



AGENDA

Mason Transit Authority Board
Regular Meeting
February 19, 2019, 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**

PUBLIC COMMENT

CONSENT AGENDA – ACTION

- 1. Pg. 03: Approval of Minutes: Approval of the minutes of the January 15, 2019 MTA regular Board meeting**
- 2. Pg. 07: Financial Reports: January 2019**
- 3. Pg. 19: Check Approval: January 11 – February 14, 2019**

REGULAR AGENDA

UNFINISHED BUSINESS: [NONE]

NEW BUSINESS:

- 1. Pg. 27: Establish Board Committees – ACTIONABLE**
- 2. Pg. 29: Approval of Technology Upgrade Expenditures - ACTIONABLE**

INFORMATIONAL UPDATES

- 1. Pg. 31: Park and Ride Update**
- 2. Pg. 33: Management Reports**
- 3. Pg. 45: Operations Statistics and Reports**

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETING:

**Mason Transit Authority
Regular Meeting**
*March 19, 2019 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.

DRAFT

**Mason Transit Authority
Minutes of the Regular Board Meeting
January 15, 2019
Transit-Community Center
601 West Franklin Street
Shelton**



OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Randy Neatherlin, Chair; Wes Martin, Vice Chair; John Campbell, Kevin Dorcy, Deb Petersen, Don Pogreba, Kevin Shuttly (*arrived at 4:04 pm-see below*), Sandy Tarzwell and Sharon Trask. **Quorum met.**

Authority Voting Board Members Not Present: [None]

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; Rob Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Mike Ringgenberg, Operations Manager; Marshall Krier, Maintenance and Facilities Manager; John Piety and Ryan Warner.

ACCEPTANCE OF AGENDA

Moved that the agenda for the January 15, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Pogreba. Motion carried.**

PUBLIC COMMENT – None.

RECOGNITION OF NEW BOARD MEMBER TRASK

Danette Brannin, General Manager, introduced new Authority Board member Sharon Trask and welcomed her to the Mason Transit Authority Board.

**RECOGNITION FROM THE UNITED STATES MARINE CORP RESERVE/
TOYS FOR TOTS PROGRAM**

The Clerk of the Board read aloud the Certificate of Appreciation. Danette Brannin, General Manager, also mentioned, as indicated in the Management Reports, that over 1,100 families were served.

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 December 18, 2018.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of December, 2018 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of December 14, 2018 through January 10, 2019 financial obligations on checks #32191 through #32277, as presented for a total of \$764,675.41.

Petersen/Campbell. Motion carried.

(Board member Shutty arrived at 4:04 pm.)

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Park & Ride Project Update** – Patrick Holm of SCJ Alliance provided visual renderings as well as explained the layouts of each of the park & ride lots being constructed or improved. Mr. Holm also provided the status and description of each project.
2. **MTA Bylaw Changes** – Ms. Brannin recounted to the Board the update to the MTA Bylaws from those adopted at the November 20, 2018 Board meeting, and that this is the second view of proposed changes to be considered for approval. **Moved** that the Mason County Transportation Area Authority Board approve Resolution No. 2019-01 and the attached Bylaws, as amended. **Shutty/Martin. Motion carried.**

NEW BUSINESS

1. **Lewis-Mason-Thurston Area Agency on Aging Contract** – LeeAnn McNulty, Administrative Services Manager, indicated that this contract relating to our volunteer driver program was up for its annual renewal for a one-year period. Board member Tarzwell indicated that the mileage amount in Section 5(b) of Exhibit C should be corrected from "Fifty-four point two cents (\$.545)" to "Fifty-eight cents (\$.58)" per mile to match the cover page. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 18-1120-0041-06(2), as corrected, for the provision of volunteer transportation services. **Tarzwell/Shutty. Motion carried.**
2. **Surplus Vehicles** – Marshall Krier, Maintenance and Facilities Manager, informed the Board that the four cutaways have exceeded their useful life and are ready for surplus. MTA recently acquired four new cutaways that will replace the cutaways that are being surplus. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2019-02 declaring and approving the surplus and disposal of vehicles as set forth therein. **Petersen/Pogreba. Motion carried.**
3. **Appointment of Citizen Adviser to the Board** – Ms. Brannin indicated the newly approved bylaw changes now allow the Board to appoint a citizen adviser with the term to be January-December, 2019, unless extended by motion of the MTA Board. She went on further to say that MTA has received one application submitted by John Piety. Chair Neatherlin stated that Mr. Piety has been attending the MTA Board meetings faithfully for several years. **Moved** that the Mason Transit Authority Board appoint citizen John Piety to serve as the non-voting citizen adviser to the Board, with the term being January-December, 2019. **Campbell/Petersen. Motion carried.** Following the carried motion,

Board member Shutty said this was another good way to incorporate citizen input, along with the other methods used by MTA.

INFORMATIONAL UPDATES – Ms. Brannin briefly described to the Board additional information relating to the park and ride projects and the T-CC parking lot.

GENERAL MANAGER'S REPORT – Ms. Brannin thanked the Board members for coming in a little earlier so that the studio headshots could be accomplished by Coopers. She also introduced Ryan Warner, MTA's liaison to WSDOT. Mr. Warner indicated that he is also on the Board for Intercity Transit and attends their meetings every other Wednesday at 5:30 pm.

COMMENTS BY BOARD MEMBERS – Chair Neatherlin said that he enjoys working with Ms. Brannin and that she is a joy and very competent. It is a joy to be one of the rare fare free transit agencies and then to see how it works.

Board member Tarzwell was at the T-CC during the holidays and wanted to congratulate the staff on the successful events and that the staff is easy to work with.

Board member Campbell shared that he thought the informational pamphlet is a good idea and that a version in Spanish would be helpful in reaching out to the Spanish speaking community.

Board member Kevin Dorcy said that he has met with the new City Manager and thinks he will be a real asset to the City of Shelton. He also suggested that it may be helpful to have the park & ride renderings presented at the City for their information as well.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:41 p.m.

UPCOMING MEETINGS

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

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Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – December 2018, January 2019
Prepared by: LeeAnn McNulty, Administrative Services Manager Danette
Approved by: Brannin, General Manager
Date: February 19, 2019

Summary for Discussion Purposes:

Included are the updated December 2018 as well as January 2019 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

The 2018 YTD totals should be considered in draft form as additional expenses may be added post board meeting. There will be additional revenue adjustments to sales tax revenue based on actual amounts to be received on February 28.

Highlights:

Sales Tax Revenue

Sales tax revenue for November 2018 (received January 31, 2019) was \$379,605 – which was approximately 40% higher than budgeted, and 17% higher than November 2017 actual.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 8.33% (1/12) of the budget through the end of January. Total YTD Revenue is currently over on-target at 8.56%. Total YTD Operating Expenses is currently under-budgeted at 7.31% after setting aside \$108,215 to capital reserves.

Fiscal Impact:

January's fiscal impact reflects total revenues of \$674,921 and operating expenses of \$571,517 for a net income of \$103,404.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of January 2019 as presented.

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Mason Transit Authority

December 2018 Financial Report

	December Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used 100.00%
REVENUE					
Passenger Fares	11,557	101,791	101,600		100.19%
PSNS Worker/Driver & Vanpool Fares	19,675	254,753	265,000		96.13%
Total Operating Revenue (Fares)	31,232	356,544	366,600		97.26%
Sales Tax	359,063	4,698,798	3,897,207	(1)	120.57%
Operating Grants	539,539	3,378,164	3,046,116	(2)	110.90%
Rental Income	14,851	180,439	183,418		98.38%
Investment Income	11,711	106,978	20,000		534.89%
Other Non-operating Revenue	25,274	348,178	300,400	(3)	115.90%
Total Revenue	981,670	9,069,101	7,813,741		116.07%
EXPENSES					
Wages and Benefits	501,205	5,310,098	5,677,315		93.53%
Contracted services	27,658	353,186	423,608		83.38%
Fuel	29,593	389,011	336,000	(4)	115.78%
Vehicle/Facility Repair & Maintenance	23,697	319,312	308,200		103.61%
Insurance	19,876	238,506	238,506		100.00%
Intergovernmental - Audit Fees	-	29,411	29,000		101.42%
Rent - Facilities and Park & Ride	2,440	28,654	30,800		93.03%
Utilities	11,420	124,471	131,140		94.91%
Supplies - Equipment	9,499	106,476	119,245		89.29%
Training & Meetings	706	29,439	55,185		53.35%
Other operating expenses	13,380	255,660	169,002	(5)	151.28%
Pooled Reserves	109,566	699,494	240,000	(6)	291.46%
Total Operating Expenses	749,040	7,883,718	7,758,001		101.62%
Net Income (Loss) from Operations	232,630	1,185,383	55,740		

NOTES

- (1) Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget Used.
- (2) Operating grant revenue equals 2018 actuals.
- (3) Includes Q1, Q2, Q3 2018 actuals and Q4 accruals of RMG Grant - \$225,996 LMTAA Volunteer program revenue - \$38,768, Volunteer Donations - \$2,429, Sale of Maintenance Services \$4,167, Sale of Bus ads \$22,765, Community Van - \$4,434, WSTIP Network Security Grant - \$2,000 and Insurance Recoveries - \$36,346.
- (4) Average diesel price per gallon year to date is \$2.45. Average gasoline price per gallon year to date is \$3.08.
- (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 \$39,366, Advertising \$19,675, Merchant/credit card fees \$6,699, Office Equipment Lease \$5,922, Dues, Memberships, Subscriptions \$32,867, 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. The 2018 YTD Actual amount of \$699,494 is not an expenditure and represents the amount put to cash reserves.

Mason Transit Authority

December 2018 Financial Report - TCC

	2018 December Actual	2018 YTD Actual	2018 Budget	Notes	Percentage of Budget Used		YTD - Community Center Allocation	YTD - Transit Allocation
					100.00%	100.00%		
REVENUE								
T-CC Rental	13,385	162,843	165,821		98.20%		162,843	-
Other Revenue	-	345	-				345	-
Total Revenue	13,385	163,188	165,821		98.41%		163,188	-
EXPENSES								
Wages and Benefits	12,466	127,009	133,483		95.15%		124,694	2,315
Contracted services	90	6,296	6,000	(1)	104.93%		5,293	1,003
Repair & Maintenance	2,153	10,504	4,900	(2)	214.37%		6,785	3,719
Insurance	1,284	15,409	15,409		100.00%		15,409	-
Utilities	4,225	45,048	46,440		97.00%		31,997	13,051
Supplies & Small Equipment	545	8,031	3,835	(3)	209.41%		5,099	2,932
Training & Meetings	-	-	860		0.00%		-	-
Other operating expenses	-	3,715	5,093	(4)	72.94%		3,150	565
Total Operating Expenses	20,763	216,012	216,020		100.00%		192,427	23,585
Net Income (Loss) from Operations	(7,378)	(52,824)	(50,199)				(29,239)	(23,585)

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$2,440 Alarm services \$1,847; IT services \$1162; 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, \$1,996 for Parking Lot Soil Inspection.

(3) Supplies and Small Equipment largely consist of cleaning supplies for \$5,668 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, Equipment Repair \$533.

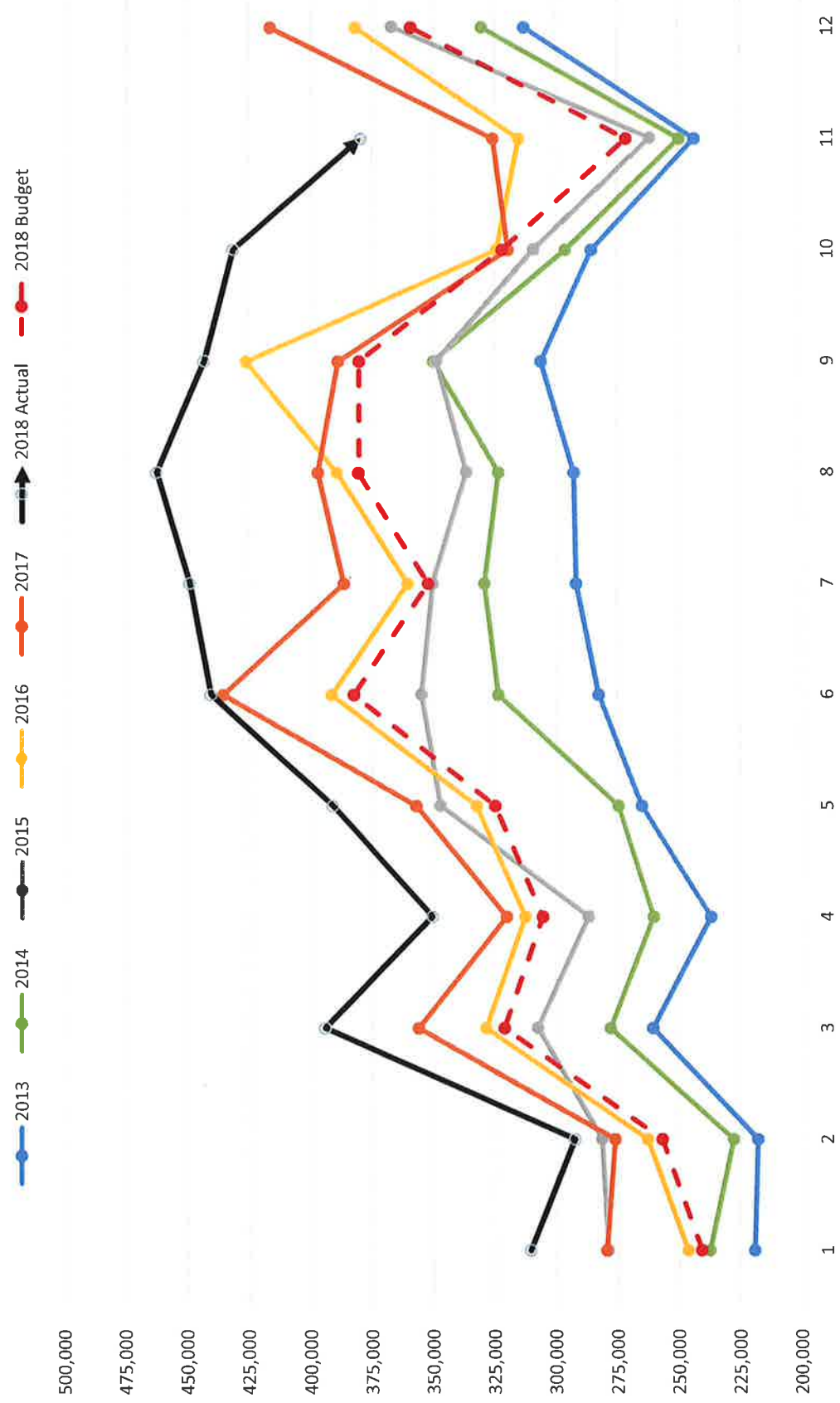
Mason Transit Authority

Sales Tax Collected

as of **1/31/2019** for **11/30/2018**

	2013	2014	2015	2016	2017	2018 Actual	2018 Budget	2018 Budget Variance	% Change 2017 - 2018 Actual
January	219,231	237,528	279,122	246,415	279,777	310,547	240,808	29%	11%
February	217,929	227,815	281,559	262,925	276,310	292,604	256,943	14%	6%
March	260,652	278,053	307,482	328,665	356,214	394,293	321,188	23%	11%
April	236,931	260,396	286,903	312,635	320,241	350,586	305,522	15%	9%
May	265,167	274,641	347,236	332,428	357,049	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	443,327	380,343	17%	14%
October	285,612	296,170	309,042	324,125	319,477	431,530	321,964	34%	35%
November	243,571	249,648	261,713	314,996	325,586	379,605	271,390	40%	17%
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	4,345,853	3,897,207		

Monthly Sales Tax Trend



Mason Transit Authority Statement of Financial Activities

February 2019 Board Report
January Statement of Financial Activities

% through the year: 8.33%

	January Actual	2019 YTD Actual	2019 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 7,908	\$ 7,908	\$ 103,500		7.64%
PSNS Worker/Driver & Vanpool Fares	20,584	20,584	265,000		7.77%
Total Operating Revenue (Fares)	28,492	28,492	368,500		7.73%
Sales Tax	243,216	243,216	3,936,179	(1)	6.18%
Operating Grants	349,075	349,075	3,189,554	(2)	10.94%
Rental Income	14,840	14,840	143,227		10.36%
Investment Income	13,463	13,463	45,000		29.92%
Other Non-operating Revenue	25,835	25,835	199,233	(3)	12.97%
Total Revenue	674,921	674,921	7,881,693		8.56%
Expenses					
Wages and Benefits	321,698	321,698	5,919,743		5.43%
Contracted services	15,432	15,432	208,223		7.41%
Fuel	29,739	29,739	400,250	(4)	7.43%
Vehicle/Facility Repair & Maintenance	27,388	27,388	351,750		7.79%
Insurance	19,623	19,623	235,477		8.33%
Intergovernmental - Audit Fees	-	-	31,000		0.00%
Rent - Facilities and Park & Ride	2,440	2,440	32,000		7.63%
Utilities	11,065	11,065	139,781		7.92%
Supplies - Equipment	10,878	10,878	131,720		8.26%
Training & Meetings	2,148	2,148	74,705		2.88%
Other operating expenses	22,891	22,891	174,863	(5)	13.09%
Pooled Reserves	108,215	108,215	120,000	(6)	90.18%
Total Operating Expenses	571,517	571,517	7,819,512		7.31%
Net Income (Deficit) from Operations	\$ 103,404	\$ 103,404	\$ 62,181		

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 January 2019's accrual.
- (3) Includes January 2019's accrual Grant - \$18,833 LMTAA Volunteer program revenue - \$3,133, Volunteer Donations - \$25, Sale of Maintenance Services \$1,117, Sale of Bus ads \$2,425, Community Van - \$149.
- (4) Average diesel price per gallon year to date is \$2.05. Average gasoline price per gallon year to date is \$2.91.
- (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 \$3,224, Advertising \$3,704, Merchant/credit card fees \$549, Office Equipment Lease \$369, Dues, Memberships, Subscriptions \$14,241, plus other misc. expenses.
- (6) Pooled Reserves is the amount of actual sales tax money received for 2018 in excess of the 2018 budgeted

Mason Transit Authority Statement of Financial Activities - TCC

February 2019 Board Report

	2019 January Actual	2019 YTD Actual	2019 Budget	Notes	Percent of Budget	YTD - Community Center	YTD - Transit Operations
% through the year: 8.33%							
Revenue							
T-CC Rental	\$ 13,210	\$ 13,210	\$ 125,630		10.52%	\$ 13,210	\$ -
Other Revenue	49	49	-			49	-
Total Revenue	<u>13,259</u>	<u>13,259</u>	<u>125,630</u>		10.55%	<u>13,259</u>	<u>-</u>
Expenses							
Wages and Benefits	8,075	8,075	132,383		6.10%	8,075	-
Contracted services	960	960	11,200	(1)	8.57%	865	95
Repair & Maintenance	1,185	1,185	14,500		8.17%	960	225
Insurance	1,306	1,306	15,673		8.33%	1,306	-
Utilities	4,551	4,551	48,370		9.41%	3,231	1,320
Supplies & Small Equipment	1,280	1,280	14,295		8.95%	817	463
Training & Meetings	-	-	450		0.00%	-	-
Other Operating Expenses	589	589	3,400	(2)	17.32%	589	-
Total Operating Expenses	<u>17,946</u>	<u>17,946</u>	<u>240,271</u>		7.47%	<u>15,843</u>	<u>2,103</u>
Net Income (Deficit) from Operations	<u>\$ (4,687)</u>	<u>\$ (4,687)</u>	<u>\$ (114,641)</u>			<u>\$ (2,584)</u>	<u>\$ (2,103)</u>

(1) YTD Contracted Services is comprised of quarterly elevator inspections \$630 Alarm services \$170; IT services \$64.

(2) Other operating expenses includes Dues & subscriptions \$589 for beginning of the year license renewals.

Mason Transit Authority Cash and Investments

February 2019 Board Report

Cash Balances

	12/31/2018	1/31/2019	Change
Cash - MC Treasurer	1,330,812.45	519,872.02	(810,940.43)
Investments - MC Treasurer	6,769,104.63	6,769,104.63	-
Payroll - ACH Columbia Bank	180,000.00	180,126.26	126.26
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 8,280,417.08	\$ 7,469,602.91	\$ (810,814.17)

\$126.26 credit was issued from overpaid L&I auto-payments

Cash Encumbrances

Grant Related:

Two (2) Hybrid Coaches for Worker/Driver Program	296,538
TAP Grant - T-CC & Shelter Replacement	10,800
Park & Ride Development Project RMG 2015-2019 Match (2015-2017 - \$450,000; 2017 - 2019 - \$500,000)	950,000
Parking Lot (DOE Grant)	102,500
Potential Environmental Clean-up T-CC Parking Lot	100,000
Total Grant Match	1,459,838

Reserves:

Total Grant Match	1,459,838
General Leave Liability	150,622
Operating Reserves	2,000,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Capital Project Reserves ¹	807,709
Fuel Reserves	120,000
Total Encumbered	4,788,169

Total of Cash	\$ 7,469,602.91
Less Encumbrances	\$ 4,788,169.00
Undesignated Cash Balance Total (Including Reserves)	\$ 2,681,433.91

Investments - MC Treasurer (Reserves)	\$ 6,769,104.63
Less Encumbrances	\$ 4,788,169.00
Undesignated Cash Reserves	\$ 1,980,935.63

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

Mason Transit Authority Capital Budget

February 2019 Board Report
As of January 31, 2019

Capital Projects	Budget	Grants	MTA Funding	YTD	Project Costs to Date	Purpose
IT Items	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	Server/Desktop Replacements
T-CC Parking Lot	302,500	250,000	52,500	-	3,284	Parking lot behind TCC
Park & Ride Development - 2015-2019 RMG Funds	6,371,134	5,617,000	950,000	33,909	1,656,824	Construct Belfair P&R; upgrade other P&Rs
Scissor Lift - TCC	15,000	-	15,000	-	-	Lift for atrium and gymnasium maintenance
TCC Sound System	10,000	-	10,000	-	-	Improve sound system in gym
HVAC Units	50,000	-	50,000	-	-	Replace units Buildings 1 and 2
Brake Caliper Tool	20,000	-	20,000	-	-	Support tool for coaches
Roof Replacement	250,000	250,000	-	-	-	Replace roofs on buildings 3 and 4 at JP
Paint Exterior - JP Buildings	120,000	120,000	-	-	-	Paint JP Buildings - contingent on sales tax equalization
TCC Transit Office Remodel	150,000	150,000	-	-	-	Paint JP Buildings - contingent on sales tax equalization
Passenger Amenities and Signage at Stops	80,000	69,200	10,800	-	46,746	Amenities and Signage for Bus Shelters. Expendable until June 30, 2019
Video Storage Upgrade	68,000	-	68,000	-	-	Upgrade Angeltrax - contingent on sales tax equalization
Total Miscellaneous Capital Projects	7,561,634	6,581,200	1,176,300	33,909	1,706,854	
2 Worker Driver Coaches	1,779,228	1,482,690	296,538	-	-	Replace low SGR ranking coaches
2 40' Coaches, 9 Cutaways	1,902,736	1,427,052	475,684	-	-	Replace low SGR ranking coaches and Cutaways
Staff Vehicles	105,000	105,000	-	-	-	To replace staff car and maintenance pickup - deferred to 2019
Total Vehicle Replacements	3,786,964	3,014,742	772,222	-	-	
Total Capital Projects	\$ 8,491,564	\$ 6,714,879	\$ 1,977,551	\$ 33,909	\$ 1,201,572	

Cash encumbered for MTA Funding portion - \$1,459,838.
Capital Project Reserves - 807,709 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

Mason Transit Authority Sales Tax Receipts

February 2019 Board Report

Sales Tax Collected as of 1/31/2019 for 11/30/2018

Monthly Cash-Flow Trend (January - December)

	2014	2015	2016	2017	2018	2019 Budget	2019 Actual	2019 Budget Variance	% Change 2018 - 2019 Actual
January	237,528	279,122	246,415	279,777	310,547	243,216			
February	227,815	281,559	262,925	276,310	292,604	259,512			
March	278,053	307,482	328,665	356,214	394,293	324,400			
April	260,396	286,903	312,635	320,241	350,586	308,577			
May	274,641	347,236	332,428	357,049	391,052	328,114			
June	323,498	354,920	391,485	435,445	440,606	386,405			
July	329,201	350,290	360,375	386,531	449,080	355,698			
August	323,336	336,522	389,222	397,061	462,622	384,171			
September	349,872	348,805	426,039	388,845	443,327	384,146			
October	296,170	309,042	324,125	319,477	431,530	325,183			
November	249,648	261,713	314,996	325,586	379,605	274,104			
December	330,297	367,053	381,623	416,254		362,654			
	3,480,456	3,830,645	4,070,933	4,258,790	4,345,853	3,936,179			

Budget Variance Average - YTD -

% Change 2018 vs 2019 Actual Average - YTD -

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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: February 19, 2019

Summary for Discussion Purposes:

- Schetky Northwest Sales, Inc.
 - Check #32317 – \$195,599.52– 2 Replacement Cutaways
- SCJ Alliance
 - Check #32318– \$30,675.96 – Park & Ride Construction
- Washington State Transit Insurance Pool
 - Check #32333 – \$235,477.00 – Annual Insurance Premium
- Nelson Nygaard
 - Check #32362 – \$7,205.87 – Service Review
- Small & Mid-Sized Transit Alliance
 - Check #32321 – \$3,434 – Annual Dues
- Abila
 - Check #32336 – \$6,235.55 – Annual Subscription

January Purchases Fuel Prices: Diesel \$2.05 Unleaded \$2.91

Fiscal Impact:

\$1,007,968.74

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of January 11, 2019 through February 14, 2019 financial obligations on checks #32278 through #32384, as presented for a total of \$1,007,968.74.

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Mason Transit Authority
February 19, 2019 Disbursement Approval

The following checks for the period of January 11, 2019 through February 14, 2019 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 Accounts Payable Checks	Check Numbers 32278 - 32384	Total Amount \$1,007,968.74
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 01/24/2019	32334	164,567.46
Payroll & DRS – 02/06/2019	32384	168,312.98
Schetky Northwest Sales, Inc.	32317	195,599.52
SCJ Alliance	32318	30,675.96
WSTIP	32333	235,477.00

Submitted by:  Date: 2/15/19
 Brian Phillips, Staff Accountant

Approved by:  Date: 2-15-19
 LeeAnn McNulty, Administrative Services Manager

Mason Transit Authority Check Register

February 2019 Board Report

Activity From 1/11/2019 Through 2/14/2019

Document Date	Check #	Vendor Name	Amount
1/16/2019	32278	Advance Glass	\$ 135.45
1/16/2019	32279	AIG Retirement	255.60
1/16/2019	32280	Alarm Center	1,669.45
1/16/2019	32281	Allstream	193.61
1/16/2019	32282	Associated Petroleum Products, Inc.	15,959.63
1/16/2019	32283	Aramark	301.68
1/16/2019	32284	Aramark	176.74
1/16/2019	32285	Judy Arms	359.16
1/16/2019	32286	Mick Baker	353.17
1/16/2019	32287	Belfair Water District #1	172.82
1/16/2019	32288	Fran Cavaille	176.04
1/16/2019	32289	Cascade Natural Gas	2,223.21
1/16/2019	32290	Comcast	192.21
1/16/2019	32291	Walter Cothran	232.17
1/16/2019	32292	Cummins Northwest, LLC	966.01
1/16/2019	32293	Gene Currier	678.53
1/16/2019	32294	Dept. of Licensing	47.75
1/16/2019	32295	EMC - Mason Transit	126.80
1/16/2019	32296	Gillig, LLC	32.07
1/16/2019	32297	Carolyn Gravatt-Bowles	359.70
1/16/2019	32298	Hood Canal Communications	1,616.65
1/16/2019	32299	HR Direct	299.93
1/16/2019	32300	Robert W. Johnson, PLLC	1,600.00
1/16/2019	32301	Kitsap Transit	1,792.81
1/16/2019	32302	iFIBERONE	200.00
1/16/2019	32303	Les Schwab	470.23
1/16/2019	32304	Mason County Garbage, Inc.	740.01
1/16/2019	32305	Mason County Public Health	250.00
1/16/2019	32306	Mason County PUD #3	3,496.76
1/16/2019	32307	Cheryl Moore	149.88
1/16/2019	32308	Mountain Mist Water	89.03
1/16/2019	32309	Nancy C. Murphy	175.49
1/16/2019	32310	Westbay Auto Parts	417.91
1/16/2019	32311	Judy Nicholson	455.90
1/16/2019	32312	Pacific Office Automation	1,012.97
1/16/2019	32313	Pitney Bowes Purchase Power	171.00
1/16/2019	32314	Builders FirstSource	68.72
1/16/2019	32315	Progressive Business Publications	432.00

Mason Transit Authority Check Register

February 2019 Board Report

Activity From 1/11/2019 Through 2/14/2019

Document Date	Check #	Vendor Name	Amount
1/16/2019	32316	Remix Software, Inc.	10,880.00
1/16/2019	32317	Schetky Northwest Sales, Inc.	195,599.52
1/16/2019	32318	SCJ Alliance	30,675.96
1/16/2019	32319	Seattle Automotive Distributing	65.86
1/16/2019	32320	The Shoppers Weekly	1,872.71
1/16/2019	32321	Small & Mid-Sized Transit Alliance	3,434.00
1/16/2019	32322	Staples Business Advantage	180.56
1/16/2019	32323	ThyssenKrupp Elevator Corp.	630.30
1/16/2019	32324	Titus-Will	4,640.96
1/16/2019	32325	Tozier Brothers, Inc.	22.81
1/16/2019	32326	United Way of Mason County	45.00
1/16/2019	32327	Verizon Wireless	423.47
1/16/2019	32328	Voyager Fleet Systems, Inc.	6,676.03
1/16/2019	32329	Washington Department of Corrections	683.55
1/16/2019	32330	Westcare Clinic, Inc.	170.00
1/16/2019	32331	Whisler Communications	1,686.09
1/16/2019	32332	AWorkSAFE Service, Inc.	735.00
1/16/2019	32333	Washington State Transit Insurance Pool	235,477.00
1/24/2019	32334	Mason Transit Authority - ACH Account	164,567.46
1/26/2019	32335	District 160	1,485.35
1/30/2019	32336	Abila	6,235.55
1/30/2019	32337	Advance Glass	212.16
1/30/2019	32338	Aflac	715.98
1/30/2019	32339	AIG Retirement	301.54
1/30/2019	32340	Amerisafe	777.95
1/30/2019	32341	Associated Petroleum Products, Inc.	1,751.37
1/30/2019	32342	Aramark	300.22
1/30/2019	32343	Aramark	26.63
1/30/2019	32344	Association of Washington Cities	91,984.51
1/30/2019	32345	Bridge Church	90.00
1/30/2019	32346	Bethel Towing	667.63
1/30/2019	32347	Black Star	169.26
1/30/2019	32348	Commercial Brake & Clutch, Inc.	815.73
1/30/2019	32349	Cooper Studios	1,228.36
1/30/2019	32350	Dept of Labor & Industries - Elevators	129.00
1/30/2019	32351	EMC - Mason Transit	126.80
1/30/2019	32352	Employment Security Department - WA State	6,624.00
1/30/2019	32353	Gillig, LLC	1,497.27

Mason Transit Authority Check Register

February 2019 Board Report

Activity From 1/11/2019 Through 2/14/2019

Document Date	Check #	Vendor Name	Amount
1/30/2019	32354	Hood Canal Communications	1,817.97
1/30/2019	32355	Robert W. Johnson, PLLC	1,600.00
1/30/2019	32356	LegalShield	125.55
1/30/2019	32357	Les Schwab	1,674.56
1/30/2019	32358	Mason County PUD #3	1,816.24
1/30/2019	32359	Mason County Utilities/Waste Management	96.00
1/30/2019	32360	Mountain Mist Water	168.22
1/30/2019	32361	Westbay Auto Parts	659.30
1/30/2019	32362	Nelson Nygaard	7,205.87
1/30/2019	32363	North Mason Chamber of Commerce	390.00
1/30/2019	32364	Northridge Properties, LLC	1,500.00
1/30/2019	32365	O'Reilly Auto Parts	16.41
1/30/2019	32366	Pacific Office Automation	369.23
1/30/2019	32367	Paul's Electric NW, Inc.	341.78
1/30/2019	32368	Pitney Bowes	254.97
1/30/2019	32369	Builders FirstSource	318.47
1/30/2019	32370	Schetky Northwest Sales, Inc.	828.88
1/30/2019	32371	Seattle Automotive Distributing	732.97
1/30/2019	32372	The Shoppers Weekly	1,449.28
1/30/2019	32373	South Sound Investment Properties, LLC	300.00
1/30/2019	32374	Staples Business Advantage	1,051.43
1/30/2019	32375	Summit Law Group	364.00
1/30/2019	32376	Super Bee Alignment	336.37
1/30/2019	32377	Titus-Will	3,111.88
1/30/2019	32378	Total Battery & Automotive Supply	48.76
1/30/2019	32379	Tozier Brothers, Inc.	12.38
1/30/2019	32380	United Way of Mason County	45.00
1/30/2019	32381	Westcare Clinic, Inc.	85.00
2/7/2019	32382	District 160	1,277.47
2/7/2019	32383	NORTH MASON RFA	1.09
2/6/2019	32384	Mason Transit Authority - ACH Account	168,312.98
			<u>\$ 1,007,968.74</u>

Mason Transit Authority Credit Card Activity
 February 2019 Board Report

January Activity

GL Title	Transaction Description	Expenses
Construction in Progress P&R	BUILDERS EXCHANGE-PUBLIC WORKS ROSTER SET UP FEE FOR PEAR OR	\$ 250.00
Employee Recognition	CRAIGSLIST-DRIVER RECRUITMENT	10.00
Employee Recognition	NATIONAL SAFETY-ALL STAFF AWARDS	155.86
Contract Services	MICROSOFT-EMAIL SERVICE	21.76
Contract Services	MICROSOFT-EMAIL SERVICE	295.93
Contract Services	SMARSH-EMAIL ARCHIVING	400.00
Contract Services	SMARSH-SOCIAL MEDIA ARCHIVING	50.00
Contract Services	SMARSH-VERIZING ARCHIVING	130.00
Security Services	CHECKR-DRIVER BACKGROUND CHECKS	266.56
Postage	USPS-MAIL BOX OF DOCUMENTS TO REQUESTOR	13.65
Facility Repair/Maintenance	1000BULBS.COM-LIGHT BULBS FOR THE ARMORY AND LEEDS BUILDING	55.24
Facility Repair/Maintenance	1000BULBS.COM-LIGHT BULBS FOR THE ARMORY AND LEEDS BUILDING	135.26
Facility Repair/Maintenance	AIRFILTERSDELIVERED.COM-AIR FILTERS FOR LEEDS BUILDING	103.84
Facility Repair/Maintenance	AIRFILTERSDELIVERED.COM-AIR FILTERS FOR LEEDS BUILDING	254.24
Facility Repair/Maintenance	AMAZON-GARAGE DOOR SWITCH	15.19
Facility Repair/Maintenance	clearstreamrecycling.com-Recycle bags for Franklin and Bases	64.96
Facility Repair/Maintenance	clearstreamrecycling.com-Recycle bags for Franklin and Bases	159.04
Facility Repair/Maintenance	GREEN LIGHT-SHOP LIGHTS	1,599.00
Facility Repair/Maintenance	HUNG RIGHT DOORS-GARAGE DOOR PARTS	41.98
Facility Repair/Maintenance	RUBBER FLOORING INC STORE-RUBBER TRIM	109.15
Facility Repair/Maintenance	TRACTOR SUPPLY-FACILITY	7.58
Facility Repair/Maintenance	TRACTOR SUPPLY-FACILITY	33.05
Office Supplies	AMAZON-OFFICE SUPPLIES	34.52
Office Supplies	AMAZON-OPS PRINTER REPAIR	162.20
Office Supplies	WALMART-CREAMER	3.98
Cleaning/Sanitation Supplies	AMAZON.COM-DRY MOP HEADS/WET MOP HEADS	31.69
Cleaning/Sanitation Supplies	AMAZON.COM-DRY MOP HEADS/WET MOP HEADS	77.59
Cleaning/Sanitation Supplies	RETURN WALMART JANITORIAL	(19.45)
Cleaning/Sanitation Supplies	WALMART-JANITORIAL	19.45
Cleaning/Sanitation Supplies	WALMART-SANITATION SUPPLIES	17.80
Cleaning/Sanitation Supplies	WALMART-SANITATION SUPPLIES	23.77
Cleaning/Sanitation Supplies	WALMART-SANITATION SUPPLIES	43.57
Safety Training Material & Supply	EVERGREEN SAFETY COUNCIL-FA INSTRUCTOR RENEWAL	20.00
Safety Training Material & Supply	EVERGREEN SAFETY COUNCIL-MIKE CPR CARD RENEW	20.00
Safety Training Material & Supply	WALMART-CREDIT JOHN MAGERSTAEDT	(29.17)
Shelter Supplies	WALMART-TRASH BAGS SHELTERS	19.56
Software	AC DELCO-SOFTWARE	840.88
IT Equipment	AMAZON-9 TABLETS FOR BOARD MEMBERS	1,073.79
IT Equipment	AMAZON-BOARD MEMBER TABLETS	1,193.10
IT Equipment	AMAZON-MIKE R. RADIO	5.96
IT Equipment	WALMART-BOARD MEMBER TABLETS	21.63
Small Equipment & Furniture	EAGLEMAT.COM-WALK OFF MATS FOR TCC	261.00
Small Equipment & Furniture	EAGLEMAT.COM-WALK OFF MATS FOR TCC	639.00
Dues, Memberships, Subscriptions	ADOBE-ACROBAT PRO SUBS	195.17
Dues, Memberships, Subscriptions	ADOBE-ACROBAT PRO SUBSCRIPTION	16.26
Dues, Memberships, Subscriptions	BLUE HOST-MASON TRANSIT.ORG WEB SITE	155.88
Dues, Memberships, Subscriptions	IPMA-HR-DUES TO JOIN ORG.	149.00
Travel & Meeting Expense MTA	ALASAK AIR-AIRFARE FOR FTA CONFERENCE	316.60
Travel & Meeting Expense MTA	ALASKA AIR-AIRFARE TO IPMA CONFERENCE	265.59
Travel & Meeting Expense MTA	ALASKA AIRLINES CAR RENTALS- CAR RENTAL INSURANCE FOR CONFER	36.00
Travel & Meeting Expense MTA	BEST WESTERN HOTEL-1 NIGHT/NAGARA WINTER FORUM	96.54
Travel & Meeting Expense MTA	DOLLAR STORE-TABLE CLOTHS FOR ALL STAFF MEETING	13.05
Travel & Meeting Expense MTA	FRED MEYER-ICE-COFFEE CREAMER FOR ALL STAFF MEETING	6.58
Travel & Meeting Expense MTA	FRED MEYER-WATER BOTTLES AND SNACKS FOR ALL STAFF MEETING	57.89
Travel & Meeting Expense MTA	SMART FOOD SERVICE-SNACK FOR ALL STAFF MEETING	114.02

Mason Transit Authority Credit Card Activity
 February 2019 Board Report

January Activity

GL Title	Transaction Description	Expenses
Travel & Meeting Expense MTA	WA DOT GOOD TO GO-TOLL FARE FROM BREMERTON	6.00
Conference Registration	NATIONAL SAFETY COUNCIL-WORKPLACE FATIGUE CONFERENCE	299.00
Conference Registration	WESTERN REG. IPMA-CONFERENCE REGISTRATION	424.00
Conference Registration	WSTA-OPS CONFERENCE REGISTRATION FOR MARCH 2019	154.79
Training / Seminars	FREEDOC-WORKSHOP REGISTRATION FEE	75.00
Training / Seminars	NAGARA-REGISTRATION FRO 2019 WINTER FORUM	149.00
Advertising/Promotion Media	ACE HARDWARE-PARADE LIGHTS	131.54
Other Misc Expenses	AATRIX-1099 PRINT SERVICE	24.95
Passenger Parking Facilities	ALL STAR- PARKING BELFAIR	550.00
		<u>\$ 11,870.02</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: Establish 2019 Authority Board Committees
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: February 19, 2019

Background:

Over the past three years we have had a couple of changes in Board members. During my one-on-one meetings with each of the Board members, I inquired as to which committees each would like to serve on.

Section 8.1 of the MTA Bylaws provides that each committee shall be composed of not more than three Authority Board 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 Authority Board. The terms of the standing committees will coincide with the terms of the Authority Board officers.

Based on the responses received by the Board members, we recommend the following Board members be assigned to the following Authority Board Committees:

Finance: John Campbell, Wes Martin and Sharon Trask

Human Resources: Deb Petersen and Don Pogreba

Policy: Sandy Tarzwell, Kevin Shutty

Operations and Maintenance: Randy Neatherlin, Don Pogreba and Kevin Dorcy

Summary: Establish new Authority Board Committee members.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above.

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Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: Approval of Technology Upgrade Expenditures
Prepared by: Josh Jacobs, Systems Administrator
Approved by: Danette Brannin, General Manager
Date: February 19, 2019

Background:

Over the past year, I have been able to gain a broad view of MTA's technological needs, as well as MTA's current technological capabilities. In doing so, I have noted several areas that required attention in order to better support MTA in their mission of public service. Hardware is one of these areas, as well as software, and IT support practices. Workstations are outdated and non-standardized making it difficult to support and repair when there is an issue. Most of the workstations, as well as a few key servers, are in need of an operating system upgrade. Running outdated software is not only a security risk, but also negatively affects end user productivity. MTA also lacks tools for the centralized management and configuration of end user workstations.

I am requesting that the Mason Transit Authority Board approve this expense. In doing so, I believe I can provide for better business continuity by implementing leaner IT support practices and reducing the time to recover from a failure.

Summary: Approve expenditures for modernization of MTA's technological infrastructure.

Fiscal Impact:

\$73,013.24, to be paid from technology grant#GCB2615 Project B. This is funding from Sales Tax Equalization and requires no match.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the expense of \$73,013.24 to be paid from technology grant#GCB2615 Project B.

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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: February 19, 2019

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. SCJ is working with WSDOT for a Developer Permit and Department of Ecology for NPDES coverage for the Pear Orchard Park and Ride.

Design Development: Site is design is complete. A-RT is finalizing the exterior of the building. Upon building shape and exterior completion, A-RT will make final push for permit plans. Revisions to building have pushed back completion date to March 15th.

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.
 - WSDOT had additional comments on the PFA at the last minute before signature.
 - WSDOT is currently reviewing the final PFA with target approval date Thursday, February 21, 2019.
- SCJ is in the process of preparing final roundabout design documents for submittal. The extension of the PFA approval has pushed back final design submittal. Final design will be submitted after PFA approval.
- SCJ is coordinating with PUD 3 and CenturyLink to progress utility relocations.

Construction Documents: Construction Document/Bid Packages are ready for Pickering Road and Cole Road.

Advertisement: The Pear Orchard Park and Ride is being advertised. The bid due date is March 1, 2019.

Other progress: Parsons sent over their conceptual Shelton Matlock Park and Ride design. SCJ evaluated and maximized the stall count that will be feasible with available geotechnical/stormwater information. 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 March due to building design schedule change and additional changes from WSDOT.

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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: February 19, 2019

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 February 19, 2019

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 19, 2019

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- **Park & Ride Development:** Pear Orchard is out for bid. At the recommendation of our Project Manager, we will be extending the bid due date to March 1, 2019 @ 11:00AM due to weather conditions. There were eight contractors at the Pre-Bid meeting. Even with extending the bid due date, I am confident that we will be able to award the contract and seek approval by the Board at next month's Board Meeting. For additional information, see Park & Ride update under Informational Updates.
- **EDC:** Attended EDC Monthly Board Meeting.
- **T-CC Parking Lot:** Project is moving along and final design is nearly complete. I am still waiting to hear from the Department of Ecology's Volunteer Cleanup Program regarding soil examples. It was anticipated to be completed early February. Had a phone conversation with PUD3 and Conservation District to discuss electric vehicle chargers.
- **WSDOT:**
 - WSDOT audit went well. There are a few items to address and staff has responded to the items.
- **WSTIP:** Attended Executive Committee Retreat; Chaired a meeting of the Emerging Risk and Opportunities committee that looks at ways to mitigate new and existing risks.
- **WSTA:** Participated in SMTA weekly legislative call. This is on-going throughout the session for updates.
- **PRTPO:** Reviewed and commented on the Coordinated Human Services Transportation Plan. Attended PRTPO meeting.
- **Training:** Attended Advancing Mobility Management course through the National Transit Institute. The course covered approaches to managing mobility with a customer focus and incorporating a multi-model approach.
- **Community Outreach/Participation:**
 - Helped with Shelton High School's Bite of Reality Financial Fair.
 - Attended County Commissioner meeting in Belfair to discuss Park & Ride.
- **Internal Activities:**
 - Usual meetings with the Executive Team and Leadership Team. Miscellaneous meetings with staff.
 - Worked on Strategic Plan.
 - Formed a team of employees to look at an Employee Engagement Plan.
 - Worked on Public Records Request.
 - Assisted Ops Manager with annual review write-ups.
 - Walked through bus demos from Creative Bus sales.
 - Marshall, Mike and I went to Allyn to see about potential parking area for riders.
 - Visited Belfair office.
 - Annual All-Staff Meeting was held on January 27.
 - Assisted Marshall with roof bid package.
 - Met with Marshall and Steve W. regarding T-CC projects.
 - Met with staff regarding DoubleMap outstanding tasks and to discuss the voice enunciation standards.
 - Participated in interviews for IT Analyst Intern position.
 - Kickoff meeting with Token Transit.
 - Attended Service Review Committee meeting to discuss service change plans.

Board Assistance, Awareness and Support:

- Large Public Records Request was received regarding leasing space. Tracy sent notice to the Board Members. This request will take significant time due to the amount of records to review for the T-CC project.
- Staff did an AMAZING job through the snow storm – especially the Maintenance/T-CC Team that spent many hours removing snow from the parking lot, the T-CC and bus stops plus ensuring buses were ready for service and the OPS/Comm Center Team for long hours checking roads, organizing limited service and communicating to the public.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support

- Continuing to work on a refreshed/compliant employee handbook.
- Assisted several employees navigating FMLA and Fit for Duty cases.
- Joined IPMA (International Public Management Association for Human Resources). This organization is similar to SHRM, but focuses on HR support for public entities. I have found the forums and resources to be quite useful thus far.
- Navigated the impact of increased FTA drug and alcohol testing rates that became effective January 1, 2019.
- Prepared and posted the OSHA 300 reports.
- Received approval from WSDOT for our submission of the FTA required 2018 Drug and Alcohol Management Information System (DAMIS) report.

Recruiting

- Response to our current recruitment for the March Driver class has been light so far. This could be the result of back to back classes recently. We hope to hire between 3 and 4 for this next class. If we graduate 3, we will be fully staffed.
- Interviews are currently taking place for the Technical Support Intern position.

Finance

- Work continues to finalize the financials for 2018.
- Brian and I met with representatives from WSDOT for a review of the financial management of our operating and capital grant management.

Training.

- Attended the WSTIP Emerging Risks and Opportunities Committee meeting.
- Attended WSDOT/WSTIP sponsored Drug and Alcohol continuing education training today.
- Attending a Workplace Fatigue Conference recommended by WSTIP.
- Brian attended WFOA provided federal grant training.
- Attended a IPMA Government Affairs Webinar – topics included FLSA Regulations, DOL Opinion Letter, Future of the ACA, Paid Family Leave, Public Pensions, Sexual Orientation/Transgender Discrimination Use of Prior Salary.
- Attended SHRM local chapter meeting – topic, Veterans Preference in hiring decisions.

MAINTENANCE/FACILITIES – Marshall Krier

Maintenance Shop and Facilities

- I want to thank the following maintenance employees for extraordinary service supporting Mason Transit in the recent snow event:
 - Brenton Schnitzer
 - Preston Petty
 - Steve Kellam
 - Steve Weisenbach
 - Michael Morrison
- The five new cutaways have been placed into service.
- Recently we replaced all the fluorescent lamps in the maintenance shop with LEDs. These new lamps provide superior lighting while reducing our energy costs and they also have 3 to 5 times the life span of florescent bulbs.
- The building 3 & 4 roof replacement documents have been completed and posted for prospective bidders.
- Northwest Bus Sales had 2 demo buses on site for review, one 8 passenger StarCraft Starlite Transit mini bus and one Startrans standard cutaway. The Starlite mini is a great alternative for full size cutaways and we will have one available for testing the week of February 24.



T-CC Facility user traffic report:

- **Gym:**
 - Gym use for January came in just under 1600 people this month which included our weekly pickle ball program, CHOICE P.E., Special Olympics basketball and several community events including our Annual All MTA meeting (Thank you Tracy Becht and Mike Morrison for all of your hard work!), SSD-sponsored salsa classes, the City of Shelton's "Wellness Retreat" and Sanderson Field Radio Control Flying activities.
- **Conference Room:**
 - Conference room use for January was over 130 people attending our weekly programs, event rentals, the MTA Board meeting, MTA training seminar, and several parenting classes.
- **Overall:**

January turned out to be a great start to the New Year at the T-CC. The All MTA meeting was a huge success and everyone seemed to enjoy themselves. Thank you, Kern, for an amazing breakfast! February looks to be another busy month full of activities and several events already booked.

T-CC Building

- Completed monthly fire extinguisher/sprinkler inspections.
- Installed new walk-off mats at T-CC. Canceled 90% of Aramark services for T-CC.
- Spot painted outside Armory walls.
- Supported John Magerstaedt with OPs issues.
- Worked with administration on new tenant fees for conference room.
- Hosted annual All MTA meeting.
- Drained T-CC drum drips.
- CHOICE PE classes in full swing (over 110 kids a day).
- Researching acoustical panels/installation at the T-CC.
- Hosted the City of Shelton's wellness retreat.
- Taylor United is beginning kitchen use again.
- Working with a new non-profit for a bi-monthly use agreement for conference room.
- Special Olympics ending in January. Congratulations team on a 2nd Place regional finish!
- Continuing to work with Josh Jacobs on Double Map project.
- Wrapped up electrical project in Armory with Paul's Electric.

OPERATIONS – Mike Ringgenberg

- **CDL** – Congratulations to: Chris Wilder, Lee Schueller and Jon Sharp. They just passed their CDL road test exam. They will now join Brian Biegger in route training.
- **Bus Shelter** – We are in the planning stages for getting a concrete pad poured for a bus stop shelter at Fairmont Cove apartments.
- **Inclement Weather Plan** – This plan was just double checked for accuracy and now we have utilized this plan twice during the recent snow fall. The Plan works and thanks to everyone who helped update it.
- **MTA Drivers manual** – Matt Coale has volunteered to take on the herculean task of leading the drivers manual update project.
- **New drivers class** – We will have a driver candidate information briefing and bus ride on Feb 16 at the T-CC and conduct interviews at JP on Feb 20-22. Our goal is to have 5-6 new drivers in the March 20, 2019 class.
- **Outreach presentations** – In January, Kathy conducted outreach events at: Mason County High School Transition Team and at Community Lifeline. Kathy also attended the following meetings: Moving Mason Forward and Olympic College Meeting r/e mini bus project, Opiate Stakeholders, and two TMBHO meetings.
- **Public Records** – Trina worked with Tracy to establish a video retention plan for all of our saved bus videos.
- **RFP 2017-02 Technology** – Josh and Jason are testing the Dial-A-Ride software “Tapride.” Our goal is to be fully operational by the end of March.
- **Road Construction in Shelton** – Road construction will be gearing to start back up at the end of February.
- **Service Review Committee** – SRC is meeting weekly to evaluate the Nelson/Nygaard route suggestions and design different route ideas. Once completed, all drivers will have the opportunity to give their input.
- **Test Driving** – MTA will be test driving a 2019 Starcraft Starlite Transit van from February 22 to March 1. We will try and have as many DAR drivers test it out as possible and provide feedback.
- **Training** – Trina trained two new vanpool drivers.
- **Vanpool** – Usage rate for January 2018 was 50%, 8 of 16 vans were in use.

2019 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

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2019 Work Items	Completed as of 2/15/19	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Progress
Strategic Plan Approved		Δ				Continued work.
Employee Handbook Approved		Δ				Continued work.
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		Dashboard layout in progress. Researching Service Animal policies and new law - Update: Waiting for WSDOT for direction.
Develop a light duty and position transition policies for HR	X	Δ				Light Duty Policy was already completed. The policy for transitioning to a new position will be included in the employee handbook revision. A committee has been formed to create an employee engagement plan. The committee consists of driving and admin staff - UPDATE: First meeting held 2/14/19.
Develop an Employee Engagement Plan		Δ	Δ	Δ		
Wage analysis		Δ	Δ			
Union Negotiations			Δ	Δ		
Quarterly driver training		Δ	Δ	Δ	Δ	PASS training is in progress for 1st Quarter.
Prepare a Welcome package for new DAR riders		Δ	Δ			
Quarterly ridership analysis and outreach initiative		Δ	Δ	Δ	Δ	Working on the analysis.
Community Conversations			Δ		Δ	
Public Outreach for service changes		Δ	Δ	Δ	Δ	
Service change implementation plan		Δ	Δ			Service Review Committee is reviewing Nelson/Nygaard suggestions. Kathy working with large employers to time our routes better.
Bus builds for coaches and cutaways				Δ	Δ	
Roof replacement on Building 3 and 4		Δ	Δ			Specs are being put together - UPDATE: Bid package has been released.
Records Management - Network reorganization		Δ	Δ	Δ	Δ	IT is working on a process for moving old electronic records as the first step.
IT infrastructure improvements and computer replacement		Δ	Δ	Δ		Needs have been assessed, licensing updated and equipment ready to be purchased after Board approval of expenditure.
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ	See Park & Ride informational page for update.
T-CC parking lot construction		Δ	Δ	Δ	Δ	See General Manager's report for update.

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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: February 19, 2019

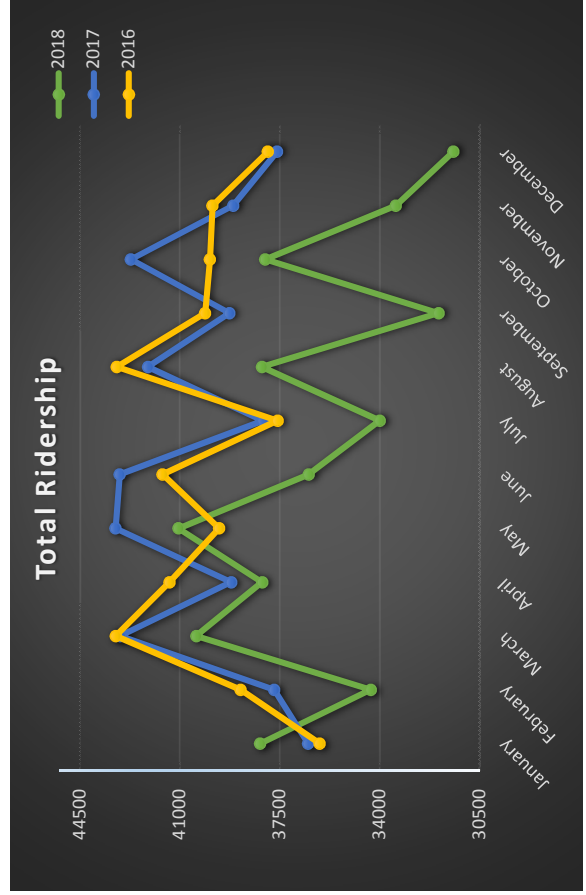
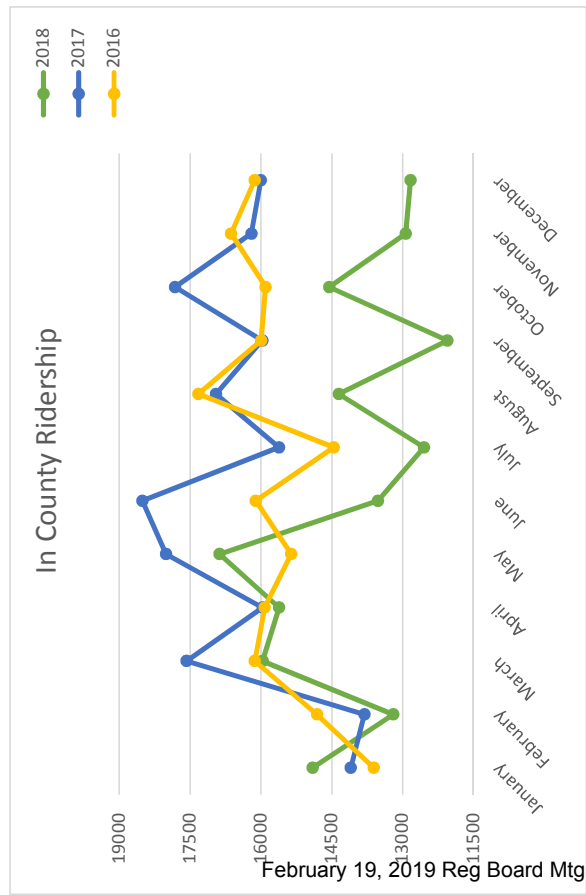
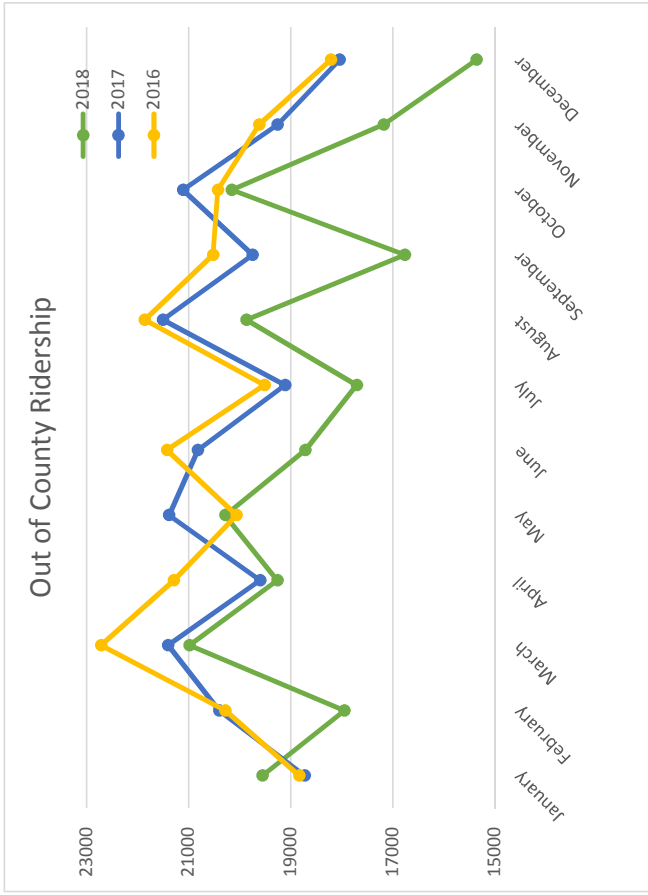
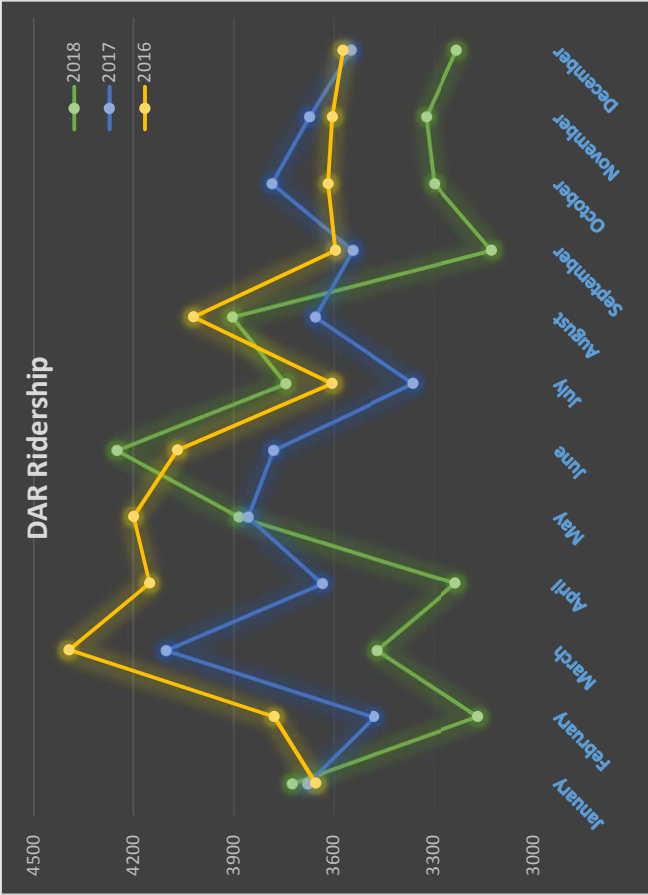
Summary for Discussion Purposes:

The 2018 Operations Statistics report highlights performance of costs per passenger trips, miles, and hours with direct operational project expenses allocated by miles traveled for each major operational category. The rolling 12 month numbers represents full years for both 2017 and 2018 comparisons.

Also included is ridership data charted by service type for years 2016, 2017 and 2018. Having this visual allows us to identify trends in ridership by service type throughout the year and year-over-year.

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RIDERSHIP DATA CHARTED



2018 Operations Statistics

Fixed Route (in county)	Oct - Dec 2018	Jul-Sep 2018	Apr - Jun 2018	Jan - Mar 2018	Rolling 12 Months	Rolling Prev. 12 months	Variance
Passenger Trips (one-way boardings)	40,314	38,952	46,012	44,070	169,348	196,515	-13.8%
Revenue Vehicle Miles	37,253	37,506	38,544	37,465	150,768	150,165	0.4%
Revenue Vehicle Hours	3,055	3,052	3,155	2,976	12,237	11,579	5.7%
Direct Project Expenses	\$ 232,780	\$ 207,496	\$ 218,506	\$ 183,459	\$ 842,242	\$ 767,542	9.7%
Trips/Mile	1.08	1.04	1.19	1.18	1.123	1.309	-14.2%
Cost/Trip	\$ 5.77	\$ 5.33	\$ 4.75	\$ 4.16	\$ 4.97	\$ 3.91	27.3%
Miles Per Hour	12.20	12.29	12.22	12.59	12.32	12.97	-5.0%
Cost/Mile	\$ 6.25	\$ 5.53	\$ 5.67	\$ 4.90	\$ 5.59	\$ 5.11	9.3%
Trips/Hour	13.20	12.76	14.58	14.81	13.84	16.97	-18.5%
Cost/Hour	\$ 76.20	\$ 68.00	\$ 69.26	\$ 61.65	\$ 68.83	\$ 66.29	3.8%
Fixed Route (out of county)	Oct - Dec 2018	Jul-Sep 2018	Apr - Jun 2018	Jan - Mar 2018	Rolling 12 Months	Rolling Prev. 12 months	Variance
Passenger Trips (one-way boardings)	33,573	34,259	36,823	36,588	141,243	152,620	-7.5%
Revenue Vehicle Miles	100,428	100,374	101,641	96,666	399,109	417,864	-4.5%
Revenue Vehicle Hours	4,732	4,766	4,786	4,314	18,597	16,854	10.3%
Direct Project Expenses	\$ 627,538	\$ 555,304	\$ 576,203	\$ 473,354	\$ 2,232,400	\$ 2,116,039	5.5%
Trips/Mile	0.33	0.34	0.36	0.38	0.354	0.365	-3.1%
Cost/Trip	\$ 18.69	\$ 16.21	\$ 15.65	\$ 12.94	\$ 15.81	\$ 13.86	14.0%
Miles Per Hour	21.23	21.06	21.24	22.41	21.46	24.79	-13.4%
Cost/Mile	\$ 6.25	\$ 5.53	\$ 5.67	\$ 4.90	\$ 5.59	\$ 5.06	10.5%
Trips/Hour	7.10	7.19	7.69	8.48	7.59	9.06	-16.1%
Cost/Hour	\$ 132.63	\$ 116.51	\$ 120.40	\$ 109.73	\$ 120.04	\$ 125.55	-4.4%
Demand Response	Oct - Dec 2018	Jul-Sep 2018	Apr - Jun 2018	Jan - Mar 2018	Rolling 12 Months	Rolling Prev. 12 months	Variance
Passenger Trips (one-way boardings)	9,857	10,777	11,370	10,366	42,370	44,113	-4.0%
Revenue Vehicle Miles	70,119	71,424	81,292	81,521	304,356	326,764	-6.9%
Revenue Vehicle Hours	5,343	5,069	6,247	6,268	22,926	26,710	-14.2%
Direct Project Expenses	\$ 438,148	\$ 395,143	\$ 460,845	\$ 399,192	\$ 1,693,328	\$ 1,665,096	1.7%
Trips/Mile	0.14	0.15	0.14	0.13	0.139	0.135	3.1%
Cost/Trip	\$ 44.45	\$ 36.67	\$ 40.53	\$ 38.51	\$ 39.97	\$ 37.75	5.9%
Miles Per Hour	13.12	14.09	13.01	13.01	13.28	12.23	8.5%
Cost/Mile	\$ 6.25	\$ 5.53	\$ 5.67	\$ 4.90	\$ 5.56	\$ 5.10	9.2%
Trips/Hour	1.85	2.13	1.82	1.65	1.85	1.65	11.9%
Cost/Hour	\$ 82.01	\$ 77.95	\$ 73.78	\$ 63.68	\$ 73.86	\$ 62.34	18.5%

2018 Operations Statistics

Worker Driver	Oct - Dec 2018	Jul-Sep 2018	Apr - Jun 2018	Jan - Mar 2018	Rolling 12 Months	Rolling Prev. 12 months	Variance
Passenger Trips (one-way boardings)	10,376	12,044	12,035	12,537	46,992	48,801	-3.7%
Revenue Vehicle Miles	13,898	15,410	15,655	15,110	60,073	59,636	0.7%
Revenue Vehicle Hours	575	634	645	623	2,477	2,448	1.2%
Direct Project Expenses	\$ 52,899	\$ 53,592	\$ 52,559	\$ 50,068	\$ 209,118	\$ 175,467	19.2%
Trips/Mile	0.75	0.78	0.77	0.83	0.782	0.818	-4.4%
Cost/Trip	\$ 5.10	\$ 4.45	\$ 4.37	\$ 3.99	\$ 4.45	\$ 3.60	23.8%
Miles Per Hour	24.18	24.29	24.29	24.25	24.26	24.36	-0.4%
Cost/Mile	\$ 3.81	\$ 3.48	\$ 3.36	\$ 3.31	\$ 3.48	\$ 2.94	18.3%
Trips/Hour	18.05	18.99	18.67	20.12	18.98	19.94	-4.8%
Cost/Hour	\$ 92.05	\$ 84.49	\$ 81.55	\$ 80.37	\$ 84.44	\$ 71.68	17.8%
Express Routes	Oct - Dec 2018	Jul-Sep 2018	Apr - Jun 2018	Jan - Mar 2018	Rolling 12 Months	Rolling Prev. 12 months	Variance
Passenger Trips (one-way boardings)	8,732	8,025	9,395	9,351	35,503	36,676	-3.2%
Revenue Vehicle Miles	24,808	25,171	25,434	25,137	100,550	122,861	-18.2%
Revenue Vehicle Hours	1,344	1,363	1,355	1,224	5,287	4,852	9.0%
Direct Project Expenses	\$ 155,016	\$ 139,255	\$ 142,502	\$ 123,091	\$ 559,864	\$ 621,559	-9.9%
Trips/Mile	0.35	0.32	0.37	0.37	0.35	0.30	18.3%
Cost/Trip	\$ 17.75	\$ 17.35	\$ 15.17	\$ 13.16	\$ 15.77	\$ 16.95	-6.9%
Miles Per Hour	18.45	18.46	18.77	20.53	19.02	25.32	-24.9%
Cost/Mile	\$ 6.25	\$ 5.53	\$ 5.60	\$ 4.90	\$ 5.57	\$ 5.06	10.1%
Trips/Hour	6.50	5.89	6.93	7.64	6.71	7.56	-11.2%
Cost/Hour	\$ 115.31	\$ 102.14	\$ 105.15	\$ 100.53	\$ 105.89	\$ 128.11	-17.3%
Total Service	Oct - Dec 2018	Jul-Sep 2018	Apr - Jun 2018	Jan - Mar 2018	Rolling 12 Months	Rolling Prev. 12 months	Variance
Passenger Trips (one-way boardings)	102,852	104,057	115,635	112,912	435,456	478,725	-9.0%
Revenue Vehicle Miles	246,506	249,885	262,566	255,899	1,014,856	1,077,290	-5.8%
Revenue Vehicle Hours	15,048	14,884	16,187	15,406	61,525	62,443	-1.5%
Direct Project Expenses	\$ 1,506,382	\$ 1,350,789	\$ 1,450,615	\$ 1,229,164	\$ 5,536,951	\$ 5,345,703	3.6%
Trips/Mile	0.42	0.42	0.44	0.44	0.43	0.44	-3.4%
Cost/Trip	\$ 14.65	\$ 12.98	\$ 12.54	\$ 10.89	\$ 12.72	\$ 11.17	13.9%
Miles Per Hour	16.38	16.79	16.22	16.61	16.50	17.25	-4.4%
Cost/Mile	\$ 6.11	\$ 5.41	\$ 5.52	\$ 4.80	\$ 5.46	\$ 4.96	9.9%
Trips/Hour	6.84	6.99	7.14	7.33	7.08	7.67	-7.7%
Cost/Hour	\$ 100.11	\$ 90.75	\$ 89.62	\$ 79.79	\$ 90.00	\$ 85.61	5.1%

*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.