Office of the Washington State Auditor
Pat McCarthy

Financial Statements and Federal Single Audit Report

Mason County Public Transportation Benefit Area

(Mason Transit Authority)

For the period January 1, 2018 through December 31, 2018

Published August 19, 2019

Report No. 1024435

Office of the Washington State Auditor
Pat McCarthy

August 19, 2019

Board of Commissioners
Mason Transit Authority
Shelton, Washington

Report on Financial Statements and Federal Single Audit

Please find attached our report on the Mason Transit Authority's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the Authority's financial condition.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

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January 1, 2018 through December 31, 2018

SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of the Mason Transit Authority are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the Authority.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the Authority's compliance with requirements applicable to its major federal program.

We reported findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

Identification of Major Federal Programs

The following program was selected as a major program in our audit of compliance in accordance with the Uniform Guidance.

CFDA No.	Program or Cluster Title
20.509	Formula Grants for Rural Areas and Tribal Transit Program

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was $750,000.

The Authority qualified as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

See finding 2018-001.

SCHEDULE OF FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Mason Transit Authority
January 1, 2018 through December 31, 2018

2018-001 The Authority did not maintain adequate internal controls to ensure compliance with suspension and debarment requirements.

CFDA Number and Title:	20.509 Formula Grants for Rural Areas
Federal Grantor Name:	Federal Transit Administration
Federal Award/Contract Number:	N/A
Pass-through Entity Name:	Washington State Department of Transportation
Pass-through Award/Contract Number:	GCB2614
Questioned Cost Amount:	$0

Description of Condition

During fiscal year 2018, the Authority spent $757,963 in grant funding from the Formula Grants for Rural Areas. The objective of this program is to initiate, improve, or continue public transportation service in rural areas by providing assistance for operating, planning, administrative expenses, and the acquisition, construction, and improvement of facilities and equipment. The Authority used these funds to support its operations and maintenance of its vehicle/bus fleet.

Federal regulations prohibit recipients from contracting with parties suspended or debarred from doing business with the federal government. For contracts of $25,000 or more, the Authority must verify the party is not suspended or debarred. This verification may be accomplished by (1) checking the Excluded Parties List System (EPLS) maintained by the U.S. General Services Administration to verify the party's status, (2) obtaining a written certification from the party, or (3) insert a clause into the contract where the party states it is not suspended or debarred. The Transit must perform one of these activities to meet this requirement before entering into a contract.

We identified two contracts entered into during the audit period that exceeded the $25,000 threshold. The Authority did not have adequate controls to ensure one of the parties were not suspended or debarred before entering into a contract.

We consider this internal control deficiency to be a material weakness.

This issue was not reported as a finding in the prior audit.

Cause of Condition

Authority staff did not identify a party it had consistently done business with for many years that exceeded the $25,000 threshold during the audit period. In prior years, the Authority purchased from multiple parties, but during the audit period purchased from only one party. After talking with staff, we determined this culminated from a failure to adhere to the Authority's written policies and procedures.

Effect of Condition

As a result of not having verified suspension and debarment status via written certification, clause insertion, or checking of the EPLS before entering into the contract, the Authority could have paid parties that were suspended or debarred and would have been responsible to repay the granting agency. The Transit paid the party $29,426 with federal program funds in 2018.

Without adequate internal controls, the Transit cannot ensure federal funds are paid to parties that are eligible to participate in federal programs. Any payment to ineligible parties would be unallowed and subject to recovery by the funding agency.

The party was not suspended or debarred; therefore, we are not questioning these payments.

Recommendation

We recommend the Authority improve internal controls to ensure contractors paid with federal funds are not suspended or debarred before entering into the contract or covered transaction.

Authority's Response

In response to the finding regarding verifying suspension and debarment status on all vendors for which purchases exceed $25,000, Mason Transit Authority has executed the following controls: Each January all vendors for which purchases exceed the Small Procurement threshold of $3,000 in the year prior will be searched on Systems for Award Management (SAM) website by a member of the Finance staff to verify the current status. This task for 2019 was completed on July 18, 2019. If there is a procurement where it is known that the purchase is *expected to exceed the $25,000 threshold, SAM will be referenced as part of the procurement/contracting process.*

In addition, a current and continuing practice exists of researching any new vendor on SAM as part of the new account setup. All new vendors whose purchases exceed $3,000 will be placed in the first of the year review process to ensure no changes in status from the time of setup.

Auditor's Remarks

We appreciate the District's commitment to resolving these issues. We will review the status of the District's corrective action during our next audit.

Applicable Laws and Regulations

Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), section 516, Audit findings, establishes reporting requirements for audit findings.

The American Institute of Certified Public Accountants defines significant deficiencies and material weaknesses in its Codification of Statements on Auditing Standards, section 935, Compliance Audits, paragraph 11.

Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), section 303 – Internal controls

Title 2 CFR Part 180, OMB *Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),* establishes non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Mason Transit Authority
January 1, 2018 through December 31, 2018

Board of Commissioners
Mason Transit Authority
Shelton, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Mason Transit Authority, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated August 13, 2019.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of the Authority's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy

Pat McCarthy

State Auditor

Olympia, WA

August 13, 2019

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Mason Transit Authority
January 1, 2018 through December 31, 2018

Board of Commissioners
Mason Transit Authority
Shelton, Washington

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

We have audited the compliance of the Mason Transit Authority, with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended December 31, 2018. The Authority's major federal programs are identified in the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2018.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance with those requirements, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying Schedule of Federal Award Findings and Questioned Costs as Finding 2018-001. Our opinion on each major federal program is not modified with respect to these matters.

Authority's Response to Findings

The Authority's response to the noncompliance findings identified in our audit is described in the accompanying Schedule of Federal Award Findings and Questioned Costs. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform

Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control over compliance, as described in the accompanying Schedule of Federal Award Findings and Questioned Costs as Finding 2018-001 to be a material weakness.

Authority's Response to Findings

The Authority's response to the internal control over compliance findings identified in our audit is described in the accompanying Schedule of Federal Award Findings and Questioned Costs. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited.

It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy

State Auditor

Olympia, WA

August 13, 2019

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Mason Transit Authority
January 1, 2018 through December 31, 2018

Board of Commissioners
Mason Transit Authority
Shelton, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Mason Transit Authority, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed on page 18.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Mason Transit Authority, as of December 31, 2018, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed on page 18 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements,* *Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This schedule is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated August 13, 2019 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Pat McCarthy

State Auditor

Olympia, WA

August 13, 2019

FINANCIAL SECTION

Mason Transit Authority
January 1, 2018 through December 31, 2018

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SUPPLEMENTARY AND OTHER INFORMATION

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MANAGEMENT DISCUSSION AND ANALYSIS

This section of Mason County Public Transportation Benefit Area's (MTA; Mason Transit Authority) Annual Financial Report presents management's overview and analysis of MTA's financial performance for the fiscal year ended December 31, 2018. It should be read in conjunction with the financial statements and notes to the financial statements that follow this section.

Introduction

Mason Transit Authority is a public transportation benefit area providing services to Mason County citizens since 1992. Services include:

- Local and express bus services
- Connectivity to other counties' transit services
- Puget Sound Naval Shipyard Worker/Driver program
- General Dial-A-Ride services
- Vanpool and volunteer programs
- Community Van Programs

Financial Highlights for 2018

- As of December 31, 2018 MTA's Net Position equaled $23,398,634.
- Total net position increased by $1,949,934.
- Cash increased by $1,337,529.
- Fare revenues decreased by $6,809 or -1.9%.
- Non-operating revenue increased by $1,120,227 or 14.5%. Non-operating revenue includes local sales tax, grant revenue, rental income, investment income, sales of maintenance service and miscellaneous non-operating revenue.
- Capital grants received totaled $826,889; which was for further construction on Park & Ride Projects, the acquisition of bus technology, and three of five cutaway replacements, with the remaining two having arrived in January, 2019.

Overview of the Financial Statements

This Management Discussion and Analysis (MD&A) is intended to serve as an introduction to the basic financial statements.

The *Statement of Net Position* presents information on all of MTA's assets, deferred outflows, liabilities and deferred inflows, with the difference being reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the organization is improving or deteriorating.

The *Statement of Revenues, Expenses and Changes in Net Position* presents information showing changes in MTA's net position occurring during the fiscal year. All changes in net position are reported on the accrual basis as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus revenues and expenses are recorded in this statement for some items that will only result in cash flows in future fiscal years.

The *Statement of Cash Flows* presents information on MTA's cash receipts, cash payments, and changes in cash during the fiscal year.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements and can be found in this report.

Financial Analysis

Mason Transit Authority remained stable in 2018. MTA's total cash increased by $1,337,529 at year-end 2018; the increase can be attributed to high growth from sales tax, an increase of 12.4% from 2017and sales tax equalization revenue applied to the consolidated operating grant. At year end, there was $1,457,244 in grant fund receivables outstanding. MTA continues to have a reserve fund that is maintained for operating cash flow and capital improvements and purchases. At the end of 2018, MTA's reserve fund which is held by the Mason County Treasurer and invested in the Washington State Investment Pool, equaled $6,769,105, a $900,000 increase over 2017.

Sales Tax Revenue increased by $551,998 or 13% from 2017 to 2018. Sales Tax Revenue received by MTA has continued to trend upward with 2018 showing the highest growth in recent years.

MTA operations are subsidized by federal and state grants. Operating grant revenue for 2018 was $3,642,932; capital grant revenue was $826,889. Federal and State grants are received on a reimbursement basis, by quarterly submission of operational and expenditure reports. The grant amounts fluctuate depending on the success of grant applications and funding availability for our specific region.

Statement of Net Position

Net Position

For the year ending December 31, 2018, assets plus deferred outflows exceeded liabilities and deferred inflows by $23,398,634, an increase of $1,949,934 from December 31, 2018.

Unrestricted net position increased by $2,148,480 or 35.8%, the result of increased cash flow, largely attributed to sales tax receipts, sales tax equalization revenue and the 2018 GASB 68 pension entry which resulted in a reduction of $694,859 to pension liability, a reduction of $81,648 to deferred outflows, and a $255,312 increase to deferred inflows.

After recording depreciation, acquisitions and disposals, MTA's investment in capital assets decreased by $198,546, or a roughly 1% decrease from 2017 to 2018. Although changes in net position can be viewed as an indicator of financial sustainability or improvement, it must be considered in conjunction with other financial indicators. MTA continues to be financially secure based on strong cash and cash reserve balances and no externally-funded debt.

Current assets increased by $1,929,828 or 21.9%, non-current assets decreased by $198,546, netting an increase of $1,731,282 or 7.1% to total assets.

GASB 68 entries for the year reported on the Statement of Net Position resulted in deferred outflows in the amount of $291,153 and deferred inflows in the amount of $736,739.

Current liabilities increased by $119,301 or 49.9% in 2018 compared to ending balance at year-end 2017. Current liabilities include accounts payable and wages and benefits payable. Non-current liabilities decreased by $674,913 or 27.3% - pension liability decreased by $694,859, and compensated absence increased by $19,946.

There are no external restrictions on assets. MTA has designated, through Authority Board direction, an operating reserve equal to three months of the current operating budget. For 2018, the designated operating reserve was $2 million. Additionally, MTA designated $1,586,089 for project and grant match, $150,000 for emergency repairs, $100,000 for emergency insurance reserves, $699,494 for capital project reserves, and $120,000 for fuel reserves, and $170,568 for an accrued general leave liability.

Capital Assets

Transit is a capital intensive enterprise, with 59% of MTA's assets invested in capital assets to provide services to the citizens of Mason County. Capital Assets increased in 2018 by $914,489, excluding depreciation; the result of purchasing three Champion cutaways, a new bus lift, an additional bus shelter, further construction on Park and Ride Development Projects, and the acquisition and installation of new bus technology. In addition to the acquisitions, two vans and a cutaway were sent to surplus and disposed.

MTA's investment in capital assets as of December 31, 2018 was $15,248,847. Capital assets consist of transit buses and other vehicles, a transit facility, a downtown transit-community center, land and a building in downtown Shelton, bus shelters, construction in progress, and equipment. Depreciation expense recorded was $1,211,651 for the year.

For additional information, refer to Note 4 – Capital Assets.

Long-Term Debt

MTA has no long-term debt.

Deferred Outflows/Inflows of Resources

The 2018 Statement of Net Position includes Deferred Outflows/Inflows of Resources as part of the GASB 68 accounting policy. Deferred Outflows refer to consumption of net assets that is applicable to a future period and Deferred Inflows refer to an acquisition of net assets that is applicable to a future period.

Summary Table of Net Position

Below is the Summary of Net Position for December 31, 2018, as compared to December 31, 2017.

Mason County Public Transportation Benefit Area
Summary of Net Position
December 31, 2018 and December 31, 2017

	12/31/2018	12/31/2017	Net Increase (Decrease) 2018 vs 2017
ASSETS			
Current Assets	$ 10,748,653	$ 8,818,825	$ 1,929,828
Non-Current Assets	15,248,847	15,447,393	(198,546)
TOTAL ASSETS	**25,997,500**	**24,266,218**	**1,731,282**
DEFERRED OUTFLOWS OF RESOURCES	291,153	372,801	(81,648)
LIABILITIES			
Current Liabilities	358,523	239,222	119,301
Non-Current Liabilities	1,794,757	2,469,670	(674,913)
TOTAL LIABILITIES	**2,153,280**	**2,708,892**	**(555,613)**
DEFERRED INFLOWS OF RESOURCES	736,739	481,427	255,312
NET POSITION			
Investment in Capital Assets	15,248,847	15,447,393	(198,546)
Unrestricted	8,149,787	6,001,307	2,148,480
Total Net Position	**$ 23,398,634**	**$ 21,448,700**	**$ 1,949,934**

Statement of Revenues, Expenses and Changes in Fund Net Position

Operating Revenues
Operating Revenues are primarily generated by sales of transportation services. MTA was essentially a fare-free system until November 1, 2001, at which time a fare per one-way out-of-county trip was implemented on routes to and from Olympia, Bremerton, and Brinnon. As of January 1, 2009, these fares are $1.50 for adults and youth and $0.50 for seniors and persons with disabilities. Mason Transit Authority remains fare free within Mason County. A fee is charged for the Puget Sound Naval Shipyard (PSNS) Worker/Driver service and Vanpool.

Fares collected during 2018 were as follows:

Out-of-County Fares	$101,791	Increased	3.6%
PSNS Worker/Driver & Vanpool Fares	$254,753	Decreased	3.9%
Total Operating Revenue	$356,544	Decreased	1.9%

Effective July 2018, MTA entered an agreement with WSDOT to provide the State Agency Rider (STAR) Pass program. A transit pass program for State of Washington employees assigned to a Thurston County worksites. The initial term of the agreement is one year, with a contract amount not to exceed $13,000. $6,499.98 was received in 2018 contributing to the Out-of-County fare increase. The PSNS Worker Driver program saw a 1.9% increase, while Vanpool decreased 19.2% over 2017.

Non-Operating Revenues
Non-operating revenues include amounts received that do not directly correspond with receipt of goods or services, such as sales tax, grant proceeds, interest and other miscellaneous sources.

MTA's non-operating revenue for 2018 included $4,813,813 in sales tax and sales tax interest, an increase of 13% over 2017. Sales tax revenue has been trending upward since August 2013, and MTA anticipates the positive trend to continue due to growth in the region.

40% of non-operating revenue was attributed to grant revenues derived from federal, state and local grants. The Washington State Department of Transportation and Federal Transit Administration awarded MTA consolidated rural mobility and paratransit/special needs formula-based operating grants. The total federal, state and other operating grant revenue for 2018 was $3,642,932 a 16.1% increase.

Other non-operating revenue consists of sales of maintenance services, rental of buildings, investment income, insurance recoveries, LMTAA volunteer donations, and sales of bus advertising. In 2018, other non-operating revenue was $365,955 a 20.4% increase from 2017.

Capital Contributions
MTA received $826,889 in capital grant revenue which was used towards the purchase of three Champion cutaways, a new bus lift, an additional bus shelter, further construction on the Belfair Park and Ride, and the acquisition and installation of new bus technology.

Operating Expenses
Operating expenses represents costs incurred to provide transportation services, which increased during 2018 by $199,868 or 3%. Most expenses remained consistent year-over-year, however two large projects were funded that can be attributed to the minor increase in expenses: funding for a bus pullout in downtown Shelton, and a comprehensive service analysis to determine if our current transit service model is the most effective method of delivering our service. Total operating expenses for 2018 were $8,056,199 less pension expense of $51,383 and depreciation of $1,211,651; net operating expenses were $6,793,165.

Operating Expenses by department were as follows:

- Operations: $4,224,638 – Responsible for all on-road services, including: Drivers, communications center, communications center supervisor, vanpool coordination, schedulers, road and training supervisors and an operations manager.
- Maintenance: $1,380,649 – Responsible for vehicle and facility upkeep and fuel. Fuel is the most significant expense in maintenance. Of this amount, $265,474 is attributed to facility maintenance.
- Administration: $1,379,614 – Responsible for all other functions including executive direction, planning, marketing, information systems, purchasing, finance, human resources, safety and risk management, volunteer driver program.
- Transit-Community Center: $217,544 – Responsible for operations of the Transit-Community Center including property management, leases and event rentals.
- Depreciation: $1,211,651 – Capital Assets are depreciated based on their actual costs spread over their useful lives.
- Pension Expense: $51,383 – GASB 68 2018 entry resulted in an increase of expense.

Summary Table of Statement of Revenues, Expenses and Changes in Fund Net Position
Below is the Summary Statement of Revenues, Expenses and Changes in Fund Net Position for December 31, 2018, as compared to December 31, 2017.

Mason County Public Transportation Benefit Area
Summary Statement of Revenues, Expenses and Changes in Fund Net Position
For The Years Ended December 31, 2018 and December 31, 2017

	12/31/2018	12/31/2017	Net Increase (Decrease) 2018 vs 2017
OPERATING REVENUE:			
Fares	$ 356,544	$ 363,353	$ (6,809)
NON-OPERATING REVENUE			
Sales Tax	4,813,813	4,261,815	551,998
Grant Revenue	3,642,932	3,136,805	506,127
Other Non-operating Revenue	365,955	303,853	62,102
TOTAL REVENUE	9,179,244	8,065,826	1,113,418
EXPENSES			
Operating Expenses	6,844,548	6,644,680	199,868
Depreciation	1,211,651	1,347,296	(135,645)
Non-Operating Expenses	-	-	-
TOTAL EXPENSES	8,056,199	7,991,976	64,223
NET INCOME BEFORE CAPITAL CONTRIBUTIONS	1,123,045	73,850	1,049,195
Capital Contributions-Grants	826,889	2,018,597	(1,191,708)
INCREASE (DECREASE) IN NET POSITION	1,949,934	2,092,447	(142,514)
NET POSITION - BEGINNING OF PERIOD	21,448,700	19,356,253	2,092,447
NET POSITION - END OF PERIOD	**$ 23,398,634**	**$ 21,448,700**	**$ 1,949,934**

Economic Factors and Future Outlook

The economic outlook for 2019 in Mason County is trending positive as the unemployment rate has remained stable, consumer spending is up, new businesses have opened, and construction projects continue to be added throughout the community. The Economic Development Council of Mason County reports investments have come into Mason County to take advantage of local attributes, successful business recruitments and expansions are occurring and several major projects, most noteworthy is the SR3 Freight Corridor will begin this year. Beyond 2019, it is expected construction projects will continue through the next two to four years with the hospital expansion, school levies, City and County capital investments, WSDOT projects and MTA's Park and Ride Development project to name a few.

Mason Transit Authority's operations rely heavily on the collection of locally approved transit sales tax (6 tenths of one percent). Sales tax revenues have steadily grown over the last several years showing the economy has recovered from the recession. In 2018, sales tax revenues saw a growth of 12.9% over 2017, and early indicators for 2019 show sales tax revenues will exceed 2018. The first receipt for January 2019 was 22% higher than January 2018. January typically is the lowest month of the year for sales tax revenue collection. The increased sales tax revenue in the County can be contributed to several large construction projects, tax assessed for on-line purchases as well as a stable unemployment rate.

In addition to sale tax revenues, MTA depends on both federal and state grants for funding operations. With the ability to apply for a four-year grant for operations, MTA now can plan with some predictability knowing what revenue will come from grants over two biennia. This will allow the agency to focus on sustaining existing service levels and the commitment to the community to provide safe, reliable transit services.

Mason Transit Authority's financial health has improved. Net position increased 9.1% and cash on hand and in reserves increased 16.2%. These increases have been a direct result of steps MTA has taken over the past two years to project a positive financial five-year outlook, keeping the budget balanced without using reserves. Additionally, a conservative approach continues in budgeting revenue with all revenue received above budget transferring to reserves for future operating expenses or capital projects, such as fleet replacement and facility projects.

Overall, MTA is optimistic about the future and the agency's ability to serve the community in a fiscally responsible manner.

Request for Information

This financial report is designed to provide a general overview of Mason County Public Transportation Benefit Area's financial position for all those who have an interest in this agency's finances.

Questions concerning any of the information presented in this report or requests for additional financial information should be addressed to:

Administrative Services Manager
Mason County Public Transportation Benefit Area
790 E Johns Prairie Rd
Shelton, WA 98584
(360) 426-9434 ext.138

MCAG No. 0674

Mason County Public Transportation Benefit Area
Statement of Net Position
December 31, 2018

ASSETS		
CURRENT ASSETS		
Cash	$	8,280,417
Accounts Receivable		13,049
Taxes Receivable		847,565
Due from other Governments		1,457,244
Prepaid Expenses		32,966
Inventory		117,412
TOTAL CURRENT ASSETS		**10,748,653**
NON-CURRENT ASSETS:		
CAPITAL ASSETS:		
Capital Assets Not Being Depreciated		
Land		1,194,837
Construction in Progress		1,242,549
Capital Assets Being Depreciated		
Buildings		13,368,619
Improvements		326,392
Transportation Equipment		9,638,897
Office and Shop Equipment		986,337
Less: Accumulated Depreciation		(11,508,784)
Net Capital Assets Being Depreciated		12,811,461
TOTAL NON-CURRENT ASSETS		**15,248,847**
TOTAL ASSETS		**25,997,500**
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on pensions		291,153
Total deferred outflows of resources		291,153
LIABILITIES		
CURRENT LIABILITIES:		
Accounts Payable		242,235
Payroll and related expenses payable		90,792
Other Current Liabilities		25,496
TOTAL CURRENT LIABILITIES		358,523
NON-CURRENT LIABILITIES:		
Employee Leave Benefits		170,568
Pension Liability		1,624,189
TOTAL NON-CURRENT LIABILITIES		1,794,757
TOTAL LIABILITIES		**2,153,280**
DEFERRED INFLOWS OF RESOURCES		
Deferred amounts on pensions		736,739
Total deferred inflows of resources		736,739
NET POSITION		
Investment in Capital Assets		15,248,847
Unrestricted		8,149,787
TOTAL NET POSITION	**$**	**23,398,634**

The Notes to Financial Statements are an integral part of this Statement

MCAG No. 0674

Mason County Public Transportation Benefit Area
Statement of Revenues, Expenses and Changes in Fund Net Position
For the Year Ended December 31, 2018

OPERATING REVENUES:		
Passenger fares	$	101,791
PSNS Worker/Driver & Vanpool fares		254,753
Total Operating Revenue		356,544
OPERATING EXPENSES:		
Wages and Benefits		5,010,556
Contracted Services		461,993
Maintenance (Vehicle and Facility)		258,572
Fuel		389,011
Insurance		238,506
Intergovernmental Audit Fees		29,411
Rent - Park and Ride		25,054
Volunteer Driver Reimbursements		39,366
Other Operating Expenses		392,079
Depreciation		1,211,651
Total Operating Expenses		8,056,199
OPERATING INCOME (LOSS)		(7,699,655)
NONOPERATING REVENUES (EXPENSES):		
NONOPERATING REVENUES:		
Sales tax		4,813,813
Grant revenue		3,642,932
Rental Income		180,440
Investment income		106,978
Other nonoperating revenue		78,537
Total Nonoperating Revenue		8,822,700
Income (Loss) before capital contributions		1,123,045
Capital Contributions-Grants		826,889
Increase (Decrease) in Net Position		**1,949,934**
NET POSITION - January 1, 2018		21,448,700
NET POSITION - December 31, 2018	**$**	**23,398,634**

The Notes to Financial Statements are an integral part of this Statement

MCAG No. 0674

Mason County Public Transportation Benefit Area
Statement of Cash Flows
For the Year Ended December 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	$	355,733
Payments to suppliers		(1,724,858)
Payments to employees		(5,348,509)
Net cash provided (used) by operating activities	$	(6,717,634)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Cash Received from Sales Tax	$	4,709,164
Cash Received from Grants		3,167,037
Other nonoperating revenue		258,978
Net Cash provided from noncapital activities	$	8,135,179
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital contributions (capital grants)	$	826,889
Purchases of capital assets		(1,013,105)
Net cash provided (used) by capital and related financing activities	$	(186,216)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest and dividends	$	106,201
Net cash provided by investing activities	$	106,201
Net increase (decrease) in cash	$	1,337,529
Balances - beginning of the year		6,942,888
Balances - end of the year	$	8,280,417
Reconciliation of Operating income (Loss) to Net Cash Provided (Used) by Operating Activities		
Operating income (loss)	$	(7,699,655)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Depreciation	$	1,211,651
Pension Expense		(357,899)
Change in assets and liabilities:		
Decrease in accounts receivable		(811)
Increase in prepaid expenses		3,189
Increase in parts and fuel inventory		(13,356)
Decrease in accounts payable		88,978
Decrease in other-current liabilities		30,323
Increase in employee benefits payable		19,946
Net cash provided by operating activities	$	(6,717,634)

The Notes to Financial Statements are an integral part of this Statement

MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA
Notes to the Financial Statements
January 1, 2018 through December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Mason County Public Transportation Benefit Area (MTA; Mason Transit Authority) is a special purpose district formed pursuant to Chapter 36.57A of the Revised Code of Washington (RCW). Mason Transit Authority, as a public transit agency, provides accessible public transportation throughout Mason County, with regional connections to adjacent counties. The financial statements of MTA have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governments.

A) Reporting Entity

Mason Transit Authority is a special purpose district organized to provide public transportation services for Mason County, Washington. MTA utilizes a combination of fixed-route, route deviation, demand response (Dial-A-Ride) service, vanpool and worker/driver programs, and coordinated volunteer transportation. Funding is provided through sales tax, interest income, state grants, rent from leases and events, federal transit operating and capital grants, Federal Department of Health and Human Services funds, general public fares for out of county trips only (effective November 1, 2001), Puget Sound Naval Shipyard Worker/Driver and Vanpool fares.

The Mason Transit Authority governing body consists of:

Three (3) Mason County Commissioners;
One (1) City of Shelton Council member;
Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County commission districts.

The Board composition shall also contain one (1) non-voting labor representative as set forth in RCW 36.57A.050.

As required by generally accepted accounting principles, management has considered all potential component units in defining the reporting entity. The transit has no component units.

B) Basis of Accounting and Presentation

The accounting records of the MTA are maintained in accordance with methods prescribed by the State Auditor under the authority of Chapter 43.09 RCW. MTA uses the *Budgeting, Accounting and Reporting System (BARS)* in the State of Washington.

Funds are accounted for on cost for services or an economic resources measurement focus. This means that all assets, liabilities, deferred outflows, and deferred inflows (whether current or noncurrent) associated with their activity are included on the Statement of Net Position (or balance sheet). The reported fund net position is segregated into investment in capital assets, restricted and unrestricted components of net position. Operating statements present increases (revenue and gains) and decreases (expenses and losses) in total net position. MTA discloses changes in cash flows by a separate statement that presents its operating, non-capital financing and investing activities.

MTA uses the full-accrual basis of accounting where revenues are recognized when earned and expenses are recognized when incurred. Capital asset purchases are capitalized and long-term liabilities are accounted for in the appropriate fund.

MTA distinguishes between operating revenues and expenses from non-operating ones. Operating revenues and expenses result from providing services and producing and delivering goods in connection with MTA's principal ongoing operations. The principal operating revenues of MTA are charges to customers for transit services, worker/driver program and vanpool. Operating expenses for MTA include wages and benefits, maintenance, fuel, administrative expenses, supplies, training, and depreciation. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

C) Assets, Liabilities, and Net Position

1) Cash and Short-Term Investments
It is the transit's practice to invest all temporary cash surpluses. At December 31, 2018, Mason Transit Authority was holding $8,280,417 in short-term residual investments of surplus cash, of which $6,769,105 was held in the Washington State Investment Pool. This amount is classified on the statement of net position as a component of cash. See Note 2, *Deposits and Investments*

2) Receivables

Taxes receivable consists of sales tax and related interest and penalties. Accrued interest receivable consists of amounts earned on investments at the end of the year.

Customer accounts receivable consists of amounts owed from private individuals or organizations for goods and services.

3) Amounts Due to and from Other Governments – See Note 3, *Receivable and Payable Balances.*

These accounts include amounts due to or from other governments for grants, entitlements, temporary loans, taxes and charges for services.

4) Inventories

MTA values the maintenance parts inventory on an actual cost basis and charges out on an actual cost method. Fuel is valued on an actual cost basis at time of purchase and the FIFO method is used to charge out fuel.

5) Capital Assets and Depreciation

Property plant and equipment with individual values of at least $5,000 and a useful life of three years are stated at historical cost, or if unknown, at fair market value. Donated capital assets are valued at acquisition value. Improvements, which add to the value of or extend the life of the asset, are capitalized. Repairs and maintenance are expensed as incurred. Labor and other expenses incurred in the acquisition and construction of capital assets are capitalized. See Note 4 *Capital Assets* for detail.

6) Other Property and Investments – See Note 2 *Deposits and Investments*.

7) Custodial Accounts

This account reflects the liability for net monetary assets being held by the transit in its trustee or agency capacity.

8) Compensated Absences

Compensated Absences are absences for which employees will be paid, and represent vacation earned by employees but not taken at year end. MTA records unpaid vacation leave as an expense and liability when earned. Full time employees earn vacation pay at the rate of 12 to 24 days per year based on longevity; part time employees earn vacation on a percentage of hours worked. Vacation may be accumulated up to a maximum 240 hours at year-end with 240 hours maximum payable upon resignation, termination, retirement or death. Sick leave benefits are earned at 8 hours per month for full-time and pro-rated for part-time employees. Sick leave balance is capped at 960 hours and is only available during employment.

10) Long-Term Debt

See Note 7, *Leases,* and Note 8, *Long-Term Liabilities*.

D) Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all state sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For additional information, refer to Note 9 – Pension Plans.

NOTE 2 – DEPOSITS AND INVESTMENTS

Composition of Cash as of December 31, 2018, is as follows:

Description / Purpose	Held By / On Deposit With	Balance:	12/31/2018
Depository (Operating) Fund	Mason County Treasurer	$	1,330,812
Cash on Hand	MTA		500
Payroll ACH Account	Columbia State Bank		180,000
WA State Investment Pool	Mason County Treasurer		6,769,105
Subtotal (Current Assets)			8,280,417
Total Cash		$	8,280,417

The Mason County Treasurer acts as the transit's treasurer, including the receipt, deposit, and investment of MTA's surplus funds.

Mason Transit Authority's deposits are covered by the FDIC or by collateral held in a collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All of the transit's deposits are with the Mason County Treasurer, as required by state law and Mason County's adopted Investment Policy, are obligations of the U.S. Government and its agencies, certificate of deposit, general obligations of Washington State Municipalities, the State Treasurer's Investment Pool, savings accounts and deposits with Washington State Banks and Savings and Loan institutions, or other investments allowed by Chapter 39.59 RCW.

Mason County issues a publicly available annual financial report that includes financial statements and required supplementary information. The report may be obtained by contacting:

Mason County Treasurer
411 N. 5th Street
Shelton, WA 98584

Per GASB Statement 3, investments in pools managed by another government and in mutual funds need not be categorized as to credit risk.

Custodial Credit Risk: Custodial credit risk is the risk that, in the event of the failure of the counterparty, the agency will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The agency does not have a formal policy for custodial credit risk.

Investments in county investment pool: The agency is a participant in the county investment pool, an external investment pool. The agency reports its investment in the Pool at the fair value amount, which is the same as the value of the Pool per share. The responsibility for managing the pool resides with the County Treasurer. The Pool is established from the RCW 36.29 which authorizes the County Treasurer to invest in the funds of participants. The county's investment policy is established by the Finance Committee consisting of the county treasurer, the county auditor, and the chair of the county legislative authority with the intent of investing public funds in a manner that will provide maximum security with the highest investment return while meeting the daily cash flow demands of the County while conforming to all state and local statutes governing the investment of public funds. The county external investment pool does not have a credit rating. The assets held within the investment pool are essentially cash equivalents, and may be liquidated if necessary.

NOTE 3 – RECEIVABLE AND PAYABLE BALANCES

Sales Tax

MTA received $4,813,813 in Sales Tax and Sales Tax Interest revenue in 2018. The tax revenues are intended for public transportation purposes. In 1991, voters authorized to levy a sales tax at the rate of two-tenths (2/10) of one percent; and on September 18, 2001, voters authorized an additional four-tenths (4/10) of one percent sales tax. The sales and use tax is collected by Washington State Department of Revenue and remitted to MTA monthly, via the Mason County Treasurer.

Tax revenues are accrued in the period earned. MTA accrued $846,133 for tax revenue and $1,432 in sales tax interest revenue earned but not received as of December 31, 2018.

Grant Revenue

As of December 31, 2018, MTA accrued $1,457,244 in grant revenue earned but not yet received.

Receivables Due From Other Governments on December 31, 2018 are as Follows:

Government Receivables	November	December	Total
Sales Tax	$ 378,839	$ 467,294	$ 846,133
Sales Tax Interest	$ 766	$ 666	$ 1,432
Grant Reimbursements (Federal, State & Local)		$ 1,457,244	$ 1,457,244
Total Receivables Due from Other Governments			$ 2,304,809

Liability Balances

As of December 31, 2018, liability account balances include accounts payable of $242,235 to vendors for goods and services, $90,792 for the payroll and related expense payable, and $25,496 for other current liabilities which the majority of which is for deferred revenue related to bus ads.

Other significant liability recorded is $1,624,189 in pension liability required by the Governmental Accounting Standards Board (GASB) (see Notes 9, 11).

NOTE 4 – CAPITAL ASSETS

Capital Assets

Major expenses for capital assets, including capital leases and major repairs that increase useful lives, are capitalized at total acquisition cost, provided that such cost exceeds $5,000 and/or has an expected useful life of at least three years. Maintenance, repairs, and minor renewals are accounted for as expenses when incurred.

Mason Transit Authority has acquired certain assets with funding provided by Washington State Department of Transportation (WSDOT) and federal financial assistance programs. Depending on the terms of the agreements involved, WSDOT and the federal government could retain an equity interest in these assets. However, MTA has sufficient legal interest to accomplish the purposes for which the assets were acquired, and has included such assets with the applicable account.

The original cost of capital property retired or otherwise disposed of and the cost of installation, less salvage, if any, is charged to accumulated depreciation. However, in the case of the sale of an asset, the original cost is removed from MTA's asset accounts, accumulated depreciation is charged with the accumulated depreciation related to the property sold, and the net gain or loss on disposition is credited or charged to income via other non-operating revenue on the statement of revenues, expenses and changes in net position.

An asset's useful life is prescribed by generally accepted accounting principles and is based on guidelines provided by the Federal Transportation Administration (FTA) for the various vehicles by type. The transit facility's buildings, based on age and Washington Engineering's assessment, have been assigned a 20-year life.

Depreciation expense is recorded on all depreciable capital assets using the straight-line method and begins on the first of the month following acquisition.

A summary of the vehicle useful lives and capital asset activity for 2018 is as follows:

Vans and Minivans	4 Year Life
Minibuses with four wheels	5 Year Life
Minibuses with dual rear wheels (Wheelbase length up to 158")	6 Year Life
Minibuses with dual rear wheels (Wheelbase length 159"-181")	9 Year Life
Minibuses, cutaway with truck chassis and dual rear wheels (Wheelbase length 158"-181")	10 Year Life
Buses with dual rear wheels (Gross Vehicle Weight less than 19,000 lbs.)	9 Year Life
Buses with dual rear wheels (Gross Vehicle Weight 19,000 to 24,000 lbs.)	9 Year Life
Buses with dual rear wheels (Gross Vehicle Weight greater than 24,000 lbs.)	12 Year Life

MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA
Capital Asset Activity for the Year Ended December 31, 2018

Category	Beginning Cost 1/1/2018	Acquisitions and Current Year Increases	Dispositions and Reclassifications (Decreases)	12/31/2018 Cost Basis
Capital assets, not being depreciated:				
Land	$ 1,194,837	$ -	$ -	$ 1,194,837
Construction in Progress	588,380	654,169	-	1,242,549
Total Capital assets, not being depreciated	1,783,217	654,169	-	2,437,386
Capital assets, being depreciated:				
Buildings	13,354,454	14,165	-	13,368,619
Vehicles	9,436,388	301,126	(98,617)	9,638,897
Equipment	942,691	43,646	-	986,337
Improvements (Buildings)	326,392	-	-	326,392
Total Capital assets being depreciated:	24,059,925	358,937	(98,617)	24,320,245
Less Accumulated Depreciation for:				
Buildings	3,008,645	540,121	-	3,548,766
Vehicles	6,639,157	597,380	(98,617)	7,137,920
Equipment	747,948	74,150	-	822,098
Total Accumulated Depreciation	10,395,749	1,211,651	(98,617)	11,508,784
Total Investment in Capital Assets	$ 15,447,393	$ (198,545)	$ -	$ 15,248,847

Construction-in-Progress

At the end of 2018, MTA has two large Construction-In-Progress projects, the first of which is the Mason County Park and Ride Development project funded through a Regional Mobility Grant and State Tier Transit List. The second project in-progress is the push for newer bus technology with an on-board announcement system, AVL, an update to our scheduling software and to add tablets to our fleet.

Construction-in-progress as of December 31, 2018, consists of the following:

Park and Ride Development	$ 935,855
Bus Technology	$ 303,410
MTA Parking Lot Project	$ 3,284

NOTE 5 – CONSTRUCTION COMMITMENTS

Mason Transit Authority has one active construction project as of December 31, 2018. The project includes the Park and Ride Development Project that will occur over the next four years. The project will improve the current Park and Ride Lots in Mason County and add a newly-constructed Park and Ride location in Belfair. Other new lots may be developed if funding is available.

At year-end, MTA's commitments with contractors were as follows:

Project	Spent to Date	Remaining Commitment
Park and Ride Development	1,622,915	6,662,085

Of the committed balance, MTA will not be required to raise any funds through future financing. The project is being funded through a Regional Mobility grant and the Connecting Washington transportation package. MTA allocated funds from reserves for the requirement match of $950,000 as of December 31, 2018.

NOTE 6 – CONTINGENCIES AND LITIGATION

Contingencies
Mason Transit Authority participates in a number of federal- and state-assisted programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. MTA's management believes that such disallowance, if any, would be immaterial.

Litigation
As of December 31, 2018, Mason Transit had no litigation suits.

NOTE 7 – LEASES

Mason Transit Authority had three, non-cancelable operating leases for equipment with a remaining lease term of more than one year. Total cost for such leases was $5,922 for the year ended December 31, 2018.

The future minimum lease payments are as follows:

Year Ending December 31, 2018	Amount	Terms	Number of Payments
2019	369.23	Monthly	12
2019	174.15	Quarterly	4
2020	369.23	Monthly	4
2021	174.15	Quarterly	4
2022	174.15	Quarterly	4
2023	174.15	Quarterly	3

NOTE 8 – CHANGES IN LONG-TERM LIABILITIES

Long-term liabilities include Accrued Vacation Benefits (see Note 1, Item C-9) and Pension Liability (see Note 9). There are no amounts due within one year.

The following *Schedule of Liabilities* provides a listing of the outstanding liabilities of the Mason Transit Authority and summarizes transactions for the year 2018.

Mason County Public Transportation Benefit Area
Schedule of Liabilities
For the Year Ended December 31, 2018

ID. No.	Description	Beginning Balance 01/01/2018	Additions	Reductions	Ending Balance 12/31/2018	Due within 1 Year
263.98	Accrued Vacation Benefits	$ 150,622	$ 170,568	$ 150,622	$ 170,568	$ 170,568
264.30	Pension Liability	2,319,048		694,859	1,624,189	
		$ 2,469,670	$ 170,568	$ 845,481	$ 1,794,757	$ 170,568

NOTE 9 – PENSION PLANS

The following table represents the aggregate pension amounts for all plans for the year 2018:

Aggregate Pension Amounts – All Plans		
Pension liabilities	$	(1,624,189)
Pension assets	$	
Deferred outflows of resources	$	291,153
Deferred inflows of resources	$	(736,739)
Pension expense/expenditures	$	51,383

State Sponsored Pension Plans

Substantially all Mason Transit Authority's full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The state Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Or the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

Public Employees' Retirement System (PERS)

PERS members include elected officials; state employees; employees of the Supreme, Appeals and Superior Courts; employees of the legislature; employees of district and municipal courts; employees of local governments; and higher education employees not participating in higher education retirement programs. PERS is comprised of three separate pension plans for membership purposes. PERS plans 1 and 2 are defined benefit plans, and PERS plan 3 is a defined benefit plan with a defined contribution component.

PERS Plan 1 provides retirement, disability and death benefits. Retirement benefits are determined as two percent of the member's average final compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, an optional cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Department of Labor and Industries. PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

Contributions

The **PERS Plan 1** member contribution rate is established by State statute at 6 percent. The employer contribution rate is developed by the Office of the State Actuary and includes an administrative expense component that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2018 were as follows:

PERS Plan 1		
Actual Contribution Rates	**Employer**	**Employee***
January – August 2018		
PERS Plan 1	7.49%	6.00%
PERS Plan 1 UAAL	5.03%	
Administrative Fee	0.18%	
Total	**12.70%**	**6.00%**
September – December 2018		
PERS Plan 1	7.52%	6.00%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
Total	**12.83%**	**6.00%**

* For employees participating in JBM, the contribution rate was 12.26%.

PERS Plan 2/3 provides retirement, disability and death benefits. Retirement benefits are determined as two percent of the member's average final compensation (AFC) times the member's years of service for Plan 2 and 1 percent of AFC for Plan 3. The AFC is the average of the member's 60 highest-paid consecutive service months. There is no cap on years of service credit. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 members who have 30 or more years of service credit and are at least 55 years old can retire under one of two provisions:

- With a benefit that is reduced by three percent for each year before age 65; or

- With a benefit that has a smaller (or no) reduction (depending on age) that imposes stricter return-to-work rules.

PERS Plan 2/3 members hired on or after May 1, 2013 have the option to retire early by accepting a reduction of five percent for each year of retirement before age 65. This option is available only to those who are age 55 or older and have at least 30 years of service credit. PERS Plan 2/3 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other PERS Plan 2/3 benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), capped at three percent annually and a one-time duty related death benefit, if found eligible by the Department of Labor and Industries. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service; or after five years of service if 12 months of that service are earned after age 44.

PERS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. PERS Plan 3 members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, Plan 3 required defined contribution rates are set at a minimum of 5 percent and escalate to 15 percent with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

Contributions

The **PERS Plan 2/3** employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The Plan 2/3 employer rates include a component to address the PERS Plan 1 UAAL and an administrative expense that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 2 employer and employee contribution rates and Plan 3 contribution rates. The PERS Plan 2/3 required contribution rates (expressed as a percentage of covered payroll) for 2018 were as follows:

PERS Plan 2/3		
Actual Contribution Rates	**Employer 2/3**	**Employee 2**
January – August 2018		
PERS Plan 2/3	7.49%	7.38%
PERS Plan 1 UAAL	5.03%	
Administrative Fee	0,18%	
Employee PERS Plan 3		Varies
Total	**12.70%**	**7.38%**
September – December 2018		
PERS Plan 2/3	7.52%	7.41%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
Employee PERS Plan 3		Varies
Total	**12.83%**	**7.41%**

Mason Transit Authority's actual PERS plan contributions were $164,915 to PERS Plan 1 and $244,368 to PERS Plan 2/3 for the year ended December 31, 2018.

Actuarial Assumptions

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2018 with a valuation date of June 30, 2017. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) *2007-2012 Experience Study* and the *2017 Economic Experience Study*.

Additional assumptions for subsequent events and law changes are current as of the 2017 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2018. Plan liabilities were rolled forward from June 30, 2017, to June 30, 2018, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- **Inflation:** 2.75% total economic inflation; 3.50% salary inflation

- **Salary increases**: In addition to the base 3.50% salary inflation assumption, salaries are also expected to grow by promotions and longevity.

- **Investment rate of return:** 7.4%

Mortality rates were based on the RP-2000 report's Combined Healthy Table and Combined Disabled Table, published by the Society of Actuaries. The OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout his or her lifetime.

There were changes in methods and assumptions since the last valuation.

- Lowered the valuation interest rate from 7.70% to 7.50% for all systems except LEOFF 2. For LEOFF 2 the valuation interest rate was lowered from 7.50% to 7.40%.

- Lowered the assumed general salary growth from 3.75% to 3.50% for all systems.

- Lowered assumed inflation from 3.00% to 2.75% for all systems.

- Modified how the valuation software calculates benefits paid to remarried duty-related death survivors of LEOFF 2 members.

- Updated the trend that the valuation software uses to project medical inflation for LEOFF 2 survivors of a duty-related death, and for certain LEOFF 2 medical-related duty disability benefits.

Discount Rate

The discount rate used to measure the total pension liability for all DRS plans was 7.4 percent.

To determine that rate, an asset sufficiency test included an assumed 7.5 percent long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. (All plans use 7.5 percent except LEOFF 2, which has assumed 7.4 percent). Consistent with the long-term expected rate of return, a 7.4 percent future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue being made at contractually required rates (including PERS 2/3, PSERS 2, SERS 2/3, and TRS 2/3 employers, whose rates include a component for the PERS 1, and TRS 1 plan liabilities). Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.4 percent was used to determine the total liability.

Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.4 percent was determined using a building-block-method. In selecting this assumption, the Office of the State Actuary (OSA) reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered capital market assumptions and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the capital market assumptions and their target asset allocation to simulate future investment returns over various time horizons.

Estimated Rates of Return by Asset Class

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2018, are summarized in the table below. The inflation component used to create the table is 2.2 percent and represents the WSIB's most recent long-term estimate of broad economic inflation.

Asset Class	Target Allocation	% Long-Term Expected Real Rate of Return Arithmetic
Fixed Income	20%	1.70%
Tangible Assets	7%	4.90%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
	100%	

Sensitivity of the Net Pension Liability/ (Asset)

The table below presents the Mason Transit Authority's proportionate share of the net pension liability calculated using the discount rate of 7.4 percent, as well as what Mason Transit Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.4 percent) or 1-percentage point higher (8.4 percent) than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
PERS 1	$ 1,337,706	$ 1,088,506	$ 872,649
PERS 2/3	2,450,227	535,683	(1,034,029)

Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, Mason Transit Authority reported a total pension liability of $1,624,189 for its proportionate share of the net pension liabilities as follows:

	Liability (or Asset)
PERS 1	$ 1,088,506
PERS 2/3	535,683
TOTAL	$ 1,624,189

At June 30, Mason Transit Authority's proportionate share of the collective net pension liabilities was as follows:

	Proportionate Share 6/30/17	Proportionate Share 6/30/18	Change in Proportion
PERS 1	0.025168%	0.024373%	-0.000795%
PERS 2/3	0.032373%	0.031374%	-0.000999%

Employer contribution transmittals received and processed by the DRS for the fiscal year ended June 30 are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Nonemployer Allocations* for all plans except LEOFF 1.

LEOFF Plan 1 allocation percentages are based on the total historical employer contributions to LEOFF 1 from 1971 through 2000 and the retirement benefit payments in fiscal year 2018. Historical data was obtained from a 2011 study by the Office of the State Actuary (OSA). In fiscal year 2018, the state of Washington contributed 87.12 percent of LEOFF 1 employer contributions and all other employers contributed the remaining 12.88 percent of employer contributions. LEOFF 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. The allocation method the plan chose reflects the projected long-term contribution effort based on historical data.

In fiscal year 2018, the state of Washington contributed 39.30 percent of LEOFF 2 employer contributions pursuant to RCW 41.26.725 and all other employers contributed the remaining 60.70 percent of employer contributions.

The collective net pension liability (asset) was measured as of June 30, 2018, and the actuarial valuation date on which the total pension liability (asset) is based was as of June 30, 2017, with update procedures used to roll forward the total pension liability to the measurement date.

Pension Expense

For the year ended December 31, 2018, Mason Transit Authority recognized pension expense as follows:

	Pension Expense
PERS 1	$ 55,870
PERS 2/3	(4,487)
TOTAL	$ 51,383

Deferred Outflows of Resources and Deferred Inflows of Resources

At December 31, 2018, the Mason Transit Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PERS 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$	$
Net difference between projected and actual investment earnings on pension plan investments	$	$ (43,257)
Changes of assumptions	$	$
Changes in proportion and differences between contributions and proportionate share of contributions	$	$

Contributions subsequent to the measurement date	$ 83,425	$
TOTAL	$ 83,425	$ (43,257)

PERS 2/3	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 65,660	$ (93,787)
Net difference between projected and actual investment earnings on pension plan investments	$	$ (328,720)
Changes of assumptions	$ 6,267	$ (152,451)
Changes in proportion and differences between contributions and proportionate share of contributions	$ 12,776	$ (118,524)
Contributions subsequent to the measurement date	$ 123,025	$
TOTAL	$ 207,728	$ (693,482)

Deferred outflows of resources related to pensions resulting from Mason Transit Authority's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	PERS 1
2019	$ 1,892
2020	$ (9,456)
2021	$ (28,375)
2022	$ (7,318)
2023	$
Thereafter	$ (43,257)

Year ended December 31:	PERS 2/3
2019	$ (62,509)
2020	$ (130,101)
2021	$ (221,372)
2022	$ (94,674)
2023	$ (47,743)
Thereafter	$ (608,780)

NOTE 10 – RISK MANAGEMENT

Public Entity Risk Pool

Mason County Public Transportation Benefit Area DBA Mason Transit Authority is a member of the Washington State Transit Insurance Pool (WSTIP). WSTIP is a 25-member self-insurance program located in Olympia, Washington. WSTIP supplies Mason Transit Authority auto liability, general liability, public officials liability coverage, all risk property coverage, auto physical damage coverage, boiler and machinery coverage, employee fidelity/crime coverage, and cyber liability coverage.

At the end of 2018, Mason Transit Authority retained a $5,000 deductible for its all-risk property coverage which includes auto physical damage. Mason Transit Authority has a $5,000 deductible for public official's liability coverage and has no deductible for general and auto liability risks covered by WSTIP.

WSTIP was formed by Interlocal Agreement on January 1, 1989, pursuant to Chapters 48.61 and 39.34 RCW. The purpose for forming WSTIP was to provide member transit agencies joint self-insurance, joint purchasing of insurance and joint contracting for hiring of personnel to provide risk management, claims handling, and administrative services. Transit agencies joining WSTIP must remain members for a minimum of 36 months. Members may withdraw after that time by giving six-month's notice. Any member who withdraws will not be allowed to rejoin for a period of 36 months.

Transit authorities applying for membership in WSTIP may do so on approval of a simple majority vote of the WSTIP Board of Directors. Underwriting and rate-setting policies have been established after consultation with actuaries. WSTIP members are subject to a supplemental assessment in the event of deficiencies. If WSTIP's assets were to be exhausted, members would be responsible for WSTIP's liabilities. WSTIP is regulated by the Washington State Risk Manager and audited annually by the Washington State Auditor.

WSTIP utilizes a combination of self-insurance, reinsurance and excess insurance to provide the limits noted in the summary below. Carriers include Government Entities Mutual, Munich Reinsurance America, Lloyds of London, and Hallmark Specialty Insurance Company for the liability lines; Evanston for auto physical damage; American International Group Inc (AIG)/National Union Fire Insurance for the crime policy; and Beazley Cyber Services for the cyber liability policy. The property carrier for all risk property and boiler and machinery is Alliant Property Insurance Program provided by Alliant Insurance Services.

Mason Transit Authority has not presented any claims to WSTIP in the last year that exceeded its current coverage limits through WSTIP.

Here is a summary of coverage provided in 2018:

RISK / EXPOSURE		**COVERAGE**	**DEDUCTIBLE**
GENERAL LIABILITY: Bodily Injury & Property Damage Personal Injury & Advertising Injury Contractual Liability	$25 million	Per occurrence	$0
Personal Injury and Advertising Injury	$25 million	Per offense	$0
Contractual liability			$0
Vanpool Driver Medical Expense Protection	$35,000	Per occurrence	$0
*Underinsured Motorist Coverage (by mode)	$60,000	Per occurrence	$0*
PUBLIC OFFICIALS LIABILITY	$25 million	Per occurrence and aggregate	$5,000

PROPERTY COVERAGE All perils subject to the following sublimits:	$500 million	Per occurrence, all perils and insureds/ members combined	$5,000
Flood zones A & V – annual aggregate	$10 million	Per occurrence, annual aggregate	$500,000
All flood zones except A & V – annual aggregate	$50 million	Per occurrence, annual aggregate	$500,000
Earthquake, volcanic eruption, landslide, and mine subsidence --	$25 million	Per occurrence, annual aggregate	5% subject to $500,000 minimum per occurrence per unit
AUTO PHYSICAL DAMAGE Auto Physical Damage (below $250,000 in value)	Fair market value	Limited to $1,350,000 any one vehicle	$5,000
Auto Physical Damage for all vehicles with a model year of 2005 or later and valued over $250,000	Replacement Cost	Limited to $1,250,000 any one vehicle	$5,000
BOILER AND MACHINERY	$100 million		$250,000 or $350,000 depending on size of boiler
CRIME / PUBLIC EMPLOYEE DISHONESTY including faithful performance. Also includes:	$1 million	Per occurrence	$10,000
Employee theft	$1 million	Per occurrence	$10,000
Forgery or alteration	$1 million	Per occurrence	$10,000
Theft, disappearance and destruction (inside premises)	$1 million	Per occurrence	$10,000
Robbery and safe burglary (inside premises)	$1 million	Per occurrence	$10,000
Robbery and safe burglary (outside premises)	$1 million	Per occurrence	$10,000
Computer fraud	$1 million	Per occurrence	$10,000
Funds Transfer Fraud	$1 million	Per occurrence	$10,000
Money orders and counterfeit money	$1 million	Per occurrence	$10,000
CYBER LIABILITY			
Third Party Liability	$25 million	Annual policy and program aggregate	$100,000*

		of liability for all insured's combined	
Information Security & Privacy Liability	$2 million	Limit of Liability and annual aggregate	$100,000*
Privacy Notification Costs	$500,000	Annual aggregate – limit increases to $1 million if carrier's vendors utilized	$100,000*
Penalties for regulatory defense and penalties	$2 million	Limit of Liability and annual aggregate	$100,000*
Including a sub-limit for PCI Fines and Penalties	$100,000	(Sub-limit)	
Website Media Content Liability	$2 million	Limit of Liability and annual aggregate	$100,000*
First Party Computer Security			
Cyber Extortion Loss	$2 million	Limit of Liability and annual aggregate	$100,000*
Data Protection Loss and Business Interruption Loss	$2 million	Limit of Liability and annual aggregate	$100,000*
Including a sub-limit for Forensic expense	$100,000		
And Dependent business interruption	$500,000		
Fraudulent Instruction	$50,000		
Telecommunications Fraud	$50,000		
Consequential reputational loss	$50,000		
*However, if covered loss exists, WSTIP's general liability policy also includes a $50,000 limit of coverage with no deductible.			

Unemployment Insurance

MTA maintains insurance against most normal hazards except for unemployment insurance, where it has elected to become self-insured as a "reimbursable employer," as allowed by the State of Washington Employment Security Department.

Claims are processed by the Employment Security Department and billed to Mason Transit Authority quarterly. MTA had $40,925 in claims during 2018.

Health & Welfare

Mason Transit Authority is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2018, 257 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members. The AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members. The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, Willamette Dental and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2018, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of $1.5 million through Life Map, and Kaiser ISL at $1 million with Companion Life through ASG Risk Management. The aggregate policy is for 200% of expected medical claims.

Participating employers' contract to remain in the AWC HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the HCP. Similarly, the terminating member forfeits all rights and interest to the HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns.

The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.
The accounting records of the Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in this report. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

NOTE 11 – UNIQUE AND UNUSUAL TRANSACTIONS

Intergovernmental Assistance Programs

Grants
Grant revenues were derived from federal, state and local grants. Washington State and Federal Transportation Administration awarded MTA a consolidated rural mobility and paratransit/special needs formula-based operating grant for the period of July 1, 2017 through June 30, 2019. An operating grant was received from the Lewis-Mason-Thurston Area Agency on Aging for the Volunteer Driver program. Another operating grant was received from the Office off the Secretary of the State to invest in an effort to use technology to improve records retention, management, and disclosure of public records. Grants require a matching of funds depending on the type of grant. Consolidated Grant Contractor Funds (match) for operating grants range up to 50%. Capital construction/improvements and vehicle acquisitions typically require a 20% match.

The total federal, state and other operating and capital grant revenues for 2018 was $4,469,821 as shown in the *Schedule of State and Local Financial Assistance* and the *Schedule of Expenditures of Federal Awards*.

REQUIRED SUPPLEMENTARY INFORMATION - **State Sponsored Plans**

Mason County Public Transportation Benefit Area
Schedule of Proportionate Share of the Net Pension Liability
Public Employees' Retirement System
As of June 30, 2018
Last 10 Fiscal Years*

PERS 1		2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	%	0.024373%	0.025168%	0.027275%	0.027225%
Employer's proportionate share of the net pension liability	$	1,088,506	1,194,241	1,464,796	1,424,121
Covered payroll	$	3,241,784	3,173,811	3,232,843	3,147,169
Employer's proportionate share of the net pension liability as a percentage of covered payroll	%	33.58%	37.63%	45.31%	45.25%
Plan fiduciary net position as a percentage of the total pension liability	%	63.22%	61.24%	57.03%	59.10%

PERS 2/3		2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	%	0.031374%	0.032373%	0.034988%	0.035162%
Employer's proportionate share of the net pension liability	$	535,683	1,124,807	1,761,618	1,256,358
Covered payroll	$	3,241,784	3,173,811	3,232,843	3,147,169
Employer's proportionate share of the net pension liability as a percentage of covered payroll	%	16.52%	35.44%	54.49%	39.92%
Plan fiduciary net position as a percentage of the total pension liability	%	95.77%	90.97%	85.82%	89.20%

Notes to Schedule:
*Until a full 10-year trend is compiled, only information for those years available is presented.

The changes of assumption for 2018 consist of an updated valuation interest rate, general salary growth, and inflation assumptions to be consistent with the assumptions adopted by the Pension Funding Council and the LEOFF 2 Board.
The size of the population covered by the benefit terms remained consistent with no significant changes.
There were no changes in composition of the population in 2018.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Plans

Mason County Public Transportation Benefit Area
Schedule of Employer Contributions
Public Employees' Retirement System
For the year ended December 31, 2018
Last 10 Fiscal Years*

PERS 1		2018	2017	2016	2015
Statutorily or contractually required contributions	$	164,915	157,274	154,207	138,033
Contributions in relation to the statutorily or contractually required contributions	$	(164,915)	(157,274)	(154,207)	(138,033)
Contribution deficiency (excess)	$	0	0	0	0
Covered payroll	$	3,258,543	3,211,878	3,232,843	3,147,169
Contributions as a percentage of covered payroll	%	5.06%	4.90%	4.77%	4.39%

PERS 2/3		2018	2017	2016	2015
Statutorily or contractually required contributions	$	244,368	219,810	201,405	177,230
Contributions in relation to the statutorily or contractually required contributions	$	(244,368)	(219,810)	(201,405)	(177,230)
Contribution deficiency (excess)	$	0	0	0	0
Covered payroll	$	3,258,543	3,211,878	3,232,843	3,147,169
Contributions as a percentage of covered payroll	%	7.50%	6.84%	6.23%	5.63%

Notes to Schedule:
*Until a full 10-year trend is compiled, only information for those years available is presented.

The changes of assumption for 2018 consist of an updated valuation interest rate, general salary growth, and inflation assumptions to be consistent with the assumptions adopted by the Pension Funding Council and the LEOFF 2 Board.
The size of the population covered by the benefit terms remained consistent with no significant changes.
There were no changes in composition of the population in 2018.

Mason County Public Transportation Benefit Area
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2018

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures: From Pass-Through Awards	Expenditures: From Direct Awards	Expenditures: Total	Passed through to Subrecipients	Note
FEDERAL TRANSIT ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via WSDOT)	Formula Grants for Rural Areas	20.509	GCB2614	757,963	-	757,963	-	
FEDERAL TRANSIT ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF	Formula Grants for Rural Areas and Tribal Transit Program	20.509	GCB2615	-	12,975	12,975	-	
			Total CFDA 20.509:	**757,963**	**12,975**	**770,938**	-	
Transit Services Programs Cluster								
FEDERAL TRANSIT ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via WSDOT)	Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	GCB2615	226,150	-	226,150	-	
			Total Transit Services Programs Cluster:	**226,150**	**-**	**226,150**	-	
Aging Cluster								
ADMINISTRATION FOR COMMUNITY LIVING (ACL), HEALTH AND HUMAN SERVICES, DEPARTMENT OF (via LMTAAA)	Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	17AAWAT3SS	19,384	-	19,384	-	
			Total Aging Cluster:	**19,384**	**-**	**19,384**	-	
			Total Federal Awards Expended:	**1,003,497**	**12,975**	**1,016,472**	**-**	

The accompanying notes are an integral part of this schedule.

Mason County Public Transportation Benefit Area

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2018

Note 1 – Basis of Accounting

This Schedule is prepared on the same basis of accounting as the Mason County Public Transportation Benefit Area, dba Mason Transit Authority (MTA) financial statements. M T A uses the GAAP basis of accounting.

Note 2 – Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including MTA's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 7 – Indirect Cost Rate

MTA has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

CORRECTIVE ACTION PLAN FOR FINDINGS REPORTED UNDER UNIFORM GUIDANCE

Mason Transit Authority
January 1, 2018 through December 31, 2018

This schedule presents the corrective action planned by the Authority for findings reported in this report in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

<table>
<tr><td>Finding ref number:
2018-001</td><td>Finding caption:
The Authority did not maintain adequate internal controls to ensure compliance with suspension and debarment requirements.</td></tr>
<tr><td colspan="2">Name, address, and telephone of Authority contact person:
LeeAnn McNulty, Administrative Services Manager
Mason Transit Authority
790 E. Johns Prairie Road
Shelton, WA 98584
(360) 432-5738</td></tr>
<tr><td colspan="2">Corrective action the auditee plans to take in response to the finding:
In response to the finding regarding verifying suspension and debarment status on all vendors for which purchases exceed $25,000, Mason Transit Authority has executed the following controls: Each January all vendors for which purchases exceed the Small Procurement threshold of $3,000 in the year prior will be searched on Systems for Award Management (SAM) website by a member of the Finance staff to verify the current status. This task for 2019 was completed on July 18, 2019. If there is a procurement where it is known that the purchase is expected to exceed the $25,000 threshold, SAM will be referenced as part of the procurement/contracting process.

In addition, a current and continuing practice exists of researching any new vendor on SAM as part of the new account setup. All new vendors whose purchases exceed $3,000 will be placed in the first of the year review process to ensure no changes in status from the time of setup.</td></tr>
<tr><td colspan="2">Anticipated date to complete the corrective action: 7-18-2019</td></tr>
</table>

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as fraud, state whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic subscription service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
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Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov