



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, February 20, 2024 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/93153701527?pwd=aEtTR25McGx5S0Q3VWJzdkJNVjI0Zz09>

To join by phone: 253-215-8782

Meeting ID: 931 5370 1527

(Password): 927596

In person attendance:

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

1. **CALL TO ORDER** Chair
2. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
3. **PUBLIC COMMENT – *Limit of three (3) minutes per person*** Chair

Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.

The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.
4. **APPROVAL OF AGENDA – ACTION** Chair
5. **CONSENT AGENDA – ACTION** Chair
 - A. Pg. 03: January 16, 2024 Regular Board meeting minutes
 - B. Pg. 06: Check Approval: January 1, 2024 – January 31, 2024
6. **INTRODUCTION OF NEW BOARD MEMBERS** Chair
7. **ACTION ITEMS:**

Unfinished Business: [None]

New Business:

 - A. Pg. 12: Actionable: Interlocal Agreement between Mason County and Mason Transit Authority (Resolution No. 2024-02) Amy
 - B. Pg. 19: Actionable: Amendment to WSDOT Consolidated Grant Program Capital Grant Agreement PTD0344-01 (Resolution No. 2024-03) Amy

8. **STAFF AND INFORMATIONAL REPORTS**
 - A. **Pg. 25: Financial Reports – February 2024**
 - B. **Pg. 31: Management Reports**
 - C. **Pg. 35: Operational Statistics**
 - D. **Pg. 37: Employee Engagement Survey**

9. **COMMENTS BY BOARD**

10. **UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority
Regular Meeting
March 19, 2024 at 1:00 PM**
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

11. **ADJOURNMENT**

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.

**Mason Transit Authority
Minutes of the Regular Board Meeting
January 16, 2024**

Virtually and at

Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

1. CALL TO ORDER: 1:00 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: Eric Onisko, Chair; John Sheridan, Vice Chair; Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, Kevin Shutty and Sharon Trask.
Quorum met.

Authority Voting Board Members Present via Zoom: [None.]

Authority Voting Board Members Not Present: *[On this date there are two vacant Board positions.]*

Authority Non-voting Board Member Not Present via Zoom: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present at T-CC: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Jason Rowe, Operations Manager; Haley Dorian, Human Resources Generalist, Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

Others Present at T-CC: Rob Johnson, Legal Counsel.

3. PUBLIC COMMENT – *[None present virtually or in person]*

4. APPROVAL OF AGENDA

Moved that the agenda for the January 16, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Trask/Neatherlin. Motion carried.**

5. CONSENT AGENDA

Moved to approve Consent Agenda items A through B as follows and as presented:

A. December 19, 2023 MTA regular Board meeting minutes.

- B. Payments of December 1, 2023 through December 31, 2023 financial obligations on checks #38137 through #38250, as presented for a total of \$683,250.78.

Shutty/Neatherlin. Motion carried.

6. ACTION ITEMS – NEW BUSINESS

- A. Proposed 2024 MTA Board Committee Members.** Ms. Asher, General Manager, indicated that the description of each of the Committees and respective time commitments was emailed to all Board members requesting a ranking of their preferences for serving on the four committees. The proposed committee assignments were as follows:

Finance: Sharon Trask, Wes Martin, Eric Onisko, John Piety

Human Resources: Kevin Shutty, Wes Martin

Policy: Randy Neatherlin, John Sheridan

Operations and Maintenance: Randy Neatherlin, Cyndy Brehmeyer

Ms. Asher also indicated that MTA will have two more Board members to add to the Committees once they are appointed later this month. **Moved** that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above. **Sheridan/Trask. Motion carried.**

- B. Approval of Contract for IT Managed Services.** Ms. Asher shared the three-year contract with Right! Systems would be expiring on January 19. She further described the procurement process and the results from soliciting quotes from three potential vendors, of which Right! Systems was the best choice based on cost and software requirements by one vendor that would not work well with MTA's current system. She stated that Legal Counsel had reviewed the proposed contract and had three comments and an Exhibit A to be included. Copies of pages reflecting Legal Counsel's comments were provided to each Board member at the meeting. Additionally, Right! Systems approved and included Legal Counsel's changes in the contract in its final form to be signed. Board member Martin asked whether any additional work would stay within the contract amount. Ms. Asher and Mr. Hildebrandt, MTA's IT Administrator, indicated that he performs work outside the contract. **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-01 approving the Project Agreement and Terms and Conditions in the amount of \$143,280 between Right! Systems Inc. and Mason Transit Authority, as amended by Legal Counsel, and authorizing the General Manager to sign same. **Trask/Brehmeyer. Motion carried.**

7. STAFF AND INFORMATION REPORTS:

- A. Financial Reports.** Ms. Asher shared that the Financial Reports will continue to show December reports for the next couple of months. She also reported that revenues were coming in higher than expected and that expenses were lower than forecasted. She also reported that she was working with Prothman and extending a conditional offer to the candidate and hoped to hear back this week.

B. Management Reports.

- Ms. Asher shared that Dan Sharp had made presentations and compliments of his presentations were made by Board members Wes Martin and Randy Neatherlin.
- Jason Rowe, Operations Manager, that the van grant vehicles were distributed and the Journal was present and took pictures. Additionally, Mr. Rowe shared that the final 2023 ridership number was 411,055 riders and that this is the first time MTA has achieved that number since pre-COVID years.

8. COMMENTS BY BOARD: [None]

9. UPCOMING MEETING

**Mason Transit Authority
Regular Meeting**

February 20, 2024 at 1:00 PM *[Please note newly approved time.]*

Transit-Community Center Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

9. ADJOURNED: 1:13 PM

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 5B – *Actionable*
Subject: Check Approval
Prepared by: Haddon Wulf, Administrative Assistant
Approved by: Amy Asher, General Manager
Date: February 20, 2024

Summary for Discussion Purposes:

Disbursements:

- Association of Washington Cities
 - Check #38254 - \$8,542.21 – Annual Assessment Fee.
- Ron Turley Associates Inc.
 - Check #38271 - \$26,359.44 – Inventory Software Subscription.
- Washington State Transit Insurance Pool
 - Check #38283 - \$323,123.00 – 2024 Insurance.
- State Auditor’s Office – WA
 - Check #38323 - \$3,650.85 –Audit Charges.

December Fuel Prices: Diesel \$3.30, Unleaded \$2.96

General Manager Travel Expenditures:

N/A

Check Disbursement Fiscal Impact:

\$1,179,526.43

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of January 1, 2024, through January 31, 2024, financial obligations on checks #38251 through #38331 and #38356 as presented for a total of \$1,179,526.43.

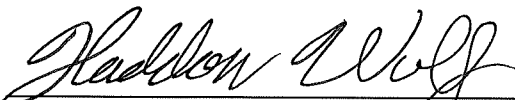


Mason Transit Authority
February 20, 2024, Disbursement Approval


The following checks for the period of January 1, 2024, through January 31, 2024, have been audited and processed for payment by the Finance Administrator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	38251-38331; 38356	1,179,526.43

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 1/4/2024	38284	195,235.27
Payroll & DRS – 1/18/2024	38286	198,348.69
Payroll & DRS – 1/31/2024	38356	199,245.53
Employee Benefit Trust – 1/23/2024	38329	105,069.01
Association of Washington Cities	38254	8,542.21
Ron Turley Associates Inc.	38271	26,359.44
Washington State Transit Insurance Pool	38283	323,123.00
State Auditor’s Office – WA	38323	3,650.85

Submitted by: 
Haddon Wulf, Administrative Assistant

Date: 2/15/24

Approved by: 
Amy Asher, General Manager

Date: 2/15/24

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register
 From 1/1/2024 Through 1/31/2024

Mason Transit Authority Check Register
 January 2024 Board Report

Activity From 1/1/2024 Through 1/31/2024

Document Date	Check #	Vendor Name	Transaction Amount
1/8/2024	38251	Abila	833.28
1/8/2024	38252	AIG Retirement	2,199.07
1/8/2024	38253	Allstream	152.31
1/8/2024	38254	Association of Washington Cities	8,542.21
1/8/2024	38255	Berg Marketing Group	3,500.00
1/8/2024	38256	Bethel Towing	1,241.47
1/8/2024	38257	City of Shelton	1,327.65
1/8/2024	38258	Matthew Coale	164.00
1/8/2024	38259	Comcast	271.99
1/8/2024	38260	Gillig, LLC	852.90
1/8/2024	38261	GORDON TRUCK CENTERS, INC.	73.43
1/8/2024	38262	Trina Gwerder	164.00
1/8/2024	38263	Hood Canal Communications	2,500.74
1/8/2024	38264	Jim's Auto Repair & Towing	340.42
1/8/2024	38265	Kirk's Automotive, Inc.	118.75
1/8/2024	38266	LMR Bookkeeping, LLC	4,117.50
1/8/2024	38267	Mason County PUD #3	4,239.30
1/8/2024	38268	Mountain Mist Water	50.89
1/8/2024	38269	PetroCard, Inc.	24,348.12
1/8/2024	38270	Builders FirstSource	18.47
1/8/2024	38271	Ron Turley Associates Inc.	26,359.44
1/8/2024	38272	Right! Systems, Inc.	5,343.63
1/8/2024	38273	Schetky Northwest Sales, Inc.	448.04
1/8/2024	38274	Seattle Automotive Distributing	45.05
1/8/2024	38275	Sportworks Global LLC	251.00
1/8/2024	38276	Staples Business Advantage	1,140.82
1/8/2024	38277	Tozier Brothers, Inc.	5.44
1/8/2024	38278	UniFirst	163.46
1/8/2024	38279	United Way of Mason County	50.00
1/8/2024	38280	UniteGPS, LLC	1,421.00
1/8/2024	38281	Verizon Wireless	948.52
1/8/2024	38282	Westbay Auto Parts	349.68
1/8/2024	38283	Washington State Transit Insurance Pool	323,123.00
1/4/2024	38284	Mason Transit Authority - ACH Account	195,235.27
1/10/2024	38285	U.S. Bank	4,949.36
1/18/2024	38286	Mason Transit Authority - ACH Account	198,348.69
1/23/2024	38287	Advance Glass	368.90
1/23/2024	38288	Aflac	546.28
1/23/2024	38289	AIG Retirement	2,199.07
1/23/2024	38290	J&I Graphics dba American Printing &	562.50
1/23/2024	38291	Bradley Air Company	773.06
1/23/2024	38292	American Tire Distributors	17.77
1/23/2024	38293	Belfair Water District #1	202.82
1/23/2024	38294	Cabot Dow Associates, Inc.	1,662.50

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register
 From 1/1/2024 Through 1/31/2024

1/23/2024	38295	Cascade Natural Gas	3,380.39
1/23/2024	38296	Dept of Labor & Industries - Elevators	174.30
1/23/2024	38297	FireTek	2,104.14
1/23/2024	38298	42Gears Mobility Systems Inc.	5,003.58
1/23/2024	38299	GORDON TRUCK CENTERS, INC.	452.29
1/23/2024	38300	Health Care Center	525.00
1/23/2024	38301	Hoodsport Fire & EMS	150.00
1/23/2024	38302	Hung Right Doors LLC	3,335.79
1/23/2024	38303	HR Direct	103.06
1/23/2024	38304	District 160	1,872.50
1/23/2024	38305	Robert W. Johnson, PLLC	1,600.00
1/23/2024	38306	Kimball Midwest	164.37
1/23/2024	38307	Kitsap Transit	1,495.43
1/23/2024	38308	LegalShield	126.50
1/23/2024	38309	Mason County Garbage, Inc.	978.28
1/23/2024	38310	Mason County Public Health	295.00
1/23/2024	38311	Mason County PUD #3	208.71
1/23/2024	38312	Purcor	158.19
1/23/2024	38313	Moose Breath Graphics L.L.C	85.00
1/23/2024	38314	MOHAWK MFG. & SUPPLY	183.00
1/23/2024	38315	Mountain Mist Water	197.38
1/23/2024	38316	ODP Business Solutions, LLC	575.87
1/23/2024	38317	Olympic Lock & Key	65.28
1/23/2024	38318	O'Reilly Auto Parts	175.52
1/23/2024	38319	PetroCard, Inc.	22,348.81
1/23/2024	38320	Pitney Bowes Purchase Power	172.00
1/23/2024	38321	Builders FirstSource	13.05
1/23/2024	38322	Right! Systems, Inc.	4,318.30
1/23/2024	38323	State Auditor's Office - WA	3,650.85
1/23/2024	38324	Mason County Journal	124.00
1/23/2024	38325	Staples Business Advantage	51.13
1/23/2024	38326	TK Elevator Corporation	783.43
1/23/2024	38327	UniFirst	326.92
1/23/2024	38328	United Way of Mason County	50.00
1/23/2024	38329	AWC Employee Benefit Trust	105,069.01
1/23/2024	38330	Westbay Auto Parts	192.02
1/19/2024	38331	Hoodsport Fire & EMS	200.00
1/31/2024	38356	Mason Transit Authority - ACH Account	<u>199,245.53</u>
Report Total			<u>1,179,526.43</u>

Mason Transit Authority Credit Card Activity
February 2024 Board Report

		January 2024 Activity	
GL Title	Transaction Description		Expenses
Parts Inventory	Fuel Pump Assembly - GM Parts Giant		130.71
Parts Inventory	GM Hub Assembly - GM Parts Giant		358.37
Parts Inventory	Parts - Amazon		17.35
Parts Inventory	Parts - Amazon		124.02
Parts Inventory	Parts - eBay		158.40
Fuel and Lubricants	2 Stroke Oil for TCC Blower - Amazon		18.99
Facility Repair/Maintenance	AC Filters - Amazon		123.57
Facility Repair/Maintenance	Extra Coiling Gate Keys TCC - Olympic Lock & Key		8.70
Facility Repair/Maintenance	Repair Supplies - Amazon		34.79
Operating Supplies	Operations Supervisor Go Bag Supplies - Amazon		67.19
Operating Supplies	Operations Supervisor Go Bag Supplies - Amazon		142.64
Operating Supplies	Outdoors Work Gloves - Amazon		40.93
Office Supplies	Fan & Office Supplies TCC - Amazon		133.84
Office Supplies	Mounting Tape & Lamination Sheets - Amazon		36.77
Office Supplies	Wireless Mouse for Kelli - Amazon		29.84
Shop Supplies	DEF Cart Wheels - Tractor Supplies		34.70
Cleaning/Sanitation Supplies	Bleach Carpet Fresh Pinesol - Amazon		82.98
Cleaning/Sanitation Supplies	Cleaner - Amazon LOST DURING SHIPPING		31.90
Cleaning/Sanitation Supplies	Cleaner - Amazon REFUND		(31.90)
Cleaning/Sanitation Supplies	Cleaner - Amazon REORDER		28.28
Cleaning/Sanitation Supplies	Cleaning Supplies - Amazon		16.92
Cleaning/Sanitation Supplies	Clorox Wipes Operations - Amazon		102.14
Cleaning/Sanitation Supplies	Soap Refills - Amazon		86.79
Safety Training Material & Supply	Wheel Chocks Training - Amazon		58.58
Software Expense	Software - AC Delco		941.78
IT Equipment	Finance Printer and Toner - CDWG		716.41
IT Equipment	Phone Charging Blocks - Amazon		124.88
IT Equipment	Printer Cable - Amazon		6.68
IT Equipment	UPSs for JP Server Room - CDWG		1,138.71
Small Tools & Equipment	Air Cooler Tester - Amazon		260.29
Safety Supplies	AED Unit for Leeds Building - www.heartsmart.com		1,500.36
Safety Supplies	First Aid Kit - Amazon		9.85
Safety Supplies	First Aid Kit - Amazon		28.46
Safety Supplies	First Aid Kit - Amazon		30.22
Safety Supplies	First Aid Kit - Amazon		46.86
Small Equipment & Furniture	Ops Supervisor Office Furniture - Amazon		97.64
Veh License/Registration Fee	Report of Sale D1383C - WSDOL		13.65
Veh License/Registration Fee	Report of Sale RS10315 - WSDOL		13.65
Veh License/Registration Fee	Report of Sale RS10316 - WSDOL		13.65
Veh License/Registration Fee	WSDOT Bus 462 & 463 Title Releases		73.25
Dues, Memberships, Subscriptions	Monthly eFax bill		110.13
Dues, Memberships, Subscriptions	WAPRO Annual Membership Dues		25.00
Dues, Memberships, Subscriptions	WAPRO Recertification Fee		50.00
Dues, Memberships, Subscriptions	Yearly Hosting Bill - Bluehost.com		221.21
Dues, Memberships, Subscriptions	Yearly Subscription - Zoom		173.49
Travel & Meeting Expense MTA	Airport Parking - Wallypark Premier		107.42
Travel & Meeting Expense MTA	Food - El Rancho Viejo		27.52
Travel & Meeting Expense MTA	Fuel - Cox Family Stores		10.76
Travel & Meeting Expense MTA	Fuel - One Stop Food & Shop		10.00
Travel & Meeting Expense MTA	Fuel - Phillips 76		10.00

Mason Transit Authority Credit Card Activity
February 2024 Board Report

		January 2024 Activity	
GL Title	Transaction Description	Expenses	
Travel & Meeting Expense MTA	Hotel for Brenton S. - Homewood Suites	932.44	
Travel & Meeting Expense MTA	Indiana Hotel - Holiday Inn Express	314.97	
Travel & Meeting Expense MTA	Parking - Airport Parking	148.00	
Travel & Meeting Expense MTA	Parking - Jiffy Airport Parking	108.66	
Travel & Meeting Expense MTA	Rental Car - Enterprise	308.10	
Travel & Meeting Expense MTA	Rental Car - Fox Rent A Car	107.71	
Travel & Meeting Expense MTA	TSI DAPM Training - Hilton Inn	475.14	
Training / Seminars	Supervisor School - WSTIP	300.00	
Training / Seminars	Train the Trainer Training - CTAA	600.00	
Other Misc Expenses	Aatrix Software - Aatrix	30.24	
Other Misc Expenses	Aatrix Software - Aatrix	30.24	
Other Misc Expenses	Aatrix Software - Aatrix	30.24	
Other Misc Expenses	REFUND of Aatrix Software - Aatrix	(30.24)	
Other Misc Expenses	REFUND of Aatrix Software - Aatrix	(30.24)	
Credit Card Fees	Interest Charge	101.62	
Credit Card Fees	Interest Reversal	(101.73)	
Total Credit Card Charges - January		\$ 10,923.52	

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7A – *Actionable*
Subject: Interlocal Agreement between Mason County and MTA
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: February 20, 2024

Background:

By Resolution No. 2017-31, the MTA previously approved the Interlocal Agreement (ILA) between Mason County (the "County") and MTA for Acquisition of Services from the County's Public Works Department. MTA recently received notice by the County that it was updating its ILA.

The updates in the ILA include language acknowledging annual cost adjustments for fuel and services and updated liability terms.

Continuing the ILA with its new terms will provide MTA with the structure to request public works shop, fuel or emergency services if the need arises. The 2024 hourly shop rate is \$90.75 per hour and fuel will be invoiced at current average cost plus 10% service charge.

Legal Counsel has approved the form of the agreement.

Summary: Approve Resolution No. 2024-02 approving the ILA and General Manager to sign the ILA.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2024-02 and authorize General Manager to sign same.

**INTERLOCAL AGREEMENT
BETWEEN MASON COUNTY AND MASON TRANSIT AUTHORITY
FOR
PUBLIC WORKS DEPARTMENT
REIMBURSABLE WORK, SUPPLIES AND SERVICES**

THIS INTERLOCAL AGREEMENT is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington, on the ____ day of _____, 2024, by and between Mason Transit Authority (hereinafter referred to as TRANSIT) and Mason COUNTY (hereinafter COUNTY) collectively referred to as PARTIES.

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

WHEREAS, the TRANSIT has expressed interest in an Interlocal agreement with the COUNTY whereby the Mason COUNTY Public Works Department will provide reimbursable work, supplies, and services (including emergency assistance).

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

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

To Mason COUNTY:

Dept. of Public Works
100 W Public Works Drive
Shelton, WA 98584

Shop/Fuel Station Services:

Attn: Pete Medcalf
Email: pmedcalf@masoncountywa.gov

Other Services:

Attn: Jeremy Seymour
Phone: (360) 427-9670, Ext. 450
Email: jeremys@masoncountywa.gov

To TRANSIT:

Mason Transit Authority
790 E Johns Prairie Road
Shelton, WA 98584
Attn: Amy Asher
Phone: 360-426-9434
Email: aasher@masontransit.org

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

4. **WORK REQUESTS:** The TRANSIT will normally request work from the COUNTY Road Operations & Maintenance Manager, Jeremy Seymour and/or ER&R Supervisor, Pete Medcalf. The request shall be made by an authorized representative of the TRANSIT by e-mail, fax or mail. Phone or verbal requests must be followed up with a written request. The COUNTY will only do work as authorized by the TRANSIT.

5. **SCHEDULING:** The COUNTY will normally schedule the work in discussion with the TRANSIT'S representative, giving due consideration to the immediacy of the TRANSIT'S need and workload of the COUNTY.

6. **SHOP SERVICES:** Service and repair charges will be on an hourly basis rounded to the nearest 15 minutes. The shop rate for service is an hourly rate set yearly, which is inclusive of documentation and reporting of all maintenance work and service work. Notification of shop/labor surcharge rate increases will be sent out at least 30 days prior to implementation of the new rates. Fees do not include Washington State sales tax which will be added to each invoice. In addition, the TRANSIT is to pay for all parts provided by the COUNTY from COUNTY stock (at COUNTY'S cost) plus any costs associated with fluids, pick-up, and delivery, plus any mark-up as described below. Expenses outlined herein shall be paid by the in the manner set forth below:

- a) Costs of any parts that the COUNTY does not have in-stock may be directly billed to the TRANSIT.
- b) The cost of parts the COUNTY has in stock or are billed to the TRANSIT. This cost for parts and all labor services provided by the COUNTY will be directly billed.
- c) Fluids used and replaced will be billed at the normal rates paid by the TRANSIT plus a percentage mark-up set yearly, as well as fluid accountability requirements and any required disposal charges incurred by the COUNTY.
- d) Pick-up and delivery charges will be directly paid by the TRANSIT to the entity providing such services. For example, if towing is required, the TRANSIT will pay the towing company directly.

Any services required after normal shop hours will be billed at overtime rates. Field repairs normally will include shop truck costs. Payment is due upon receipt of invoice and payment shall be expected in thirty (30) days from date of invoice. Invoices and payments are to be sent to the address and representative referred to in section 2.

7. **FUEL STATION SERVICES:** The COUNTY and TRANSIT agree to the following when using the fuel station:

- a) The TRANSIT may be permitted to fuel its vehicles utilizing the facility maintained by the COUNTY at the Public Works Facility.
- b) Fueling is only allowed to vehicles with exempt license plates and assigned vehicle pin numbers.
- c) The TRANSIT may have twenty-four-hour access to the fueling facility by special key card furnished by the COUNTY. COUNTY agrees to extend the same per gallon fuel costs as charged to Mason COUNTY (price of fuel is adjusted on a weekly basis) with a percentage per gallon of fuel surcharge in addition to the fuel price for administrative and

maintenance fees set yearly. Lost key cards shall be promptly reported to the COUNTY ER&R Supervisor.

- d) TRANSIT agrees to accept responsibility for the use of and charges to issued account number.
- e) Mason COUNTY will invoice the fuel usage monthly. This bill will indicate date and time of purchase, product quantity, cost and cards used. Payment is requested within 30-days.

8. ALL OTHER REQUEST WORK, SUPPLIES OR SERVICES: The COUNTY and TRANSIT agree to the following when using this service:

- a) The TRANSIT shall pay the COUNTY all actual costs (direct and indirect) for requested services; an estimate will be provided by the COUNTY to the TRANSIT if requested.
- b) The COUNTY shall invoice the TRANSIT detailing time and/or materials used by the COUNTY.
- c) Payment is due upon receipt of the invoice and payment shall be expected in thirty (30) days from the date of invoice. Invoices and payments are to be sent to the address and one of the representatives referred to in section 2.

9. HOLD HARMLESS AND INDEMNIFICATION: (A.) The TRANSIT shall hold harmless, indemnify and defend the COUNTY, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, Including costs and attorney's fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the TRANSIT'S acts, errors or omissions in the performance of this AGREEMENT. PROVIDED HOWEVER, that the TRANSIT 'S obligation there under shall not extend to injury, sickness, death or damage caused by or arising out if the sole negligence of the COUNTY, its officers, officials, employees or agents.

PROVIDED FURTHER, that in the event of the concurrent negligence of the PARTIES, the TRANSIT 's obligations hereunder shall apply only to the percentage of fault attributable to the TRANSIT, its employees or agents. (B.). With respect to the TRANSIT 'S obligations to hold harmless, indemnify and defend provided for herein, but only as such obligations relate to claims, actions or suits filed against the COUNTY, the TRANSIT further agrees to waive its immunity under the State Industrial Insurance Law, Title 51, RCW, for any injury or death suffered by the TRANSIT 'S employees caused by or arising out of the TRANSIT 'S acts, errors or omissions in the performance of this AGREEMENT. This waiver has been mutually negotiated by the PARTIES. (C.) The TRANSIT 'S obligations hereunder shall include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission or breach of any common law, statutory or other delegated duty by the TRANSIT, the TRANSIT 's employees, agents or subcontractors.

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

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

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

14. **FILING:** This document shall be filed with the COUNTY Auditor pursuant to RCW 39.34 or, alternatively, listed by subject on the COUNTY’S website.

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

DATED this ____, day of _____, 2024.

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

**MASON TRANSIT AUTHORITY
MASON COUNTY, WASHINGTON**

Randy Neatherlin, Chair

By

ATTEST:

Signature

McKenzie Smith, Clerk of the Board

Title

APPROVED AS TO FORM:

Tim Whitehead, Ch. DPA

RECOMMENDING APPROVAL:

Mike Collins, County Engineer

RESOLUTION NO. 2024-02

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE INTERLOCAL AGREEMENT BETWEEN MASON COUNTY
AND MASON TRANSIT AUTHORITY FOR PUBLIC WORKS DEPARTMENT
REIMBURSABLE WORK, SUPPLIES AND SERVICES AND AUTHORIZING
THE GENERAL MANAGER TO SIGN THAT AGREEMENT.**

WHEREAS, by Resolution No. 2017-31, the Mason Transit Authority Board (the "Board") approved the Interlocal Agreement ("ILA") between Mason County (the "County") and MTA for Acquisition of Services from the County's Public Works Department;

WHEREAS, by its letter dated January 17, 2024, Mason County provided MTA with notice that it would be terminating the Interlocal Agreement previously approved by Resolution No. 2017-31, effective February 7, 2024;

WHEREAS, Mason County has provided MTA with a new ILA that includes provisions for annual cost adjustments for fuel and services and updated liability terms; and

WHEREAS, MTA believes the new provisions to be reasonable and that continuing to have access to such services to be a benefit;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the Interlocal Agreement ("ILA") between Mason County and Mason Transit Authority for Public Works Department Reimbursable Work, Supplies and Services; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign that ILA.

Adopted this 20th day of February, 2024.

Eric Onisko, Chair

John Sheridan, Vice Chair

Cyndy Brehmeyer, Authority Member

Richard Lee, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, 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: New Business – Item 7B – *Actionable*
Subject: Amendment to PTD0344-01 Capital Grant Agreement
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: February 20, 2024

Background:

The First Amendment to the PTD0344-01 Capital Grant Agreement of the Consolidated Grant Program between WSDOT and MTA is included and relates to amending “Prior funds” and “Current Funds” amounts.

This First Amendment to the Agreement is the result of allocating the FTA 5339 Grant Award funds between two biennium (2021-2023) and (2023-2025) as well as the reduction in MTA’s local match for amounts already provided for the one procured vehicle.

Legal Counsel has reviewed and approved the Agreement.

Summary: Approve amendment to Capital Grant Agreement for PTD0344-01.

Fiscal Impact:

2021-2023 reduction of \$384,795 of FTA 5339 grant amount to reflect spent funds.
2021-2023 reduction of \$128,625.25 for match amount already applied.
2023-2025 \$567,350 of FTA5339 funds remaining
2023-2025 Match amount reduced to \$188,756 to reflect local match fund commitment remaining.

Staff Recommendation:

Approve

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2024-03 that approves Grant Agreement PTD0344-01 and authorizing General Manager to sign same.

WSDOT Contact: Emily Geraldts
WSDOT E-mail: Emily.Geraldts@wsdot.wa.gov
WSDOT Phone: 515-451-9594

Amendment

Consolidated Grant Program Capital Grant Agreement			
Amendment Number	PTD0344-01	Contractor:	Mason County Public Transportation Benefit Area
Term of Agreement	July 1, 2021 through the useful life of the Project Equipment		dba Mason Transit Authority
Vendor #	911554133		790 E Johns Prairie Rd
UEI	GVJSNKK6EFQ3		Shelton, WA 98584-1265
ALN # / ALN Name	20.526 Bus and Bus Facilities Formula Program		
Indirect Cost Rate	N/A		
R & D	No		
Service Area	Jefferson, Kitsap, Mason and Thurston Counties	Contact:	Amy Asher
		Email:	aasher@masontransit.org

This is the first AMENDMENT to AGREEMENT PTD0344 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "CONTRACTOR"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, the State of Washington in its Sessions Laws of 2023, Chapter 472, Section 221, authorizes funding for Public Transportation Programs and other special proviso funding as identified in the budget through its 2023-2025 biennial appropriations to WSDOT; and

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0344 to:

- Amend the "Prior funds" in the funding table below to reflect actual spent amounts in the 2021-2023 biennium:
 - Reduce awarded amount by \$384,795 to reflect actual spent amounts in the 2021-2023 biennium.
 - Reduce the contract amount by \$128,625.25 to reflect total match provided.
- Amend the "Current Funds" in the funding table below to reflect the 2023-2025 award amount:
 - Available funds will be reduced to \$567,350 in FTA 5339 funds for the 2023-2025 biennium.
 - Contractor funds are now reduced to \$188,756 for the 2023-2025 biennium.
- Scope of Work remains unchanged.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0344:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the funding table under 'Funding by Project' as follows:

Funding by Project

Project Title: Replace 1 - 35' Biodiesel Powered Bus, and Replace 6 Gas Powered Light-Duty Cutaway Vehicles

UPIN # PTD0344

Scope of Work: Purchase one (1) replacement, 35' biodiesel powered bus, and six (6) replacement, gas powered light-duty cutaway vehicles.

Funds	Federal Award Identification #	Current Percentage	Prior Funds	Current Funds	Total Prior and Current Funds
FTA 5339	WA-2022-039	75%	\$ 384,795	\$ 567,350	\$ 952,145
Contractor's Funds	N/A	25%	\$ 128,625	\$ 188,756	\$ 317,381
Total Project Cost		100%		\$ 756,106	\$ 1,269,526

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2023-2025 biennium.

Federal Award Information

	FTA 5339
Federal Award Identification #	WA-2022-039
Year	2021
Federal Award Date	7/18/2022
Budget Period Start Date	12/27/2020
Budget Period End Date	12/31/2025
Period of Performance Start Date	7/18/2022
Period of Performance End Date	12/31/2025
Total WSDOT Apportionment	\$3,500,000
Amount Committed to the Subrecipient	\$952,145
Amount Obligated to the Subrecipient	\$952,145

3. A copy of this AMENDMENT to AGREEMENT PTD0344 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

4. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AMENDMENT the day and year last written below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

Authorized Representative
Public Transportation Division (WSDOT)

Authorized Representative

Title

Date

Date

RESOLUTION NO. 2024-03

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTION NO. 2021-31 BY APPROVING THE FIRST
AMENDMENT TO CAPITAL GRANT AGREEMENT PTD0344-01 AND
AUTHORIZING THE GENERAL MANAGER TO SIGN THAT FIRST
AMENDMENT TO AGREEMENT PTD 0344.**

WHEREAS, by Resolution No. 2021-31, the Mason Transit Authority Board (the "Board") approved Agreement PTD0344 between the Washington State Department of Transportation ("WSDOT") and MTA and authorized the General Manager to sign that Agreement; and

WHEREAS, on September 20, 2022, the Board approved an increase of \$285,724 in local matching funds to cover the increased costs of purchasing cutaways;

WHEREAS, WSDOT and MTA wish to amend the agreement to reflect funds spent in the 2021-23 biennium and those available in the 2023-25 biennial appropriations;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that it approves the First Amendment to Capital Grant Agreement PTD0344-01 between WSDOT and MTA (the "Agreement") in the total amount of \$1,269,526, of which \$952,145 representing FTA 5339 Prior and Current Funds (as defined in the Agreement) and \$317,381 in matching funds of Prior and Current Funds; and

BE IT FURTHER RESOLVED that the General Manager is authorized to sign the Agreement.

Adopted this 20th day of February, 2024.

Eric Onisko, Chair

John Sheridan, Vice Chair

Cyndy Brehmeyer, Authority Member

Richard Lee, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, 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: Staff Report – Item 8A. – *Informational*
Subject: Financial Reports – January 2024
Prepared by: Haddon Wulf, Administrative Assistant
Approved by: Amy Asher, General Manager
Date: February 20, 2023

Summary for Informational Purposes:

Included are the updated January 2024 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for November 2023 (received January 31, 2024) was \$609,293 21% above the 2023 budgeted amount, and 2% less than November 2022.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 8.3% (1/12) of the budget through the end of the year. Total YTD Revenue is at 5.2%. Total YTD Operating Expenses are under budget at 6.4%.

- Passenger fare for (Worker Driver) is currently at 7.3% through the month of January.
- Rental Income is on par with the projections for the month at 8.2%
- Wages and Benefits under budget at 6.1% slightly under budget projections.
- Other Operating Expenses are over budget at 23.6%. Many of these expenditures are dues & subscriptions that are typically paid for at the beginning of the year, and conference registrations.
- Fuel is slightly under budget at 6.5% for the month of January. This percentage may trend higher as the monthly average increases.
- Utilities is slightly under the current budget at 6.1%

Fiscal Impact:

January fiscal impact reflects total revenues of \$710,018 and operating expenses of \$699,775 for a net gain of \$10,243.

Mason Transit Authority Statement of Financial Activities

% through the year: 8.3%

February 2024 Board Report

January Statement of Financial Activities	January	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 1,500		0.0%
PSNS WorkerDriver	6,163	6,163	85,000		7.3%
Total Operating Revenue (Fares)	6,163	6,163	86,500		7.1%
Sales Tax	609,293	609,293	7,645,620	(1)	8.0%
Operating Grants	-	-	5,530,866	(2)	0.0%
Rental Income	12,461	12,461	152,361		8.2%
Investment Income	81,849	81,849	200,000		40.9%
Other Non-operating Revenue	253	253	26,050	(3)	1.0%
Total Revenue	710,019	710,018	13,641,397		5.2%
Expenses					
Wages and Benefits	505,471	505,471	8,268,421		6.1%
Contracted Services	22,290	22,290	380,120		5.9%
Fuel	41,921	41,921	647,500	(4)	6.5%
Vehicle/Facility Repair & Maintenance	13,749	13,749	362,200		3.8%
Insurance	24,465	24,465	293,583		8.3%
Intergovernmental - Audit Fees	3,651	3,651	40,000		9.1%
Utilities	12,729	12,729	209,800		6.1%
Supplies & Small Equipment	36,429	36,429	406,150	(5)	9.0%
Training & Meetings	4,187	4,187	62,450		6.7%
Other Operating Expenses	34,884	34,884	148,009	(6)	23.6%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	699,776	699,775	10,938,233		6.4%
Net Income (Deficit) from Operations	\$ 10,242	\$ 10,243	\$ 2,703,164		

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, Q2, Q3, and October and November 2023.
(3)	Includes: Sale of Maintenance Services - \$234; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income -\$0; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$ 0; Other Non Transportation Revenue - \$17; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.30. Average gasoline price per gallon year to date is \$2.96.
(5)	Printing- \$675; Cleaning/Sanitation/Safety supplies - \$1,616; Office Supplies - \$834; Shop Supplies - \$611; Small Tools & Equipment - \$260; IT Equipment - \$4,181; Communications Equipment - \$0; Operating Supplies - \$251; Small Equipment & Furniture - \$98; Software - \$25,849; Postage - \$172; Shelter supplies - \$0; Training supplies- \$59; plus other misc supplies and small equipment.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions. Expenses through the year include: Advertising - \$3,500; Merchant/Credit Card fees - \$156; Dues, Memberships, Subscriptions - \$30,516; Unemployment Insurance - \$0; CDL Exams- \$175; Rent-CDL Training- \$0; Property tax- \$0; Veh. Registration fee- \$114; Office Equip Lease -\$0; Small tools repair-\$0; plus Other misc. operating expenses- \$423.

Mason Transit Authority Cash and Investments

February 2024 Board Report

Cash Balances

	12/31/2023	1/31/2024	Change
Cash - MC Treasurer	\$ 7,704,516.81	\$ 7,161,260.76	\$ (543,256.05)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 191,806.08	\$ 187,700.09	(4,105.99)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 25,646,322.89	\$ 25,098,960.85	\$ (547,362.04)

Cash Encumbrances

Grant Related:

Purchase 6 cutaways. Fed. 5339 - \$1,039,444, 25% match plus price increase encumbered	474,275.87
Total Grant Match	\$ 474,275.87

Reserves:

Total Grant Match	474,275.87
General Leave Liability (Vacation/Sick)	293,670.00
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,100,000.00
Capital Project Reserves ¹	10,360,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,677,945.87

Total of Cash	\$ 25,098,960.85
Less Encumbrances	17,677,945.87
Undesignated Cash Balance Total (Including Reserves)	7,421,014.98
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,677,945.87
Undesignated Cash Reserves	\$ 72,054.13

Sales Tax Revenue received in excess of the budgeted amount placed in Capital Project Reserves.

Mason Transit Authority Proposed 2024 Capital Budget

February 2024 Board Report
As of January 31, 2024


Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Cost to Date	Purpose
Belfair Sewer Connection	17,000		17,000		-	-	Finalize Utility Connection in 2024.
TCC customer service office remodel	100,000		100,000		-	-	Carry forward from 2023. Remove ADA ramp from middle of office and re-design space.
JP Alarm System Update	42,000		42,000		-	-	We are using an alarm system that was installed in 1984. We can't get replacement parts. New enterprise system can be moved to new building.
Phone System Update	18,000		18,000		-	-	Migrating away from Mitel system to a cloud based system.
TCC Badge Access Door Locks	10,000		10,000		-	-	Operations and staff doors at TCC to be upgraded to badge access.
Bus stop improvements	100,000	100,000			-	-	Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Automatic Gates at JP	115,000		115,000		-	-	The automatic gate openers at JP were installed when we purchased the building in the early 1990's. They are failing more frequently and need replaced.
Capital Facilities Improvements	50,000		50,000		-	-	Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	80,000		80,000		-	-	Park and Ride Resurfacing. Pear Orchard, Matlock.
Air Condition for Server Room JP	11,000		11,000		-	-	The air conditioner in the server room is failing and needs replaced.
HVAC for JP	36,000		36,000		-	-	Recently replaced one failed system and second system is in need of replacement.
Fuel Communication System	60,000		60,000		-	-	Veder Root system we have is no longer supported. Fuel Master Card Reader, software and training.
Propane Conversion Kits	112,000		112,000		-	-	Convert sixteen cutaways to propane. Six are carryforward from 2023. \$7,000 ea.
Bus Column Lift Replacements	75,000	75,000	-		-	-	Replace one set of vehicle lifts past useful life.
Septic Grinder Pump Replacement	10,000		10,000		-	-	Need to replace septic grinder.
Scan Tool for Fleet	5,000		5,000		-	-	Tool to scan buses for diagnostics. The equipment we currently have will not read anything newer than 2018 buses.
TCC Gym Roof Repair	100,000		100,000		-	-	Gym roof has been leaking in a couple of places for a few years and staff's spot treatment has not held. Need professional help to solve problem.
Repair/replace TCC Gym floor	130,000		130,000		-	-	Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
MTA Johns Prarie Base Facility Updates	800,000		800,000		-	-	Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Belfair Alarm System	11,000		11,000		-	-	Alarm system at Belfair Building.
Parts Washer	13,000		13,000		-	-	Parts washer to degrease parts.
Total Misc Capital Projects	1,895,000	175,000	1,720,000	-	-	-	
10 Cutaways	1,741,945	1,741,945			-	-	State Paratransit Special Needs Funded.
8 - 35' Gilligs	5,104,288	5,104,288			-	-	FY 22 FTA 5339 Grant to replace 5 buses \$2,968,727 (carry forward from 2023). Received grant funding for 3 more. All will be received in 2024 (2,135,561) Using state funds to cover match.
Total Vehicle Replacements	\$ 6,846,233	\$ 6,846,233	\$ -	\$ -	\$ -	\$ -	
Proposed 2024 Capital Projects	\$ 8,741,233	\$ 7,021,233	\$ 1,720,000	\$ -	\$ -	\$ -	

Capital Project Reserves - \$10,360,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

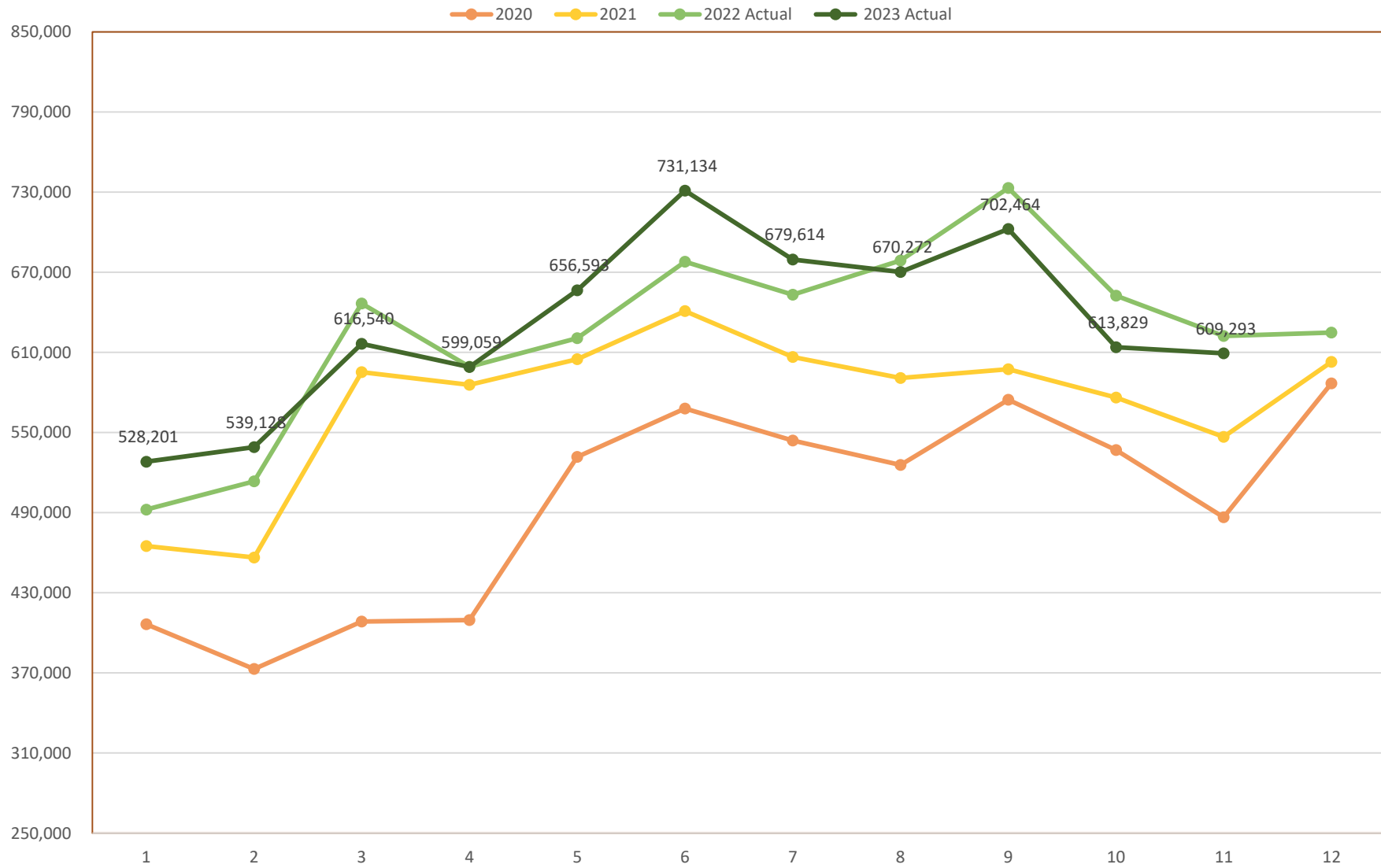
February 2024 Board Report

Sales Tax Collected as of 1/31/2024 for 11/30/2023



	2020	2021	2022	2023 Budget	2023 Actual	2023 Budget Variance	% Change 2022 - 2023 Actual	Capital Reserves
January	406,391	464,970	492,351	458,661	528,201	15%	7%	69,540
February	372,932	456,479	513,550	489,393	539,128	10%	5%	49,735
March	408,506	595,307	646,582	611,761	616,540	1%	-5%	4,779
April	409,532	585,816	599,278	581,921	599,059	3%	0%	17,138
May	531,711	604,875	620,580	652,332	656,593	1%	6%	4,261
June	568,045	640,945	677,991	728,689	731,134	0%	8%	2,445
July	543,942	606,512	653,259	670,783	679,614	1%	4%	8,831
August	525,644	590,886	678,818	724,478	670,272	-7%	-1%	(54,206)
September	574,589	597,424	733,099	733,099	702,464	-4%	-4%	(30,635)
October	536,963	576,267	652,444	599,161	613,829	2%	-6%	14,668
November	486,561	546,801	622,319	502,832	609,293	21%	-2%	106,460
December	586,883	602,943	624,958	669,823				
	5,951,698	6,869,226	7,515,228	7,422,932	6,946,126			
Budget Variance Average - YTD						4%		193,017
							% Change 2022 vs 2023 Actual Average - YTD	1%

Monthly Sales Tax Trend



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: February 20, 2024

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 20, 2024

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board February 20, 2024

GENERAL MANAGER'S REPORT

External Activities:

- Facilitated Washington State Transit Association Quarterly Board Meeting and legislative meet and greet in Olympia. Attended Officers meetings as needed.
- Attended Mason Economic Development Council Board Meeting.
- Attended Washington State Transit Insurance Pool Investment Committee meeting.
- Attended Washington State Transit Association Small Medium Transit Association weekly legislative update meetings and General Manager coordination meetings.
- Attended Peninsula Regional Transportation Planning Organization TAC and Board meetings.
- Attended Transportation Improvement Board Quarterly Meeting in Olympia.

Internal Activities:

- Working with State Auditor on 2022 Audit. Preparing for 2023 Audit with contracted bookkeeper.
- Submitted WSDOT Grant Reports. Preparing for WSDOT Site visits.
- Met with new phone system company to review contract.
- Coordination with SCJ on final connection to Belfair Sewer.
- Continued work with Prothman on Finance Manager search.
- Meeting with Operations and HR staff for Driver and Fueler Detailer recruitments.
- Continued records management with Tracy.
- Working with Steve and Tracy on T-CC Gym comparable rental fees.
- Met with Tyler and Tracy to review records needed in migration to new fleet/facilities maintenance software.
- Working with WSTIP on a Cyber Security audit with intention of implementing solutions to vulnerabilities via WSTIP Grant. Tyler is leading this effort for MTA in collaboration with Right Systems.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Warranty meeting with northwest transit agencies
- Went to Gillig to inspect new buses before delivery.
- Went to StarCraft factory to inspect new cutaways.
- Meeting with propane company on permitting for tank at JP base.

Facilities and Fleet Projects/Purchases/Maintenance

- Working with Facilities on winter projects and putting a plan together for spring cleanup.
- Working on getting all 2024 procurement projects ordered.
- Received a new set of four bus column lifts.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 451 participants this January. Special Olympics Basketball welcomed 156 athletes. The Salazar baby shower welcomed around 90 people.
- **Kitchen:** The kitchen user total in January was 35 people.
- **Conference Room:** The MTA monthly board meeting had 14 members attend this month. The MTA Operations meeting had 5 employees attend.

OPERATIONS – Jason Rowe

- **Ridership Numbers:** 2024 is starting out great. When comparing January 2023 with January 2024 we had a 34% increase in total ridership.
- **New Safety and Training Supervisor:** Bryan Pentland has been promoted to our new Safety and Training Supervisor, Congratulations Bryan!
- **New Driver Class:** We are currently recruiting a new driver's class to start in March. So far, we have 11 applicants.
- **Service Updates:** We are coordinating with Grays Harbor Transit and Squaxin Island Transit and are starting our McCleary Pilot Route on February 20. We will also begin serving the Mud Bay Park and ride in Olympia on our Route 6.
- **Outreach:** Below are outreach and travel training events that we participated in recently.
 - 1/9 *Travel Training with Community Youth Services.* Helping youth navigate the bus system and introducing new riders to MTA.
 - 1/11 *Presented at the North Mason Voice meeting at the Belfair HUB.* They discussed the high cost of gas and new proposed use tax and wanted transportation alternatives from MTA.
 - 1/26 *Participated in the PIT (Point in Time) Homeless Census and Resource Fair.* Community members conducted the homeless count and referred them to the resource fairs in Shelton and Belfair.
 - 2/7 *Travel Training with Career Quest of Shelton.*
 - 2/9 *CDL Training Event in Elma.*
 - 2/12 *Alpine Way Assisted Living presentation.*
 - 2/14 *Career Fair in Thurston County with WorkSource.*

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 8C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: February 20, 2024

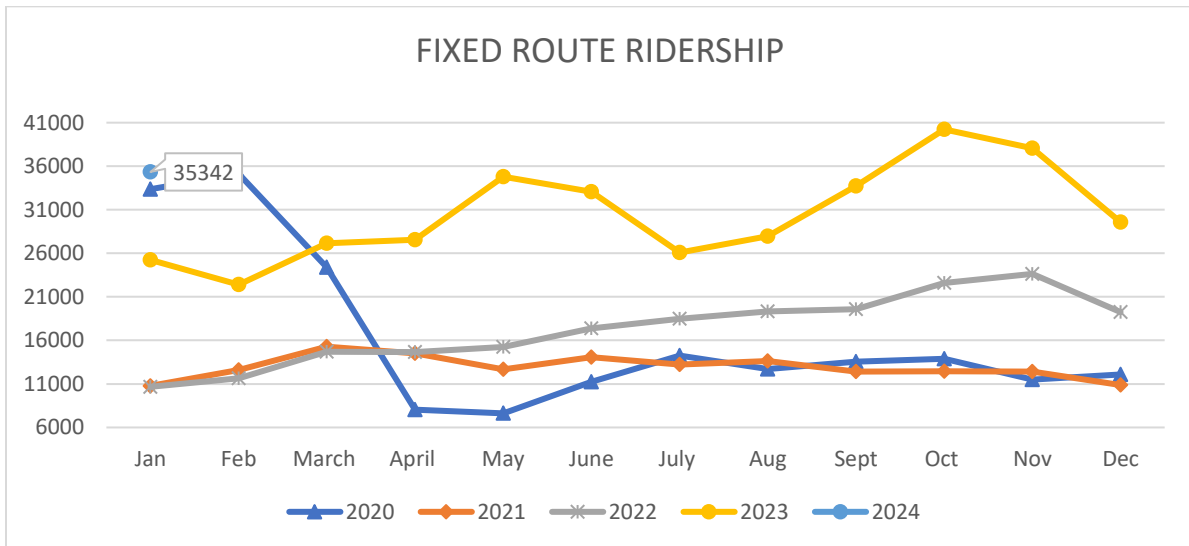
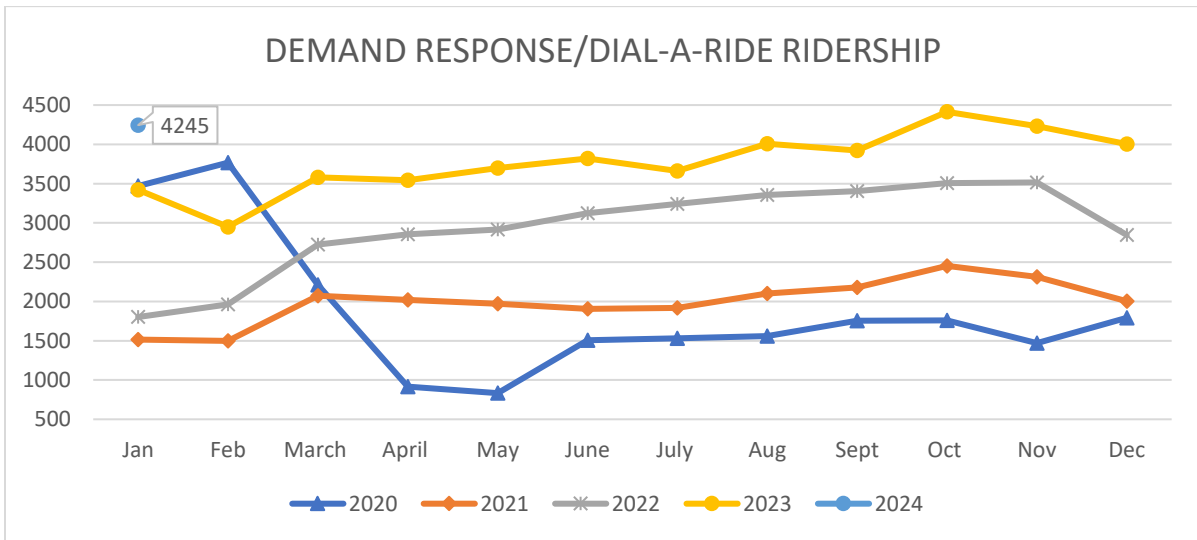
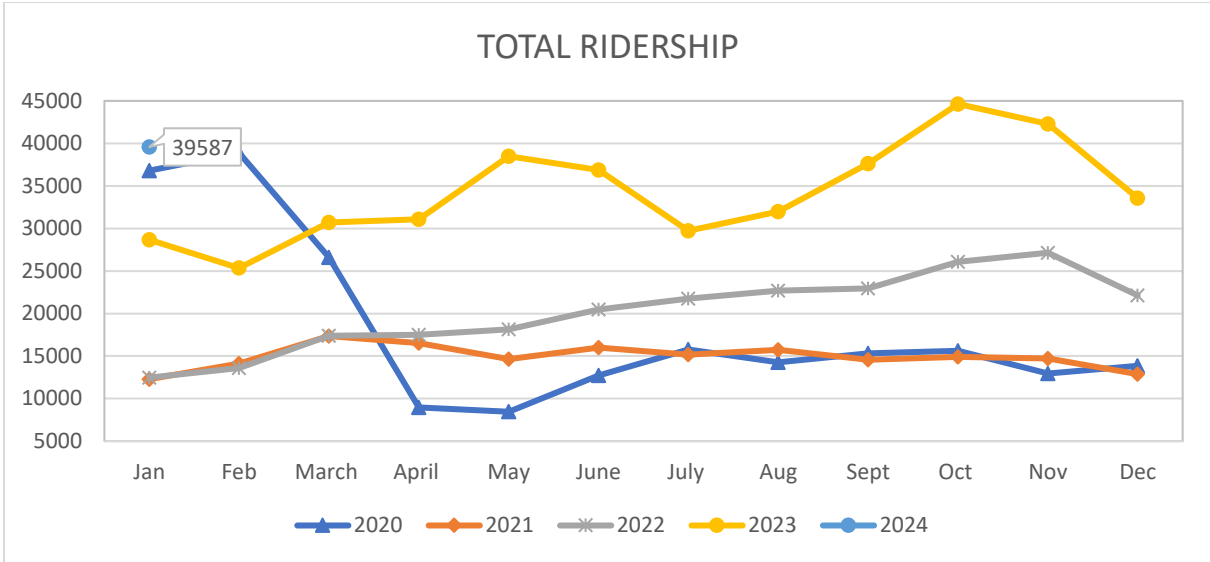
Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2020.

To be easily identifiable, 2024 passenger trips are labeled with the actual number.

2024 ridership has started out well above what we were seeing in January from 2020-2023. Our ridership trend continues to grow in all modes. We saw a 34% increase in total ridership when comparing January 2023 to January 2024.

RIDERSHIP DATA



Mason Transit Authority Regular Board Meeting

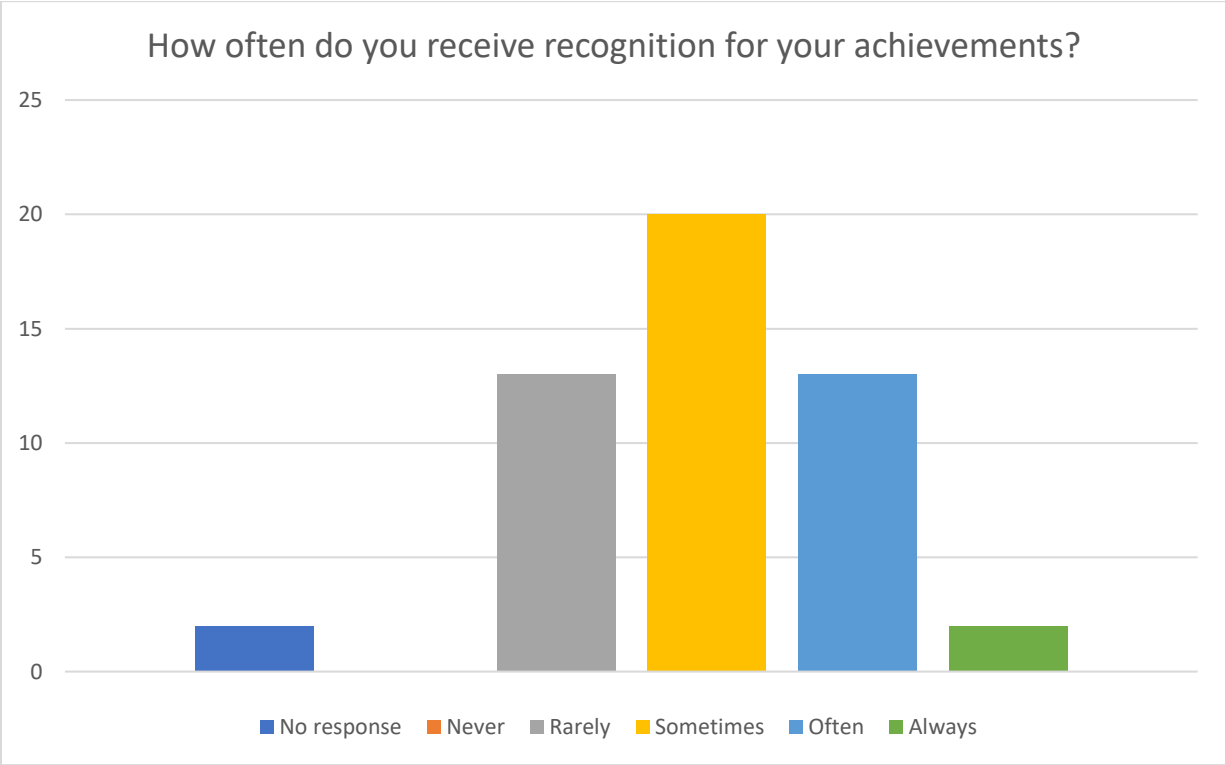
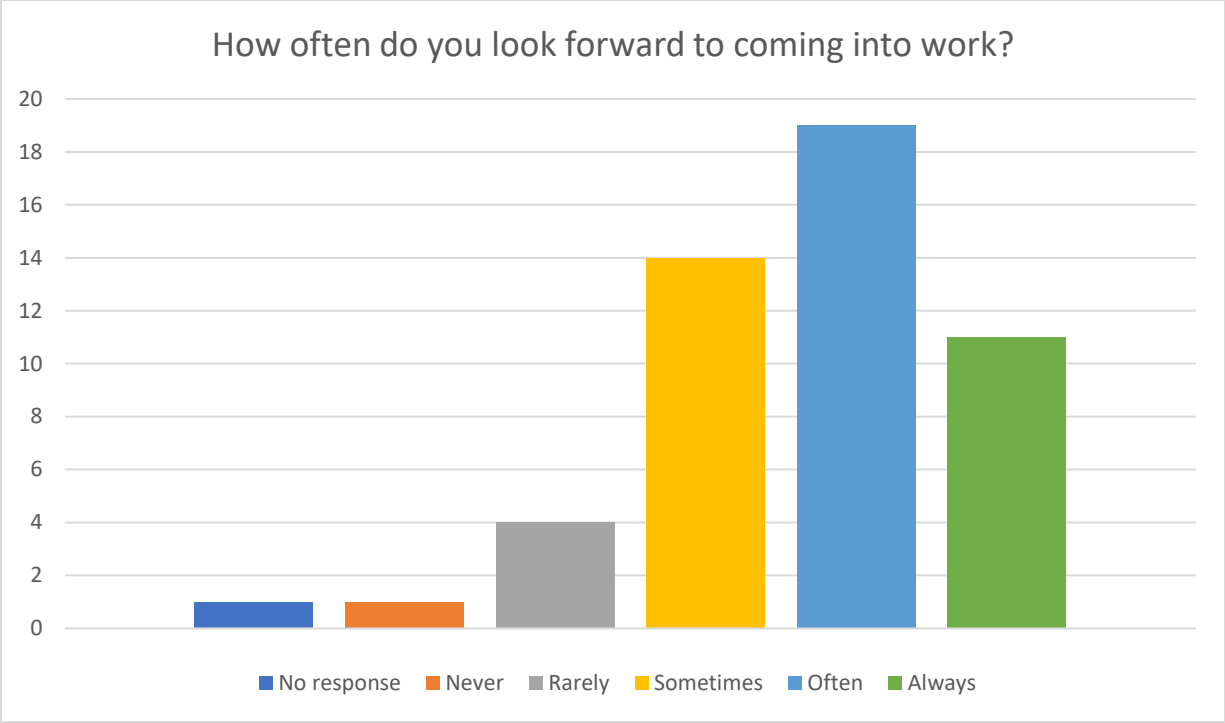
Agenda Item: Informational Staff Report – Item 8D –*Informational*
Subject: Employee Engagement Survey Results
Prepared by: Amy Asher, General Manager and Haley Dorian, HR Generalist
Approved by: Amy Asher, General Manager
Date: February 20, 2024

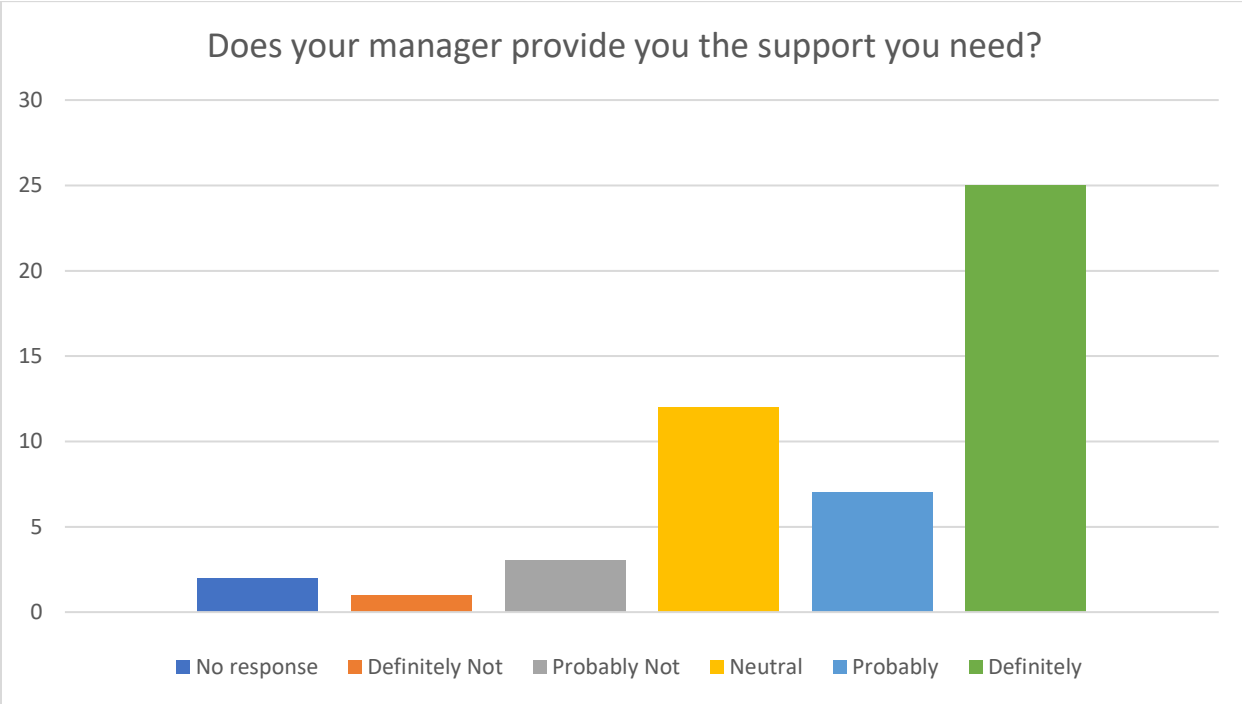
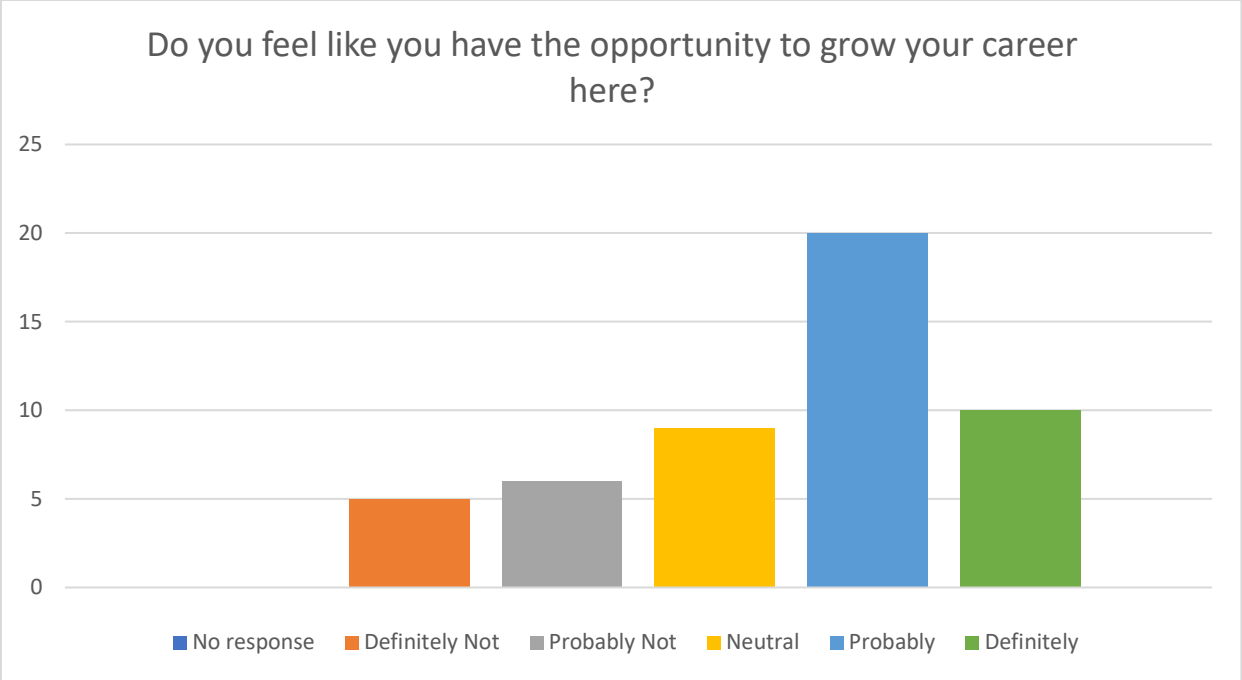
Background:

As requested by the Board in December 2023, an Employee Engagement Survey in which the results would be provided in anonymous format was distributed to staff via Paylocity. In that survey 14 possible questions were asked, of 66 requested surveys we received 50 submissions, which is a 76% response rate. Overall, the feedback highlighted a lot of positives including that most staff look forward to coming to work here at MTA every day, feel supported by their managers and hope to stay with MTA for the duration of their careers. This staff feedback is helpful as we work to improve MTA processes. Key areas of focus will be striving to improve communication within departments, refining availability of supervisory staff, and increasing collaboration with Leadership. As a result of last year's *MTA Staff Meeting Feedback Survey*, MTA will hold quarterly small forum staff meetings to touch on safety and agency updates, in person, with the leadership team. This will provide additional opportunities to continue to receive feedback.

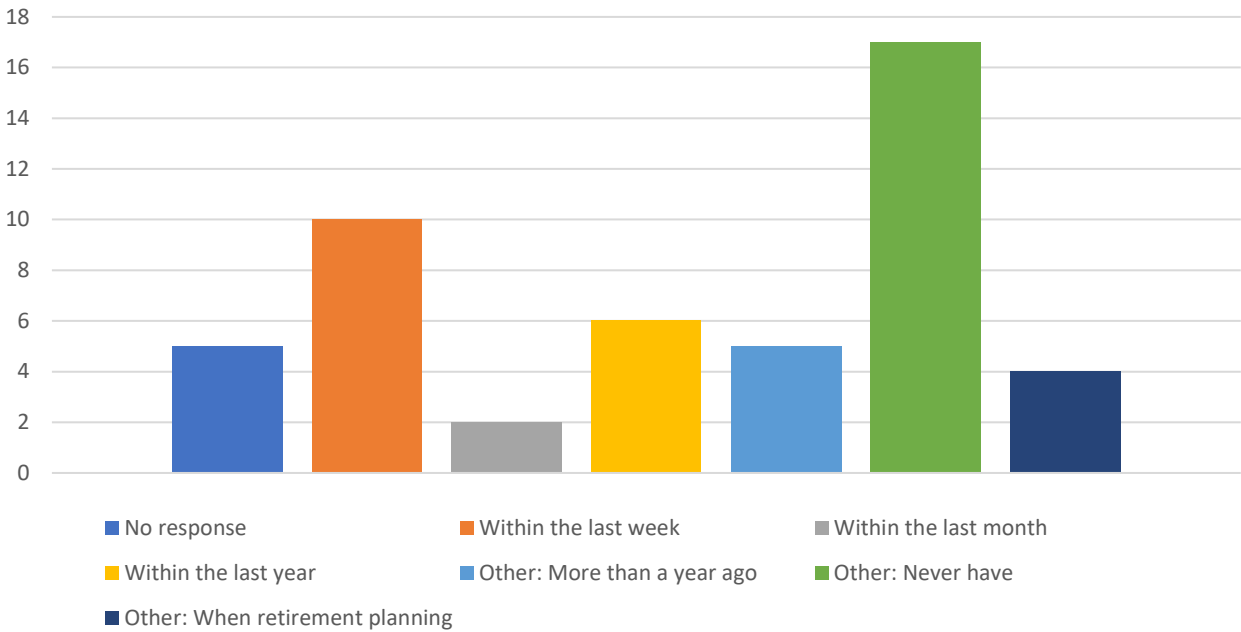
Attached is a brief overview of the quantitative data from this survey.

Summary: Survey results of Employee Engagement Survey





When was the last time you thought about leaving the company?



If another company reached out to you, what could they offer that would interest you in leaving?

