



The attached minutes of the Mason Transit Authority Board regular meeting held on the 18th day of November, 2014, was approved by the Mason Transit Authority Board, by motion, on this 16th day of December, 2014.

Mike Olsen, Chair

Ginny Beech, Authority Member

Terri Jeffreys, Authority Member

Randy Neatherlin, Authority Member

Cheryl Williams, Authority Member

Deborah Petersen, Vice-Chair

John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

ATTEST:

Jeri A. Wood, Clerk of the Board

DATE:

12/16/14

**Mason Transit Authority Board Meeting  
Minutes of the Regular Meeting  
November 18, 2014  
Mason Transit Authority, 790 E Johns Prairie Road, Shelton,  
Washington**



**CALL TO ORDER:** 4:08 PM

**INFORMATION:**

**Transit-Community Center Project:** Mike Oliver reported that construction is proceeding nicely with some delay due to heavy rains. Kathy Geist reported that MTA received a furniture donation; is receiving inquiries about testing facility; Paver donations are encouraged and have received \$23,000.

**Rider Survey #4 Customer Satisfaction Results:** Christina Kramer provided the Board with the results of the final rider survey, which dealt with customer satisfaction. Overall rider satisfaction with the services we provide is very high, particularly with the customer service our drivers provide, and in general, the only dissatisfaction is with what we don't provide, including more commuter runs to Olympia, earlier and later weekday hours of service, and Sunday service.

**Authority Board Members Present:** Mike Olsen, Chair; Rick Johnson; Randy Neatherlin; Deborah Petersen, Vice-Chair; and Cheryl Williams. Absent were Ginny Beech, John Campbell, Terri Jeffreys, and Tim Sheldon. **Quorum present.**

**Others Present:** Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Kathy Geist, Transit-Community Center Manager; Rikki Johnson, HR Manager; Christina Kramer, Outreach Manager; Marshall Krier, Maintenance and Facilities Manager; Mary Ann Norquist, Finance/IT Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; and Kristi Evans, Operations Coordinator.

**APPROVE AGENDA: MOVED** that the Mason Transit Authority Board approve the Agenda as presented. **Petersen/Williams. Motion carried unanimously.**

**RECOGNITION:** Brad Patterson advised the Board to watch for upcoming news in the Shelton-Mason Journal.

**CORRESPONDENCE:** A letter from the Mason County Senior Activity Center thanking MTA's vehicle maintenance team for their assistance.

**PUBLIC COMMENT:** None

**BOARD MEMBER COMMENTS:** None.

**MINUTES:**

**MOVED** that the Mason Transit Authority Board approve the October 21, 2014, regular meeting minutes as presented. **Petersen/Williams. Motion carried unanimously.**

**CURRENT BUSINESS:**

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for October 2014 as presented with operating revenues of \$330,340, operating expenses of \$497,313, and capital expenditures of \$611,108. **Williams/Neatherlin. Motion carried unanimously.**

2. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from October 19, 2014, through November 15, 2014, on checks #25340 through #25454 as presented for the total of \$1,616,313.70. The total includes gross payroll in the amount of \$229,317.54, through November 15, 2014. **Johnson/Petersen. Motion carried unanimously.**

**NEW BUSINESS:**

1. **GCB#1949 WSDOT Grant to Repair/Replace Johns Prairie Facility Roof**  
**Moved** that the Mason Transit Authority Board approve the acceptance of the WSDOT Agreement GCB1949 for the engineering and repair/replacement of the roof on Building #1 at the Johns Prairie facility, and for maintenance of the roof on Building #2 at the Johns Prairie facility and authorize the General Manager to execute the Agreement as Grantee on behalf of Mason Transit Authority. **Petersen/Williams. Motion carried unanimously.**

2. **Resolution 2014-29 – Shelton School District Interlocal Agreement for Transportation Services**

**Moved** that the Mason Transit Authority Board authorize the General Manager to sign the Memorandum of Understanding between Mason Transit Authority and Shelton School District for 2014-2015 After School Activity transportation service.

**Petersen/Williams. Motion carried unanimously.**

3. **Resolution 2014-30 – Grays Harbor Transit Interlocal Agreement for Van Sharing**

**Moved** that the Mason Transit Authority Board approve Resolution No. 2014-30 and the attached Interlocal Agreement for Van Sharing with Grays Harbor Transit.

**Williams/Petersen. Motion carried unanimously.**

4. **GCB1954 WSDOT Grant for 15 Bus Shelters**

**Moved** that the Mason Transit Authority Board approve the acceptance of the WSDOT Agreement GCB1954 for the replacement of fifteen (15) bus passenger shelters and authorize the General Manager to execute the Agreement as Grantee on behalf of Mason Transit Authority. **Petersen/Neatherlin. Motion carried unanimously.**

5. **Community Van Rates**

**Moved** that the Mason Transit Authority Board approve attached Mason Transit Authority 2015 Community Van rates as presented. **Petersen/Williams. Motion carried unanimously.**

**6. 2015 Budget Review – Review of First Draft**

Mary Ann Norquist, Finance Manager, presented the first pass of the proposed 2015 budget. Rikki Johnson, HR Manager, presented an analysis of the continual effort to close the wage gap at MTA. Randy Neatherlin requested a report outlining current salaries compared to proposed adjustments.

**7. Construction Change Directive for Transit-Community Center Construction**

**Moved** that the Mason Transit Authority Board approve Forma Construction’s Construction Change Directive (CCD) Number 006 and future contract modifications for the project build team, including extended time and materials, for additive construction and completion of the T-CC Project be executed by the General Manager. The amount is not to exceed \$1,626,465.00 including sales tax, of which \$151,466.00 is from MTA’s undesignated cash balance.

**Johnson/Williams. Motion carried unanimously.**

**6:00 PM** – Randy Neatherlin left the meeting. Quorum no longer met.

**GENERAL MANAGER’S REPORT: Brad Patterson, General Manager**

Brad reminded the Board that elections will be held at the upcoming December meeting.

**OTHER BUSINESS:** None.

**NEXT BOARD MEETING:**

**Mason County Transit Advisory Board (MCTAB) Meeting**

*November 25, 2014 @ 5:30 PM*

Mason Transit Authority Administrative Office – Board Room  
790 East John’s Prairie Road  
Shelton, Washington

**Mason Transit Authority Board Meeting**

**Mason County Transit Advisory Board (MCTAB) Meeting**

**Joint Meeting**

*December 16, 2014 @ 5:30 PM*

Mason Transit Authority Administrative Office – Board Room  
790 East John’s Prairie Road  
Shelton, Washington

**MEETING ADJOURNED: 6:15 PM**

**Mason Transit Authority Board Meeting**

**Agenda Item:** New Business – Item 7 – *ACTION*  
**Subject:** Construction Change Directive Transit-Community Center  
**Prepared by:** Mike Oliver, Development Manager  
**Approved by:** Brad Patterson, General Manager  
**Date:** November 18, 2014

**Summary for Discussion Purposes:**

In the September 16, 2014 MTA Joint Board Meeting, the Authority Board authorized \$900,000 of MTA's undesignated cash balance to be used for Transit-Community Center (T-CC) tenant improvements. MTA was subsequently awarded a \$1,474,999 U.S. Federal Transit Administration Ladders of Opportunity Grant to be used for the completion of the T-CC. The project build team has provided the budget, design, construction, and completion documentation for consideration. The attached Construction Change Directive will allow the continuation of construction and direct the Architectural, Construction Management and Contractor teams to prepare the Construction Change Orders needed to complete the project. The Ladders of Opportunity Grant will supplant all but \$151,466 of the \$900,000 previously committed by the Board at the September meeting.

**Fiscal Impact:**

Not to exceed \$1,626,465.00 (which includes the Ladders of Opportunity Grant funding of \$1,474,999.00 and \$151,466.00 of MTA's undesignated cash balance).

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Forma Construction's Construction Change Directive (CCD) Number 006 and future contract modifications for the project build team, including extended time and materials, for additive construction and completion of the T-CC Project be executed by the General Manager. The amount is not to exceed \$1,626,465.00 including sales tax, of which \$151,466.00 is from MTA's undesignated cash balance.



# AIA Document G714™ – 2007

## Construction Change Directive

<b>PROJECT:</b> <i>(Name and address)</i> MTA Transit Community Center 601 W. Franklin Street Shelton, WA 98584	<b>DIRECTIVE NUMBER:</b> 006	<b>OWNER</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR:</b> <i>(Name and address)</i> Forma Construction 2823 29th Ave SW Tumwater, WA 98512	<b>DATE:</b> November 17, 2014	<b>ARCHITECT</b> <input checked="" type="checkbox"/>
	<b>CONTRACT FOR:</b> Construction	<b>CONSULTANT</b> <input type="checkbox"/>
	<b>CONTRACT DATED:</b> 2/20/2014	<b>CONTRACTOR</b> <input checked="" type="checkbox"/>
	<b>ARCHITECT'S PROJECT NUMBER:</b> MTA	<b>FIELD</b> <input type="checkbox"/>
		<b>OTHER</b> <input type="checkbox"/>

You are hereby directed to make the following change(s) in this Contract:  
*(Describe briefly any proposed changes or list any attached information in the alternative.)*

See attached description of work.

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price:

- Lump Sum of \$
- Unit Price of \$ per
- As provided in Section 7.3.3 of AIA Document A201™-2007
- As follows:  
Work shall proceed on a *Cost of the work plus a fee* basis with a guaranteed maximum not-to-exceed price (for this additive work) set at \$1,238,615, not including W.S.T., with substantial completion 3/16/2015.

2. The Contract Time is proposed to extend . The proposed adjustment, if any, is forty-four ( 44 ) days.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

FIHJ Architects, P.L.L.C.  
ARCHITECT *(Firm name)*  
601 St. Helens  
Tacoma, WA 98402  
ADDRESS

Mason Transit Authority  
OWNER *(Firm name)*  
790 E. Johns Prairie Rd.  
Shelton, WA 98584  
ADDRESS

Forma Construction  
CONTRACTOR *(Firm name)*  
2823 29th Ave SW  
Tumwater, WA 98512  
ADDRESS

BY *(Signature)*  
Roger A. Hansen  
*(Typed name)*

BY *(Signature)*  
Brad Patterson  
*(Typed name)*

BY *(Signature)*  
Keith Michel  
*(Typed name)*

DATE 11/17/14

DATE

DATE 11/17/14

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*Reviewed + Approval Forma 11/17/14*

## Construction Change Directive - 006

### Mason Transit Community Center

#### Attachment 1

#### Changes to the Work:

1. Contractor to provide the supervision, labor, materials, and equipment necessary to complete the Additive Work Items to the base contract for the MTA Transit Community Center Project. The Additive Work Items are as follows:
  - a. CM-1 Elevator
  - b. CM-2 Franklin Tenant Improvement
  - c. CM-3 LEED Level 1 Conference
  - d. CM-4 LEED Level 1 Storage (office)
  - e. CM-5 LEED Level 2 Storage (office T.I.)
  - f. CM-6 Alley Canopy
  - g. CM-8 Atrium Windows
  - h. CM-9 Gym Lights (LED)
  - i. CM-10 Security System
  - j. CM-11 LED Lighting Allowance
  - k. CM-17 West Wall Gym Furring
  - l. Including Contractor's contingency and extended overhead to 3/16/2014

Work shall be completed in accordance with the drawings prepared by HHJ Architects, PLLC dated 10/31/2014 and revised 11/12/2014 and the *Scope of Work/Estimates* prepared by Forma Construction. Work shall proceed on a *Cost of work plus a fee* basis for each item as set forth in the attached *Forma Bid Schedule of Values* (Grant Funding Decision Worksheet) dated November 2014.

The guaranteed maximum cost for the cumulative total additive work items will not exceed **\$1,238,615.00**, not including applicable Washington State Sales and use Tax.

Work shall commence immediately upon approval of this Change Directive and shall be substantially complete by **March 16, 2015**.

## Ladders Grant Summary

The following table itemizes the work activities associated with the additional funding received via the Ladders of Opportunity Grant funds.

Description		Contract Mechanism
<b>Grant Funding-Ladders Grant</b>	<b>\$ 1,474,999</b>	
<b>Project Costs-Ladders Grant Phase</b>		
<b>Construction Costs</b>		
Elevator	\$ 114,027	
Franklin Tenant Improvements	\$ 93,436	
LEED Bldg-Level 1 Conference Room	\$ 187,813	
LEED Bldg-Level 1 Storage	\$ 42,347	
LEED Bldg-Level 2 TI	\$ 370,860	
Alley Canopy	\$ 82,664	
Atrium Windows	\$ 38,034	
Gym Lights	\$ 29,178	
Security System infrastructure	\$ 81,326	
LED lighting upgrade allowance	\$ 41,000	
West Gym Wall Furring	\$ 15,000	
Contractor Contingency	\$ 55,384	
Extended overhead to 3/15	\$ 87,546	
<b>Construction cost subtotal</b>	<b>\$ 1,238,615</b>	Change order to Forma Contract
Sales Tax	\$ 93,829	
<b>IT/Security Budget items</b>	<b>\$ 122,076</b>	
<b>Architectural fees-add'l</b>	<b>\$ 163,145</b>	Change order to HHJ contract
<b>Commissioning</b>	<b>\$ 9,000</b>	Change order to OAC Services Contract
<b>Total Project Costs</b>	<b>\$ 1,626,465</b>	
<b>Net Shortage of Grant Funds</b>	<b>\$ (151,466)</b>	

Further, in order to facilitate the balance of the work, the following contract modification will need to be made:

Other Budget Administration Items: (items within budget but will require contract modifications)

Add "pavers" installation	\$ 25,000	Add to Forma's contract
Deduct from "pavers" donations collected	\$ 25,000	Deduct from paver income
Add building signage fabrication&install	\$ 25,000	Add to Forma's contract
Deduct from "other" project budget	\$ 25,000	Remove from FF&E expenses
Add "Commissioning" to OAC contract	\$ 21,000	Add to OAC contract
Deduct from "other" project budget	\$ 21,000	Remove from Testing and Reports budget





## Preliminary 2015 Budget

November 18, 2015

## Introduction

The economic picture is improving nation-wide as well as regionally. As a result, the 2015 preliminary budget's projected revenue increases, along with reductions in some expenses, are sufficient enough to provide funding for the completion of initiatives and projects that began in earlier years, as well as a service expansion.

The over-arching goals of the 2015 budget are to ensure that Mason Transit Authority (MTA) continues to meet the needs of the community and operate within its available financial resources. With a cautiously optimistic economic outlook, MTA's revenue estimates mirror the state's projections for moderate growth. The long-awaited opening of the Transit-Community Center (T-CC) will take place in the first quarter of 2015, and will generate new revenue sources through its occupancies and events. Total operating expenses for 2015 are expected to increase moderately to accommodate the service increase and operations at the T-CC, but will also be benefitting from forecasted reductions in fuel prices.

## 2015 Budget Assumptions

The following assumptions are incorporated into the preliminary budget.

### Revenue

- Fare revenue, although not at the level projected for the 2014 budget, is expected to have minor growth above 2014 actuals
- Level of sales tax revenues collected in 2014 will continue through 2015 with some growth
- Minor growth in operating grant revenues
- T-CC revenue stream will commence first quarter 2015
- Investment rate will remain low, providing minimal returns

### Expenses

- An increase of 4.25 full-time equivalents (FTE's): 0.75 FTE Safety & Training Coordinator; 1.4 FTE additional drivers to cover increased service, 1.10 FTE Customer Service Reps and 1.0 FTE Administrative Assistant for the T-CC
- Continuation of wage-gap closure at 100% for non-exempt employees (\$77,180) and 50% for exempt employees (\$35,380)
- Medical and dental premiums increasing 5% and 8% respectively
- Benefit costs for Public Employee Retirement System (PERS) increasing from 9.21% to 11% as of July 1, 2015
- Performance-based pay incentives of 2.5% (\$79,450)
- A reduction in school district provided service
- One-time start-up costs for the T-CC (\$102,110)
- Reduced fuel prices as forecasted by the U.S. Energy Information Administration

### Capital Budget

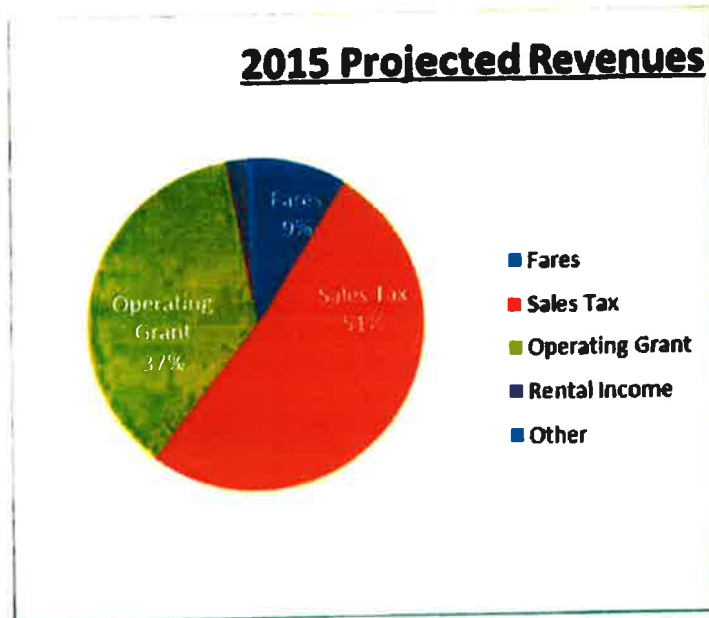
- Capital budget for facility, technology and security is estimated at approximately \$2,297,051, with grant funding of \$1,812,793 (remaining \$484,258 provided by reserves)
- T-CC project expenses included in the capital budget are \$1,626,470, with the Ladders of Opportunity Grant providing funding of \$1,475,000
- Additional T-CC project revenues and expenses will be carried forward from 2014 into 2015 at a later date

Mason Transit Authority  
2015 Preliminary Budget - Operating

	<u>2015 Budget</u>	<u>2014 Budget</u>	<u>Current Year % Change</u>	<u>2014 Year-end Projection</u>
<b>REVENUE</b>				
Passenger Fares	\$104,500	\$112,700	-7.3%	\$98,980
PSNS Worker/Driver & Vanpool Fares	394,600	380,000	3.8%	396,170
Special Contract Fares - Local Govt.	83,000	83,000	0.0%	160,810
<b>Total Operating Revenue (Fares)</b>	<b>\$582,100</b>	<b>\$575,700</b>	<b>1.1%</b>	<b>655,960</b>
Sales Tax	3,440,000	3,200,000	7.5%	3,394,240
Operating Grants	2,442,210	2,397,932	1.8%	2,368,835
Rental Income	135,110	17,900	654.8%	18,110
Investment Income	6,200	8,300	-25.3%	6,310
Other Non-operating Revenue	48,500	45,225	7.2%	97,240
<b>Total Revenue</b>	<b>\$6,654,120</b>	<b>\$6,245,057</b>	<b>7%</b>	<b>\$6,540,695</b>
<b>EXPENSES</b>				
Wages and Benefits	\$5,042,990	\$4,527,005	<b>11.40%</b>	\$4,420,735
Contracted services	185,410	167,904	<b>10.43%</b>	153,060
Purchased Transportation	65,200	114,000	<b>-42.81%</b>	78,970
Fuel	453,000	489,714	<b>-7.50%</b>	485,510
Vehicle/Facility Repair & Maintenance	162,790	225,916	<b>-27.94%</b>	156,970
Insurance	202,000	174,283	<b>15.90%</b>	174,280
Intergovernmental - Audit Fees	17,850	17,000	<b>5.00%</b>	29,550
Rent - Park and Ride	6,030	6,025	<b>0.08%</b>	6,030
Utilities	109,250	96,391	<b>13.34%</b>	82,030
Supplies	252,240	106,265	<b>137.37%</b>	170,500
Training & Meetings	62,260	82,523	<b>-24.55%</b>	59,810
CTAA Loan Interest	-	34,750	<b>-100.00%</b>	27,930
Other operating expenses	136,860	122,676	<b>11.56%</b>	57,400
<b>Total OPERATING EXPENSES</b>	<b>\$6,695,880</b>	<b>\$6,164,452</b>	<b>8.62%</b>	<b>\$5,902,775</b>
Net Income (Loss) from Operations	(\$41,760)	\$80,605		\$637,920

## Operating Revenues

Total operating revenues are projected to increase from 2014 levels by \$409,000 or 7%. Major revenue sources include sales taxes collected in Mason County and grant funding.



### Sales Taxes

Sales taxes are the single largest operating revenue source, and have had positive growth for the last 16 months, beginning with a 0.9% increase in May 2013 to a high of 14.4% in June 2014.

The 2014 budget conservatively projected sales tax collections at \$3.2 million, but positive changes in the economy have resulted in a revised estimate of approximately \$3.42 million, a 7.5% increase.

For 2015, the level of sales tax collection is projected to increase slightly over the 2014 revised projection and estimated at \$3.44 million (an increase of 0.42% over estimated 2014 total collections).

The following chart shows actual sales tax revenue for 2009 through August 2014, along with the 2015 projections.

## Historical and Projected Sales Tax Revenues

	2009	2010	2011	2012	2013	2014		2015
						Actual / Estimate	% change 2013- 2014	
JAN	211,867	223,403	220,895	223,999	219,231	237,528	8.3%	214,790
FEB	222,128	220,311	213,228	241,132	217,929	227,815	4.5%	231,020
MAR	267,993	263,166	271,661	257,893	260,652	278,053	6.7%	285,790
APR	249,409	247,785	239,498	240,541	236,931	260,396	9.9%	263,190
MAY	261,430	238,633	283,554	262,716	265,167	274,641	3.6%	278,410
JUN	317,192	283,691	297,471	280,801	282,753	323,498	14.4%	326,040
JUL	280,497	280,582	265,454	280,429	291,925	329,201	12.8%	290,990
AUG	252,926	278,377	298,329	282,521	292,782	323,336	10.4%	328,090
SEP	296,577	310,007	286,873	301,658	306,051	312,172		337,370
OCT	243,989	260,011	260,452	252,888	285,612	291,324		282,000
NOV	213,075	258,127	259,066	234,915	243,571	248,442		257,420
DEC	306,243	304,470	302,470	290,378	312,900	319,158		344,890
<b>Total</b>	<b>3,123,326</b>	<b>3,168,563</b>	<b>3,198,952</b>	<b>3,149,871</b>	<b>3,215,506</b>	<b>3,425,566</b>	<b>3,425,566</b>	<b>3,440,000</b>
					Actual	Estimate		

### Grant Revenues

Operating grants comprise 37% of the operating expenditures. The 2013 – 2015 biennium operating grant will fund operations through June 30, 2015, the end of the state's fiscal year. MTA staff is developing the 2015-2017 biennium operating grant request for submission in November, at an increased amount over the prior biennium of approximately 3%.

### Transit-Community Center Revenues

The new T-CC building and operations is expected to begin revenue generation in the latter portion of 2015's first quarter. Total T-CC revenues are conservatively projected at \$117,610, and are expected to be received from long-term leases (\$85,550) and events (\$32,060), based upon roughly 50% of capacity for 2015.

### Operating Expenditures

Total operating expenses for 2015 are projected at \$6.695 million, an increase of 8.6 % or \$531,428. The increased expenses are due to a number of factors including continuing the closure of existing wage gaps (100% for non-exempt employees and 50% for exempt employees), increased costs for insurance and employee health and welfare benefits, new operations at the T-CC, and an increase in service level.

### Service

The 2015 budget includes the costs associated with the addition of approximately 2,800 hours of service in 2015. Twelve percent of those hours will be used to realign service to the T-CC, make running time adjustments and creation of a new route that will serve Capitol Hill and Mountain View areas, the senior center and Railroad Avenue. The balance of the added service hours will be used to increase the number of trips on Routes 1, 3, 4, 6 and 7 and increase Link service on Saturdays.

Transit – Community Center

There are two separate categories of expenses included within the 2015 operating budget for the T-CC. One-time costs associated with opening the Center are estimated at \$102,000, of which \$6,250 will be eligible for grant funding and the remaining \$95,860 will be funded through operating or reserve funds.

**Transit - Community Center Start-Up Costs**

(Included in 2015 Budget previously shown)

IT Equipment and Software	\$61,910
Furnishings and Minor Equipment	40,200
	<u>\$102,110</u>
Grant Revenue	\$6,250
Cash Reserves	95,860
	<u>\$102,110</u>

The other expense category is the on-going operating costs. They are allocated between Transit-related functions and Community Center-related functions based upon the square footage associated with each. The T-CC's operating costs projected for 2015 are as follows:

ESTIMATED ANNUAL OPERATING COSTS	Total Amount	Portion based upon sq. ft.	
		0.29	0.71
Categories		TRANSIT Portion	CC Portion
*Staffing	\$154,710	\$60,167.38	\$94,541.98
*Insurance	\$19,000	\$5,510.00	\$13,490.00
*Water & Sewer	\$12,000	\$3,480.00	\$8,520.00
*Garbage	\$1,440	\$417.60	\$1,022.40
*Natural Gas	\$17,760	\$5,150.40	\$12,609.60
*Electricity	\$9,240	\$2,679.60	\$6,560.40
*Internet/Telephone	\$1,200	\$348.00	\$852.00
Travel	\$2,000		\$2,000.00
Training / Conference Registrations	\$2,000		\$2,000.00
Dues & Memberships	\$500		\$500.00
*Office Supplies	\$1,500	\$435.00	\$1,065.00
Advertising	\$3,000		\$3,000.00
*Janitorial	\$33,900	\$9,831.00	\$24,069.00
*Landscaping	\$500	\$145.00	\$355.00
Miscellaneous	\$2,500	\$725.00	\$1,775.00
<b>TOTAL ANNUAL OPERATING COST</b>	<b>\$261,250</b>	<b>\$88,888.98</b>	<b>\$172,360.38</b>

### Salaries, Wages, and Benefits

The salaries, wages and benefits increase in the 2015 preliminary budget is due to a variety of factors:

- An increase in the PERS rate from 9.21% to 11% as of 7/1/2015
- A 5% increase in medical benefit and vision care premiums
- A 8% increase in dental premiums
- A 4.25 increase in FTE's -- 0.75 FTE Safety & Training Coordinator, 1.4 FTE additional drivers to cover increased service, 1.10 FTE Customer Service Reps and 1.0 FTE Administrative Assistant for the T-CC
- Completely closing the remaining wage gap for non-exempt employees (\$77,180)
- Closing 50% of the wage gap for exempt employees (\$35,380)
- Performance-based pay incentives of 2.5% (\$79,450)

### **Capital**

The capital budget for 2015, shown on the following page, includes completion of the T-CC and several projects being carried over from earlier budgets at the same dollar amount, annotated as Note 1, or at a reduced amount (Note 3).

The T-CC project amount shown in the schedule (Note 2) reflects only that portion funded by the Ladders of Opportunity grant. The 2014 carry-forward portion of the GCB 1929 grant will be reported to the board in January or February 2015.

It is estimated that \$271,450 in 2014 budgeted capital projects funds will be unspent at year's end.

Project	Budget	Grants	MTA Funding	Purpose
Bus Shelters	150,000	120,000	30,000	Replace bus shelters
Transit-Community Center	1,626,470	1,475,000	151,470	T-CC construction project
2 Minibuses	312,241	217,793	94,448	Purchases ADA accessible minibuses for general public deviated fixed routes and DAR
AngelTrax Cameras	32,000		32,000	Phase 2 - Installation of cameras on buses and minibuses
Voice Recording System	30,000		30,000	Install voice recording system on phones
Air compressor swap	5,000		5,000	Better quality air compressor available
Generator hookup	5,000		5,000	Provide back up power
Floor Scrubber	7,500		7,500	Reduce cleaning time
Roofing repairs	46,340		46,340	Repair leaks
IT Items	26,000		26,000	Network Area Storage @ \$15,000; Bldg 2 Switch @ \$5,600; Video Server Upgrade for security cameras @ \$5,400
Upgrade Lighting to LED	30,000		30,000	possible grant funding -- PUID?
Parking lot mtrnc.	10,000		10,000	Bus lot striping and sealing
Septic Evaluation	5,000		5,000	
Pressure Washer, Tank and trailer for shelter cleaning	5,000		5,000	
Paint WD bus	6,500		6,500	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 2,297,051</b>	<b>\$ 1,812,793</b>	<b>\$ 484,258</b>	



## MASON TRANSIT AUTHORITY

### CLOSING THE WAGE GAP

Past, Present & Future

11/04/2014

- On 12/12/2006, MTA authorized a 2007 Wage Matrix based on a 2.5% Step Increase. The matrix was a Step Increase approach ranging from Step A to Step P for non-exempt positions based on length of service. In addition, Cost of Living Allowances (COLA) were also paid ranging from 2% to 3%.
- In mid-2012, MTA was recruiting for mechanics and drivers and identified that a wage gap existed putting MTA at a high-business risk as qualified job candidates were difficult to recruit at the current wages.
- On December 17, 2013, the Board adopted the MTA Compensation Philosophy and Agency Performance Goals.
- On January 21, 2014, the Board approved a Wage Gap Adjustment for Mechanics and Drivers, as follows:

Mechanics	\$6,240.00
Drivers	\$50,552.00
Total	\$56,792.00
PERS	\$5,741.67
FICA	\$4,344.59
GRAND TOTAL	\$66,878.26

- During 2014, all managers established Performance Development Plans for each employee outlining specific individual performance expectations to be met during the year. This was the first step in moving from automatic Step Increases to Performance-Based wage increases. Managers will meet with all employees in March 2015 to evaluate how the employee measures up to their development plan. A merit increase may be made, if the employee's

performance warrants an increase. However, if the employee has reached the top of their salary scale, no adjustment will be made.

- Also during 2014, a Salary Schedule establishing pay grades was completed on all positions directed toward attracting, retaining and rewarding a qualified and diverse workforce. A wage analysis was completed using comparable public transit agencies in MTA’s service area, including Clallam, Grays Harbor, Kitsap, Intercity Transit, as well as Mason County Transportation Co-op, the City of Shelton, Mason County and PUD #3. The key elements taken into consideration were:
  - Job description and titles – to compare apples to apples
  - Tenure
  - Ranking of all job classifications within the agency utilizing:
    - Skill: Nature and level of skill, knowledge and critical thinking required in performing assigned work.
    - Experience: Knowledge of techniques, skills, equipment, procedures and materials.
    - Supervisory: Accountable to the agency management for the quantity and quality of the work done and for assuring efficient and economical work operations.
    - Criticality: How important the position is to the success of MTA.
    - Education: Imparting or acquiring knowledge, developing the powers of reasoning and judgment.
- To close the remaining wage gap for all **Non-Exempt positions**, the costs are as follows:

2015 Wage Gap Increase	\$65,538.00
PERS 10.11%	\$6,625.89
FICA 7.65%	\$5,013.66
<b>GRAND TOTAL</b>	<b>\$77,177.55</b>

- To close the wage gap for all **Exempt positions**, the costs are as follows:

	100%	Or 50%
2015 Wage Gap Increase	\$60,091.00	\$28,512.50
PERS 10.11%	\$6,075.20	\$3,037.60
FICA 7.65%	\$4,596.96	\$2,298.48
<b>GRAND TOTAL</b>	<b>\$70,763.16</b>	<b>\$35,381.58</b>

MASON COUNTY TRANSPORTATION AUTHORITY 2007 WAGE MATRIX

Based on 2.5% COLA - Approved 12/12/2006

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Dispatch/Scheduler Bilingual	14.71	15.08	15.45	15.84	16.24	16.64	17.06	17.49	17.92	18.37	18.83	19.30	19.78	20.28	20.78	21.30
Dispatch / Scheduler	13.76	14.10	14.46	14.82	15.19	15.57	15.96	16.36	16.77	17.18	17.61	18.05	18.51	18.97	19.44	19.93
Mechanic Supervisor	20.22	20.73	21.24	21.77	22.32	22.88	23.45	24.04	24.64	25.25	25.88	26.53	27.19	27.87	28.57	29.28
Mechanic	16.81	17.23	17.66	18.10	18.56	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61	23.17	23.75	24.35
Service Mechanic	14.71	15.08	15.45	15.84	16.24	16.64	17.06	17.49	17.92	18.37	18.83	19.30	19.78	20.28	20.78	21.30
Detailer	12.92	13.24	13.57	13.91	14.26	14.62	14.98	15.36	15.74	16.14	16.54	16.95	17.38	17.81	18.26	18.71
Driver I						18.56	19.02	19.50	19.99	20.49	21.00	21.52	22.06	22.61	23.18	23.76
Driver II	12.82	13.14	13.47	13.81	14.15	14.50	14.87	15.24	15.62	16.01	16.41	16.82	17.24	17.67	18.11	18.57
Shelter Monitor	10.54	10.80	11.07	11.35	11.63	11.93	12.22	12.53	12.84	13.16	13.49	13.83	14.18	14.53	14.89	15.27
Staff Accountant I	24.02	24.62	25.24	25.87	26.51	27.18	27.86	28.55	29.27	30.00	30.75	31.52	32.30	33.11	33.94	34.79
A/R Specialist	16.06	16.46	16.87	17.29	17.73	18.17	18.62	19.09	19.57	20.06	20.56	21.07	21.60	22.14	22.69	23.26
OPS Asst/Annpool Coordinator	17.07	17.50	17.93	18.38	18.84	19.31	19.80	20.29	20.80	21.32	21.85	22.40	22.96	23.53	24.12	24.72
IT Technician	23.58	24.17	24.77	25.39	26.03	26.68	27.35	28.03	28.73	29.45	30.18	30.94	31.71	32.51	33.32	34.15

**MASON TRANSIT AUTHORITY  
COMPENSATION PLAN  
Board Approved: December 17, 2013**

**COMPENSATION PHILOSOPHY**

In support of fulfilling our mission, Mason Transit Authority shall maintain a compensation program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation shall be externally competitive, internally equitable, and based upon performance as recognized within the work team.

**DRAFT**  
**MASON TRANSIT AUTHORITY**  
**SALARY SCHEDULE -- EFFECTIVE 01/01/2015**

5% Between Salary Ranges

Occupational Job Classes / Job Titles	Salary Range	Minimum	← 21.55%	Mid Point	← 21.55%	Maximum
Surveyors	<b>1</b>	\$ 19,386		\$ 23,563		\$ 28,641
	Bi-Weekly	\$ 745.60		\$ 906.28		\$ 1,101.59
	Hourly	\$ 9.3200		\$ 11.3285		\$ 13.7699
	<b>2</b>	\$ 20,355		\$ 24,741		\$ 30,073
	Bi-Weekly	\$ 782.88		\$ 951.60		\$ 1,156.67
	Hourly	\$ 9.7860		\$ 11.8949		\$ 14.4584
	<b>3</b>	\$ 21,373		\$ 25,979		\$ 31,577
	Bi-Weekly	\$ 822.02		\$ 999.18		\$ 1,214.50
	Hourly	\$ 10.2753		\$ 12.4897		\$ 15.1813
	<b>4</b>	\$ 22,441		\$ 27,277		\$ 33,156
	Bi-Weekly	\$ 863.13		\$ 1,049.13		\$ 1,275.23
	Hourly	\$ 10.7891		\$ 13.1142		\$ 15.9404
	<b>5</b>	\$ 23,563		\$ 28,641		\$ 34,814
	Bi-Weekly	\$ 906.28		\$ 1,101.59		\$ 1,338.99
	Hourly	\$ 11.3285		\$ 13.7699		\$ 16.7374
	<b>6</b>	\$ 24,741		\$ 30,073		\$ 36,554
	Bi-Weekly	\$ 951.60		\$ 1,156.67		\$ 1,405.94
	Hourly	\$ 11.8949		\$ 14.4584		\$ 17.5743
Custodian	<b>7</b>	\$ 25,979		\$ 31,577		\$ 38,382
	Bi-Weekly	\$ 999.18		\$ 1,214.50		\$ 1,476.24
	Hourly	\$ 12.4897		\$ 15.1813		\$ 18.4530
	<b>8</b>	\$ 27,277		\$ 33,156		\$ 40,301
	Bi-Weekly	\$ 1,049.13		\$ 1,275.23		\$ 1,550.05
	Hourly	\$ 13.1142		\$ 15.9404		\$ 19.3756
Worker/Driver Cashier Fueller/Detailer	<b>9</b>	\$ 28,641		\$ 34,814		\$ 42,316
	Bi-Weekly	\$ 1,101.59		\$ 1,338.99		\$ 1,627.55
	Hourly	\$ 13.7699		\$ 16.7374		\$ 20.3444
Facilities Technician Office Assistant Customer Services Representative	<b>10</b>	\$ 30,073		\$ 36,554		\$ 44,432
	Bi-Weekly	\$ 1,156.67		\$ 1,405.94		\$ 1,708.93
	Hourly	\$ 14.4584		\$ 17.5743		\$ 21.3616
Drivers ~ Current / Proposed: Training \$14.2000 / \$14.5976 Probation \$14.4800 / \$14.8854 1-2 Years \$14.7700 / \$15.1813 Worker/Driver	<b>11</b>	\$ 31,577		\$ 38,382		\$ 46,654
	Bi-Weekly	\$ 1,214.50		\$ 1,476.24		\$ 1,794.38
	Hourly	\$ 15.1813		\$ 18.4530		\$ 22.4297
T-CC Assistant	<b>12</b>	\$ 33,156		\$ 40,301		\$ 48,986
	Bi-Weekly	\$ 1,275.23		\$ 1,550.05		\$ 1,884.09
	Hourly	\$ 15.9404		\$ 19.3756		\$ 23.5512

Minimum Salary = Lowest pay a new hire with limited experience could get.  
Midpoint Salary = Pay standard for someone with average experience.  
Maximum Salary = Most pay a person in a given position can make.

**DRAFT**  
**MASON TRANSIT AUTHORITY**  
**SALARY SCHEDULE -- EFFECTIVE 01/01/2015**

5% Between Salary Ranges

Occupational Job Classes / Job Titles	Salary Range	21.55%		21.55%	
		Minimum	Mid Point	Mid Point	Maximum
Maintenance Support Technician Scheduler/Dispatcher	<b>13</b>	\$ 34,814	\$ 42,316	\$ 42,316	\$ 51,436
	Bi-Weekly	\$ 1,338.99	\$ 1,627.55	\$ 1,627.55	\$ 1,978.30
	Hourly	\$ 16.7374	\$ 20.3444	\$ 20.3444	\$ 24.7287
Accounting Specialist/Payroll	<b>14</b>	\$ 36,554	\$ 44,432	\$ 44,432	\$ 54,008
	Bi-Weekly	\$ 1,405.94	\$ 1,708.93	\$ 1,708.93	\$ 2,077.21
	Hourly	\$ 17.5743	\$ 21.3616	\$ 21.3616	\$ 25.9652
Mechanics	<b>15</b>	\$ 38,382	\$ 46,654	\$ 46,654	\$ 56,708
	Bi-Weekly	\$ 1,476.24	\$ 1,794.38	\$ 1,794.38	\$ 2,181.07
	Hourly	\$ 18.4530	\$ 22.4297	\$ 22.4297	\$ 27.2634
	<b>16</b>	\$ 40,301	\$ 48,986	\$ 48,986	\$ 59,543
	Bi-Weekly	\$ 1,550.05	\$ 1,884.09	\$ 1,884.09	\$ 2,290.13
	Hourly	\$ 19.3756	\$ 23.5512	\$ 23.5512	\$ 28.6266
Operations Coordinator Acct'g Specialist/Clrk of Bd IT Support Specialist	<b>17</b>	\$ 42,316	\$ 51,436	\$ 51,436	\$ 62,520
	Bi-Weekly	\$ 1,627.55	\$ 1,978.30	\$ 1,978.30	\$ 2,404.63
	Hourly	\$ 20.3444	\$ 24.7287	\$ 24.7287	\$ 30.0579
Safety & Training Instructor	<b>18</b>	\$ 44,432	\$ 54,008	\$ 54,008	\$ 65,647
	Bi-Weekly	\$ 1,708.93	\$ 2,077.21	\$ 2,077.21	\$ 2,524.87
	Hourly	\$ 21.3616	\$ 25.9652	\$ 25.9652	\$ 31.5608
	<b>19</b>	\$ 46,654	\$ 56,708	\$ 56,708	\$ 68,929
	Bi-Weekly	\$ 1,794.38	\$ 2,181.07	\$ 2,181.07	\$ 2,651.11
	Hourly	\$ 22.4297	\$ 27.2634	\$ 27.2634	\$ 33.1389
Lead Mechanic CommCtr/Operations Supervisor	<b>20</b>	\$ 48,986	\$ 59,543	\$ 59,543	\$ 72,375
	Bi-Weekly	\$ 1,884.09	\$ 2,290.13	\$ 2,290.13	\$ 2,783.67
	Hourly	\$ 23.5512	\$ 28.6266	\$ 28.6266	\$ 34.7958
	<b>21</b>	\$ 51,436	\$ 62,520	\$ 62,520	\$ 75,994
	Bi-Weekly	\$ 1,978.30	\$ 2,404.63	\$ 2,404.63	\$ 2,922.85
	Hourly	\$ 24.7287	\$ 30.0579	\$ 30.0579	\$ 36.5356
	<b>22</b>	\$ 54,008	\$ 65,647	\$ 65,647	\$ 79,794
	Bi-Weekly	\$ 2,077.21	\$ 2,524.87	\$ 2,524.87	\$ 3,068.99
	Hourly	\$ 25.9652	\$ 31.5608	\$ 31.5608	\$ 38.3624
Development Manager Outreach Manager	<b>23</b>	\$ 56,708	\$ 68,929	\$ 68,929	\$ 83,783
	Bi-Weekly	\$ 2,181.07	\$ 2,651.11	\$ 2,651.11	\$ 3,222.44
	Hourly	\$ 27.2634	\$ 33.1389	\$ 33.1389	\$ 40.2805
	<b>24</b>	\$ 59,543	\$ 72,375	\$ 72,375	\$ 87,973
	Bi-Weekly	\$ 2,290.13	\$ 2,783.67	\$ 2,783.67	\$ 3,383.56
	Hourly	\$ 28.6266	\$ 34.7958	\$ 34.7958	\$ 42.2945

Minimum Salary = Lowest pay a new hire with limited experience could get.  
Midpoint Salary = Pay standard for someone with average experience.  
Maximum Salary = Most pay a person in a given position can make.

**DRAFT**  
**MASON TRANSIT AUTHORITY**  
**SALARY SCHEDULE -- EFFECTIVE 01/01/2015**

5% Between Salary Ranges

Occupational Job Classes / Job Titles	Salary Range	Minimum	↔ 21.55%	Mid Point	↔ 21.55%	Maximum
T-CC Manager	<b>25</b>	\$ 62,520		\$ 75,994		\$ 92,371
	Bi-Weekly	\$ 2,404.63		\$ 2,922.85		\$ 3,552.74
	Hourly	\$ 30.0579		\$ 36.5356		\$ 44.4093
	<b>26</b>	\$ 65,647		\$ 79,794		\$ 96,990
	Bi-Weekly	\$ 2,524.87		\$ 3,068.99		\$ 3,730.38
	Hourly	\$ 31.5608		\$ 38.3624		\$ 46.6297
	<b>27</b>	\$ 68,929		\$ 83,783		\$ 101,839
	Bi-Weekly	\$ 2,651.11		\$ 3,222.44		\$ 3,916.90
	Hourly	\$ 33.1389		\$ 40.2805		\$ 48.9612
Finance Manager Human Resources Manager	<b>28</b>	\$ 72,375		\$ 87,973		\$ 106,931
	Bi-Weekly	\$ 2,783.67		\$ 3,383.56		\$ 4,112.74
	Hourly	\$ 34.7958		\$ 42.2945		\$ 51.4093
Operations Manager Maintenance Manager	<b>29</b>	\$ 75,994		\$ 92,371		\$ 112,278
	Bi-Weekly	\$ 2,922.85		\$ 3,552.74		\$ 4,318.38
	Hourly	\$ 36.5356		\$ 44.4093		\$ 53.9797
	<b>30</b>	\$ 79,794		\$ 96,990		\$ 117,892
	Bi-Weekly	\$ 3,068.99		\$ 3,730.38		\$ 4,534.30
	Hourly	\$ 38.36		\$ 46.6297		\$ 56.6787
	<b>31</b>	\$ 83,783		\$ 101,839		\$ 123,786
	Bi-Weekly	\$ 3,222.44		\$ 3,916.90		\$ 4,761.01
	Hourly	\$ 40.2805		\$ 48.9612		\$ 59.5126
	<b>32</b>	\$ 87,973		\$ 106,931		\$ 129,976
	Bi-Weekly	\$ 3,383.56		\$ 4,112.74		\$ 4,999.06
	Hourly	\$ 42.2945		\$ 51.4093		\$ 62.4883
	<b>33</b>	\$ 92,371		\$ 112,278		\$ 136,474
	Bi-Weekly	\$ 3,552.74		\$ 4,318.38		\$ 5,249.02
	Hourly	\$ 44.4093		\$ 53.9797		\$ 65.6127
General Manager	<b>34</b>	\$ 96,990		\$ 117,892		\$ 143,298
	Bi-Weekly	\$ 3,730.38		\$ 4,534.30		\$ 5,511.47
	Hourly	\$ 46.6297		\$ 56.6787		\$ 68.8933

Minimum Salary = Lowest pay a new hire with limited experience could get.  
Midpoint Salary = Pay standard for someone with average experience.  
Maximum Salary = Most pay a person in a given position can make.





# Rider Survey: Customer Satisfaction

Tuesday, November 18, 2014

# MTA Customer Satisfaction Survey Summary

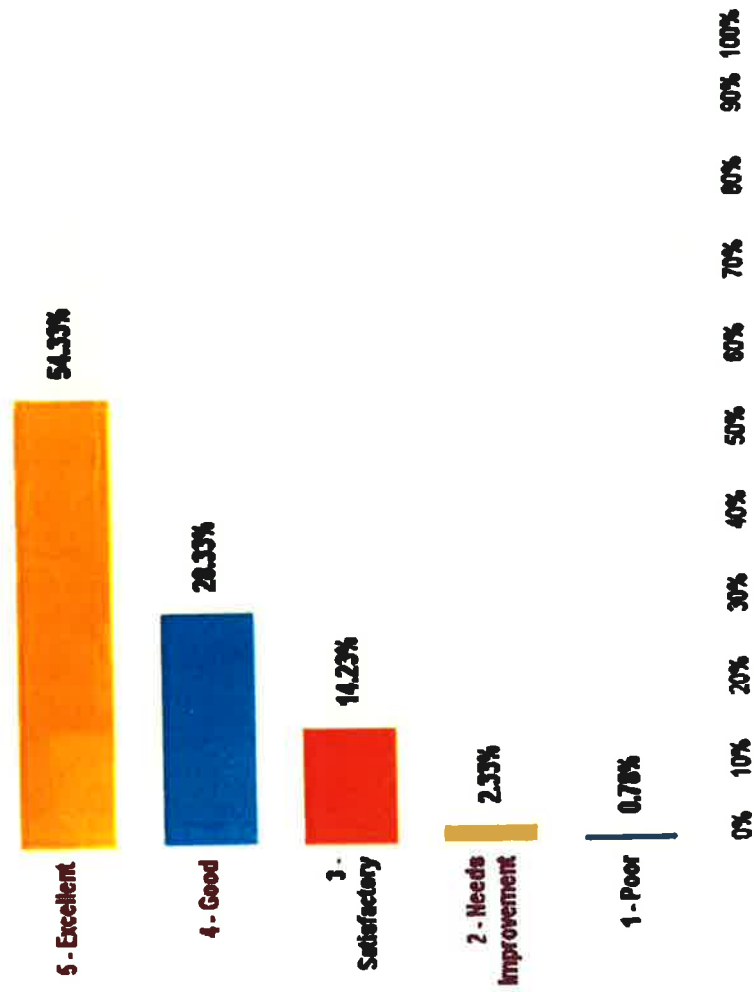
- **Total Responses Collected:** 786 (3 in-Spanish)
- **Survey Topic:** Customer Satisfaction
- **Survey Collection Period:** Monday-Saturday on October 20 – November 1, between 5am – 9pm
- **Collection Process:** Hired 10 part-time temporary staff to conduct surveys
  - On all MTA routes & Harstine Link at peak use times
  - Randomly stationed at bus stops with high usage
- **Total Cost:** \$4,390

## TOP THINGS LEARNED

- Overall a high level of customer satisfaction!
  - 77% of all responses rated service as above the satisfactory level.
  - Driver courtesy received the highest rating at 92% above satisfactory level (pg. 4).
- Highest satisfaction level is with services provided but a lower satisfaction level rating was given for services not provided.
  - Lower satisfaction rating was given for:
    - Frequency of Service (pg. 6 & 18)
    - Range of Service Hours (pgs. 10)

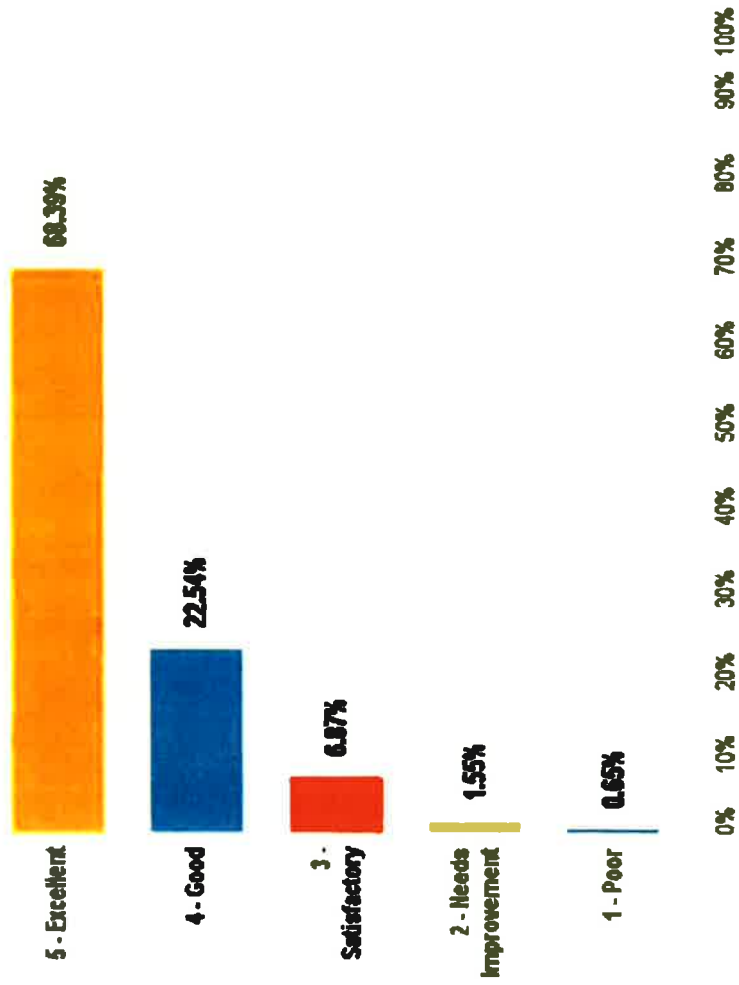
# Q1: Being able to get to the places you need to go is...

Answered: 773 Skipped: 13



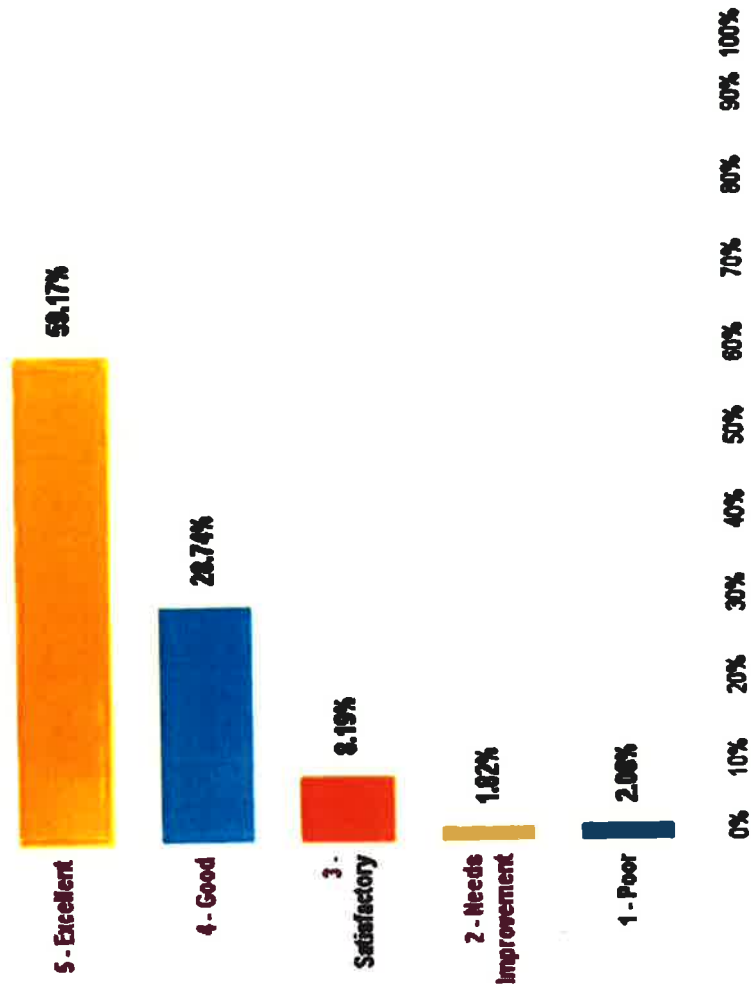
## Q2: Driver courtesy is...

Answered: 772 Skipped: 14



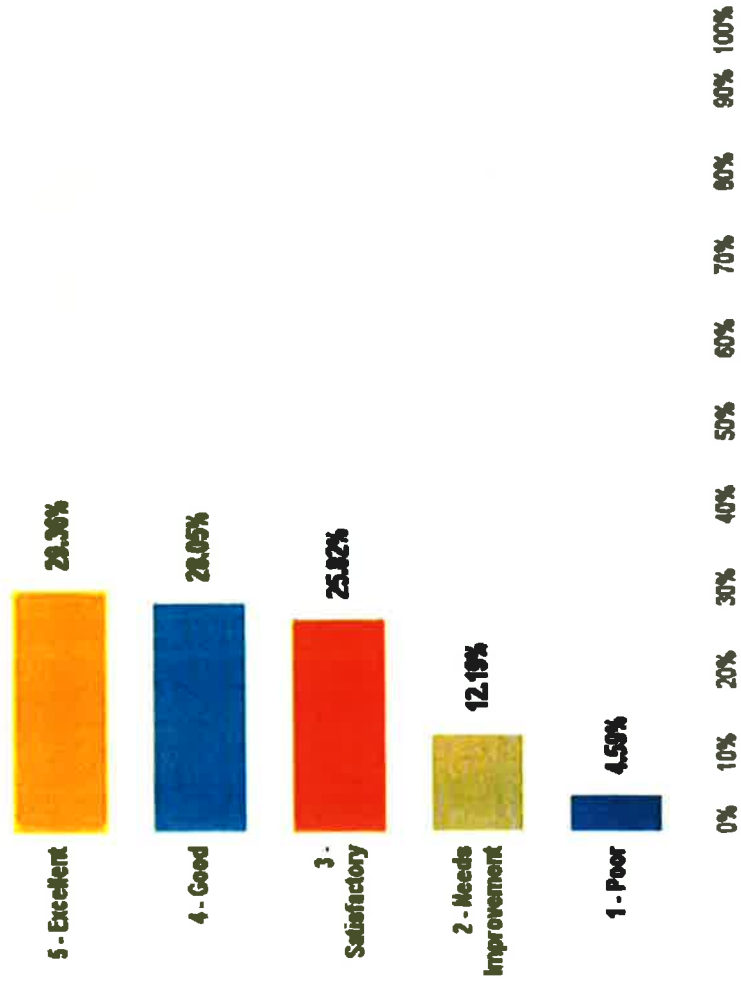
# Q3: Cleanliness of buses is...

Answered: 769 Skipped: 17



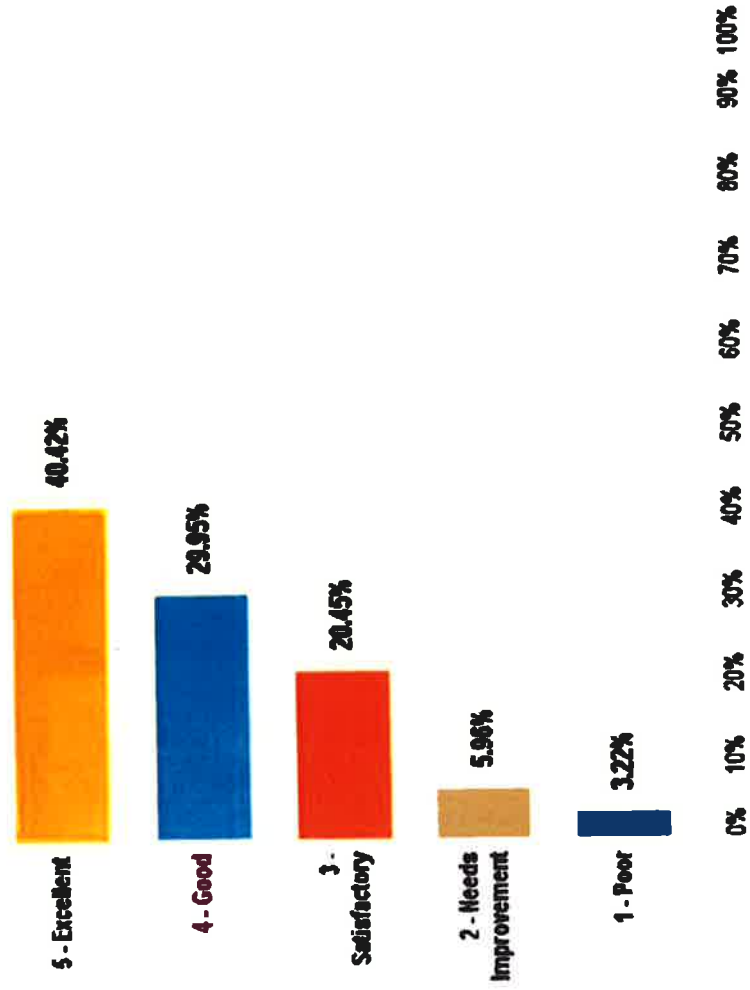
# Q4: The buses running often enough is...

Answered: 763 Skipped: 23



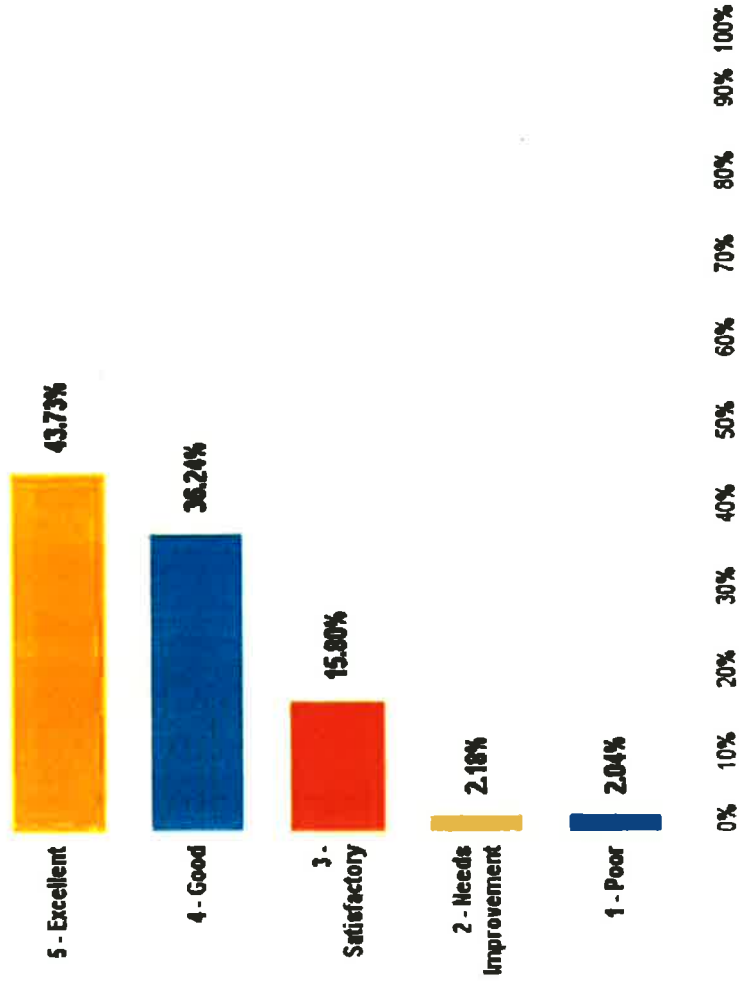
# Q5: The Dial-A-Ride bus being on-time often is...

Answered: 621 Skipped: 165



# Q6: The Fixed Route bus being on time often is....

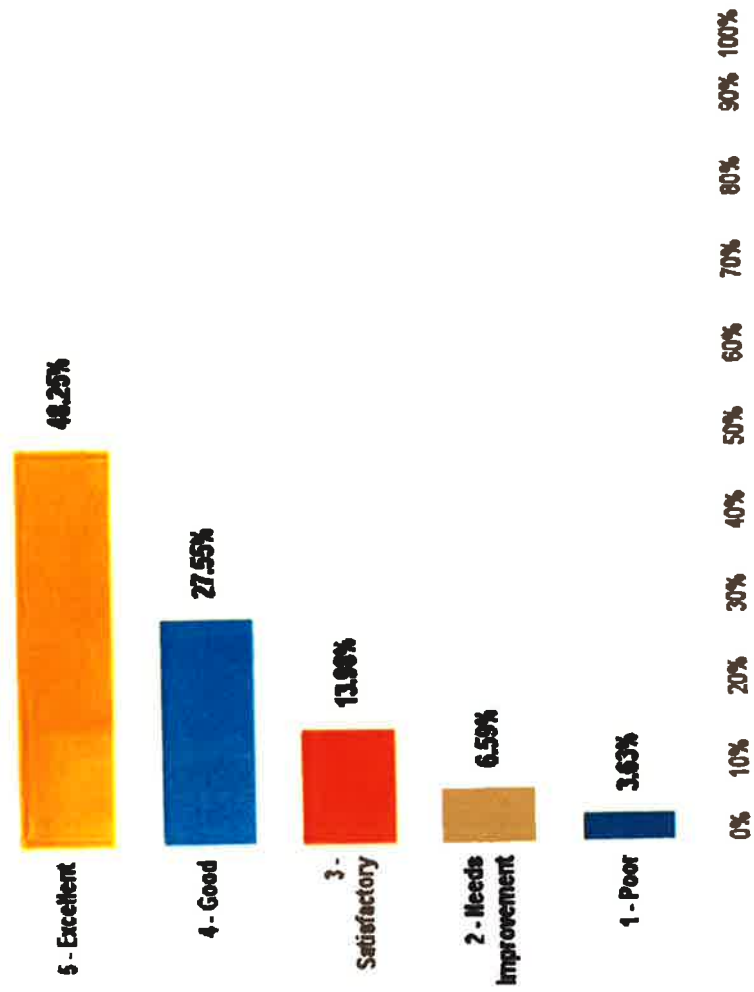
Answered: 734 Skipped: 52





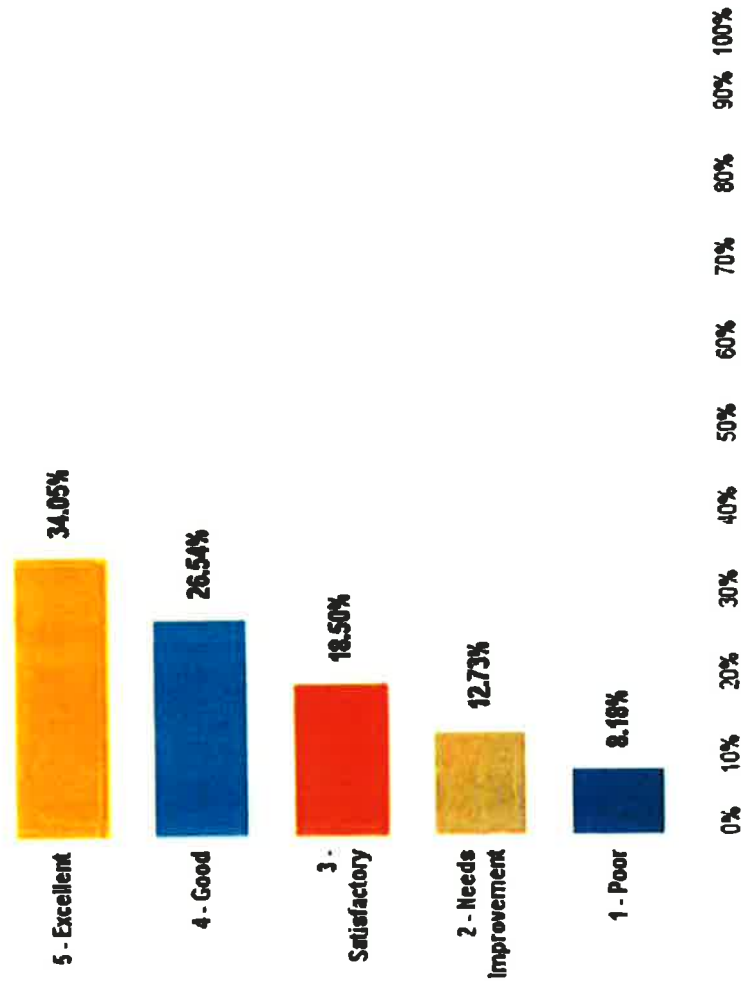
# Q7: The time buses start running in the morning is...

Answered: 744 Skipped: 42



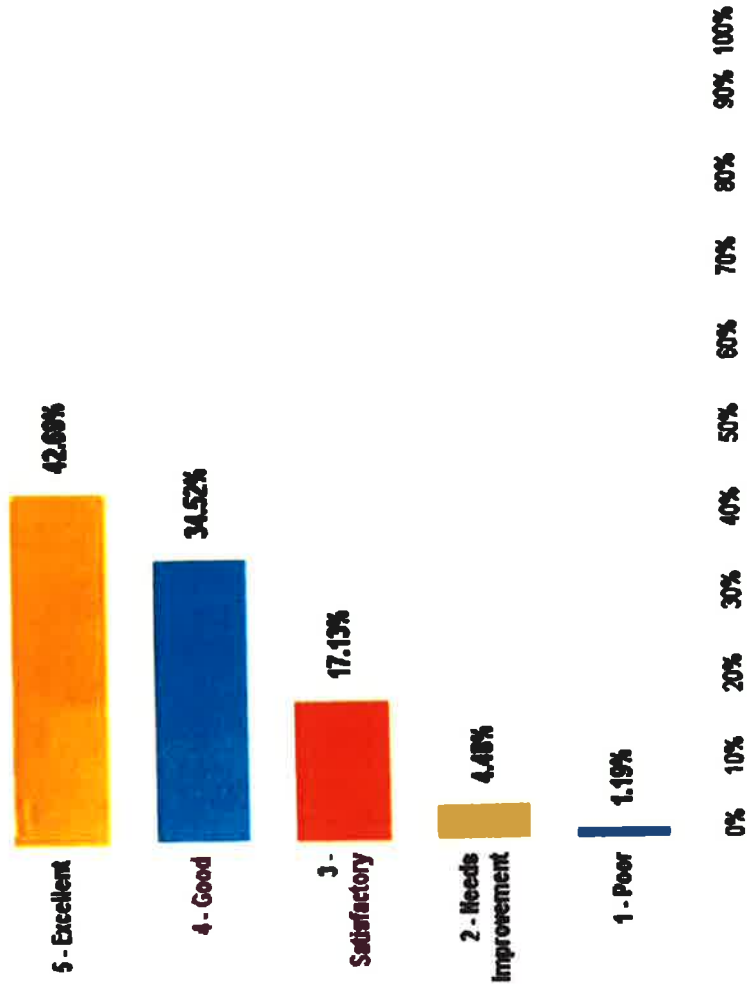
# Q8: The time buses stop running in the evening is...

Answered: 746 Skipped: 40



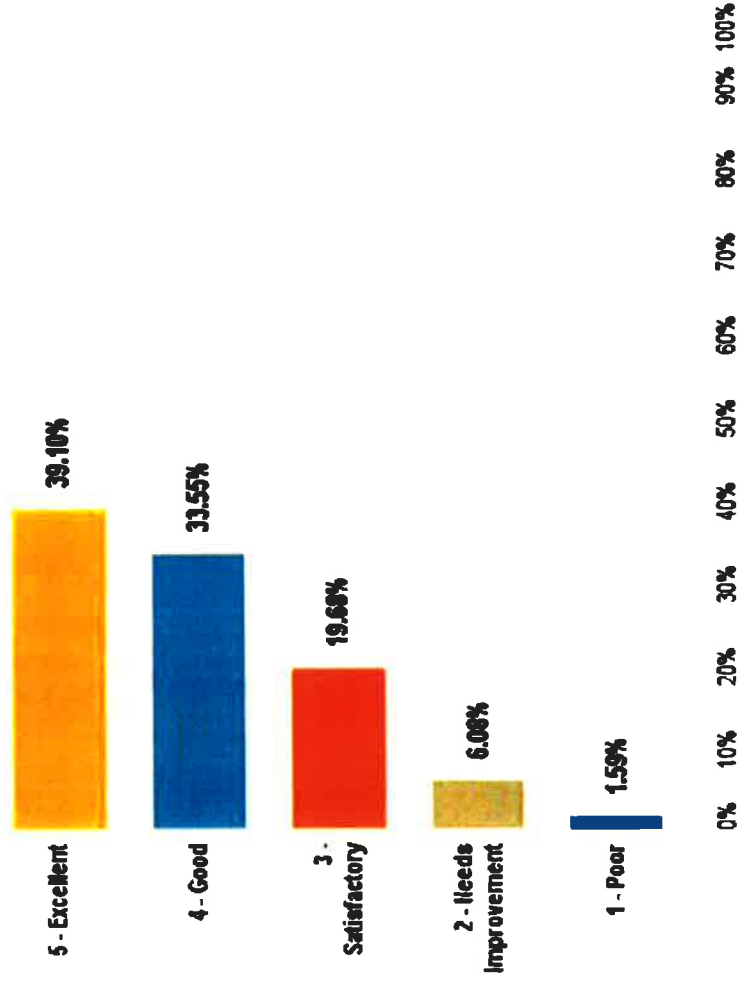
# Q9: How direct you travel on your trip is...

Answered: 759 Skipped: 27



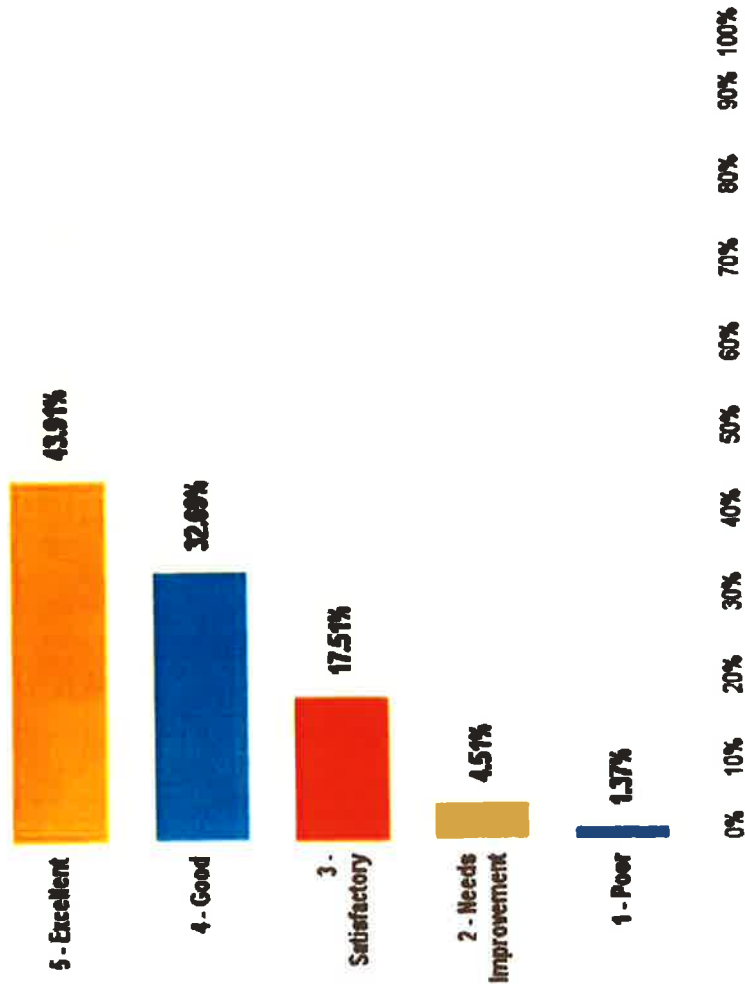
# Q10: How long it takes to get you to your destination is...

Answered: 757 Skipped: 29



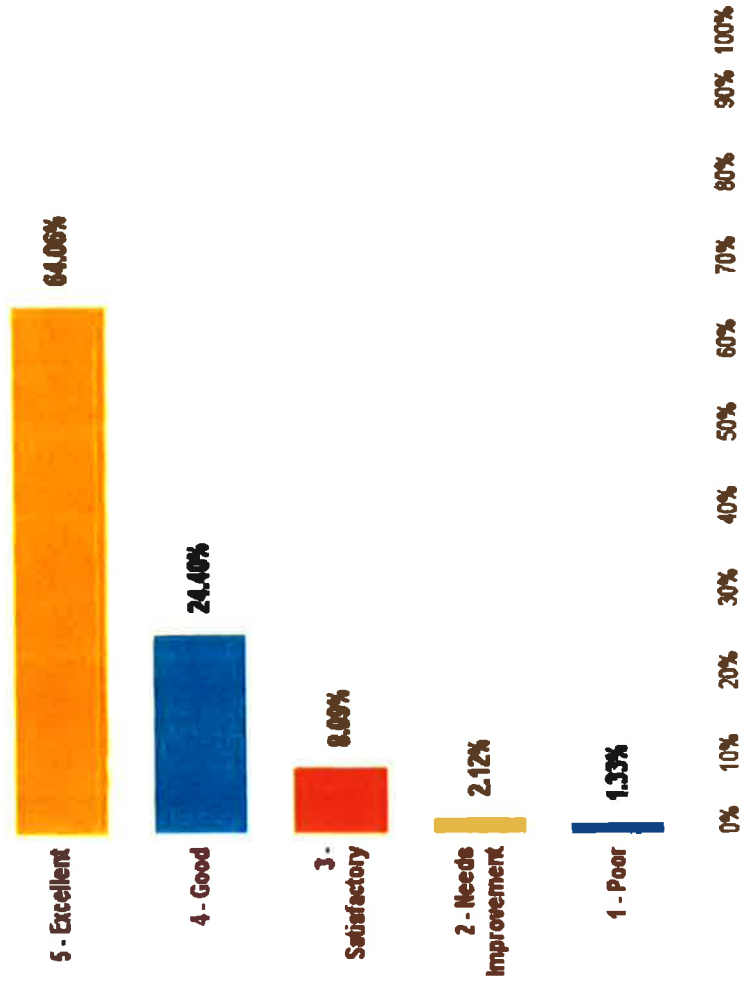
# Q11: Reliability of making connections is...

Answered: 731 Skipped: 55



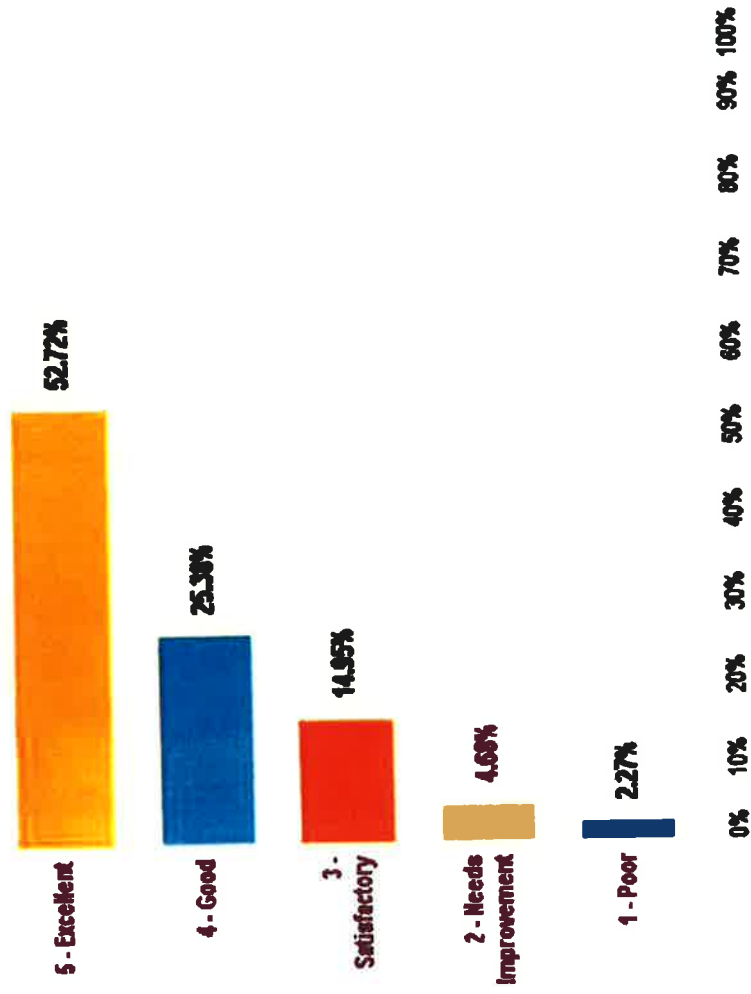
# Q12: Printed route & schedule information being easy to read & understand is...

Answered: 754 Skipped: 32



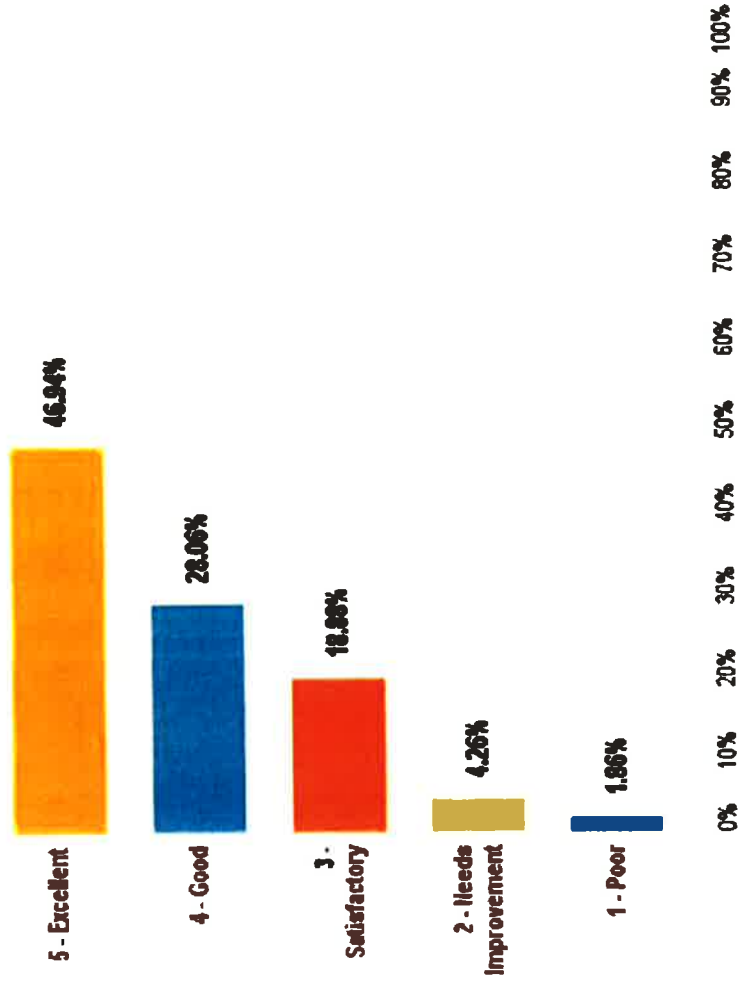
# Q13: The ease of getting information on the Internet is...

Answered: 662 Skipped: 124



# Q14: The bus stop signage & information at the bus stop is...

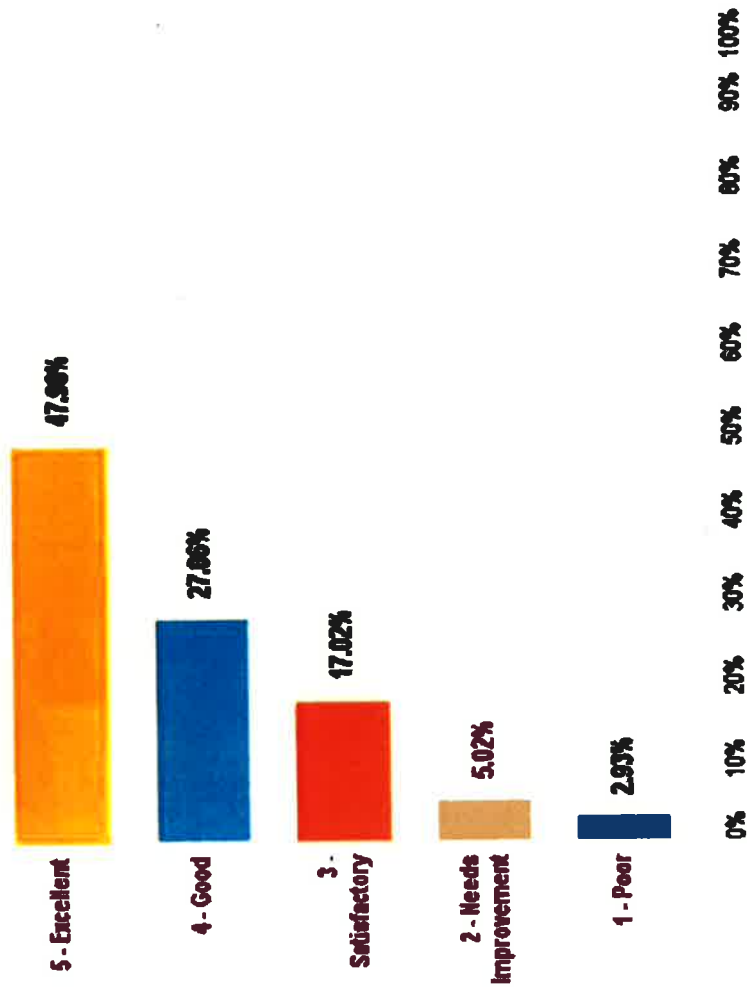
Answered: 752 Skipped: 34





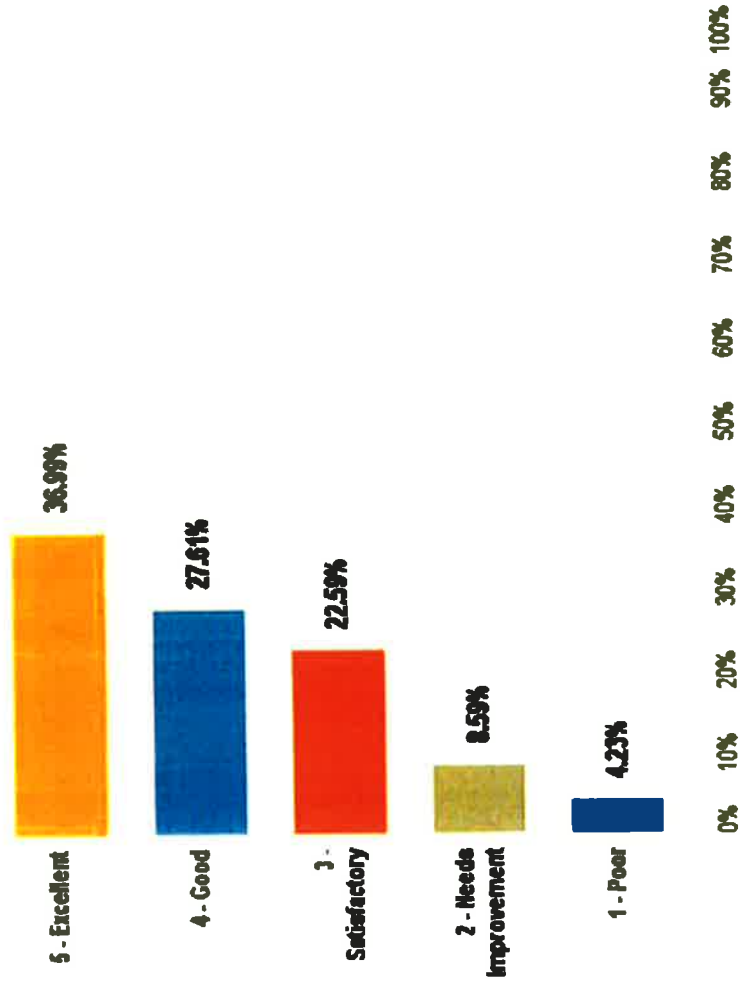
# Q15: The ease of getting information by telephone is...

Answered: 717 Skipped: 69



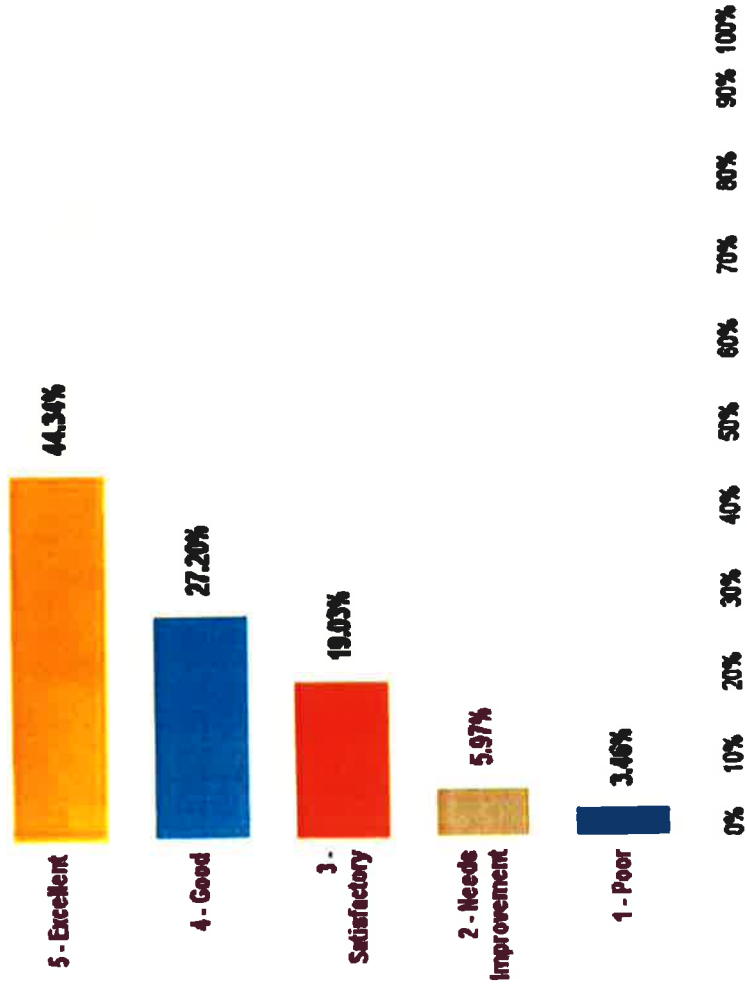
# Q16: The availability of service at the time of day you need it is....

Answered: 757 Skipped: 29



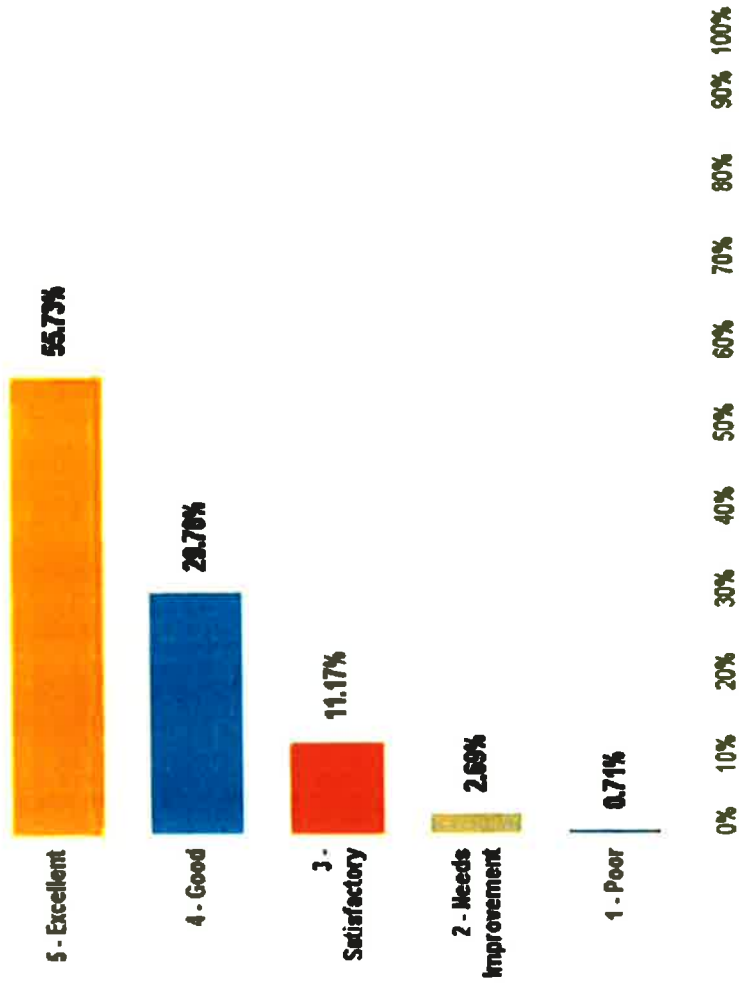
# Q17: The ease of scheduling a Dial-A-Ride trip is...

Answered: 636 Skipped: 150



# Q18: The accessibility and securement system on buses is...

Answered: 707 Skipped: 79



# Q19: The affordability of regional fares to Olympia, Bremerton, and Brinnon is...

Answered: 733 Skipped: 53

