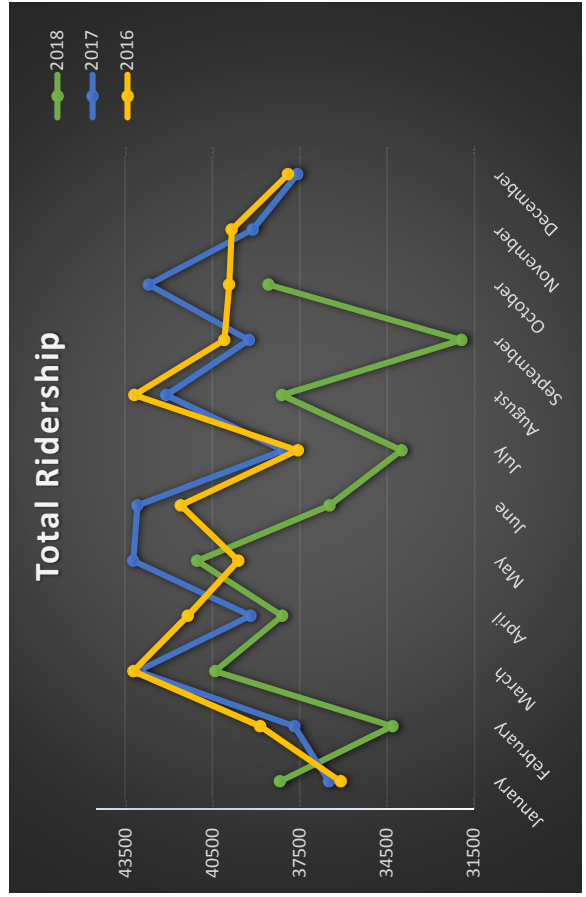
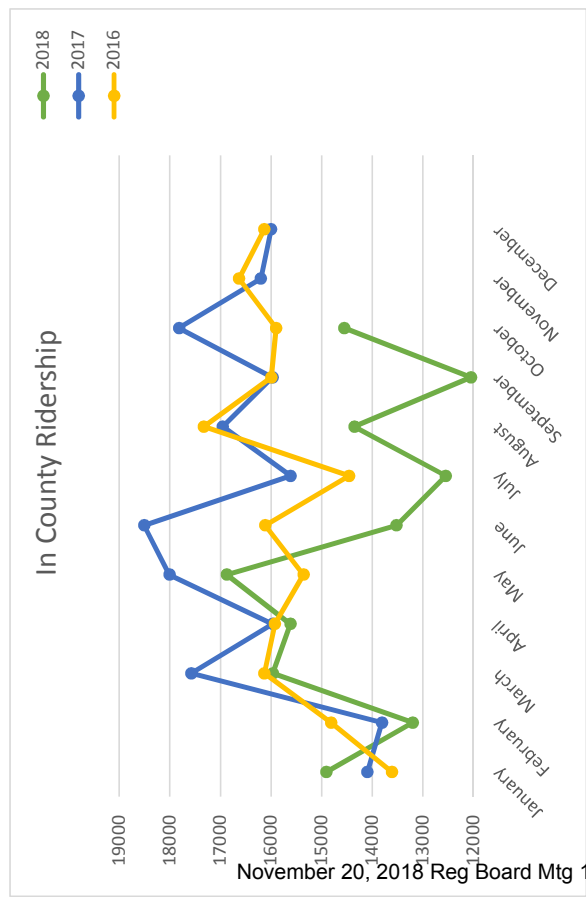
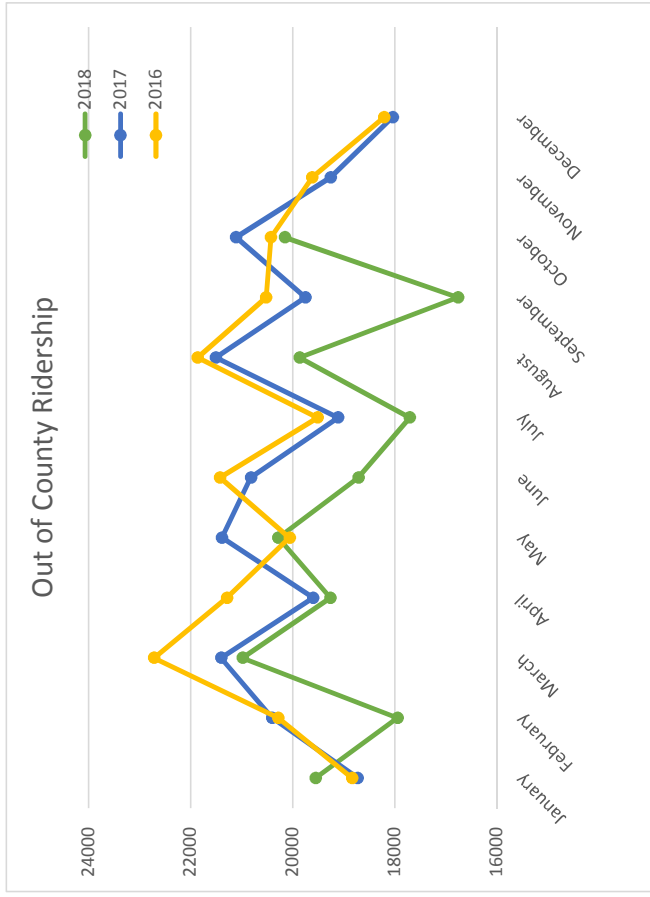
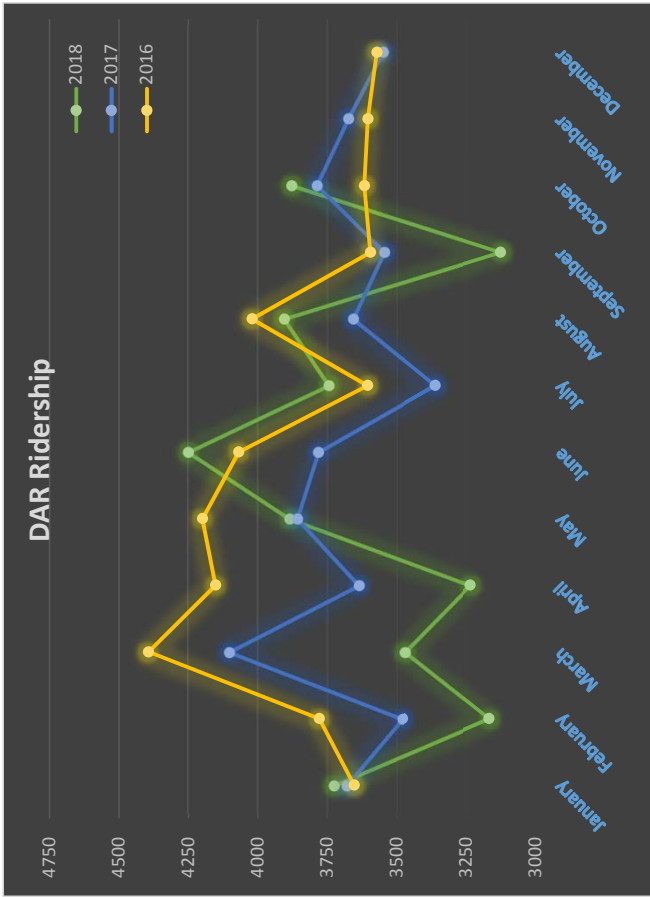
### **Summary for Discussion Purposes:**

Included is the Q3-2018 Operations Statistics report highlighting performance of ridership, miles, hours and applied costs allocated by miles traveled for each major operational category. A key change to the report for Q3 is the comparison of the most recent rolling 12-month period against the prior comparable 12 month rolling period rather than comparing the current rolling 12-month data against 2017.

Also included is ridership data charted by service type for years 2016, 2017 and year-to-date 2018. Having this visual allows us to identify trends in ridership by service type throughout the year and year-over-year. We are now internally charting ridership by routes to further analyze the cause and effect of the ups and downs of ridership each month.

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**RIDERSHIP DATA CHARTED**



2018 Operations Statistics

Fixed Route (in county)	Jul-Sep 2018	Apr - Jun 2018	Jan - Mar 2018	Oct - Dec 2017	Rolling 12 Months	Rolling Previous 12 months	Variance
Passenger Trips (one-way boardings)	38,952	46,012	44,070	50,019	179,053	195,159	-8.3%
Revenue Vehicle Miles	37,506	38,544	37,465	38,337	151,852	148,804	2.0%
Revenue Vehicle Hours	3,052	3,155	2,976	2,863	12,045	11,843	1.7%
<b>Direct Project Expenses</b>	<b>\$ 207,496</b>	<b>\$ 218,506</b>	<b>\$ 183,459</b>	<b>\$ 231,880</b>	<b>\$ 841,341</b>	<b>\$ 795,860</b>	<b>5.7%</b>
Trips/Mile	1.04	1.19	1.18	1.30	1.179	1.312	-10.1%
Cost/Trip	\$ 5.33	\$ 4.75	\$ 4.16	\$ 4.64	\$ 4.70	\$ 4.08	15.2%
Miles Per Hour	12.29	12.22	12.59	13.39	12.61	12.56	0.3%
Cost/Mile	\$ 5.53	\$ 5.67	\$ 4.90	\$ 6.05	\$ 5.54	\$ 5.35	3.6%
Trips/Hour	12.76	14.58	14.81	17.47	14.86	16.48	-9.8%
Cost/Hour	\$ 68.00	\$ 69.26	\$ 61.65	\$ 80.99	\$ 69.85	\$ 67.20	3.9%
<b>Fixed Route (out of county)</b>	<b>Jul-Sep 2018</b>	<b>Apr - Jun 2018</b>	<b>Jan - Mar 2018</b>	<b>Oct - Dec 2017</b>	<b>Rolling 12 Months</b>	<b>Rolling Previous 12 months</b>	<b>Variance</b>
Passenger Trips (one-way boardings)	36,814	36,823	36,588	37,381	147,606	157,536	-6.3%
Revenue Vehicle Miles	100,374	101,641	96,666	97,414	396,095	429,192	-7.7%
Revenue Vehicle Hours	4,796	4,786	4,314	3,939	17,835	17,928	-0.5%
<b>Direct Project Expenses</b>	<b>\$ 555,304</b>	<b>\$ 576,203</b>	<b>\$ 473,354</b>	<b>\$ 589,205</b>	<b>\$ 2,194,067</b>	<b>\$ 2,036,322</b>	<b>7.7%</b>
Trips/Mile	0.37	0.36	0.38	0.38	0.373	0.367	1.5%
Cost/Trip	\$ 15.08	\$ 15.65	\$ 12.94	\$ 15.76	\$ 14.86	\$ 12.93	15.0%
Miles Per Hour	20.93	21.24	22.41	24.73	22.21	23.94	-7.2%
Cost/Mile	\$ 5.53	\$ 5.67	\$ 4.90	\$ 6.05	\$ 5.54	\$ 4.74	16.7%
Trips/Hour	7.68	7.69	8.48	9.49	8.28	8.79	-5.8%
Cost/Hour	\$ 115.78	\$ 120.40	\$ 109.73	\$ 149.58	\$ 123.02	\$ 113.58	8.3%
<b>Demand Response</b>	<b>Jul-Sep 2018</b>	<b>Apr - Jun 2018</b>	<b>Jan - Mar 2018</b>	<b>Oct - Dec 2017</b>	<b>Rolling 12 Months</b>	<b>Rolling Previous 12 months</b>	<b>Variance</b>
Passenger Trips (one-way boardings)	10,777	11,370	10,366	11,011	43,524	43,895	-0.8%
Revenue Vehicle Miles	71,424	81,292	81,521	78,607	312,844	326,528	-4.2%
Revenue Vehicle Hours	5,069	6,247	6,268	6,331	23,915	27,729	-13.8%
<b>Direct Project Expenses</b>	<b>\$ 395,143</b>	<b>\$ 460,845</b>	<b>\$ 399,192</b>	<b>\$ 475,452</b>	<b>\$ 1,730,631</b>	<b>\$ 1,618,825</b>	<b>6.9%</b>
Trips/Mile	0.15	0.14	0.13	0.14	0.139	0.134	3.5%
Cost/Trip	\$ 36.67	\$ 40.53	\$ 38.51	\$ 43.18	\$ 39.76	\$ 36.88	7.8%
Miles Per Hour	14.09	13.01	13.01	12.42	13.08	11.78	11.1%
Cost/Mile	\$ 5.53	\$ 5.67	\$ 4.90	\$ 6.05	\$ 5.53	\$ 4.96	11.6%
Trips/Hour	2.13	1.82	1.65	1.74	1.82	1.58	15.0%
Cost/Hour	\$ 77.95	\$ 73.78	\$ 63.68	\$ 75.10	\$ 72.37	\$ 58.38	24.0%

## 2018 Operations Statistics

<b>Worker Driver</b>	<b>Jul-Sep 2018</b>	<b>Apr - Jun 2018</b>	<b>Jan - Mar 2018</b>	<b>Oct - Dec 2017</b>	<b>Rolling 12 Months</b>	<b>Rolling Previous 12 months</b>	<b>Variance</b>
<b>Passenger Trips (one-way boardings)</b>	12,044	12,035	12,537	11,853	48,469	48,338	0.3%
<b>Revenue Vehicle Miles</b>	15,410	15,655	15,110	13,504	59,679	60,028	-0.6%
<b>Revenue Vehicle Hours</b>	634	645	623	551	2,453	2,469	-0.7%
<b>Direct Project Expenses</b>	<b>\$ 53,592</b>	<b>\$ 52,559</b>	<b>\$ 50,068</b>	<b>\$ 47,714</b>	<b>\$ 203,933</b>	<b>\$ 176,837</b>	<b>15.3%</b>
Trips/Mile	0.78	0.77	0.83	0.88	0.812	0.805	0.9%
Cost/Trip	\$ 4.45	\$ 4.37	\$ 3.99	\$ 4.03	\$ 4.21	\$ 3.66	15.0%
Miles Per Hour	24.29	24.29	24.25	24.51	24.33	24.31	0.1%
Cost/Mile	\$ 3.48	\$ 3.36	\$ 3.31	\$ 3.53	\$ 3.42	\$ 2.95	16.0%
Trips/Hour	18.99	18.67	20.12	21.51	19.76	19.58	0.9%
Cost/Hour	\$ 84.49	\$ 81.55	\$ 80.37	\$ 86.60	\$ 83.14	\$ 71.62	16.1%
<b>Express Routes</b>	<b>Jul-Sep 2018</b>	<b>Apr - Jun 2018</b>	<b>Jan - Mar 2018</b>	<b>Oct - Dec 2017</b>	<b>Rolling 12 Months</b>	<b>Rolling Previous 12 months</b>	<b>Variance</b>
<b>Passenger Trips (one-way boardings)</b>	8,025	9,395	9,351	9,169	35,940	35,098	2.4%
<b>Revenue Vehicle Miles</b>	25,171	25,434	25,137	25,047	100,789	127,722	-21.1%
<b>Revenue Vehicle Hours</b>	1,363	1,355	1,224	1,071	5,014	4,945	1.4%
<b>Direct Project Expenses</b>	<b>\$ 139,255</b>	<b>\$ 142,502</b>	<b>\$ 123,091</b>	<b>\$ 151,496</b>	<b>\$ 556,343</b>	<b>\$ 643,709</b>	<b>-13.6%</b>
Trips/Mile	0.32	0.37	0.37	0.37	0.36	0.27	29.8%
Cost/Trip	\$ 17.35	\$ 15.17	\$ 13.16	\$ 16.52	\$ 15.48	\$ 18.34	-15.6%
Miles Per Hour	18.46	18.77	20.53	23.39	20.10	25.83	-22.2%
Cost/Mile	\$ 5.53	\$ 5.60	\$ 4.90	\$ 6.05	\$ 5.52	\$ 5.04	9.5%
Trips/Hour	5.89	6.93	7.64	8.56	7.17	7.10	1.0%
Cost/Hour	\$ 102.14	\$ 105.15	\$ 100.53	\$ 141.45	\$ 110.96	\$ 130.17	-14.8%
<b>Total Service</b>	<b>Jul-Sep 2018</b>	<b>Apr - Jun 2018</b>	<b>Jan - Mar 2018</b>	<b>Oct - Dec 2017</b>	<b>Rolling 12 Months</b>	<b>Rolling Previous 12 months</b>	<b>Variance</b>
<b>Passenger Trips (one-way boardings)</b>	106,612	115,635	112,912	119,433	454,592	477,001	-4.7%
<b>Revenue Vehicle Miles</b>	249,885	262,566	255,899	252,909	1,021,259	1,091,142	-6.4%
<b>Revenue Vehicle Hours</b>	14,914	16,187	15,406	14,755	61,262	64,612	-5.2%
<b>Direct Project Expenses</b>	<b>\$ 1,350,789</b>	<b>\$ 1,450,615</b>	<b>\$ 1,229,164</b>	<b>\$ 1,495,747</b>	<b>\$ 5,526,316</b>	<b>\$ 5,271,553</b>	<b>4.8%</b>
Trips/Mile	0.43	0.44	0.44	0.47	0.45	0.44	1.8%
Cost/Trip	\$ 12.67	\$ 12.54	\$ 10.89	\$ 12.52	\$ 12.16	\$ 11.05	10.0%
Miles Per Hour	16.75	16.22	16.61	17.14	16.67	16.89	-1.3%
Cost/Mile	\$ 5.41	\$ 5.52	\$ 4.80	\$ 5.91	\$ 5.41	\$ 4.83	12.0%
Trips/Hour	7.15	7.14	7.33	8.09	7.42	7.38	0.5%
Cost/Hour	\$ 90.57	\$ 89.62	\$ 79.79	\$ 101.37	\$ 90.21	\$ 81.59	10.6%

\*Direct Project Expenses include only those costs to support Operations, Dispatch, Worker Drivers, Drivers, Maintenance, & Belfair, not including administrative costs. Costs are allocated by % of miles for each service type. \*Total Service does not include Vanpool, Volunteer Driver, Squaxin, Radich or T-CC.