



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, April 16, 2024 at 1:00 p.m.

Remote Meeting via Zoom

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

Meeting ID: 931 5370 1527

Passcode: 927596

To join by phone (253) 215-8782

In person attendance:

Mason Transit Authority

Hoodspport Fire Hall

Meeting Room

331 North Finch Creek Road

Hoodspport

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: **March 19, 2024 Regular Board meeting minutes**
 - B. Pg. 07: **Check Approval: March 1, 2024 – March 31, 2024**
6. **ACTION ITEMS:**

New Business:

 - A. Pg. 13: **Actionable: Surplus Vehicles (Resolution No. 2024-04)** Amy

7. **STAFF AND INFORMATIONAL REPORTS**
 - A. **Pg. 17: Financial Reports – April, 2024**
 - B. **Pg. 23: Management Reports**
 - C. **Pg. 27: Operational Statistics**

8. **COMMENTS BY BOARD**

9. **UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority
Regular Meeting
May 21, 2024 at 1:00 PM**
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

10. **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
March 19, 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, Richard Lee, Wes Martin and Ryan Spurling.

Authority Voting Board Members Present via Zoom: Randy Neatherlin and Kevin Shuttly.
Quorum met.

Authority Voting Board Members Not Present: Sharon Trask

Authority Non-voting Board Member Not Present: 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; Haley Dorian, Human Resources Generalist; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

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

3. PUBLIC COMMENT – Autumn, a member of the public attending the meeting in person at the T-CC, shared that she had been riding Mason Transit since 1996 and was grateful for public transit. Autumn requested that consideration be made when more manpower was available to extend service after 5:30 pm to Olympia so she could be home by 8 pm. She lives in Olympia and works in Shelton. Also, it would be nice to have Sunday service so she could get to church on Sunday mornings.

4. CONSENT AGENDA

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

- A. February 20, 2024 MTA regular Board meeting minutes.
- B. Payments of February 1, 2024 through February 29, 2024 financial obligations on checks #38332 through #38455, as presented for a total of \$646,209.88.

- C. Approve the updated Authority Board Committees to include the new Board members as set forth in the agenda.

Sheridan/Martin. Motion carried.

5. APPROVAL OF AGENDA

Moved that the agenda for the March 19, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Sheridan/Brehmeyer. Motion carried.**

6. STAFF AND INFORMATION REPORTS:

A. Financial Reports. Current sales tax revenue is 4% over budget. The cash balance is higher as a result of needing funds to pay for the buses and cutaways that are being delivered. Board member Martin inquired as to whether or not there was investment income from the investment account reserves. Ms. Asher indicated that the investment reserves are held with the Mason County Treasurer's office and is reflected in the Statement of Financial Activities.

B. Management Reports.

- **Recruiting.** Amy Asher, General Manager, shared that she and Prothman had recently had a discussion regarding next steps in the hiring process. She indicated that she will be scheduling HR and Finance Board Committee meetings to discuss Plan B ideas such as recruitment packages, signing bonus, salaries, etc. Board member Martin stated that Prothman is a top-notch, well-respected recruitment agency.
- **Audits.** Ms. Asher shared with the Board the various routine audits in which MTA is responding to and providing documents and information. Ms. Asher also shared that MTA just finished the Drug & Alcohol program audit and MTA passed with flying colors thanks to Ms. Dorian's meticulous record-keeping. MTA is currently in the process of the Washington State Department of Transportation audit.
- **Recognition.**
Employee of the Year. Ms. Asher shared that one of MTA's drivers, Nathan Zimbeck, was selected by employees of Mason Transit to be MTA's 2023 Employee of the Year. Mr. Zimbeck will have a designated parking spot nearest the building for the next year. Recognition of this award has been placed on MTA's monitors and his name has been engraved and placed on the Employee of the Year plaque.

Certified Municipal Clerk. Ms. Asher also recognized the Board's Clerk, Tracy Becht, as having recently received her designation as Certified Municipal Clerk by the International Institute of Municipal Clerks. Ms. Asher indicated that IIMC grants the CMC designation only to those Municipal Clerks who complete demanding education requirements and

who have a record of significant contributions to their local government, their community and state.

- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, indicated that MTA has recently received its 5 new Gillig buses and 7 of 10 cutaways. MTA is also undergoing its first conversion to propane fuel and installation of the system will be going live next week. Some of the spring-cleaning tasks will be pressure washing at the park and rides and garden clean-up.
- **Operations.** Jason Rowe, Operations Manager, updated the Board that the new Driver class began on Monday, and Driver Appreciation Day was celebrated that day as well. The new pilot route serving the McCleary area has received positive feedback and that having five riders per day so early in the pilot is great. Board member Martin asked Mr. Rowe if MTA has been asked to provide service for the annual McCleary Bear Festival in June. Mr. Rowe indicated MTA has not, but that it was a great opportunity, and he would ask MTA's Outreach Coordinator to check into it.

7. EXECUTIVE SESSION: The Board Chair indicated that the meeting was going to be moving into an Executive Session pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. The Chair invited all voting members of the Executive Session and Haley Dorian, Human Resources Generalist, to remain in the room. The Board Chair stated that the public meeting may be called back into session in 15 minutes, which would be 1:35 PM. At 1:35 PM, the Board Chair stated that the public meeting may be called back into session in another 10 minutes, which would be 1:45 PM. At 1:45 PM, the Board Chair stated that the public meeting may be called back into session in another 10 minutes, which would be 1:55 PM. *[Board member Shutty left meeting at 1:54 PM. Meeting still in quorum status.]* At 1:55 PM, the Board Chair stated that the public meeting may be called back into session in another 10 minutes, which would be 2:05 PM.

8. RESUME OPEN SESSION. The Board Chair called the meeting back into open session at 2:06 PM and the following action was taken:

It was **moved** that Mason Transit Authority grant Amy Asher, the General Manager a 1.5% increase. **Martin/Sheridan. Motion carried.**

Board members stated that Ms. Asher was doing a stellar job and carrying 3 jobs for awhile and 2 jobs currently. Other praises included, "Thank you for your excellent hard work and leadership through example as you represent MTA and this community." "So impressed with your work and appreciate all your hard work." "What can the Board do to support you?" "How can you improve on a 10?" "Successful and exceeds expectations."

Comments regarding looking ahead in the next year included:

- Creating a form of expectations for next year and evaluation form based on those expectations being met.
- Once the Finance Manager position is filled, the Board would like to have Ms. Asher begin developing the future planning and direction of MTA (not just for 2024, but maybe 10 years in the future). Ms. Asher indicated that she visions changes to the fleet and Admin buildings.

9. **COMMENTS BY BOARD:** [None]

10. **UPCOMING MEETING**

**Mason Transit Authority
Regular Meeting
April 16, 2024 at 1:00 PM**
Hoodsport Fire Hall Meeting Room
331 North Finch Creek Road
Hoodsport

Moved that the meeting be adjourned.

9. **ADJOURNED:** 2:18 PM

DRAFT

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: April 16, 2024

Summary for Discussion Purposes:

Disbursements:

- CDW Government
 - Check #38507 - \$21,594.57 – Annual Software Renewal.
- Gillig, LLC
 - Check #38530 - \$2,973,232.00 – 5x Transit 35-foot Buses.
- Northwest Bus Sales
 - Check #38531 - \$692,649.60 – 4x Ford Starcraft Minibuses.

March Fuel Prices: Diesel \$3.28, Unleaded \$3.63

General Manager Travel Expenditures:

N/A

Check Disbursement Fiscal Impact:

\$4,365,771.18

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of March 1, 2024, through March 31, 2024, financial obligations on checks #38456 through #38560 as presented for a total of \$4,365,771.18.



Mason Transit Authority
 April 16, 2024, Disbursement Approval

The following checks for the period of March 1, 2024, through March 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	38456-38560	4,365,771.18

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 3/13/2024	38500	195,740.32
Payroll & DRS – 3/27/2024	38547	202,971.16
Employee Benefit Trust – 3/29/2024	38557	103,189.04
CDW Government	38507	21,584.57
Gillig, LLC	38530	2,973,232.00
Northwest Bus Sales	38531	692,649.60

Submitted by: *Haddon Wulf* Date: 4/12/24
 Haddon Wulf, Administrative Assistant

Approved by: *Amy Asher* Date: 4/12/24
 Amy Asher, General Manager

Mason Transit Authority Check Register
 April 2024 Board Report

Activity From 3/1/2024 Through 3/31/2024

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction Amount</u>
3/7/2024	38456	Abila	833.28
3/7/2024	38457	Actionaire Heating A/C Refrigeration	87.04
3/7/2024	38458	Advance Glass	368.62
3/7/2024	38459	AIG Retirement	2,199.07
3/7/2024	38460	Allstream	187.74
3/7/2024	38461	Amerisafe	508.87
3/7/2024	38462	World Kinect Energy Services	430.56
3/7/2024	38463	City of Shelton	1,554.89
3/7/2024	38464	Cascade Natural Gas	3,405.26
3/7/2024	38465	Comcast	261.97
3/7/2024	38466	Gillig, LLC	11,178.25
3/7/2024	38467	GORDON TRUCK CENTERS, INC.	2,797.30
3/7/2024	38468	Health Care Center	700.00
3/7/2024	38469	Hood Canal Communications	2,513.95
3/7/2024	38470	Robert W. Johnson, PLLC	1,600.00
3/7/2024	38471	Kitsap Transit	1,976.77
3/7/2024	38472	LMR Bookkeeping, LLC	3,195.00
3/7/2024	38473	Mason County Garbage, Inc.	279.43
3/7/2024	38474	Mason County PUD #3	2,600.34
3/7/2024	38475	Mountain Mist Water	152.23
3/7/2024	38476	ODP Business Solutions, LLC	1,673.93
3/7/2024	38477	Olympic Lock & Key	106.63
3/7/2024	38478	O'Reilly Auto Parts	391.85
3/7/2024	38479	Bryan Pentland	153.00
3/7/2024	38480	PetroCard, Inc.	24,147.72
3/7/2024	38481	Pitney Bowes	196.52
3/7/2024	38482	Pitney Bowes Purchase Power	172.00
3/7/2024	38483	Builders FirstSource	40.71
3/7/2024	38484	Ricoh USA, Inc	77.06
3/7/2024	38485	Right! Systems, Inc.	4,318.30
3/7/2024	38486	Schetky Northwest Sales, Inc.	116.22
3/7/2024	38487	Mason County Journal	503.95
3/7/2024	38488	The Shoppers Weekly	127.00
3/7/2024	38489	Staples Business Advantage	246.62
3/7/2024	38490	Total Battery & Automotive Supply	188.71
3/7/2024	38491	Tozier Brothers, Inc.	53.46
3/7/2024	38492	UniFirst	1,249.78
3/7/2024	38493	United Way of Mason County	50.00
3/7/2024	38494	UniteGPS, LLC	1,421.00
3/7/2024	38495	U.S. Bank	8,748.18
3/7/2024	38496	Verizon Wireless	1,473.07
3/7/2024	38498	Westbay Auto Parts	10,666.39
3/7/2024	38499	Whisler Communications	1,896.85

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register

3/13/2024	38500	Mason Transit Authority - ACH Account	195,740.32
3/19/2024	38501	Advance Glass	683.16
3/19/2024	38502	Aflac	546.28
3/19/2024	38503	AIG Retirement	2,199.07
3/19/2024	38504	World Kinect Energy Services	1,892.28
3/19/2024	38505	American Tire Distributors	1,652.42
3/19/2024	38506	Belfair Water District #1	289.23
3/19/2024	38507	CDW Government	21,594.57
3/19/2024	38508	Cummins Northwest, LLC	352.50
3/19/2024	38509	Dell Marketing L.P.	4,764.48
3/19/2024	38510	Extreme Collision Center	901.23
3/19/2024	38511	Gillig, LLC	141.21
3/19/2024	38512	Health Care Center	525.00
3/19/2024	38513	District 160	1,787.50
3/19/2024	38514	KMAS	200.00
3/19/2024	38515	LegalShield	126.50
3/19/2024	38516	Mason County Garbage, Inc.	659.37
3/19/2024	38517	Mason County PUD #3	4,203.96
3/19/2024	38518	Purcor	162.93
3/19/2024	38519	Mountain Mist Water	265.53
3/19/2024	38520	O'Reilly Auto Parts	64.17
3/19/2024	38521	PetroCard, Inc.	23,042.81
3/19/2024	38522	Builders FirstSource	9.78
3/19/2024	38523	State Auditor's Office - WA	6,784.33
3/19/2024	38524	Schetky Northwest Sales, Inc.	103.77
3/19/2024	38525	Seattle Automotive Distributing	15.63
3/19/2024	38526	Tozier Brothers, Inc.	18.84
3/19/2024	38527	UniFirst	172.70
3/19/2024	38528	United Way of Mason County	50.00
3/19/2024	38529	Westbay Auto Parts	404.21
3/19/2024	38530	Gillig, LLC	2,973,232.00
3/19/2024	38531	Northwest Bus Sales, Inc.	692,649.60
3/22/2024	38532	ACE Commercial Tire, LLC	2,478.66
3/22/2024	38533	Bradley Air Company	10,172.20
3/22/2024	38534	Berg Marketing Group	3,500.00
3/22/2024	38535	FireTek	943.95
3/22/2024	38536	Gillig, LLC	334.53
3/22/2024	38537	Health Care Center	525.00
3/22/2024	38538	Kern's Kitchen	1,120.00
3/22/2024	38539	Kitsap Sun	2,500.00

Mason County Public Transportation Benefit Area
 Check/Voucher Register - Board Check Register

3/22/2024	38540	Purcor	137.63
3/22/2024	38541	Ricoh USA, Inc	98.75
3/22/2024	38542	The Shoppers Weekly	15.46
3/22/2024	38543	Staples Business Advantage	847.01
3/22/2024	38544	Tozier Brothers, Inc.	48.88
3/22/2024	38545	UniFirst	172.70
3/22/2024	38546	Westbay Auto Parts	282.67
3/27/2024	38547	Mason Transit Authority - ACH Account	202,971.16
3/29/2024	38548	AIG Retirement	2,051.31
3/29/2024	38549	GORDON TRUCK CENTERS, INC.	127.32
3/29/2024	38550	Health Care Center	175.00
3/29/2024	38551	Mason County PUD #3	1,917.93
3/29/2024	38552	Seattle Automotive Distributing	48.80
3/29/2024	38553	Staples Business Advantage	311.94
3/29/2024	38554	Total Battery & Automotive Supply	94.03
3/29/2024	38555	UniFirst	172.70
3/29/2024	38556	United Way of Mason County	50.00
3/29/2024	38557	AWC Employee Benefit Trust	103,189.04
3/29/2024	38558	Westbay Auto Parts	349.36
3/29/2024	38559	AWorkSAFE Service, Inc.	925.25
3/29/2024	38560	Washington State Transit Association	<u>125.00</u>

Total 101000 - MC

Treasurer

Depository

4,365,771.18

Report Total

4,365,771.18

Mason Transit Authority Credit Card Activity
 April 2024 Board Report

March 2024 Activity		
GL Title	Transaction Description	Expenses
Parts Inventory	Actuator - Allied Electronics	26.46
Parts Inventory	Brake Levers - Maxie Brake Release	245.35
Parts Inventory	Dimmer Switches - Spemco Switches	102.07
Parts Inventory	NOX Sensor - Amazon	248.36
Parts Inventory	Sensor - Allied Electronics	72.55
Parts Inventory	Steering Parts - Amazon	191.62
Radio Equipment	Radio Adapter Connecters - Amazon	7.49
Uniform Allowance	Work Boots - Shelton Outfitters	141.43
Employee Recognition	Driver Appreciation Day Shirts - Custom Ink	252.97
Employee Recognition	Driver Appreciation Day Shirts - Custom Ink	1,066.56
Facility Repair/Maintenance	Fuel Hose - Amazon	54.25
Facility Repair/Maintenance	Fuel Hose - Tractor Supply	65.09
Facility Repair/Maintenance	Fuel Hose - Tractor Supply REFUND	(65.09)
Facility Repair/Maintenance	Sloan Toilet Parts - Amazon	125.32
Facility Repair/Maintenance	Washington State Flag - Amazon	23.86
Office Supplies	Privacy Screens (Bryan P.) - Amazon	65.09
Shop Supplies	Drill Bit - Amazon	9.97
Shop Supplies	Hole Saw - Amazon	10.95
Shop Supplies	Shelf Brackets - Amazon	78.06
Shop Supplies	Shelf Brackets - Tractor Supply	43.36
IT Equipment	Privacy Filters for Dell Monitors - Amazon	103.10
Small Tools & Equipment	Air Hose - Tractor Supply	23.86
Small Tools & Equipment	Air Hose Reels - Harbor Freight Tools	315.32
Small Tools & Equipment	Coax Connectors - Amazon	23.41
Small Tools & Equipment	Drill - Harbor Freight Tools	43.79
Small Tools & Equipment	Key Tags - Amazon	6.50
Small Tools & Equipment	Ryobi Surface Cleaner - Home Depot	108.41
Safety Supplies	First Aid - Amazon	14.65
Safety Supplies	First Aid - Amazon	18.85
Small Equipment & Furniture	Metal Locking File Cabinet (Bryan P.) - Amazon	106.31
Small Equipment & Furniture	Wall Clock - Amazon	38.07
Veh License/Registration Fee	License #2414 - Shelton Tabs & Titles	63.50
Veh License/Registration Fee	License #2422 - Shelton Tabs & Titles	64.00
Veh License/Registration Fee	Licenses #2420 & #2429 - Shelton Tabs & Titles	127.21
Veh License/Registration Fee	Licenses - Shelton Tabs & Titles	381.62
Dues, Memberships, Subscriptions	eFax Monthly Bill	110.13
Dues, Memberships, Subscriptions	QR Codes Subscription - Generator.com	208.77
Dues, Memberships, Subscriptions	Website Renewal - Network Solutions	216.95
Travel & Meeting Expense MTA	Bryan P. : Hotel - Delta Hotels Marriott	263.60
Travel & Meeting Expense MTA	Chapter Meeting - SHRM - Olympia	10.00
Travel & Meeting Expense MTA	Fuel - Fred Meyers	61.57
Travel & Meeting Expense MTA	Gas (WSTIP Board Meeting in Chelan) - Chevron	54.56
Travel & Meeting Expense MTA	Hotel - Hilton Garden Inn	400.89
Travel & Meeting Expense MTA	Hotel - Hilton Garden Inn	400.89
Travel & Meeting Expense MTA	WSTA HR Meeting Welcome Packages - Dollar Tree	7.50
Travel & Meeting Expense MTA	WSTA HR Meeting Welcome Packages - Dollar Tree	9.90
Training / Seminars	Bryan P. : Verbal Swat - WSTIP Learns	75.00
Training / Seminars	PASS - CTAA	150.00
Advertising/Promotion Media	Promotional Items - 4imprint	<u>488.46</u>
Total Credit Card Charges - February		<u>\$ 6,662.54</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6A – *Actionable*

Subject: Surplus Vehicles

Prepared by: Amy Asher, General Manager and Paul Bolte, Maintenance Manager

Approved by: Amy Asher, General Manager

Date: April 16, 2024

Background:

Mason Transit has 5 Gillig buses, 2 Medium Duty buses and 6 cutaway vehicles, all of which have exceeded their useful life.

Year	Make/model	Asset ID	Mileage
2022	Gillig Bus	811	275,978
2022	Gillig Bus	812	273,420
2022	Gillig Bus	300	547,280
2022	Gillig Bus	301	537,010
2022	Gillig Bus	302	525,484
2022	Chevrolet Champion Cutaway	453	263,527
2022	Chevrolet Champion Cutaway	454	242,070
2022	Chevrolet Champion Cutaway	455	269,701
2022	Chevrolet Champion Cutaway	450	262,944
2022	Chevrolet Champion Cutaway	451	254,139
2022	Chevrolet Champion Cutaway	452	245,835
2022	Ford Glaval	650	109,797
2022	Ford Glaval	651	103,858

Per MTA's Surplus Disposal Policy, personal property valued over \$500 that is determined to be surplus is required to be declared as such by resolution, and the General Manager shall recommend the method of disposal that will lead to the largest participation and/or proceeds.

The General Manager recommends sale of one bus and one cutaway to Centralia College for use in its maintenance education program. Remaining vehicles will be sold to a vendor that will arrange for transporting the buses and will guarantee removal of all MTA decals, saving MTA the staff time and resources necessary to transport and prepare the vehicles.

Summary: Surplus vehicles and disposition of those vehicles.

Fiscal Impact:

TBD

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopted Resolution No. 2024-04 declaring and approving the surplus and disposal of vehicles as set forth herein.

RESOLUTION NO. 2024-04

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

WHEREAS, the Mason Transit Authority Board, by Resolution No. 2019-26, has adopted established policies to ensure that 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);

Year	Make/model	Asset ID	Mileage
2022	Gillig Bus	811	275,978
2022	Gillig Bus	812	273,420
2022	Gillig Bus	300	547,280
2022	Gillig Bus	301	537,010
2022	Gillig Bus	302	525,484
2022	Chevrolet Champion Cutaway	453	263,527
2022	Chevrolet Champion Cutaway	454	242,070
2022	Chevrolet Champion Cutaway	455	269,701
2022	Chevrolet Champion Cutaway	450	262,944
2022	Chevrolet Champion Cutaway	451	254,139
2022	Chevrolet Champion Cutaway	452	245,835
2022	Ford Glaval	650	109,797
2022	Ford Glaval	651	103,858

Adopted this 16th day of April, 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 7A – *Informational*
Subject: Financial Reports – March 2024
Prepared by: Haddon Wulf, Administrative Assistant
Approved by: Amy Asher, General Manager
Date: April 16, 2023

Summary for Informational Purposes:

Included are the updated March 2024 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for January 2024 (received March 31, 2024) was \$545,346 11% below the 2024 budgeted amount, and 3% more than January 2023 actuals.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 25% (3/12) of the budget through the end of the year. Total YTD Revenue is under budget at 14.3%. Total YTD Operating Expenses are under budget at 20.4%.

- Passenger fare for (Worker Driver) is currently at 21.1% through the month of March.
- Rental Income is on par with the projections for the month at 25.7%.
- Wages and Benefits under budget at 20.7% slightly under budget projections.
- Other Operating Expenses are over budget at 34.4%. 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 19.1% for the month of March. This percentage may trend higher as the monthly average increases.
- Utilities are slightly under the current budget at 20.1%.

Fiscal Impact:

March fiscal impact reflects total revenues of \$746,735 and operating expenses of \$852,590 for a net loss of \$105,856.

Mason Transit Authority Statement of Financial Activities

% through the year: 25.0%

April 2024 Board Report

March Statement of Financial Activities	March	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 1,500		0.0%
PSNS WorkerDriver	5,720	17,933	85,000		21.1%
Total Operating Revenue (Fares)	5,720	17,933	86,500		20.7%
Sales Tax	649,878	1,730,417	7,645,620	(1)	22.6%
Operating Grants	-	-	5,530,866	(2)	0.0%
Rental Income	13,440	39,129	152,361		25.7%
Investment Income	76,351	160,653	200,000		80.3%
Other Non-operating Revenue	1,346	5,564	26,050	(3)	21.4%
Total Revenue	746,735	1,953,695	13,641,397		14.3%
Expenses					
Wages and Benefits	708,054	1,715,371	8,268,421		20.7%
Contracted Services	19,488	65,990	380,120		17.4%
Fuel	42,075	123,914	647,500	(4)	19.1%
Vehicle/Facility Repair & Maintenance	13,248	54,935	362,200		15.2%
Insurance	24,465	73,396	293,583		25.0%
Intergovernmental - Audit Fees	6,784	18,010	40,000		45.0%
Utilities	13,901	42,246	209,800		20.1%
Supplies & Small Equipment	17,874	80,993	406,150	(5)	19.9%
Training & Meetings	1,935	7,089	62,450		11.4%
Other Operating Expenses	4,766	50,842	148,009	(6)	34.4%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	852,590	2,232,785	10,938,233		20.4%
Net Income (Deficit) from Operations	\$ (105,856)	\$ (279,090)	\$ 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 Q1 pending reimbursement.
(3)	Includes: Sale of Maintenance Services - \$1,868; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income - \$2,227; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$0; Other Non Transportation Revenue - \$1,467; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.26. Average gasoline price per gallon year to date is \$3.24.
(5)	Printing- \$1,738; Cleaning/Sanitation/Safety supplies - \$7,101; Office Supplies - \$2,855; Shop Supplies - \$2,124; Small Tools & Equipment - \$2,246; IT Equipment - \$6,042; Communications Equipment - \$0; Operating Supplies - \$831; Small Equipment & Furniture - \$1,722; Software - \$56,078; Postage - \$172; Shelter supplies - \$0; Training supplies-\$83; 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 - \$14,434; Merchant/Credit Card fees - \$450; Dues, Memberships, Subscriptions - \$28,486; Unemployment Insurance - \$0; CDL Exams- \$2,075; Rent-CDL Training- \$2,400; Property tax- \$94; Veh. Registration fee- \$1,077; Office Equip Lease -\$369; Small tools repair-\$0; plus Other misc. operating expenses- \$1,458.

Mason Transit Authority Cash and Investments

April 2024 Board Report

Cash Balances

	2/29/2024	3/31/2024	Change
Cash - MC Treasurer	\$ 7,297,708.93	\$ 5,479,672.15	\$ (1,818,036.78)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 187,298.87	\$ 185,669.45	(1,629.42)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 25,235,007.80	\$ 23,415,341.60	\$ (1,819,666.20)

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	\$ 23,415,341.60
Less Encumbrances	17,677,945.87
Undesignated Cash Balance Total (Including Reserves)	5,737,395.73
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 2024 Capital Budget

April 2024 Board Report
As of March 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		10,172	10,172	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		10,262	10,262	Parts washer to degrease parts.
Total Misc Capital Projects	1,895,000	175,000	1,720,000	-	20,434	20,434	
10 Cutaways	1,741,945	1,741,945			692,650	692,650	State Paratransit Special Needs Funded. 4 Cutaways purchased in March 2024.
8 - 35' Gilligs	5,104,288	5,104,288			2,973,232	2,973,232	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	\$ -	\$ -	\$ 3,665,882	\$ 3,665,882	
Proposed 2024 Capital Projects	\$ 8,741,233	\$ 7,021,233	\$ 1,720,000	\$ -	\$ 3,686,316	\$ 3,686,316	

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

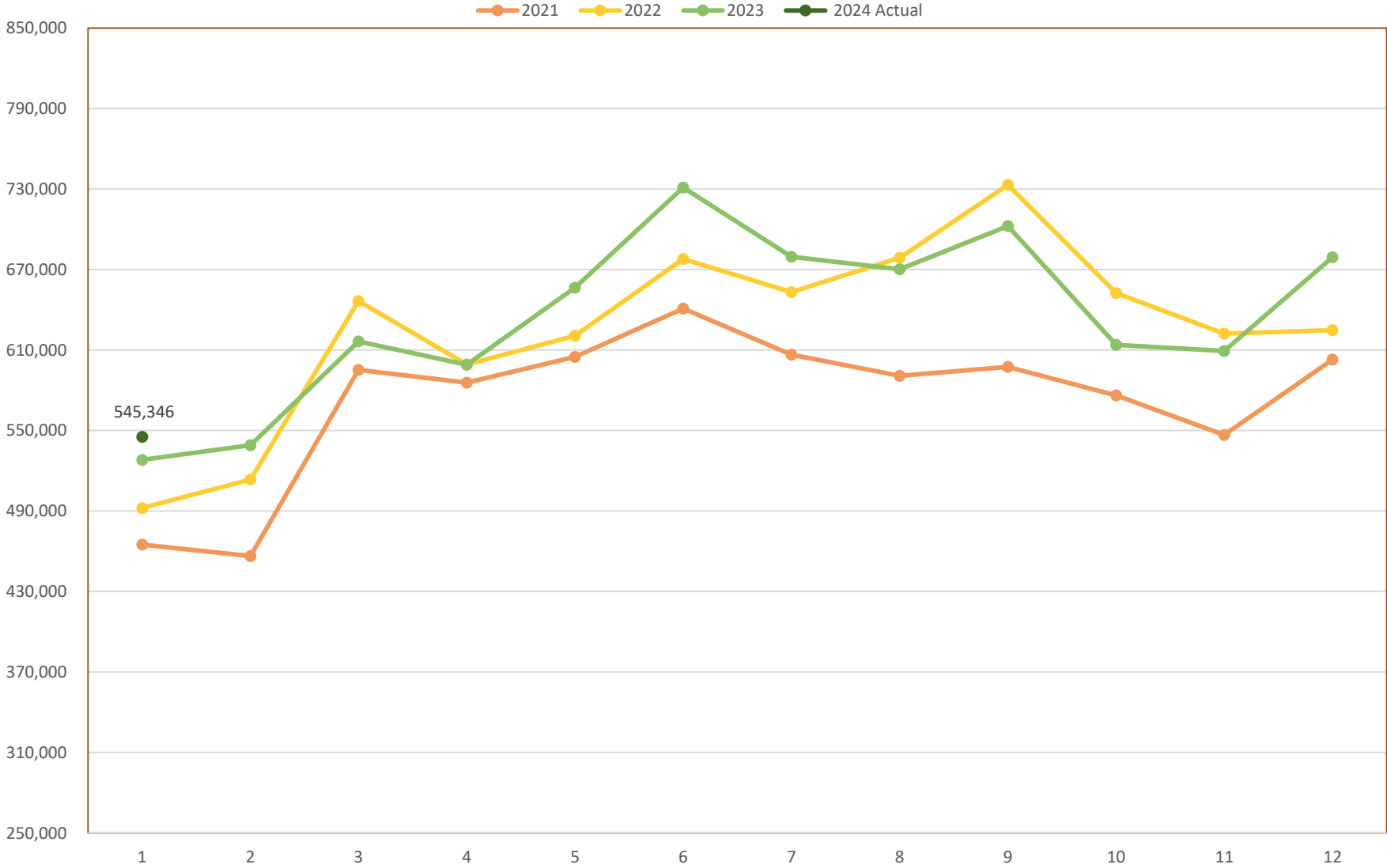
April 2024 Board Report

Sales Tax Collected as of 3/31/2024 for 1/31/2024



	2021	2022	2023	2024 Budget	2024 Actual	2024 Budget Variance	% Change 2023 - 2024 Actual	Capital Reserves
January	464,970	492,351	528,201	611,650	545,346	-11%	3%	(66,304)
February	456,479	513,550	539,128	535,193				
March	595,307	646,582	616,540	649,878				
April	585,816	599,278	599,059	611,650				
May	604,875	620,580	656,593	573,422				
June	640,945	677,991	731,134	726,334				
July	606,512	653,259	679,614	688,106				
August	590,886	678,818	670,272	649,878				
September	597,424	733,099	702,464	764,562				
October	576,267	652,444	613,829	688,106				
November	546,801	622,319	609,293	611,650				
December	602,943	624,958	679,178	535,193				
	<u>6,869,226</u>	<u>7,515,228</u>	<u>7,625,304</u>	<u>7,645,622</u>	<u>545,346</u>			
Budget Variance Average - YTD						-11%		(66,304)
							% Change 2023 vs 2024 Actual Average - YTD	3%

Monthly Sales Tax Trend



Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 7B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: April 16, 2024

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 16, 2024

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 16, 2024

GENERAL MANAGER'S REPORT

External Activities:

- Conducted Mason Economic Development Council Director Interviews. Worked with Prothman and EDC hiring committee on hiring process and selection.
- Participated in State Transportation Improvement Board meeting in Sequim.
 - TIB is calling for Early Opportunities Complete Streets projects. That program is funded with \$30M in state funds for communities that have an adopted complete streets ordinance.
 - Fellow board member, Cascade Bicycle Club, is working to bring statewide school-based bicycle education to communities as a part of Move Ahead Washington. They have programs to help develop students' skills and street safety knowledge and are working with districts to implement after school programs. See Cascade.org for more information.
- Attended Mason EDC Board meeting.

Internal Activities:

- Continued work with State Auditor on FY 2022 Audit.
- Submitted National Transit Database annual data to WSDOT.
- Worked with Tyler on annual Cyber Insurance application and submitted to WSTIP for review.
- Met with Sheriff Spurling for new member onboarding.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- RTA software learning classes.
- Attended state transit conference.
- Attended seminar on hydrogen fuels.
- Attended webinar on propane infrastructure.
- Attended green fuel webinar.

Facilities and Fleet Projects/Purchases/Maintenance

- Working on getting propane infrastructure installed.
- Working on installing new fueling software.
- Finishing up on new bus procurement.
- Working with facilities crew on park and ride game plans to keep vegetation watered and weeds down.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 438 participants this March. Special Olympics basketball has wrapped up for the year, with one team taking the Gold Medal in the Spokane tournament! Congratulations Athletes!

- **Kitchen:** The kitchen user total in March was 12 people.
- **Conference Room:** The MTA monthly board meeting had 15 members attend this month.

OPERATIONS – Jason Rowe

- **Ridership Numbers:** We had increases across all modes in March. We saw a 13% increase in ridership compared to last month, and in comparing March 2023 to March 2024 we see an increase of 52%!
- **Special Transportation:** This month we provided special transportation for the Mason County Christian School to go on a field trip to the fire station as well as a field trip to the Shelton High School so they could attend a play. Also, because of outreach we have started doing field trips for some of the rehab facilities in Mason County. This month we took residents from Shelton Health and Rehab to Walmart to help residents explore the county.
- **New Driver Class:** We currently have five new driver applicants and one internal candidate.
- **Service Updates:** Our McCleary Pilot Route continues to grow in popularity. We are working with our marketing firm on developing surveys to gain public input for our future service expansion.
- **Outreach and Special Transportation:** This month we attended the Thurston/Mason Resource Fair for individuals with intellectual and/or developmental disabilities and their families. We had an information table set up and participated in their breakout session focused on transportation.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 7C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: April 16, 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.

March was a great month, we saw ridership increases across all modes. The addition of our McCleary pilot route and special transportation events have helped to supplement our ridership for March.

March 2024 Ridership Data

