



2022 Annual Budget  
&  
Compensation Plan  
Approved

Presented to the MTA Board

December 21, 2021

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## Objective

The purpose of the 2022 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

## Goals

1. Maintain a 4-month Operating reserve fund
2. Establish spending levels that contribute to a 5-year sustainability plan
3. Ensure fiscal responsibility and stewardship of public funds
4. Progress towards 80% State of Good Repair
5. Maintain facilities for optimal performance
6. Analyze the future of service operations and fleet requirements
7. Restore pre-pandemic service levels

## 2022 Budget Overview

The COVID-19 pandemic continues to have a significant impact on the agency and the demand for service. MTA has both the capacity and resolve to respond to the needs of our community. MTA will remain dedicated to our vision: Driving our Community Forward.

While ridership remains relatively flat as we close 2021, management is budgeting for the resources to return to pre-pandemic service levels. More frequent, convenient service is essential to attract a return of riders.

### Overall Economic Outlook

MTA begins 2022 with healthy cash balances and a projection of increased sales tax and operating grant revenues than in prior years. MTA is well positioned to weather the continuing effects of the pandemic.

Sales tax revenue continues to outpace the budgeted amounts in recent years. MTA is increasing the budget for sales tax revenue based on prior year actuals, while remaining conservative as compared to 2021 projected receipts.

The 2022 budget reflects a 26% increase to wages and benefits. The FTE budget has been increased from 68 to 79 positions to accommodate bringing back pre-pandemic service levels. 8 of the 11 positions are Driver positions. See the FTE table on page 10. A comprehensive wage study has been completed for positions throughout the agency resulting in an updated non-represented salary placement matrix, and the capacity for productive negotiations with the represented groups in 2022. MTA values the talent and dedication of its staff and is committing resources to ensure that wages are competitive when comparing against similar local positions and transit agencies.

## 2022 Budget Highlights

1. Operating Revenue (Fares) is budgeted for a net 19% decrease, primarily from the closure of the Vanpool program, and reduced Worker Driver passengers as shipyard workers work patterns have changed. 2022 Passenger Fares are budgeted with an 18% increase over 2021; passenger fares have exceeded the 2021 budget.
2. Non-Operating Revenue reflects a 25% increase for 2022. Sales Tax Revenue reflects a 39% increase over 2021 budgeted amounts, the 2022 amount budgeted remains conservative at 8.4% below projections for 2021, based on actuals through September. Operating Grant revenue reflects an increase of 12% with the insertion of sales tax equalization funds and additional Paratransit Special Needs Transit Formula Funds awarded in the 2021-2023 biennium. Investment income has been adjusted down by 80% based on 2021 results and economic factors going in to 2022. Other Income is forecasted down 82% from 2021 with the closure of the Volunteer Driver program; this loss of revenue is offset by no longer paying out mileage to volunteers.
3. Budgeted expenses are anticipated to increase by 25%. 2022 will bring about many changes impacting expenditures when compared to 2021. Increased revenues from Sales Tax and Operating Grants have been reinvested to bring back eliminated positions in 2021, provide competitive wages, with capacity for wage negotiations with expiring CBAs, new costs associated with the opening of the Belfair complex and all park and rides, expenses associated with providing more service hours and miles, cyber security network protection, plus anticipated inflation increases. Additionally, funds have been included to analyze the future of MTA service operations and fleet requirements in preparation of federal infrastructure investment, Pooled Reserves of \$120,000 are included for unanticipated volatility.
4. 79 Full Time Employees (FTEs) are budgeted for 2022, an increase of 11 FTEs. 9.5 FTEs are from within the Operations team including 8 Driver positions, ½ shared Administration employee, one (1) additional Operations Supervisor, the retention of the Safety/Training Supervisor, and the elimination of two Worker Driver positions. Maintenance/Facilities will add three positions since the 2021 budget including a Mechanic, a second Fueler/Detailer and an additional Facility Technician.
5. In addition to the final work on the Park & Ride Project, the 2022 capital budget accounts for the grant funded vehicle replacement of one (1) 35' coach and six (6) Cutaways. From MTA local funding, the capital budget accounts for a bus pullout at Railroad and Pacific Ct., improvements to facility security cameras, replacement of agency desktop and laptop computers, UV air purifiers for the revenue service fleet, misc. items requested by Maintenance to better serve the agency's footprint during inclement weather, and costly maintenance items needed at the Johns Prairie complex. Contingent items will be considered once the Sales Tax Equalization award for 2022/2023 is received. Refer to the Capital Budget on page 12 for more details.

## 2022 Proposed Operating Budget

*The Operating Budget does not include Capital expenditures (see Capital Budget on page 12).*

<b>Consolidated 2022 Budget</b>								<b>Budget %</b>	
	2018 Actual	2019 Actual	2020 Actual	2021 Projections	2021 Budget	2022 Budget	Change YoY		
<b>Operating Revenue (Fares)</b>									
Passenger Fares	101,791	96,358	39,262	36,042	32,500	38,500	18%		
WD/VP	254,753	243,169	162,050	116,072	150,500	110,000	-27%		
	356,544	339,527	201,312	152,114	183,000	148,500	-19%		1
<b>Non-Operating Revenue</b>									
Sales Tax	4,807,028	5,478,270	5,951,699	6,134,015	4,054,264	5,620,000	39%		2
Operating Grants	3,378,164	3,447,207	4,026,816	3,340,572	2,992,852	3,363,648	12%		3
Rental Income	180,439	175,574	146,845	139,801	144,180	135,700	-6%		4
Investment Income	106,978	178,661	73,434	12,219	50,000	10,000	-80%		5
Other income	350,089	245,560	96,024	62,632	53,410	9,570	-82%		6
	8,822,698	9,525,272	10,294,818	9,689,239	7,294,706	9,138,918	25%		
Operating Reserves Allocation						-			
<b>Total Revenue</b>	<b>9,179,242</b>	<b>9,864,799</b>	<b>10,496,132</b>	<b>9,841,353</b>	<b>7,477,706</b>	<b>9,287,418</b>	<b>24%</b>		
<b>Expenses</b>									
Wages & Benefits	4,975,696	5,548,074	5,504,155	4,949,326	5,474,061	6,918,721	26%		7
Contracted Services	353,117	223,619	176,456	329,460	346,332	476,697	38%		8
Fuel	389,011	384,880	222,643	311,180	300,750	520,350	73%		9
Vehicle/Facility Repair & Maintenance	319,553	353,183	168,776	166,711	265,751	331,263	25%		10
Insurance Premium	238,506	235,477	183,363	189,884	210,364	222,188	6%		1
Intergovernmental - Audit Fees	29,411	31,649	31,046	33,000	38,000	38,000	0%		12
Facility Rent and Park & Ride	28,930	29,280	36,528	40,514	42,500	8,620	-80%		
Utilities	124,471	127,036	128,606	157,107	158,839	191,254	20%		
Supplies	109,087	265,679	304,215	105,794	228,390	182,294	-20%		13
Training & Meetings	29,439	37,271	7,013	8,422	40,237	43,150	7%		14
Other Operating Expenses	253,846	121,710	124,903	131,913	306,007	190,770	-38%		15
Pooled Reserves						120,000			16
<b>Total Expense</b>	<b>6,851,067</b>	<b>7,357,858</b>	<b>6,887,699</b>	<b>6,423,311</b>	<b>7,411,232</b>	<b>9,243,307</b>	<b>25%</b>		
<b>Net Income (Loss)</b>	<b>2,328,175</b>	<b>2,506,941</b>	<b>3,608,433</b>	<b>3,418,042</b>	<b>66,475</b>	<b>44,111</b>	<b>-34%</b>		
Operating Reserves Allocation	(699,494)					-			
<b>Net Income (Loss) Net Reserves Allocated</b>	<b>1,628,681</b>	<b>2,506,941</b>	<b>3,608,433</b>	<b>3,418,042</b>	<b>66,475</b>	<b>44,111</b>	<b>-34%</b>		

## 2022 Budget Notes

1. Operating Revenue (Fares) is budgeted 20% lower for 2022, this in addition to the 50% decrease in 2021. The current decrease is the result of the closure of the Vanpool program in 2021, the changing ridership patterns of shipyard workers impacting the Worker Driver program; these decreases are offset by an 18% increase to Passenger Fares. Passenger fares for 2021 are projected to exceed budget.
2. Sales Tax Revenue in recent years has been budgeted quite conservatively. Perhaps too conservatively with the budget variance for 2020 @ 47% actual over budget, and 2021 @ 69% actual over budget through September. Sales tax revenue for 2021 is predicted at \$6.1m. 2022 Sales Tax Revenue is projected conservatively at \$5.6m. This is a 39% increase over 2020 and 2021 budgeted amounts.
3. Operating grant revenue is based off the 2019-2023 biennium contracted awards. MTA chose to insert the full 2021-2022 Rural Mobility Transit Formula Fund award (Sales Tax Equalization) towards the three (3) operating projects, resulting in a 12% increase in operating grant revenue for 2022.
4. Budgeted Rental Income is based upon current long-term tenant leases. Occupancy remains stable except for a leased office at JP not renewed for 2022, and the closure of the Radich building effective August 1, 2022. Event rental income is projected with a 10% increase with anticipated bookings in kitchen and facility use in 2022.
5. The Treasury Pool Investment account underperformed in 2021. The budgeted amount for 2022 has been reduced according to recent trends. With interest rates remaining at historic lows, it is unclear at this time whether the Federal Reserve will increase interest rates in 2022.
6. Other Income is reduced by the closure of the Volunteer Driver Program and the elimination of grant revenue received from LMTAAA, combined with fewer sales of maintenance services to others.
7. Wages and Benefits increased by 26% with the addition of 11 FTE positions for 2022, wage equity adjustments for non-represented employees, a contingency for wage negotiations with both the Driver and Maintenance/Facilities groups. Health care premiums for both medical plans increased: Regence had an increase of 5.8%, and Kaiser increased by 7.3%. Delta Dental increased by 2%, with Willamette Dental at a 10.1% decrease. No other health care coverages changed for 2022. L&I rates saw a 20% decrease for 2022 resulting in a savings of \$47k for safety-sensitive employees.
8. Contract Services for 2022 is increased by 38%, consisting of additions for the new annual expense of Arctic Wolf network cyber security service, increased cost of maintaining financial software in the cloud, new costs for services related to the Belfair complex and park and ride utilities, charges for park and ride camera connectivity, expanded bus technology for all service revenue fleet, and fees associated with camera monitoring on all agency staff vehicles.
9. Fuel is forecasted with a substantial increase to account both for the resumption of broader service and the potential volatility in diesel and gasoline prices.
10. Vehicle/Facility Repair & Maintenance is budgeted with a 25% increase. There are three positions added to the department since the 2021 budget. These positions bring

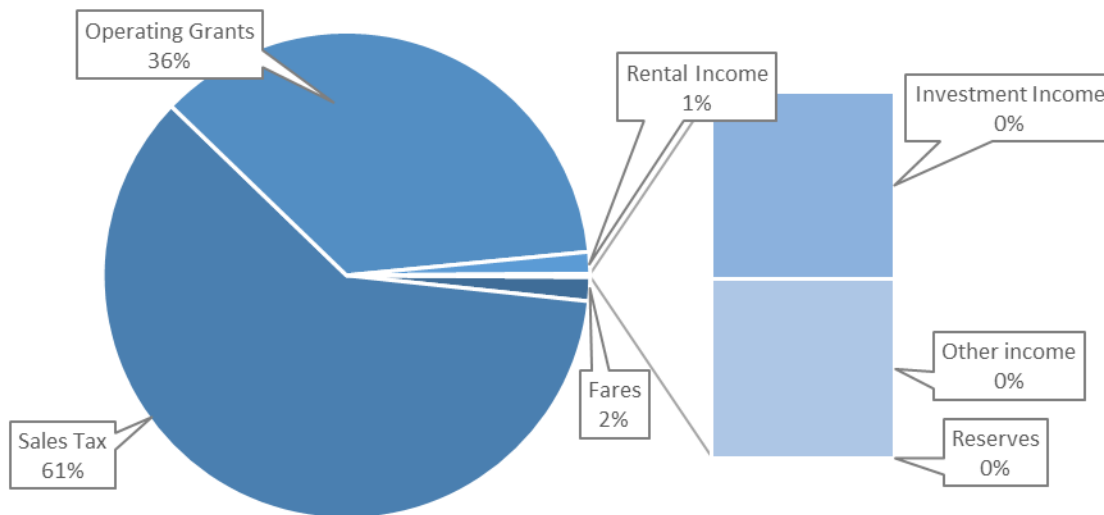
additional expenses beyond wages, there will be increased maintenance costs related to increased vehicle miles driven. Increased prices for outsourced repairs and maintenance are factored in.

11. WSTIP Insurance coverage is quoted to increase by 6%. 2022 rates are set per forecasted expanded miles to be driven in 2022. The 2022 WSTIP rate increase also factors in the increased cost to purchase coverage, and the WSTIP Board of Director's commitment to capital funding goals.
12. Standard Intergovernmental Audit fees for 2022 are quoted to be consistent with 2021.
13. Supplies reflects a 20% decrease from 2021. The agency budgeted heavily in 2021 for safety supplies and is well stocked in PPE for all of 2022; multiple projects that were budgeted in 2021 aren't necessary to carry over to 2022.
14. External meetings are expected to return in 2022, requiring a return of travel expenses. MTA is committed to developing staff; funds to ensure new and existing staff have access to learning opportunities is provided in this budget.
15. The 38% decrease in Other Operating Expenses accounts for the closure of the Volunteer Driver program without the reimbursement expense of mileage to volunteers. Advertising/Promotion reflects a reduction in the amount of administrative budget placing the focus of promoting MTA service options and features within Operations.
16. Pooled Reserves are set aside to filter any excess funds for future operating project use if necessary to handle potential price volatility, supply chain issues, fuel increases or other unanticipated expenses as we continue to navigate operations during the pandemic.

## **Operating Revenues**

Total operating revenue budgeted is projected to increase from \$7,477,706 in 2021 to \$9,287,418 in 2022. The two major revenue sources making up 97% of our revenue are sales taxes collected in Mason County and grant funding from WSDOT.

## **Funding Source Breakdown**



### Sales Tax

Sales tax revenue continues to remain the largest source of funding - projected to be 61% of revenue for 2022. Sales tax revenue had been budgeted slightly over \$4.m for both 2020 and 2021. Actual receipts for 2019 were \$5.4m and \$5.9m in 2020. Sales tax revenue continues to be forecasted conservatively at \$5.6m for 2022. 2021 projections through September actuals are conservatively estimated at \$6.1m.

### Historical and Projected Sales Tax Revenue

The following table shows actual sales tax revenue for 2018 through September 2021, the remainder of the year is at the 2021 budgeted amount (in gray).

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Budget	2022 Budget
January	310,547	377,689	406,391	464,970	250,512	370,254
February	292,604	354,467	372,932	456,479	267,297	356,980
March	394,293	459,822	408,506	595,307	334,132	445,239
April	350,586	445,171	409,532	585,816	317,834	423,319
May	391,052	461,236	531,711	604,875	337,957	475,066
June	440,606	525,839	568,045	640,945	397,996	535,482
July	449,080	498,248	543,942	606,512	366,369	514,228
August	462,622	489,291	525,644	590,886	395,696	521,727
September	443,327	504,696	574,589	597,424	395,670	531,592
October	431,530	439,534	536,963	334,940	334,940	481,509
November	379,605	409,930	486,561	282,327	282,327	428,630
December	467,961	512,346	586,883	373,534	373,534	535,975
	4,813,813	5,478,270	5,951,698	6,134,015	4,054,264	5,620,000

## **Grant Revenues**

Operating grant revenue is comprised of state and federal funds awarded by WSDOT from the Consolidated Operating Grants Program. Operating grant revenue is forecasted to make up 36% of MTA's 2022 operating revenue. Budgeted operating grant revenue is based solely on consolidated operating grants and does not include federal CARES, CRRSA or ARPA funds.

## **Fares**

Fares consist of two sources: Out-of-County fares and Worker/Driver fares. Out-of-county fares make up nearly 25% of total budgeted fares while Worker/Driver makes up the remaining 75%.

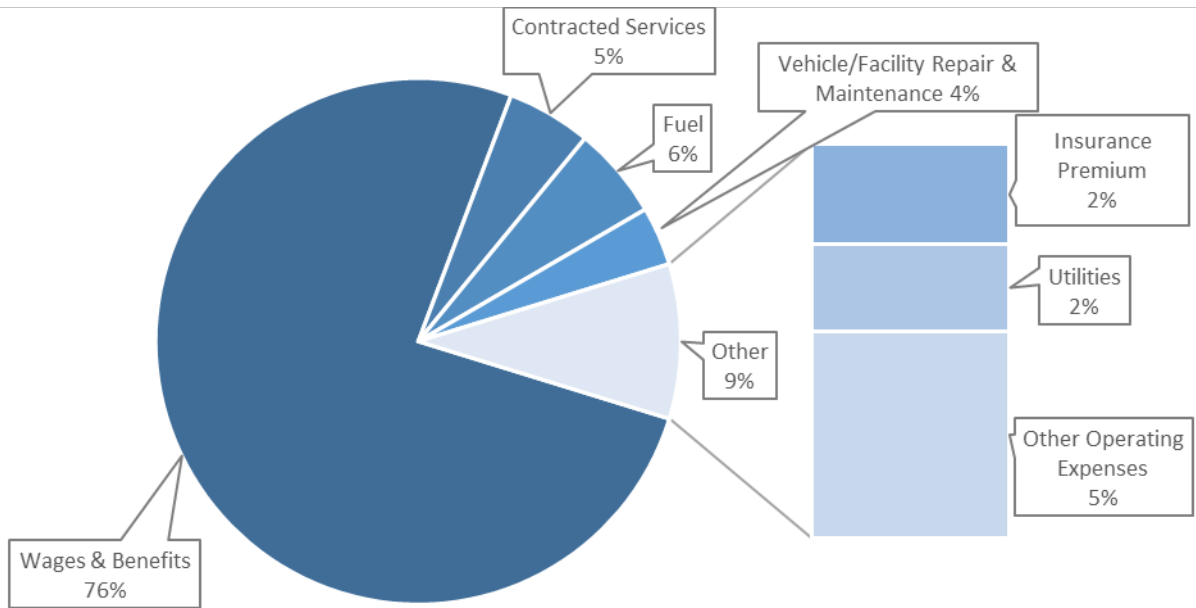
## **Transit-Community Center Revenues**

The T-CC provides revenue through long-term leases and providing event space rentals in the gym, conference room, kitchen, and atrium. The revenues generated from the Transit-Community Center are 90% from active long-term leases, with the remaining 10% attributed to event use throughout the year. Event rental income is anticipated to increase from 2020/2021 lows as we see more interest in event booking activity. Tenant rental income is updated to reflect the terms of each rental agreement and the timing of CPI rate increases.

## **Operating Expenses**

Total operating expenses are budgeted to increase from \$7,411,232 in 2021 to \$9,243,307 in 2022, this is a 25% increase from 2021. Accounting for 76% of total operating expenses, Wages and Benefits is the largest contributor to this increase with the addition of FTE positions in 2022 and wage movement throughout the agency, the second highest expense category is Contracted Services at about 5%. \$120,000 has been set aside as Pooled Reserves for potential price volatility, supply chain issues, fuel increases or other unanticipated expenses as we continue to navigate operations during the pandemic.

## **Expense Source Breakdown**



**Wages and Benefits**

2022 Wages and Benefits are budgeted 26% higher than 2021. The Budgeted Positions and Full-Time Equivalents Table <sup>[10]</sup> outlines the staff changes between 2021 and 2022.

Contributing factors to the increased wages and benefits are the 11 additional FTE positions, wage equity adjustments according to the results of the non-represented wage study, as well as capacity for salary negotiations with the Driver and Maintenance/Facilities collective bargaining units.

Details for 2022 non-represented employee compensation can be found beginning on page 10.

**Benefits**

No changes in benefits are anticipated for 2022. The cost of medical premiums for the two plans offered in 2022 experienced increases of 5.8% and 7.3%; there is a 2% increase to one dental plan, and a 10.1% decrease to the other dental plan offered; the cost of all other health care benefits stayed the same for 2022.

Labor & Industries Workers Comp rates for safety-sensitive workers in 2022 decreased by 20% as compared to 2021. A lower experience rating and a costly prior claim have dropped off MTA's claims exposure.

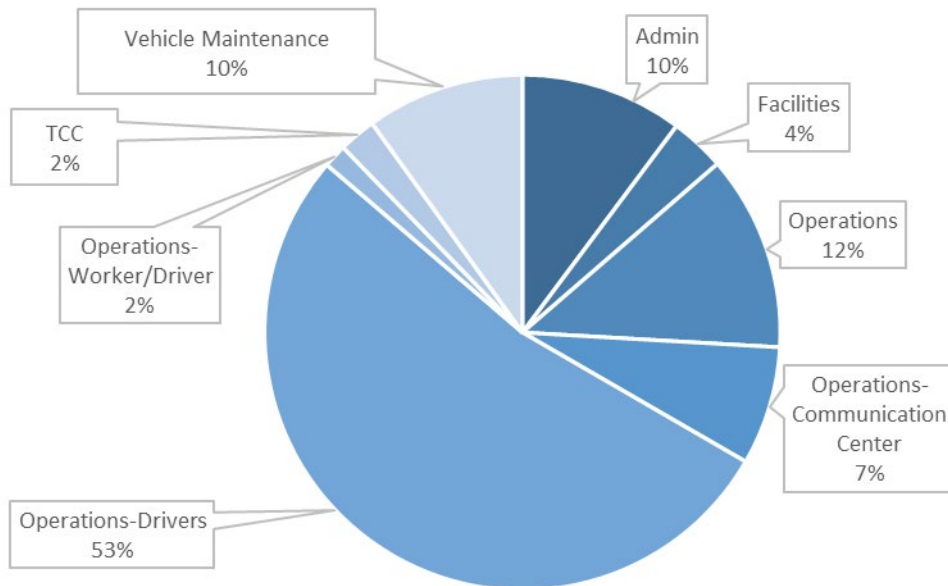
Public Employees' Retirement System (PERS) reflects no change in rate for 2022.

## Wages and Benefits by Department

The following table below breaks out budgeted FTEs, wages, and benefits for each department for 2022

Department	FTEs	Wages	Benefits	2022 Budget Total	2021 Budget
Admin	6.5	496,731	210,422	707,153	675,238
Admin-Board		4,320	337	4,657	4,657
Facilities	3	145,815	90,324	236,138	138,296
Operations	7.5	557,724	283,604	841,328	591,094
Operations-Communication Center	5	352,352	157,614	509,966	433,933
Operations-Drivers	42	2,348,639	1,279,786	3,628,425	2,712,157
Operations-Worker/Driver	6	83,891	17,054	100,945	130,084
Transit Community Center	2	112,462	47,349	159,811	144,576
Vehicles/Maintenance	7	448,650	231,326	679,976	585,168
Volunteer Driver		-	-	-	22,205
Total	79.0	4,550,584	2,317,816	6,868,400	5,437,408

The following chart shows each department's % of total wages and benefit expense.



## Budgeted Positions and Full-Time Equivalents

The following chart shows the staff position and Full-Time Equivalent (FTE) changes with notes describing each change.

Department	Jan. 1, 2021		2022		Jan. 1, 2021		2022	
	Budgeted - Positions	Change	Budgeted - Positions	Change	Budgeted FTEs	Change	Budgeted FTEs	Change
<b>Administration</b>								
General Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Administrative Services Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Executive Assistant	1.0	0.0	1.0		1.0	0.0	1.0	
Accounting Assistant <sup>1</sup>	2.0	-0.5	1.5		2.0	-0.5	1.5	
Accounting Coordinator	1.0	0.0	1.0		1.0	0.0	1.0	
Technical Support Analyst	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Administration</i>	7.0	-0.5	6.5		7.0	-0.5	6.5	
<b>Maintenance/Facilities</b>								
Maintenance Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Lead Mechanic	1.0	0.0	1.0		1.0	0.0	1.0	
Service Mechanics <sup>2</sup>	3.0	-1.0	2.0		3.0	-1.0	2.0	
Mechanic <sup>2</sup>	0.0	1.0	1.0		0.0	1.0	1.0	
Fueler/Detailer <sup>2</sup>	1.0	1.0	2.0		1.0	1.0	2.0	
Facilities Technician <sup>2</sup>	1.0	1.0	2.0		1.0	1.0	2.0	
Custodian/Detailer	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Maintenance/Facilities</i>	8.0	2.0	10.0		8.0	2.0	10.0	
<b>Operations</b>								
Operations Manager	1.0	0.0	1.0		1.0	0.0	1.0	
Operations Supervisor <sup>3</sup>	3.0	2.0	5.0		3.0	2.0	5.0	
Operations (Covid) Coordinator <sup>3</sup>	0.0	1.0	1.0		0.0	1.0	1.0	
Operations Assistant <sup>3</sup>	0.0	0.5	0.5		0.0	0.5	0.5	
Dispatcher/CSR/Lead	5.0	0.0	5.0		5.0	0.0	5.0	
Drivers <sup>3</sup>	34.0	8.0	42.0		34.0	8.0	42.0	
Worker/Drivers <sup>3</sup>	8.0	-2.0	6.0		8.0	-2.0	6.0	
<i>Total Operations</i>	51.0	9.5	60.5		51.0	9.5	60.5	
<b>Transit-Community Center</b>								
T-CC Assistant/Custodian	1.0	0.0	1.0		1.0	0.0	1.0	
T-CC Building Superintendent	1.0	0.0	1.0		1.0	0.0	1.0	
<i>Total Transit-Community Center</i>	2.0	0.0	2.0		2.0	0.0	2.0	
<b>TOTAL</b>	<b>68.0</b>	<b>11.0</b>	<b>79.0</b>		<b>68.0</b>	<b>11.0</b>	<b>79.0</b>	

### FTE Notes

1. After filling the Accounting Coordinator position, one of the two Accounting Assistant positions has been split to half time in Admin Services and half time as part of the Operations team.
2. The Maintenance/Facilities FTE count incorporates the Mechanic position approved by the board October 2021, the additional Fueler/Detailer approved by the board April 2021, an additional Facility Technician position needed for the

larger agency footprint with the Belfair complex coming online in 2022 and upkeep of the new/upgraded park and rides and bus shelters. One Service Mechanic was eliminated in 2021, however the agency has identified the need to replace this position with a Mechanic to ensure a depth of skills and experience as we look toward alternative fueled vehicles and the retirement of the Maintenance Manager.

- In support of a return to pre-pandemic service levels in 2022, a return of the Driver FTE count back to 42 from the reduction to 34 in 2021, the Safety/Training Supervisor FTE is retained, a return of the Operations Supervisor position eliminated in 2020; one full-time and one backup Worker Driver positions are eliminated with the discontinuation of 1 Worker Driver route, the Operations Coordinator position has been made permanent with an evolution of the temporary Covid Coordinator position created in 2020.

## COMPENSATION PHILOSOPHY

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining, and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

## 2022 SALARY MATRIX

A wage study for non-represented positions was completed in the fall of 2021. It is imperative that MTA keep pace with comparable employers and other similar sized transit agencies to attract and retain top talent, those individuals who possess the skills and experience to "Drive our community forward".

Comparisons of regional employers and peer transit agencies were used as the basis of the recommendations presented to both the Board HR & Finance Committees as part of the budgeting process. The following is the proposed 2022 Salary Matrix.

### 2022 Salary Matrix (Placement Schedule)

Job Classes / Job Titles	Grade	Range 1		Range 2		Range 3		Range 4	
Accounting Assistant	Annual	\$44,844	\$48,432	\$48,432	\$52,306	\$52,306	\$56,491	\$56,491	\$61,010
T-CC Facilities Tech	Hourly	\$ 21.56	\$ 23.28	\$ 23.28	\$ 25.15	\$ 25.15	\$ 27.16	\$ 27.16	\$ 29.33
T-CC Building Superintendent	Annual	\$ 51,414	\$ 55,013	\$ 55,013	\$ 58,864	\$ 58,864	\$ 62,984	\$ 62,984	\$ 66,134
Executive Assistant	Hourly	\$ 24.72	\$ 26.45	\$ 26.45	\$ 28.30	\$ 28.30	\$ 30.28	\$ 30.28	\$ 31.80
Dispatch/Scheduler	Annual	\$ 55,240	\$ 59,659	\$ 59,659	\$ 64,432	\$ 64,432	\$ 69,586	\$ 69,586	\$ 75,153
Technical Support Analyst	Hourly	\$26.56	\$28.68	\$28.68	\$30.98	\$30.98	\$33.46	\$33.46	\$36.13
Operations Coordinator	Annual	\$66,612	\$70,609	\$70,609	\$74,139	\$74,139	\$77,846	\$77,846	\$81,738
Lead Mechanic- Ops Supervisor	Hourly	\$ 32.03	\$ 33.95	\$ 33.95	\$ 35.64	\$ 35.64	\$ 37.43	\$ 37.43	\$ 39.30
Comm Ctr Supv. - Safety/Train Supv.	Annual	\$ 72,730	\$ 77,821	\$ 77,821	\$ 83,269	\$ 83,269	\$ 89,097.4	\$ 89,097.4	\$ 95,334
Accounting Coordinator	Hourly	\$ 34.97	\$ 37.41	\$ 37.41	\$ 40.03	\$ 40.03	\$ 42.84	\$ 42.84	\$ 45.83
Assistant Ops Manager	Annual	\$90,414	\$96,743	\$96,743	\$103,515	\$103,515	\$110,761	\$110,761	\$118,514
Admin. Services Manager	Hourly	\$43.47	\$46.51	\$46.51	\$49.77	\$49.77	\$53.25	\$53.25	\$56.98
Maintenance Mgr. - Operations Mgr.	Annual	\$ 95,172	\$ 102,786	\$ 102,786	\$ 111,009	\$ 111,009	\$ 119,889	\$ 119,889	\$ 128,282
General Manager	Hourly	\$45.76	\$49.42	\$49.42	\$53.37	\$53.37	\$57.64	\$57.64	\$61.67

The Salary Matrix functions as a placement schedule for new hire positions and was used to ensure the proper salary placement of current non-represented employees. Each non-represented employee's current wages were compared to the placement schedule and adjusted based on the time and experience in their current position as compared to the placement of a newly hired person in the same position. Wage equity adjustments have been budgeted for each non-represented position for 2022.

## **2022 Non-Represented Compensation**

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI) as of August each year. Typically, the maximum GWI increase will not exceed 2.25% per year. However, with the 12-month CPI average as of August 2021 at 5.0%, input from the Board HR and Finance Committees have recommended the 2022 GWI be set at 3.0%. Worker Drivers will receive a GWI increase of 3% as well.

In addition, non-represented employees who through the annual performance evaluation process meet the established criteria of exceeding expectation scores will be eligible to receive an additional performance increase above the GWI increase not to exceed 1.5%.

Of note, Manager Personal Days will return to two (2) days, in line with other full-time staff for 2022.

### General Manager

As a non-represented employee, the annual salary of the General Manager will follow the same format for non-represented staff with a 3% GWI increase and the potential for a performance increase up to 1.5%

## **CAPITAL BUDGET**

Mason Transit Authority 2022 Capital Budget						
2022 CAPITAL PROJECT BUDGET						
Project	Budget	Grants	MTA Funding	Contingent Projects	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023	10,522,500	10,027,698	1,327,133		9,730,751	Finalize construction on 5 park & rides throughout county. Match satisfied in 2021.
Johns Prairie Natural Gas Line Replacement	25,000		25,000			Facility maintenance.
Johns Prairie building painting	90,000		90,000			Facility maintenance preservation cost. All buildings at JP need painted.
Johns Prairie septic grinder pumps	7,000		7,000			Two of three septic grinder pumps need replaced.
Johns Prairie HVAC Unit Replacements	125,000		125,000			The HVAC system is all original and in need of replacement.
TCC Customer Service Office Remodel	100,000			100,000		Contingent on future sales tax equalization.
Belfair Furniture	25,000		25,000			Outfit Belfair conference room.
Two sanders	5,000		5,000			Two sanders to allow multiple staff to sand during snow/ice events.
Truck Mounted Snow Plows	5,000		5,000			Two truck mounted snow plows to allow staff to clear staff, maintenance and park and ride lots.
Bus Washer	45,000			45,000		Additional walk behind bus washer.
Bus Stop Improvements	30,000		30,000			Begin bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops.
UV Air Purifiers in transit buses	120,000		120,000			In vehicle UV air purifiers for full fleet of transit vehicles.
Bus stop pull out on Railroad at Pacific Ct.	70,000		70,000			Estimate from the City of Shelton to be done in conjunction with TIB funded street improvement project.
Badge access door security	100,000		100,000			Install badge access at MTA facilities for safety and security
Replacement Laptops	40,200		40,200			Replace Supervisor/Manager laptops approaching end of useful life, includes warranty, docking stations, & sales tax - 15 each.
Replace Desktop computer	45,000		45,000			Replace desktop computers approaching end of useful life, includes warranty and sales tax - 33 each.
Security cameras update	56,000		56,000			Update cameras at JP and TCC security cameras and provide additional sever for required video retention.
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 11,410,700</b>	<b>\$ 10,027,698</b>	<b>\$ 2,070,333</b>	<b>\$ 145,000</b>	<b>\$ 9,730,751</b>	
VEHICLE REPLACEMENT						
Vehicle	Budget	Grants	MTA Funding	Contingent Replaceme		Purpose
1 35' Coach; 6 Cutaways	1,269,526	952,145	317,381			Bus replacements. Grant awarded.
<b>TOTAL VEHICLE REPLACEMENT</b>	<b>\$ 1,269,526</b>	<b>\$ 952,145</b>	<b>\$ 317,381</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PROPOSED 2022 CAPITAL PROJECTS</b>	<b>\$ 12,680,226</b>	<b>\$ 10,979,843</b>	<b>\$ 2,387,714</b>	<b>\$ 145,000</b>	<b>\$ 9,730,751</b>	

Contingent Projects will be funded should grant opportunities be presented and successful or Sales Tax Equalization is available.

**Disadvantaged Business Enterprise (DBE) Goal**

As a recipient of Federal Transit funds subject to the requirements of 49 CFR Part 26, MTA commits to making good faith efforts through solicitation and notice to bid for any DBE Certified Contractors that would fit the scope of work that MTA may contract for. MTA maintains a DBE goal of 1% purchases financed with FTA assistance.

**State of Good Repair**

The State of Good repair is a measurement used to determine in what condition an agency's fleet is in. Our current goal is to have our fleet be at 80% state of good repair. Once the vehicles budgeted for above are received, our fleet will be in the following

condition: Cutaways – 73%, Fixed Route – 100%, Worker Driver – 100%, Medium Duty – 100%. The condition of our fleet continues to improve and will continue to do so as we continue budgeting for replacement vehicles.