



AGENDA

Mason Transit Authority Board
Regular Meeting
October 17, 2017, 4:00 p.m.
Port of Allyn
18560 East State Route 3
Allyn

OPENING PROTOCOL – (est. 5 mins)

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

PUBLIC COMMENT – (est. 5 mins)

CONSENT AGENDA – ACTION (est. 5 mins)

1. Pg. 03: Approval of Minutes: Approval of the minutes of the September 19, 2017 MTA regular Board meeting
2. Pg. 07: Financial Reports: September 2017
3. Pg. 15: Check Approval: September 14 – October 12, 2017

REGULAR AGENDA – (est. 40 mins)

UNFINISHED BUSINESS:

1. Pg. 25: – Revised Travel and Travel Reimbursement Policy – Resolution No. 2017-28 – **ACTIONABLE** (est. 5 mins.)
2. Pg. 41: Update on 2018 Budget – **DISCUSSION** (est. 10 mins.)

NEW BUSINESS:

1. Pg. 49: Regional Reduced Fare Permit – Resolution No. 2017-30 - **ACTIONABLE** (est. 5 mins.)
2. Pg. 71: Purchase of Hand Bus Washer – **ACTIONABLE** (est. 5 mins.)
3. Pg. 75: Interlocal Agreement with MCPW – Resolution No. 2017-31 – **ACTIONABLE** (est. 5 minutes)
4. Pg. 83: MTA Board Composition – **DISCUSSION** (est. 10 mins.)

INFORMATIONAL UPDATES – (est. 5 mins)

1. Pg. 85: Park and Ride Informational Update
2. Pg. 87: Van Grant Report
3. Pg. 89: Management Reports

GENERAL MANAGER'S REPORT: (est. 5 mins)

COMMENTS BY BOARD (est. 5 mins)

PUBLIC COMMENT (est. 5 mins)

EXECUTIVE SESSION to review the performance of a public employee RCW 42.30.110(1)(g) – *Session is closed to the public.* Action may follow the executive session. (*est. 10 mins*)

RECONVENE REGULAR SESSION

ADJOURNMENT

UPCOMING MEETINGS:

**Mason Transit Authority
Public Hearing on 2018 Budget**
*November 16, 2017 at 5:30 p.m.
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

**Mason Transit Authority
Regular Meeting**
*November 21, 2017 at 4:00 p.m.
Transit-Community Center
Conference Room
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.



OPENING PROTOCOL

CALL TO ORDER: 4:02 p.m.

Authority Voting Board Members Present: Terri Drexler, Chair; John Campbell, Vice Chair; Wes Martin, Tracy Moore; Deb Petersen, Don Pogreba; Kevin Shutt and Sandy Tarzwell. - **Quorum met.**

Authority Voting Board Members Not Present: Randy Neatherlin was not present.

Authority Non-voting Board Member Not Present: Bobby Joe Murray, Business Representative, IAM and AW, District Lodge 160 was not present.

Others Present: Tracy Becht, Clerk of the Board; Danette Brannin, General Manager; Robert Johnson, Legal Counsel; LeeAnn McNulty, Administrative Services Manager; Kathy Geist, T-CC Manager; Marshall Krier, Maintenance and Facilities Manager. Also present were Grace Martin and John Piety (MCTAB).

ACCEPTANCE OF AGENDA: **Moved** that the agenda for the August 15, 2017 Mason Transit Authority (MTA) regular board meeting be accepted and approved. **Campbell/Shutt.**
Motion carried.

PUBLIC COMMENT: None.

RECOGNITION – The Clerk read aloud the letter of appreciation from Mason County. General Manager, Danette Brannin, presented flowers and recognized LeeAnn McNulty and Tracy Becht, for their certifications of SHRM-SCP and WAPRO Certified Public Records Officer, respectively.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 4, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of August 15, 2017.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for the period of August, 2017 as presented.
3. **Moved** that the Mason Transit Authority Board approve the payments of August 11, 2017 through September 13, 2017, financial obligations on checks #30260 through #30407, as presented for a total of \$1,257,721.05.

4. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2017-21 amending Resolution No. 2017-11 to correct certain vehicle identification numbers; and that it modify its original motion of May 16, 2017 to state that the van to be provided to Gethsemane Ministries is Van Number 7623.

Shutty/Peterson. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **First Amendment to Contract for Goods and/or Services between Squaxin Island Tribe and MTA** – Marshall Krier, Maintenance and Facilities Manager, explained to the Board that following the approval of the Board at last month's meeting. The Squaxin Island Tribe's auditors requested additional provisions be made to the First Amendment. The requested changes are reflected in the track changes version of the document, including the standard federal clauses to be attached. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-22 authorizing the General Manager to sign the updated First Amendment to the Contract for Goods and/or Services between Mason Transit Authority and the Squaxin Island Tribe, dated October 1, 2015. **Petersen/Pogreba. Motion carried.**

NEW BUSINESS

1. **Consolidated Grant Agreement GCB 2304** – Danette Brannin, General Manager, informed the Board that this First Amendment provides for an additional \$2,500,000 in RMG funds and \$867,000 in multimodal funds and that the required match of 20% funds have been encumbered. **Moved** that the Mason Transit Authority Board approve the First Amendment to Regional Mobility Grant Agreement GCB2304 and approve Resolution No. 2017-23 that authorizes the General Manager to sign that Agreement. **Campbell/Tarzwell. Motion carried.**
2. **Consolidated Grant Agreement GCB2615** – Ms. Brannin described the four capital projects, which includes technology benefits. **Moved** that the Mason Transit Authority Board approve the Capital Equipment and Vehicle Grant Agreement GCB2615 and approve Resolution No. 2017-24 that authorizes the General Manager to sign that Agreement. **Tarzwell/Campbell. Motion carried.**
3. **Petty Cash** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that the purpose of this resolution was more of a housekeeping item as a result of the recent audit. Two prior resolutions needed to be rescinded and another amended by this new resolution to be in alignment with the actual needs required at the T-CC and Johns Prairie office. She also explained the functions of the petty cash and locked cash drawers. **Moved** that the Mason Transit Authority Board approve Resolution No. 2017-25 reflecting certain changes be made relating to the locked cash boxes and petty cash held at the Johns Prairie and Transit-Community Center locations. **Martin/Shutty. Motion carried.**
4. **Americans with Disabilities Act Policy** – Ms. Brannin relayed to the Board that this policy was being brought to the Board for approval to ensure MTA was in compliance with the Americans with Disabilities Act (ADA). The policy was drafted using a WSDOT template and is required for receiving grant money. **Moved** that the Mason Transit Authority Board

approve and adopt Resolution No. 2017-26 that approves and establishes the Americans with Disabilities Policy No. 504. **Moore/Tarzwel. Motion carried.**

5. **Title VI Policy** – Ms. Brannin shared with the Board that this policy was being brought to the Board for approval to ensure MTA was in compliance with Title VI of the Civil Rights Act of 1964. The policy was drafted using a WSDOT template and had been approved by the Policy Committee and legal counsel. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2017-27 that approves and establishes the Title VI Policy No. 203. **Shutty/Pogreba. Motion carried.**
6. **Revised Travel and Travel Reimbursement Policy** – Ms. McNulty enumerated the various proposed changes and provided examples as to the reasons for making the changes. Members of the Board asked questions and provided feedback. Board member Campbell made the motion that the Mason Transit Authority Board adopt Resolution No. 2017-28 approving the revised Travel and Travel Reimbursement Policy No. 402 attached thereto, there was no second to the motion, motion died. Ms. McNulty will bring back for future consideration a new revised version of POL-402 that integrates the Board feedback.
7. **Consolidated Grant Agreement GCB 2614** – Ms. Brannin stated that MTA was awarded an operating grant to sustain certain core services. The required match is \$5,774,296 for the period July 1, 2017 through June 30, 2019 and will be budgeted accordingly. **Moved** that the Mason Transit Authority Board approve the Operating Grant Agreement GCB2614 and approve Resolution No. 2017-29 that authorizes the General Manager to sign that Agreement. **Campbell/Petersen. Motion carried.**
8. **First draft of 2018 Budget** – Ms. McNulty outlined for the Board the various items that comprised the first draft, as well as encouraged Board members to participate in the two workshops that will be held on Wednesday, October 4 and Monday, November 6, both at 1:00 p.m.

INFORMATIONAL UPDATES –

Ms. Brannin informed the Board that the real estate property purchase for the park and ride in Belfair closed, and that the 2017 audit was completed.

GENERAL MANAGER'S REPORT – Ms. Brannin had no additional comments to the report.

COMMENTS BY BOARD MEMBERS –

Board member John Campbell suggested that the Board packet should be more prominently displayed on the MTA website.

The Board Chair commented that the County Commission discussed traffic improvements on SR3.

Board member Sandy Tarzwel congratulated Ms. Brannin on all of the completed work.

PUBLIC COMMENT – John Piety, of MCTAB, expressed his desire to be a part of the consultant service review process and that hiring a good consultant will be beneficial. He hopes that others will participate.

Board member Wes Martin commented that he had missed the meeting in which the consultant was approved. He cautioned that it is important to have a good consultant. He has seen instances of consultants being hired but no follow through and then repeating the cycle again.

Moved that the meeting be adjourned.

ADJOURNED 5:50 p.m.

UPCOMING MEETINGS

**Mason Transit Authority
Regular Board Meeting**

Tuesday, October 17, 2017 at 4:00 p.m.

*Port of Allyn
18560 E SR 3, Allyn*

**Board Composition Review
of Mason Transit Authority
Special Meeting**

September 26, 2017 at 1:00 p.m.

(Continued to November 8, 2017 at 12:30 p.m.)

*Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

**Mason Transit Authority
Public Hearing for 2018 Budget**

October 12, 2017 at 4:30 p.m.

*Conference Room
790 East Johns Prairie Road
Shelton*

**Mason Transit Authority
Public Hearing for 2018 Budget**

November 16, 2017 at 5:30 p.m.

*Transit-Community Center
Conference Room
601 West Franklin Street
Shelton*

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 2 – **Actionable**
Subject: Financial Reports – September 2017
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: October 17, 2017

Summary for Discussion Purposes:

Included are the September 2017 Financial Reports with a breakout of T-CC revenue and expenses that shows cost allocation between Transit and Community Center.

Highlights:

Sales Tax Revenue

Sales tax revenue for July 2017 (received September 30, 2017) was \$386,531 - 10.9% more than budgeted, and 7.9% above 2016 actual YTD.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 75% (9/12) of budget through the end of September. Total YTD Revenue is slightly over budget at 83%. Total YTD Operating Expenses are under budget at 68%.

Outstanding Grant Receivable:

The outstanding TAP Grant contract has been issued as part of the capital grant project group for the 2017-2019 biennium.

Fiscal Impact:

September's fiscal impact reflects total revenues of \$715,895 and operating expenses of \$559,757.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of September 2017 as presented.

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Mason Transit Authority

September 2017 Financial Report

	2017 September Actual	2017 YTD Actual	2017 Budget	Notes	Percentage of Budget Used 75%
REVENUE					
Passenger Fares	6,554	71,935	98,300		73.18%
PSNS Worker/Driver & Vanpool Fares	22,657	203,171	295,000		68.87%
Total Operating Revenue (Fares)	29,210	275,106	393,300		69.95%
Sales Tax	376,577	3,164,747	3,858,621	(1)	82.02%
Operating Grants	261,275	2,241,593	2,669,650	(2)	83.97%
Rental Income	16,781	134,340	158,860		84.56%
Investment Income	4,730	29,887	13,800		216.57%
Other Non-operating Revenue	27,322	207,165	215,080	(3)	96.32%
Total Revenue	715,895	6,052,838	7,309,311		82.81%
EXPENSES					
Wages and Benefits	423,697	3,846,514	5,561,759		69.16%
Contracted services	18,264	185,197	293,129		63.18%
Fuel	28,019	241,086	350,000	(4)	68.88%
Vehicle/Facility Repair & Maintenance	23,344	206,576	322,165		64.12%
Insurance	19,836	178,526	237,338		75.22%
Intergovernmental - Audit Fees	12,404	19,230	27,000		71.22%
Rent - Facilities and Park & Ride	2,290	20,610	27,480		75.00%
Utilities	9,055	87,891	141,846		61.96%
Supplies - Equipment	14,616	76,664	129,130		59.37%
Training & Meetings	(61)	22,420	41,900		53.51%
Other operating expenses	8,294	96,784	147,621	(5)	65.56%
Total Operating Expenses	559,757	4,981,497	7,279,368		68.4%
Net Income (Loss) from Operations	156,138	1,071,342	29,943		

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 the 1st & 2nd quarter's actual receipts + 3rd quarter accruals.
(3)	Includes 1st & 2nd quarter's actual receipts + 3rd quarter accruals of RMG Grant - \$122,085, LMTAA Volunteer program revenue - \$24,992, Volunteer Donations - \$2,003, Sales of Maintenance Services - \$3,536.93, Sale of Bus ads \$19,800, WSTIP Safety Grant \$2,500, Insurance Recovery - \$5,174, Community Van - \$6,027, Sale of Surplus Vans - \$18,398.
(4)	Average diesel price per gallon year to date is \$1.90. Average gasoline price per gallon year to date is \$2.60.
(5)	Includes budget line items from CDL Testing, Bank Charges, Copier lease, Advertising/Promotion/Volunteer Driver Reimbursement/Dues,Memberships,Subscriptions/Unemployment Insurance). Expenses through September include: Volunteer Driver Program reimbursements \$25,346, Advertising \$11,331, Merchant/credit card fees - TIP pass credit card fees \$5,085, Dues, Memberships,Subscriptions \$30,768 plus other misc. expenses.

Mason Transit Authority
August 2017 Financial Report
T-CC

	2017 September Actual	2017 YTD Actual	2017 Budget	Percentage of Budget Used 75%	YTD - Community Center Allocation	YTD - Transit Allocation
REVENUE						
T-CC Rental	15,915	126,542	148,463	85.2%	126,542	-
Other Revenue	-	168	-		168	-
Total Revenue	15,915	126,710	148,463	85.3%	126,710	-
EXPENSES						
Wages and Benefits	12,117	111,459	156,011	71.4%	91,867	19,591
Contracted services	561	4,970	6,260	79.4% (1)	4,201	769
Repair & Maintenance	961	5,774	3,800	152.0% (3)	3,729	2,046
Insurance	1,984	17,853	23,734	75.2%	17,853	
Utilities	3,235	31,043	48,644	63.8%	22,164	8,880
Supplies & Small Equipment	382	3,701	5,720	64.7%	2,392	1,310
Training & Meetings	-	-	1,200	0.0%	-	-
Other operating expenses	179	4,616	4,921	93.8% (2)	3,972	643
Total Operating Expenses	19,418	179,416	250,290	71.7%	146,177	33,238
Net Income (Loss) from Operations	(3,503)	(52,705)	(101,827)		(19,467)	(33,238)

- (1) YTD Contracted Services is comprised of 2 quarterly elevator inspections \$1,182; Alarm services \$1,604; Backflow testing \$150; IT services \$540.
- (2) Other operating expenses include Dues & subscriptions \$601; Advertising \$1,562, Lease filing & recording fees, \$540 and Equipment Lease \$1,346.
- (3) Unexpected HVAC repair to various areas of the TCC facility \$4,060.

Mason Transit Authority
2017 Capital Budget
at August 31, 2017

2017 CAPITAL PROJECT BUDGET						
Project	Budget	Grants	MTA Funding	Actual Cost- Expended 2017	Project Costs to Date	Purpose
LED Headlamps	40,000	-	40,000	4,866	4,866	Improve driver & passenger safety; purchasing in segments; cost expensed rather than capitalized - Complete
Walk around bus washing unit	50,000	-	50,000	-	-	Interim onsite bus washing unit
IT Items	15,000	-	15,000	-	-	Network Area Storage solutions @ \$15,000
T-CC Parking Lot	302,500	250,000	52,500	-	-	Parking lot behind T-CC
Park & Ride Development - 2015-2017 RMG Funds	2,700,000	2,250,000	450,000	956,446	1,159,153	Purchase Belfair property for P&R - \$687,059; develop property, upgrade other P&R
Accounting Software	35,000	-	35,000	-	-	
Automated Fueling	24,989	-	24,989	12,580	12,580	Implement automated fuel tracking
TOTAL CAPITAL PROJECTS	\$ 3,167,489	\$ 2,500,000	\$ 667,489	\$ 973,892	\$ 1,176,599	

VEHICLE REPLACEMENT						
Vehicle	Budget	Grants	MTA Funding	Actual Cost- Expended 2017	Project Costs to Date	Purpose
Three commuter 35' coaches	1,468,278	1,048,069	418,455	1,466,524	1,466,524	RMG for express service - arrived Mar 2017 - Complete
Four Dodge Caravans - Vanpool	110,000	63,771	33,855	97,626	97,626	Replacement inventory - arrived Apr 2017 - complete
5 Cutaways	504,930	378,697	126,233	-	0	Replacement inventory - grant awarded for 2017-2019
Staff Vehicles	30,000	-	30,000	-	0	to replace staff car and maintenance pickup
TOTAL VEHICLE REPLACEMENT	\$ 2,113,208	\$ 1,490,537	\$ 608,543	\$ 1,564,150	\$ 1,564,150	

TOTAL APPROVED 2017 CAPITAL PROJECTS

\$ 5,280,697 \$ 3,990,537 \$ 1,276,032 \$ 2,740,749

Mason Transit Authority
Cash and Investments
September 30, 2017

FUND	Balance as of 8/31/2017	Balance as of 9/30/2017	Change
Cash - MC Treasurer	1,002,278.44	883,487.15	(118,791.29)
Investments - MC Treasurer	5,069,104.63	5,069,104.63	-
Payroll - ACH Columbia Bank	151,803.65	151,803.65	-
Petty Cash/Cash Drawer #1	500.00	500.00	-
TOTAL	\$ 6,223,686.72	\$ 6,104,895.43	\$ (118,791.29)

Cash Encumbrances		
Project Related:		
MOU - City of Shelton; Franklin St. Frontage Imprvmt.		45,000
Grant Related:		
TAP Grant - T-CC & Shelter Rplc	10,800	
Five (5) Cutaway Bus Replacements	126,233	
Park & Ride Development Project RMG 2015-2019 Match	950,000	
2015-2017 - \$450,000 2017-2019 - \$500,000		
Parking Lot (DOE Grant)	52,500	
Total Grant Match		1,139,533
Reserves:		
General Leave Liability		153,326
Operating Reserves		2,000,000
Facility Repair Reserve		150,000
Emergency/Insurance Reserves		50,000
Capital Project Reserves		182,900
Transportation Service Consultant		150,000
		\$ 3,870,759

Total of Cash \$ 6,104,895.43
Less Encumbrances \$ 3,870,759.00

Undesignated Cash Balance Total (Including Reserves) \$ 2,234,136.43

Investments - MC Treasurer (Reserves) \$ 5,069,104.63
Less Encumbrances \$ 3,870,759.00

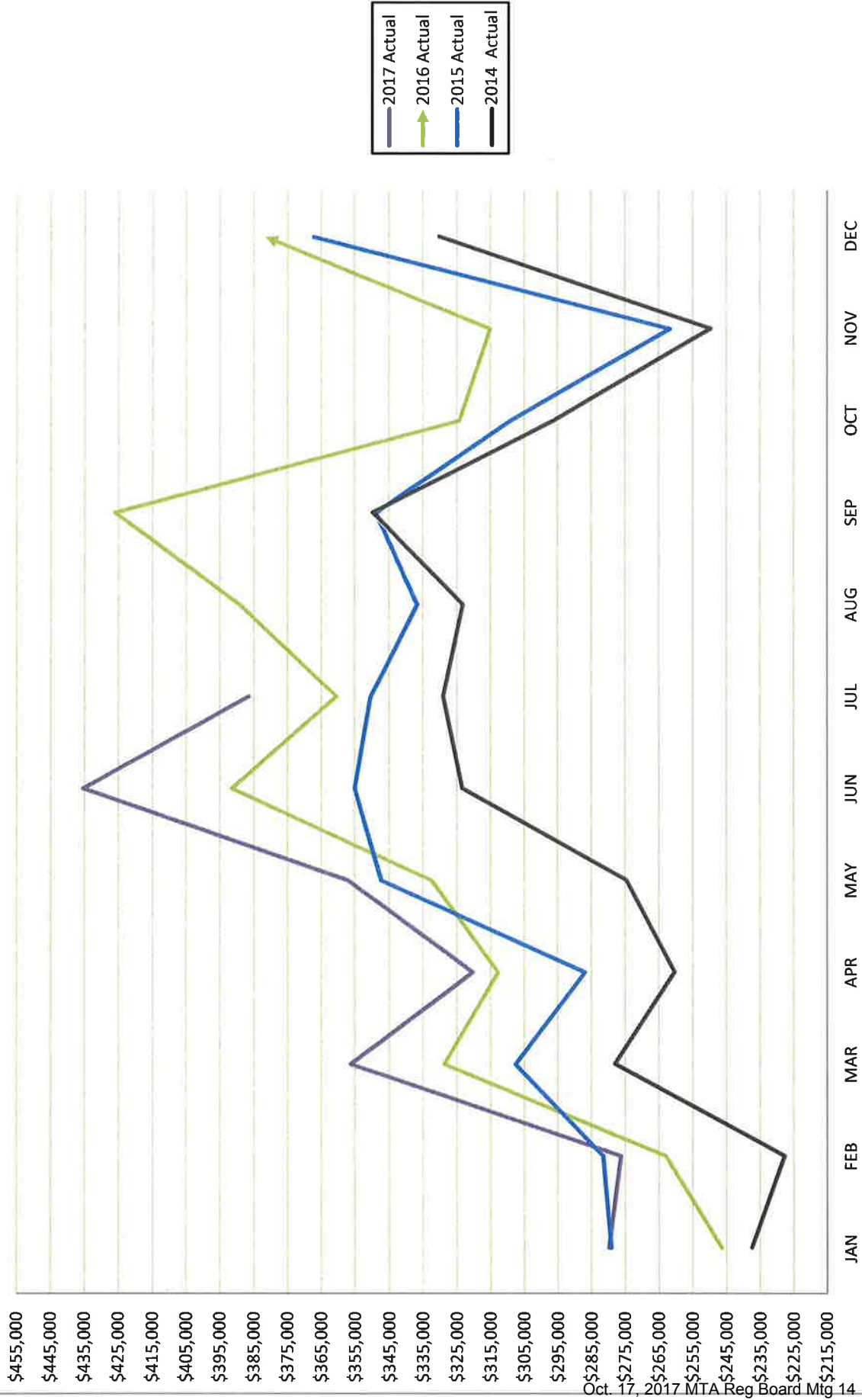
Undesignated Cash Reserves \$ 1,198,345.63

Capital Project Reserves: We are reserving the amount of Sales Tax Revenue received in excess of the 2017 budgeted amount. The first \$100,000 of additional sales tax revenue received YTD has been allocated to the board approved Transportation Service Consultant. Any additional revenues will be reserved against future capital projects.

Mason Transit Authority
Sales Tax Collected as of 09/30/2017 for 7/31/2017

	2012	2013	2014	2015	2016	2017 Budget	2017 Actual	2017 Budget Variance	% change 2016- 2017 Actual
JAN	223,999	219,231	237,528	279,122	246,415	238,424	279,777	17.3%	13.54%
FEB	241,132	217,929	227,815	281,559	262,925	254,399	276,310	8.6%	5.09%
MAR	257,893	260,652	278,053	307,482	328,665	318,008	356,214	12.0%	8.38%
APR	240,541	236,931	260,396	286,903	312,635	302,497	320,241	5.9%	2.43%
MAY	262,716	265,167	274,641	347,236	332,428	321,649	357,049	11.0%	7.41%
JUN	280,801	282,753	323,498	354,920	391,485	378,791	435,445	15.0%	11.23%
JUL	280,429	291,925	329,201	350,290	360,375	348,689	386,531	10.9%	7.26%
AUG	282,521	292,782	323,336	336,522	389,222	376,601		-100.0%	-100.00%
SEP	301,658	306,051	349,872	348,805	426,039	376,577		-100.0%	-100.00%
OCT	252,888	285,612	296,170	309,042	324,125	318,776		-100.0%	-100.00%
NOV	234,915	243,571	249,648	261,713	314,996	268,703		-100.0%	-100.00%
DEC	290,378	312,900	330,297	367,053	381,623	355,508		-100.0%	-100.00%
Total	3,149,871	3,215,506	3,480,456	3,830,645	4,070,933	3,858,622	2,411,566		

MTA Sales Tax Analysis Monthly Collections 2017



Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 3 – ***ACTION***
Subject: Check Approval
Prepared by: Brian Phillips, Staff Accountant
Approved by: LeeAnn McNulty, Administrative Services Manager
Date: October 17, 2017

Summary for Discussion Purposes:

- SCJ Alliance - #30521 – Belfair Park and Ride Project - \$21,309.41
- Summit Law Group - #30449 – Labor contract negotiations - \$2,520.67
- State Auditor's Office - #30443 WA – Federal, Financial, and Accountability Audits - \$12,403.74

September Purchases Fuel Prices: Diesel \$2.20 Unleaded \$2.88

Fiscal Impact:

\$556,831.49

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of September 14, 2017 through October 12, 2017 financial obligations on checks #30408 through #30521, as presented for a total of \$556,831.49.

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Mason Transit Authority
October 17, 2017 Disbursement Approval

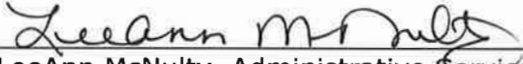
The following checks for the period of September 14, 2017 through October 12, 2017 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	CHECK NUMBERS	TOTAL AMOUNT
Accounts Payable Checks	30408 - 30521	\$556,831.49

Included within the checks were:		
Payroll – 9/19/2017	Check #30409	\$137,205.72
Payroll – 10/4/2017	Check #30456	\$131,282.86

Submitted by: 
Brian Phillips, Staff Accountant

Date: 10/11/17

Approved by: 
LeeAnn McNulty, Administrative Services Manager

Date: 10-12-17

Mason County Public Transportation Benefit Area
Check/Voucher Register - Board Check Register
From 9/14/2017 Through 10/12/2017

Document Date	Check #	Vendor Name	Amount
9/21/2017	30408	Bank of America Business Card	\$ 142.50
9/19/2017	30409	Mason Transit Authority - ACH Account	137,205.72
9/27/2017	30410	Advance Glass	40.80
9/27/2017	30411	Aflac	820.69
9/27/2017	30412	AIG Retirement	400.00
9/27/2017	30413	Alarm Center	151.29
9/27/2017	30414	Associated Petroleum Products, Inc.	22,462.49
9/27/2017	30415	Aramark	301.22
9/27/2017	30416	Aramark	43.52
9/27/2017	30417	ARCH Mechanical, Inc.	1,937.52
9/27/2017	30418	ARI Phoenix, Inc.	3,378.94
9/27/2017	30419	Belfair Assembly of God Church	90.00
9/27/2017	30420	Belltowne Square Car Wash	4.00
9/27/2017	30421	Kirk C Church dba 3C's	250.00
9/27/2017	30422	Coastal Business Services Group, Inc.	1,827.00
9/27/2017	30423	Daily Journal of Commerce	161.00
9/27/2017	30424	John Deacon	85.00
9/27/2017	30425	Dept. of Retirement Systems - PERS Contributions	25,260.63
9/27/2017	30426	Dept. of Retirement Systems - Deferred Comp	1,047.93
9/27/2017	30427	EMC - Mason Transit	115.30
9/27/2017	30428	Gillig, LLC	2,792.78
9/27/2017	30429	District 160	225.50
9/27/2017	30430	Kitsap Sun	400.00
9/27/2017	30431	Knight Fire Protection, Inc.	629.84
9/27/2017	30432	LegalShield	96.65
9/27/2017	30433	Les Schwab	277.32
9/27/2017	30434	Mason County Utilities/Waste Management	96.00
9/27/2017	30435	The Medicine Shoppe	78.00
9/27/2017	30436	Mountain Mist Water	102.63
9/27/2017	30437	Mood Media	98.28
9/27/2017	30438	Napa Auto Parts	476.91
9/27/2017	30439	Northridge Properties, LLC	1,500.00
9/27/2017	30440	Northwest Administrators	99,528.20
9/27/2017	30441	O'Reilly Auto Parts	20.74
9/27/2017	30442	Performance Radiator	207.81
9/27/2017	30443	State Auditor's Office - WA	12,403.74
9/27/2017	30444	Seattle Automotive Distributing	722.55
9/27/2017	30445	Mason County Journal	176.00
9/27/2017	30446	The Shoppers Weekly	1,683.35
9/27/2017	30447	South Sound Investment Properties, LLC	300.00
9/27/2017	30448	Staples Business Advantage	104.21

Mason County Public Transportation Benefit Area
Check/Voucher Register - Board Check Register
From 9/14/2017 Through 10/12/2017

9/27/2017	30449	Summit Law Group	2,520.67
9/27/2017	30450	Thermo King Northwest, Inc.	3,599.05
9/27/2017	30451	Titus-Will	1,331.20
9/27/2017	30452	Tozier Brothers, Inc.	21.75
9/27/2017	30453	United Way of Mason County	54.00
9/27/2017	30454	Westcare Clinic, Inc.	85.00
9/27/2017	30455	ZEP Manufacturing Company	478.85
10/4/2017	30456	Mason Transit Authority - ACH Account	131,282.86
10/12/2017	30457	AAA Fire & Safety, Inc.	230.66
10/12/2017	30458	AIG Retirement	400.00
10/12/2017	30459	Alarm Center	240.00
10/12/2017	30460	Allstream	203.43
10/12/2017	30461	Ecolube Recovery, LLC dba American Petroleum	65.10
10/12/2017	30462	Aramark	300.34
10/12/2017	30463	Aramark	21.76
10/12/2017	30464	ARI Phoenix, Inc.	327.71
10/12/2017	30465	Judy Arms	207.05
10/12/2017	30466	Mick Baker	600.27
10/12/2017	30467	Belfair Water District #1	179.12
10/12/2017	30468	Charlotte G Brame	258.94
10/12/2017	30469	Cascade Print Media	6,290.62
10/12/2017	30470	Ruben Castro	40.00
10/12/2017	30471	Fran Cavalier	271.25
10/12/2017	30472	City of Shelton	537.98
10/12/2017	30473	Cascade Natural Gas	1,286.62
10/12/2017	30474	Coastal Business Services Group, Inc.	2,111.20
10/12/2017	30475	Comcast	145.20
10/12/2017	30476	Creative Bus Sales	431.66
10/12/2017	30477	Cummins Northwest, LLC	362.12
10/12/2017	30478	Gene Currier	745.79
10/12/2017	30479	Dept. of Retirement Systems - PERS Contributions	25,186.03
10/12/2017	30480	Dept. of Retirement Systems - Deferred Comp	972.93
10/12/2017	30481	EMC - Mason Transit	120.30
10/12/2017	30482	Kristi J Evans	38.63
10/12/2017	30483	Gillig, LLC	147.80
10/12/2017	30484	Harper Brush Distributors Inc.	310.43
10/12/2017	30485	Hood Canal Communications	6,963.10
10/12/2017	30486	District 160	3,187.68
10/12/2017	30487	Robert W. Johnson, PLLC	1,600.00
10/12/2017	30488	Kitsap Transit	1,627.87
10/12/2017	30489	iFIBERONE	187.50
10/12/2017	30490	Les Schwab	1,481.13
10/12/2017	30491	Mason County Garbage, Inc.	197.12
10/12/2017	30492	Mason County GIS	42.32

Mason County Public Transportation Benefit Area
Check/Voucher Register - Board Check Register
From 9/14/2017 Through 10/12/2017

10/12/2017	30493	Mason County PUD #3	4,181.78
10/12/2017	30494	Mountain Mist Water	282.08
10/12/2017	30495	Napa Auto Parts	471.74
10/12/2017	30496	Judy Nicholson	1,000.87
10/12/2017	30497	Office Depot, inc.	135.77
10/12/2017	30498	O'Reilly Auto Parts	130.98
10/12/2017	30499	Pacific Office Automation	1,078.12
10/12/2017	30500	Pitney Bowes Purchase Power	171.00
10/12/2017	30501	Platt Electric Supply, Inc.	21.30
10/12/2017	30502	Pro-Build Company LLC	26.64
10/12/2017	30503	Progressive Business Publications	432.00
10/12/2017	30504	Rexus Corporation	51.00
10/12/2017	30505	Julia Rene Roberts	20.87
10/12/2017	30506	Seattle Automotive Distributing	881.83
10/12/2017	30507	Mason County Journal	45.00
10/12/2017	30508	Staples Business Advantage	168.06
10/12/2017	30509	ThyssenKrupp Elevator Corp.	590.90
10/12/2017	30510	Titus-Will	599.44
10/12/2017	30511	Total Battery & Automotive Supply	156.29
10/12/2017	30512	Tozier Brothers, Inc.	26.19
10/12/2017	30513	ULINE	236.88
10/12/2017	30514	United Way of Mason County	49.00
10/12/2017	30515	U.S. Bank	3,596.21
10/12/2017	30516	Verizon Wireless	284.89
10/12/2017	30517	Voyager Fleet Systems, Inc.	4,578.82
10/12/2017	30518	Westcare Clinic, Inc.	170.00
10/12/2017	30519	Whisler Communications	1,595.76
10/12/2017	30520	Robert Williams	199.56
10/12/2017	30521	SCJ Alliance	21,309.41

\$ 556,831.49

Mason County Public Transportation Benefit Area
Vendor Activity - Credit Card Charges
From 9/1/2017 Through 9/30/2017

Vendor Name	GL Title	GL Code	Transaction Description	Expenses
U.S. Bank	Parts Inventory	131000	Camping World - Wide Angle Lens	\$ 31.23
	Employee Recognition	503020	Fred Meyer- Retirement Cake, J. Wood	31.99
	Employee Recognition	503020	Walmart - Retirement Card, J. Wood	5.41
	Contract Services	503037	Microsoft - Email Service	30.46
	Contract Services	503037	Microsoft - Email Service	374.27
	Contract Services	503037	Smash - Email Archiving	392.00
	Contract Services	503037	Smash - Monthly DVD	54.25
	Contract Services	503037	Smash - Social Media Archiving	50.00
	Facility Repair/Maintenance	504215	Energy Equipment Controls - HVAC Parts	89.82
	Facility Repair/Maintenance	504215	Energy Equipment Controls - HVAC Parts	219.92
	Office Supplies	504230	Displays 2 Go - Display Rack	25.60
	Office Supplies	504230	Displays 2 Go - Display Rack	62.69
	Office Supplies	504230	Positive Promotions - Safety Pocket Calendars	127.25
	Office Supplies	504230	World Class Ink - Toner	124.99
	Cleaning/Sanitation Supplies	504250	Camping World - Dri-Z-Air Refills	81.05
	Cleaning/Sanitation Supplies	504250	Home Depot - Window Cleaner	41.01
	Cleaning/Sanitation Supplies	504250	Wal-Mart - Cleaning Supplies	16.22
	Cleaning/Sanitation Supplies	504250	Wal-Mart - Cleaning Supplies	39.71
	Cleaning/Sanitation Supplies	504250	Walmart - Dri-Z-Air	49.35
	Small Tools & Equipment	504320	Mac Tools - Torque Wrench	310.72
	Dues, Memberships, Subscriptions	509020	Adobe - Acrobat Pro Subscription	16.26
	Dues, Memberships, Subscriptions	509020	Faronics - TCC Lab Restore Software	325.50
	Dues, Memberships, Subscriptions	509020	GFOA - Membership Renewal Subscription	135.00
Bank of America Business Card	Dues, Memberships, Subscriptions	509020	Network Solutions - Web Host Subscription	142.50
U.S. Bank	Travel & Meeting Expense MTA	509021	Alaska Air - Drug and Alcohol Training	143.40
	Travel & Meeting Expense MTA	509021	City of Bremerton - Parking	4.00
	Travel & Meeting Expense MTA	509021	Fred Meyer- Additional Food for Planning Session	37.62
	Travel & Meeting Expense MTA	509021	State of WA - WSDOT Parking	8.00
	Travel & Meeting Expense MTA	509021	Sugar Stop Cake Shop - Planning Session	55.50
	Conference Registration	509023	TSI - Drug and Alcohol Registration Fee	50.00
	Training / Seminars	509024	FFMA - Course Indirect Cost	249.00

Mason County Public Transportation Benefit Area

Vendor Activity - Credit Card Charges

From 9/1/2017 Through 9/30/2017

Other Misc Expenses	509992	Safeway - Conference Room Supplies	10.49
Passenger Parking Facilities	512010	All Star Storage - Parking	400.00
Transaction Total			<u>\$ 3,735.21</u>

Mason County Public Transportation Benefit Area

Vendor Activity - Credit Card Charges

From 9/1/2017 Through 9/30/2017

Vendor Name	GL Title	GL Code	Transaction Description	Expenses
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Report
Opening/Current
Balance

Report Transaction Totals				<u>3,735.21</u>
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Report Current
Balances

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Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Actionable*
Subject: Revised Travel and Travel Reimbursement Policy
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Danette Brannin, General Manager
Date: October 17, 2017

Summary for Discussion Purposes:

Following the September Board meeting, changes were made to address Board members' concern to compensate non-exempt employees for time spent traveling away from home outside of normal working hours. The attached Travel and Travel Reimbursement Policy has been revised as illustrated in the attached track changes version:

- Travel away from home time is defined as work time when it crosses the employee's workday.
- Work time reflects hours worked during both normal working days and also corresponding nonworking days.
- Work time of non-working days mirrors the schedule of regular working days.
- When feasible non-exempt employees will be asked to flex (reduce) their hours in the pay period in which they have travel away from home time when overtime will result.

The Policy Committee and Legal Counsel have received advanced copies of the attached and have made no additional requested changes to these new amendments to this policy.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2017-28 approving the revised Travel and Travel Reimbursement Policy No. 402 attached thereto.

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Title: Travel and Travel Reimbursement Policy
Number: 402
Effective: November 1, 2013; UPDATED July 15, 2014; REVISED December 15, 2015; REVISED ~~September~~October 19, 2017
Cancels: POL-4500.35
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Authority Board Resolution No. 2013-17; 2014-18; 2015-29;
2017-28

POL-402 TRAVEL AND TRAVEL REIMBURSEMENT POLICY

The purpose of this policy is to establish guidelines to authorize travel on behalf of Mason Transit Authority (MTA) and to reimburse employees for travel and business expenses that are compliant with state and federal laws ensuring the responsible use of taxpayer dollars. This policy applies to all MTA employees, officially recognized volunteers of MTA and members of the Board (herein after “employee” refers also to officially recognized volunteers and members of the Board.)

1.0 Travel Authorization and Approval

An employee is considered to be in a travel status when more than 50 miles from the agency and the employees’ residence, using the most direct route.

The employee’s manager must authorize all travel, related expenses and alternative travel requests in advance. The General Manager must also authorize all out-of-state travel requests. This authorization is obtained by completing a Travel Form prior to making any reservations.

Prudent judgment is expected when incurring travel expenses while conducting official MTA business. Employees should consider methods of travel and times of travel which minimize costs to MTA. Employees who, for personal reasons, extend travel or travel to alternate destinations cannot incur additional expenses for the agency.

MTA intends to reimburse using standard practices such as those set by the Washington State Office of Financial Management (OFM) and the Federal General Services Administrations (GSA). MTA adheres to IRS Code Section 463, under “An Accountable Plan.”

The team manager and/or general manager is authorized to administer the procedures for reimbursement of travel expenses to allow for full flexibility when necessary, provided that reasons for deviations from the policy are fully documented.



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2.0 Travel Expenses and Allowances

MTA reimburses employees for allowable expenses incurred while traveling on MTA business. Once approved, travel arrangements may be charged to a MTA credit card or personal credit card to be reimbursed to the employee.

3.0 Airfare

MTA will cover employee cost for actual coach airfare for the approved travel. Reservations should be made as far in advance as possible to take advantage of the most economical rate. The employee must pay additional charges for personal detours, flight upgrades, reservation changes (unless beyond control of the employee), etc.

4.0 Personal and Agency Vehicles

Agency vehicles are available for business use. If an agency vehicle is unavailable, employees may use personal vehicles and be reimbursed for mileage at the IRS business rate. Employees should carpool to the extent practicable when two or more employees are traveling to the same destination for the same period of time. A vehicle may be taken home for travel the following day.

An employee may choose to use a personal vehicle in lieu of taking an agency vehicle or carpooling in an agency vehicle and be reimbursed at 50% of the IRS Standard Mileage Rate. All other transportation cost such as ferry fees and parking are allowed and will be reimbursed at actual cost. Any deviation from the 50% IRS Standard Mileage rate when using a personal vehicle must be pre-approved by general manager and documented with an explanation.

Exceptions to the reimbursement rate may be allowed for mileage to and from the airport. In these situations, the employee will be reimbursed at the IRS Standard Mileage Rate.

Please note that family members may not travel in agency vehicles, due to insurance liability issues.

Employees should use airport shuttles, taxis or public transportation onto their

See Also: POL-401; PRO-401; PRO-402; FRM-402A; FRM-402B

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destination whenever possible. If a rental car is necessary, reimbursement is limited to the cost of a compact car, unless three or more employees are traveling together. Employees should purchase only auto physical damage insurance, since Washington State Transit Insurance Pool (WSTIP) covers liability insurance for rental cars.

5.0 Parking, Taxi, and Tolls

MTA will reimburse employees for business-related parking fees. SeaTac Airport parking costs will be reimbursed for more than one day only in off-premise parking lots (park and shuttle). The SeaTac parking garage should only be used to park for one day or less.

Bridge and road tolls, shuttle, and taxi expenses are reimbursable.

6.0 Accommodations

Accommodation expenses will be reimbursed at the designated per diem rate and are only for a standard single room. ~~When making reservations, Ask for the~~ government rate or discount. when making reservations.

When lodging is part of the official business package (meetings held in a hotel or if arrangements have been made to reserve a block of rooms for participants) an employee may use accommodations provided. Any other deviation from the designated per diem rates must be pre-approved by the employee's team manager and documented with an explanation.

Employees may stay over the night before if the conference starts before 9:00 AM the following day.

When lodging expense is increased because it includes family members traveling with the employee, the employee shall pay the difference in cost directly to the lodging facility.

Itemized receipts for hotel accommodations are required to be submitted upon return.

7.0 Per Diem

Per diem is available for meals and will be reimbursed using federal per diem rate

See Also: POL-401; PRO-401; PRO-402; FRM-402A; FRM-402B

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published by the Department of General Service Administration (GSA).
(www.gsa.gov/perdiem)

When a meal is provided by an organization or included in a registration fee, the per diem rate will be reduced for each meal provided.

Excess travel advances, if requested and received, must be reimbursed to MTA upon return.

8.0 Travel and Work Time

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly worktime when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is worktime on Saturday and Sunday, as well as on other days. Regular meal period time is not counted. Non-exempt employees whose time while traveling away from home will result in overtime in a pay period are required to flex (reduce) their working time in the pay-period whenever possible to avoid additional costs. Non-exempt employees will be paid work time for travel away from home while driving to and from the destination outside of regular working hours. The agency will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile per standards set by the Wage and Hour Division of the U.S. Department of Labor.

9.0 Incidental Expenses

Incidental expenses for fees and tips given to porters, baggage carriers, hotel and restaurant staff, flight attendants and others for personal services performed are expenses and will be reimbursed according to GSA guidelines.

10.0 Miscellaneous

Other business-related expenses may be reimbursed with the approval of the employee's



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manager. Receipts must be submitted for reimbursable costs incurred during travel. Examples of business-related expenses include business phone calls, fax machine charges, computer or business center charges, business meals, etc.

11.0 Non-Reimbursable Expenses

Employees will not be reimbursed for the cost of:

- Movies, video rentals, and/or airplane earphones;
- Alcoholic Beverages;
- Childcare;
- Upgrades (flight upgrades, upgraded car rentals, larger hotel rooms, etc.);
- Laundry services (Unless incurring a minimum of four (4) consecutive nights lodging on official travel.) Receipts required.

12.0 Travel Advance

A travel advance may be requested when completing the Travel Form. Any travel advance is only an estimate of expenses and is for meal per diem only. The cost of airline tickets, rental cars, and hotel accommodations are paid by company credit card or personal credit card, rather than a cash advance.

13.0 Responsibility and Accountability

It is the employee's responsibility to submit receipts for expenses not included within the per diem and to account for advances made within a reasonable time. Excess travel advances not returned will be treated as W-2 wages per IRS Code Section 463, under "An Accountable Plan."


If applicable receipts are not submitted, the employee's travel reimbursement will not be processed. A detailed receipt must be submitted when a receipt is required for reimbursement. An affidavit will be required for a missing receipt.

All guidelines for using a MTA credit card must be adhered to when travel expenses are paid with such card. (See Credit Card Usage Policy #POL 401)

See Also: POL-401; PRO-401; PRO-402; FRM-402A; FRM-402B



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Exceptions to the reimbursement rate may be allowed for mileage to and from the airport. In these situations, the employee will be reimbursed at the IRS Standard Mileage Rate.

Please note that family members may not travel in agency vehicles, due to insurance liability issues.

Employees should use airport shuttles, taxis or public transportation onto their destination whenever possible. If a rental car is necessary, reimbursement is limited to the cost of a compact car, unless three or more employees are traveling together.

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- Upgrades (flight upgrades, upgraded car rentals, larger hotel rooms, etc.);
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All guidelines for using a MTA credit card must be adhered to when travel expenses are paid with such card. (See Credit Card Usage Policy #POL 401)

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RESOLUTION NO. 2017-28

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD AMENDING
RESOLUTIONS NOS. 2013-17, 2014-18 AND 2015-29; AND ADOPTING A REVISED
POLICY FOR TRAVEL AND TRAVEL REIMBURSEMENT.**

WHEREAS, Mason Transit Authority (MTA) desires to comply with state and federal laws regarding travel and travel reimbursement and to create a consistent standard within the agency; and

WHEREAS, MTA intends to reimburse using standard practices such as those set by the Washington State Office of Financial Management (OFM) and the Federal General Services Administration (GSA); and

WHEREAS, Policy 402 Travel and Travel Reimbursement was adopted by the Mason Transit Authority Board and effective November 1, 2013 pursuant to Resolution No. 2013-17; as amended by Resolution No. 2014-18, adopted July 15, 2014; and further amended and approved pursuant to Resolution No. 2015-29, adopted December 15, 2015; and

WHEREAS, the following changes have been made to the policy:

- Section 1.0 has a minor adjustment in defining when an employee is considered in a travel status;
- 4.0 has been amended to address deviations from the mileage reimbursement;
- A new section 8.0 has been added to state when work time will be paid while traveling; and
- Section 11.0 has been amended relating to laundry services.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the attached Policy for Travel and Travel Reimbursement, which is attached hereto and incorporated herein, be amended and approved.

Adopted this 17th day of October, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

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

Subject: Second Draft of 2018 Budget (Operating Only)

Prepared by: LeeAnn McNulty, Finance Manager

Approved by: Danette Brannin, General Manager

Date: October 17, 2017

Summary for Discussion Purposes:

The first Board Budget Workshop was held October 4th. A comprehensive line-item review of the draft budget took place. Discussions around revenue and expense projections did not lead to changes to the conservative methodology of the budgeting process for 2018. The first public hearing was held October 12th, Sandy Tarzwell and John Piety were in attendance with no additional changes recommended to the current draft.

- Significant changes to the budget from the first draft include:

The second draft has projected revenue exceeding expenses by \$229,205. This is in comparison to the first draft presented to the board which projected revenues exceeding expenses by \$988.

- Noteworthy adjustments include: revision to T-CC Rental Income to include the renewal of the Olympic College lease for the kitchen space, in addition to leasing the conference room 4 days a week; reduction to wage and benefit accruals that reflect effects of organizational restructure; an increase to the allowance for unemployment insurance in response to restructure, a decrease in the accrued amount for both liability insurance and medical insurance based on quoted premiums; as well as adjustments to travel, training and meeting expenses.

The expense budget is still in process. This is a second draft of operating revenue and expenses only. Capital is still to be determined.

Second draft: Revenue \$7,857,966 and Expenses \$ \$7,628,761.

Staff Recommendation:

N/A

Motion for Consideration:

None.

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Mason Transit Authority

2018 Budgeted Profit & Loss Statement

Revenues	Year-to-Date						2017 & 2018 Budget
	Account	2015	2016	10/3/2017	2017 Projections	2017 Budget	2018 Budget
	Fares: Out of County	64,758	67,017	49,053	64,871	68,000	68,000
	Fares: Adult Pass	22,895	26,135	20,036	26,496	25,500	29,000
	Fares: Reduced Pass	2,682	2,530	1,678	2,219	2,700	2,500
	Fares: Youth Pass	2,331	1,963	1,468	1,941	2,100	2,100
	Fares: Vanpool	126,463	105,050	58,961	77,974	100,000	75,000
	Fares: Worker/Driver	225,684	188,488	144,210	190,713	195,000	190,000
	Donations Non Volunteer	615	100	-	-	-	-
	LMTAAA Volunteer Donations	2,601	1,267	2,003	2,649	1,000	2,000
	Sales of Maintenance Services	11,966	6,332	3,537	4,677	8,000	5,000
	Rental of Bldgs and Other Property	19,997	13,648	8,464	11,193	10,397	17,597
	TCC Event Rental	7,525	9,414	22,220	29,385	11,000	30,000
	TCC Tenant Rental	41,861	112,034	114,005	150,767	137,463	140,861
	Investment Interest Income	5,094	16,218	25,157	33,269	13,800	20,000
	Insurance Recoveries	25,570	5,166	5,174	6,843	2,500	2,500
	Sales Tax Interest Income	1,626	2,518	1,969	2,604	2,200	2,300
	Other Non-Transportation Revenue	5,379	6,894	27,152	35,908	7,000	31,000
	T-CC Paver Donations	7,600	100	-	-	-	-
	Sales and Use Tax Revenue	3,833,979	4,070,658	3,136,859	4,148,383	3,858,621	3,897,207
	WSTIP Safety, Training, Recognition	2,500	2,500	2,500	3,306	2,500	2,500
	Operating Grant	1,950,078	2,787,014	1,980,318	2,618,899	2,669,650	3,085,301
	Other State Grants	104,461	162,780	108,520	143,514	162,780	226,000
	DSHS TitleIII LMTAAA Volunteer Program	27,377	29,398	21,696	28,693	29,100	29,100
	Gross Revenues	6,493,039	7,617,224	5,734,981	7,584,304	7,309,311	7,857,966
							7.51%

Mason Transit Authority

2018 Budgeted Profit & Loss Statement

Expenses

Account	Year-to-Date					2017 & 2018 Budget
	2015	2016	10/3/2017	2017 Projections	2017 Budget	
Salaries and Wages	(2,681,851)	(2,760,122)	(1,963,548)	(2,596,721)	(3,242,503)	(3,314,891) 2.23%
Salaries and Wages Overtime	(59,551)	(67,615)	(35,744)	(47,270)	-	(6,050) -
Training Wages	(943)	(1,372)	-	-	-	- -
Retroactive Wages	(4,733)	(364)	-	-	-	- -
Board Stipends	(5,220)	(4,620)	(2,100)	(2,777)	(5,880)	(4,320) -26.53%
Other Salaries and Wages	(26,358)	(102,058)	(6,928)	(9,162)	-	- -
Employer's FICA Expense	(245,942)	(261,304)	(177,530)	(234,778)	(259,621)	(266,466) 2.64%
PERS Pension Plan	(321,298)	(363,409)	(264,406)	(349,667)	(378,761)	(434,508) 14.72%
Pension Expense	(61,416)	(615)	-	-	-	- -
Medical Insurance	(896,341)	(1,017,367)	(826,684)	(1,093,260)	(1,114,729)	(1,060,820) -4.84%
Dental/Vision Insurance	(101,008)	(104,079)	(73,990)	(97,849)	(108,952)	(99,100) -9.04%
Life Insurance/LTD	(6,609)	(17,524)	(14,038)	(18,564)	(20,417)	(19,956) -2.25%
Unemployment Insurance	(39,193)	(8,624)	(9,675)	(12,795)	(25,000)	(61,000) 144.00%
Labor and Industries Insurance	(194,138)	(192,858)	(149,274)	(197,410)	(249,193)	(262,809) 5.46%
Vacation Pay	(193,624)	(212,473)	(137,860)	(182,315)	-	- -
Holiday Pay	(114,129)	(114,976)	(72,687)	(96,127)	(127,053)	(132,354) 4.17%
Sick Leave Pay	(109,785)	(114,122)	(81,549)	(107,845)	-	- -
Other Paid Absence	(27,023)	(27,887)	(25,781)	(34,095)	(25,362)	(31,644) 24.77%
Other Fringe Benefits	(630)	-	-	-	(1,500)	(1,500) 0.00%
Wellness Expense	(4,383)	(324)	(73)	(96)	(1,000)	(15,000) 1400.00%
Uniform Allowance	(12,082)	(14,435)	(8,679)	(11,477)	(13,150)	(15,850) 20.53%
Driver Safety Training	(87)	-	-	-	(100)	(100) 0.00%
Tuition Reimbursement	(626)	-	-	-	(2,500)	(2,500) 0.00%
Tool Allowance	(2,555)	(3,070)	(1,575)	(2,083)	(3,250)	(3,250) 0.00%
Phone Allowance	(1,730)	(2,110)	(1,289)	(1,705)	(2,940)	(1,920) -34.69%
Employee Recognition	(5,719)	(2,363)	(2,672)	(3,533)	(4,850)	(6,555) 35.15%
Advertising Fees	(6,472)	(4,544)	(1,463)	(1,935)	(5,550)	(2,400) -56.76%
Professional and Technical Services	(30,256)	(24,188)	(4,543)	(6,008)	(30,970)	(155,600) 402.42%
Legal Services	(24,071)	(56,347)	(48,297)	(63,871)	(65,000)	(50,400) -22.46%
Laundry	(3,058)	(3,190)	(2,157)	(2,853)	(3,250)	(3,200) -1.54%
Repair/Maintenance by Other	(49,406)	(47,751)	(42,851)	(56,669)	(32,100)	(35,250) 9.81%
Contract Services	(81,324)	(138,912)	(107,931)	(142,734)	(160,555)	(182,735) 13.81%
Security Services	(2,984)	(1,432)	(471)	(623)	(1,304)	(1,200) -7.98%
Drug & Alcohol Testing	(4,072)	(5,394)	(4,418)	(5,843)	(5,500)	(5,765) 4.82%
Printing	(34,096)	(29,938)	(18,492)	(24,455)	(38,275)	(27,075) -29.26%
Postage	(2,503)	(2,864)	(1,253)	(1,657)	(4,005)	(2,435) -39.20%

Expenses

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Mason Transit Authority

2018 Budgeted Profit & Loss Statement

Expenses	Year-to-Date						2017 & 2018 Budget
	Account	2015	2016	10/3/2017	2017 Projections	2017 Budget	
Travel Expense - V/D Program		(27,669)	(29,658)	(22,042)	(29,149)	(31,000)	(32,000) 3.23%
Conference Registration		(8,925)	(7,330)	(2,040)	(2,698)	(13,355)	(11,355) -14.98%
Training / Seminars		(7,059)	(6,233)	(4,351)	(5,754)	(9,750)	(13,450) 37.95%
Advertising/Promotion Media		(36,808)	(26,717)	(11,143)	(14,736)	(35,295)	(24,150) -31.58%
Intergovernment - Audit Fees		(20,797)	(27,468)	(19,230)	(25,431)	(27,000)	(29,000) 7.41%
Other Misc Expenses		(4,673)	(6,411)	(3,204)	(4,237)	(3,300)	(3,950) 19.70%
Bank Service Charges		(413)	(711)	(851)	(1,126)	(650)	- -100.00%
Credit Card Fees		(4,659)	(7,047)	(5,085)	(6,725)	(7,200)	(7,007) -2.68%
Passenger Parking Facilities		(5,925)	(16,545)	(19,100)	(25,259)	(23,880)	(27,200) 13.90%
Rent - Equipment		(3,015)	-	-	-	-	- -
Rent - Office		(3,800)	(3,600)	(3,000)	(3,957)	(3,600)	(3,600) 0.00%
Rent - Meeting Room		(15)	-	-	-	-	- -
Office Equipment Lease		(5,493)	(7,408)	(4,864)	(6,433)	(7,071)	(7,460) 5.50%
Pooled Reserves		-	-	-	-	-	(120,000) -
Expenses		(6,647,620)	(6,902,350)	(4,899,202)	(6,479,017)	(7,279,368)	(7,628,761) 4.80%
Net Income		\$ (154,581)	\$ 714,873	\$ 835,779	\$ 1,105,287	\$ 29,943	\$ 229,205

Wage Benefit
2018 Summary

	Salary	Holiday	Personal Leave	PERS	FICA	L&I	Benefits	Total
Admin Board	151,854	6,337	2,689	20,432	12,307	1,093	37,268	231,980
	4,320				330			4,650
Comm Center	320,464	12,922	2,584	42,668	25,702	3,430	101,916	509,686
Drivers	1,662,104	65,603	13,121	216,620	133,173	180,334	641,864	2,912,818
Finance	202,051	8,171	2,224	26,981	16,252	1,941	77,884	335,504
Maintenance/Facilities	417,829	16,873	3,984	55,713	33,560	39,672	160,155	727,786
Operations	356,913	15,077	3,736	49,554	28,743	21,320	123,931	599,273
T-CC	94,853	3,845	1,270	12,696	7,648	4,898	32,542	157,752
Vanpool	14,465				1,107	122		15,694
Volunteer Driver	9,798	395	79	1,305	786	88	4,317	16,768
Worker/Driver	84,559	3,132	1,957	8,539	6,858	9,912		114,957

Total	3,319,211	132,354	31,644	434,508	266,466	262,809	1,179,876	5,626,869
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	Salary	Holiday	Personal Lv	PERS	FICA	L&I	Benefits	Total
2018 Budgeted Amounts	3,319,211	132,354	31,644	434,508	266,466	262,809	1,179,876	5,626,869
2017 Budgeted Amounts	3,239,321	128,713	25,694	378,761	259,620	249,192	1,244,097	5,525,399
	79,890	3,641	5,950	55,747	6,846	13,617	(64,221)	101,470
Increase %	2.47%	2.83%	23.16%	14.72%	2.64%	5.46%	-5.16%	1.84%

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Mason Transit Authority Regular Board Meeting

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

Subject: Memorandum of Agreement for Regional Reduced Fare Permit for Senior and Disabled Persons

Prepared by: Mike Ringgenberg, Operations Manager

Approved by: Danette Brannin, General Manager

Date: October 17, 2017

Summary for Discussion Purposes:

The attached Memorandum of Agreement to Implement a Regional Reduced Fare Permit for Senior and Disabled Persons supersedes all previous 10 agreements. This Agreement is entered into between 16 agencies. The following changes have been made from the 2015 version:

1. Includes Grays Harbor Transit as a new transit agency that is party to the agreement;
2. Added requirement that photo identification be provided during eligibility determination;
3. Indicated that the issuing agencies can charge any amount up to \$3 for permanent, temporary, and replacement Regional Reduced Fare Permit (RRFP) cards; and
4. Clarified that amendments and other Task Force decisions where there is not a full consensus will be determined by a majority-rule vote.

Also attached are supporting RRFP materials, including the card specifications, application, and medical eligibility attachments, and the RRFP program brochure.

We are told that the Memorandum of Agreement has been reviewed and agreed upon by the staff of each agency through the RRFP Task Force and was approved by Puget Sound Regional Council's Transportation Operators Committee on August 30, 2017.

Fiscal Impact:

MTA may charge any amount up to \$3.00 for permanent, temporary and replacement RRFP cards.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Memorandum of Agreement in connection with the Regional Reduced Fare Permit and approve Resolution No. 2017-30 that authorizes the General Manager to sign that Agreement.

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MEMORANDUM OF AGREEMENT

To Implement a Regional Reduced Fare Permit for Senior and Disabled Persons

This agreement is entered into as of the August 30, 2017, by and between Clallam Transit System, the City of Everett (Everett Transit), Grays Harbor Transit, Thurston County Public Transportation Benefit Authority (Intercity Transit), Jefferson Transit Authority (Jefferson Transit), King County Department of Transportation – Metro Transit Division (King County Metro), King County Marine Division (King County Water Taxi), Kitsap County Public Transportation Benefit Area (Kitsap Transit), Pierce County Ferries, Pierce County Public Transportation Benefit Area (Pierce Transit), Snohomish County Public Transportation Benefit Area Corporation (Community Transit), Washington State Department of Transportation – Ferries Division (Washington State Ferries), Central Puget Sound Regional Transit Authority (Sound Transit), Mason County Public Transportation Benefit Area Authority (Mason Transit Authority), Skagit Transit, and Whatcom Transportation Authority hereinafter called the “parties.”

Section 1. Purpose and Changes from Prior Agreement: The purpose of this agreement is to set forth the requirements for and implementation of the Regional Reduced Fare Permit (RRFP) established in memoranda of agreement dated May 17, 1982, August 8, 1984, August 8, 1987, September 8, 1994, December 1, 2000, September 1, 2002, February 3, 2003, August 1, 2009, December 1, 2012, and June 1, 2015. This agreement supersedes these 10 prior agreements. Grays Harbor Transit has been added to this agreement as a party, including amendments to Attachments 1 and 2. Section 7 - Eligibility Certification - has been modified from the agreement dated June 1st, 2015 to indicate that photo identification is required to be provided during eligibility determination. Section 5 – Cost of Regional Reduced Fare Permit – has been changed to indicate that issuing agencies can charge any amount up to \$3 for permanent, temporary, and replacement RRFP cards. Section 17 – Amendment Approval – has had text added to clarify that amendments and other Task Force decisions where there is not a full consensus will be determined by a majority-rule vote. The design of RRFP materials distributed in association with this agreement, including the medical eligibility document, and the application have been updated per the request of the signatories and to accommodate new parties.

Section 2. Background: Federal regulations require operators of public transportation services receiving assistance under Title 49 USC, Section 5307 to charge senior and disabled persons no more than one-half the normal peak-hour fare during off-peak hours. Further, the Americans with Disabilities Act (A.D.A.) requires that a personal care attendant accompanying an A.D.A.-eligible person ride fare-free on paratransit service. The parties anticipate that A.D.A. eligible persons will desire to ride fixed-route bus service and will encourage such usage.

Public transportation operators must establish procedures to comply with the requirements of Title 49, Section 5307. Without this agreement among the parties, senior and disabled persons in the Puget Sound Region would be required to apply for certification of eligibility from each of the parties where reduced fare privileges are desired; also, A.D.A.-eligible persons within the region desiring both an A.D.A. Paratransit Card and Regional Reduced Fare Permit would be required to go through two separate certification processes.

Each of the parties agrees to adhere to all policies and procedures established in this agreement, including the eligibility certification, cost, and design of the Regional Reduced Fare Permit. Each of the parties also agrees to honor a Regional Reduced Fare Permit issued by any of the parties, which will result in mutual benefits by facilitating interagency public transportation use by senior and disabled persons within the region.

Section 3. Roles and Responsibilities. The roles and responsibilities associated with this agreement are as follows:

a). **MOA Signatories (parties):** Transportation operators who sign this MOA (agreement) will comply with the conditions set forth in this MOA, Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*, regulations adopted to implement Title VI, and other applicable FTA regulations, and will provide staff for the RRFP Task Force. MOA signatories agree to address eligibility issues and other complaints as they arise with their customers relating to this agreement. Issues associated with this agreement that cannot be handled by the Resident Agency will be brought to the attention of the RRFP Task Force by the Resident Agency at its next scheduled meeting. MOA signatories will also provide timely and substantive feedback on amendments to this agreement.

b). **Puget Sound Regional Council (PSRC):** Will serve as the holder of the MOA and convener of the RRFP Task Force. PSRC is not a signatory or enforcer of the agreement.

c). **RRFP Task Force:** Will adhere to the responsibilities set forth in Sections 13 and 14. The RRFP Task Force will review and evaluate possible amendments to this agreement and make recommendations for amendments consistent with Sections 16, 17, and 18 of this agreement.

Section 4. Definition of Terms. The following words used in this agreement shall have the meanings set forth in this section:

a). **A.D.A.-eligible:** Shall mean a person certified under the Americans with Disabilities Act consistent with CFR 49, sections 37.123 and 37.125.

b). **Automatically Eligible:** An applicant with a valid A.D.A. Paratransit Card or other supporting materials will not be required to go through the standard eligibility certification process for a Regional Reduced Fare Permit. Any party may establish reasonable application procedures to determine validity of the A.D.A. Paratransit Card (or other supporting materials) and to gather necessary information.

c). **Disabled Person:** Shall mean any individual who, by reason of a physical or mental impairment which can be expected to last for a continuous period of not less than three (3) months or to result in death, is unable without specific facilities, planning or design to utilize mass transportation facilities and services as effectively as persons who are not so affected.

d). **Permanent Disability:** Shall mean any incapacity expected to last for the lifetime of the person affected.

e). **Personal Care Attendant (PCA) Policy:** Shall mean certifying a disabled person as requiring another person as an aid to facilitate travel all or some of the time.

f). Puget Sound Region: Shall mean the area included within the following Washington State counties: Clallam, Grays Harbor, Jefferson, King, Kitsap, Mason, Pierce, Snohomish, Skagit, Thurston and Whatcom.

g). Region/Regional: Shall mean pertaining to the Puget Sound Region.

h). A.D.A. Paratransit Card: Shall mean an eligibility card issued to A.D.A.-eligible persons in conformance with specifications established by parties to the MOA.

i). Regional Reduced Fare Permit Task Force: Shall mean the sub-committee of the Puget Sound Regional Council by that name.

j). Resident Agency: Shall mean the public transportation provider whose service boundaries include the person's place of residence.

k). Senior: Shall mean a person of age 65 years or older.

l). Temporary Disability: Shall mean an impairment expected to last for a continuous period of no more than five (5) years.

Section 5. Cost of Regional Reduced Fare Permit: An agency may charge a processing fee of no more than \$3.00 for issuance of a temporary, permanent, or replacement Regional Reduced Fare Permit,

Section 6. Design of Regional Reduced Fare Permit: The Regional Reduced Fare Permit design, both permanent and temporary, shall conform to the authorized design specifications approved by the RRFP Task Force. Parties must issue one of the authorized designs identified in Attachment 1. Parties shall continue to accept RRFPs issued prior to the date of this agreement that used the previous design. No party shall issue an unauthorized design, nor make changes to the authorized designs without agreement among all parties. A photo is required on all Regional Reduced Fare Permits except those issued to seniors. (See Attachment 1.)

Section 7. Eligibility Certification: Any of the parties may certify the eligibility of applicants on behalf of all of the parties. Applicants may apply for a Regional Reduced Fare Permit, either permanent or temporary, from any of the parties designated as issuing agencies.

All applicants must provide photo identification (state issued, Passport, Military, Tribal or an ID issued by a human services or health agency) that verifies the identity of the individual seeking reduced fare.

An applicant will be certified as eligible when any one or more of the following criteria are met:

For Issuance of a Permanent RRFP Card (Must be Puget Sound Region resident)

- a). The applicant provides satisfactory proof that he or she is 65 years of age or older (for issuance of a permanent Regional Reduced Fare Permit).
- b). The applicant provides proof of current disability certification of 40 percent or more by the Veterans Administration.

For Issuance of a Temporary RRFP Card

- c). The applicant provides proof of current eligibility for Social Security disability benefits or current receipt of Supplemental Security Income Benefits due to a disability.
- d). The applicant presents a valid Medicare card issued by the Social Security Administration.
- f). The applicant has a current Washington State Individual Educational Program (IEP)
- g). The applicant presents a valid Washington State Department of Licensing-issued disabled parking identification card in conjunction with a government-issued photo identification.

For Issuance of either a Permanent or Temporary RRFP Card (Case-by-Case)

- h). The applicant presents a valid A.D.A. Paratransit card or other supporting materials
- i). The applicant obviously meets one or more of the medical criteria in Attachment 2.
- j). The applicant is certified by a Washington State-Licensed physician (M.D.), psychiatrist, psychologist (Ph.D.), physician's assistant (P.A.), Doctor of Osteopathic Medicine (D.O.) advanced registered nurse practitioner (A.R.N.P.) or audiologist (certified by the American Speech, Language, and Hearing Association) as meeting the medical criteria in Attachment 2 as now existing or hereafter amended.

Parties do not have discretion to allow health care providers other than those on the approved list contained in Attachment 2 to certify applicants.

Each approved health care provider certifying a person under Criterion j must provide his or her professional degree and Washington State license number as well as specify the section and subsection of the Medical Eligibility Criteria under which the applicant qualifies (see Attachment 2).

Section 8. Issuance of Permanent Regional Reduced Fare Permit:

- a). For persons who are not A.D.A.-eligible: These persons will be issued a permanent Regional Reduced Fare Permit if they are certified as eligible under Section 7 of this agreement as having a permanent disability.
- b). For persons who have a permanent A.D.A. Paratransit Card or other supporting materials: These persons will be automatically eligible for a permanent Regional Reduced Fare Permit. However, this policy will apply only if the person applies for a Regional Reduced Fare Permit from the resident agency that issued the A.D.A. Paratransit Card. As automatically eligible, these persons will not be required to go through the standard eligibility process. Any party may establish reasonable application procedures to determine the validity of an A.D.A. Paratransit Card (or other supporting materials) and to gather necessary information.

Section 9. Issuance of Temporary Regional Reduced Fare Permit:

- a). For persons who are not A.D.A.-eligible: Temporary Regional Reduced Fare Permits will be issued to persons certified as eligible under Section 7 with a temporary disability. The temporary Regional Reduced Fare Permit will be issued for the amount of time reflected in the eligibility certification

documentation provided during the application process, up to a maximum of five (5) years. If no expiration date is provided in the eligibility certification documentation, the temporary permit shall be valid for three (3) years.

b). For persons who have a temporary A.D.A. Paratransit Card or other supporting materials: These persons will be automatically eligible for a temporary Regional Reduced Fare Permit which will be issued with the same expiration date as the temporary A.D.A. Paratransit Card.. As automatically eligible, these persons will not be required to go through the standard eligibility process. The parties may require reasonable application procedures to determine the validity of an A.D.A. Paratransit Card (or other supporting materials) and to gather necessary information.

Section 10. Personal Care Attendant Policy: Applicants that are 6 years or older (i.e. eligible to pay a fare) and require a personal care attendant (PCA) can be certified as such by the resident agency or by an approved health care provider. Persons eligible for an RRFP who are certified for the use of a PCA will be able, at their option, to use a PCA on any system that is a party to this agreement. PCA's do not have to be certified to travel fare-free if they board and disembark at the same location as a person that is PCA-certified. PCA certification will be indicated on the Regional Reduced Fare Permit (see Attachment 1).

Section 11. Regional Reduced Fare Permit Privileges: Each of the parties shall honor valid Regional Reduced Fare Permits issued by any of the parties. Holders of a valid Regional Reduced Fare Permit shall be entitled to the reduced fare privilege of the respective parties. This agreement does not attempt to standardize privileges among the parties. Time of day restrictions, transfer privileges, and cost of daily fares and monthly passes shall be set by the respective parties.

Section 12. Local Reduced Fare Permits (Optional): At the discretion of each party, local reduced fare permits for use within a party's own service area may be issued using criteria other than those established by this agreement. Such permits shall be clearly distinctive in appearance, in terms of color and design, from the Regional Reduced Fare Permit and need not be honored by any other party.

Section 13. Information-Sharing: All parties to this agreement shall share information with other parties that is necessary to implement the regional program effectively.

Section 14. Regional Coordination: Parties shall meet at least once every two years, or more frequently as-needed, through the Puget Sound Regional Council's Regional Reduced Fare Permit Task Force which shall periodically review this agreement to discuss any necessary amendment, responsibilities among the parties, and other matters pertaining to regional implementation of the Regional Reduced Fare Permit.

Section 15. Duration: This agreement shall be effective as of the date first written above and shall continue from year to year unless otherwise amended or terminated by agreement of the parties.

Section 16. Amendment: Amendment to this agreement may be made only by written amendment signed by all parties. In recognition of the time and effort it takes to prepare updates to this agreement and associated attachments, substantive amendments that require an amendment to this agreement are discouraged from occurring more frequently than once every two years. The RRFP Task Force, when it meets, will make every effort to address issues that arise in a manner that does not require substantive amendments to this agreement. Substantive amendments include new agency opt-ins and other significant

changes to RRFP policy reflected in the MOA, and other similar changes. Non-substantive amendments, including changes to agency logos, contact information and other minor changes to attachments associated with this agreement may be implemented no more frequently than on an annual basis. The RRFP Task Force shall make the determination about whether an amendment constitutes a substantive amendment or a non-substantive amendment.

Section 17: Amendment Approval: All proposed amendments to this agreement also shall require approval by the PSRC Transportation Operators Committee. The RRFP Task Force shall submit proposed amendments for approval and will report to the Transportation Operators Committee on the proposed changes to the agreement and other supplementary materials. Key issues, including those around amendments, will be resolved by a majority rule vote.

Section 18. New Agency Opt-In: In recognition of the time and effort it takes to update regional reduced fare permit materials and public information, agencies who are not yet signatories to the MOA may become parties to the agreement, no sooner than two years after the date of this agreement. Agencies that want to accept regional reduced fare permits as valid in their system may do so at any time.

Section 19. Termination: Any party may terminate its participation in this agreement by providing all other parties with written notice at least ninety (90) days in advance of the termination date.

Section 20. No Third-Party Beneficiaries: This agreement is exclusively for the benefit of the parties, and creates no rights in any other person or entity.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement as of the date and year written above.

Clallam Transit System

Name: Kevin Gallacci, General Manager, Clallam Transit

Signature _____ Date _____

City of Everett (Everett Transit)

Name: Ray Stephanson, Mayor, City of Everett

Signature _____ Date _____

Attest: Sharon Fuller, City Clerk

Signature _____ Date _____

Jim Iles, City Attorney

Signature _____ Date _____

Grays Harbor Transportation Authority (Grays Harbor Transit)

Name: Ken Mehin, General Manager

Signature _____ Date _____

Thurston County Public Transportation Benefit Authority (Intercity Transit)

Name: Ann Freeman-Manzanares, General Manager, Intercity Transit

Signature _____ Date _____

Jefferson Transit Authority (Jefferson Transit)

Name: Tammi Rubert, General Manager, Jefferson Transit

Signature _____ Date _____

King County Department of Transportation (King County Metro)

Name: Rob Gannon, General Manager, King County Department of Transportation - Metro Transit Division

Signature _____ Date _____

King County Marine Division (King County Water Taxi)

Name: Paul Brodeur, Director, King County Department of Transportation - King County Marine Division

Signature _____ Date _____

Kitsap County Public Transportation Benefit Area (Kitsap Transit)

Name: John Clauson, Executive Director, Kitsap Transit

Signature _____ Date _____

Mason County Public Transportation Benefit Area Authority (Mason Transit Authority)

Name: Danette Brannin, General Manager, Mason Transit Authority

Signature _____ Date _____

Pierce County Ferries

Name: Lauren Behm, Administrator, Pierce County Ferries

Signature _____ Date _____

Pierce County Public Transportation Benefit Area (Pierce Transit)

Name: Sue Dreier, CEO, Pierce Transit

Signature _____ Date _____

Skagit Transit (Skagit Transit)

Name: Dale O'Brien, Executive Director, Skagit Transit

Signature _____ Date _____

Snohomish County Public Transportation Benefit Area Corporation (Community Transit)

Name: Emmett Heath, CEO, Community Transit

Signature _____ Date _____

Washington State Department of Transportation – Ferries Division (Washington State Ferries)

Name: Amy Scarton , Assistant Secretary, Washington State Department of Transportation – Ferries Division

Signature _____ Date _____

Whatcom Transportation Authority

Name: Peter Stark, General Manager, Whatcom Transportation Authority

Signature _____ Date _____

Central Puget Sound Regional Transit Authority (Sound Transit)

Name: Peter Rogoff, CEO, Sound Transit

Signature _____ Date _____

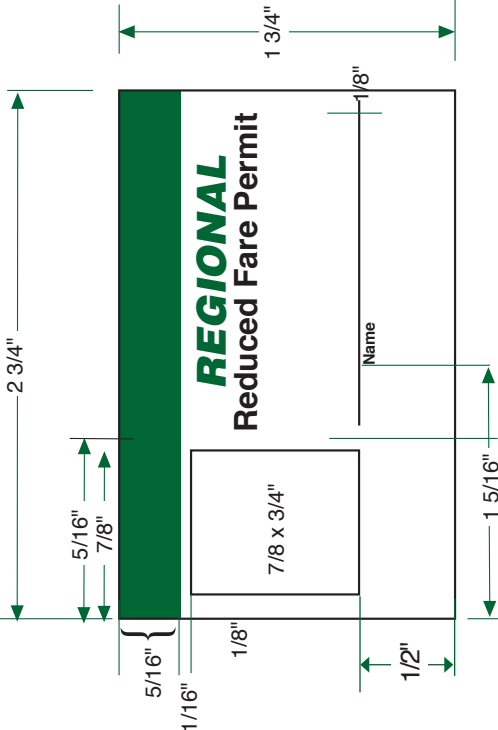
New Authorized Designs Rev 5/16

Option 1

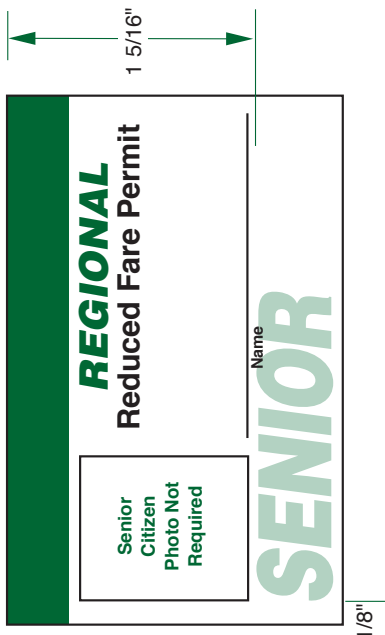


New Authorized Designs Rev 4/17

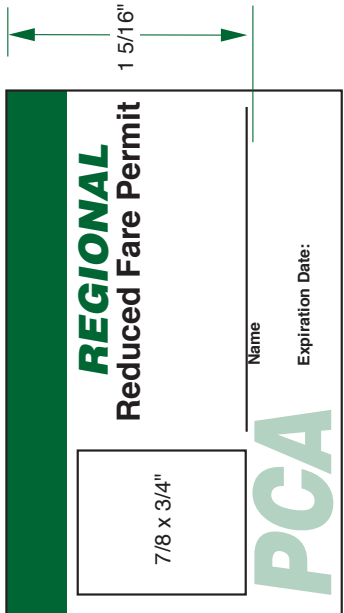
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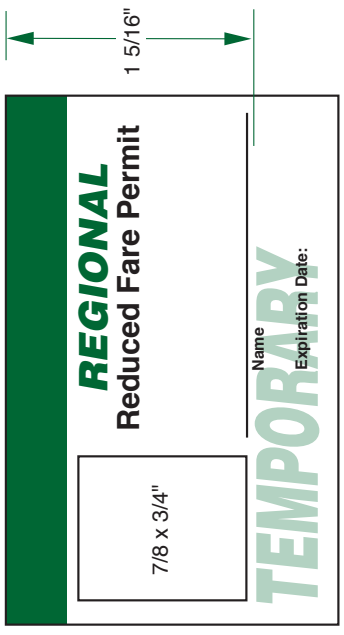
Transit names: B Helvetica Bold - 6pt
Regional: LBI Helvetica Black Oblique - 15 pt
Reduced Fare Permit: B Helvetica Bold - 12 pt
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Insert here: B Helvetica bold - 5pt



Senior: LBI Helvetica Black Oblique - 38pt
Senior photo: B Helvetica Bold - 6pt



PCA: LBI Helvetica Black Oblique - 40pt
Name: B Helvetica Bold - 6pt
Expiration date: B Helvetica Bold - 6pt



Temporary: LBI Helvetica Black Oblique - 32pt
Name: B Helvetica Bold - 6pt
Expiration date: B Helvetica Bold - 6pt

Permit Back

Personal Care Attendant Back

This permit remains the property of the issuing agency, and entitles you to fare discounts on the following transportation systems:

Ciallam Transit	Kitsap Transit
Community Transit	Mason Transit
Everett Transit	Pierce County Ferries
Grays Harbor Transit	Pierce Transit
Intercity Transit	Skagit Transit
Jefferson Transit	Sound Transit
King County Metro Transit	WSDOT Ferries Division (WSF)
King County Water Taxi	Whatcom Transportation Authority

If temporary, this permit expires on the last day of the month indicated. **This permit is intended for transportation purposes only and is not intended for use as legal personal identification.** Please contact each agency for details on routes, schedules and peak hour riding restrictions. Thank you for using public transportation.

The Personal Care Attendant (PCA) permit entitles an attendant to travel fare-free if they board and disembark at the same location as the holder of the PCA permit. This permit remains the property of the issuing agency, and entitles you to fare discounts on the following transportation systems:

Ciallam Transit	Kitsap Transit
Community Transit	Mason Transit
Everett Transit	Pierce County Ferries
Grays Harbor Transit	Pierce Transit
Intercity Transit	Skagit Transit
Jefferson Transit	Sound Transit
King County Metro Transit	WSDOT Ferries Division (WSF)
King County Water Taxi	Whatcom Transportation Authority

If temporary, this permit expires on the last day of the month indicated. **This permit is intended for transportation purposes only and is not intended for use as legal personal identification.** Please contact each agency for details on routes, schedules and peak hour riding restrictions. Thank you for using public transportation.

Option 2

Permit Back

This permit remains the property of the issuing agency, and entitles you to fare discounts on the following transportation systems:

Clallam Transit	Kitsap Transit
Community Transit	Mason Transit
Everett Transit	Pierce County Ferries
Grays Harbor Transit	Pierce Transit
InterCity Transit	Skagit Transit
Jefferson Transit	Sound Transit
King County Metro Transit	WSDOT Ferries Division (WSF)
King County Water Taxi	Whatcom Transportation Authority

If temporary, this permit expires on the last day of the month indicated.
This permit is intended for transportation purposes only and is not intended for use as legal personal identification. Please contact each agency for details on routes, schedules and peak hour riding restrictions. Thank you for using public transportation.

Personal Care Attendant Back

The Personal Care Attendant (PCA) permit entitles an attendant to travel fare-free if they board and disembark at the same location as the holder of the PCA permit. This permit remains the property of the issuing agency, and entitles you to fare discounts on the following transportation systems:

Clallam Transit	Kitsap Transit
Community Transit	Mason Transit
Everett Transit	Pierce County Ferries
Grays Harbor Transit	Pierce Transit
InterCity Transit	Skagit Transit
Jefferson Transit	Sound Transit
King County Metro Transit	WSDOT Ferries Division (WSF)
King County Water Taxi	Whatcom Transportation Authority

If temporary, this permit expires on the last day of the month indicated.
This permit is intended for transportation purposes only and is not intended for use as legal personal identification. Please contact each agency for details on routes, schedules and peak hour riding restrictions. Thank you for using public transportation.

Application for Regional Reduced Fare Permit for Senior and Disabled Persons

FRONT

This application is available in accessible format.

Note: Applicants must be at least 6 years old to be eligible for a Regional Reduced Fare Permit.

Please Print

Name _____
First Middle Last

Address _____

City _____ State _____ ZIP _____

Date of Birth _____ Phone No. _____

For Office Use Only

ID# _____

PCA _____

☐ Temporary

☐ Permanent

Date _____

Please read the applicant section of the Medical Eligibility Criteria and Conditions brochure before completing this application.

I am applying for a Regional Reduced Fare Permit on the following basis. Please check only one.

Permanent Permit:

I am 65 years of age or older.

☐ I am providing proof of current eligibility by the Veterans Health Administration as having a disability of at least 40%.

☐ Temporary Permit:

☐ I am providing proof of eligibility and am receiving Social Security Disability Benefits or Supplemental Security Income Benefits due to disability. (Applicant must show current award letter.)

☐ I am presenting a valid Medicare card issued by the Social Security Administration.

☐ I am currently participating in a vocational career program with the Washington State Individual Educational Program (IEP).

☐ I am providing a Washington Department of Licensing-issued disabled parking identification in conjunction with a government-issued photo identification.

Permanent or Temporary Permit (case-by-case):

☐ I am providing a valid Regional ADA paratransit card or other supporting materials issued by (Agency) _____

ADA paratransit card/supporting materials expire(s) on _____

☐ I have an obvious physical impairment(s) meeting one or more of the medical criteria listed in the **Medical Eligibility Criteria and Conditions** brochure.

☐ I am medically disabled as certified by a Physician (M.D.), Psychiatrist, Psychologist (Ph.D.), Physician's Assistant (P.A.), Advanced Registered Nurse Practitioner (A.R.N.P.), Audiologist certified by the American Speech-Language-Hearing Association, Osteopathic Physician (D.O.) licensed in the State of Washington. See **Health Care Provider's Certification** form on the back side of this application. This agency reserves the right to contact your Health Care Provider for verification.

Applicants Signature _____ Date _____

Regional Reduced Fare Permit — Certification of Eligibility

BACK

Applicant's Release — Please Print

I hereby authorize the physician to release any information necessary to complete this certification. I understand that this information is confidential and shall not be released without my approval or a court order. I understand that the transit agency issuing this permit shall have the right and opportunity to verify my eligibility for a Regional Reduced Fare Permit. I understand that if any of the statements made on this application form are false or inaccurate, I will lose the privileges granted by the Regional Reduced Fare Permit and be subject to criminal prosecution in accordance with Washington State Law for fraud (RCW #9A.56.020).

Name _____
First Middle Last

Address _____

City _____ State _____ ZIP _____

Date of Birth _____ Phone No. _____

Applicant's Signature _____ Date _____

This section to be completed by the following approved health care provider.

Washington State Licensed: • Physician (M.D.) • Psychiatrist • Psychologist (Ph.D.) • Physician's Assistant (P.A.)
• Advanced Registered Nurse Practitioner (A.R.N.P.) • Audiologist certified by the American Speech–Language–Hearing Association
• Osteopathic Physician (D.O.) — **Signatures of Health Care Providers other than these are not acceptable.**

1. This applicant must meet at least one of the criteria and conditions listed in the *Medical Eligibility Criteria and Conditions* brochure.
2. The specific Medical Eligibility Criteria number must be noted in the space provided.
3. If section 6.4 is used, this person must be diagnosed by you as being "Acute-at-risk." The appropriate subsection (a, b, c, or d) must be included along with the name and phone number of the work activity center, training, or rehabilitation program in which this patient is currently a patient. **Note:** An applicant's enrollment in a drug or alcohol rehabilitation program does not, in and of itself, meet eligibility requirements.
4. An applicant's financial situation has no bearing on eligibility.

I certify that _____ meets the Medical Eligibility Criteria _____
Section, Subsection

If section 6.4 (a, b, c, or d) enter name of qualifying program: _____

Please check the appropriate boxes:

☐ Yes ☐ No The disability is temporary. Specify length of disability: _____ years _____ months.
A temporary disability must be expected to last no longer than 5 years.

☐ Yes ☐ No The disability is permanent.

☐ Yes ☐ No This applicant requires a Personal Care Attendant. If yes: ☐ Temporary ☐ Permanent

Verification of Approved Health Care Provider — Please Print

Name _____ Phone No. _____

Provider or Agency Address _____

Washington State License No. _____

I understand that if any of the statements made on this application form are false or inaccurate, I will be subject to criminal prosecution if accordance with Washington State Law for fraud (RCW #9A.56.020).

Signature _____ Date _____

Original Signature Only — No Photocopies or FAX Accepted

Title VI Notice: All participating agencies in the RRFP program fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact _____
Oct 17, 2017 MTA Reg Board Mtg 65
September 2017

Regional Reduced Fare Permit — Participating Transit Agencies

 Clallam Transit 830 West Lauridsen Blvd • Port Angeles, WA 98363 360-452-1315 • Toll Free: 1-800-858-3747	 Mason Transit Transit-Community Center 601 West Franklin Street • Shelton, WA 98584 360-427-5033 • Toll Free: 1-800-374-3747 TDD/TTY: 711 or 1-800-833-6388
 Community Transit Community Transit Ride Store 20110 46 th Avenue West • Lynnwood, WA 98036 425-348-2350 • Toll Free: 1-800-562-1375 TTY Relay: 711	 Pierce County Ferries Steilacoom Ferry Landing 56 Union Avenue • Steilacoom, WA 98388 253-588-1950
 Everett Transit 3201 Smith Avenue • Everett, WA 98201 425-257-7777 • TDD/TTY: 425-257-7778 TTY Relay: 711	 Pierce Transit Tacoma Dome Station Bus Shop: 505 East 25 th Street • Tacoma, WA 98421 253-581-8000 • Toll Free: 1-800-562-8109 TTY Relay: 711 or 253-581-8000, Option 1
 Grays Harbor Transit 705 30 th Street • Hoquiam, WA 98550 360-532-2770 • Toll Free: 1-800-562-9730	 Skagit Transit 600 County Shop Lane • Burlington, WA 98233 Burlington Business Office: 360-757-8801 Customer Service: 360-757-4433 Toll Free: 1-877-584-7528 • TTY: 1-360-757-1938
 Intercity Transit 222 State Avenue NE • Olympia, WA 98501 360-786-1881 • Toll Free: 1-800-287-6348 TDD/TTY: 360-943-5211 Dial-A-Lift: 360-754-9993 • Toll Free: 1-800-244-6846	 Sound Transit 401 South Jackson Street • Seattle, WA 98104 206-398-5000 • Toll Free: 1-888-889-6368 • TDD/TTY: 711
 Jefferson Transit 63 4 Corners Road • Port Townsend, WA 98368 360-385-4777 • Toll Free: 1-800-371-0497 TTY: Relay 711 • Dial-A-Ride: 360-385-4777	 WSDOT Ferries Division (WSF) Customer Information: 2901 Third Avenue, #500 • Seattle, WA 98121-3014 206-464-6400 • Toll Free WA & BC: 1-888-808-7977 or 511 Persons who are deaf or hard of hearing may access Relay Services by dialing 711 (WA) and ask to be connected to 206-464-6400.
 King County METRO 201 South Jackson Street • Seattle, WA 98104-3856 206-533-3000 • Toll Free: 1-800-542-7876 • TDD/TTY: 711	 Whatcom Transportation Authority Administrative Offices: 4111 Bakerview Spur • Bellingham, WA 98226 360-676-7433 • Toll Free: 1-866-989-4BUS TDD/TTY: 360-676-6844
 King County Water Taxi 201 South Jackson Street • Seattle, WA 98104-3856 206-477-3979 • TTY: 711 • watertaxi.info@kingcounty.gov	 Kitsap Transit 60 Washington Avenue, #200 • Bremerton, WA 98337 Bremerton Transportation Center: 360-373-BUSS Toll Free: 1-800-501-RIDE Kitsap Transit ACCESS (Toll Free): 1-800-422-BUSS TDD/TTY: 360-377-9874

The Regional Reduced Fare Permit is a cooperative program developed through the Puget Sound Regional Council with support from the Federal Transit Administration and public agencies in the Puget Sound region.

Regional Reduced Fare Permit
for Senior and Disabled Persons

Medical Eligibility Criteria and Conditions



Available in Accessible Format

April 2017

Clallam Transit

Community Transit

Everett Transit

Grays Harbor Transit

Intercity Transit

Jefferson Transit

King County
Metro Transit

King County
Water Taxi

Kitsap Transit

Mason Transit

Pierce County Ferries

Pierce Transit

Skagit Transit

Sound Transit

WSDOT Ferries Division (WSF)

Whatcom Transportation Authority

Regional Reduced Fare Permit — Applicant Information

What is it?

The Regional Reduced Fare Permit simplifies travel for senior and disabled riders of public transportation around Puget Sound. The following public transportation systems in the Puget Sound region recognize this identification card:

- **Clallam Transit • Community Transit • Everett Transit**
- **Grays Harbor Transit • InterCity Transit • Jefferson Transit**
- **King County Metro Transit • King County Water Taxi • Kitsap Transit**
- **Mason Transit • Pierce County Ferries • Pierce Transit • Skagit Transit**
- **Sound Transit • Washington State Ferries**
- **Whatcom Transportation Authority**

With the Regional Reduced Fare Permit, eligible persons do not need to carry more than one permit to receive the reduced-fare benefits of multiple systems within the region.

Who is eligible?

Any person who presents proof of one of more of the following conditions can obtain a Regional Reduced Fare Permit (the agencies reserve the right to contact your Health Care Provider for verification).

Permanent Permit:

1. Is at least 65 years of age.
2. Is currently certified by the Veterans Health Administration at a 40% or greater disability level.

Temporary Permit:

3. Is now eligible for Social Security Disability Benefits or now receives Supplemental Security Income Benefits because of disability. (Applicant must show current award letter.)
4. Has a valid Medicare card issued by the Social Security Administration.
5. Has a valid ADA Paratransit card from outside the region.
6. Is currently participating in a vocational career program with the Washington State Individual Educational Program (IEP).
7. Has a Washington Department of Licensing issued disabled parking identification in conjunction with a government issued photo identification.
- Permanent or Temporary Permit (case-by-case):**
 8. Has a valid Regional ADA Paratransit card.
 9. Has obvious physical impairments meeting one or more of the medical criteria listed to the right.
 10. Is certified by a Washington state-licensed Physician (M.D.), Psychiatrist, Psychologist (Ph.D.), Physician's Assistant (P.A.), Advanced Registered Nurse Practitioner (A.R.N.P.), Audiologist certified by the American Speech–Language–Hearing Association, or Osteopathic Physician (D.O.) as meeting one or more of the medical criteria listed to the right.

Where is it issued?

Any eligible person may apply for a Regional Reduced Fare Permit at the customer service offices of any of the participating transit agencies. King County Water Taxi, Pierce County Ferries, Sound Transit and Washington State Ferries do not issue the permits but will honor those issued by any of the other systems.

How long is it valid?

Permits issued to persons 65 or older and to persons permanently disabled will be valid indefinitely. No renewal is necessary. Persons with disabilities that will last up to five years may receive temporary permits. If documentation does not include an expiration date, the RRFp will be valid for three years. These permits, which carry an expiration date, may be renewed only if the disability continues beyond that date. Persons certified by approved health care providers as permanently disabled may receive permanent permits. Participating agencies retain the right to ask for certification upon loss of a permit or at any other time.

What does it cost?

An individual must pay a fee of \$3.00 to obtain the permit. Replacement permits may be obtained from the issuing agency for \$3.00.

How does it work?

The permit is an identification card used as proof of eligibility to pay a reduced fare. The permit has no cash value and may not be used as a transfer between systems, **except** in cases where ORCA was used to pay a fare. If using ORCA, standard ORCA transfer rules apply. The permit holder must pay the amount of the reduced fare on each system used, and use of the permit is subject to any time restrictions in effect by each system.

Questions?

If you have comments or questions regarding the Regional Reduced Fare Permit, please contact you local agency. Participating agencies are listed on the last page of this brochure.

Title VI Notice: All participating agencies in the RRFp program fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact the appropriate agency.

Health Care Provider — Medical Eligibility Criteria

Section 1. Non-Ambulatory Disabilities

1. **Wheelchair-User.** Impairments which, regardless of cause, confine individuals to wheelchairs.

Section 2. Semi-Ambulatory Physical Disabilities

1. **Restricted Mobility.** Impairments which cause individuals to walk with difficulty included, but not limited to, individuals using a long leg brace, a walker or crutches to achieve mobility, or birth defects and other muscular/skeletal disabilities, including dwarfism, causing mobility restriction. Persons currently undergoing chemotherapy or radiation treatment are considered eligible for a reduced fare permit under this subsection.
2. **Arthritis.** Persons who suffer from arthritis causing a function motor defect in any two major limbs. (American Rheumatism Association criteria may be used as a guideline for the determination of arthritic handicap; Therapeutic Grade III, Functional Class III, or Anatomical State III or worse is evidence of arthritic handicap.)
3. **Loss of Extremities.** Persons who suffer anatomical deformity of or amputation of both hands, one hand and one foot, or lower extremity at or above the tarsal region. Loss of major function may be due to degenerative changes associated with vascular or neurological deficiencies, traumatic loss of muscle mass or tendons, bony or fibrous ankylosis at unfavorable angle, or joint subluxation or instability.
4. **Cerebrovascular Accident.** Persons displaying one of the following, four months post-CVA:
 - a. Pseudobulbar palsy; or
 - b. Functional motor defect in any two extremities; or
 - c. Ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss.
5. **Respiratory.** Person suffering respiratory impairment (dyspnea) of Class 3 or greater as defined by "Guidelines to the Evaluation of Permanent Impairment: The Respiratory System," Journal of the American Medical Association, 194:919 (1965).
6. **Cardiac.** Persons suffering functional classification III or IV and therapeutic classifications C, D, or E cardiac disease as defined by Diseases of the Heart and Blood Vessels — Nomenclature and Criteria for Diagnosis, New York Heart Assoc. (6th Edition).
7. **Dialysis.** Persons who must use a kidney dialysis machine in order to live.
8. **Disorders of Spine.** Persons disabled by one or more of the following:
 - a. Fracture of vertebra, residuals or, with cord involvement with appropriate motor and sensory loss; or
 - b. Generalized osteoporosis with pain, limitation of back motion, paravertebral muscle spasms, and compression fracture of vertebra; or
 - c. Ankylosis or fixation of cervical or dorsolumbar spine at 30 degrees or more of flexion measured from the neutral position and one of the following:
 - i. Calcification of the anterior and alteral ligaments as shown by x-ray; or
 - ii. Bilateral ankylosis of sacroiliac joints and abnormal apophseal articulation as shown by x-ray.
9. **Nerve Root Compression Syndrome.** A person disabled due to any cause by:
 - a. Pain and motion limitation in back of neck; and
 - b. Cervical or lumbar nerve root compression as evidenced by appropriate radicular distribution of sensory, motor and reflex abnormalities.
10. **Motor.** Persons disabled by one or more of the following:
 - a. Faulty coordination or palsy from brain, spinal, or peripheral nerve injury; or
 - b. A functional motor deficit in any two limbs; or
 - c. Manifestations significantly reducing mobility, coordination, and perceptiveness not accounted for in prior categories.
11. **HIV Disease.** A person disabled by HIV disease who meets Social Security eligibility criteria or who meets Washington State (GAU/Welfare) medical criteria.

Section 3. Visual Disabilities

1. Persons disabled because of:

- a. Visual acuity of 20/200 or less in the better eye with correcting lenses; or
- b. Contraction of the visual field:
 - i. So the widest diameter of visual field subtending an angular distance is no greater than 20 degrees; or
 - ii. To 10 degrees or less from the point of fixation; or
 - iii. To 20% or less visual field efficiency.

2. **Persons who, by reason of visual impairment, do not qualify for a Driver's License under regulations of the Washington State Department of Motor Vehicles.**

Section 4. Hearing Disabilities

1. **Persons disabled because of hearing impairments manifested by one or more of the following:**
 - a. Better ear pure tone average of 90 dB HL (unaided) for tones at 500, 1,000, 2,000 Hz; or
 - b. Best speech discrimination score at or below 40% (unaided) as measured with standardized testing materials.
2. **Eligibility may be certified by a physician licensed by the State of Washington or by an audiologist certified by the American Speech–Language–Hearing Association.**

Section 5. Neurological Disabilities

1. **Epilepsy.**
 - a. Persons who have suffered any seizure with loss of awareness within the last 6 months.
 - b. Persons exhibiting seizure-free control for a continuous period of more than six months duration are not included in the statement of epilepsy defined in this section.
2. **Neurological Handicap.** A person disabled by cerebral palsy, multiple sclerosis, muscular dystrophy, or other neurological and physical impairments not controlled by medication.

Section 6. Mental Disabilities

1. **Developmental Disabilities — Permanent Permit.** Persons disabled due to intellectual disability, autism or other conditions found to be closely associated with intellectual disability or to require treatment similar to that required by intellectually disabled individuals and:
 - a. The disability originates before such individual attains age 18;
 - b. The condition has continued, or can be expected to continue, indefinitely;
 - c. The condition substantially limits one or more major life activities on an ongoing basis.
2. **Adult Cognition Impairments — Permanent Permit.** Persons whom by reason of traumatic brain injury, illness or other accident occurring after age 18 experience ongoing impairment(s) in cognition that substantially limit(s) one or more major life activities, including individuals who meet SSA, SSI, or SSDI eligibility criteria.
3. **Serious Persistent (Chronic) Mental Illness — Permanent Permit** Individuals with a mental illness with symptoms chronic in nature who experience a significant limitation in their ability to take part in major life activities **and** who meet one of the following:
 - a. Having a mental disorder diagnosis based on criteria in the Diagnostic and Statistical Manual of Mental Disorders (DSM);
 - b. Living in a group/boarding home setting, receiving state or federal financial assistance and participating in a state or federally funded work activity center or workshop;
 - c. Permanently placed in a supervised or supported living arrangement;
 - d. Addressing mental health needs by participating in any training/rehabilitation program or therapy established under federal, state, county, Regional Support Network (RSN), or city government agency.
4. **Serious Mental Illness (Acute at-risk) — Temporary Permit.** Individuals with a mental illness who are currently experiencing a significant limitation in their ability to take part in major life activities **and** who meet one of the following:
 - a. Having a mental disorder diagnosis based on criteria in the Diagnostic and Statistical Manual of Mental Disorders (DSM);
 - b. Living in a group/boarding home setting, receiving state or federal financial assistance and participating in a state or federally funded work activity center or workshop;
 - c. Living at home under supervision and participating in a state or federally funded state or federal work activity center or workshop;
 - d. Addressing mental health needs by participating in any training/rehabilitation program or therapy established under federal, state, county, Regional Support Network (RSN), or city government agency.

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RESOLUTION NO. 2017-30

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE GENERAL MANAGER TO SIGN THE MEMORANDUM
OF AGREEMENT FOR THE REGIONAL REDUCED FARE PERMIT FOR
SENIOR AND DISABLED PERSONS.**

WHEREAS, Mason Transit Authority has participated in the Regional Reduced Fare Permit for Senior and Disabled Persons with other agencies for several years to provide a reduced fare for seniors, those with disabilities or that have a Medicare card, so they are able to travel at a reduced cost when using public transportation services; and

WHEREAS, from time to time the Memorandum of Agreement to Implement a Regional Reduced Fare Permit for Senior and Disabled Persons (MOA) is revised to make necessary changes, with the last changes having been made in 2015; and

WHEREAS, a new MOA is ready for all participants to enter into and will supersede the 2015 Agreement; and

WHEREAS, the changes to the MOA include adding a new transit agency; photo identification is now necessary for eligibility requirements; up to \$3.00 may be charged for permanent, temporary and replacement RRFP cards; and clarification that amendments and other Task Force decisions where there is not a full consensus will be determined by a majority-rule vote;

NOW THEREFORE, BE IT RESOLVED THAT THE MASON TRANSIT AUTHORITY BOARD that it wishes to continue to participate in the Regional Reduced Fare Permit for Senior and Disabled Persons program; and

BE IT FURTHER RESOLVED that the MTA Board authorizes the General Manager to execute the Memorandum of Agreement to Implement a Regional Reduced Fare Permit for Senior and Disabled Persons.

Adopted this 17th day of October, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

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

Subject: Bitimec Bus Washer

Prepared by: Marshall Krier, Maintenance and Facilities Manager

Approved by: Danette Brannin, General Manager

Date: October 17, 2017

Summary for Discussion Purposes:

Maintenance has evaluated several different options for washing MTA buses from fully automated units that require a separate building, power, water and draining system to our current method of manual scrubbing with a brush.

A fully automated stand-alone unit without infrastructure has cost estimates of \$310,000 up to \$750,000 and more. A small fixed unit without a building has a cost estimate of \$30,000, which has drawbacks such as it cannot be used in freezing weather and must be attached to a building for proper support, thus limiting the flexibility of washing in multiple locations in the maintenance yard.

The Bitimec unit is a fully self-contained walk behind washer that has the flexibility of being able to wash vehicles in multiple locations. This flexibility will save significant time and money over our current method, approximately 30-45 minutes per bus. Given the number of vehicles in our fleet and employee time savings, we anticipate recovering the purchase expense within 2-3 years.

Additionally, I have discussed the durability, reliability and ease of this unit, as well as the quality of wash, with other municipalities that are using this model and they have been pleased with its performance overall.

Northwest Lift and Equipment LLC, the company from which we would purchase the Bitimec unit, is a qualifying DBE.

This purchase was approved for \$50,000 in our 2017 capital projects budget.

Fiscal Impact:

\$35,900 plus tax.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board authorize the General Manager to purchase the Bitimic Wash System in an amount not to exceed \$35,900 plus tax.



Northwest Lift & Equipment LLC

5075 SW River Road Hillsboro, OR 97123

Office: 503-515-8161

Cell: 503-267-1498

September 18, 2017

Mason Transit Authority
Maintenance & Facilities Dept.
Shelton, WA 98848
Attn: Marshall Krier

Dear Marshall,

Thank you for choosing Northwest Lift & Equipment for your equipment needs. Per your request, we are pleased to offer our Bitimec Wash System as follows:

1—Battery 626 EZ - completely wireless system, runs on a 24 VDC system that allows for up to 30 full-size coach bus washes per charge. Includes a self-contained water and detergent tank allowing you to wash anywhere wirelessly. A center-mounted 5th wheel provides traction so the operator doesn't have to manually pull the machine.

COST (Show Pricing): **\$ 32,900**

Freight to Shelton, WA: **\$ 2,000**

Installation & Training: **\$ 1,000**

Delivery is approximately 15-30 days ARO. Terms are Net 30. Cost does not include applicable sales tax. Installation includes setup by a factory-trained technician, testing with a customer-furnished vehicle, training of all personnel on safe and correct operation of the wash system, and training for facility maintenance personnel on proper care and troubleshooting of the system. A forklift is required for offloading the equipment and for installation (not provided by NW Lift).

Marshall, thank you for your interest in our Bitimec products. Should you require further information, please do not hesitate to contact us at 503-267-1498 or David@nwlift.com. We look forward to working with you.

Sincerely,

David Fay
Northwest Lift & Equipment LLC

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Mason Transit Authority Regular Board Meeting

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

Subject: Interlocal Agreement Between Mason County and
Mason Transit Authority

Prepared by: Marshall Krier, Maintenance and Facilities Manager

Approved by: Danette Brannin, General Manager

Date: October 17, 2017

Summary for Discussion Purposes:

In March, 2015, the Authority Board approved a previous form of Interlocal Government Request and Agreement in connection with certain work or services provided by Mason County Public Works. Mason County and Mason Transit Authority would like to continue this relationship, as well as include maintenance services on County vehicles and equipment that Mason Transit Authority would provide to Mason County Public Works. Mason County has expanded the form of agreement to provide more specificity to the terms of the agreement as set forth in the attached Interlocal Agreement.

Fiscal Impact:

To be determined.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the Interlocal Agreement between Mason Transit Authority and Mason County for certain work or services and approve Resolution No. 2017-31 and authorize the General Manager to sign the Interlocal Agreement.

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**INTERLOCAL AGREEMENT
BETWEEN MASON COUNTY AND MASON TRANSIT AUTHORITY
(MTA) FOR ACQUISITION OF SERVICES**

THIS INTERLOCAL AGREEMENT is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington, on the ____ day of October, 2017, by and between Mason Transit Authority (hereinafter referred to as TRANSIT) and Mason County (hereinafter COUNTY) collectively referred to as PARTIES.

WHEREAS, Revised Code of Washington Section 39.34.030 authorizes cooperative efforts between public agencies, and

WHEREAS, the TRANSIT has expressed interest in an interlocal agreement with the County whereby the Public Works Department will provide the following services: vehicle, road or site maintenance, engineering, survey, GIS, emergency assistance, sign fabrication, fueling and materials supply.

WHEREAS, the COUNTY has expressed interest in an interlocal agreement with Transit whereby Transit will provide the maintenance services on County vehicles and equipment.

NOW, THEREFORE, in consideration of the mutual benefits and covenants herein the PARTIES agree as follows:

1. **PURPOSE OF AGREEMENT:** The purpose of this agreement is for both PARTIES to provide the above mentioned services as identified when a work request has been approved by both parties.
2. **ADMINISTRATION OF AGREEMENT:** Each PARTY to this agreement shall have an AGREEMENT representative. Each PARTY may change its representative upon providing written notice to the other PARTIES. The PARTIES' representatives are as follows:

To COUNTY:

Dept. of Public Works
100 W Public Works Drive
Shelton, WA 98584
Attn: Allan Eaton or Jeremy Seymour

Phone: (360) 427-9670, Ext.450
Fax: (360) 427-7783
Email: allane@co.mason.wa.us
Email: jeremys@co.mason.wa.us

To TRANSIT:

Mason Transit Authority
790 E. Johns Prairie Rd
Shelton, WA 98584
Attn: Marshall Krier, Maint. Manager

Phone: (360) 432-5732
Cell: (360) 481-1800
Email: mkrier@masontransit.org

To COUNTY (continued):

Cyndi Ticknor
Mason County Public Works
O&M/ER&R Manager
Cell: (360) 490-1819
Office: (360) 427-9670, Ext. 384

3. DURATION OF AGREEMENT: This agreement shall take effect upon execution of the agreement by both COUNTY and TRANSIT and shall remain in effect until EITHER PARTY terminates by giving a ten days' written notice to the OTHER PARTY.

4. WORK REQUESTS: The following are authorized representatives to make work requests of the other PARTY:

County - Asst. Road Operations/Maintenance Manager, Allan Eaton and/or Fleet Supervisor, Jeremy Seymour

Transit – Marshall Krier, Maintenance Manager

The work request should be made by an authorized representative of the requesting PARTY by e-mail. Phone or verbal requests must be followed up with an emailed request. The PARTIES will only do work as authorized for the other by receiving the request from the appropriate authorized representative identified above.

5. SCHEDULING: The PARTIES will normally schedule the work in discussion with the identified representative of the other, giving due consideration to the immediacy of the requestor's need and the current workload of the PARTY providing the service.

6. COMPENSATION: (A) The PARTIES shall pay the other all actual cost (direct and indirect) for requested services; an estimate will be provided by the PARTY providing the service to the PARTY requesting the service, if requested (B) The PARTY providing the services shall provide the requesting PARTY an invoice detailing time and/or materials used p. (C) Payment is due upon receipt of invoice and payment shall be expected in thirty (30) days from date of invoice. Invoices and payments are to be sent to the address and representative referred to in section 2.

7. HOLD HARMLESS AND INDEMNIFICATION:

The COUNTY agrees to indemnify, defend and hold the TRANSIT, its directors, officers, employees, and volunteers, harmless from and against any and all claims, including demands, actions, damages, loss, costs, and attorney's fees, arising or resulting from any alleged negligent act, error or omission by the COUNTY, its directors, officers, or employees arising from the work performed by the COUNTY under this agreement provided, however, that the COUNTY shall not be obligated to indemnify, defend and hold the TRANSIT harmless with respect to any act, error or omission taken by the TRANSIT arising from the regular operations of its vehicles.

The TRANSIT agrees to indemnify, defend and hold harmless the COUNTY, its directors, officers, and employees harmless from and against any and all claims, including demands, actions, damages, loss, costs, expenses, and, attorney's fees arising out of or resulting from any negligent act, error or omission by the TRANSIT or its directors, officers, employees or volunteers, with regards to the operation of its vehicles, provided however that the TRANSIT shall not be obligated to indemnify, defend and hold the COUNTY harmless with respect to any act, error or omission taken by the COUNTY arising from the work performed by the COUNTY under this agreement.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of the liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the COUNTY and the TRANSIT, its directors, officers, employees or volunteers, then the COUNTY'S and the TRANSIT'S liability hereunder shall be only to the extent of each party's own negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES EACH PARTY'S WAIVER OF IMMUNITY OF INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

8. ASSIGNMENT, DELEGATION AND SUBCONTRACTING: The PARTIES shall perform the terms of the AGREEMENT using only their bona fide employees or agents.

9. COMPLIANCE WITH LAWS: The PARTIES shall comply with all applicable federal, state and local laws, rules and regulations in performing this AGREEMENT.

10. NON-DISCRIMINATION POLICY: The COUNTY and the TRANSIT agree not to discriminate in the performance of this Agreement because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam era veteran status, or the presence of any physical, mental sensory handicap, or other status protected by law.

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11. FILING: This document shall be filed with the County Auditor pursuant to RCW 39.34 or, alternatively, listed by subject on the website of each of the PARTIES.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

DATED this____, day of October, 2017.

**BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON**

**MASON TRANSIT
AUTHORITY (MTA)**

Kevin Shutty, Chair

By

ATTEST:

Signature

Melissa Drewry, Clerk of the Board

Title

APPROVED AS TO FORM:

Tim Whitehead, Ch. DPA

RESOLUTION NO. 2017-31

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD APPROVING AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE INTERLOCAL AGREEMENT WITH MASON COUNTY RELATING TO CERTAIN SERVICES TO BE PROVIDED BY EACH PARTY TO THE OTHER.

WHEREAS, Mason Transit Authority ("MTA") and Mason County (the "County") (collectively, the "Parties") desire to continue their relationship of certain services that were previously provided at cost by the Public Works Department of the County to MTA; and

WHEREAS, a new form of Interlocal Agreement for Acquisition of Services (the "Agreement") has been created that allows the Parties to the Agreement, to provide certain services to each other as described therein and other terms of the Agreement have been described with more specificity; and

WHEREAS, in consideration of the mutual covenants and conditions hereinafter provided, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, the MTA Board agrees that MTA shall continue to receive such service, as well as provide the specified service to the County, as set forth in the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the General Manager is authorized to sign the Agreement between MTA and the County relating to those certain services as identified in the Agreement and under the terms set forth therein; and

BE IT FURTHER RESOLVED that any previously approved agreements relating to those services provided by the Mason County Public Works Department to MTA shall be superseded by the Agreement.

Adopted this 17th day of October, 2017.

Terri Drexler, Chair

John Campbell, Vice-Chair

Wes Martin, Authority Member

Tracy Moore, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Don Pogreba, Authority Member

Sandy Tarzwell, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Danette Brannin, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 –*Discussion*

Subject: MTA Board Composition Review

Prepared by: Danette Brannin, General Manager

Approved by: Danette Brannin, General Manager

Date: October 17, 2017

Summary for Discussion Purposes:

Pursuant to Chapter 36.57A RCW, the composition of the MTA Board is to be reviewed every four years by the designated representatives of the component county and cities (in this case, Mason County and the City of Shelton). The purpose is to review the composition of the governing body of MTA and make any changes in the composition of the Board if the change is deemed appropriate.

The Bylaws of MTA currently have the Board composition as follows:

- Three (3) elected members representing Mason County Commissioners,
- One (1) elected member representing the City of Shelton Commissioners,
- One (1) elected member representing the Hood Canal School District,
- One (1) elected member representing the Shelton School District,
- One (1) elected member representing the Mary M. Knight School District or Southside School District serving alternating two year terms, starting with Mary M. Knight School District in 2014-2015,
- One (1) elected member representing the Grapeview School District or Pioneer School District serving alternating two year terms, starting with Pioneer School District in 2014-2015,
- One (1) elected representing the North Mason School District,
- One (1) *ex officio* non-voting labor union representative pursuant to Section 4.2 below.

There are several options that the Composition Review Committee may consider with regard to the Board. The Composition Review Committee is seeking input for consideration at its continued meeting that will be held on Wednesday, November 8.

Fiscal Impact:

None

Staff Recommendation:

None

Motion for Consideration:

None.

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 1 – *Informational*

Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update

Prepared by: Mike Oliver, Development Manager

Approved by: Danette Brannin, General Manager

Date: October 17, 2017

Summary for Informational Purposes:

Project Management: SCJ has contracted an Architect for the Belfair Park and Ride. The Architect is the firm Architects-Rasmussen Triebelhorn (A-RT).

Design Development: Pear Orchard, Pickering Road, and Cole Road permit plan development is wrapping up. SCJ intends to submit for permits for these three sites by October 20. SCJ is evaluating cost estimates to guide MTA in deciding between PUD 3 provided illumination or MTA provided illumination.

Belfair Park and Ride: The topographic survey and geotechnical report has been completed for the Belfair location. SCJ is currently updating their design based on the survey and geotechnical report. SCJ will schedule a kick off meeting with the A-RT and MTA to progress building design. SCJ is progressing conversations with WSDOT to develop the controlled intersection at Log Yard Road and SR 3.

Other progress: We have been notified that the team of Parsons/Scarsella Joint Venture (PSJV) has been awarded the Coffee Creek Fish Barrier project which will have an effect on the Shelton Matlock Park and Ride location. Language in the contract between the construction team and WSDOT and PSJV states: "PSJV commits to further coordination with Mason Transit regarding all temporary and permanent impacts to the existing Park and Ride lot. The final configuration of the Shelton-Matlock Rd. Park and Ride shall be approved in writing by the Mason Transit Authority (MTA)".

Park and Ride Project Update

Fiscal Impact:

Standard Billing and Payment per contract with SCJ Alliance (Funds previously allocated)

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational – Item 2 – *Informational*

Subject: Van Grant Quarterly Report

Prepared by: Kristi Evans, Operations Coordinator

Approved by: Danette Brannin

Date: October 17, 2017

Summary for Informational Purposes:

The following information represents the first quarter reporting period for van grant recipient Gethsemane Ministries:

Reporting Period: August 2017 through September 2017

Total Miles – 1045.20

Total Riders - 109

Total Trips - 12

Summary of usage

The van was used for medical appointments, canning for hunger events and ministries.

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Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 3 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Danette Brannin, General Manager

Date: October 17, 2017

Summary for Discussion Purposes:

The monthly MTA Management Reports are attached for your information.

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 17, 2017

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MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 17, 2017

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

- Met with City of Shelton, Mason County Conservation District and the Department of Ecology regarding the Radich Parking Lot. Due to some excavation, we will now need to do some soil testing. The original project or some fashion of the original design may end up being completed. Have met with a soil testing company and we should have results by the end of October and will know more then on the status.
- Met the WSDOT regarding intersection control at SR3 and Log Yard Rd. Next steps are for SCJ Alliance to complete the Intersection Control Analysis.
- Released RFP for Service Analysis Consultant. Closing date is October 20, 2017. Intend to bring Scope of Work to Board in November.
- Participated in interviews for Janitor/Detailer for Maintenance. This position was not filled after when previous employee was injured and could not return to work. We attempted to use a custodian service and have other staff perform detailing. This did not work well having an outside custodian so it was decided to fill the position.
- Attended Board Composition Review meeting. Meeting was continued to November 8.
- Attended quarterly Small-Medium Transit Alliance (SMTA) meeting.
- Attended quarterly WSTIP meeting.
- Met with City Administrator to discuss joint projects and other topics.
- Attended Budget Workshop.
- Met with Administrative Services Manager to discuss grant reimbursements and cost allocation for Overhead.
- Conducted a Joint Labor-Management Committee meeting with the Drivers and Union.
- Met with WSDOT's Public Transportation Division regarding grant management.
- Had first Near Miss Program Committee Meeting.
- Worked on RFP for bus technology; met with Technology Committee.
- Various meetings with staff regarding planning for 2018.

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TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

- **HR Dashboard** - 70 FTE's, plus 8 Worker Drivers, not including compensated board members. Employee headcount is 8.7% less than one year ago, with turnover 19.5% over the past 12 months. Hired YTD - 8, Termed YTD - 14. Two terminations this year have been due to poor performance, the balance have been voluntary: made up of 4 retirements, 7 for personal reasons, and 1 for better pay. Median tenure - 4 years, median employee drive time to work - 12 minutes.
- **Recruiting** - The Admin/Finance team is happy to announce that we have filled our open position with an internal recruitment of Christina Haugan from Dispatch. The open custodial/detailer position has also been filled.
- **Forecasting** - Provided wage and benefit analysis to identify the financial impact of the strategic organizational restructure and its effect on the budget. Continued applying cost updates for second draft presentation. The final budget draft will be submitted for approval at December's board meeting.
- **Building Knowledge** - Both Brian and I attended SAO - BARS Roundtable in preparation for the 2017 annual report. We also attended the WSTA-Finance Committee meeting. I attended the WSTIP 3rd quarterly meeting. Attended training for de minimis indirect cost allocation as it pertains to our operating grant.
- **HR Support** - Various meetings with staff.

MAINTENANCE/FACILITIES – Marshall Krier

- **Fleet Availability:** Our Fleet availability for the month of September was just over 95.34 percent a great achievement for the maintenance team, our goal is 95 percent. We also had no late vehicle preventive maintenance inspections.
- **Status of Cutaway Purchase:** Completing the five cutaway build specifications and awaiting final pricing from Champion.
- **Committee Chair:** Ruben Castro and I attended the WSTA Fall Facility and Vehicle Maintenance meeting in Leavenworth on October 2. The Vehicle Maintenance Committee Chairman position was vacated, so I assumed the position of the Chair. Looking forward to fulfilling my duties for the next 2 years. Todd Griffin from Spokane Transit assumed the position as Vice-Chair.
- **Gasboy:** Performing transaction accuracy testing with Gasboy and we are not experiencing any errors. Our maintenance Software FASTER has completed their testing and is performing downloads.
- **State of Good Repair:** Developing performance measures for the State of Good Repair and asset management plan. Working with LeeAnn's team on tracking cost per square foot for our facilities.

T-CC – Kathy Geist

- **Facility user traffic report:**
 - Gym use for September is back up again at 365 with past programs starting back up and new recreation programs beginning in October!
 - Conference room use for September is up again at 302.
- **Bus Advertising Program:** The bus ad program continues to grow! We picked up one new advertiser in September!

- **Other news:**
 - In September we held our first “T-CC Breakfast Club” meeting. All our tenants were represented! They were excited about the club and we will be meeting once a month to talk tenant issues and programs. This is a great way for our tenants to work together serving the community as well as keeping me apprised of possible issues relating to the T-CC facility.
- **I attended:**
 - Thurston Mason Behavioral Health Organization Advisory Board
 - CHOICE Advisory Board Meeting

OPERATIONS – Mike Ringgenberg

- **Request for Proposal (RFP):** We sent out a RFP #2017-01 for Comprehensive Service Analysis. We are currently in the questions/clarification phase for the contractors.
- **Position Open:** We are currently taking applications for a Full-Time Dispatcher/Scheduler position because Christina H accepted a position in Finance. Congrats Christina on the new position!!
- **Operations Changes:** We are currently working on restructuring the department for future needs.
- **Oct 2 Shake Up:** Completed and new schedule books that include Spanish translation are completed.
- **WSTIP:** Hosted a meeting with Chris Duvall from WSTIP to discuss: practical drift, our claims and being proactive in our training.
- **Training:** Conducted 1 CPR/AED/FA class and trained 3 individuals; conducted two PASS classes and trained 4 individuals.
- **Vanpool:** usage rate is 63% (10/16 in use).

2017 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2017 Work Items		Completed as of 10/13/2017	Progress
1st Quarter			
Complete shelter replacement and upgrade project		✓	Shelter for Bill Hunter Park has been installed; other shelters have arrived and staff are working towards installing the them at the planned locations. We have been granted an amendment to our shelter contract with WSDOT so we can purchase expansion shelters instead of just replacement. Bringing amendment and request to purchase 8 shelters to the February Board meeting. New larger shelter has been installed at Wallace-Kneeland. New shelter has been installed on Professional Way (previously no shelter at this location.) Eight more shelters have been ordered. Installed more replacement shelters. Shelters should be shipped soon and installments occurring throughout summer. Shelters have been received and are being installed.
Review personal protection equipment requirements. Purchase highly visible safety vest with MTA logo		✓	Research has been done. Working with Correctional Industries to design safety vests to our specifications and will order once we agree on the style and price. We have received our annual \$2,500 safety grant from WSTIP which we will use to pay for the vests. Correctional Industries has done some redesign for us. Awaiting final sizing then will be placing the order. Order has been placed. Vest received and distributed.
Complete LED headlamp replacement on buses		✓	LED headlamps have been ordered and the installed on all coaches. Will install on cutaways as needed. Task is considered complete.
Research automated fueling		✓	Maintenance has reached out to Gasboy and awaiting an estimate of the cost to update the system. Research done and price quote received. Anticipate installing in the next two months depending on cash flow to purchase. Cost is appx. \$25k.
Research to determine feasibility of bus wash		✓	It has been determined installing a bus wash is cost prohibited at this time. Moving forward with purchasing a bus washer this year as funds are available. For now, this task is considered complete.
Re-train all drivers on a regular basis in order to provide consistent service and safety		✓	Operations completed Defensive Driver and Passenger Safety Training; HR completed anti-harassment training to all staff. Training for this quarter has been completed.
Negotiate remaining union contracts		✓	Union negotiations for the drivers has began. There were six meetings total to reach a tentative agreement. Drivers ratified May 7. Contract before Board on May 16. That leaves one contract left to negotiate for the Comm Center. Had first meeting with Comm Center steward and Union Rep. Were able to tentatively agree to 25 of 27 articles. Next meeting scheduled for July 19. The goal is to have contract ready for Board review and approval in August. Contract negotiations have been completed.
Communicate expectations to staff through Employee Appraisals and Coaching/Counseling; establish consistent practices.		✓	Forms have been updated and are ready for use. Managers are expected to complete annual employee appraisals by March 31. Reviews are almost done. Operations still has some drivers to meet with and plan to have all completed by April 30. Annual reviews completed.
Review and update Employee Handbook based on union contracts			HR is working on updating employee handbook with a completion goal date of April 30. Rikki worked on updates until she retired. LeeAnn will complete. Waiting for the last contract to be negotiated before finalizing the handbook. Finance has been working on comparing Employee Handbook against union contracts. Will begin update in November with completion by end of 2017.
Review benefit package and medical insurance options in preparation for 2018 changes due to Affordable Care Act Cadillac Tax		✓	One meeting has occurred with an Association of Washington Cities representative to look at plan options. Information was presented to staff for a first glance at the All Staff meeting. LeeAnn has attended a workshop with AWC to determine next steps for implementing new plans. We have scheduled AWC to be on sight in November to respond to staff questions.
Prepare for retirement of HR Manager. Look at other key positions to begin establishing succession planning and establishing an internal process for promoting within first		✓	Have been working on merging of HR and Finance Manager positions. Will be reviewing all manager's tasks and job responsibilities as well as other key positions. Have incorporated Lead Drivers to help with the process of promoting within. Will be looking at other departments for similar training plans. Succession for HR Manager has been completed. Rikki's last day was April 14. Will continue in the 2nd quarter with organizational structure and efficiency.
Implement a review plan for exempt and non-represented staff salaries and benefits		✓	Initial meeting with Board Members Pogreba and Petersen to discuss compensation plan and get direction; follow-up meeting scheduled for March 20 to review initial plan. Compensation Plan to the full board is tentatively planned for April. Had final meeting on April 10. Compensation Plan is in April Board Packet for Board approval.

Explore technological advances that can streamline our scheduling process	✓	<p>A team has been established to work on a bus and scheduling technology. Have had three Webex presentations and an on-site visit. Goal is to put together a technology plan and then explore grant opportunities. Continued to view products. Team will be meeting in April to review information and determine next steps. Meetings and research continues with the goal of having a list of technology needs and desires, a cost and implemtation schedule. Another site demonstration is planned for May 19. We will be using some of our Sales Tax Equalization money to implement technology on the buses.</p>
Schedule MCTAB meeting	✓	MCTAB meetings continue.

2nd Quarter		
Re-train all drivers on a regular basis in order to provide consistent service and safety	✓	This quarter the training focus will be the new buses and the passive restraints installed on each. CPR refresher training will be done for those needing to renew the CPR card. Conducted Active Shooter Training.
Evaluate available options and pilot implementation of driver tablet use	✓	This is part of the exploring technological advances to streamline our scheduling and dispatch process. Plan to issue an RFP in October. Committee has been formed and there have been several meetings to prioritize needs.
Establish Driver Awareness and Training Program to encourage reporting of near misses		A committee has been established and the first meeting occurred October 10.
NIMS training and preparedness; create procedures and training for lockdown situations	✓	Mike Ringgenberg attended training in July on transit emergencies and has implemented plans for emergency preparedness.
Continue to explore new options in hiring practices, positions, organizational structure and retention by looking at other transit agencies' practices and structure as well as working towards efficiency through job description review	✓	Currently working on job description review. Have reviewed other transit' organizational structure to compare with MTA's. Anticipate the review of job descriptions will be done by end of May. Continuing to work through this process along with projections to help support the organizational structure. Overall task is complete with a few outstanding position review to be completed by end of July but will also be on-going as needs of the agency change.
Prepare for the 2018 alternative fuel mandate	✓	New buses arriving approx. April that will be ready for alternative fuel. Preparation for change is on schedule. Marshall and Ruben visiting the Gillig factory March 20-24 for final production and inspection of buses. New buses arrived and B-5 biodiesel will be delivered in April when tank is filled.
Increase face-to-face time between staff	✓	EMC sponsored a baseball Opening Day event with hot dogs, popcorn and other food. National Transportation Week is May 13-19. Management will be handing out lunch bags and spending time in the "field" with employees. Continue to look for opportunities. This will be on-going but there is much more awareness to the task.
Establish Joint Labor Management Committees for each bargaining unit; establish a meeting schedule	✓	Meetings have been conducted.
3rd Quarter		
Re-train all drivers on a regular basis in order to provide consistent service and safety	✓	Drivers training scheduled for September 10. Meeting was cancelled due.
Improve current rider materials, specifically the schedule book; translate rider materials into Spanish	✓	Rider's Guide and Schedule Book is being designed and reviewed now for October 2. It will include Spanish translation.
Create learning and resource library	X	Moving this to 2018. Not a high priority and determined that focusing on electronic record management is more important.
Invest in technical training for staff specific to route planning and development	✓	Will be hiring for a planner/outreach as part of the organizational restructuring.
Create Financial Management Manual	X	Moving this to 2018 due to training of new staff and Jeri's retirement plus budget process, etc.
Evaluate the facilities infrastructure with regard to MTA's ability to maintain obligations for current and planned facilities	✓	This is currently being evaluated through the process of long-range financial planning as related to Operating Margin as well as overall financial health.
Respond to LMTAAA RFQ to secure funding for volunteer driver program	✓	Received the RFP and Finance Team submitted application by deadline of July 14, 2017. Awaiting to hear back on acceptance. MTA has been awarded the funding. Contract to follow.
4th Quarter		
Re-train all drivers on a regular basis in order to provide consistent service and safety		
Begin to formalize shift from flag stop to fixed stop service in Shelton's urban area	X	Move to 2018 after service analysis is completed.
Install bus stop signs through Mason County	X	Move to 2018 after service analysis is completed.
Develop a route deviation policy		
Develop a work plan for parking lot upgrades		Maintenance to begin work on this in November.
Develop bridging activities, such as a job shadow program and internships, to create career pathways between youth (high school & college) and MTA		Kathy participated in entrepreneur program at Olympic College; GM plans to participate in Financial Fair at Shelton HS.

All Year		
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Operations Report September 2017

Service Statistics

The following table shows the ridership, hours and mileage statistics for each mode of service. It compares September 2016 to September 2017 data.

MTA provided 25 days of service.

Totals		Sep-17	Sep-16	2017 YTD	2016 YTD	YTD % (+ -)
Fixed Route	Ridership	31,476	32,057	289,242	285,722	1%
	Total Hours	2,748	2,810	25,411	25,538	0%
	Mileage	57,285	55,383	528,796	509,765	4%
Worker/Driver	Ridership	4,242	4,112	36,948	38,930	-5%
	Total Hours	202	214	1,896	1,946	-3%
	Mileage	4,900	5,145	46,132	46,469	-1%
Dial-A-Ride	Ridership	3,545	3,595	33,102	35,469	-7%
	Total Hours	2,227	2,261	20,130	20,820	-3%
	Mileage	26,031	27,401	245,211	244,276	0%
Vanpool	Ridership	2,012	1,954	20,276	22,826	-11%
	Mileage	12,269	12,382	119,704	141,398	-15%
Special Events	Ridership	0	0	1,464	1,322	11%
	Total Hours	0	0	16	41	-61%
	Mileage	-	0	101	135	-25%
Volunteer	Ridership	167	154	1,150	1,061	8%
	Total Hours	280	258	2,048	1,715	19%
	Mileage	6,148	5,534	47,013	40,793	15%
All Modes Total	Ridership	41,442	41,872	382,182	385,330	-1%