



AGENDA

Mason Transit Authority Board
Regular Meeting
November 16, 2021, 4:00 p.m.
Mason Transit Authority
MTA Transit-Community Center*
Conference Room
601 West Franklin Street
Shelton

Pursuant to Governor's Proclamations 20-28.15 and 20-25.14, the public meeting shall be held virtually using the following WebEx credentials

To join by phone: 1-408-418-9388
Meeting number - access code 2550 817 4006 (Password) 0790
Members of the public may also attend in person.

Please Note: To be compliant with current TSA requirements, face masks are still required when on transit property that is considered to be a transit hub, and the Transit-Community Center is considered to be one.*

OPENING PROTOCOL OF PUBLIC MEETING

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

PUBLIC COMMENT – *Limit of three (3) minutes per person*

CONSENT AGENDA – ACTION

- 1. Pg. 03: Approval of the minutes of the October 19, 2021 MTA regular Board meeting**
- 2. Pg. 07: Check Approval: Oct 12 – Nov 9, 2021**
- 3. Pg. 15: Surplus Vehicles: Resolution No. 2021-33**

REGULAR AGENDA

UNFINISHED BUSINESS:

- 1. Pg. 18: Public Hearing and Second View of 2022 Budget– DISCUSSION (LeeAnn)**

PUBLIC HEARING –

- *Opening of Public Hearing*
- *Staff presentation (LeeAnn)*
- *Receiving Comments or Questions. Limit of three (3) minutes per person.*
- *Adjourn Public Hearing*

NEW BUSINESS:

- 1. Pg. 24: Report from Board Composition Committee - DISCUSSION (Amy)**
- 2. Pg. 25: First View of 2022 Calendar – DISCUSSION (Amy)**
- 3. Pg. 27: Surplus Vehicles – DISCUSSION (Amy)**

INFORMATIONAL

Reports

- 1. Pg. 28: Financial Reports**
- 2. Pg. 34: Management Reports**
- 3. Pg. 42: Park and Ride Update**

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

MTA Board Meeting

**Mason Transit Authority
Regular Meeting**

December 21, 2021 at 4:00 p.m.

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

All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.

DRAFT

Mason Transit Authority
Minutes of the Regular Board Meeting
October 19, 2021
Port of Allyn
18560 East State Route 3
Allyn



OPENING PROTOCOL

CALL TO ORDER: 4:04 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Kevin Dorcy (*arrived at 4:13 PM*), Wes Martin, Randy Neatherlin and Kevin Shuttly. **Quorum met, Board member Brehmeyer attended in person and the remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Matt Jewett

Authority Non-voting Board Member Not Present: Paul Miller, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety (*arrived at 4:15 PM*)

MTA Staff present via WebEx: Amy Asher, General Manager; Mike Ringgenberg, Operations Manager; LeeAnn McNulty, Administrative Services Manager; and Marshall Krier, Maintenance and Facilities Manager.

MTA Staff present at T-CC: Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

(Note: Legal counsel was not present at the meeting.)

ACCEPTANCE OF AGENDA

Moved that the agenda for the October 19, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Shuttly. Motion carried.**

PUBLIC COMMENT – None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 and 2 as follows:

1. Minutes of the MTA regular Board meeting of September 21, 2021.
2. Payments of September 16, 2021 through October 11, 2021 financial obligations on checks#35655 through 35745, as presented for a total of \$618,554.62.

Tarzwell/Neatherlin. Motion carried.

UNFINISHED BUSINESS: *[None.]*

NEW BUSINESS:

1. **First View of 2022 Budget.** LeeAnn McNulty, Administrative Services Manager, spoke to the Board on the first view of the operating budget in 2022. The budget took into account that MTA was moving closer toward "normal service" in 2022. Numbers reflect the loss of revenue due to the closing of the vanpool and LMTAAA programs. The revenue reflects a cautious and somewhat conservative view of the sale tax revenue.
2. **Request for Approval of Additional FTE.** Amy Asher, General Manager, provided the background of the 2020 budget having been developed with potential impacts of both the COVID-19 pandemic and possible outcome of I-976. Now that MTA is returning to normal service as well as the known outcome of I-976, staff proposes proceeding with a recruitment for a full time Journey level mechanic. Ms. Asher indicated that MTA has sufficient funds in its current budget to pay for the additional cost for 2021. **Moved** that the Mason Transit Authority Board approve the hiring of one new FTE for journeyman mechanic for the Maintenance team. **Tarzwell/Martin.** Motion carried.
3. **Capital Grant Agreement PTD0344.** Ms. McNulty indicated that this grant will probably be one of the last grant agreements for a while. This grant is for the replacement of a biodiesel coach and six cutaways. Additionally, Ms. McNulty shared that the match has been encumbered. Ms. Tarzwell asked how much is the cost of the diesel bus, to which Ms. McNulty replied \$518,281. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-31 and the attached Agreement between WSDOT and MTA for the Consolidated Grant Program Capital Grant Agreement (Agreement#PTD0344). **Campbell/Shutty.** Motion carried.
4. **Cybersecurity Procurement with Right! Systems Inc.** Ms. McNulty shared that cyber liability insurance has become increasingly expensive and that MTA entered into discussions with Right! Systems regarding protecting MTA's computer systems. Right! Systems will provide licensing and cybersecurity protection services utilizing Arctic Wolf, a leader in cyber security options, which will mitigate risk at a far less expense compared to \$153,150 which was quoted for Excess Cyber Liability coverage. **Moved** that the Mason Transit Authority Board approve the purchase of cybersecurity protection licensing and services from Right! Systems Inc. in the amount of \$40,008.54 and authorize the General Manager to sign the

Solutions Agreement between Arctic Wolf Networks, Inc. and MTA. **Tarzwell/Martin.**
Motion carried.

5. **Contract for Public Relations.** Ms. Asher shared with the Board the benefit that MTA has received by having a public relations firm for the past year, namely JayRay, by providing MTA with a stronger social media presence and with press releases. She shared the process of the Informal Solicitation for Proposals was emailed to four agencies and that MTA received one response and that was from JayRay. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-32 authorizing the General Manager to sign and execute the Terms and Conditions Agreement in the amount of \$45,045.00 between JayRay and Mason Transit Authority. **Tarzwell/Shutty. Motion carried.**
6. **Expansion of Consent Agenda Items.** Ms. Asher spoke to the board about using the consent agenda in a way that continues to streamline the Board meetings and make them more efficient. She proposed that certain qualifying items would be noncontroversial and routine items in nature. Hearing no objections to the proposed expansion of using the consent agenda, staff will evaluate items to see if they meet the qualifications and will place it on the agenda as appropriate.
7. **Conducting Public Hearings.** Ms. Asher covered the history of MTA's public hearings, as well as the low attendance of the public at the public hearings, whether in person and more recently, virtually. She recommends that certain public hearings, such as for the Transit Development Plan and Budget, be held as a part of the MTA Authority Board meetings. Holding public hearings in this fashion will also allow the MTA Authority Board to receive any comments from the public.

INFORMATIONAL REPORT:

Ms. Asher asked if the Board had any questions to the five different informational reports contained in the packet. There were no questions.

GENERAL MANAGER REPORT:

Ms. Asher discussed the status of the following subject matters:

- She has held all one-on-one meetings with the Board members and has found them to be very helpful and insightful.
- Ms. Asher has been involved in committee and budget meetings, as well as onboarding of four new employees consisting of the new Drivers' class.
- She indicated that she has reached out to United Way of Mason County with regard to the leased space of the Radich building. Staff is evaluating alternatives.
- If all the supplies come in as expected, the park & ride should be substantially completed by the end of November.

COMMENTS BY BOARD:

Board member Campbell expressed his appreciation with Ms. Asher meeting with all of the Board members.

[Board member Dorcy departed the meeting at 5:25 p.m.]

Moved that the meeting be adjourned.

ADJOURNED 5:27 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting**

November 16, 2021 at 4:00PM

*On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton*

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: November 16, 2021

Summary for Discussion Purposes:

Disbursements:

- *Rognlins, Inc.
 - Check #35763- \$478,062.45 – Progress billing park and rides
- State Auditor's Office
 - Check #35765- \$4,184.70 – Progress billing annual SAO audit
- *SCJ Alliance
 - Check #35801 - \$18,337.17 – Progress billing park and rides
- Right! Systems, Inc.
 - Check #35800 - \$43,409.27 – Arctic Wolf Network Cyber Security Protection

*Disbursements capital grant eligible.

October Fuel Prices: Diesel \$2.72, Unleaded \$3.25

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$1,180,618.73

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of October 12, 2021 through November 9, 2021 financial obligations on checks #35746 through #35814, as presented for a total of \$1,180,618.73.



Mason Transit Authority
November 16, 2021 Disbursement Approval

The following checks for the period of October 12, 2021 through November 9, 2021 have been audited and processed for payment by the Administrative Services Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Administrative Services Department for review.

Description Accounts Payable Checks	Check Numbers 35746 – 35814	Total Amount \$1,180,618.73
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Included within the checks were:		
	Check #	Amount
Payroll & DRS – 10/13/2021	35746	151,185.44
Payroll & DRS – 10/27/2021	35772	169,758.53
Payroll & DRS – 11/09/2021	35814	159,627.61
Rognlins, Inc.	35763	478,062.45
State Auditor's Office	35765	4,184.70
Right! Systems, Inc.	35800	43,409.27
SCJ Alliance	35801	18,337.17

Submitted by: LeeAnn McNulty Date: 11-10-2021
LeeAnn McNulty, Administrative Services Manager

Approved by: Amy Asher Date: 11-10-2021
Amy Asher, General Manager

Mason Transit Authority Check Register
November 2021 Board Report

Activity From 10/12/2021 Through 11/09/2021

Document Date	Check #	Vendor Name	Amount
10/13/2021	35746	Mason Transit Authority - ACH Account	151,185.44
10/20/2021	35747	Aflac	822.14
10/20/2021	35748	AIG Retirement	974.00
10/20/2021	35749	Stanley Convergent Security Solutions	325.31
10/20/2021	35750	Associated Petroleum Products, Inc.	23,573.61
10/20/2021	35751	Aramark	155.36
10/20/2021	35752	Bridge Church	90.00
10/20/2021	35753	Belfair Water District #1	86.41
10/20/2021	35754	EMC - Mason Transit	94.15
10/20/2021	35755	Employment Security Department - WA State	5,424.42
10/20/2021	35756	Gillig, LLC	506.40
10/20/2021	35757	District 160	1,527.25
10/20/2021	35758	JayRay Ads & PR, Inc.	1,556.98
10/20/2021	35759	LegalShield	190.30
10/20/2021	35760	Mason County PUD #3	2,704.71
10/20/2021	35761	Northridge Properties, LLC	1,700.00
10/20/2021	35762	Office Depot, inc.	228.32
10/20/2021	35763	Rognlin's, Inc.	478,062.45
10/20/2021	35764	Right! Systems, Inc.	3,980.00
10/20/2021	35765	State Auditor's Office - WA	4,184.70
10/20/2021	35766	Seattle Automotive Distributing	547.41
10/20/2021	35767	The Shoppers Weekly	435.84
10/20/2021	35768	Sportworks Northwest, Inc.	299.39
10/20/2021	35769	Thermo King Northwest, Inc.	23.87
10/20/2021	35770	United Way of Mason County	41.00
10/20/2021	35771	Westbay Auto Parts	375.21
10/27/2021	35772	Mason Transit Authority - ACH Account	169,758.53
10/29/2021	35773	AWC Employee Benefit Trust	83,100.27
11/4/2021	35774	Abila	271.25
11/4/2021	35775	Advance Glass	40.80
11/4/2021	35776	AIG Retirement	824.00
11/4/2021	35777	Associated Petroleum Products, Inc.	1,012.33
11/4/2021	35778	Aramark	472.15
11/4/2021	35779	Black Star	341.78
11/4/2021	35780	City of Shelton	909.99
11/4/2021	35781	Comcast	228.85
11/4/2021	35782	Cummins Northwest, LLC	15.89
11/4/2021	35783	EMC - Mason Transit	87.65

Mason Transit Authority Check Register
November 2021 Board Report

Activity From 10/12/2021 Through 11/09/2021

Document Date	Check #	Vendor Name	Amount
11/4/2021	35784	Gillig, LLC	1,661.08
11/4/2021	35785	GORDON TRUCK CENTERS, INC.	1,513.49
11/4/2021	35786	Northwest Cascade, Inc. DBA Honey Bucket	1,620.35
11/4/2021	35787	Hood Canal Communications	1,587.72
11/4/2021	35788	Island Superior Air Filter	1,221.10
11/4/2021	35789	Robert W. Johnson, PLLC	1,600.00
11/4/2021	35790	Knight Fire Protection, Inc.	28.21
11/4/2021	35791	Mason County Garbage, Inc.	568.37
11/4/2021	35792	Mason County PUD #3	1,749.01
11/4/2021	35793	Moose Breath Graphics L.L.C	1,421.35
11/4/2021	35794	Mountain Mist Water	194.18
11/4/2021	35795	Mood Media	124.70
11/4/2021	35796	Office Depot, inc.	211.76
11/4/2021	35797	Pacific Mobile Structures, Inc.	1,076.88
11/4/2021	35798	Pacific Power Group, LLC dba OWP	111.74
11/4/2021	35799	Ricoh USA, Inc	109.22
11/4/2021	35800	Right! Systems, Inc.	43,409.27
11/4/2021	35801	SCJ Alliance	18,337.17
11/4/2021	35802	Seattle Automotive Distributing	634.24
11/4/2021	35803	The Shoppers Weekly	450.28
11/4/2021	35804	Sportworks Northwest, Inc.	94.73
11/4/2021	35805	Staples Business Advantage	1,466.00
11/4/2021	35806	Summit Law Group	368.50
11/4/2021	35807	Tozier Brothers, Inc.	265.05
11/4/2021	35808	United Way of Mason County	71.55
11/4/2021	35809	UniteGPS, LLC	800.00
11/4/2021	35810	Verizon Wireless	835.13
11/4/2021	35811	Westbay Auto Parts	974.93
11/4/2021	35812	Whisler Communications	1,936.51
11/4/2021	35813	Zumar Industries, Inc.	390.44
11/9/2021	35814	Mason Transit Authority - ACH Account	159,627.61
			<u>1,180,618.73</u>

Mason Transit Authority Check Register
November 2021 Board Report

Activity From 10/12/2021 Through 11/09/2021

Document Date	Check #	Vendor Name	Amount
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Check Totals \$ 2,208,255.88

Mason Transit Authority Credit Card Activity
November 2021 Board Report

October 2021 Activity

GL Title	Transaction Description	Expenses
Construction in Progress P&R	Granger - Spray paint (Cole Rd)	\$ 55.63
Construction in Progress P&R	Home Depot - Belfair kitchen hood	154.10
Construction in Progress P&R	PUD 3 - Connection fee (Shelton Matlock)	100.00
Construction in Progress P&R	Safety Sign - Signage (Pickering)	77.60
Construction in Progress P&R	Uline - Bollards (Cole Rd)	1,305.58
Security Services	Checkr - New hire background checks	240.28
Postage	USPS - Priority mail to EE	8.70
Postage	USPS - Priority mail to EE	8.70
Facility Repair/Maintenance	1000bulbs - Light bulbs for atrium	88.05
Facility Repair/Maintenance	Amazon - Wall heater	129.01
Facility Repair/Maintenance	Greentek - LED light bulbs	349.50
Office Supplies	Amazon - Batteries	26.03
Office Supplies	Safeway - Ziplock bags	4.75
Office Supplies	Walmart - Misc. office supplies	39.18
Shop Supplies	Shelton Outfitters - Gloves	5.60
Shop Supplies	Shelton Outfitters - Gloves	6.81
Shop Supplies	Tractor Supply - Gloves	16.26
Shop Supplies	Walmart - Gloves	4.05
Cleaning/Sanitation Supplies	Amazon - Opti lens wipes	86.55
Cleaning/Sanitation Supplies	Clearstream recycling - recycle bags	203.61
Cleaning/Sanitation Supplies	Walmart - cleaning supplies	20.84
Shelter Supplies	Dornbos sign - wing brackets	211.51
IT Equipment	Amazon - Adhesive for privacy screen	8.67
IT Equipment	Amazon - Computer privacy screen	43.39
IT Equipment	Amazon - USB-C for HDMI cable	28.55
IT Equipment	CDWG - Test desktops	2,007.25
Small Tools & Equipment	Amazon - Ladder stand	114.96
Small Tools & Equipment	Harbor Freight - vice grips, sockets	21.83
Small Tools & Equipment	Home Depot - Door sweep	17.96
Safety Supplies	Amazon - Clorox wipes	97.66
Safety Supplies	Amazon - LED flashlights	122.00
Safety Supplies	Amazon - Masks	87.06
Safety Supplies	Amazon - Nitril gloves	225.73
Safety Supplies	Amazon - Nitril gloves	225.73
Small Equipment & Furniture	Amazon - Flag hardware	28.28
Small Equipment & Furniture	Amazon - Flag hardware	34.81
Small Equipment & Furniture	Wayfair - Training room office chairs (2)	427.47
Small Equipment & Furniture	Wayfair - Training room office chairs (6)	1,282.40
Garbage	Shelton transfer - trash	47.06
Dues, Memberships, Subscriptions	Amazon - Prime membership	14.09
Dues, Memberships, Subscriptions	Amazon - Prime membership	(14.09)
Dues, Memberships, Subscriptions	Efax Corporate - Efax monthly bill	89.97
Dues, Memberships, Subscriptions	National Safety Council - Annual membership	495.00
Dues, Memberships, Subscriptions	Shelton Mason Journal - Annual newspaper subscription	62.00
Training / Seminars	Nagara - Gov. Archives Forum	99.00

Mason Transit Authority Credit Card Activity
 November 2021 Board Report

October 2021 Activity

GL Title	Transaction Description	Expenses
Training / Seminars	TSI - Bus collision investigation training	90.00
Training / Seminars	WSTIP - Investigation training	75.00
Training / Seminars	WSTIP - investigations training	75.00
Advertising/Promotion Media	4imprint - MTA totes	683.54
Advertising/Promotion Media	Allpromos - MTA promo frisbees	355.95
Advertising/Promotion Media	Positive Promotions - Pocket planners	141.65
Advertising/Promotion Media	Walmart - Candy, Halloween event	139.16
Advertising/Promotion Media	Walmart -Candy, bags for Halloween event	62.36
Passenger Parking Facilities	Glacier - Belfair parking	550.00
	Total Credit Card Charges - October	<u>\$ 10,881.78</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: Consent Agenda – Item 3 – *Actionable*
Subject: Surplus Vehicles
Prepared by: Marshall Krier, Maintenance and Facilities Manager
Approved by: Amy Asher, General Manager
Date: November 16, 2021

Background:

Mason Transit has five vans that have exceeded their useful life and are ready for surplus:

Vehicle Number	Year, Model & Description	Current Miles
7602	2006 Ford Econoline 12 passenger van	95,502
7603	2006 Ford Econoline 12 passenger van	82,963
7604	2006 Ford Econoline 12 passenger van	97,831
7615	2006 Ford Econoline 12 passenger van	93,883
7618	2006 Ford Econoline 12 passenger van	94,319

Summary: Surplus five (5) 12-passenger van vehicles.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2021-33 declaring and approving the surplus and disposal of vehicles as set forth herein.

RESOLUTION NO. 2021-33

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE DISPOSAL OF SURPLUS VEHICLES.**

WHEREAS, the Mason Transit Authority Board, by Resolution No. 2000-04, as amended, has adopted established policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA; and

WHEREAS; such policies ensure that the public shall receive the greatest possible value for such items;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the following vehicles be declared as surplus and to be disposed of pursuant to MTA's Surplus Policy (POL-408); and

Vehicle Number	Year, Model & Description	Current Miles
7602	2006 Ford Econoline 12 passenger van	95,502
7603	2006 Ford Econoline 12 passenger van	82,963
7604	2006 Ford Econoline 12 passenger van	97,831
7615	2006 Ford Econoline 12 passenger van	93,883
7618	2006 Ford Econoline 12 passenger van	94,319

Adopted this 16th day of November, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

Cyndy Brehmeyer, Authority Member

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

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

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Discussion*
Subject: Second View of 2022 Budget
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: November 16, 2021

Background:

The second draft of the 2022 Budget continues to maintain a conservative approach to revenue forecasting, with a prudent eye to cost control measures.

Changes in Draft 2 include:

- Move up the hire of an additional Ops Supervisor to the beginning of the year rather than May 1. Needed to support Driver trainees at various stages in becoming solo drivers and overlapping driver classes to keep up with recruitment needs.
- Adjust employer portion of PFML expense per notification of a 2022 rate increase per Employment Security.
- Add the leased cost of 3 additional car charging stations – 2 @ Belfair, 1 @ Shelton Matlock.
- Adjust 2022 budget needs after performing forensic look at how 2021 projections compare to Draft 1 assumptions.
- The addition of \$80,000 for a planning study to analyze the future of service operations and fleet requirements after the recently passed federal infrastructure package.

Note: The draft budget includes a line-by-line detail for the revenue and expense projections for the balance of 2021 as of October 31, 2021. This information can be found on the 2022 Budgeted Expenses document.

Summary: Second view of 2022 Budget.

Fiscal Impact:

None at this time.

2022 Budgeted Revenues							Budget %
	2018 Actual	2019 Actual	2020 Actual	2021 Forecast	2021 Budget	2022 Budget	Change YoY
Fares: Out of County	71,682	71,306	27,625	30,072	25,000	30,000	20%
Fares: Adult Pass	26,265	21,255	10,020	4,151	6,000	6,000	0%
Fares: Reduced Pass	2,486	2,266	1,104	991	1,000	1,200	20%
Fares: Youth Pass	1,358	1,531	513	359	500	500	0%
Fares: Vanpool	59,174	55,203	31,976	10,511	30,500	-	
Fares: Worker/Driver	195,579	187,966	130,074	95,662	120,000	110,000	-8%
Donations Non Volunteer	-	50	-	-	-	-	
LMTAAA Volunteer Donations	2,429	1,090	947	1,396	1,000	-	
Special Contract Fares - Local Govt	-	-	-	-	-	-	
Sales of Maintenance Services	4,167	4,639	3,142	1,419	5,000	2,500	-50%
Rental of Bldgs and Other Property	17,597	19,556	21,039	31,706	27,493	28,112	2%
TCC Event Rental	26,266	27,810	9,078	6,469	5,000	9,000	80%
TCC Tenant Rental	136,577	128,208	116,729	89,260	111,687	97,088	-13%
Investment Interest Income	106,978	178,661	73,434	12,339	50,000	10,000	-80%
Insurance Recoveries	36,346	14,589	77	586	-	-	
Sales Tax Interest Income	6,785	9,236	6,384	2,968	3,000	1,500	-50%
Gain/Loss on Disp of Asset		26,385	53,800	33,690			
Other Non-Transportation Revenue	33,093	32,605	2,401	955	1,000	1,070	7%
T-CC Paver Donations	-	-	-	-	-	-	
Sales and Use Tax Revenue	4,807,028	5,478,270	5,951,699	6,286,585	4,054,264	5,620,000	39%
WSTIP Safety, Training, Recognition	2,500	4,500	5,000	2,000	4,500	4,500	0%
Other Local Cash Grants		4,778	-	-	-	-	
GCB2614 2017-2019 Operating Grant - State Portion	2,620,201	1,710,465	-	-	-	-	
PTD0044 2019-2021 Operating Grant - State Portion	-	740,432	1,400,630	1,115,444	2,992,852	-	
2021-2023 Consolidated Operating Grant - State Portion				1,214,266		3,363,648	
Other State Grants	226,000	113,000	-	-	-	-	
GCB2088 2015-2017 Operating Grant-Fed Portion	-	-	-	-	-	-	
GCB2614 2017-2019 Operating Grant - Federal Portion	757,963	99,183	-	-	-	-	
PTD0044 2019-2021 Operating Grant - Federal Portion	-	897,127	1,095,945	513,675	-	-	
PTD0192 CARES ACT 5311			1,530,241	383,874			
DSHS TitleIII LMTAAA Volunteer Program	38,768	34,689	24,274	20,285	38,910	-	
				-			
	9,179,242	9,864,799	10,496,132	9,858,663	7,477,706	9,285,118	24%
Operating Reserves Allocation					-		
Total Revenue	9,179,242	9,864,799	10,496,132	9,858,663	7,477,706	9,285,118	

2022 Budgeted Expenses

	2018 Actual	2019 Actual	2020 Actual	2021 Forecast	2021 Budget	2022 Budget	Budget % Change YoY
Salaries and Wages	2,814,811	2,953,690	2,659,069	2,678,905	3,014,681	3,842,659	27%
Salaries and Wages Overtime	64,833	58,505	20,245	20,667	24,618	23,300	-5%
Board Stipends	3,480	3,660	3,420	4,106	4,320	4,320	0%
Other Salaries and Wages	7,084	6,545	293,156	49,286	-	-	
Employer's FICA Expense	256,880	267,778	273,425	245,870	271,094	346,835	28%
PERS Pension Plan	417,082	442,214	441,129	369,610	456,230	517,672	13%
Medical Insurance	934,487	930,012	923,489	828,269	878,613	1,228,636	40%
Dental /Vision Insurance	88,846	86,084	85,358	74,002	78,566	96,794	23%
Life Insurance/LTD	18,382	19,083	19,591	17,457	19,048	24,338	28%
Unemployment Insurance	40,925	9,092	30,062	9,801	100,000	50,000	-50%
Labor and Industries Insurance	214,311	237,756	152,453	148,582	158,327	203,134	28%
Vacation Pay	227,359	230,679	261,904	223,917	229,755	297,397	29%
Holiday Pay	122,228	130,985	131,592	91,326	135,241	191,009	41%
Sick Leave Pay	105,117	123,178	179,691	114,058	127,026	162,645	28%
Employer's PFML Expense	-	-	3,354	4,921	5,303	7,257	37%
Other Paid Absence	30,602	31,437	36,738	30,763	32,695	35,765	9%
Other Fringe Benefits	-	-	-	3,486	-	-	
Wellness Expense	1,889	1,472	583	-	1,000	1,000	0%
Uniform Allowance	19,570	16,846	12,685	12,399	15,470	27,390	77%
Driver Safety Training	-	-	-	-	100	-	
Tuition Reimbursement	-	-	-	-	2,500	2,500	
Tool Allowance	2,450	2,950	3,100	2,842	3,100	3,100	0%
Phone Allowance	200	-	-	-	-	-	
Employee Recognition	3,984	5,201	3,169	1,791	16,375	16,325	0%
Publication Fees	3,502	3,060	1,448	5,003	1,700	6,200	265%
Professional and Technical Services	128,731	51,093	11,169	53,831	60,100	86,000	43%
Legal Services	27,526	32,316	41,305	23,292	50,000	80,000	60%
Temporary Help	-	1,075	-	33,398	-	-	
Laundry	2,675	2,874	2,955	2,896	3,300	3,500	6%
Repair/Maintenance by Other	102,166	99,244	36,796	46,097	79,751	89,900	13%
Contract Services	162,598	106,627	92,303	165,403	202,600	245,000	21%
Security Service	2,007	508	903	1,661	600	2,678	346%
Drug & Alcohol Testing	6,025	5,353	5,056	5,965	6,032	8,919	48%
Printing	37,058	19,348	19,017	10,245	23,475	12,550	-47%
Postage	1,702	1,494	1,259	1,369	1,590	1,870	18%
CDL Testing/DMV Check	1,526	39	763	550	850	3,350	294%
Other Services	5,185	4,208	3,414	1,735	4,760	8,270	74%
Fuel and Lubricants	389,011	384,880	222,643	316,593	300,750	520,350	73%
Tires and Tubes	33,082	46,263	14,914	14,276	25,800	45,413	76%

2022 Budgeted Expenses	2018 Actual	2019 Actual	2020 Actual	2021 Forecast	2021 Budget	2022 Budget	Budget % Change YoY
Incidental Expense	-	-	-	-	-	-	
Facility Repair/Maintenance	30,555	33,419	21,873	17,467	33,700	41,950	24%
Operating Supplies	4,748	1,513	10,784	6,364	13,500	13,500	0%
Office Supplies	10,313	15,292	9,517	6,844	13,000	16,400	26%
Shop Supplies	11,922	11,587	10,995	11,359	11,500	15,000	30%
Cleaning/Sanitation Supplies	10,954	11,401	17,016	9,901	21,800	18,049	-17%
Safety Training Material & Supply	2,809	1,920	885	313	2,800	3,300	18%
Shelter Supplies	558	11,080	1,171	1,320	3,500	3,000	-14%
Vehicle Maintenance Parts	153,751	174,256	95,193	90,664	126,500	154,000	22%
Software	3,114	13,592	92,727	4,043	22,000	7,000	-68%
Communications Equipment	1,236	6,226	8,190	5,598	2,000	9,250	363%
IT Equipment	9,526	127,555	16,246	15,965	21,125	24,125	14%
Small Tools & Equipment	4,713	26,669	7,358	4,947	9,600	13,000	35%
Safety Supplies	1,634	3,452	96,549	13,620	62,850	19,350	-69%
Small Equipment & Furniture	7,463	11,610	12,500	13,149	17,850	17,700	-1%
Small Tools Replacement/Repair	1,336	2,940	-	1,300	1,800	3,200	
Water and Sewer	10,542	10,868	17,085	40,169	29,260	36,000	23%
Mobile Radio Service	20,052	20,715	21,317	29,949	22,000	27,500	25%
Garbage	8,364	8,900	8,074	9,409	9,000	13,300	48%
Gas	19,933	21,154	23,475	19,583	25,500	26,000	2%
Electric	60,369	61,249	55,193	62,808	63,000	75,500	20%
Telephone Service	21,597	20,932	20,864	21,664	27,029	28,754	6%
Internet Services	3,667	3,932	3,916	4,660	5,050	6,700	33%
Insurance Premium	238,506	235,477	183,363	188,050	210,364	220,000	5%
Taxes	683	514	-	-	-	-	
Property Tax	54	72	128	85	210	250	19%
Veh License/Registration Fee	936	389	1,190	666	200	500	150%
Leasehold Tax	141	-	-	-	-	-	
Dues, Memberships, Subscriptions	32,368	31,842	30,146	29,929	29,627	32,950	11%
Travel & Meeting Expense MTA	22,039	28,302	5,462	2,701	22,012	22,200	1%
Travel Expense - VD Program	39,366	35,447	22,181	17,332	32,000	-	-100%
Conference Registration	5,145	4,683	101	588	6,550	6,750	3%
Training / Seminars	2,255	4,286	1,450	5,446	11,675	14,200	22%
Travel Tolls	-	-	31	-	-	-	
Advertising/Promotion Media	19,970	23,680	26,128	65,496	129,500	84,000	-35%
Intergovernmental Audit Fees	29,411	31,649	31,046	33,000	38,000	38,000	0%
Other Misc Expenses	100,072	4,466	3,315	3,182	4,050	6,350	57%
Bank Service Charges	-	-	-	-	-	-	
Credit Card Fees	6,699	7,202	5,002	3,686	4,110	3,900	-5%
Passenger Parking Facilities	25,054	25,590	26,114	25,978	29,000	1,590	-95%

2022 Budgeted Expenses	2018 Actual	2019 Actual	2020 Actual	2021 Forecast	2021 Budget	2022 Budget	Budget % Change YoY
Rent - Equipment	277	-	199	-	-	-	
Rent - Office	3,600	3,690	10,215	15,091	13,500	1,300	-90%
Office Equipment Lease	5,922	4,758	2,543	663	700	700	0%
	6,851,067	7,357,858	6,887,699	6,397,361	7,411,232	9,201,344	8%
Net Income	2,328,175	2,506,941	3,608,433	3,461,302	66,475	83,774	
Operating Reserves Allocation	(699,494)				-	-	
Net Income (Loss) Net Reserves Allocated	1,628,681	2,506,941	3,608,433		66,475	83,774	

Consolidated 2022 Budget	2022 Budgeted Revenues						Budget %
	2018 Actual	2019 Actual	2020 Actual	2021 Projections	2021 Budget	2022 Budget	Change YoY
Operating Revenue (Fares)							
Passenger Fares	101,791	96,358	39,262	35,573	32,500	37,700	16%
WD/VP	254,753	243,169	162,050	106,173	150,500	110,000	-27%
	356,544	339,527	201,312	141,746	183,000	147,700	-19%
Non-Operating Revenue							
Sales Tax	4,807,028	5,478,270	5,951,699	6,286,585	4,054,264	5,620,000	39%
Operating Grants	3,378,164	3,447,207	4,026,816	3,227,259	2,992,852	3,363,648	12%
Rental Income	180,439	175,574	146,845	127,435	144,180	134,200	-7%
Investment Income	106,978	178,661	73,434	12,339	50,000	10,000	-80%
Other income	350,089	245,560	96,024	63,299	53,410	9,570	-82%
	8,822,698	9,525,272	10,294,818	9,716,917	7,294,706	9,137,418	25%
Operating Reserves Allocation						-	
Total Revenue	9,179,242	9,864,799	10,496,132	9,858,663	7,477,706	9,285,118	24%
Expenses							
Wages & Benefits	4,975,696	5,548,074	5,504,155	4,922,257	5,474,061	7,032,076	28%
Contracted Services	353,117	223,619	176,456	321,398	346,332	459,797	33%
Fuel	389,011	384,880	222,643	316,593	300,750	520,350	73%
Vehicle/Facility Repair & Maintenance	319,553	353,183	168,776	168,504	265,751	331,263	25%
Insurance Premium	238,506	235,477	183,363	188,050	210,364	220,000	5%
Intergovernmental - Audit Fees	29,411	31,649	31,046	33,000	38,000	38,000	0%
Facility Rent and Park & Ride	28,930	29,280	36,528	41,069	42,500	2,890	-93%
Utilities	124,471	127,036	128,606	158,293	158,839	186,254	17%
Supplies	109,087	265,679	304,215	106,337	228,390	177,294	-22%
Training & Meetings	29,439	37,271	7,013	8,735	40,237	43,150	7%
Other Operating Expenses	253,846	121,710	124,903	133,125	306,007	190,270	-38%
Total Expense	6,851,067	7,357,858	6,887,699	6,397,361	7,411,232	9,201,344	24%
Net Income (Loss)	2,328,175	2,506,941	3,608,433	3,461,302	66,475	83,774	26%
Operating Reserves Allocation	(699,494)				-	-	
Net Income (Loss) Net Reserves Allocated	1,628,681	2,506,941	3,608,433	3,461,302	66,475	83,774	26%

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business Item 1 – *Discussion*
Subject: Update on MTA Board Composition Committee
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: November 16, 2021

Summary for Informational Purposes:

The MTA Board Composition Committee held its meeting on October 25, 2021, as required by RCW 36.57A.055. Proper notice was provided, and no members of the public attended either virtually or in person. The County Commissioners, Legal Counsel, MTA's General Manager and Board Clerk attended.

There was a brief discussion relating to the current structure and whether or not any changes should be made, including the amount of representation of the City of Shelton area. Following the discussion, a motion was made to keep the structure as is, which was approved unanimously.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business Item 2 – *Discussion*

Subject: 2022 MTA Regular Board Meetings

Prepared by: Amy Asher, General Manager

Approved by: Amy Asher, General Manager

Date: November 16, 2021

Summary for Informational Purposes:

The attached draft 2022 Mason Transit Authority Regular Board meeting calendar is provided for your review. For the past few years, the April and October Board meetings have been held in other locations as a convenience to members of the public.

The upcoming year provides MTA with another opportunity to evaluate the locations of its meetings. As a start, we have placed the customary April and October off-site Board meetings to be held at MTA's new conference room space at the Belfair Park and Ride. Staff has met on location to discuss conference room set up and required technology as having fully virtual or hybrid meetings are anticipated to be more of the norm in the coming years.

While we are not sure we will have all of the furniture by April given the current supply chain issues, we can always make substitutions to carry us through until the long-term furniture arrives.

To follow-up on a request made by the Board last year, the Hoodspout Timberland Regional Library also has conference rooms available. There are no fees for renting the conference room. Currently they are only holding meetings through their closing time of 5:00 PM while they are having electronic key systems installed in the library. They did not anticipate that it would be an ongoing and long process.

A proposed final version of the 2022 MTA Regular Board meeting calendar will be brought to the Board for consideration at its December meeting.



MASON TRANSIT AUTHORITY BOARD 2022 REGULAR MEETING SCHEDULE

(Adopted by Resolution No. 2021-XX on December 21, 2021)

TIME	DATE	MONTH	LOCATION
4:00 P.M.	18	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	15	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	April	MTA Belfair P&R Building, 25250 NE State Route 3, Belfair, WA 98528
4:00 P.M.	17	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	21	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	19	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	16	August	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA
4:00 P.M.	20	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	18	October	MTA Belfair P&R Building, 25250 NE State Route 3, Belfair, WA 98528
4:00 P.M.	15	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
4:00 P.M.	20	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

MTA Administrative Office:
Phone:
Clerk of the Authority E-mail:

790 East Johns Prairie Road, Shelton, WA 98584
360-426-9434 or 800-374-3747
clerk@masontransit.org

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3 – *Discussion*
Subject: Surplus Vehicles
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: November 16, 2021

Background:

Mason Transit has five (5) 12-passenger vans that have exceeded their normal life cycles and, pursuant to Resolution No. 2021-33, have been declared surplus.

MTA Staff would like to propose that vans 7603 and 7615 (vans with the lowest mileage) be awarded to the Surplus Vehicle Grant program. Earlier this year, Mason Transit granted two vans to local non-profit agencies that applied. Staff believes that there may still be a need among local agencies and suggests awarding a second round of van grants for the year.

Staff would like guidance as to whether we have one or more of the remaining vans be auctioned and/or a combination of auction and intergovernmental disposition.

Summary: Discussion regarding surplused vehicles.

Fiscal Impact:

TBD.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report – Item 1 – *Informational*
Subject: Financial Reports – October 2021
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Amy Asher, General Manager
Date: November 16, 2021

Summary for Informational Purposes:

Included is the financial performance for October 2021 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for August 2021 (received October 29, 2021) was \$590,886, 12% higher than August 2020.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 83% (10/12) of the budget through the end of the year. Total YTD Revenue is over budget at 112.7%. Total YTD Operating Expenses are under budget at 72.5%.

- The agency has spent \$12,571 in COVID-19 response expenditures YTD.
- October's Net Income deficit is the result of three bi-weekly pay periods in the month.

Fiscal Impact:

October fiscal impact reflects total revenues of \$641,931 and operating expenses of \$667,586 for a net *deficit* of \$25,655.

Mason Transit Authority Statement of Financial Activities

% through the year: 83.0%

November 2021 Board Report

October Statement of Financial Activities	October Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,163	\$ 29,628	\$ 32,500		91.2%
PSNS Worker/Driver & Vanpool Fares	8,800	98,986	150,500		65.8%
Total Operating Revenue (Fares)	11,963	128,614	183,000		70.3%
Sales Tax	334,940	5,235,951	4,054,264	(1)	129.1%
Operating Grants	280,304	2,874,326	2,992,852	(2)	96.0%
Rental Income	12,410	115,896	144,180		80.4%
Investment Income	815	10,277	50,000		20.6%
Other Non-operating Revenue	1,498	58,797	53,410	(3)	110.1%
Total Revenue	641,931	8,423,860	7,477,706		112.7%
Expenses					
Wages and Benefits	553,308	4,115,156	5,474,061		75.2%
Contracted services	21,180	280,011	346,332		80.9%
Fuel	27,989	264,431	300,750	(4)	87.9%
Vehicle/Facility Repair & Maintenance	11,146	140,457	265,752		52.9%
Insurance	15,821	158,213	210,364		75.2%
Intergovernmental - Audit Fees	4,185	29,779	38,000		78.4%
Rent - Facilities and Park & Ride	2,340	34,206	42,500		80.5%
Utilities	13,759	135,146	158,839		85.1%
Supplies & Small Equipment	11,704	92,447	226,590	(5)	40.8%
Training & Meetings	350	7,276	39,935		18.2%
Other operating expenses	5,803	115,806	307,808	(6)	37.6%
Total Operating Expenses	667,586	5,372,928	7,410,931		72.5%
Net Income (Deficit) from Operations	\$ (25,655)	\$ 3,050,932	\$ 66,775		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals Q1 thru Q3-2021 actuals, plus Oct. accrual.
(3)	Includes LMTAAA Volunteer program revenue - \$16,895; Volunteer Donations - \$1,163; Sale of Maintenance Services - \$1,182; Community Van - \$0; Gain/Loss on Disp. of Asset - \$33,690; Sales Tax Interest Income - \$2,472; Insurance Recoveries - \$586; WSTIP Network Safety Grant - \$2,000; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$2.34. Average gasoline price per gallon year to date is \$3.16.
(5)	Printing- \$8,553; Cleaning/Sanitation/Safety supplies - \$20,810; Office Supplies - \$5,701; Shop Supplies - \$9,436; Small Tools & Equipment - \$4,119; IT Equipment - \$13,297; Communications Equipment - \$4,663; Operating Supplies - \$5,325; Small Equipment & Furniture - \$11,014; Software - \$7,027; plus other misc supplies and small equipment.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements - \$14,435; Advertising - \$54,550; Merchant/Credit Card fees - \$3,112; Dues, Memberships, Subscriptions - \$28,537; Unemployment Insurance - \$8,163; plus other misc. operating expenses.

Mason Transit Authority Cash and Investments

November 2021 Board Report

Cash Balances

	9/30/2021	10/31/2021	Change
Cash - MC Treasurer	\$ 1,461,914.01	\$ 1,093,707.26	\$ (368,206.75)
Investments - MC Treasurer	12,000,000.00	12,000,000.00	-
Payroll - ACH Columbia Bank	317,037.38	\$ 193,075.58	(123,961.80)
Petty Cash/Cash Drawers	500.00	500.00	-
TOTAL	\$ 13,779,451.39	\$ 13,287,282.84	\$ (492,168.55)

Cash Encumbrances

Grant Related:

Purchase two coaches. Received award of \$468,636 - 5339 Fed. \$ 564,416
 Encumbered funds to be used for the match and balance exceeding the award amount.

Purchase 1-35' coach and 6 cutaways. State vs. Fed. - \$952,145. 25% match. 317,381

Total Grant Match \$ 881,797

Reserves:

Total Grant Match	881,797.00
General Leave Liability (Vacation/Sick)	217,574.82
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,400,000.00
Capital Project Reserves ¹ /Park and Ride Projects	4,000,000.00
Fuel Reserves	120,000.00
IT Investments	60,000.00
Total Encumbered	<u>\$ 11,929,371.82</u>

Total of Cash \$ 13,287,282.84

Less Encumbrances 11,929,371.82

Undesignated Cash Balance Total (Including Reserves) 1,357,911.02

Investments - MC Treasurer (Reserves) 12,000,000.00

Less Encumbrances 11,929,371.82

Undesignated Cash Reserves \$ 70,628.18

Sales Tax Revenue received in excess of the budgeted amount will be reserved in Capital Project Reserves.

Mason Transit Authority Capital Budget

November 2021 Board Report

As of October 31, 2021

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	9,335,000	1,187,500	-	4,691,832	9,468,283	Construct or improve 5 park & rides throughout county.
Radich building roof repair- Replaced with Wheel End Hoists.	40,000	40,000	6,209	-	46,209	46,209	Project funded by Rural Mobility Formula Funds (sales tax equalization).
Radich Building improvements	100,000	-	-	100,000	-	-	Will seek grant or dedicate sales tax equalization funds to upgrade wiring and other improvements to the Radich Building.
Scissor Lift - TCC	17,300	17,300	261	-	17,561	17,561	Project funded by Rural Mobility Formula Funds (sales tax equalization).
Utility Trailer	5,000	-	5,000	-	2,795	2,795	Maintenance
HVAC Units at JP	50,000	-	-	50,000	-	-	Replace units in Buildings 1 and 2
IT Equipment	50,000	-	50,000	-	69,145	69,145	New IT switches and firewalls.
Phone System	75,000	-	75,000	-	57,128	57,128	Phone system upgrades to be completed not more than \$20,000. Unspent \$'s redirected to Arctic Wolf cyber security network protection, through Operating expenses.
TCC Customer Service Office Remodel	50,000	-	-	50,000	-	-	Contingent on future sales tax equalization.
TCC Generator	100,000	-	-	100,000	-	-	Contingent on future sales tax equalization.
Fax Machine	8,000	-	8,000	-	-	-	Will not be used. Implemented cloud based eFax service.
Admin Office - Furniture and Fixtures	20,000	-	20,000	-	7,327	-	Budgeted for 4, purchased 3 workstations admin staff
Admin Office	55,000	-	55,000	-	-	-	Build walls for offices in admin area at T-CC
Total Misc Capital Projects	11,092,800	9,392,300	1,406,970	300,000	4,891,997	9,661,121	
2 - 35' Coaches	1,033,052	468,636	564,416	-	1,025,958	1,025,958	Pending issuance of FTA/WSDOT contract to submit for reimbursement.
1 - 35' Coach; 6 - Cutaways	1,269,526	952,145	317,381	-	-	-	Contingent on grant application being awarded. AWARD SUCCESSFUL 05/2021
Mini Cutaway	96,650	96,650	-	-	92,275	92,275	Expansion vehicle; funded by Rural Mobility Formula Funds (sales tax equalization).
Total Vehicle Replacements	2,399,228	1,517,431	881,797	-	1,118,233	1,118,233	
Total Capital Projects	\$ 13,492,028	\$ 10,909,731	\$ 2,288,767	\$ 300,000	\$ 6,010,230	\$ 10,779,354	

Capital Project Reserves - \$4,000,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

November 2021 Board Report

Sales Tax Collected as of 10/29/2021 for 08/31/2021

Monthly Cash-Flow Trend (January - December)

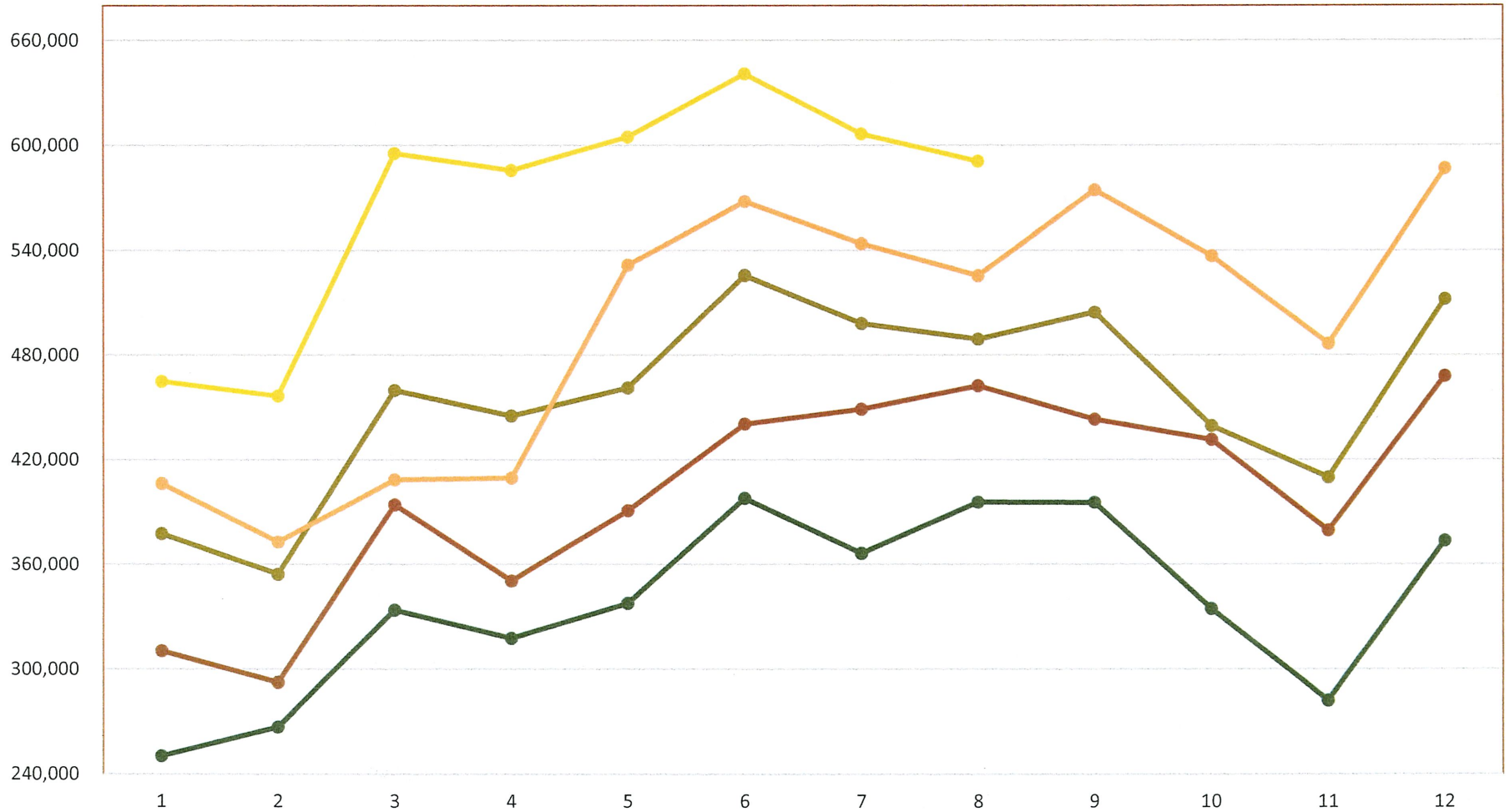
	2018	2019	2020	2021 Budget	2021 Actual	2021 Budget Variance	% Change 2020 - 2021 Actual
January	310,547	377,689	406,391	250,512	464,970	86%	14%
February	292,604	354,467	372,932	267,297	456,479	71%	22%
March	394,293	459,822	408,506	334,132	595,307	78%	46%
April	350,586	445,171	409,532	317,834	585,816	84%	43%
May	391,052	461,236	531,711	337,957	604,875	79%	14%
June	440,606	525,839	568,045	397,996	640,945	61%	13%
July	449,080	498,248	543,942	366,369	606,512	66%	12%
August	462,622	489,291	525,644	395,696	590,886	49%	12%
September	443,327	504,696	574,589	395,670			
October	431,530	439,534	536,963	334,940			
November	379,605	409,930	486,561	282,327			
December	467,960	512,346	586,883	373,534			
	4,813,813	5,478,270	5,951,698	4,054,264	4,545,791		

Budget Variance Average - YTD 72%

% Change 2020 vs 2021 Actual Average - YTD 22%

Monthly Sales Tax Trend

2018 2019 2020 2021 Budget 2021 Actual



Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 2 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: November 16, 2021

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 16, 2021

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 16, 2021

GENERAL MANAGER'S REPORT

General Manager Report:

External Activities:

- Participated in weekly calls with Mason County Joint Information Center for COVID updates.
- Attended WSTIP Executive Committee Meeting.
- Participated in weekly SMTA and WSTA coordination calls with other General Managers from around the state. Received updates on recently passed Infrastructure Investment and Jobs Act.
- Attended Chamber of Commerce State of the Community Luncheon.
- Attended WSTA 4th Quarter Board Meeting. Elected WSTA Board Treasurer.
- Participated in Peninsula RTPD Executive Board meeting and Annual Legislative Forum.
- Attended Mason Health Trunk or Treat and handed out over 85LBS of candy to kids.
- Attended Annual Bus Coalition Annual Meeting virtually.
- Attended WSTA Leadership Symposium presentations.
- Met with Director of Economic Development Council. Submitted Board application and updated CEDS list of projects.
- Met with City of Shelton Engineer to discuss bus pull out construction at Pacific Ct.
- Continued outreach on park and ride activities and enforcement with local agencies.

Internal Activities:

- Participated in monthly safety committee meeting.
- Met with new drivers.
- Attended MTA Board Composition Meeting.
- Participated in Mechanic interview.
- Began maintenance continuity of operations planning for Maintenance Manager absence.
- Facilitated weekly Management Leadership meetings.
- Met with staff regarding 2022 budget needs.
- Toured Belfair Park and Ride facility with IT and Administrative staff to identify IT and Meeting room needs.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Manage new driver class recruitment to ensure candidates were ready for the start of class.
- Provide two ½ days of onboarding to new driver class.
- Opened recruitment for journeyman level mechanic position.
- Assess and coordinate relationship with Occupational Health providers.
- Met with Job Target our integrated job placement partner to understand how to best utilize their product suite.
- Attended monthly Safety Committee meeting.
- Provide HR support for several out on various leave situations.
- Cold and flu season has become tough to navigate while protecting staff from COVID-19 in the workplace.

Administrative Services Support

- Attended 2021 BARS Update GAAP with Jenna.
- Compute and submit Q3 Operating and Capital reimbursement requests and quarterly progress reports.
- Assess needs and prepare Draft 2 of the 2022 Operating Budget.
- Admin staff continue to perform monthly parts cycle counts.
- Continue providing cross training to Jenna our new Accounting Coordinator.
- The Admin Services team together participated in a Virtual MIP User Group Tips and Tricks training for our financial software.
- With the Admin Services Team becoming whole by being fully staffed now and Haley's return from leave, Christina our second Accounting Assistant is being moved to a shared employee between Admin Services and Operations.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Attended and Chaired Fall WSTA Maintenance Conference Forum.
- Attended FTA TEMPLATE webinar.
- WSP conducted K-9 training at the Johns Prairie facility.

T-CC Facility:

- Pickleball sessions continue in the gym in September and 103 players attended.
- CHOICE Highschool P.E. classes continue in the gym with 177 students participating in October.
- The kitchen was utilized by 30 people in October.
- Continuing to host outreach tables with Shelton Youth Connections on Thursdays and Public/Health Department on Wednesdays in the T-CC Atrium.
- Special Olympics Basketball started again for their 2021-22 season with 12 players showing up for the first practice.

T-CC Building Projects/Purchases/Maintenance

- Continuing the basement retro fit project at the T-CC.
- Conducted routine preventive maintenance activities.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

- Continuing with Voyager and FASTER fuel integration.

- Establishing construction dates for the 6 Champion cutaways and 1 Gillig bus. The bus will be built by the end of September 2022. The Champion plant that constructs our cutaways closed, so we are seeking other manufacturers. Ford chassis remain very difficult to obtain.
- Conducted mechanic interviews. Awaiting testing results and a job offer acceptance letter.

Park and Rides

- **Shelton Matlock:** Waiting on security cameras, PUD power connection and we should be good to go!
- **Pear Orchard:** Wrapping up charger installation, tree relocation and PUD is installing a light above the bus shelter for better visibility.
- **Belfair:** Construction is progressing. Started ordering materials and supplies for the building.
- **Pickering and Cole Rd:** Cole has functioning security cameras, Pickering to have operating cameras soon. Pickering has some ponding issues in the parking lot and we are working with SJC on resolution.

OPERATIONS – Mike Ringgenberg

- **COVID-19:** We transported 2 COVID-19 positive riders and 1 possible COVID-19 rider to get tested. We continue to keep a supply of masks available on each bus for passengers who board the buses.
- **Great Washington Shake-Out:** On October 21st we participated in the Great Washington Shake-Out earthquake drill, 27 individuals practiced the drop/cover/hold drill and then we practiced an evacuation drill to the designated Rally Points.
- **Inclement Weather Plan 2021-2022:** We finished the new plan and sent to all staff via Paylocity.
- **Ride Recoveries:** Operations staff conducted three ride recoveries to ensure all passengers got to their final destinations.
- **Ridership:** We had 12,341 total riders in all modes of transportation in October 2021. This is a decrease of 2,124 from September 2021.
- **Meetings:** I attended the following meetings:
 - WSTA Transit Planners meeting:
 - WSTA State Conference
 - WSTA Operations Committee Meetings.
- **New Driver Class:** We started a new driver class on October 19. Please welcome to the team: Peter Owen, Ric Satterlee and Alan Pointes.
- **Outreach events:** Chris and Trina conducted a Travel Training class at North Mason High School on October 6.
- **Safety Meeting:** We conducted an MTA Safety meeting on October 26.
- **Training:** Mike attended a WSTIP/Summit Law Workplace Investigation training.
- **Trunk or Treat:** MTA handed out 85 pounds of candy during the Mason General Hospital Trunk or Treat event on Oct 29, 2021. Thank You Wicked Witch Amy and Minion Chris W!

2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2021 Work Items	Completed as of 11/12/2021	Progress
Objective 1: Safe and Secure		
1st Quarter Driver training and refresher training as required	✓	Training in CPR/AED/FA; Trina completed Defensive Driver Instructor Recertification
2nd Quarter Driver training and refresher training as required	✓	Training in CPR/AED/FA.
3rd Quarter Driver training and refresher training as required	✓	Training in CPR/AED/FA; Trina completed Defensive Driver Instructor Recertification. Supervisors attended Assault Awareness and Prevention for Transit Operators. Will train all staff early 2022.
4th Quarter Driver training and refresher training as required		
Change from flag stop to fixed stop in urban area of Shelton		Safety committee is creating a bus stop committee to begin looking at existing stops and siting future.
Curbs or bollards at Johns Prairie	✓	Bollards are in place along the building where parking is available.
Review WSTIP Best Practices for Safety		
Continue to monitor COVID-19 compliance and adjust for any mandates as needed		On-going.
Update Safety Manual and prepare Emergency Plan		The Safety Committee is reviewing with follow up at the 5/25 meeting.
Roof replacement for the Radich building		Project replaced with the investment in wheel-end hoists as per Motion at April 2021 meeting. Facilities committee to convene and discuss prior to 2022 budget development.
L&I Review of the T-CC		
Objective 2: Effective Transportation Services		
Benchmark route performance and monitor low-performing routes		
Review DAR services and hours to ensure efficiency and availability of resources		
Seek new route opportunities		February new route to Olympia started that will utilize Shelton-Matlock Park & Ride once open.
Passenger Apps for scheduling and tracking bus		In April - passenger app went live and we are using bus tracking. Passenger bus tracking coming September.
Sign at T-CC for estimated time of arrivals for fixed route		Evolving project. Work will be coordinated with external IT firm to integrate new technologies with existing sign.
Explore on-demand services for Shelton and Belfair		
Internal assistance with Volunteer Driver Program Transportation		MTA Extra Board Drivers provided 109 volunteer rides in 2021. Program to end with MTA in 2022.
Conduct outreach for all service changes and new park & ride openings		Shelton/Matlock, Pickering and Cole Road nearing completion. Pear Orchard opened August 2021.
Plan for restoring to full service (Pre-COVID) and adjust where needed to improve service		October 2021 - Training 4 drivers to prepare for service restoration in early 2022.
Objective 3: Financial Stewardship		
Records Management - Network reorganization		Ongoing paper records continue to be analyzed for archive parameters, mapping of network restructure underway.
Continued work in records management		Exploring scan and toss. Tracy and Tyler in motion.
Hire an Accounting Coordinator with high level accounting skills	✓	Completed August 2021.
Prepare Fixed Asset policy, Investment policy, and other financial policies as identified		Collecting policy examples from peer transit ASK responses for Investment and Reserve policies. Have received a handful of policies from other transit's.
Explore moving MIP accounting software to the Cloud	✓	Completed August 2021.
Review 5-year sustainability plan and adjust as needed	✓	Sustainability was reviewed with the preparation of annual TDP reporting.

Plan financially for future service changes or increases	√	Planning for service restoration to pre-COVID levels. Incorporated in 2022 Budget.
Prepare for GASB changes on leases and other regulations	√	Attended training by SAO & GFOA. Setting new leases to better comply with GASB.
Objective 4: Community Partnerships and Responsibility		
Conduct Community Conversations to solicit input regarding MTA services		This will take place in 2022 as part of the Human Services Transportation Plan update with PRTPO.
Participate in community events as available	√	Ongoing. Participating in Preparedness event September 2021.
Park & Ride project (through 2023)		Park & Ride projects slated for substantial completion by year-end 2021.
Promote Partnerships with City, County and other entities by serving on committees, boards, supporting projects, etc.	√	Ongoing. Leadership team participates in WSTA Committees, EDC, Mason JIC, PRTPO, & TAC meetings.
Continue delivery assistance for Meals on Wheels and Commodity Boxes for senior centers		Delivered 2,586 meals and commodity boxes in YTD 2021
Transporting clients in cooperation with hospital and health department		7 riders were transported in January to be tested for COVID-19; throughout March-May, three (3) COVID-19 positive passengers were transported to or from medical appointments, and one passenger transported from Mason General Hospital to the passenger's residence. Three (3) passengers were transported to receive their COVID vaccinations and in collaboration with the HUB, 140 clients were transported to obtain COVID vaccinations.
1st Quarter PR Campaigns		DAR, COVID safety, Busing on the Lookout, Employee of the Year
2nd Quarter PR Campaigns		COVID Safety, Return of route 8, meet GM Candidates, DAR app.
3rd Quarter PR Campaigns		Long term employees celebrated, Take DAR in the dark, trip planner.
4th Quarter PR Campaigns		
Objective 5: Workplace Culture		
Continue Employee Engagement Committee for seeking opportunities to improve the work environment	√	Committee continues to meet. Met August 30 to discuss communication plan. Next meeting early October.
Launch Communication Flow Plan		Communication flow plan is substantially complete and will be reviewed by managers before launch to staff.
Coordinate events with EMC		EMC supported local business Hunter Farms by purchasing May Day flowers for a staff event. Events for the balance of the year are under consideration.
Create committee for Belfair Office furnishings		
Encourage Castlight Challenges		
Create Uniform committee to select new uniform items		
Strive to meet goals and objectives of EEO program to broaden employment opportunities for all protected classes		Paylocity allows us to identify candidate classifications for consideration in the hiring process.
Consult with contractor for remodeling/updating Customer Service office at the T-CC		
Continue reviewing policies		Committee meets as needed to review policies.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 3 - *Informational*
Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update
Prepared by: Patrick Holm, Project Manager, SCJ Alliance
Approved by: Amy Asher, General Manager
Date: November 16, 2021

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress.

Pear Orchard Construction: The Pear Orchard park and ride has been completed.

Belfair Park and Ride Construction: Rognlin's is progressing site and building construction. The majority of the exterior building improvements are complete and the contractor is working on the interior. The electrical contractor is waiting on the main electrical panel delivery which has been delayed due to supply chain issues. The estimated completion for this site is November 2021/early December but is contingent on delivery of the required electrical materials.

Shelton Matlock Park and Ride Construction: The final step at this site is to have PUD 3 energize the site and HCC to connect the security system. The estimated final completion for this site is November 2021.

Pickering Road Park and Ride Construction: The final step is to have HCC connect the security system. This should happen the week of 11/8. The estimated final completion for this site is November 2021.

Cole Road Park and Ride Construction: The Cole Road park and ride has been completed.