
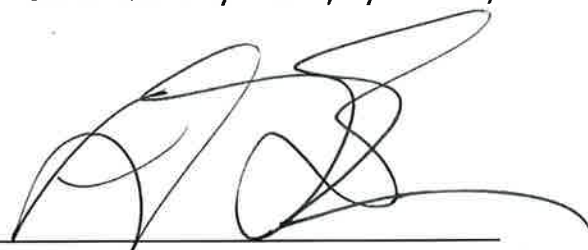




The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of February, 2015, was approved by the Mason Transit Authority Board, by motion, on this 17th day of March, 2015.



Mike Olsen, Chair



Deborah Petersen, Vice-Chair

Ginny Beech, Authority Member



John Campbell, Authority Member



Terri Jeffreys, Authority Member



Rick Johnson, Authority Member



Randy Neatherlin, Authority Member

Tim Sheldon, Authority Member

Cheryl Williams, Authority Member

ATTEST: 

Jeri A. Wood, Clerk of the Board

DATE: 3/17/15

**Mason Transit Authority Board
Minutes of the Regular Meeting
February 17, 2015**

**Mason Transit Authority Board Room, 790 E Johns Prairie Road, Shelton,
Washington**



CALL TO ORDER: 4:00 PM

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

Advisory Board Members Present: Lauren Gessler.

Others Present: Brad Patterson, General Manager; Rob Johnson, Legal Counsel; Jeri Wood, Clerk of the Board; Kathy Geist, Transit-Community Center (T-CC) Manager; Rikki Johnson, Human Resources Manager; Christina Kramer, Outreach Manager; Marshall Krier, Maintenance and Facilities Manager; Mary Ann Norquist, Finance/IT Manager; Mike Oliver, Development Manager; Jane Seymore, Operations Manager; and Mike Ringgenberg, Operations Safety & Training Instructor.

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

RECOGNITION: Mike Ringgenberg, MTA's new Operations Safety & Training Instructor, was introduced by Jane Seymore.

MTA CORRESPONDENCE: The Port of Allyn wrote a letter to the Board requesting the installation of a rest room facility of some sort at Bill Hunter County Park in Belfair. The Board agreed to address the topic at their next meeting when the County Commissioners are present.

PUBLIC COMMENT: None.

BOARD MEMBER COMMENTS: The Board Members who attended the All-MTA meeting on February 8th enjoyed the breakfast and the event. Cheryl Williams attended a League of Women Voters luncheon where Kathy Geist conducted a presentation on the T-CC. Cheryl requested that Kathy give the same presentation as an agenda item in the future.

MINUTES:

MOVED that the Mason Transit Authority Board approve the January 20, 2015, regular meeting minutes as presented. **Johnson/Campbell. Motion carried.**

CURRENT BUSINESS:

1. **Finance Reports – MOVED** that the Mason Transit Authority Board approve financial reports for January 2015 as presented. **Williams/Johnson. Motion carried.**
2. **Check Approval – MOVED** that the Mason Transit Authority Board approve financial obligations from January 17, 2015 through February 17, 2015, on checks #25760 through #25890 as presented for the total of \$704,102.39. The total includes gross payroll in the amount of \$242,268.72, through February 17, 2014. **Williams/Johnson. Motion carried.**

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **Resolution No. 2015-02 – Grays Harbor Transit Interlocal Agreement for Filter Cleaning**
Moved that the Mason Transit Authority Board approve Resolution No. 2015-02 and the attached Interlocal Agreement with Grays Harbor Transit for cleaning of vehicle filters and catalyts. **Johnson/Williams. Motion carried.**

ITEMS TO GO BEFORE MCTAB: Lauren Gessler reported that MCTAB has held meetings with the Finance & General Managers regarding issues tasked to MCTAB.

INFORMATION:

Transit-Community Center Project: Mike Oliver – The railroad tracks in the atrium are poured, the gym floor has been sanded, refinished and restriped. The construction crew is gearing up for the big finish and looking for partial occupancy of the gym on March 1 and substantial completion on April 1. Kathy Geist – We have lots of interest in the kitchen by caterers, and Olympic College toured again recently and looked at the second floor of the LEEDS building.

After discussion by Board Members, **Moved** that the Authority commit to purchasing a 24" x 24" paver to commemorate Dave O'Connell's service. **Williams/Petersen. Motion carried.**

GENERAL MANAGER'S REPORT: Brad has been involved with the West Sound Alliance, a group of elected and other officials representing Kitsap County, Gig Harbor and north Mason County who are working together for transportation funding solutions. Specifically important to MTA is the Belfair Bypass and north Mason Park & Ride. He has met with Representatives Griffey and MacEwan, and Senators Sheldon and Lias. The current transportation package is leaning towards a 16-year program to raise \$15 billion with an 11.7 cent gas tax phased in over 3 years. Brad also attended a meeting of transportation lobbyists. On February 18th he will testify before the Senate

Transportation Committee regarding the importance of transportation for a rural community.

5:02 pm Ginny Beech departed. Quorum still met.

OTHER BUSINESS: None.

NEXT BOARD MEETING:

Mason County Transit Advisory Board (MCTAB) Meeting

February 24, 2015 @ 5:30 PM

Mason Transit Authority Administrative Office – Board Room
790 East Johns Prairie Road
Shelton, Washington

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

March 17, 2015 @ 5:30 PM

Port of Allyn
18560 E State Route 3
Allyn, Washington

MEETING ADJOURNED: 5:04 PM

Mason Transit Authority Board Meeting

Meeting Handouts

February 17, 2015
Mason Transit Authority
790 E Johns Prairie Road,
Shelton, Washington

Mason Transit Authority Board Meeting

Agenda Item: Current Business – Item 1 – ***ACTION***
Subject: Financial Reports – January 2015
Prepared by: Mary Ann Norquist, Finance Manager
Approved by: Brad Patterson, General Manager
Date: February 17, 2015

Summary for Discussion Purposes:

Financial Highlights for December:

- The financial report includes changes to provide clarity such as additional expense categories and explanatory notes.
- Sales tax revenue reflected in the January Statement of Revenues and Expenses is an accrual as the actual revenue will not be received until February. Actual revenue collected in January (for November 2014 sales) was \$249,648, an increase of 2.5% over the same month in 2013

Fiscal Impact:

Operating revenues of \$271,632, operating expenses of \$361,065 and capital expenditures of \$5,737 for January 2015.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the financial reports for the period of January 2015 as presented.

Mason Transit Authority

January 2015 Financial Report

	<u>2015 January Actual</u>	<u>2015 Budget</u>	<u>Notes</u>	<u>Percentage Collected / Expensed (8%)</u>
REVENUE				
Passenger Fares	\$37,439	\$582,100		6.4%
Sales Tax	225,000	3,440,000	(1)	6.5%
Operating Grants	2,500	2,442,210	(2)	0.1%
Rental Income	1,666	135,110	(3)	1.2%
Investment Income	421	6,200		6.8%
Other Non-operating Revenue	4,606	48,500	(4)	9.5%
Total Revenue	\$271,632	\$6,654,120		4%
EXPENSES				
Wages and Benefits	\$256,602	\$5,042,990		5.09%
Contracted services	9,091	185,410		4.90%
Purchased Transportation	6,883	65,200	(5)	10.56%
Fuel	25,589	453,000		5.65%
Vehicle/Facility Repair & Maintenance	16,210	162,790		9.96%
Insurance	15,725	202,000		7.78%
Intergovernmental - Audit Fees	0	17,850		0.00%
Rent - Park and Ride	494	6,030		8.19%
Utilities	7,758	109,250		7.10%
Supplies	6,622	252,240		2.63%
Training & Meetings	0	62,260		0.00%
Other operating expenses	16,091	136,860	(6)	11.76%
Total OPERATING EXPENSES	\$361,065	\$6,695,880		5.39%
Net Income (Loss) from Operations	(\$89,433)	(\$41,760)		

Capital Expenses \$5,737 \$2,322,051

NOTES

(1)	Amount reflects accrual amount as January sales tax will not be received until March.
(2)	Grants received on a quarterly reimbursement basis. No accrual is made for grant revenue during the year.
(3)	Rental income expected to increase in second quarter (T-CC rentals).
(4)	Single largest revenue source in this category is sSales of Maintenance Services (\$1,376
(5)	Charge is based upon number of school days, which varies from month-to-month (and summer months will have no expenses).
(6)	Includes training, CDL testing, bank charges, copier lease, and assorted miscellaneous exp.

Mason Transit Authority

Sales Tax Collected as of 1/31/2015

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2011 - 2012	% change	2013	% Collected	2012- 2013	% change	2014 Budget	2014 Actual/ Estimate	% change 2013- 2014
JAN	191,345	190,078	214,968	245,627	241,670	211,867	223,403	220,895	223,999	1.4%	219,231	6.8%	-2.1%	218,174	237,528	8.3%		
FEB	173,619	200,383	231,204	249,326	242,027	222,128	220,311	213,228	241,132	13.1%	217,929	6.8%	-9.6%	216,878	227,815	4.5%		
MAR	239,031	256,075	286,027	325,203	293,275	267,993	263,166	271,661	257,893	-5.1%	260,652	8.1%	1.1%	259,395	278,053	6.7%		
APR	240,122	215,434	263,406	279,633	277,334	249,409	247,785	239,498	240,541	0.4%	236,931	7.4%	-1.5%	235,789	260,396	9.9%		
MAY	215,569	237,661	278,636	306,167	286,907	261,430	238,633	283,554	262,716	-7.3%	265,167	8.2%	0.9%	263,888	274,641	3.6%		
JUN	278,682	295,969	326,308	361,310	338,751	317,192	283,691	297,471	280,801	-5.6%	282,753	8.8%	0.7%	281,389	323,498	14.4%		
JUL	236,836	253,374	291,225	309,927	323,615	280,497	280,582	265,454	280,429	5.6%	291,925	9.1%	4.1%	290,517	329,201	12.8%		
AUG	260,361	278,641	328,358	312,424	312,617	252,926	278,377	298,329	282,521	-5.3%	292,782	9.1%	3.6%	291,370	323,336	10.4%		
SEP	283,315	299,829	337,642	342,577	338,134	296,577	310,007	286,873	301,658	5.2%	306,051	9.5%	1.5%	304,575	349,872	14.3%		
OCT	207,368	246,832	282,291	290,923	298,802	243,989	260,011	260,452	252,888	-2.9%	285,612	8.9%	12.9%	284,235	296,170	3.7%		
NOV	208,116	241,408	257,629	272,048	236,806	213,075	258,127	259,066	234,915	-9.3%	243,571	7.6%	3.7%	242,396	249,648	2.5%		
DEC	285,850	324,798	345,177	351,147	333,812	306,243	304,470	302,470	290,378	-4.0%	312,900	9.7%	7.8%	311,392	319,158			
Total	2,820,214	3,040,483	3,442,872	3,646,312	3,523,749	3,123,326	3,168,563	3,198,952	3,149,871		3,215,506			3,200,000	3,469,317			

Mason Transit Authority
Cash and Investments
January 31, 2015

FUND	Balance as of 12/31/2014	Balance as of 1/31/2015	Change
Cash - MC Treasurer	1,390,405.91	1,367,862.69	(22,543.22)
Investments - MC Treasurer	4,644,105.63	4,644,105.63	-
Payroll - ACH Account Bank of America	1,411.46	165,160.02	163,748.56
Petty Cash	300.00	300.00	-
TOTAL	\$ 6,036,223.00	\$ 6,177,428.34	\$ 141,205.34

Cash Encumbrances	
Project Related:	
T-CC Capital Contribution	2,493,023
Facility Capital Projects - 2015 Budget	-
MOU - City of Shelton; Franklin St. Frontage Imprvmt.	509,300
Grant Related:	
TAP Grant - T-CC & Shelter Rplc	10,800
SGR Livability - Wooden Shelter Rplc	30,000
FTA - Base Roofing replace (contract pending)	46,340
FTA - Skokomish bus purchase (2 buses)	94,800
T-CC Capital Grant 20% Match	<u>113,770</u>
Total Grant Match	295,710
Reserves:	
General Leave Liability	135,160
Operating Reserves	2,000,000
Facility Repair Reserve	100,000
Emergency/Insurance Reserves	50,000
	\$ 5,583,193

Undesignated Cash Balance \$ 594,235.34