



AGENDA

Mason Transit Authority Board
Regular Meeting
July 16, 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

CORRESPONDENCE

CONSENT AGENDA – ACTION

1. Pg. 04: Approval of Minutes: Approval of the minutes of the June 18, 2019 MTA regular Board meeting
2. Pg. 08: Financial Reports: June, 2019
3. Pg. 15: Check Approval: June 12-July 10, 2019

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 23: Approval of Fare Increase — *ACTIONABLE* (Danette)
2. Pg. 24: Transit Development Plan Approval (TDP) - *ACTIONABLE* (Danette)

NEW BUSINESS:

1. Pg. 79: POL-1003 Employee Social Media Policy –Resolution No. 2019-19 – *ACTIONABLE* (Danette)
2. Pg. 91: Advertising on MTA Buses– *ACTIONABLE* (Danette)

INFORMATIONAL

Presentation

1. Pg. 92: Public Records Requests (Tracy)

Reports

2. Pg. 95: WSTIP Risk Profile
3. Pg. 96: Park and Ride Update
4. Pg. 98: Management Reports

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETING:

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

**Mason Transit Authority
Regular Meeting
*September 17, 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.



Mason Transit Authority
790 E. Johns Prairie Road
Shelton, WA 98584

June 29, 2019

To Whom it May Concern,

I am writing on behalf of the Hama Hama Oyster Company to thank you for providing a shuttle bus for Hama Hama Oyster Rama festival on April 20, 2019.

We started the Oyster Rama in 2011 because we wanted a community shellfish celebration. From the beginning, we've partnered with the Hood Canal Education Foundation, a 501 C (3) foundation working for arts and science efforts at Hood Canal Elementary School.

In the past 9 years attendance at the Oyster Rama has grown from a few hundred to a few thousand. After the 2018 festival we thought we had no more room to grow, having maxed out all available parking. With the additional capacity provided by the shuttle, we were able to fit several hundred additional ticketholders and volunteers into the event. The 2019 Oyster Rama was a grand success, generating over \$14k in charitable donations and bringing the lifetime impact of the Rama to just under \$100,000.

In addition to the Hood Canal Education Foundation, participating charities include the Marine Education and Science Society, Shelton Scholarship Fund, Shellfish Growers for Climate Action, Hood Canal Kiwanis, and the Mason 17 Fire Auxiliary.

We especially appreciate the work that Kathy Geist put into getting the shuttle service organized for the Rama... we reached out to her shortly before the actual event, and she was very helpful and enthusiastic throughout the process.

Thank you for all you do to make this community a healthier, more affordable, and more environmentally friendly place to live. We appreciate you!

Sincerely,



Lissa James Monberg
Marketing Director
Hama Hama Company



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, Kevin Shutty, Sandy Tarzwell and Sharon Trask. **Quorum met.**

Authority Voting Board Members Not Present: Don Pogreba and Deb Petersen

Authority Non-voting Board Member Not Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Rob Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; and Marshall Krier, Maintenance and Facilities Manager.

ACCEPTANCE OF AGENDA

Moved that the agenda for the June 18, 2019 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Trask. Motion carried.**

PUBLIC COMMENT – None in attendance.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of May 21, 2019.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for May, 2019 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of May 15, 2019 through June 11, 2019 financial obligations on checks #32775 through #32864, as presented for a total of \$735,432.10.

Campbell/Shutty. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

[None]

NEW BUSINESS

1. **POL-600 Accident Reporting and Investigation Policy** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that changes were necessary to bring the policy current, additional documents to be referenced and minor updates relating to documentation of the accident reporting and investigation process. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-14 and the attached Accident Reporting and Investigation Policy (POL-600). **Tarzwell/Shutty. Motion carried.**
2. **POL-603 Accident Prevention Program Policy** – Ms. McNulty indicated to the Board that updates were necessary to the policy so that it was in alignment with revisions made to the Health and Safety Manual, as well as incorporation of new forms, additional safety steps and minor edits for readability. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-15 and the attached Accident Prevention Program Policy (POL-603). **Shutty/Campbell. Motion carried.**
3. **Drug and Alcohol Policy (POL-301)** – Ms. McNulty explained to the Board that the policy contained two additional provisions to provide clarity in the case of Reasonable Suspicion and Post Accident testing scenarios and the workers' status pending test results. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-16 and the attached Drug and Alcohol Policy (POL-301). **Shutty/Trask. Motion carried.**
4. **POL-560 Stroller Policy** – Danette Brannin, General Manager, described the need for the policy to give MTA drivers the authority and guidance as to how to handle situations involving strollers. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-17 and the attached Stroller Policy (POL-506). **Shutty/Tarzwell. Motion carried.**
5. **POL-1002 Social Media Communications Policy** – Ms. Brannin indicated to the Board that social media had evolved in the four years since the policy was originally drafted and these changes were necessary to bring the policy current. The policy had been reviewed by MTA's legal counsel, Summit Law and two members of the Board. **Moved** that the Mason Transit Authority Board approve Resolution No. 2019-18 and the attached amended Social Media Communications Policy (POL-1002). **Campbell/Martin. Motion carried.**
6. **Draft of Transportation Development Plan (TDP)** – Ms. Brannin described the items within the TDP and that public hearings will be held on July 2 and July 10. Citizen Advisor to the Board, John Piety, requested that there be mention of the public outreach process and how citizens can contact MTA to submit comments.

INFORMATIONAL PRESENTATION – Ms. Brannin presented information to the Board relating to MTA's ridership numbers; loss of ridership and various circumstances impacting the numbers. She also described MTA's plans moving forward to address the ridership numbers.

INFORMATIONAL UPDATES – Ms. Brannin had no updates to the reports submitted.

GENERAL MANAGER'S REPORT – Ms. Brannin indicated to the Board that similar to last year, the Public Transportation Conference will be held during the same week as the August Board meeting. **Moved** that the regular MTA Board meeting scheduled for August 20, 2019 be cancelled. **Shutty/Campbell. Motion carried.**

Ms. McNulty also shared with the Board that there have been no voluntary terminations during the first six months of 2019.

COMMENTS BY BOARD MEMBERS – Board member Tarzwell asked Ms. Brannin how the buses are doing going through the roundabout. Ms. Brannin indicated that there have been no problems.

PUBLIC COMMENT – None.

Moved that the meeting be adjourned.

ADJOURNED 4:55 p.m.

UPCOMING MEETINGS

**Public Hearing on Fare Increases
and
Community Conversations
Mason Transit Authority
June 22, 2019 at 10:00 a.m.
Transit-Community Center
601 West Franklin Street
Shelton**

**Public Hearing on Fare Increases
and
Community Conversations
Mason Transit Authority
June 22, 2019 at 1:00 p.m.
North Mason Timberland Regional Library
Meeting Room
23081 NE State Route 3
Belfair**

**Public Hearing on Transit Development Plan
Mason Transit Authority
July 2, 2019 at 5:30 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**

**Public Hearing on Transit Development Plan
Mason Transit Authority
July 10, 2019 at 5:30 p.m.
North Mason Timberland Regional Library
Meeting Room
23081 NE State Route 3
Belfair**

**Mason Transit Authority
Regular Meeting
July 16, 2019 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton**

Mason Transit Authority
CANCELLED
AUGUST REGULARLY SCHEDULED BOARD MEETING

Mason Transit Authority
Regular Meeting
September 17, 2019 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton

DRAFT

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Financial Reports – June 2019
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: July 16, 2019

Summary for Discussion Purposes:

Included is the June 2019 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

Highlights:

Sales Tax Revenue

Sales tax revenue for April 2019 (received June 30, 2019) was \$445,171 – which was approximately 44% higher than budgeted, and 27% higher than April 2018 actual.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 50% (6/12) of the budget through the end of June. Total YTD Revenue is over budget at 61.10%. Total YTD Operating Expenses is slightly over-budget at 54.14% after setting aside an additional \$136,594 to capital reserves and excluding \$50,222 of operating expenses covered by capital grants. The amount over budget is the result of purchasing timing at the close of the 2017-2019 Consolidated Operating grant biennium. The overage will trend back to normal as the months go on with purchasing patterns stabilizing.

Fiscal Impact:

June's fiscal impact reflects total revenues of \$846,822 and operating expenses of \$767,263 for net income of \$79,559.

Staff Recommendation:

Approve.

Motion for Consideration:

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

Mason Transit Authority Statement of Financial Activities

July 2019 Board Report

% through the year: 50.00%

June Statement of Financial Activities

	June Actual	2019 YTD Actual	2019 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 8,177	\$ 49,098	\$ 103,500		47.44%
PSNS Worker/Driver & Vanpool Fares	22,021	123,270	265,000		46.52%
Total Operating Revenue (Fares)	30,198	172,368	368,500		46.78%
Sales Tax	386,405	2,351,669	3,936,179	(1)	59.74%
Operating Grants	349,075	1,919,871	3,189,554	(2)	60.19%
Rental Income	13,807	87,065	143,227		60.79%
Investment Income	15,576	86,590	45,000		192.42%
Other Non-operating Revenue	51,761	198,203	199,233	(3)	99.48%
Total Revenue	846,822	4,815,766	7,881,693		61.10%
Expenses					
Wages and Benefits	506,550	2,683,983	5,919,743		45.34%
Contracted services	14,092	89,664	208,223		43.06%
Fuel	33,083	185,243	400,250	(4)	46.28%
Vehicle/Facility Repair & Maintenance	54,155	203,905	351,750	(5)	57.97%
Insurance	19,623	117,738	235,477		50.00%
Intergovernmental - Audit Fees	-	-	31,000		0.00%
Rent - Facilities and Park & Ride	2,440	14,640	32,000		45.75%
Utilities	9,745	65,061	139,781		46.54%
Supplies - Equipment	31,204	203,767	131,720	(5)	154.70%
Training & Meetings	1,542	20,912	74,705		27.99%
Other operating expenses	8,457	75,327	174,863	(6)	43.08%
Pooled Reserves	136,594	718,556	120,000	(7)	598.80%
(Less Operating Expenses Covered by Capital Grants)	(50,222)	(145,665)		(5)	
Total Operating Expenses	767,263	4,233,131	7,819,512		54.14%
Net Income (Deficit) from Operations	\$ 79,559	\$ 582,635	\$ 62,181	(8)	

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 2019's actuals as well Q2 accruals.
- (3) Includes Q1 2019's RMG grant actual + Q2 accruals - \$112,999 LMTAAA Volunteer program revenue - \$17,073, Volunteer Donations - \$355, Sale of Maintenance Services \$2,902, Sale of Bus ads \$18,990, Community Van - \$2,436.
- (4) Average diesel price per gallon year to date is \$2.39. Average gasoline price per gallon year to date is \$2.97.
- (5) \$95,443 of operating expenses will be recovered by capital revenue: \$74,159 relate to the JP Roof Replacement Grant for repairing the JP building roofs, purchasing cooling fans, solar lights for shelters, and repaving JP's bus park lot; \$895 relates to purchases for the TCC TAP Grant to setup cell phone chargers at the TCC; \$62,417 relates to tech purchases such as new desktops, software, monitors for all users; \$2,802 relates to record retention purchases funded by an OSOS Grant; \$5,392 relates to the purchase of a compressor and plow funded by the Vehicle Replacement Grant.
- (6) 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: Unemployment Insurance \$6,347, Volunteer Driver Program reimbursements \$17,391, Advertising \$11,546, Merchant/credit card fees \$3,349, Office Equipment Lease \$2,564, Dues, Memberships, Subscriptions \$26,999, plus other misc. expenses.
- (7) Pooled Reserves is the amount of actual sales tax money received for 2019 in excess of the 2019 budgeted amount. The 2019 YTD Actual amount is not an expenditure and represents the amount put to cash reserves.

Mason Transit Authority Statement of Financial Activities - TCC

July 2019 Board Report

% through the year: 50.00%

	2019 June Actual	2019 YTD Actual	2019 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 12,383	\$ 77,287	\$ 125,630		61.52%	\$ 77,287	\$ -
Other Revenue	22	116	-			116	-
Total Revenue	12,405	77,403	125,630		61.61%	77,403	-
Expenses							
Wages and Benefits	12,579	66,482	132,383		50.22%	66,482	-
Contracted services	90	3,062	11,200		27.34%	2,539	523
Repair & Maintenance	4,258	9,907	14,500	(1)	68.32%	8,541	1,366
Insurance	1,306	7,836	15,673		50.00%	7,836	-
Utilities	3,159	23,913	48,370		49.44%	16,979	6,934
Supplies & Small Equipment	5,434	9,156	14,295	(2)	64.05%	5,895	3,261
Training & Meetings	-	-	450		0.00%	-	-
Other Operating Expenses	-	1,123	3,400		33.03%	1,085	38
(Less Operating Expenses Covered by Capital Grants)	(4,216)	(4,216)				(4,216)	
Total Operating Expenses	22,610	117,263	240,271		48.80%	105,141	12,122
Net Income (Deficit) from Operations	\$ (10,205)	\$ (39,860)	\$ (114,641)			\$ (27,738)	\$ (12,122)

- (1) The TCC was powerwashed in June - the expense relating to this was for \$3,966, which brings this line over-budget on the target.
- (2) \$4,216 of Supplies & Small Equipment relates to the purchase of a snow plow to clear the platform and bus lane at the TCC, it will be reimbursed through the consolidated operating grant.

Mason Transit Authority Capital Budget

July 2019 Board Report
As of June 30, 2019

Capital Projects	Budget	Grants	MTA Funding	YTD	Project Costs to Date	Purpose
IT Items	\$ 125,000	\$ 125,000	\$ -	\$ 137,011	\$ 137,011	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	302,268	1,925,183	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	-	250,916	250,916	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	-	-	-	Reconfigure Operations Transit Office - contingent on sales tax equalization
Passenger Amenities and Signage at Stops	80,000	69,200	10,800	16,194	77,105	Amenities and Signage for Bus Shelters. Expendable until June 30, 2019
Video Storage Upgrade	68,000	-	68,000	50,181	50,181	Upgrade Angeltrax - contingent on sales tax equalization
Total Miscellaneous Capital Projects	7,561,634	6,581,200	1,176,300	756,571	2,443,680	
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	-	104,070	104,070	To replace staff car and maintenance pickup
Total Vehicle Replacements	3,786,964	3,014,742	772,222	104,070	104,070	
Total Capital Projects	\$ 11,348,598	\$ 9,595,942	\$ 1,948,522	\$ 860,641	\$ 2,547,750	

Cash encumbered for MTA Funding portion - \$2,314,022.

Capital Project Reserves - 267,328 (Sales tax revenue above budgeted amount set aside in Capital Project Reserves monthly.)

Mason Transit Authority Cash and Investments

July 2019 Board Report

Cash Balances

	5/31/2019	6/30/2019	Change
Cash - MC Treasurer	1,694,668.61	1,394,702.01	(299,966.60)
Investments - MC Treasurer	7,369,104.63	7,369,104.63	-
Payroll - ACH Columbia Bank	179,857.95	180,000.07	142.12
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 9,244,131.19	\$ 8,944,306.71	\$ (299,824.48)

Cash Encumbrances

Grant Related:

Two (2) Hybrid Coaches for Worker/Driver Program 20% Match	296,538
Two (2) Diesel 40' Coaches 25% Match	242,645
Nine (9) Cutaway Replacement Vehicles 25% Match	233,039
Two (2) Hybrid Coaches for Worker/Driver Program 25% Match	378,500
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	2,314,022

Reserves:

Total Grant Match	2,314,022
General Leave Liability	170,568
Operating Reserves	2,800,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Capital Project Reserves ¹	267,328
Fuel Reserves	120,000
IT Investments	20,000
Total Encumbered	5,941,918

Total of Cash	\$ 8,944,306.71
Less Encumbrances	\$ 5,941,918.00
Undesignated Cash Balance Total (Including Reserves)	\$ 3,002,388.71
Investments - MC Treasurer (Reserves)	\$ 7,369,104.63
Less Encumbrances	\$ 5,941,918.00
Undesignated Cash Reserves	\$ 1,427,186.63

1. Capital Project Reserves: Sales Tax Revenue received in excess of the budgeted amount. Reserves have been applied to two hybrid coaches, two diesel coaches, and nine cutaway replacements.

Mason Transit Authority Sales Tax Receipts

July 2019 Board Report

Sales Tax Collected as of 5/31/2019 for 3/31/2019

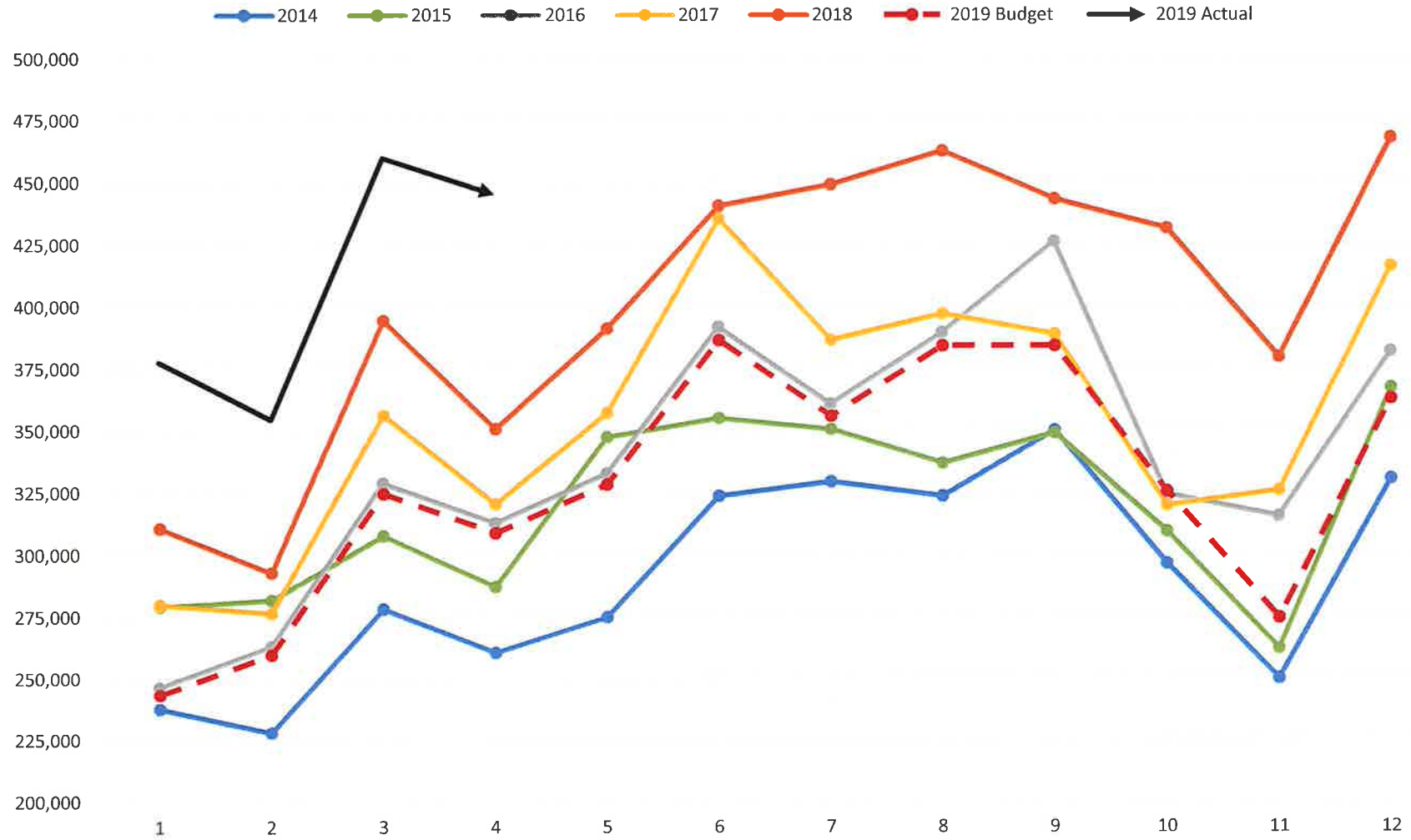
Monthly Cash-Flow Trend (January - December)

	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	377,689	55%	22%
February	227,815	281,559	262,925	276,310	292,604	259,512	354,467	37%	21%
March	278,053	307,482	328,665	356,214	394,293	324,400	459,822	42%	17%
April	260,396	286,903	312,635	320,241	350,586	308,577	445,171	44%	27%
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	467,960	362,654			
	3,480,456	3,830,645	4,070,933	4,258,790	4,813,813	3,936,179	1,637,150		

Budget Variance Average - YTD 44%

% Change 2018 vs 2019 Actual Average - YTD 22%

Monthly Sales Tax Trend



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: Brian Phillips, Staff Accountant
Approved by: LeeAnn McNulty, Administrative Services Manager
Date: July 16, 2019

Summary for Discussion Purposes:

Disbursements:

- *CDW Government
 - Check #32875 – \$14,452.20 – Network Switches and Software Licensing
- *Northwest Fencing
 - Check #32896 – \$7,335.64 – Fence Replacement at JP
- *CHG Building Systems, Inc.
 - Check #32972 – \$7,697.64 – Roof Repairs
- *LJ Hilton Industries, Inc.
 - Check #32981 – \$31,553.82 – Reseal JP Bus Parking Lot

* Disbursement grant eligible.

June Purchases Fuel Prices: Diesel \$2.34 Unleaded \$3.23

General Manager Travel Expenditures:

- No travel expenses noted for June

Check Disbursement Fiscal Impact:

\$722,790.06

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of June 12, 2019 through July 10, 2019 financial obligations on checks #32865 through #33006, as presented for a total of \$722,790.06.



Mason Transit Authority
July 16, 2019 Disbursement Approval

The following checks for the period of June 12, 2019 through July 10, 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 32865 - 33006	Total Amount \$735,432.10
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 06/14/2019	32865	164,706.28
Payroll & DRS – 06/28/2019	32924	164,392.84
CDW Government	32875	14,452.20
Northwest Fencing	32896	7,335.64
CHG Building Systems, Inc.	32972	7,697.64
LJ Hilton Industries, Inc.	32981	31,553.82

Submitted by:  Date: 7/11/19
 Brian Phillips, Accounting Supervisor

Approved by:  Date: 7-11-19
 LeeAnn McNulty, Administrative Services Manager

Mason Transit Authority Check Register

July 2019 Board Report

Activity From 6/12/2019 Through 7/10/2019

Document Date	Check #	Vendor Name	Amount
6/12/2019	32865	Mason Transit Authority - ACH Account	\$ 164,706.28
6/14/2019	32866	U.S. Bank	13,277.94
6/19/2019	32867	AIG Retirement	309.13
6/19/2019	32868	Allstream	238.32
6/19/2019	32869	Andy Mark, Inc.	892.62
6/19/2019	32870	Aramark	309.57
6/19/2019	32871	Mick Baker	700.46
6/19/2019	32872	Bridge Church	90.00
6/19/2019	32873	Belfair Water District #1	172.82
6/19/2019	32874	Fran Cavaille	180.96
6/19/2019	32875	CDW Government	14,452.20
6/19/2019	32876	Cascade Natural Gas	1,498.98
6/19/2019	32877	Walter Cothran	318.42
6/19/2019	32878	Cummins Northwest, LLC	772.51
6/19/2019	32879	Gene Currier	922.02
6/19/2019	32880	Department of Enterprise Services	270.00
6/19/2019	32881	EMC - Mason Transit	126.80
6/19/2019	32882	Gillig, LLC	627.62
6/19/2019	32883	Carolyn Gravatt-Bowles	933.22
6/19/2019	32884	Robert W. Johnson, PLLC	1,600.00
6/19/2019	32885	Kitsap Transit	2,249.62
6/19/2019	32886	Les Schwab	1,851.48
6/19/2019	32887	Mason County Garbage, Inc.	221.80
6/19/2019	32888	Mason County PUD #3	2,444.54
6/19/2019	32889	Mason County Utilities/Waste Management	96.00
6/19/2019	32890	Mason County Wood Recyclers	1,080.00
6/19/2019	32891	Mathis Exterminating	146.48
6/19/2019	32892	Cheryl Moore	201.84
6/19/2019	32893	Mountain Mist Water	117.48
6/19/2019	32894	Nancy C. Murphy	95.12
6/19/2019	32895	Northridge Properties, LLC	1,500.00
6/19/2019	32896	Northwest Fencing	7,335.64
6/19/2019	32897	Olympic College	105.00
6/19/2019	32898	O'Reilly Auto Parts	157.03
6/19/2019	32899	Pacific Office Automation	369.23
6/19/2019	32900	Pitney Bowes	174.15
6/19/2019	32901	Pitney Bowes Purchase Power	171.00
6/19/2019	32902	Builders FirstSource	66.79

Mason Transit Authority Check Register

July 2019 Board Report

Activity From 6/12/2019 Through 7/10/2019

Document Date	Check #	Vendor Name	Amount
6/19/2019	32903	Julia Rene Roberts	178.64
6/19/2019	32904	Seattle Automotive Distributing	895.24
6/19/2019	32905	Mason County Journal	638.00
6/19/2019	32906	The Shoppers Weekly	2,321.56
6/19/2019	32907	South Sound Investment Properties, LLC	300.00
6/19/2019	32908	Staples Business Advantage	448.43
6/19/2019	32909	Super Bee Alignment	98.37
6/19/2019	32910	Total Battery & Automotive Supply	24.27
6/19/2019	32911	Tozier Brothers, Inc.	148.31
6/19/2019	32912	ULINE	179.96
6/19/2019	32913	United Way of Mason County	45.00
6/19/2019	32914	US Transmissions, Inc.	5,962.08
6/19/2019	32915	Verizon Wireless	448.20
6/19/2019	32916	Voyager Fleet Systems, Inc.	8,453.97
6/19/2019	32917	Westbay Auto Parts	233.44
6/19/2019	32918	Westcare Clinic, Inc.	85.00
6/19/2019	32919	Whisler Communications	1,746.31
6/19/2019	32920	Robert Williams	380.82
6/19/2019	32921	AWorkSAFE Service, Inc.	284.00
6/19/2019	32922	ZEP Manufacturing Company	705.25
6/24/2019	32923	District 160	1,302.72
6/25/2019	32924	Mason Transit Authority - ACH Account	164,392.84
7/1/2019	32925	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32926	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32927	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32928	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32929	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32930	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32931	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32932	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32933	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32934	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32935	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32936	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32937	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32938	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32939	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32940	<i>Check Spoilage - Printer Problem</i>	0.00

Mason Transit Authority Check Register

July 2019 Board Report

Activity From 6/12/2019 Through 7/10/2019

Document Date	Check #	Vendor Name	Amount
7/1/2019	32941	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32942	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32943	<i>Check Spoilage - Printer Problem</i>	0.00
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7/1/2019	32949	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32950	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32951	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32952	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32953	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32954	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32955	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32956	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32957	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32958	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32959	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32960	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32961	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32962	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32963	<i>Check Spoilage - Printer Problem</i>	0.00
7/1/2019	32964	<i>Check Spoilage - Printer Problem</i>	0.00
7/3/2019	32965	Advance Glass	317.83
7/3/2019	32966	Aflac	715.98
7/3/2019	32967	AIG Retirement	308.28
7/3/2019	32968	Alarm Center	270.00
7/3/2019	32969	Associated Petroleum Products, Inc.	720.81
7/3/2019	32970	Aramark	308.11
7/3/2019	32971	Bethel Towing	359.70
7/3/2019	32972	CHG Building Systems, Inc	7,697.64
7/3/2019	32973	Cascade Natural Gas	21.92
7/3/2019	32974	Cummins Northwest, LLC	174.92
7/3/2019	32975	EMC - Mason Transit	126.80
7/3/2019	32976	Fastenal Company	69.63
7/3/2019	32977	Gillig, LLC	605.63
7/3/2019	32978	Hood Canal Communications	1,833.28

Mason Transit Authority Check Register

July 2019 Board Report

Activity From 6/12/2019 Through 7/10/2019

Document Date	Check #	Vendor Name	Amount
7/3/2019	32979	LegalShield	157.45
7/3/2019	32980	Les Schwab	2,832.46
7/3/2019	32981	LJ Hilton Industries, Inc.	31,553.82
7/3/2019	32982	Mason County Garbage, Inc.	364.82
7/3/2019	32983	Mason County PUD #3	0.00
7/3/2019	32984	Mountain Mist Water	259.90
7/3/2019	32985	Mood Media	108.36
7/3/2019	32986	Northwest Administrators	89,113.60
7/3/2019	32987	Office Depot, inc.	290.64
7/3/2019	32988	Olympic Lock & Key	54.62
7/3/2019	32989	Pacific Office Automation	283.05
7/3/2019	32990	Dr. Brian Petersen	4.90
7/3/2019	32991	Pacific Power Group, LLC	189.89
7/3/2019	32992	Builders FirstSource	32.42
7/3/2019	32993	Seattle Automotive Distributing	587.60
7/3/2019	32994	Shelton Mason County Chamber of Commerce	975.00
7/3/2019	32995	Mason County Journal	807.00
7/3/2019	32996	The Shoppers Weekly	777.89
7/3/2019	32997	Staples Business Advantage	866.61
7/3/2019	32998	Summit Law Group	756.00
7/3/2019	32999	Tozier Brothers, Inc.	74.71
7/3/2019	33000	Turf TEQ, LLC	3,885.80
7/3/2019	33001	United Way of Mason County	45.00
7/3/2019	33002	Westbay Auto Parts	214.01
7/3/2019	33003	Westcare Clinic, Inc.	85.00
7/3/2019	33004	Washington State Transit Association	245.00
7/8/2019	33005	District 160	1,302.72
7/10/2019	33006	Mason Transit Authority - ACH Account	163,335.78
			<u>\$ 722,790.06</u>

Mason Transit Authority Credit Card Activity

July 2019 Board Report

June Activity

GL Title	Transaction Description	Expenses
Parts Inventory	Kelderman - Parts	\$ 18.00
Parts Inventory	Kelderman - Parts	158.00
Other Prepaids	Discount Favors - Recycled Mino Flyers	201.46
Other Prepaids	Zazzle - JP Reception Area Art	42.59
Publication Fees	Job Target - Operation Supervisor Recruitment	389.50
Contract Services	Smarsh - Email Archiving	440.00 GM
Contract Services	Smarsh - Social Media Archiving	50.00 GM
Contract Services	Smarsh - Verizon Archiving	140.00 GM
Facility Repair/Maintenance	Amazon - Batteries and Diaper Pail	75.04
Facility Repair/Maintenance	Amazon - Fans	6.10
Facility Repair/Maintenance	Amazon - Fans	14.95
Facility Repair/Maintenance	Amazon - Flag Pole Hardware	14.03
Facility Repair/Maintenance	Amazon - Flag Pole Hardware	23.30
Facility Repair/Maintenance	Amazon - Flag Pole Hardware	34.34
Facility Repair/Maintenance	Amazon - Flag Pole Hardware	57.06
Facility Repair/Maintenance	Amazon - LED Lights for United Way Building	71.56
Facility Repair/Maintenance	Cut Rate Auto Parts - Electrical Connectors	9.78
Facility Repair/Maintenance	Cut Rate Auto Parts - Electrical Connectors	23.93
Facility Repair/Maintenance	Grainger - Bearing/Gate	40.64
Facility Repair/Maintenance	Home Depot - Painting Supplies	283.40
Facility Repair/Maintenance	Olympic Mountain Mill - Window Ledge	151.57
Facility Repair/Maintenance	Walmart - Grass Seed	64.19
Facility Repair/Maintenance	Walmart - JP Fertilizer	6.35
Operating Supplies	Safeway - Ice for Cooler	5.98
Operating Supplies	Safeway - Water Bottles for Drivers	8.25
Office Supplies	Office Depot - Credit for incorrect order delivered	(81.36)
Shop Supplies	CStore - Gas Mits	416.63
Shop Supplies	Home Depot - Hitch	78.30
Cleaning/Sanitation Supplies	Walmart - Janitorial Supplies	19.05
Cleaning/Sanitation Supplies	Walmart - Pinesol/Bleach	13.72
Cleaning/Sanitation Supplies	Walmart - Pinesol/Bleach	33.59
IT Equipment	Amazon - External DVD Drives	158.90
Small Tools & Equipment	Amazon - Ramp Light Sensors	65.77
Small Tools & Equipment	Amazon - Ramp Light Sensors	161.04
Small Tools & Equipment	Skipworths - Weed eater	244.72
Small Tools & Equipment	Vericom - Shop Tool Repair	59.00
Small Equipment & Furniture	Furniture Connexion - Office Furniture	901.69 GM
Dues, Memberships, Subscriptions	DOR - Business License	11.28
Dues, Memberships, Subscriptions	Invoice	16.26 GM
Dues, Memberships, Subscriptions	WFOA - Brian Membership	75.00
Travel & Meeting Expense MTA	Capital Campus - Parking	4.00 GM
Travel & Meeting Expense MTA	Capital Campus - Parking	4.00 GM
Travel & Meeting Expense MTA	Hilton Garden Inn - WSTA HR Lodging	106.28

Mason Transit Authority Credit Card Activity
 July 2019 Board Report

June Activity

GL Title	Transaction Description	Expenses	
Travel & Meeting Expense MTA	Semiahmoo Resort - WSTA Quarterly Meeting	208.12	GM
Conference Registration	Conference Solutions - WFOA Registration, Brian	350.00	
Training / Seminars	Transpo Research Board - Webinar	95.00	
Advertising/Promotion Media	Executive Advertising - EZ Jar Openers	199.54	
Advertising/Promotion Media	Fine Art - JP Reception Area Art	189.63	
Other Misc Expenses	Mason County - Building Permits	440.75	
Passenger Parking Facilities	Glacier - Belfair Parking	550.00	
		<u>\$ 6,650.93</u>	

Mason Transit Authority Regular Board Meeting

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

Subject: Approval of Fare Increase

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date:

Background:

At the April 16, 2019 Board meeting, the Authority Board adopted the recommendations of the Operations and Maintenance Committee for approval to increase the adult monthly pass to \$30 (an increase of \$2) and the seniors/persons with disabilities monthly pass to \$10 (an increase of \$1) following the required public hearings.

MTA held three public hearings on this matter. There were two held in Shelton (June 4 and the morning of June 22). The third public hearing was held in Belfair on the afternoon of June 22. Of the public hearings in which any members of the public attended, no objections were presented.

Summary: Approve fare increases for the adult pass and seniors/persons with disabilities pass.

Fiscal Impact:

Additional \$2 for each Adult pass sold and \$1 for each seniors/persons with disabilities pass sold.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the increase of the adult and seniors/persons with disabilities monthly passes to \$30 and \$10, respectively.

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 2 – ***ACTIONABLE***

Subject: Transit Development Plan (TDP)

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: July 16, 2019

Background:

The initial draft of the attached proposed Transit Development Plan (TDP) for Mason Transit Authority was provided for first viewing at the June 18, 2019 Board meeting. Since that viewing, MTA has conducted two public meetings on July 2 and July 10. The period seeking input, comments or questions from the public was open until 4:00 p.m. on Thursday, July 11, 2019.

Changes made to the TDP since the June Board meeting include additional information on public outreach (pages 9-10) as requested at the June 18 Board meeting by the Citizen Advisor to the Board. Citizen Advisor to the Board, John Piety, attended each of the public hearings and had no additional changes to the TDP. No other citizens were in attendance.

Summary: Approve Transit Development Plan (TDP)

Fiscal Impact:

None.

Staff Recommendation:

Approve Mason Transit Authority's Transit Development Plan.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Transit Development Plan Draft for 2019-2024 with the 2018 Annual Report for submission to the Washington State Department of Transportation by September 1, 2019.



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2019-2024
TRANSIT DEVELOPMENT PLAN
and
2018 Annual Report

Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584



Date of Public Hearings:

~~XX XX~~ July 2, 2019 and July 10 ~~XX XX~~, 2019

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Adopted on: **XX XX, 2019**

Prepared by Mason Transit Authority Staff

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98	Operating Revenues, Expenditures, and Capital Budget Plan 2018 (Actuals) -2019-2024 (Projected)	1920
109	Mason Transit Authority Route and Service Area Maps	2122

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Section 1: Organization

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

Board of Directors:

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;
- One (1) elected member representing the City of Shelton Council;
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and
- In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees.

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Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Randy Neatherlin, Mason County Commissioner (Chair)
- Wes Martin, Grapeview School District (Vice Chair)
- Sharon Trask, Mason County Commissioner
- Kevin Dorcy, City of Shelton Council Member
- Kevin Shutty, Mason County Commissioner
- John Campbell, North Mason School District
- Deborah Petersen, Hood Canal School District
- Sandy Tarzwell, Shelton School District
- Don Pogreba, Southside School District
- Greg Heidel, Bargaining Unit Representative

Citizen Adviser to the Board:

Effective January 1, 2019, there may be one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board. The citizen adviser to the Board shall serve for a period of one year (unless extended by motion by the Authority Board).

At the time of publication of the Transit Development Plan, the position of the Citizen Adviser to the Board was filled by:

- John Piety

Employees:

MTA employs 70 full-time employees, 1 seasonal driver and 8 Worker/Drivers. The International Association of Machinist and Aerospace Workers (IAMAW) Lodge #160 represents 54 employees as denoted in the below table with an asterisk (*). The following charts detail employee count by department and MTA's organizational structure.

Department	Employee Count	Full-Time Equivalent (based on 40 hr. week)
General Manager	1	1.00
Administrative Services	5	5.00
Maintenance – Administration	2	1.50
Maintenance – Facilities *	2	2.00
Maintenance – Vehicle *	6	6.00
Operations – Administration	6	6.00
Operations – Scheduling/Dispatch *	7	7.00
Operations – Operators *	39	38.42
Operations – Worker/Drivers	8	2.5
T-CC – Administration and Facilities	2	2.00
Total	78	71.42

MTA All Staff Meeting 2019

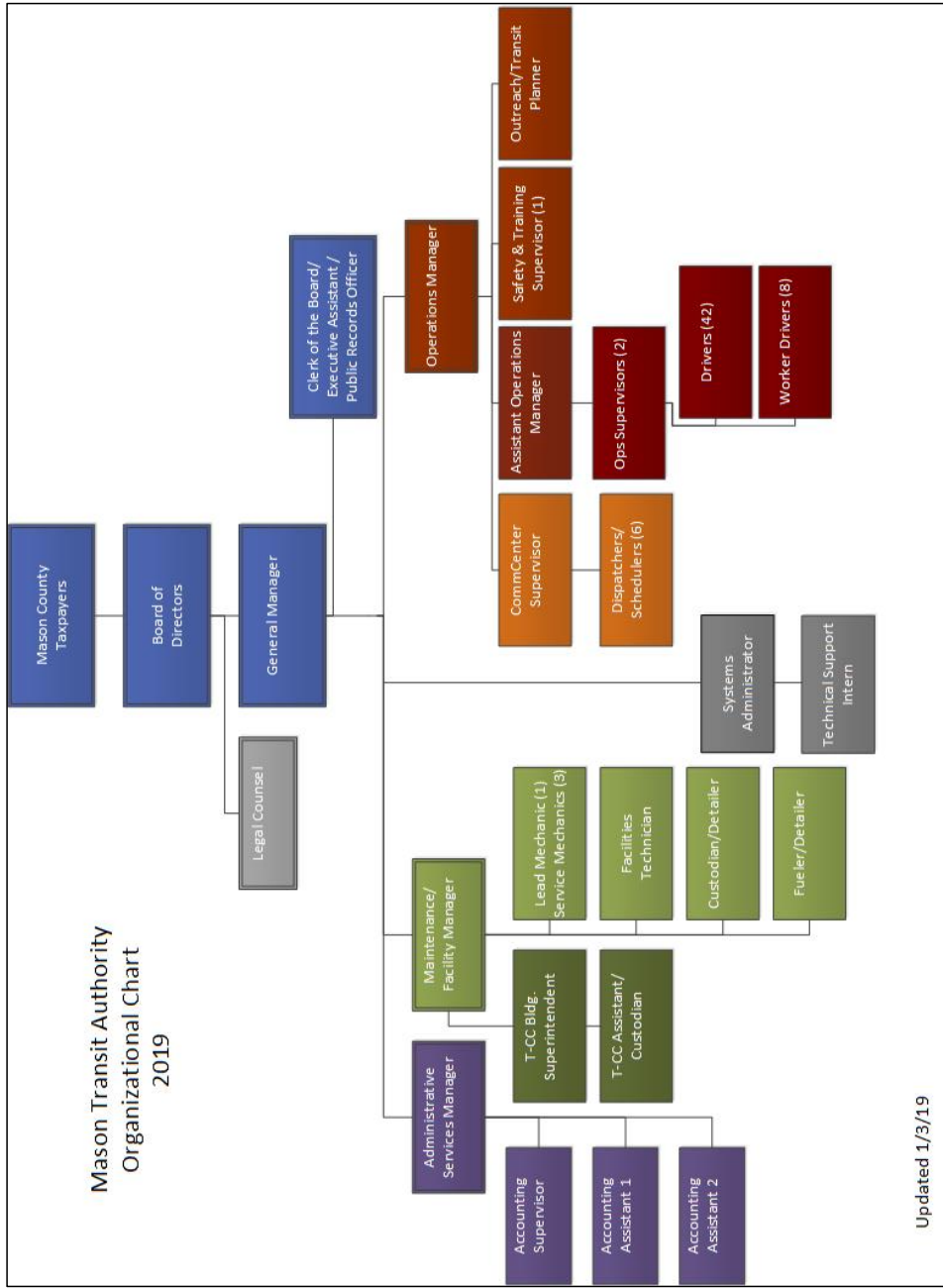
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Mason Transit Authority Organizational Chart 2019



Updated 1/3/19

Section 2: Physical Plant

MTA operations, maintenance and administrative facilities are located at 790 E. Johns Prairie Road in Shelton, Washington. A rented satellite operations facility is located at 23780 NE State Hwy 3 in Belfair, Washington. MTA also leases space at the Glacier West Boat, RV & Self Storage commercial storage facility on SR 106 in Belfair to park two coaches and five cutaway vans used to provide services in the northern part of Mason County.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950's to a modern, ADA accessible and LEED Silver Certified Transit-Community Center (T-CC).

A seven-acre parcel was purchased north of Belfair for a Park and Ride lot. The lot will contain 100 parking stalls and a building consisting of MTA office space, a meeting room, bathrooms, a kitchen and breakroom. The Park and Ride is slated to open in late summer of 2020.

Section 3: Service Characteristics

MTA provides transportation services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, Demand Response (general dial-a-ride), Vanpools and volunteers using private cars under the Volunteer Driver Program that serves those over the age of 60 needing out-of-county services.

Hours of operation of the transportation service are 4:00 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 8:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays. MTA operates ten (10) Fixed Routes on weekdays and nine (9) routes on Saturdays that allow minimal deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible as well as in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) hours before to two (2) weeks prior to the

preferred pick-up time. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

Fares:

Travel within Mason County and Active Military *Fare Free*

Out of County Travel:

Cash Fares

Adults and Youth (one way)	\$1.50
Seniors and Persons with Disabilities	\$.50
Transportation Incentive Program (PSNS)	\$ 2.50
Children six and under	No Charge

Monthly Pass

Adults	\$ 30.00
Seniors and Persons with Disabilities	\$ 10.00
Youth (ages 7-17 years)	\$ 18.00
Summer Youth Adventure Pass	\$ 20.00
Transportation Incentive Program (PSNS).....	\$110.00

To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP. Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

In July 2018, MTA began recognizing the STAR pass for State of Washington employees living in Mason County that work in Thurston County. STAR pass holders are not charged a fare and MTA is compensated through the funds provided in the Transportation budget.

Coordinated Service

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service at Kamaliche. MTA partners with local and regional human and social services providers so that the best service possible is provided throughout the region on a regular basis.

Volunteer Service

MTA administers a Volunteer Driver Program (VDP) that is possible through partnership with the Lewis, Mason and Thurston County Area Agency on Aging and funding from the Federal Older Americans Act and the Washington State Senior Citizens Act, as well as donations from recipients. The VDP provides essential transportation for seniors (60+) who are unable to drive or use public transit to their out-of-county medical appointments and other essential services. To provide this service, MTA utilizes volunteers that donate their time and drive their own vehicles. In 2018, the Volunteer Driver Program served 101 clients and covered 1,543 rides, 71,134 miles and 3,077 volunteer hours.

Vanpools

MTA's vanpool program started in 2005. At time of publication, MTA has a fleet of 12 vanpool vans to promote statewide ridesharing goals and benefits to commuters living or working in Mason County. This program complements Mason Transit Authority's network of local and express services, providing commute alternatives to destinations that cannot be effectively served by Fixed Route services. In 2018, Mason Transit Authority Vanpools provided over 19,855 rides, 6% of the agency's fixed route ridership. 2018 ended with 8 active vanpools.

Park and Ride Lots

MTA supports a network of Park and Ride facilities that are located throughout Mason County. At time of publication, 255 parking spaces are provided at facilities owned and operated by Washington State Department of Transportation, Mason County and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties. On average, 37 percent of the Park and Ride lot capacity is occupied on any given weekday.

In November of 2015, MTA was formally awarded funding through the Washington State Regional Mobility Grant Program and the Connecting Washington Transit Project List for a major retro-fit and improvement project of current Park and Ride lots located within Mason County. The project will add needed upgrades to existing locations including enhanced security, lighting, paving and electric car charging stations at high use lots. The project also includes the building of one new Park and Ride facility in North Mason County and one within the city limits of Shelton. The Shelton-Matlock Park & Ride was slated for improvements only but will now be relocated due to the Coffee Creek Fish Passage project. The funding provides over nine million dollars and includes local matching funds from MTA. The state funding is apportioned over the current and next biennium budget periods. In April of 2016, MTA selected SCJ Alliance

of Lacey, Washington, to guide the project through to completion. MTA expects completion of the project in early 2023.

Section 4: Service Connections

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, Sound Transit and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules can be found on MTA's website at <http://www.masontransit.org/>

Section 5: Public Outreach

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MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff participated in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Presentations

▪ Website improvements

The public outreach program includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engaging riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seeking opportunities to increase ridership amongst riders of choice.
- Visiting businesses to discover way to assist their employees with transportation, either by using vanpool, fixed-route or Dial-a-Ride.
- Promoting positive public image in the community and build relationships throughout.
- Conducting Community Conversations to give the public opportunity to give input, suggestions and ask questions about MTA.
- Public Hearings for service changes, Transit Development Plan (TDP), fare changes, and other topics that impact citizens.

There are comment cards on MTA vehicles to be filled out and submitted as a method to communicate compliments, complaints or other information a rider wants staff to be aware. Management or designated staff responds to the individual comment cards as appropriate.

Citizens may contact MTA through customer service or to an individual by the following methods:

Email: mta@masontransit.org

Phone: 360-427-5033 or 360-426-9434 or 800-374-3747

TTY/TTD: 711 or 800-833-6388

Website: www.masontransit.org

Individual staff members may be contacted through using the website or phone to locate email addresses or phone extensions.

For ADA needs, citizens may use the website or call customer service for assistance.

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Section 56: Activities and Accomplishments in 2018

Activities

~~MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff participated in several opportunities to promote and educate citizens through the following methods:~~

- ~~• Public meetings~~
- ~~• Media outreach~~
- ~~• Radio spots~~
- ~~• Community events and meetings~~
- ~~• Presentations~~
- ~~• Website improvements~~

In 2018, major events included Forest Festival, Allyn Days, Taste of Hood Canal, Business Expos, Career Days, Oysterfest and the Christmas Parade. MTA sponsored events for the Economic Development Council and the Shelton-Mason County Chamber of Commerce. The Outreach/Transit Planner promotes MTA services throughout the community as well as service planning to better meet the needs of riders.

MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Annually, we review the work plan to create projects to meet the goals of constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 14.04.280 include preservation, safety, mobility, environment, and stewardship.

In 2018, Mason Transit Authority accomplished the following, aligning with each goal:

Preservation: *"To maintain, preserve and extend the life and utility of prior investments in transportation systems and services."*

- No substantial service changes to system
 - MTA preserved current service levels.
- Received five Champion cutaway buses
 - The replacement of five cutaways was secured through a grant from the Washington State Department of Transportation. This replaced cutaways beyond usual life.
- Received four mini-vans
 - The purchase of four mini-vans through Vanpool Investment Program replaced vans that were beyond useful life.
- Transit Asset Management (TAM) Plan
 - Prepared TAM as required by the Washington State Department of Transportation and the Federal Transit Administration.
- Transit-Community Center (T-CC) Parking Lot
 - Continued work on the design of the T-CC parking lot with partnership with the city of Shelton and the Mason County Conservation District. Project is funded by the Department of Ecology and local funds.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

- Rear Destination Signs
 - Installed rear destination signs on coaches for passenger safety and security improvement.
- Training
 - MTA continues to have a rigorous training program for new drivers. Refresher training and retraining of all drivers occurred throughout 2018 to ensure and improve safety.
- Volunteer Safety Audit
 - Through the Washington State Department of Labor and Industries, MTA schedules a Volunteer Safety Audit annually. MTA facilities, systems and safety management methods are reviewed by an L&I inspector. The inspector gives recommendations that are either incorporated into daily practices, or immediately corrected. This process has proven invaluable to the agency in the prevention of work-related accidents.
- Best Practices
 - MTA continued to implement Best Practices and improve policies and procedures related to safety of staff, customers and the public as part of an annual review by the Washington State Transit Insurance Pool.
- Safety Committee

- The Safety Committee continued to provide insight and recommendation for the agency on a regular basis by reviewing safety policies and procedures as well as seeking opportunities to improve safety through increased awareness. The Committee recently reviewed and updated the Health and Safety Manual.
- AVL
 - Automatic Vehicle Location is in the process of being installed. This will allow Operations to know where service vehicles are at a given time.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

- CAD/AVL
 - Computer Aided Dispatch (CAD) and Automatic Vehicle Location (AVL) software and equipment is in the process of being installed on coaches and cutaway buses. The ability to track movement of buses will help with predictability for riders and dispatch as well as provide safety awareness.
- Comprehensive Service Review
 - To improve the mobility of Mason County residents, a Comprehensive Service Review was conducted in 2018 with the help of an outside consultant. The review includes an Existing Conditions Report, public outreach to riders and non-riders, stakeholder interviews and recommendations for service improvements.
- Continued to review current connections, route times and coordination with regional agencies, including Kitsap, Jefferson and Intercity Transit systems.
- Incorporated Token Transit mobile app for purchasing passes (completed early 2019).

Environment: *"To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities and protect the environment"*

- Greenhouse Gas Reduction
 - MTA created an intensive Greenhouse Gas Reduction Policy early in 2014 in concurrence with the State and Federal requirements and the Washington State Clean Air Act. The policy provides guidance in all areas including vehicle procurement, use of carbon-based fuels, recycling and construction projects undertaken by the agency. See <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.94> for more information.
- Park & Ride Lots
 - ✓ The design and architecture of the new North Mason Park & Ride, the T-CC Parking Lot and upgrades to existing lots will include green technologies such as impervious paving, low emission systems, energy

efficiency, and other environmental, security, lighting and landscape enhancements.

- Alternative Fuel
 - ✓ Bio Diesel (B5) is used for those vehicles using diesel fuel including both small and large revenue vehicles.
 - ✓ MTA applied for and was awarded a grant for two hybrid buses. An additional grant was submitted in May 2019 for two more hybrid buses. We are awaiting results of the second grant at the time of publication.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

- Staff
 - ✓ MTA maintained its comprehensive Driver Recruitment and Training Program. In this highly competitive process, all new drivers must meet the highest standards of the organization and the training they receive is of the highest quality. To this end, MTA continues to have a high safety record and receive compliments and positive feedback from the users of the service.
 - ✓ Providing effective communication to staff through a variety of tools such as Report of Performance Counseling, regular evaluations, memos and face-to-face communication was a top priority to ensure employees knew expectations, especially in safety and customer service.
- Long-range Planning and Projecting
 - ✓ MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Staff completed performance measurement standards in finance and maintenance with operations still determining measurements as part of the Comprehensive Service Review process. The process will continue with constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.
- Partnerships
 - ✓ MTA continued to participate in transportation planning with local, regional, state and federal transportation planning organizations by maintaining technical and executive appointments. Staff in these various positions provide Transit Oriented Development (TOD) input, long- and short-range planning assistance, assistance with inside and outside comprehensive plan updates and the input regarding the needs of the ridership.
 - ✓ In the process, MTA benefits greatly by maintaining partnership, communications and coordination efforts on all fronts, providing an

extremely high level of stewardship. Partnerships with local agencies in Mason County promote beneficial stewardship of resources to serve the citizens and enhance the quality of life in Mason County.

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Section 67: Proposed Action Strategies for 2019-2024

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

Implementation of projects and strategies may depend on available funding. Any of the following capital projects to be procured with federal funding assistance are included in the Washington Statewide Transportation Improvement Plan (STIP).

Below describes projects and action strategies planned for 2019 and beyond.

Preservation: *"To maintain, preserve and extend the life and utility of prior investments in transportation systems and services."*

2019

- Service Review Results and Implementation
 - Staff will review results of the Comprehensive Service Review and implement changes for ridership improvement and to enhance ridership growth.

- Vehicle Replacement
 - Replace one staff vehicle and two maintenance vehicles.
 - Replace four Worker/Driver buses.
 - Replace nine cutaways.
- Transit-Community Center (T-CC) Parking Lot
 - Construct T-CC parking lot.
- Capital Improvement Projects
 - Roof on Buildings 3 and 4.
 - Johns Prairie bus parking lot reseal and striping.
- Funding Opportunities
 - MTA will explore funding opportunities for vehicle replacement to maintain and preserve service with safe, reliable vehicles.

2020

- Allyn, WA - Transit Center Planning
- Replace one 30' coach (bus)
- Replace six cutaways
- Purchase generator to power Johns Prairie base

2021

- Replace four 35' coaches (buses)
- Purchase generator to power T-CC

2022

- Hoodspport, WA – Transit Center Planning
- Replace four agency Van Pool vehicles
- Preliminary design and feasibility for constructing a bus wash/wet maintenance facility at MTA Operations.
- Roof modifications to the maintenance shop to allow for additional headspace for working on hybrid and/or electric buses.
- Look at electric bus infrastructure and overall electric bus performance.

2023

- ADA Retrofit and Remodel of MTA Operations Base Building or replacement of facility.
- Septic upgrade at Johns Prairie
- Completion of Park and Ride Development project.

2024

- Replace two 35' coaches (buses)
- Construct a satellite shop at the Belfair facility for maintenance.
- Update bus stops and incorporate needed improvements

Strategies

Continue 100 percent adherence to scheduled maintenance requirements for vehicles and facilities per established Asset Management Plan (AMP).

Ensure strategic plans enhance service to the community.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

2019-2024

- Determine current need for safety equipment and apply for Risk Management Grant from WSTIP.
- Operations Policies
 - Develop policies for better safety such as for strollers, carry-on packages and animals (non-service) on board.
- Implement National Incident Management Systems (NIMS) staff training.
- Emergency Preparedness
 - Create procedures and training for lockdown and active shooter situation.

○

Strategies

Retrain all drivers on a regular basis in order to provide consistent, safe service.

Maintain goal through training and education of zero preventable accidents and zero on-the-job injuries.

Install improvements as needed to vehicles that enhance safety such as Passive Restraint for mobility devices.

Improve shelters and bus stops with lighting and other amenities to improve safety and security for transit users.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

2019-2024

- Construct the Belfair Park and Ride and North Mason County satellite base of operations currently funded by the WSDOT Regional Mobility Program (RMG) and Connecting Washington Transit Project list.
- Install bus stop signs throughout Mason County for designated stops.
- Shift from flag-stop to fixed-stop service in Shelton city limits.
- Enhance all Park and Ride locations within Mason County funded through RMG and Connecting Washington.

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- Construct roundabout at Log Yard Road in north Mason County near the new park and ride.

Strategies

Include state of the art systems and ADA improvements in all construction projects, facility improvements and rolling stock procurement undertaken by the agency.

Provide reliable, on-time service to users.

Continue to meet the requirements of the adopted Title VI Plan as required.

Implement service recommendations from the Comprehensive Service Analysis.

Explore partnerships that provide greater opportunities for transporting people in Mason County.

Environment: *"To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities and protect the environment"*

2019-2024

- Seek opportunities to convert some of MTA fleet to alternative fuel such as hybrid or electric.
- Continued Compliance
 - Maintain development in strict accordance with adopted policies and procedures and state and federal requirements.

Strategies

Seek opportunities through a NoLo grant to replace one to three diesel vehicles with electric vehicles.

Assess impact to environment and energy conservation on MTA projects so that the project will enhance the quality of life in Mason County and Washington State to the most feasibility possible.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

2019-2024

- Continue to incorporate performance measures for improving effectiveness and efficiency.
- Invest in technical training for staff specific to route planning.
- Create a Financial Management Manual to ensure policies are in place for ensuring long-term stability of the transit system.
- Create needed policies for efficiency and effectiveness of the transit system.
- Create new drivers' lounge and work area at Johns Prairie.
- Expand Operations Team with one Operations Supervisor.
- Recruiting and on-boarding tools for better efficiencies.
- IT network improvements and equipment replacement. Hardware replacement of all desktops.
- Build reserves and prepare 5-year sustainability plan.
- Create an Employee Engagement Plan and a communication expectation plan to better engage employees in MTA's culture.

Strategies

Explore new options in hiring practices, benefits, wages and positions to attract and retain quality employees that desire to serve the public through safety and exceptional customer service.

Improve transit system through collaborative relationships.

Ensure increasing costs in wages, benefits, fuel and other significant costs are accounted for in long-range projections. Control costs to the best of the agency's ability while being mindful of meeting strategic goals as a top priority.

Continue to increase public relation opportunities and involvement on boards of local and non-profits as appropriate to public transportation and overall benefit to the community.

Have a robust public outreach program, that includes:

- ~~Developing an awareness of MTA services with non-riders through presentations, media and community events.~~
- ~~Engage riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.~~
- ~~Seek opportunities to increase ridership amongst riders of choice.~~
- ~~Visit businesses to discover way to assist their employees with transportation, either by using vanpool, fixed-route or Dial-a-Ride.~~

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- Promote positive public image in the community and build relationships throughout.
- Conduct Community Conversations throughout the year to give the public opportunity to give input, suggestions and ask questions about MTA.

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Section 78: Operating Data; 2018 (actual) – 2019-2024 (projected)

Ridership	2018	2019	2020	2021	2022	2023	2024
Fixed Route	346,094	349,555	353,050	356,581	360,147	363,748	367,386
Worker/Driver	48,014	48,494	48,979	49,469	49,964	50,463	50,968
Dial A Ride	42,370	42,794	43,222	43,654	44,090	44,531	44,977
Volunteer Driver	1,544	1,559	1,575	1,591	1,607	1,623	1,639
Vanpool	19,855	20,054	20,254	20,457	20,661	20,868	21,076
Special Events	1,789	1,807	1,825	1,843	1,862	1,880	1,899
Total	459,666	464,263	468,905	473,594	478,330	483,114	487,945

Service Hours	2018	2019	2020	2021	2022	2023	2024
Fixed Route	36,122	36,483	36,848	37,216	37,588	37,964	38,344
Worker/Driver	2,477	2,501	2,526	2,552	2,577	2,603	2,629
Dial A Ride	22,926	23,156	23,387	23,621	23,857	24,096	24,337
Volunteer Driver	3,086	3,117	3,148	3,180	3,212	3,244	3,276
Vanpool (N/A)	0	0	0	0	0	0	0
Special Events	80	80	81	82	83	84	85
Total	64,691	65,337	65,991	66,651	67,317	67,990	68,670

Mileage	2018	2019	2020	2021	2022	2023	2024
Fixed Route	650,427	656,931	663,501	670,136	676,837	683,606	690,442
Worker/Driver	60,073	60,674	61,280	61,893	62,512	63,137	63,769
Dial A Ride	304,356	307,400	310,474	313,578	316,714	319,881	323,080
Volunteer Driver	71,324	72,037	72,758	73,485	74,220	74,962	75,712
Vanpool	128,908	130,197	131,499	132,814	134,142	135,484	136,839
Special Events	1,214	1,226	1,239	1,251	1,264	1,276	1,289
Total	1,216,303	1,228,466	1,240,751	1,253,158	1,265,690	1,278,347	1,291,130

Consumption of fuel for 2018:

Diesel fuel consumed (gal) 143,685
 Gasoline consumed (gal) 9,722

Section 89: Operating Revenue, Expenditures and Capital Budget Plan 2018 (actual) – 2019-2024 (projected)

ANNUAL FINANCIAL INFORMATION	2018	2019	2020	2021	2022	2023	2024
	Actual	Budgeted	Projected	Projected	Projected	Projected	Projected
Operating							
Revenue							
Local Sales Tax	\$ 4,807,028	\$ 4,807,028	\$ 4,951,239	\$ 5,099,776	\$ 5,252,769	\$ 5,410,352	\$ 5,572,663
Investment Interest	106,978	45,000	45,900	46,818	47,754	48,709	49,683
Operating Grants	3,378,164	3,189,554	3,158,680	3,186,854	3,215,028	3,343,629	3,477,374
Fares	356,544	368,500	375,870	383,387	391,055	398,876	406,854
TCC - Related	162,843	125,630	128,143	130,706	133,320	135,986	138,706
Miscellaneous	367,686	214,507	305,391	301,779	279,370	301,424	300,075
Expended Reserves	-	-	-	-	-	-	-
Total Operating Revenue	9,179,243	8,750,219	8,965,223	9,149,320	9,319,296	9,638,976	9,945,355
Expenses							
Salaries and Benefits	4,841,057	5,520,376	5,695,018	5,979,769	6,278,757	6,592,695	6,922,330
Fuel	389,011	400,250	405,482	425,756	447,044	469,396	492,866
Insurance	238,506	235,477	262,305	273,489	277,975	292,635	307,372
TCC	198,275	240,263	242,661	266,927	293,620	322,982	355,280
Other Goods and Services (Excludes Depreciation)	1,177,698	903,779	939,930	977,527	1,016,628	1,057,293	1,099,585
Reserves Allocation	699,494	120,000	120,000	120,000	120,000	120,000	120,000
Total Operating Expenses	7,544,041	7,420,145	7,665,396	8,043,468	8,434,024	8,855,001	9,297,433
Net Operating Income (Deficit)	\$ 1,635,202	\$ 1,330,074	\$ 1,299,827	\$ 1,105,852	\$ 885,272	\$ 783,975	\$ 647,922
Pooled Reserve	699,494	819,494	939,494	1,059,494	1,179,494	1,299,494	1,419,494
Capital							
Revenue							
Capital Revenue	\$ 3,591,234	\$ 1,059,011	\$ 2,929,508	\$ 3,262,234	\$ 1,942,500	\$ 2,771,250	\$ 375,000
Local Funds	620,184	205,378	637,377	643,845	100,000	500,000	125,000
Total Capital Revenue	4,211,418	1,264,389	3,566,885	3,906,079	2,042,500	3,271,250	500,000
Expenses							
Vehicle Replacement	493,000	-	3,200,385	2,926,579	-	-	500,000
Facilities/Equipment	-	-	50,000	50,000	500,000	2,500,000	-
Park & Ride Development	3,318,418	1,264,389	316,500	929,500	1,542,500	771,250	-
Technology	400,000	-	-	-	-	-	-
Total Capital Expenses	\$ 4,211,418	\$ 1,264,389	\$ 3,566,885	\$ 3,906,079	\$ 2,042,500	\$ 3,271,250	\$ 500,000

Budget Assumptions through 2024

Operating:

- ❖ Local Sales Tax –While the average growth rate of sales tax revenue has been 8% over the past five years, to remain conservative, a 3% growth rate has been used to project out through 2024.
- ❖ Investment Interest – Cash balances should remain stable through 2024, a 2% growth rate was assumed through this period to remain conservative.
- ❖ Operating Grants – Actual operating grant awards have been used as the projections through 2022, thereafter a 4% growth rate was used.
- ❖ Fares – Assumed 2% growth.
- ❖ T-CC – Since the T-CC is at max capacity a growth rate of 2% was assumed to keep up with inflation.
- ❖ Miscellaneous – Based on 3-year prior average plus 2% growth for inflation.
- ❖ Expended Reserves – Based on current projections no expended reserves are deemed necessary.
- ❖ Salaries and Benefits – Based on union contracts through 2020 and non-represented compensation assumptions, then assumed 5% growth (3% for benefits and 2% for wages.)
- ❖ Fuel – Used 10-year average for fuel in 2020, then assumed 5% growth due to uncertainty in fuel prices since overall operations should not have any major changes.
- ❖ Insurance – Used 5-year trend.
- ❖ T-CC Expenses – Used T-CC wages based on actual pay, then 2% growth for all other expenses through 2020, 10% thereafter due to potential repairs and maintenance.
- ❖ Other Goods and Services – Assumed 4% growth.
- ❖ Reserves Allocation – Projected \$120,000 reserve allocation for each year through 2024 to assist with funding capital projects.

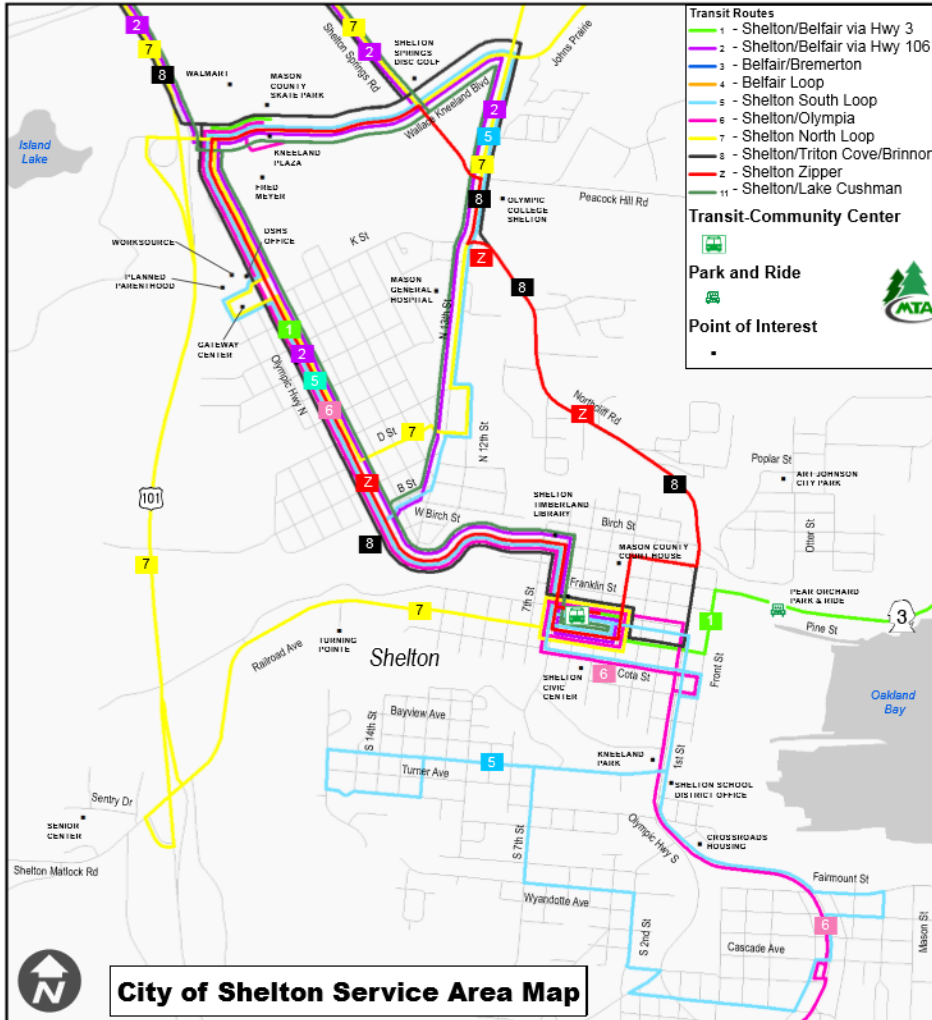
Capital:

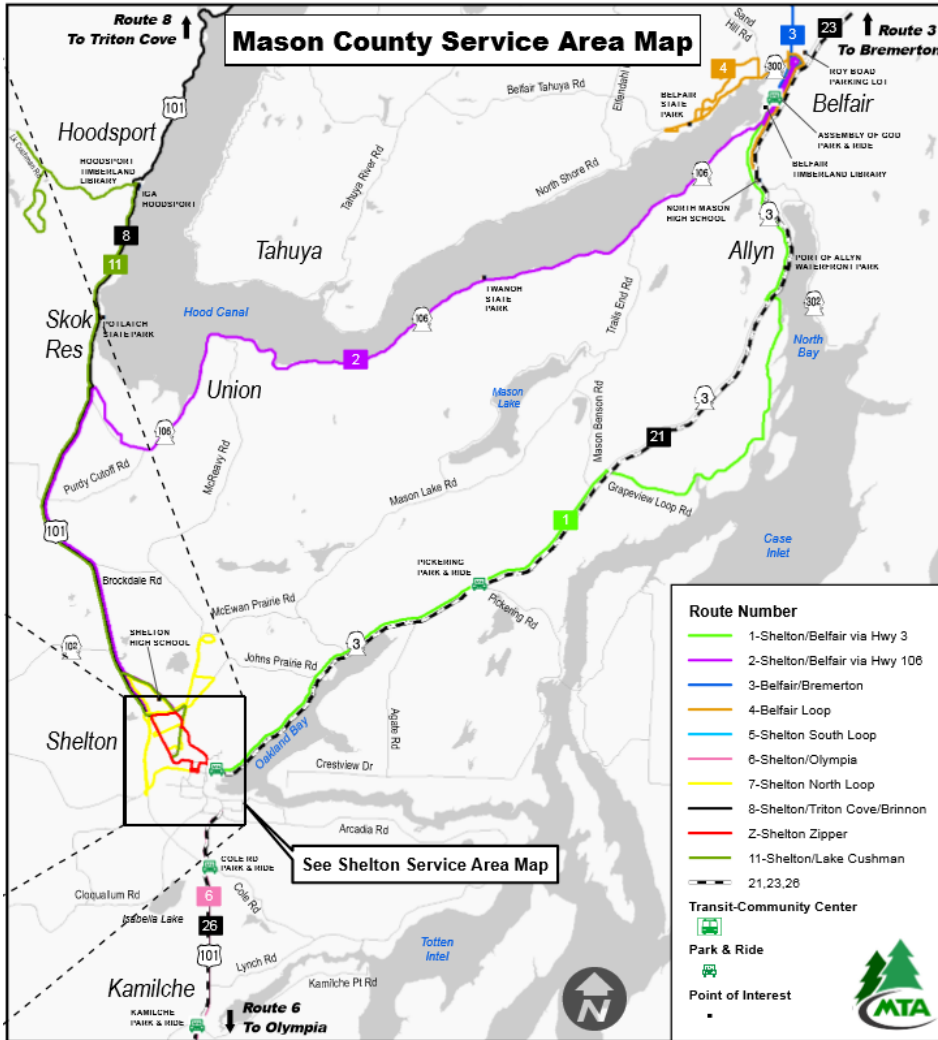
- ❖ The Park and Ride Development Project is expected to be completed in the 2021-2023 Biennium.
- ❖ Vehicle replacements include the awards for both the 9 cutaways and 2 hybrid coaches expected to arrive in 2020, as well as 2 more diesel coaches arriving in 2021. Additional vehicle replacements are expected to be funded at 80% with a 20% match from local funds.
- ❖ Facility improvements, preservation and expansion that extend the life of the building according to MTA's capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such

equipment will be funded by reserves and appropriated through the capital budget presented annually.

Section 910: Mason Transit Authority Route Map and Service Area

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2019-2024

TRANSIT DEVELOPMENT PLAN

and

2018 Annual Report

**Mason Transit Authority
790 E Johns Prairie Rd
Shelton, WA 98584**



Date of Public Hearings:

July 2, 2019 and July 10, 2019

Adopted on: XX XX, 2019

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Section 1: Organization

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

Board of Directors:

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;
- One (1) elected member representing the City of Shelton Council;
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and
- In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees.

Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Randy Neatherlin, Mason County Commissioner (Chair)
- Wes Martin, Grapeview School District (Vice Chair)
- Sharon Trask, Mason County Commissioner
- Kevin Dorcy, City of Shelton Council Member
- Kevin Shutty, Mason County Commissioner
- John Campbell, North Mason School District
- Deborah Petersen, Hood Canal School District
- Sandy Tarzwell, Shelton School District
- Don Pogreba, Southside School District
- Greg Heidel, Bargaining Unit Representative

Citizen Adviser to the Board:

Effective January 1, 2019, there may be one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board. The citizen adviser to the Board shall serve for a period of one year (unless extended by motion by the Authority Board).

At the time of publication of the Transit Development Plan, the position of the Citizen Adviser to the Board was filled by:

- John Piety

Employees:

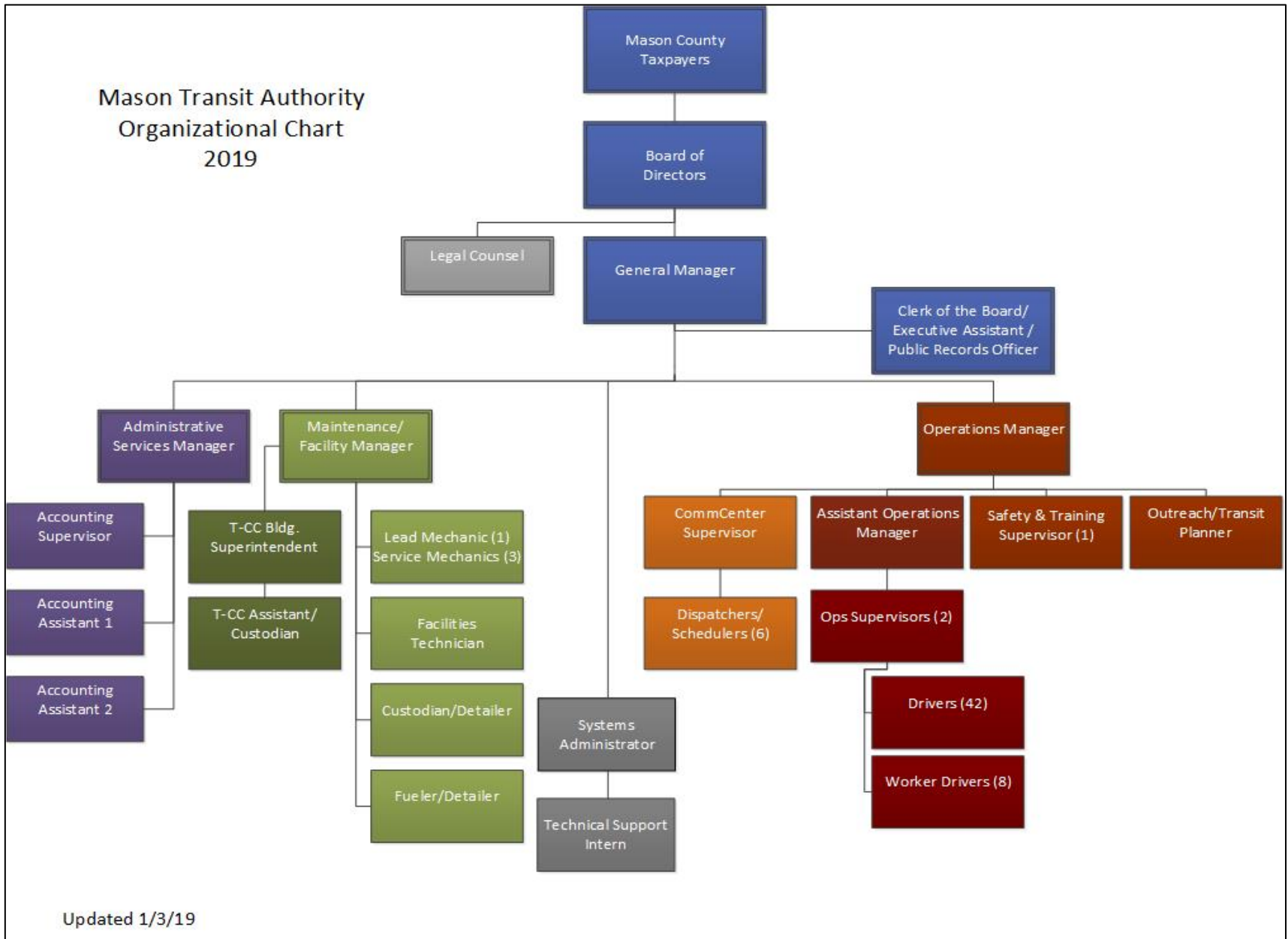
MTA employs 70 full-time employees, 1 seasonal driver and 8 Worker/Drivers. The International Association of Machinist and Aerospace Workers (IAMAW) Lodge #160 represents 54 employees as denoted in the below table with an asterisk (*). The following charts detail employee count by department and MTA's organizational structure.

Department	Employee Count	Full-Time Equivalent (based on 40 hr. week)
General Manager	1	1.00
Administrative Services	5	5.00
Maintenance – Administration	2	1.50
Maintenance – Facilities *	2	2.00
Maintenance – Vehicle *	6	6.00
Operations – Administration	6	6.00
Operations – Scheduling/Dispatch *	7	7.00
Operations – Operators *	39	38.42
Operations – Worker/Drivers	8	2.5
T-CC – Administration and Facilities	2	2.00
Total	78	71.42

MTA All Staff Meeting 2019



Mason Transit Authority
Organizational Chart
2019



Updated 1/3/19

Section 2: Physical Plant

MTA operations, maintenance and administrative facilities are located at 790 E. Johns Prairie Road in Shelton, Washington. A rented satellite operations facility is located at 23780 NE State Hwy 3 in Belfair, Washington. MTA also leases space at the Glacier West Boat, RV & Self Storage commercial storage facility on SR 106 in Belfair to park two coaches and five cutaway vans used to provide services in the northern part of Mason County.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950's to a modern, ADA accessible and LEED Silver Certified Transit-Community Center (T-CC).

A seven-acre parcel was purchased north of Belfair for a Park and Ride lot. The lot will contain 100 parking stalls and a building consisting of MTA office space, a meeting room, bathrooms, a kitchen and breakroom. The Park and Ride is slated to open in late summer of 2020.

Section 3: Service Characteristics

MTA provides transportation services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, Demand Response (general dial-a-ride), Vanpools and volunteers using private cars under the Volunteer Driver Program that serves those over the age of 60 needing out-of-county services.

Hours of operation of the transportation service are 4:00 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 8:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays. MTA operates ten (10) Fixed Routes on weekdays and nine (9) routes on Saturdays that allow minimal deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible as well as in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) hours before to two (2) weeks prior to the

preferred pick-up time. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

Fares:

Travel within Mason County and Active Military *Fare Free*

Out of County Travel:

Cash Fares

Adults and Youth (one way)	\$1.50
Seniors and Persons with Disabilities	\$.50
Transportation Incentive Program (PSNS)	\$ 2.50
Children six and under	No Charge

Monthly Pass

Adults	\$ 30.00
Seniors and Persons with Disabilities	\$ 10.00
Youth (ages 7-17 years)	\$ 18.00
Summer Youth Adventure Pass	\$ 20.00
Transportation Incentive Program (PSNS).....	\$110.00

To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP. Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

In July 2018, MTA began recognizing the STAR pass for State of Washington employees living in Mason County that work in Thurston County. STAR pass holders are not charged a fare and MTA is compensated through the funds provided in the Transportation budget.

Coordinated Service

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service at Kamaliche. MTA partners with local and regional human and social services providers so that the best service possible is provided throughout the region on a regular basis.

Volunteer Service

MTA administers a Volunteer Driver Program (VDP) that is possible through partnership with the Lewis, Mason and Thurston County Area Agency on Aging and funding from the Federal Older Americans Act and the Washington State Senior Citizens Act, as well as donations from recipients. The VDP provides essential transportation for seniors (60+) who are unable to drive or use public transit to their out-of-county medical appointments and other essential services. To provide this service, MTA utilizes volunteers that donate their time and drive their own vehicles. In 2018, the Volunteer Driver Program served 101 clients and covered 1,543 rides, 71,134 miles and 3,077 volunteer hours.

Vanpools

MTA's vanpool program started in 2005. At time of publication, MTA has a fleet of 12 vanpool vans to promote statewide ridesharing goals and benefits to commuters living or working in Mason County. This program complements Mason Transit Authority's network of local and express services, providing commute alternatives to destinations that cannot be effectively served by Fixed Route services. In 2018, Mason Transit Authority Vanpools provided over 19,855 rides, 6% of the agency's fixed route ridership. 2018 ended with 8 active vanpools.

Park and Ride Lots

MTA supports a network of Park and Ride facilities that are located throughout Mason County. At time of publication, 255 parking spaces are provided at facilities owned and operated by Washington State Department of Transportation, Mason County and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties. On average, 37 percent of the Park and Ride lot capacity is occupied on any given weekday.

In November of 2015, MTA was formally awarded funding through the Washington State Regional Mobility Grant Program and the Connecting Washington Transit Project List for a major retro-fit and improvement project of current Park and Ride lots located within Mason County. The project will add needed upgrades to existing locations including enhanced security, lighting, paving and electric car charging stations at high use lots. The project also includes the building of one new Park and Ride facility in North Mason County and one within the city limits of Shelton. The Shelton-Matlock Park & Ride was slated for improvements only but will now be relocated due to the Coffee Creek Fish Passage project. The funding provides over nine million dollars and includes local matching funds from MTA. The state funding is apportioned over the current and next biennium budget periods. In April of 2016, MTA selected SCJ Alliance

of Lacey, Washington, to guide the project through to completion. MTA expects completion of the project in early 2023.

Section 4: Service Connections

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, Sound Transit and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules can be found on MTA's website at <http://www.masontransit.org/>

Section 5: Public Outreach

MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff participate in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Presentations

- Website improvements

The public outreach program includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engaging riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seeking opportunities to increase ridership amongst riders of choice.
- Visiting businesses to discover way to assist their employees with transportation, either by using vanpool, fixed-route or Dial-a-Ride.
- Promoting positive public image in the community and build relationships throughout.
- Conducting Community Conversations to give the public opportunity to give input, suggestions and ask questions about MTA.
- Public Hearings for service changes, Transit Development Plan (TDP), fare changes, and other topics that impact citizens.

There are comment cards on MTA vehicles to be filled out and submitted as a method to communicate compliments, complaints or other information a rider wants staff to be aware. Management or designated staff responds to the individual comment cards as appropriate.

Citizens may contact MTA through customer service or to an individual by the following methods:

Email: mta@masontransit.org

Phone: 360-427-5033 or 360-426-9434 or 800-374-3747

TTY/TTD: 711 or 800-833-6388

Website: www.masontransit.org

Individual staff members may be contacted through using the website or phone to locate email addresses or phone extensions.

For ADA needs, citizens may use the website or call customer service for assistance.

Section 6: Activities and Accomplishments in 2018

Activities

In 2018, major events included Forest Festival, Allyn Days, Taste of Hood Canal, Business Expos, Career Days, Oysterfest and the Christmas Parade. MTA sponsored events for the Economic Development Council and the Shelton-Mason County Chamber of Commerce. The Outreach/Transit Planner promotes MTA services throughout the community as well as service planning to better meet the needs of riders.

MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Annually, we review the work plan to create projects to meet the goals of constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 14.04.280 include preservation, safety, mobility, environment, and stewardship.

In 2018, Mason Transit Authority accomplished the following, aligning with each goal:

Preservation: *"To maintain, preserve and extend the life and utility of prior investments in transportation systems and services."*

- No substantial service changes to system
 - MTA preserved current service levels.
- Received five Champion cutaway buses
 - The replacement of five cutaways was secured through a grant from the Washington State Department of Transportation. This replaced cutaways beyond usual life.
- Received four mini-vans
 - The purchase of four mini-vans through Vanpool Investment Program replaced vans that were beyond useful life.
- Transit Asset Management (TAM) Plan

- Prepared TAM as required by the Washington State Department of Transportation and the Federal Transit Administration.
- Transit-Community Center (T-CC) Parking Lot
 - Continued work on the design of the T-CC parking lot with partnership with the city of Shelton and the Mason County Conservation District. Project is funded by the Department of Ecology and local funds.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

- Rear Destination Signs
 - Installed rear destination signs on coaches for passenger safety and security improvement.
- Training
 - MTA continues to have a rigorous training program for new drivers. Refresher training and retraining of all drivers occurred throughout 2018 to ensure and improve safety.
- Volunteer Safety Audit
 - Through the Washington State Department of Labor and Industries, MTA schedules a Volunteer Safety Audit annually. MTA facilities, systems and safety management methods are reviewed by an L&I inspector. The inspector gives recommendations that are either incorporated into daily practices, or immediately corrected. This process has proven invaluable to the agency in the prevention of work-related accidents.
- Best Practices
 - MTA continued to implement Best Practices and improve policies and procedures related to safety of staff, customers and the public as part of an annual review by the Washington State Transit Insurance Pool.
- Safety Committee
 - The Safety Committee continued to provide insight and recommendation for the agency on a regular basis by reviewing safety policies and procedures as well as seeking opportunities to improve safety through increased awareness. The Committee recently reviewed and updated the Health and Safety Manual.
- AVL
 - Automatic Vehicle Location is in the process of being installed. This will allow Operations to know where service vehicles are at a given time.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

- CAD/AVL

- Computer Aided Dispatch (CAD) and Automatic Vehicle Location (AVL) software and equipment is in the process of being installed on coaches and cutaway buses. The ability to track movement of buses will help with predictability for riders and dispatch as well as provide safety awareness.
- Comprehensive Service Review
 - To improve the mobility of Mason County residents, a Comprehensive Service Review was conducted in 2018 with the help of an outside consultant. The review includes an Existing Conditions Report, public outreach to riders and non-riders, stakeholder interviews and recommendations for service improvements.
- Continued to review current connections, route times and coordination with regional agencies, including Kitsap, Jefferson and Intercity Transit systems.
- Incorporated Token Transit mobile app for purchasing passes (completed early 2019).

Environment: *"To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities and protect the environment"*

- Greenhouse Gas Reduction
 - MTA created an intensive Greenhouse Gas Reduction Policy early in 2014 in concurrence with the State and Federal requirements and the Washington State Clean Air Act. The policy provides guidance in all areas including vehicle procurement, use of carbon-based fuels, recycling and construction projects undertaken by the agency. See <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.94> for more information.
- Park & Ride Lots
 - ✓ The design and architecture of the new North Mason Park & Ride, the T-CC Parking Lot and upgrades to existing lots will include green technologies such as impervious paving, low emission systems, energy efficiency, and other environmental, security, lighting and landscape enhancements.
- Alternative Fuel
 - ✓ Bio Diesel (B5) is used for those vehicles using diesel fuel including both small and large revenue vehicles.
 - ✓ MTA applied for and was awarded a grant for two hybrid buses. An additional grant was submitted in May 2019 for two more hybrid buses. We are awaiting results of the second grant at the time of publication.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

- Staff

- ✓ MTA maintained its comprehensive Driver Recruitment and Training Program. In this highly competitive process, all new drivers must meet the highest standards of the organization and the training they receive is of the highest quality. To this end, MTA continues to have a high safety record and receive compliments and positive feedback from the users of the service.
- ✓ Providing effective communication to staff through a variety of tools such as Report of Performance Counseling, regular evaluations, memos and face-to-face communication was a top priority to ensure employees knew expectations, especially in safety and customer service.
- Long-range Planning and Projecting
 - ✓ MTA continued efforts in strategic planning and implementation of goals, objectives and work plans. Staff completed performance measurement standards in finance and maintenance with operations still determining measurements as part of the Comprehensive Service Review process. The process will continue with constant adherence to guidance provided through local, state and federal oversight implementing all service planning and effective/efficient changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.
- Partnerships
 - ✓ MTA continued to participate in transportation planning with local, regional, state and federal transportation planning organizations by maintaining technical and executive appointments. Staff in these various positions provide Transit Oriented Development (TOD) input, long- and short-range planning assistance, assistance with inside and outside comprehensive plan updates and the input regarding the needs of the ridership.
 - ✓ In the process, MTA benefits greatly by maintaining partnership, communications and coordination efforts on all fronts, providing an extremely high level of stewardship. Partnerships with local agencies in Mason County promote beneficial stewardship of resources to serve the citizens and enhance the quality of life in Mason County.

Section 7: Proposed Action Strategies for 2019-2024

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives.

Implementation of projects and strategies may depend on available funding. Any of the following capital projects to be procured with federal funding assistance are included in the Washington Statewide Transportation Improvement Plan (STIP).

Below describes projects and action strategies planned for 2019 and beyond.

Preservation: *"To maintain, preserve and extend the life and utility of prior investments in transportation systems and services."*

2019

- Service Review Results and Implementation
 - Staff will review results of the Comprehensive Service Review and implement changes for ridership improvement and to enhance ridership growth.
- Vehicle Replacement
 - Replace one staff vehicle and two maintenance vehicles.
 - Replace four Worker/Driver buses.
 - Replace nine cutaways.
- Transit-Community Center (T-CC) Parking Lot
 - Construct T-CC parking lot.
- Capital Improvement Projects
 - Roof on Buildings 3 and 4.
 - Johns Prairie bus parking lot reseal and striping.
- Funding Opportunities
 - MTA will explore funding opportunities for vehicle replacement to maintain and preserve service with safe, reliable vehicles.

2020

- Allyn, WA - Transit Center Planning
- Replace one 30' coach (bus)
- Replace six cutaways
- Purchase generator to power Johns Prairie base

2021

- Replace four 35' coaches (buses)
- Purchase generator to power T-CC

2022

- Hoodspout, WA – Transit Center Planning
- Replace four agency Van Pool vehicles
- Preliminary design and feasibility for constructing a bus wash/wet maintenance facility at MTA Operations.
- Roof modifications to the maintenance shop to allow for additional headspace for working on hybrid and/or electric buses.
- Look at electric bus infrastructure and overall electric bus performance.

2023

- ADA Retrofit and Remodel of MTA Operations Base Building or replacement of facility.
- Septic upgrade at Johns Prairie
- Completion of Park and Ride Development project.

2024

- Replace two 35' coaches (buses)
- Construct a satellite shop at the Belfair facility for maintenance.
- Update bus stops and incorporate needed improvements

Strategies

Continue 100 percent adherence to scheduled maintenance requirements for vehicles and facilities per established Asset Management Plan (AMP).

Ensure strategic plans enhance service to the community.

Safety: *"To provide for and improve the safety and security of transportation customers and the transportation system."*

2019-2024

- Determine current need for safety equipment and apply for Risk Management Grant from WSTIP.
- Operations Policies
 - Develop policies for better safety such as for strollers, carry-on packages and animals (non-service) on board.
- Implement National Incident Management Systems (NIMS) staff training.
- Emergency Preparedness
 - Create procedures and training for lockdown and active shooter situation.

Strategies

Retrain all drivers on a regular basis in order to provide consistent, safe service.

Maintain goal through training and education of zero preventable accidents and zero on-the-job injuries.

Install improvements as needed to vehicles that enhance safety such as Passive Restraint for mobility devices.

Improve shelters and bus stops with lighting and other amenities to improve safety and security for transit users.

Mobility: *"To improve the predictable movement of goods and people throughout Washington State"*

2019-2024

- Construct the Belfair Park and Ride and North Mason County satellite base of operations currently funded by the WSDOT Regional Mobility Program (RMG) and Connecting Washington Transit Project list.
- Install bus stop signs throughout Mason County for designated stops.
- Shift from flag-stop to fixed-stop service in Shelton city limits.
- Enhance all Park and Ride locations within Mason County funded through RMG and Connecting Washington.
- Construct roundabout at Log Yard Road in north Mason County near the new park and ride.

Strategies

Include state of the art systems and ADA improvements in all construction projects, facility improvements and rolling stock procurement undertaken by the agency.

Provide reliable, on-time service to users.

Continue to meet the requirements of the adopted Title VI Plan as required.

Implement service recommendations from the Comprehensive Service Analysis.

Explore partnerships that provide greater opportunities for transporting people in Mason County.

Environment: *"To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities and protect the environment"*

2019-2024

- Seek opportunities to convert some of MTA fleet to alternative fuel such as hybrid or electric.
- Continued Compliance
 - Maintain development in strict accordance with adopted policies and procedures and state and federal requirements.

Strategies

Seek opportunities through a NoLo grant to replace one to three diesel vehicles with electric vehicles.

Assess impact to environment and energy conservation on MTA projects so that the project will enhance the quality of life in Mason County and Washington State to the most feasibility possible.

Stewardship: *"To continuously improve the quality, effectiveness and efficiency of the transportation system"*

2019-2024

- Continue to incorporate performance measures for improving effectiveness and efficiency.
- Invest in technical training for staff specific to route planning.
- Create a Financial Management Manual to ensure policies are in place for ensuring long-term stability of the transit system.
- Create needed policies for efficiency and effectiveness of the transit system.
- Create new drivers' lounge and work area at Johns Prairie.
- Expand Operations Team with one Operations Supervisor.
- Recruiting and on-boarding tools for better efficiencies.
- IT network improvements and equipment replacement. Hardware replacement of all desktops.
- Build reserves and prepare 5-year sustainability plan.
- Create an Employee Engagement Plan and a communication expectation plan to better engage employees in MTA's culture.

Strategies

Explore new options in hiring practices, benefits, wages and positions to attract and retain quality employees that desire to serve the public through safety and exceptional customer service.

Improve transit system through collaborative relationships.

Ensure increasing costs in wages, benefits, fuel and other significant costs are accounted for in long-range projections. Control costs to the best of the agency's ability while being mindful of meeting strategic goals as a top priority.

Continue to increase public relation opportunities and involvement on boards of local and non-profits as appropriate to public transportation and overall benefit to the community.

Have a robust public outreach program.

DRAFT

Section 8: Operating Data; 2018 (actual) – 2019-2024 (projected)

Ridership	2018	2019	2020	2021	2022	2023	2024
Fixed Route	346,094	349,555	353,050	356,581	360,147	363,748	367,386
Worker/Driver	48,014	48,494	48,979	49,469	49,964	50,463	50,968
Dial A Ride	42,370	42,794	43,222	43,654	44,090	44,531	44,977
Volunteer Driver	1,544	1,559	1,575	1,591	1,607	1,623	1,639
Vanpool	19,855	20,054	20,254	20,457	20,661	20,868	21,076
Special Events	1,789	1,807	1,825	1,843	1,862	1,880	1,899
Total	459,666	464,263	468,905	473,594	478,330	483,114	487,945

Service Hours	2018	2019	2020	2021	2022	2023	2024
Fixed Route	36,122	36,483	36,848	37,216	37,588	37,964	38,344
Worker/Driver	2,477	2,501	2,526	2,552	2,577	2,603	2,629
Dial A Ride	22,926	23,156	23,387	23,621	23,857	24,096	24,337
Volunteer Driver	3,086	3,117	3,148	3,180	3,212	3,244	3,276
Vanpool (N/A)	0	0	0	0	0	0	0
Special Events	80	80	81	82	83	84	85
Total	64,691	65,337	65,991	66,651	67,317	67,990	68,670

Mileage	2018	2019	2020	2021	2022	2023	2024
Fixed Route	650,427	656,931	663,501	670,136	676,837	683,606	690,442
Worker/Driver	60,073	60,674	61,280	61,893	62,512	63,137	63,769
Dial A Ride	304,356	307,400	310,474	313,578	316,714	319,881	323,080
Volunteer Driver	71,324	72,037	72,758	73,485	74,220	74,962	75,712
Vanpool	128,908	130,197	131,499	132,814	134,142	135,484	136,839
Special Events	1,214	1,226	1,239	1,251	1,264	1,276	1,289
Total	1,216,303	1,228,466	1,240,751	1,253,158	1,265,690	1,278,347	1,291,130

Consumption of fuel for 2018:

Diesel fuel consumed (gal)	143,685
Gasoline consumed (gal)	9,722

Section 9: Operating Revenue, Expenditures and Capital Budget Plan 2018 (actual) – 2019-2024 (projected)

ANNUAL FINANCIAL INFORMATION	2018	2019	2020	2021	2022	2023	2024
	Actual	Budgeted	Projected	Projected	Projected	Projected	Projected
Operating							
Revenue							
Local Sales Tax	\$ 4,807,028	\$ 4,807,028	\$ 4,951,239	\$ 5,099,776	\$ 5,252,769	\$ 5,410,352	\$ 5,572,663
Investment Interest	106,978	45,000	45,900	46,818	47,754	48,709	49,683
Operating Grants	3,378,164	3,189,554	3,158,680	3,186,854	3,215,028	3,343,629	3,477,374
Fares	356,544	368,500	375,870	383,387	391,055	398,876	406,854
TCC - Related	162,843	125,630	128,143	130,706	133,320	135,986	138,706
Miscellaneous	367,686	214,507	305,391	301,779	279,370	301,424	300,075
Expended Reserves	-	-	-	-	-	-	-
Total Operating Revenue	9,179,243	8,750,219	8,965,223	9,149,320	9,319,296	9,638,976	9,945,355
Expenses							
Salaries and Benefits	4,841,057	5,520,376	5,695,018	5,979,769	6,278,757	6,592,695	6,922,330
Fuel	389,011	400,250	405,482	425,756	447,044	469,396	492,866
Insurance	238,506	235,477	262,305	273,489	277,975	292,635	307,372
TCC	198,275	240,263	242,661	266,927	293,620	322,982	355,280
Other Goods and Services (Excludes Depreciation)	1,177,698	903,779	939,930	977,527	1,016,628	1,057,293	1,099,585
Reserves Allocation	699,494	120,000	120,000	120,000	120,000	120,000	120,000
Total Operating Expenses	7,544,041	7,420,145	7,665,396	8,043,468	8,434,024	8,855,001	9,297,433
Net Operating Income (Deficit)	\$ 1,635,202	\$ 1,330,074	\$ 1,299,827	\$ 1,105,852	\$ 885,272	\$ 783,975	\$ 647,922
Pooled Reserve	699,494	819,494	939,494	1,059,494	1,179,494	1,299,494	1,419,494
Capital							
Revenue							
Capital Revenue	\$ 3,591,234	\$ 1,059,011	\$ 2,929,508	\$ 3,262,234	\$ 1,942,500	\$ 2,771,250	\$ 375,000
Local Funds	620,184	205,378	637,377	643,845	100,000	500,000	125,000
Total Capital Revenue	4,211,418	1,264,389	3,566,885	3,906,079	2,042,500	3,271,250	500,000
Expenses							
Vehicle Replacement	493,000	-	3,200,385	2,926,579	-	-	500,000
Facilities/Equipment	-	-	50,000	50,000	500,000	2,500,000	-
Park & Ride Development	3,318,418	1,264,389	316,500	929,500	1,542,500	771,250	-
Technology	400,000	-	-	-	-	-	-
Total Capital Expenses	\$ 4,211,418	\$ 1,264,389	\$ 3,566,885	\$ 3,906,079	\$ 2,042,500	\$ 3,271,250	\$ 500,000

Budget Assumptions through 2024

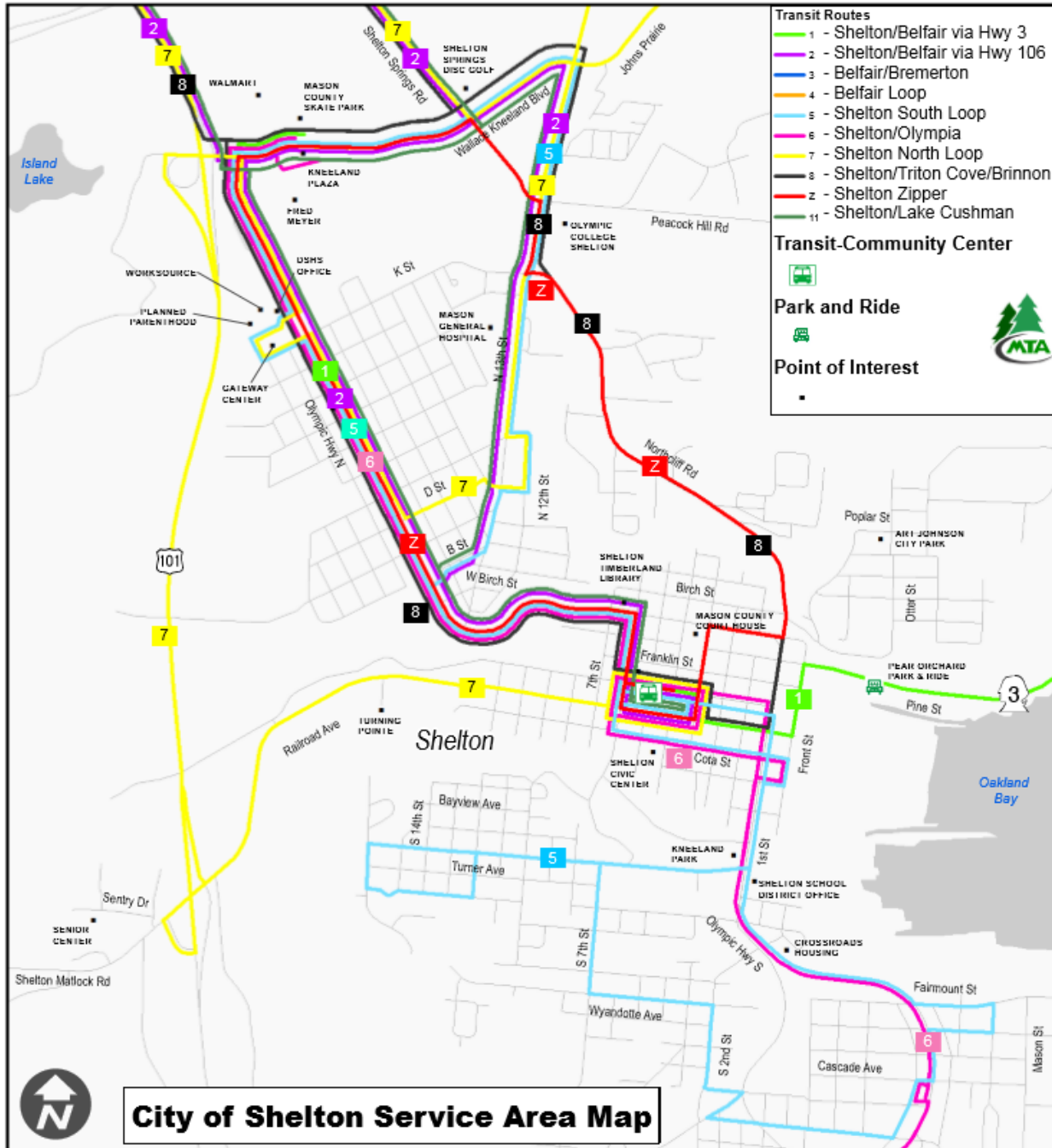
Operating:

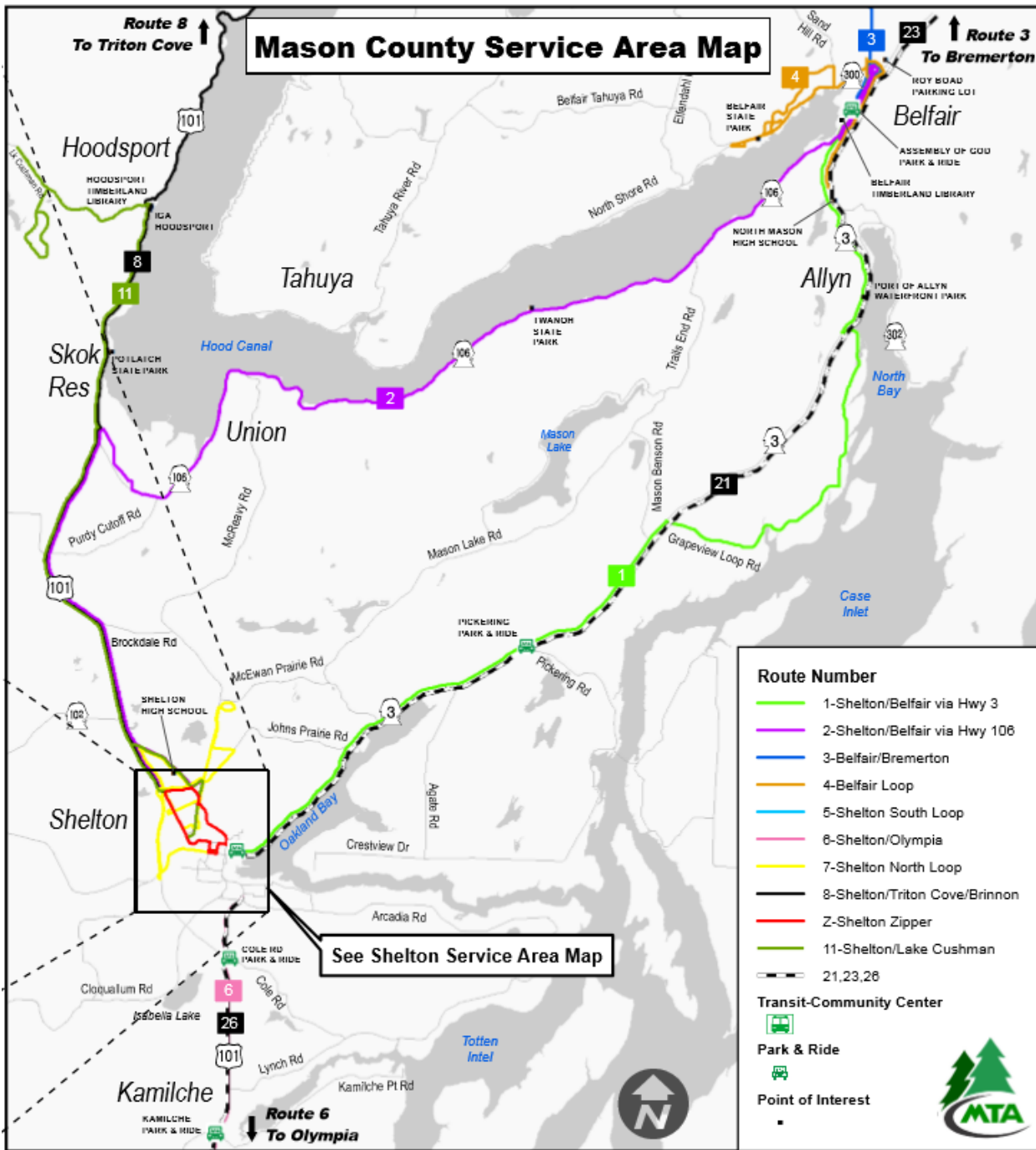
- ❖ Local Sales Tax – While the average growth rate of sales tax revenue has been 8% over the past five years, to remain conservative, a 3% growth rate has been used to project out through 2024.
- ❖ Investment Interest – Cash balances should remain stable through 2024, a 2% growth rate was assumed through this period to remain conservative.
- ❖ Operating Grants – Actual operating grant awards have been used as the projections through 2022, thereafter a 4% growth rate was used.
- ❖ Fares – Assumed 2% growth.
- ❖ T-CC – Since the T-CC is at max capacity a growth rate of 2% was assumed to keep up with inflation.
- ❖ Miscellaneous – Based on 3-year prior average plus 2% growth for inflation.
- ❖ Expended Reserves – Based on current projections no expended reserves are deemed necessary.
- ❖ Salaries and Benefits – Based on union contracts through 2020 and non-represented compensation assumptions, then assumed 5% growth (3% for benefits and 2% for wages.)
- ❖ Fuel – Used 10-year average for fuel in 2020, then assumed 5% growth due to uncertainty in fuel prices since overall operations should not have any major changes.
- ❖ Insurance – Used 5-year trend.
- ❖ T-CC Expenses – Used T-CC wages based on actual pay, then 2% growth for all other expenses through 2020, 10% thereafter due to potential repairs and maintenance.
- ❖ Other Goods and Services – Assumed 4% growth.
- ❖ Reserves Allocation – Projected \$120,000 reserve allocation for each year through 2024 to assist with funding capital projects.

Capital:

- ❖ The Park and Ride Development Project is expected to be completed in the 2021-2023 Biennium.
- ❖ Vehicle replacements include the awards for both the 9 cutaways and 2 hybrid coaches expected to arrive in 2020, as well as 2 more diesel coaches arriving in 2021. Additional vehicle replacements are expected to be funded at 80% with a 20% match from local funds.
- ❖ Facility improvements, preservation and expansion that extend the life of the building according to MTA's capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such equipment will be funded by reserves and appropriated through the capital budget presented annually.

Section 10: Mason Transit Authority Route Map and Service Area





Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – ***ACTIONABLE***
Subject: Employee Social Media Policy (POL-1003)
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: July 16, 2019

Background:

It has been three years since this policy was originally approved by the Board. This updated policy provides a clear guide to expectations by MTA that its representatives shall maintain the highest standards of propriety, professionalism and respect in their creation or use of social media content and are accountable for the form, content and substance of all information they post, publish, or otherwise share on social media. While it is not MTA's desire to censor MTA representatives who are active on social media on their own time and using their own electronic devices, there are situations in which MTA representatives may be held accountable or disciplined. This policy is based on current law interpretations regarding free speech rights of public employees and provides principles and guidelines that apply to personal use of social media.

Summit Law has reviewed and made changes to bring this policy up-to-date.

Legal Counsel and the policy committee have also reviewed this policy.

Summary: Approve changes to MTA's Employee Social Media Policy (POL-1003).

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2019-19 and the attached Employee Social Media Policy (POL-1003).



Title: Employee Social Media Policy
Number: 1003
Effective: July 16, 2019; REVISED January 20, 2016
Prepared by: Christina Kramer, Outreach Danette Brannin, General Manager
Approved by: Board Authority
Resolution No. 2016-05; 2019-19

POL-1003 EMPLOYEE SOCIAL MEDIA POLICY

This policy applies to all Mason Transit Authority (MTA) representatives.

1.0 Purpose

This policy ~~provides guidance~~ establishes the rules and expectations for MTA representatives ~~employee's'~~ appropriate use of social media and professional representation of relationship with MTA, whether the use is personal or part of MTA-related responsibilities. This policy is not intended to restrict communications or actions protected or required by law.

Commented [JL1]: Does this policy only cover employees or anyone defined as an MTA representative? The policy should consistently reference employees or MTA representatives.

Commented [DB2R1]: All representatives.

2.0 Definitions

For the purpose of this policy, the following definitions apply:

- 2.1 **Social Media:** All means of communicating or posting information or content of any sort on the Internet, including to usage across multiple platforms, such as, Facebook, Twitter, Nixel, blogs, YouTube, Flickr, Instagram, Vine, chat room, affinity websites, and other forms of electronic communication. ~~or social networking is broadly defined as internet-based communications technology to include, but not limited to: blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social media and networking sites like Facebook, and other services that permit users to share information with others in a contemporaneous manner.~~
- 2.2 **Content:** ~~and/or Post is a~~ any text, metadata, Quick Response (QR) codes, digital recordings, videos, graphics, images, photos, depictions, and or ~~links on the internet.~~
- 2.3 **Comment:** ~~is a~~ response to an article or social media content submitted by a commenter.
- 2.4 **MTA Representative:** ~~is a~~ An employee, board member, agent, volunteer, contractor, or ~~vendor, etc.~~ that is identifiable as working for or on behalf of MTA.

3.0 Policy

~~It is the policy of MTA that a~~ All MTA representatives must maintain the highest standards of propriety, ~~and~~ professionalism, and respect in their creation or use of social media content ~~postings~~, and are accountable for the form, content, and substance of all information they post, publish, or otherwise share ~~relay~~ on social media.

See Also: -Employee Handbook, POL-1002
Page 1 of 5



Title: Employee Social Media Policy
Number: 1003
Effective: July 16, 2019; REVISED January 20, 2016
Prepared by: Christina Kramer, Outreach Danette Brannin, General Manager
Approved by: Board Authority
 Resolution No. 2016-05; 2019-19

4.0 MTA Use of Social Media Guiding Principles for Content Posted by MTA Representatives

The following principles and expectations apply to professional use of social media on behalf of MTA, as well as personal use of social media involving work or subjects associated with when referencing MTA.

- 4.1 All MTA-related social media content and activities must comply with MTA Social Media Communications Policy (POL-1002), including prior approval of social media content by the General Manager or his/her designee(s) before it is posted, published, or otherwise shared.
- 4.14.2 Employees MTA representatives need to know and must adhere to the MTA Code of Conduct as outlined in the Employee Handbook, and other MTA company policies when using social media in reference to related to MTA.
- 4.24.3 Employees MTA representatives need to be aware of the effect their actions may have on their images as well as MTA’s image. The information that employees MTA representatives post, or publish, or otherwise share may be public information for a long time, and/or subject to public record laws.
- 4.34.4 Employees MTA representatives need to be aware that MTA may observe content and information made available by employees MTA representatives through social media. Employees MTA representatives must use their best judgment and post material that is neither inappropriate nor harmful to MTA, MTA representatives its employees, MTA system, or customers, or the general public.
- 4.44.5 Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment, or as well as violate any part of MTA’s Social Media Communications Policy (POL-1002).
- 4.54.6 Employees MTA representatives are not to publish, post, or release, or otherwise share any information that is considered proprietary, confidential or private not public. If there are questions about what is considered confidential, employees MTA representatives should check with the Human Resources General Manager or designee(s) or team manager.
- 4.64.7 Social media networks, blogs and other types of online content sometimes generates press and media attention or legal questions. Employees MTA representatives will refer these inquiries to the General Manager or designee(s).
- 4.74.8 If an MTA representative employees encounters a situation while using social media that may threaten to become antagonistic, the MTA representative employees should disengage from the dialogue in a polite and

Commented [DB3]: I think it would be more appropriate to have employees check with the General Manager and it is consistent with 4.7 and the Social Media Communications Policy.
 Commented [JL4R3]: Agreed.

See Also: -Employee Handbook, POL-1002
Page 2 of 5



Title: Employee Social Media Policy
Number: 1003
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Prepared by: Christina Kramer, Outreach Danette Brannin, General Manager
Approved by: Board Authority
Resolution No. 2016-05; 2019-19

respectful manner and immediately notify ~~seek the advice of~~ the General Manager or designee(s) manager.

~~4.84.9~~ Employees MTA representatives must receive ~~should seek appropriate~~ permission before referring to or posting images of current or former MTA representatives employees, vendors, or suppliers. Additionally, MTA representatives employees must get appropriate permission to use a third party's copyrighted material, trademarks, service marks or other intellectual property.

~~4.94.10~~ Social media use must not interfere with the employee's other responsibilities at MTA. Using MTA computer systems or electronic devices to manage social media for MTA-related business purposes is permitted allowed (e.g., Facebook, Twitter, MTA blogs, and LinkedIn LinkedIn), but personal use of social media networks platform or personal blogging of online content is prohibited not allowed and may could result in discipline, up to and including discharge ~~ary action. The exception being designated breakroom computers on an employee's personal break time.~~

Commented [DB5]: I would like to know if something of the this occurred. A manager would most likely inform me but an employee may not. If the employee is not comfortable telling me than I think it would be appropriate to tell a manager. The manager would inform me.

Commented [JL6R5]: For consistency, how about reporting to the General Manager or designee(s)?

5.0 Personal Use of Social Media

MTA does not seek to censor MTA representatives who are active on social media on their own time and using their own electronic devices. However, there are situations in which MTA representatives may be held accountable or disciplined, up to and including discharge, for their social media activity, even when that activity occurs on their own time. Based on current law interpretations regarding free speech rights of public employees, the following principles and guidelines apply to personal use of social media.

~~4.105.1~~ Subject to applicable law, ~~after hours online off-duty conduct activity~~ that violates MTA's Code of Conduct or any other MTA company policy may subject an employee to disciplinary action, up to and including or discharge termination.

~~4.115.2~~ If ~~an employees~~ MTA representative publishes content while off-duty after hours that but involves work or subjects associated with MTA, a disclaimer must be used to distinguish activity made in his/her individual capacity versus an MTA-related capacity, such as ~~this~~: "The postings on this site are my own and do not represent MTA's positions, strategies or opinions."

~~4.12~~ Employees MTA representatives must are to keep MTA-related social media accounts separate from their personal accounts.



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Effective: July 16, 2019; REVISED January 20, 2016
Prepared by: Christina Kramer, Outreach Danette Brannin, General Manager
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- 5.3 Employees MTA representatives must adhere to the same ethical obligations that govern their behavior/conduct while on the job/officially acting on behalf of MTA. For example, confidential MTA information or documents must not be discussed, disclosed, or otherwise shared.
- 5.4 MTA representatives must exercise discretion and good judgment when commenting upon employees, either professionally or personally. This is particularly true when the comments are derogatory and derisive, or constitute name calling or slurs. This is also true when the comments are on publicly available social media platforms likely to be seen by other coworkers or the target of the comments.
- 5.5 MTA representatives must not post, share, or support comments or other content that negatively affects the MTA's operations or ability to serve the public. Prohibited content includes:
- 5.5.1 Any posting that includes harassment, threats of violence, or similar inappropriate conduct;
- 5.5.2 Any posting that ridicules, maligns, disparages, expresses bias, negative connotations, or disrespect toward any race, religion, sex, gender, sexual orientation, nationality, or any other protected class of individuals;
- 5.5.3 Any posting that suggests that MTA personnel are engaged in behavior reasonably considered to be unlawful or reckless toward public interests;
- 5.5.4 Any posting that otherwise violates any law or MTA policy.
- 5.5.5 Public employers such as MTA may lawfully impose disciplinary action for speech, even when such speech touches on a matter of public concern, when such speech also impairs discipline or control by supervisors; disrupts coworker relations; erodes close working relationships premised on personal loyalty and confidentiality; interferes with the speaker's performance of duties; or obstructs operations. Employees may be subject to discipline up to and including discharge for social media activity that violates these standards or otherwise violates MTA policy.
- 5.5.6 MTA maintains various policies that are intended to encourage employees to report workplace concerns, including our policies addressing unlawful harassment and whistleblower protections. If an employee has concerns about workplace issues, MTA encourages employees to raise those concerns through the appropriate channels. It is generally more effective to address work-related complaints by speaking directly with co-workers or by using one of the reporting mechanisms designed to address such concerns rather than by posting complaints to a social media platform. Nevertheless, if an employee

See Also: -Employee Handbook, POL-1002
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Prepared by: [Christina Kramer, Outreach](#) [Danette Brannin, General Manager](#)
Approved by: Board Authority
Resolution No. 2016-05; [2019-19](#)

decides to post complaints or criticism, avoid using statements or content that reasonably could be viewed as malicious, obscene, threatening or intimidating, that defames or disparages others, or that might constitute harassment. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or MTA policy.

See Also: -Employee Handbook, POL-1002
Page 5 of 5

RESOLUTION NO. 2019-19

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED EMPLOYEE SOCIAL MEDIA POLICY.**

WHEREAS, the Mason Transit Authority (“MTA”) Board approved and adopted MTA’s Employee Social Media Policy (POL-1003) on January 20, 2016; and

WHEREAS, social media tools can provide opportunities for enhanced communication with customers, employees and other stakeholders;

WHEREAS, the use of social media tools has evolved since the policy was approved and this revised policy provides principles and guidelines relating to the personal use of social media by all MTA representatives;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Employee Social Media Policy (POL-1003), which is attached hereto and incorporated herein, be established and adopted.

Adopted this 16th day of July, 2019.

Randy Neatherlin, Chair

Wes Martin, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Kevin Shutty, Authority Member


Sandy Tarzwell, Authority Member

Sharon Trask, 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

	<p>Title: Employee Social Media Policy</p> <p>Number: 1003</p> <p>Effective: July 16, 2019; REVISED January 20, 2016</p> <p>Prepared by: Danette Brannin, General Manager</p> <p>Approved by: Board Authority Resolution No. 2016-05; 2019-19</p>
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POL-1003 EMPLOYEE SOCIAL MEDIA POLICY

This policy applies to all Mason Transit Authority (MTA) representatives.

1.0 Purpose

This policy establishes the rules and expectations for MTA representatives' appropriate use of social media and professional representation of/relationship with MTA, whether the use is personal or part of MTA-related responsibilities. This policy is not intended to restrict communications or actions protected or required by law.

2.0 Definitions

For the purpose of this policy, the following definitions apply:

- 2.1 **Social Media:** All means of communicating or posting information or content of any sort on the Internet, including to usage across multiple platforms, such as, Facebook, Twitter, Nixel, blogs, YouTube, Flickr, Instagram, Vine, chat room, affinity websites, and other forms of electronic communication.
- 2.2 **Content:** Any text, metadata, Quick Response (QR) codes, digital recordings, videos, graphics, images, photos, depictions, or links.
- 2.3 **Comment:** A response to an article or social media content submitted by a commenter.
- 2.4 **MTA Representative:** An employee, board member, agent, volunteer, contractor, or vendor that is identifiable as working for or on behalf of MTA.

3.0 Policy

All MTA representatives must maintain the highest standards of propriety, professionalism, and respect in their creation or use of social media content, and are accountable for the form, content, and substance of all information they post, publish, or otherwise share on social media.

4.0 MTA Use of Social Media

The following principles and expectations apply to professional use of social media on behalf of MTA, as well as personal use of social media involving work or subjects associated with MTA.

- 4.1 All MTA-related social media content and activities must comply with MTA Social Media Communications Policy (POL-1002), including prior approval of social media content by the General Manager or his/her designee(s) before it is posted, published, or otherwise shared.



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Prepared by: Danette Brannin, General Manager
Approved by: Board Authority
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- 4.2 MTA representatives must adhere to the MTA Code of Conduct as outlined in the Employee Handbook, and other MTA policies when using social media related to MTA.
- 4.3 MTA representatives need to be aware of the effect their actions may have on their images as well as MTA's image. The information that MTA representatives post, publish, or otherwise share may be public information for a long time, and/or subject to public record laws.
- 4.4 MTA representatives need to be aware that MTA may observe content and information made available by MTA representatives through social media. MTA representatives must use their best judgment and post material that is neither inappropriate nor harmful to MTA, MTA representatives, MTA system, customers, or the general public.
- 4.5 Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment, or violate any part of MTA's Social Media Communications Policy (POL-1002).
- 4.6 MTA representatives are not to publish, post, release, or otherwise share any information that is considered proprietary, confidential or private. If there are questions about what is considered confidential, MTA representatives should check with the General Manager or designee(s).
- 4.7 Social media content sometimes generates press and media attention or legal questions. MTA representatives will refer these inquiries to the General Manager or designee(s).
- 4.8 If an MTA representative encounters a situation while using social media that may become antagonistic, the MTA representative should disengage from the dialogue in a polite and respectful manner and immediately notify the General Manager or designee(s).
- 4.9 MTA representatives must receive permission before referring to or posting images of current or former MTA representatives. Additionally, MTA representatives must get appropriate permission to use a third party's copyrighted material, trademarks, service marks or other intellectual property.
- 4.10 Social media use must not interfere with the employee's other responsibilities at MTA. Using MTA computer systems or electronic devices to manage social media for MTA-related purposes is permitted (e.g., Facebook, Twitter, MTA blogs, and LinkedIn), but personal use of social media platforms is prohibited and may result in discipline, up to and including discharge.



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- 5.1 Subject to applicable law, off-duty conduct that violates MTA’s Code of Conduct or any other MTA policy may subject an employee to disciplinary action, up to and including discharge.
- 5.2 If an MTA representative publishes content while off-duty but involves work or subjects associated with MTA, a disclaimer must be used to distinguish activity made in his/her individual capacity versus an MTA-related capacity, such as: “The postings on this site are my own and do not represent MTA’s positions, strategies or opinions.”
- 5.3 MTA representatives must keep MTA-related social media accounts separate from their personal accounts. MTA representatives must adhere to the same ethical obligations that govern their conduct while on the job/officially acting on behalf of MTA. For example, confidential MTA information or documents must not be discussed, disclosed, or otherwise shared.
- 5.4 MTA representatives must exercise discretion and good judgment when commenting upon employees, either professionally or personally. This is particularly true when the comments are derogatory and derisive, or constitute name calling or slurs. This is also true when the comments are on publicly available social media platforms likely to be seen by other coworkers or the target of the comments.
- 5.5 MTA representatives must not post, share, or support comments or other content that negatively affects the MTA’s operations or ability to serve the public. Prohibited content includes:
 - 5.5.1 Any posting that includes harassment, threats of violence, or similar inappropriate conduct;
 - 5.5.2 Any posting that ridicules, maligns, disparages, expresses bias, negative connotations, or disrespect toward any race, religion, sex, gender, sexual orientation, nationality, or any other protected class of individuals;
 - 5.5.3 Any posting that suggests that MTA personnel are engaged in behavior reasonably considered to be unlawful or reckless toward public interests;

See Also: Employee Handbook, POL-1002



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Prepared by:	Danette Brannin, General Manager
Approved by:	Board Authority Resolution No. 2016-05; 2019-19

- 5.5.4 Any posting that otherwise violates any law or MTA policy.
- 5.5.5 Public employers such as MTA may lawfully impose disciplinary action for speech, even when such speech touches on a matter of public concern, when such speech also impairs discipline or control by supervisors; disrupts coworker relations; erodes close working relationships premised on personal loyalty and confidentiality; interferes with the speaker's performance of duties; or obstructs operations. Employees may be subject to discipline up to and including discharge for social media activity that violates these standards or otherwise violates MTA policy.
- 5.5.6 MTA maintains various policies that are intended to encourage employees to report workplace concerns, including our policies addressing unlawful harassment and whistleblower protections. If an employee has concerns about workplace issues, MTA encourages employees to raise those concerns through the appropriate channels. It is generally more effective to address work-related complaints by speaking directly with co-workers or by using one of the reporting mechanisms designed to address such concerns rather than by posting complaints to a social media platform. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements or content that reasonably could be viewed as malicious, obscene, threatening or intimidating, that defames or disparages others, or that might constitute harassment. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or MTA policy.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – ***ACTIONABLE***
Subject: Bus Advertising and Branding
Prepared by: Danette Brannin, General Manager
Approved by: Danette Brannin, General Manager
Date: July 16, 2019

Background:

MTA has received approximately \$70,000 in revenue over the past two and a half years from local advertising on the buses. It emanated from one company requesting the ability to advertise on one of our buses and grew from there.

In the budget process, staff included \$15,000 for hiring a graphic artist with public relations experience to help with branding and positive messaging regarding transit. We have new buses arriving in the coming months and wish to focus on the branding of MTA to promote visibility of our buses. Some of the bus wraps are substantial and cover the branding of our own buses.

This change in focus will have a small impact on our total annual revenue and will bring transit to the forefront.

We will work with the existing businesses that currently have contracts to advertise to notify them that once their contract expires we will not be renewing. If the contract expires soon, we will offer one more renewal period no later than the furthest out contract. Our goal is to have all advertising off by the end of the year.

Summary: Approval to move from bus advertising to branding.

Fiscal Impact:

Approximately \$23,000 in revenue annually

Staff Recommendation:

None.

Motion for Consideration:

Move that the Mason Transit Authority Board cease accepting any new contracts or renewing any existing contracts for advertising on the exterior of MTA vehicles.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 1 – *Informational Presentation*
Subject: Public Records Requests
Prepared by: Tracy Becht, Public Records Officer
Approved by: Danette Brannin, General Manager
Date: July 16, 2019

Summary for Informational Purposes:

Background:

Types of Requests

Most of the public records requests received by MTA since 2017 fall into four basic categories, namely:

- A. Law enforcement (cameras at MTA facilities can capture activities);
- B. Bus related incidents (includes some law enforcement);
- C. Procurement database information requested; and
- D. Miscellaneous (anything else not captured above).

The statistics through all three years are consistent, although we did see a slight uptick in requests for bus related incidents in 2018. Since the 2019 numbers are through June, if the trend continues, it appears MTA will have a year similar to 2017.

Fulfillment of Requests

78% of the records during 2017-2019* were fulfilled within five days.

10% of the records during 2017-2019* were fulfilled following clarification received or in multiple installments due to the number of requested records.

12% of the records during 2017-2019* were either abandoned, publicly available or there were no responsive records.

We are seeing a rise in the number of requests being requested in electronic format. In 2019*, all requestors have requested electronic format. I anticipate this will continue to be the trend.

Impact of Three Largest Requests

During 2018 and 2019, MTA received three extensive public records requests that cost MTA more in staff time to fulfill than the average request. The costs to fulfill those requests is as follows:

- (1) \$287.05 (2018) (bus accident)
- (2) \$3,891.34 (2018 and 2019) (bus incident)
- (3) \$1,482.22 (2019) (T-CC and Belfair P&R purchase)

The number of responsive records requested in (2) and (3) were expansive and the requestors identified 16 and 19 different types of records, respectively. Further, the types of documents requested in (2) required review of 2,610 records for various exemptions, applying redaction

*through June, 2019

and recording the exemptions in a log for the requestor. The public records request in (3) above required an expansive search of emails, seeking declarations and researching other information relating to the T-CC.

Costs to MTA to Fulfill the Requests in 2017-2019*

Generally speaking, and without including the expansive public records requests referenced earlier, MTA staff costs to respond to each type of public request is as follows:

- A. \$25
- B. \$55
- C. \$80-85**
- D. \$55-60

**In 2018-2019, the average cost in staff time for providing the responses to the procurement database requestor has dropped down to about \$25 as efficiencies in gathering the information have been improved by Brian Phillips, Accounting Supervisor.

*through June, 2019

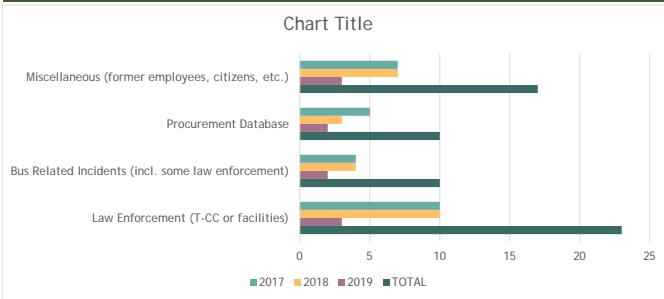
Public Records Requests

Mason Transit Authority
2017, 2018 and 2019 (through June)

Activity Years

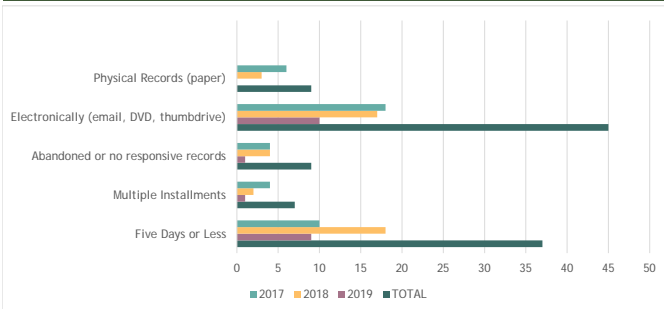
TYPES OF REQUESTS	2017	2018	2019	TOTAL
Law Enforcement (T-CC or facilities)	10	10	3	23
Bus Related Incidents (incl. some law enforcement)	4	4	2	10
Procurement Database	5	3	2	10
Miscellaneous (former employees, citizens, etc.)	7	7	3	17

SUMMARY



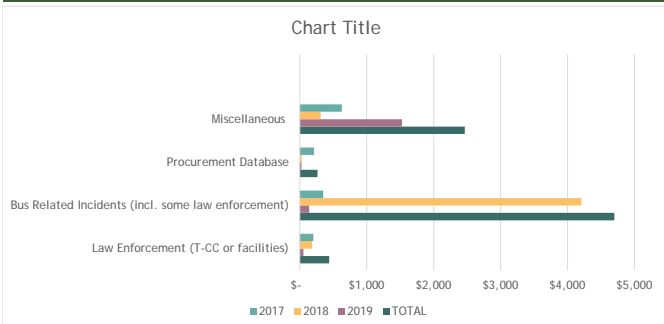
FULFILLMENT OF REQUESTS	2017	2018	2019	TOTAL
Five Days or Less	10	18	9	37
Multiple Installments	4	2	1	7
Abandoned or no responsive records	4	4	1	9
Electronically (email, DVD, thumbdrive)	18	17	10	45
Physical Records (paper)	6	3	0	9

SUMMARY



COSTS TO FULFILL REQUEST	2017	2018	2019	TOTAL
Law Enforcement (T-CC or facilities)	\$ 201	\$ 183	\$ 54	\$ 438
Bus Related Incidents (incl. some law enforcement)	351	4,209	140	4,700
Procurement Database	213	28	24	265
Miscellaneous	627	311	1,528	2,466

SUMMARY



Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 2 – *Informational*

Subject: WSTIP Risk Profile Report

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: July 16, 2019

Summary for Informational Purposes:

The Washington State Transit Insurance Pool (WSTIP) prepares an annual Risk Profile for each of the 25 pool members. The Risk Profile shows statistical information comparing MTA's operational performance, by mode, to other transit agencies of similar size and to WSTIP as a group.

The loss data relates only to automobile liability claims for a period of five years. The period covered in the 2019 Risk Profile is 2013 through 2017 as of 12/31/18.

(See handout for additional information about the report)

As compared to 2018 Risk Profile, MTA's overall Exposure to Losses improved from 45.11% to 32.57%. WSTIP uses miles traveled as the exposure unit for rating and performance comparisons. A favorable loss trend is less than 100% so we are moving in the right direction.

For the most part, Vanpool and Fixed Route are performing well. Paratransit, which is where Dial-a-Ride is reported has a negative loss rate of 26%. This is mostly due to a 2015 accident where a passenger fell on the lift and broke her hip. However, the frequency of claims in paratransit for MTA is a positive 16%, meaning we do not have a lot of claims per 100,000 miles.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 3 - *Informational*
Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update
Prepared by: Patrick Holm, SCJ Alliance
Approved by: Danette Brannin, General Manager
Date: July 16, 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 plans are in progress for the Belfair park and ride. August is the target for submittal of complete Building permit documents.

Site permits (~~septic~~, grading, forest practices, ~~SEPA Checklist~~) were submitted in October 2018. The SEPA determination was made on 4/12/19. The SEPA determination and comment period ended. The forest practices permit is pending an identified logger and a WSDOT permit. Those will come as part of the roundabout package.

Grading permit/Stormwater comments are outstanding from Mason County. Mason County staff indicated comments would come by 6/14.

WSDOT Submittal Timeline

- 10/18/18 – SCJ submitted the Roundabout Plan for Approval (PFA) to WSDOT.*
- 11/08/18 – WSDOT provided first round comments on the PFA package.
- 11/27/18 – SCJ re-submitted the PFA package with comments addressed.
- 11/30/18 – WSDOT provided additional comments on the PFA package.
- 12/14/18 – SCJ re-submitted the PFA package with comments addressed.
- 01/14/19 – WSDOT indicated there were no further comments on the PFA was ready for signature.
- 01/24/19 – WSDOT came back with additional design comments.
- 01/28/19 – SCJ met with WSDOT to address design comments in person.
- 01/31/19 – SCJ re-submitted PFA package based on WSDOT's direction.
- 02/04/19 – WSDOT provided different design direction than the meeting consensus.
- 02/06/19 – SCJ re-submitted to WSDOT with revised design changes.
- 04/03/19 – WSDOT officially approves PFA package.
- 04/08/19 – SCJ submits Full Package Submittal (FPS) to WSDOT.**
- 05/07/19 – WSDOT provides partial comments on FPS package.
- 06/12/19 – WSDOT provides remaining comments on FPS package.

*WSDOT Plan for Approval – The Plan for Approval package is the process where WSDOT evaluates the design of the roundabout and how it will perform (car speeds through the roundabout, pedestrian access, truck turning movements, sight distance).

****WSDOT Full Package Submittal** – The Full Package Submittal includes the full plan set (roadway design, stormwater, pavement markings, illumination, etc), the project specifications, and the Hydraulics report. The Full Package Submittal is submitted after PFA approval.

Pear Orchard Construction: MTA is in the process of transferring the NDPES construction stormwater permit to the City. The City is working on providing a timeline for sampling and clean-up plan.

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

Other progress: Parsons has completed all permits for the Coffee Creek Culvert Replacement Project, which impacts the Shelton-Matlock Park and Ride. They are working on negotiating property acquisition for the replacement property. Cody Hix the previous project manager no longer works for Parsons. SCJ is reaching out to the current contacts to determine project status.

Project Timeline: The critical path for design of the park and ride projects remains the Belfair park and ride. SCJ and MTA met 7/1/19 to determine bid timeline and decided on October 2019 for target advertisement. October advertisement should provide adequate time for WSDOT and Mason County approval.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 4 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Danette Brannin, General Manager

Date: July 16, 2019

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 16, 2019

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 16, 2019

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- **Park & Ride Development:**
 - Please see enclosed Park and Ride Update for information.
 - Met with Maintenance and Operations Board Committee (R. Neatherlin and D. Pogreba) and SCJ project team to discuss delays on the roundabout and Belfair Park & Ride bid releases. It was determined the bid packages will be released in October. This will give time to address all comments from WSDOT and the County and will be the best time to release bids with the anticipation of getting a competitive bid.
- **T-CC Parking Lot:** Landau Associates conducted soil testing during the week of June 24. We are waiting for the results and report which is anticipated to be received week of July 15. Met with PUD#3 and Conservation District to discuss final location of EV station.
- **WSDOT:** Attended GPAC meeting for Electrification.
- **STIP:** Submitted project updates for the Six-Year Transportation Improvement Program.
- **WSTIP:** Attended Monthly Executive Committee Meeting and Quarterly Board Meeting.
- **PRTPO:** Attended PRTPO meeting.
- **Quarterly CEO Meeting:** Met with neighboring transit CEOs for our quarterly meeting.
- **EDC:** Attended monthly EDC meeting.
- **Outreach:**
 - Public Hearings on June 22 regarding fare increase for monthly passes. Hearings were held in Shelton and Belfair.
 - Community Conversation held on June 22 in Shelton and Belfair. One member from the public attend in Shelton along with our Citizen Advisor to the Board. No public attend in Belfair.
 - Public Hearing on July 11 for the Transit Development Plan comments.
 - Attended Lewis-Mason-Thurston Area Agency on Aging Community Forum.
- **Internal Activities:**
 - Usual meetings with the Executive Team and Leadership Team. Miscellaneous meetings with staff.
 - Reviewed and edited policy on Employee Social Media. Worked with Summit Law on updating the policy.
 - Visited Belfair office. Met with drivers for the Employee Engagement Plan committee.
 - Met with Employee Engagement Plan committee. Worked on communication process.
 - Edited the draft of the Transit Development Plan (TDP). Final draft is in the board packet for approval. The TDP must be submitted to WSDOT by September 1.
 - Met with auditor for risk assessment interview and Entrance Conference.
 - WSTIP presented their Partnering in Prevention to management.

Board Assistance, Awareness and Support:

- **Service Recommendation Update:** From the recommendations given to MTA in Nelson/Nygaard's report, we have implemented one recommendation so far, though the Service Review Committee did modify the recommended route some. The Zipper route was implemented beginning June 3. This route runs in opposite direction of Route 5 and Route 7 to provide a modified "in and out" route versus a loop route. The Zipper route replaced an unproductive Route 9 and serves the T-CC, Olympic Hwy North, Wallace-Kneeland, Olympic College and Northcliff. The Zipper runs Monday – Friday 10:45am

to 4:05pm. Since beginning the Zipper, the daily ridership on average is 30 rides. We consider this a big success.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

- **HR Support**
 - In preparation of Maintenance contract negotiations and updating the non-rep salary matrix ahead of the 2020 budget season, I am reviewing wage and labor agreements from competing area employers and similar sized transits.
 - Assisted several staff members with FMLA needs.
 - Provide guidance to candidates that applied for both the 7/17 Drivers class and Operations Supervisor positions.
- **Recruiting**
 - Recruitment for the next Drivers class beginning September 4, 2019 has been released. This job posting has a varied placement compared to recent class recruitments.
 - Hot off the presses: After a lengthy recruitment for an additional Operations Supervisor, we have offered the position to MTA Driver Joseph Hutchinson. We are delighted to have Joseph join MTA's leadership team, he will be a great addition.
- **Administrative Functions**
 - SAO audit began on schedule June 12, the Entrance Conference took place June 25 with Don Pogrebra attending as Board representative. Procurement and asset controls are primary areas of focus for this year's accountability review.
 - Submitted the Summary of Public Transportation 2018 Annual Report to WSDOT.
 - Working to finalize all capital and operating grant reimbursement requests for the close of the 2017/2019 biennium.
- **Training.**
 - Attended WSTA Finance Committee Meeting.
 - Attended Q2 WSTIP Board Meeting.

MAINTENANCE/FACILITIES – Marshall Krier

Maintenance Shop and Facilities

Hybrid Buses: Mike Ringgenberg and I completed the pre-production meeting for the two 40-foot hybrid buses on June 26. We will essentially build the bus at this meeting and select the options that best suit our operational and maintenance needs. Equipment highlights include:

- High back forward facing seats
- Electric assist steering
- Adjustable brake and accelerator pedals
- Back up camera
- New graphics

Professional Panels:

- I am part of the Department of Enterprise Services Transit Bus Procurement Evaluation Team. The current purchasing contract is expiring and we are reviewing manufacturers pricing and equipment proposals for the new contract.
- We have started preparing the agenda for the Fall WSTA Maintenance meeting to be held in Leavenworth on October 7. Draft discussion topics include:
 - Battery Electric Bus updates
 - Round table discussion with all attendees providing the latest information about their vehicle and facility maintenance challenges
- WSDOT updates on Safety Management Systems and Transit Asset Management

MTA Projects: The following projects have been recently completed:

- Pressure washing of the T-CC exterior
- Additional landscaping at the Johns Prairie Facility
- New furniture for the Johns Prairie Boardroom
- Installation of the informational Kiosk at the T-CC

T-CC Facility user traffic report:

- **Gym:** Gym use for June totaled 1,062 people. We celebrated a joint venture graduation at the T-CC that included Olympic college, Gravity, and South Sound Learning Graduates. The CHOICE School held its annual Prom on the 6th of June and was a great success once again. The City of Shelton sponsored a girls basketball plant during the end of June and drew large numbers of participants each day. Our normal pickle ball sessions are providing great numbers as summer begins. CHOICE School wrapped up the school year with one last week of P.E. classes.
- **Conference Room:** Right around 110 people visited our conference room in June. Users included the F.E.S.S. sponsored “Consider the Children” classes; the Jesus works program hosted by Sam Loomis (1st and 3rd Mondays), and the Arc of the Peninsulas program “Healthy Relationships” (2nd and 4th Mondays). MTA conducted the monthly board meeting and hosted two public hearings.
- **Kitchen:** : kitchen use during the month of June was slow with only 24 people using the kitchen during the Olympic College graduation ceremony
- **Operations:** Supported Matt C., Trina G., and John M., with OP’s issues.

T-CC Building Projects/Purchases/MaintenanceProjects/Purchases

- Assisted Josh J. with Double Map hardware issues.
- Finalized location/logistics with Marshall Krier, Josh Jacobs and Steve Kellam of information kiosk for passengers. Assembly of kiosk to begin in July.
- Coordinated with Paul’s electric for re-install of passenger clock on Franklin Street Ramp. Reinstallation complete.
- Met Zach at T-CC on Sunday, June 30th to oversee the power washing of T-CC windows, walls, and eaves.
- Received Snow Plow from Turf Teq. Uncrated and worked with Marshall/maintenance on assembly and start-up of machine.
- Marshall and I continue to discuss the eventual need of a scissor at the T-CC to complete certain projects not feasible on a ladder.
- Early discussions with J. Jacobs on the new switch installation for T-CC Security cameras.

Maintenance

- Replaced faulty photo cell sensor for passenger ramp lights at the T-CC.
- Completed monthly fire extinguisher inspections.
- Coordinated with all T-CC tenants regarding parking T-CC lot closure for soil testing.
- Coordinated with Katie from Landau Associates for the T-CC parking lot project. Drilling, testing, and storage of dirt completed. Waiting on test results.
- Weeded the rain garden, back alley and completed parking lot pick-up.
- Replaced broken flag winch at T-CC. (Thanks S. Kellam!)
- Re-flew all flags with proper hardware and form at T-CC.
- Preparing for the installation of a permanent ladder to the armory in a secure area.
- Replaced several bad lighting fixtures in the Radich Building. (Big thanks to Josh J. and Mike M.!)
- Cleaned out and organized several storage rooms at the T-CC.
- Completed quarterly replacement of air filters on the 22-ton RTU-6 unit on top of Leeds Building.
- Completed quarterly replacement of air filters on all RTU’s on armory building (units 1 through 5)
- Completed quarterly Phase I and Phase II elevator inspection. All good.
- Completed monthly Drum Drip maintenance at T-CC.
- Weed-eated T-CC Property (Thanks Mike M!)

OPERATIONS – Mike Ringgenberg

- **Cutaways:** We are in the planning stages for building nine new cutaways. We will be scheduling a meeting with the shop stewards to help with the build. We will be switching to Ford chassis with this purchase because Chevy has not met the “Buy American” conditions that we are required to implement with this build.
- **Doublemap:** As it still is not 100% operational, Doublemap has been given a 30-day notice for breach of contract,
- **Hiring:** MTA has reposted the advertisement for recruiting for 3 - 4 drivers for the new driver class that will now start on September 4. We interviewed 5 individuals for our July 17 new driver class but did not yield any new driver candidates. We have scheduled 2 candidates for interviews on July 11 for our Operations Supervisor position.

- **Outreach presentations:** During the month of June, Kathy conducted outreach events at: Mary M. Knight school and spearheaded the three MTA vehicles in the Forest Festival parade. Kathy attended the following meetings: TIP CAP and Moving Mason Forward.
- **Operations Supervisors:** Supervisors conducted 10 ride recovers and performed 24 driver assists in the month of June.
- **Training:** Trina conducted 2 Defensive Driver evaluations for Van Pool & Community van drivers and 2 individuals were CPR/AED/FA trained. Kathy attended a public records training provided by the Attorney General's Office in Lynnwood.
- **Service Review Committee:** SRC is making minor changes to the June 2019 blocks of work for the October 7 shake up. The shift bid will be conducted at the Operations training on September 15.
- **Ride Transit T-Shirts:** A new item for MTA and we have ordered black t-shirts with a green "Ride Transit" logo, we hope to see them in a few weeks.
- **Vanpool:** Usage rate for May 2019 is 70%; 7 of 10 vans were in use.
- **Worker/Driver buses:** We are working with Maintenance, Worker Drivers and Gillig on the design and seat layout for the two new hybrid buses. We hope to see bus 860 & 861 in the yard in March 2020!
- **Zipper Route:** The new route is averaging 30 riders a day and had 529 riders in the first month! Thanks to everyone for helping this route become successful!

2019 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2019 Work Items	Completed as of 7/12/19	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	Δ		Moving to 3d Quarter.
KPI reporting - dashboard to board beginning 1st quarter		Δ	Δ			Still working on the dashboard for the board. We have included portions of it in the last few board meetings with the financial information and ridership information.
Develop route deviation, stroller, service animal, no-show policies for Operations		Δ	Δ	Δ		Policies are in process with a goal to be ready by the September policy meeting and then approval at the September board meeting.
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.
Develop an Employee Engagement Plan		Δ	Δ	Δ		A committee has been formed to create an employee engagement plan. The committee consists of driving and admin staff - UPDATE: Continued meetings. Danette meeting with each employee instead of a survey. Working on a communication flow chart.
Wage analysis		Δ	Δ			Have begun work on this. Working on Maintenance. This work item will be finished before budget preparation begins.
Union Negotiations			Δ	Δ		Team has been formed to begin discussing the maintenance contract. First meeting was held June 17.
Quarterly driver training		Δ	Δ	Δ	Δ	All drivers were trained in the 2nd quarter on Defense from the Seated position, PASS Recertification and CPR/AED/FA training.
Prepare a Welcome package for new DAR riders		Δ	Δ			Will be completed by graphic designer/PR firm
Quarterly ridership analysis and outreach initiative		Δ	Δ	Δ	Δ	The Service Review Committee continues to look at the recommendations by Nelson/Nygaard as well as new pilot routes. We are looking at February 2020 for a big rollout of changes. The Zipper Route is performing well.
Community Conversations			Δ		Δ	Community Conversations were done on June 22. One in attendance at the Shelton location. Will schedule another in the 4th Quarter.
Public Outreach for service changes		Δ	Δ	Δ	Δ	As new ideas come from the Service Review Committee, outreach to riders is occurring. We also will do public meetings in the fall once all changes are ready.
Service change implementation plan	X	Δ	Δ			Service Review Committee is reviewing Nelson/Nygaard suggestions. A timeline has been prepared. Service changes will be incorporated through Feb 2020.
Bus builds for coaches and cutaways				Δ	Δ	MTA was awarded a capital grant for nine cutaways and two coaches. Maintenance and Ops are working on builds.
Roof replacement on Building 3 and 4	X	Δ	Δ			Roof and additional projects have been completed.
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	X	Δ	Δ			Project is basically complete with all equipment being purchased. IT is working on installation.
Park & Ride project (through 2023)		Δ	Δ	Δ	Δ	See Park & Ride informational page for update.
T-CC parking lot construction		Δ	Δ	Δ		See General Manager's report for unupdate.