



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, June 18, 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

(Passcode) 927596

#### In person attendance:

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

- |    |  |            |
|----|--|------------|
| 1. | <b>CALL TO ORDER</b>   | Vice-Chair |
| 2. | <b>ROLL CALL AND DETERMINATION OF QUORUM</b>                         | Vice-Chair |
| 3. | <b>PUBLIC COMMENT – <i>Limit of three (3) minutes per person</i></b> | Vice-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. | <b>APPROVAL OF AGENDA – ACTION</b>                    | Vice-Chair |
| 5. | <b>CONSENT AGENDA – ACTION</b>                        | Vice-Chair |
|    | A. Pg. 03: May 21, 2024 Regular Board meeting minutes |            |
|    | B. Pg. 06: Check Approval: May 1 – May 31, 2024       |            |

6. **ACTION ITEMS:**

**New Business:**

- |            |  |     |
|------------|--|-----|
| A. Pg. 13: | <b>Actionable: Approval of Amendment to PTD0952 Operating Grant Agreement (Resolution No. 2024-06)</b> | Amy |
|------------|--|-----|

**7. DISCUSSION ITEMS:**

- A. Pg. 18: Discussion: Draft Transit Development Plan - Review**
- B. Board Member Attendance at 48<sup>th</sup> Annual Washington State Public Transportation Conference August 12-14 in Kennewick, WA**
- C. Belfair Plaque**

**8. STAFF AND INFORMATIONAL REPORTS**

- A. Pg. 41: Financial Reports – May, 2024**
- B. Pg. 47: Management Reports**
- C. Pg. 51: Operational Statistics**

**9. COMMENTS BY BOARD**

**10. UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority  
Regular Meeting  
July 16, 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**  
**May 21, 2024**  
*Virtually and at*  
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; Richard Lee, Wes Martin, Kevin Shutty and Sharon Trask.

**Authority Voting Board Members Present via Zoom:** John Sheridan, Vice Chair.  
*Quorum met.*

**Authority Voting Board Members Not Present:** Cyndy Brehmeyer and Ryan Spurling

**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.

**Others Present via Zoom:** Elizabeth Safsten of WSDOT and Amy Strzalka, State Auditor's Office.

**3. PUBLIC COMMENT** – No member of the public attended the meeting in person.

**4. APPROVAL OF AGENDA**

**Moved** that the agenda for the May 21, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Sheridan. Motion carried.**

**5. CONSENT AGENDA**

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

- A. April 16, 2024 MTA regular Board meeting minutes.
- B. Payments of April 1, 2024 through April 30, 2024 financial obligations on

- checks#38561 through #38657, as presented for a total of \$1,680,072.29.
- C. Approve and authorize the Board Chair to sign the FTA Fiscal Year 2024 Certifications and Assurances to acknowledge compliance as required.

**Shutty/Trask. Motion carried.**

## **6. ACTION ITEMS – NEW BUSINESS**

**A. Approve Consolidated Operating Grant Agreement PTD0952.** Ms. Asher, General Manager, informed the Board members that MTA was awarded this funding relating to sustaining its fixed route operating services for the general public. She indicated that she anticipates in the next couple of months that additional funding to add more services will be provided. Ms. Asher also shared that for the consolidated grant funding, MTA will be apply only for Dial-A-Ride service. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2024-05 and the attached Consolidated Operating Grant Agreement No. PTD0952 between WSDOT and MTA. **Trask/Shutty. Motion carried.**

*[Board member Randy Neatherlin entered the Board room at 1:15 pm]*

**7. DISCUSSION – Belfair plaque:** As tabled at the April meeting, this matter was picked up again for further discussion relating to the Belfair plaque and any additions. Ms. Asher indicated that she felt former General Manager Danette Brannin's name should be on the plaque as she oversaw the project. The Board members continued with further discussion and sharing of thoughts and ideas. The Board members asked that Ms. Asher bring price quotes and names of Board members to be included on plaque for consideration at the next Board meeting in June.

## **8. STAFF AND INFORMATION REPORTS:**

### **A. Management Reports.**

- **General Manager.** Ms. Asher shared she had attended the APTA (American Public Transportation Association) Mobility Conference in Portland, the TIB (Transportation Improvement Board) meeting in Yakima as well as the Peninsula Regional Transportation Planning Organization Technical Advisory meeting.
- **Recruiting.** Ms. Asher indicated that the temporary bookkeeper that MTA has worked with for the past year has applied for the Finance Manager position. She will be an MTA employee beginning in June.
- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, stated that he attended training on new maintenance software with the vendor on-site. The bus involved in an accident is heading to the body shop. He also shared that the park and ride spring cleaning is nearly complete.
- **Operations.** Jason Rowe, Operations Manager, shared with the Board that ridership has increased in all modes. All four new driver trainees have received their CDLs.

Amy Strzalka of the State Auditor's Office asked to speak to the Board as there were technical difficulties during the Public Comment part of the meeting. She was given the floor and asked that Ms. Asher contact Tim Trail's office to discuss the 2022 audit.

**9. COMMENTS BY BOARD:**

- Board member Neatherlin inquired about the possibility of Sunday routes. There was additional discussion regarding that since COVID, MTA has been attending to the driver shortage while simultaneously expanding service. At this time, there is not adequate staffing to have Sunday service.
- Board Chair Onisko indicated that he may be attending but not leading the next Board meeting as he will be out of the country. The Vice Chair will be leading the June 18 meeting.

**10. UPCOMING MEETING**

**Mason Transit Authority  
Regular Meeting  
June 18, 2024 at 1:00 PM**  
Mason Transit Authority's  
Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton

**Moved** that the meeting be adjourned.

**11. ADJOURNED: 1:29 PM**

## **Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 5B – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** June 18, 2024

### **Summary for Discussion Purposes:**

#### Disbursements:

- Bradley Air Company
  - Check #38707 - \$37,008.65 – New HVAC at JP.
  - Check #38724 - \$19,946.30 – New HVAC at JP.
  
- Russ Construction
  - Check #38740 - \$13,176.24 – Completion of Belfair Sewer.
  
- Security Gate and Access LLC
  - Check #38741 - \$108,483.73 – Automatic Gate at JP.

May Fuel Prices: Diesel \$3.25, Unleaded \$3.46

General Manager Travel Expenditures: N/A

### **Check Disbursement Fiscal Impact:**

\$808,653.14

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of May 1, 2024, through May 31, 2024, financial obligations on checks #38658 through #38749 as presented for a total of \$808,653.14.

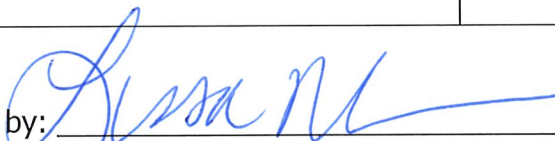


Mason Transit Authority  
June 18, 2024, Disbursement Approval

The following checks for the period of May 1, 2024, through May 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	38658-38749	\$808,653.14

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 5/8/2024	38658	\$208,898.81
Payroll & DRS – 5/22/2024	38720	\$204,926.94
Employee Benefit Trust – 5/28/2024	38746	\$108,131.90
Security Gate & Access – 5/28/2024	38741	\$108,483.73

Submitted by:   
Lissa McClanahan, Finance Manager

Date: 6/14/2024

Approved by:   
Amy Asher, General Manager

Date: 6/14/2024

Mason Transit Authority Check Register  
 June 2024 Board Report

Activity From 5/1/2024 Through 5/31/2024

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transactio</u>
5/8/2024	38658	Mason Transit Authority - ACH Account	205,898.81
5/13/2024	38659	Abila	833.28
5/13/2024	38660	Advance Glass	361.66
5/13/2024	38661	AIG Retirement	2,253.55
5/13/2024	38662	Allstream	207.84
5/13/2024	38663	American Tire Distributors	2,385.41
5/13/2024	38664	Berg Marketing Group	3,500.00
5/13/2024	38665	Black Star	455.70
5/13/2024	38666	Brady Trucking Co., Inc.	25.99
5/13/2024	38667	ChargePoint, Inc.	1,958.40
5/13/2024	38668	City of Shelton	1,436.11
5/13/2024	38669	Cascade Natural Gas	3,064.92
5/13/2024	38670	Comcast	271.60
5/13/2024	38671	Cummins Northwest, LLC	1,807.71
5/13/2024	38672	FireTek	652.44
5/13/2024	38673	Northwest Cascade Inc. DBA FloHawks	204.00
5/13/2024	38674	Gillig, LLC	655.53
5/13/2024	38675	GORDON TRUCK CENTERS, INC.	214.24
5/13/2024	38676	Health Care Center	175.00
5/13/2024	38677	Hood Canal Communications	2,621.06
5/13/2024	38678	HR Direct	309.18
5/13/2024	38679	Industrial Hydraulics, Inc.	884.46
5/13/2024	38680	Kitsap Transit	1,679.64
5/13/2024	38681	LMR Bookkeeping, LLC	3,105.00
5/13/2024	38682	Mason County Garbage, Inc.	1,161.22
5/13/2024	38683	Mason County PUD #3	3,880.95
5/13/2024	38684	Mountain Mist Water	370.03
5/13/2024	38685	ODP Business Solutions, LLC	107.63
5/13/2024	38686	O'Reilly Auto Parts	207.88
5/13/2024	38687	ORMCA (Olympic Region Municipal Clerks	50.00
5/13/2024	38688	Pitney Bowes Purchase Power	171.00
5/13/2024	38689	Builders FirstSource	37.39
5/13/2024	38690	Right! Systems, Inc.	4,507.87
5/13/2024	38691	Seattle Automotive Distributing	41.62
5/13/2024	38692	The Shoppers Weekly	154.20
5/13/2024	38693	Staples Business Advantage	97.10
5/13/2024	38694	Tozier Brothers, Inc.	61.82

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

5/13/2024	38695	UniFirst	345.40
5/13/2024	38696	United Way of Mason County	50.00
5/13/2024	38697	UniteGPS, LLC	1,421.00
5/13/2024	38698	U.S. Bank	12,683.15
5/13/2024	38699	Verizon Wireless	1,292.84
5/13/2024	38700	Voyager Fleet Systems, Inc.	28.08
5/13/2024	38702	Westbay Auto Parts	1,221.29
5/13/2024	38703	Whisler Communications	4,265.68
5/17/2024	38706	World Kinect Energy Services	600.18
5/17/2024	38707	Bradley Air Company	37,008.65
5/17/2024	38708	Gillig, LLC	56.82
5/17/2024	38709	GORDON TRUCK CENTERS, INC.	93.69
5/17/2024	38710	Robert W. Johnson, PLLC	1,600.00
5/17/2024	38711	Mason County PUD #3	28.65
5/17/2024	38712	Purcor	162.93
5/17/2024	38713	MOHAWK MFG. & SUPPLY	298.61
5/17/2024	38714	O'Reilly Auto Parts	29.82
5/17/2024	38715	PetroCard, Inc.	20,661.91
5/17/2024	38716	Pitney Bowes	196.52
5/17/2024	38717	State Auditor's Office - WA	1,808.30
5/17/2024	38718	SCJ Alliance	86.00
5/17/2024	38719	Westbay Auto Parts	341.10
5/22/2024	38720	Mason Transit Authority - ACH Account	204,926.94
5/28/2024	38721	Aflac	546.28
5/28/2024	38722	AIG Retirement	2,253.55
5/28/2024	38723	Securitas Technology Corporation	207.59
5/28/2024	38724	Bradley Air Company	19,946.30
5/28/2024	38725	Belfair Water District #1	4,823.32
5/28/2024	38726	Blue Star Gas	1,556.27
5/28/2024	38727	Cummins Northwest, LLC	246.21
5/28/2024	38728	GORDON TRUCK CENTERS, INC.	436.11
5/28/2024	38729	District 160	1,768.75
5/28/2024	38730	Kaiser Foundation Health Plan of Washington	138.00
5/28/2024	38731	LegalShield	126.50
5/28/2024	38732	Mason County PUD #3	73.81
5/28/2024	38733	MOHAWK MFG. & SUPPLY	233.22
5/28/2024	38734	Mountain Mist Water	65.54
5/28/2024	38735	Northwest Bus Sales, Inc.	2,394.45
5/28/2024	38736	O'Reilly Auto Parts	235.13
5/28/2024	38737	Reliable Electric, Inc.	4,095.88
5/28/2024	38738	Ricoh USA, Inc	51.74
5/28/2024	38739	RingCentral, Inc.	1,365.84

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

5/28/2024	38740	Russ Construction, LLC	13,176.24
5/28/2024	38741	Security Gate and Access LLC	108,483.73
5/28/2024	38742	Staples Business Advantage	161.23
5/28/2024	38743	UniFirst	172.70
5/28/2024	38744	United Way of Mason County	50.00
5/28/2024	38745	US Transmissions, Inc.	233.33
5/28/2024	38746	AWC Employee Benefit Trust	108,131.90
5/28/2024	38747	Westbay Auto Parts	216.29
5/28/2024	38748	AWorkSAFE Service, Inc.	1,920.43
5/28/2024	38749	Washington State Transit Association	<u>525.00</u>

**38701 check spoilage**

**38704 check spoilage**

**38705 check spoilage**

Total 101000 - MC Treasurer Depository 808,653.14

Mason Transit Authority Credit Card Activity  
June 2024 Board Report

		May 2024 Activity	
GL Title	Transaction Description		Expenses
Parts Inventory	Amazon - Parts		141.78
Prepaid Expenses	42 Gears - Additional Licenes for Tablets/Cells		249.00
Contract Services	Skybitz - Tank Monitoring		17.36
Postage	Shelton Mail & Ship - Return of RMA Sign Controller		27.90
Facility Repair/Maintenance	Home Depot - Sprinkler Parts		74.76
Facility Repair/Maintenance	Tractor Supply - Two Stroke Oil		48.72
Operating Supplies	Amazon - Outreach Event Supplies		88.46
Operating Supplies	Amazon - Outreach Event Supplies		124.96
Operating Supplies	Amazon - Tire Thumpers for New Driver Class		122.50
Office Supplies	Amazon - USB Drives for Public Records Requests		119.34
Shop Supplies	Wurth - Shop Supplies		286.88
Cleaning/Sanitation Supplies	Amazon - Cleaning Supplies		55.29
Cleaning/Sanitation Supplies	Fred Meyer - Admin Kitchen Restock		18.00
Safety Training Material & Supply	AED Superstore - CPR Training Supplies		138.77
IT Equipment	Amazon - Cam POE for Injector/Protector		128.68
IT Equipment	Amazon - UPS for Maint. Closet		196.89
Safety Supplies	Amazon - Safety Supplies		27.75
Veh License/Registration Fee	Title & Tabs - Registration of Vehicles #110, 120		73.25
Dues, Memberships, Subscriptions	Efax - Monthly Subscription		110.64
Dues, Memberships, Subscriptions	HSI - Credited back for Gwerder Recertification		(125.00)
Dues, Memberships, Subscriptions	International Institute Municipal Clerks - Membership Renewal		185.00
Dues, Memberships, Subscriptions	WA Finance Officers Assoc. - Membership		75.00
Travel & Meeting Expense MTA	Alamo Rental - Transit Mobility Conf. Rental Car		262.00
Travel & Meeting Expense MTA	Alaska Air - Airfare, Gillig Trip		476.20
Travel & Meeting Expense MTA	Alaska Air - Airfare, Gillig Trip		476.20
Travel & Meeting Expense MTA	Alaska Air - Airfare, RTA Conference		129.98
Travel & Meeting Expense MTA	Alaska Air - Airfare, RTA Conference		436.20
Travel & Meeting Expense MTA	Alaska Air - Airfare, Transit Mobility Conference		466.20
Travel & Meeting Expense MTA	Expedia - Car Rental, Gillig Trip		196.63
Travel & Meeting Expense MTA	Hilton Hotel - APTA Mobility Conference		469.83
Travel & Meeting Expense MTA	Omni Hotel - Transit Mobility Conf. Lodging		133.97
Travel & Meeting Expense MTA	Wally Park - Transit Mobility Conf. Parking		158.32
Conference Registration	Faster Assets Solutions -Transit Mobility Conf. Registration		849.00
Training / Seminars	WSTIP - Supervisor Training Course		300.00
Advertising/Promotion Media	Jobtarget - Accounting Assistant Recruitment		349.00
Advertising/Promotion Media	Jobtarget - Fueller/Detailer Recruitment		349.00

Total Credit Card Charges - April \$ 7,238.46



## PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

6/5/2024

Manager's Approval: Eric Orisko

1E5D0DF95359413...

*Finance Use  
Only*

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
5/3/24	Hilton Hotel	APTA Mobility Conference Lodging	\$469.83	Y			
5/30/24	WSTIP	Supervisor Training Course	\$300.00	Y			
5/30/24	WA Finance Officers Assoc.	Membership	\$75.00				
<b>TOTAL</b>			\$ 844.83				

Don't forget to attach original receipts

Signature

Date

6/5/2024

I hereby certify under penalty of perjury that this is a true and correct claim for necessary purchases or expenses on behalf of MTA and that no payment has been received by me on account thereof.

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** New Business – Item 6A – *Actionable*  
**Subject:** Amendment to PTD0952 Operating Grant Agreement  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** June 18, 2024

### **Background:**

The First Amendment to the PTD0952-01 Operating Grant Agreement of the Consolidated Grant Program between WSDOT and MTA is included and relates to amending the total grant funds to \$1,629,716 by adding \$934,909 in State Transit Support Formula funds funded out of the Climate Transit Programs Account, as well as amending the funding table as to indicate percentages divided by the two funding sources – namely, State Rural Mobility – Transit Formula Funds and State Transit Support (CCA). No funds are required by MTA. These grant funds will be used to support MTA’s Fixed Route operations.

Legal Counsel has reviewed and approved the Amendment.

**Summary:** Approve amendment to Operating Grant Agreement for PTD0952-01

### **Fiscal Impact:**

State Rural Mobility-Transit Formula Funds - \$694,807  
State Transit Support (CCA) - \$934,909  
Funds from MTA - \$0.00

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2024-06 that approves Operating Grant Agreement PTD0952-01 and authorizing General Manager to sign same.

**WSDOT Contact:** Elizabeth Safsten  
**WSDOT E-mail:** [elizabeth.safsten@wsdot.wa.gov](mailto:elizabeth.safsten@wsdot.wa.gov)  
**WSDOT Phone:** 360-705-6885

### Amendment

Consolidated Grant Program Operating Grant Agreement			
<b>Amendment Number</b>	PTD0952-01	<b>Contractor:</b>	<b>Mason County Public Transportation Benefit Area</b>
<b>Term of Agreement</b>	July 1, 2023 through June 30, 2025		<b>dba Mason Transit Authority</b>
<b>Vendor #</b>	911554133		<b>790 E Johns Prairie Rd</b>
<b>UEI</b>	GVJSNKK6EFQ3		<b>Shelton, WA 98584-1265</b>
<b>ALN # / ALN Name</b>	N/A		
<b>Indirect Cost Rate</b>	N/A		
<b>R &amp; D</b>	No		
<b>Service Area</b>	Mason County	<b>Contact:</b>	Amy Asher
		<b>Email:</b>	aasher@masontransit.org

This is the first AMENDMENT to AGREEMENT PTD0952 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, both PARTIES agree to amend AGREEMENT PTD0952 to:

- Increase Grant Funds to \$1,629,716 by:
  - Adding \$934,909 in State Transit Support Formula funds funded out of the Climate Transit Programs Account (CCA)
- Scope of work remains unchanged

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0952:

### AGREEMENT

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

**Funding by Project**

**Project Title:** Sustain Fixed Route Operating Services

**UPIN #** N/A

**Scope of Work:** Sustain fixed route operating services for the general public in Mason County with connections to Kitsap, Thurston and Jefferson counties

Funds	Current Percentage	Prior Funds	Current Funds	Projected Funds	Total Funds
State Rural Mobility - Transit Formula Funds	43%		\$ 694,807		\$ 694,807
State Transit Support (CCA)	57%		\$ 934,909		\$ 934,909
Prior Funds					
<b>Grant Funds</b>	<b>100%</b>		<b>\$ 1,629,716</b>		<b>\$ 1,629,716</b>
Contractor's Funds	0%		\$ -		\$ -
Projected Grant Funds					
<b>Total</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ 1,629,716</b>	<b>\$ -</b>	<b>\$ 1,629,716</b>

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

3. A copy of this AMENDMENT to AGREEMENT PTD0952 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. 2024-06**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AMENDING RESOLUTION NO. 2024-05 BY APPROVING THE FIRST  
AMENDMENT TO THE OPERATING GRANT AGREEMENT PTD0952-01  
AND AUTHORIZING THE GENERAL MANAGER TO SIGN THAT FIRST  
AMENDMENT TO AGREEMENT PTD0952.**

**WHEREAS**, by Resolution No. 2024-05, the Mason Transit Authority Board (the "Board") approved Operating Grant Agreement PTD0952 between the Washington State Department of Transportation ("WSDOT") and MTA and authorized the General Manager to sign that Agreement; and

**WHEREAS**, MTA was awarded additional State Transit Support Formula funds out of the Climate Transit Programs Account in the amount of \$934,909 in addition to the funds previously awarded in the amount of \$694,807 from the State Rural Mobility-Transit Formula funds. All of which funds to provide funding for sustaining MTA's fixed route operating services for the general public in Mason County with connections to Kitsap, Thurston and Jefferson counties;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that it approves the First Amendment to Operating Grant Agreement PTD0952-01 between WSDOT and MTA ("Agreement") in the total amount of \$1,629,716 with no local funds required from MTA; and

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

Adopted this 18<sup>th</sup> day of June, 2024.

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Eric Onisko, Chair

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John Sheridan, Vice Chair

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Cyndy Brehmeyer, Authority Member

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Richard Lee, Authority Member

\_\_\_\_\_  
Wes Martin, Authority Member

\_\_\_\_\_  
Randy Neatherlin, Authority Member

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Ryan Spurling, Authority Member

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Kevin Shutty, Authority Member

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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 7A – *Discussion*  
**Subject:** First View of Transit Development Plan (TDP)  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** June 18, 2024

### **Background:**

Public transit agencies are required to prepare a transit development plan annually and hold a public hearing on the plan as required under Washington State RCW Section 35.58.2795. MTA's 2024-2029 Transit Development Plan is a six-year plan that describes how MTA intends to meet state and local long-range priorities for public transportation, includes a description of capital improvements and significant operating changes planned for the system, and a financial plan for carrying out operating and capital projects. The Federal Transit Administration also requires agencies to outline a multi-year financial plan displaying operating and capital revenues and expenses that indicate adequate revenue to maintain and operate the system. This annual plan is submitted to the Washington State Department of Transportation by September 1 annually with copies distributed to the Transportation Improvement Board, the City of Shelton, Mason County and the Peninsula Regional Transportation Planning Organization.

The document presented today is in DRAFT form and financial components are still under development.

Highlights in MTA's 2024-2029 Transit Development Plan include:

- Fleet replacement and expansion in 2024.
- Alternatively fueled transit vehicles in 2026.
- Facility maintenance and improvements.
- Gradual service expansion in 2024 and 2025 as new vehicles and drivers are added.
- Consideration of future initiatives on MTA's funding sources.

**Summary:** First view of Transit Development Plan.

### **Fiscal Impact:**

None.

### **Staff Recommendations**

None at this time.

2024-2029

# ***TRANSIT DEVELOPMENT PLAN***

and

**2023 Annual Report**



**Mason Transit Authority  
790 E Johns Prairie Rd  
Shelton, WA 98584**



Date of Public Hearing: July 16, 2024

**Adopted: [July 16, 2024]**

**First DRAFT presented 6/18/2024**

**Second DRAFT presented [7/16/2024]**

Prepared by Mason Transit Authority Staff

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# Plan Adoption, Public Hearing and Distribution

## **Plan Adoption**

Mason Transit Authority (MTA) Board of Directors adopted the 2024 Transit Development Plan on [July 16, 2024].

## **Public Participation Process**

**Public Comment Period:** [June 19, 2024–July 16, 2024]  
Comments Submitted to: [MTA@masontransit.org](mailto:MTA@masontransit.org)  
Mason Transit Authority  
Amy Asher, General Manager  
790 E Johns Prairie Rd  
Shelton, WA 98584

**Public Hearing:** Mason Transit Authority held one public hearing on the Transit Development Plan on July 16, 2024 at 1:00 pm at the Transit-Community Center, 601 W Franklin Ave, Shelton WA 98584. The public hearing was held in conjunction with the Board’s regularly scheduled meeting.

**Notice Posted to Website:** MTA posted a notice of the hearing on the Transit Development Plan to its website at [www.masontransit.org](http://www.masontransit.org) on June 19, 2024.

**Notice Published in Local Paper:** The Shelton Journal published a notice of the hearing on the Transit Development Plan on June XX, 2024.

**Requests for Paper or Digital Copies:** MTA allowed the public to request a paper or digital copy of the Transit Development Plan on and after June 19, 2024 by emailing [MTA@masontransit.org](mailto:MTA@masontransit.org). or by calling (360) 426-9434.

**Available to the Public for Review:** MTA allowed the public to view a copy of the draft Transit Development Plan at the Mason Transit Authority Business Office, 790 E Johns Prairie Rd, Shelton, WA 98584 and at the Transit-Community Center, 601 W Franklin Ave, Shelton, WA 98584.

## **Plan Distribution**

On July XX, 2024, Mason Transit Authority distributed the adopted Transit Development Plan to:

- [PTDPlans@wsdot.wa.gov](mailto:PTDPlans@wsdot.wa.gov)
- The agency’s assigned WSDOT Community Liaison.

- The Transportation Improvement Board via:
  - Vaughn Nelson, Finance Manager at [vaughnn@tib.wa.gov](mailto:vaughnn@tib.wa.gov)
  - Chris Workman, Engineering Manager at [chrisw@tib.wa.gov](mailto:chrisw@tib.wa.gov)
- All cities, counties and regional transportation planning organizations within which Mason Transit Authority operates.

## Description of Service Area, Operations and Facilities

### **Service Area**

Mason Transit Authority serves the general public throughout Mason County and provides regional connections with other transits and modes of transportation.

Regional connections with other transit systems occur Monday through Saturday with Intercity Transit, and Grays Harbor Transit in Olympia; Kitsap Transit and the Washington State Ferry system in Bremerton; Grays Harbor Transit in McCleary; and Jefferson Transit at Triton Cove State Park. Regional connection with Squaxin Transit occurs Monday through Friday at the Squaxin Island Tribe Park and Ride Facility near the intersection of SR-101 and SR-108.

The majority of MTA's connecting services are at transfer facilities located near services that allow connections to other ground transportation including Washington State Ferries in Bremerton and Greyhound and Amtrak in Olympia.

Service is available to persons traveling to and from area schools including Olympic College, South Puget Sound Community College, Evergreen State College, and Grays Harbor College by using MTA to transfer to Intercity, Grays Harbor and Kitsap Transit systems at respective transit centers.

Route schedules and maps can be found on MTA's website at <http://www.masontransit.org/>

### **Operations**

*MTA has been steadily increasing service over the past three years as new drivers are hired. MTA's days of operation are Monday – Saturday.*

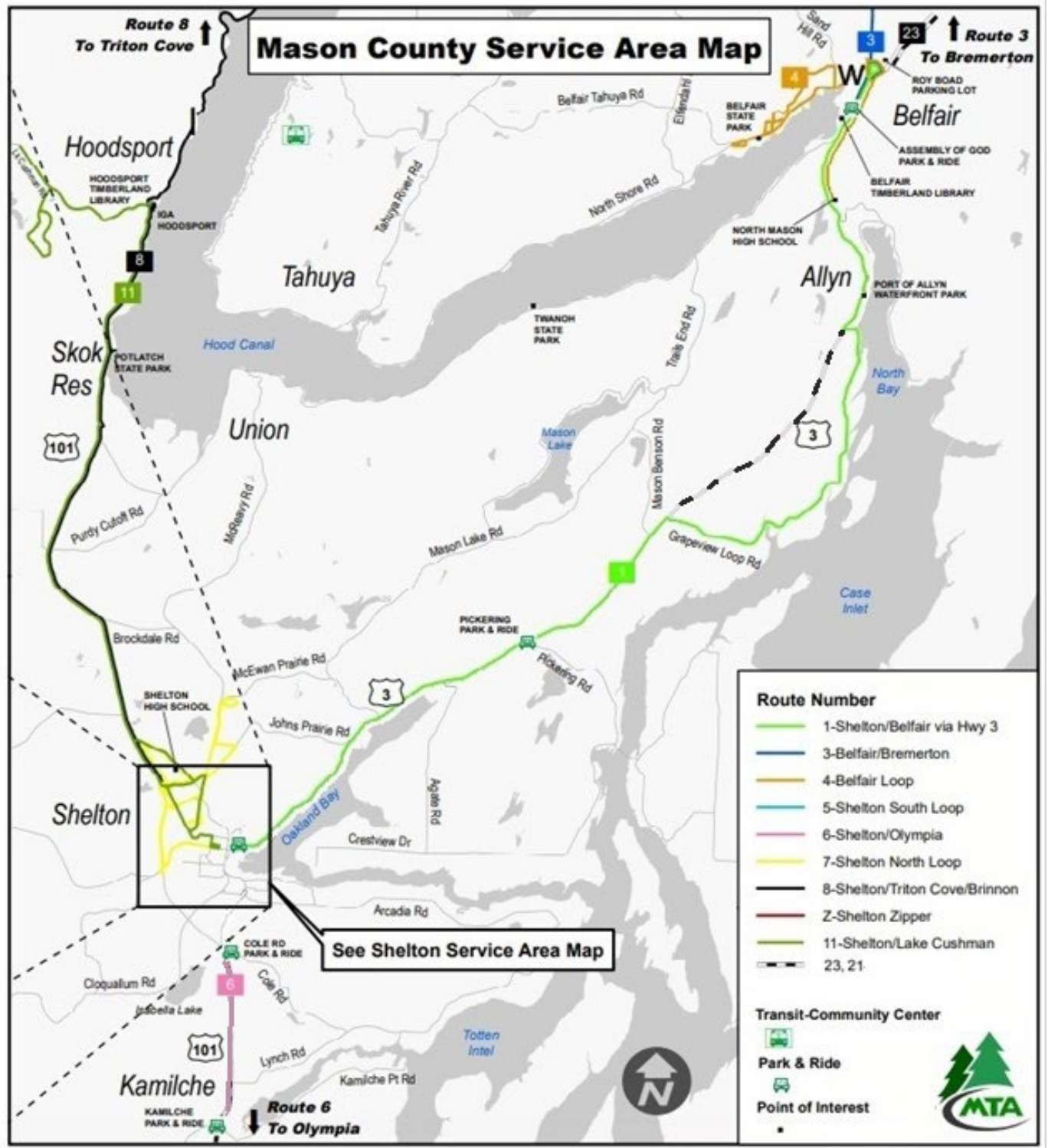
MTA provides services consisting of local and regional deviated fixed routes, Worker/Driver commuter service to Puget Sound Naval Shipyard (PSNS) and public commuter services on high demand regional routes, and Demand Response (general dial-a-ride).

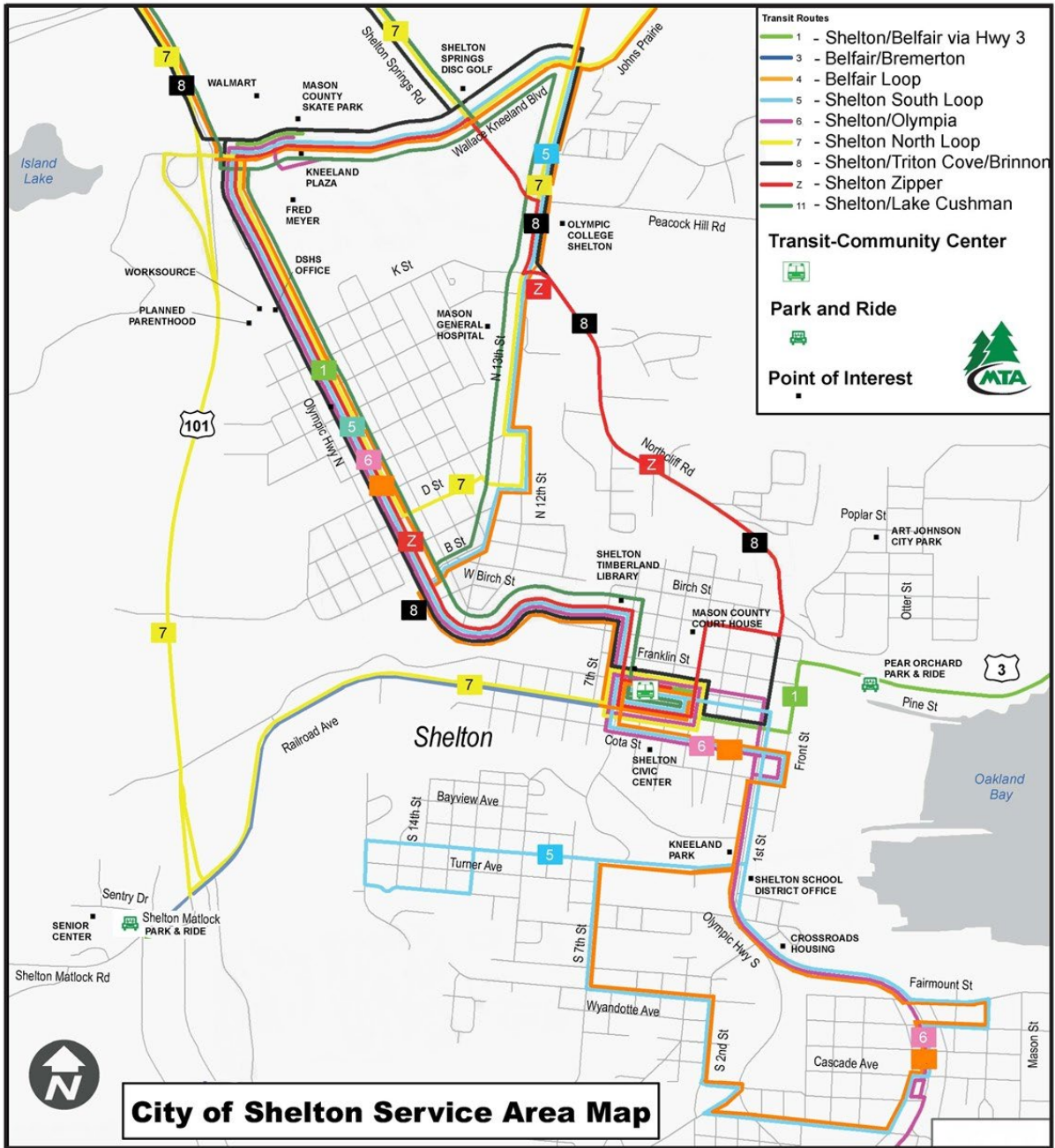
MTA is currently increasing its number of drivers to align with the increase in service being provided. Our current hours of operation of the transportation service are 3:25 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 7:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays, which are listed on MTA's website. MTA operates twelve (12) Fixed Routes on weekdays and seven (7) routes on Saturdays that allow deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible. It also operates in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) weeks prior to the preferred pick-up time but may request a ride at any time if there is availability. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

MTA coordinates all service requests with other local and regional area transportation providers. Squaxin Transit coordinates local service with MTA regional service at Kamilche. MTA partners with local and regional human and social services providers so that the best service possible is provided throughout the region on a regular basis.

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Map 1 – Service Area





**Table 1 – 2024 Fares\***

Fare Type	Adult (19+)	Youth (6-18)	Seniors (65+)
Fixed/DAR	Free	Free	Free
Transportation Incentive Program Pass (PSNS)	\$110/month	Free	\$110/month

\*Fares in the table are reported as of the date of publication. By its adoption of Resolution No. 2022-19, the Mason Transit Authority Board approved a pilot program to suspend fares for all services except the premium Worker/Driver Routes, where only those aged 18 and under ride free, during the period of January 1, 2023 through December 31, 2025.

Those who qualify for a reduced fare due to a disability that plan to use neighboring transit agency systems that do charge a fare are able to apply for a Regional Reduced Fare Permit through MTA. To qualify for reduced fare due to a disability, riders are required to show a Regional Reduced Fare Permit (RRFP) card. RRFP eligibility is based on age, disability or possession of a Medicare card. Personal care attendants ride free when accompanying a person with a RRFP.

Transportation Incentive Program (TIP) passes are available for Worker/Driver routes to and from Puget Sound Naval Shipyard for day shift employees. Routes originate in Belfair and Shelton. Active-duty military personnel with current military ID are not charged fare if ID is shown.

**Facilities**

MTA operations (including CDL training), maintenance, fleet yard, administrative facilities and employee parking are located at 790 E. Johns Prairie Road in Shelton, Washington. All drivers report to this primary base to begin and end their shift.

MTA owns the Transit-Community Center, formerly the Shelton Armory, located at 601 W. Franklin St. in Shelton, Washington. The facility was renovated with additional new construction transforming the original armory built in the 1950s to a modern, ADA accessible Transit-Community Center (T-CC).

In early 2022, MTA completed the construction of a park and ride and facility in Belfair. The lot contains 100 parking stalls and a building consisting of MTA office space, a meeting room, bathrooms, a kitchen, breakroom and future customer service area. The park and ride is located off the roundabout, also constructed by MTA, at 25250 NE SR 3, in Belfair.

**Park and Ride Lots**

MTA supports a network of park and ride facilities that are located throughout Mason County. Approximately 330 parking spaces are provided at five facilities

owned and operated by Washington State Department of Transportation, Mason County, Mason Transit, and the City of Shelton. While MTA manages and provides routine light maintenance to these locations, the agency does not own the properties, except for Belfair.



*MTA's Belfair Park and Ride, 2022.*

## State and Agency Goals, Objectives, and Strategies

From 2024-2029, Mason Transit Authority will focus on the five agency goals in Table 2 below. The table shows how MTA's local priorities align with state goals established in the Washington State Transportation Plan.

Through its mission, Mason Transit Authority strives to provide transportation choices that connect people, jobs and community; increasing the quality of life in Mason County. To that end, MTA's proposed project and action strategies line up with the mission statement and the state's public transportation objectives that are established by the Washington State Legislature through RCW. 47.04.280.

The state’s six policy goals are:

- **Economic Vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** To improve the predictable movement of goods and people throughout Washington State, including congestion relief and improved freight mobility
- **Environment and Health:** To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

**Table 2: 2024 – 2029 Goals, Objectives, and Strategies, and Alignment with State Goals**

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Goal I: Provide a safe and secure transit system for the agency and the public.						
Objective 1.1 - Emphasize safety of MTA riders, citizens and employees in all aspects of MTA operations.						
L&I inspection of T-CC, JP and Belfair facilities.			X		X	
Review WSTIP's Best Practices in the area of safety.			X			
Update Safety Manual and include an emergency safety plan.			X	X		X
Replace vehicles to comply with State of Good Repair goals.		X	X			X
Objective 1.2 - Ensure training for a safe and secure experience for all and to eliminate preventable accidents.						

Quarterly Driver training and refresher training as required.		X	X			
Ensure L&I safety compliance through training.			X			
Objective 1.3 - Proactive approach to safety throughout the agency to increase and improve security throughout the service area.						
Change from flag stops to fixed stops in urban area of Shelton.			X	X		X
Objective 1.4 - Enforce transit rules and establish consistency of service to riders in a safe, accessible manner.						
Adjust for any mandates as needed.			X	X		X
<b>Goal 2: Effective Transportation Services</b>						
Objective 2.1 - Creating a positive transportation experience within all modes of MTA services that is reliable, accessible, equitable, safe, secure and comfortable for all users.						
Continue to adjust where needed to improve service as community needs change		X				X
Continue to provide timely, accurate, and clear service updates to the public.			X	X		
Objective 2.2 - Establish a culture of customer service and deliver services that are responsive to community needs.						
Benchmark route performance and discontinue or adjust low performing routes.						X
Objective 2.3 - Strive to look for ways to improve service through a variety of tools including outreach, community meetings, service review and passenger amenities.						
Review Dial-a-Ride services and hours to ensure efficiency and availability of resources.				X		X
Conduct outreach for all service changes.	X					X
Improve passenger amenities by providing apps and on-line scheduling and bus stop amenities.			X	X		X
Objective 2.4 - Seek new opportunities to enhance the riders' experience through better route planning and additional services when feasible.						
Seek pilot route opportunities to reach more riders.	X					X
Explore on-demand service in Shelton and Belfair.	X	X		X		X
Hoodspout and Allyn Transit park and ride planning.	X			X		
<b>Goal 3: Financial Stewardship</b>						
Objective 3.1 - Operate an efficient, cost-effective system.						
Continually review funding opportunities to leverage local resources.						X

Continue to plan for future capital needs and cost escalations by maintaining a reserve.						
Review internal policies and practices continually to ensure resources are used responsibly.	X	X				X
Objective 3.2 - Maintain internal controls and compliance over public resources.						
Plan for GASB changes.						X
Continue to support staff training in their field to maintain compliance with required regulations.						X
Continued work in public records management.						X
<b>Goal 4: Community Partnerships and Transportation Choices.</b>						
Objective 4.1 - Cultivate partnerships throughout the community.						
Participate in outside committees, regional planning organizations and boards.	X					X
Continue to work with PR firm to promote MTA services to the community.	X					X
Continue to coordinate with local jurisdictions on planning and construction projects.	X	X	X			X
Participate in community events and partnerships that promote MTA services to the community	X			X	X	
Participate in mentorship programs at local schools and colleges.	X					X
Objective 4.2 - Provide transportation choices and support travel that uses less energy, produces fewer pollutants and reduces greenhouse gases in the region.						
Develop a fleet transition plan to prepare for alternatively fueled vehicles.	X	X			X	X
Support efforts to mitigate traffic congestion throughout the region.	X		X	X	X	X
Support groups like the PRTPO as well as partnering with other entities to help mitigate traffic. This includes using MTA's park & ride project for transit rider option to single occupant travel.	X		X	X	X	
<b>Goal 5: Workplace Culture of Excellence</b>						
Objective 5.1 - Provide an atmosphere where employees are valued and respected.						
Enhance meaningful employee recognition.						X
Ensure policies are up-to-date and current through a regular review cycle.						X
Engage employees via quarterly group meetings with management						x

Objective 5.2 - Develop and empower employees.						
Promote skills and job knowledge through webinars, conferences and training.		X	X			X
Objective 5.3- Be an employer of choice in Mason County.						
Continue the Employee Engagement Committee for seeking opportunities to improve the work environment.		X				X
Continue to use Paylocity to communicate agency-wide announcements.						X
Board participation through designated committees.	X					X
Continue to provide opportunities for staff participation through designated committees.	X					X

## Local Performance Measures and Targets

MTA uses various tools to measure performance by looking for key issues and opportunities that may impact the goals of the Agency. Performance indicators may relate to such things as funding, demographic changes, ridership decline or employee shortage. Measuring performance allows the agency leadership team to look for ways to minimize the impact of shortfalls and strategize ways to meet the strategic goals and objectives.

The Transit Asset Management plan is used as a method to maintain and guide decisions on the Agency’s assets, most importantly, rolling stock.

**Table 3: 2024 – 2029 Performance Measurements and Targets**

Performance Measure	Target
Technology Amenities	Provide apps and icons on the MTA website for customers to schedule
Passenger Amenities	Install lighting in all shelters. Finalize bus stop improvement plan and install fixed stops in City of Shelton.
Collisions	Collisions per 100,000 revenue miles less than or equal to 1.
Alternative Fuels	Convert 10% of fleet to a green, environmentally friendly alternative by 2025.
Transit Productivity	Benchmark of 8 passengers per service hour; 39,000 rides per month.
Vehicle State of Good Repair	Maintain 80% of the rolling stock within a state of good repair.
Service Hours	To maintain levels of service hours at 1,300 per week at a minimum.

## Plan Consistency

Mason Transit Authority is a voting member of the Peninsula Regional Transportation Planning Organization (PRTPO) and participates in the planning of regional projects, policies and program decisions. Information regarding MTA is submitted to the PRTPO's Coordinated Public Transit-Human Services Transportation Plan to align with the region's goals. Projects are submitted to the Regional Transportation Improvement Program for inclusion in the State Transportation Improvement Program.

Within Mason County, the Mason County Comprehensive Plan is used to coordinate consistency. MTA participates in the planning process and submits information to the Plan as required. Staff remain engaged with planning staff and local committees to maintain coordination.

Throughout the region, MTA coordinates with other connecting transit agencies in Jefferson, Kitsap, Grays Harbor and Thurston counties, as well as efforts to align with the ferry systems, Amtrak and Greyhound.

MTA continues its own strategic planning process by identifying goals, objectives and work plans. Annually, the work plan is reviewed to develop projects adhering to local, state and federal guidelines, implementing effective/efficient service planning changes, fleet replacement standards, facility upgrade and modernization planning and implementation, policy development and modification, and procedural standards.

MTA incorporates the Transportation System Policy Goals throughout all strategies. These goals as addressed in RCW 47.04.280 include preservation, safety, mobility, environment, economic vitality and stewardship.

## Planned Capital Expenses

The following table reflects planned capital expenses for 2024-2029. Details of expenses are outlined in the Multi-Year Financial Plan section. MTA will begin a zero-emission fleet transition plan in 2024 and anticipates incorporating zero emission vehicles into the fleet beginning with the 2025 vehicle replacements. Once the fleet transition plan helps identify future vehicle needs, MTA will begin looking at its administration and operations buildings at John's Prairie to plan for replacement or a

reconfiguration of the space to accommodate potential new fueling or charging of vehicles.

An effort to eliminate flag stops within the city limits of Shelton began in 2021 and continues in 2024. Future bus stop improvements will be further refined as we continue planning with the City to determine appropriate stop amenities according to ridership demand and adjacent road and pedestrian networks.

**Table 4 – Planned Capital Expenses**

Year Received/Expensed	Type	Preservation/Replacement (quantity)	Expansion/Improvement (quantity)
<b>Vehicles</b>			
2024	35' Coaches	3	
2024	Medium Duty Buses	2	
2024	Light-Duty Cutaways	8	3
2024	Alt Fueled Staff Car	1	
2025	ADA Mini-Vans for DAR		3
2026	Light-Duty Alt. Fueled Cutaways	5	
2027	Light-Duty Alt. Fueled Cutaways	10	
2028	35' Alt Fueled Coaches	3	
<b>Equipment</b>			
2024	Charging Station		1
2025	Pressure Washer	1	
2026	IT Equipment	1	
2028	Security Updates	1	1
<b>Facilities and Infrastructure</b>			
2024/25	TCC Customer Service Remodel	1	
2024	Pavement Preservation	1	
2024	Bus Stop Creation/Improvements	15	15
2024	Administration Building Upgrade or Replacement Planning/Design	1	
2025	Allyn Park & Ride		1
2025	Hoodsport Park & ride		1
2025	Alternative Fueling Station (Type TBD)	1	
2025	Pavement Preservation	5	
2025	Bus Stop Creation/Improvements	15	15
2026	Bus Stop Improvements	3	
2026	Administration Building Upgrade or Replacement Construction	1	1
2027	Satellite Maintenance Shop		1
2027	Bus Stop Improvements	3	
2028	Bus Stop Creation/Improvements	3	

## Planned Operating Changes

Table 5 outlines Mason Transit’s planned operating changes for 2024-2029.

**Table 5 – Planned Operating Changes**

Year	Type	Reduction	Expansion/Improvement
2024	Increase Operator FTE's to accommodate operational expansion in 2024.		X
2024	Explore pilot routes that were put on hold during COVID and implement priorities identified in the most recent Comprehensive Service Analysis.		X
2024	Adjust routes to serve new developments.		X
2024	Continue Mobility Management/Travel Training.		X
2024	Conduct Transit Service Analysis to determine new service needs.		X
2025	Adjust service based on analysis.		X
2026	Adjust routes as needed.		X
2027	Continue to add and adjust service as community needs are identified.		X
2028	Continue to add and adjust service as community needs are identified.		X
2029	Continue to add and adjust service as community needs are identified.		X

## Multiyear Financial Plan

### **Capital Improvements:**

- ❖ Future vehicle replacements are expected to be funded at 80% federal or state grants with a 20% match from local sales tax funding. Vehicle costs include the estimated contract price increases as outlined in the State Department of Enterprise Services contract. Vehicle costs beyond 2025 include a 2% per year annual increase to estimate year of expenditure amounts.

- ❖ Feasibility studies are to be conducted for the Fleet Transition Plan, Allyn and Hoodsport park and ride facilities as well as the administration and operations building at John's Prairie, and satellite maintenance facility station in Belfair.

Facility improvements, preservation and expansion that extend the life of the building according to MTA's capitalization standards are expected to be funded by grants with local funds used as match. Building repairs or replacement to such equipment will be funded by reserves and appropriated through the capital budget presented annually.

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## **Table 6 – Capital Improvement Program**

Under development

### **Operating Financial Assumptions through 2029**

- ❖ Local Sales Tax – Sales tax revenues in 2023 were up 2% over 2022. Revenues for 2024 to date are up 4% to date. Years 2024 – 2029 are conservatively projected at a 2% growth rate year over year.
- ❖ Operating and Capital Grants and Formula Funding– Utilization of Sales Tax Equalization dollars (Rural Mobility Formula Funds) for 2023-2025 have been applied to the operating grants to offset match requirements. A conservative estimate of future Sales Tax Equalization funds for 2024-2026 and beyond is applied with a 3% growth rate projected year over year. The Climate Commitment Act led to an additional grant program, Transit Support Grants, and to a significant increase in Paratransit Special Needs formula funding. An initiative to repeal this funding is on the November 2024 ballot and will greatly reduce MTA’s funding from these programs. Operations and Capital projects are presented assuming these funding sources are no longer available.
- ❖ Fare Revenue – Fare revenue forecasts have been adjusted to recent ridership trends in the Worker-Driver Program. MTA is partnering with PSNS on a campaign to encourage the use of the Worker Driver program for shipyard workers. Given the recent fare free pilot project for MTA’s other services, the assumption is a zero fare for 2024-2029.
- ❖ Salaries and Benefits – The salary and benefit budget was set to account for capacity for contract negotiations with both Drivers and Maintenance bargaining units. In 2024 MTA continues to strive to expand the number of drivers in 2025 to accommodate a growth in service.

## **Table 7 – Operating Financial Plan**

Under development

## Projects of Regional Significance

Mason Transit Authority completed its project of regional significance in 2022 with the construction of a series of park and rides throughout Mason County. The next significant work for MTA will begin with movement toward low and no emission vehicles in its fleet. MTA will be developing a Fleet Transition Plan that will evaluate the current available zero emission and clean fuel technology, estimate MTA's carbon reduction over time, create a resiliency plan, identify infrastructure requirements, utility and fueling needs, coordination with other entities, funding strategies and partnerships, and workforce training needs to begin incorporating zero emission vehicles into the fleet. The plan will be a first step in moving toward cleaner alternatives at MTA and our rural region. Once that plan is complete and infrastructure needs for those alternative fuels is identified, planning on the re-development of the MTA John's Prairie Base will begin. Re-development will include accommodations for expanded alternatively fueled fleet, administrative building that is ADA compliant and allows for room to accommodate MTAs future growth.

## Agency History, Organizational Structure, and Outreach Coordination

Mason County Public Transportation Benefit Area, doing business as Mason Transit Authority (MTA), is a Public Transportation Benefit Area (PTBA), authorized in Chapter 36.57A RCW. Located in Mason County, Washington, the Mason County voters approved the PTBA in November 1991 and began public transportation service in December 1992. The service area includes all of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the

elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

**Board of Directors:**

The Mason County Public Transportation Benefit Authority Board of Directors is composed of ten members as follows:

- Three (3) elected members representing Mason County Commissioners;
- One (1) elected member representing the City of Shelton Council;
- Five (5) members who shall be elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. The recommendation was approved by Mason County and the City of Shelton pursuant to Resolutions Nos. 71-17 and 1112-1217, respectively; and on October 25, 2021, approved by motion to keep the Board structure the same and to make no changes to the composition of the Mason Transit Authority Board.
- In accordance with revisions made to RCW 36.57A.050, there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees.

Mason County Public Transportation Benefit Authority (MTA) Board Members at time of publication are:

- Eric Onisko, Mayor and City of Shelton Council (Chair)
- John Sheridan, Port of Allyn (Vice Chair)
- Randy Neatherlin, Mason County Commissioner
- Kevin Shutty, Mason County Commissioner
- Sharon Trask, Mason County Commissioner
- Ryan Spurling, Mason County Sheriff
- Wes Martin, Grapeview School District
- Cyndy Brehmeyer, Mary M. Knight School District
- Richard Lee, Pioneer School District No. 402
- Zachary Collins, Bargaining Unit Representative (non-voting)

**Citizen Adviser to the Board:**

Effective January 1, 2019, there may be one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board. The citizen adviser to the Board shall serve for a period of one year (unless extended by motion by the Authority Board).

At the time of publication of the Transit Development Plan, the position of the Citizen Adviser to the Board was filled by:

- John Piety

**Public Outreach:**

MTA staff is committed to public engagement and transparency through robust public interaction that informs, involves, and empowers people and communities. Staff participate in several opportunities to promote and educate citizens through the following methods:

- Public meetings
- Media – outreach
- Radio spots
- Community events and meetings
- Presentations
- Website improvements
- Social Media

The public outreach program includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engaging riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seeking opportunities to increase ridership amongst riders of choice.
- Visiting businesses to discover ways to assist their employees with transportation, either by using fixed-route or Dial-a-Ride.
- Promoting positive public image in the community and build relationships throughout.
- Public Hearings for service changes, Transit Development Plan (TDP), fare changes, and other topics that impact citizens.

There are comment cards on MTA vehicles to be filled out and submitted as a method to communicate compliments, complaints or other information a rider wants staff to be aware. Management or designated staff responds to the individual comment cards as appropriate.

Citizens may contact MTA through customer service or to an individual by the following methods:

Email: [mta@masontransit.org](mailto:mta@masontransit.org)

Phone: 360-427-5033 or 360-426-9434 or 800-374-3747

TTY/TTD: 711 or 800-833-6388

Website: [www.masontransit.org](http://www.masontransit.org)

Individual staff members may be contacted through using the website or phone to locate email addresses or phone extensions.

For ADA needs, citizens may use the website or call customer service for assistance.

## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Report – Item 8A. – *Informational*  
**Subject:** Financial Reports – May 2024  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** June 18, 2023

### **Summary for Informational Purposes:**

Included are the updated May 2024 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for March 2024 (received May 31, 2024) was \$640,405, 1% below the 2024 budgeted amount, and 4% more than March 2023.

#### *Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses will be 41.7% (5/12) of the budget through the end of the year. Total YTD Revenue is under budget at 24%. Total YTD Operating Expenses are under budget at 33.3%.

- Passenger fare for (Worker Driver) is currently at 36.2% through the month of May.
- Rental Income is on par with the projections for the month at 34.1%.
- Wages and Benefits under budget at 33.5% slightly under budget projections.
- Other Operating Expenses are over budget at 47.6%. 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 33.1% for the month of May. This percentage may trend higher as the monthly average increases.
- Utilities are slightly under the current budget at 35.9%.

### **Fiscal Impact:**

May fiscal impact reflects total revenues of \$681,894 and operating expenses of \$669,346 for a net gain of \$12,548.

# Mason Transit Authority Statement of Financial Activities

% through the year: 41.7%

June 2024 Board Report

May Statement of Financial Activities	May	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares- Community Van	\$ -	\$ -	\$ 1,500		0.0%
PSNS WorkerDriver	6,820	30,803	85,000		36.2%
Total Operating Revenue (Fares)	6,820	30,803	86,500		35.6%
Sales Tax	573,422	2,930,095	7,645,620	(1)	38.3%
Operating Grants	-	-	5,530,866	(2)	0.0%
Rental Income	13,870	51,982	152,361		34.1%
Investment Income	78,769	242,154	200,000		121.1%
Other Non-operating Revenue	9,013	17,912	26,050	(3)	68.8%
<b>Total Revenue</b>	<b>681,894</b>	<b>3,272,945</b>	<b>13,641,397</b>		<b>24.0%</b>
<b>Expenses</b>					
Wages and Benefits	519,870	2,768,010	8,268,421		33.5%
Contracted Services	16,065	102,779	380,120		27.0%
Fuel	43,336	214,553	647,500	(4)	33.1%
Vehicle/Facility Repair & Maintenance	15,655	123,646	362,200		34.1%
Insurance	24,465	122,326	293,583		41.7%
Intergovernmental - Audit Fees	1,808	31,420	40,000		78.6%
Utilities	16,855	75,294	209,800		35.9%
Supplies & Small Equipment	18,627	121,589	406,150	(5)	29.9%
Training & Meetings	5,179	13,850	62,450		22.2%
Other Operating Expenses	7,486	70,511	148,009	(6)	47.6%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>669,346</b>	<b>3,643,977</b>	<b>10,938,233</b>		<b>33.3%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 12,547</b>	<b>\$ (371,032)</b>	<b>\$ 2,703,164</b>		

## 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 - \$3,456; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income - \$5,851; Insurance Recoveries - \$3,239; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$ 0; Other Non Transportation Revenue - \$5,362; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.25. Average gasoline price per gallon year to date is \$3.46.
(5)	Printing- \$1,854; Cleaning/Sanitation/Safety supplies \$11,672; Office Supplies - \$4,507; Shop Supplies - \$3,364; Small Tools & Equipment - \$2,587; IT Equipment - \$7,453; Communications Equipment - \$0; Operating Supplies - \$1,218; Small Equipment & Furniture - \$1,722; Software - \$86,669; Postage - \$543; Shelter supplies - \$0; Training supplies-\$0; 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 - \$27,502; Merchant/Credit Card fees - \$772; Dues, Memberships, Subscriptions - \$32,309; Unemployment Insurance - \$0; CDL Exams- \$2,738; Rent-CDL Training-\$2,400; Property tax- \$94; Veh. Registration fee- \$1,214; Office Equip Lease -\$393; Small tools repair-\$0; plus Other misc. operating expenses- \$2,288.

# Mason Transit Authority Cash and Investments

June 2024 Board Report

## Cash Balances

	4/30/2024	5/31/2024	Change
Cash - MC Treasurer	\$ 4,527,836.27	\$ 4,468,757.33	\$ (59,078.94)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 181,417.25	\$ 180,995.15	(422.10)
Petty Cash/Cash Drawers	-	-	-
<b>TOTAL</b>	<b>\$ 22,459,253.52</b>	<b>\$ 22,399,752.48</b>	<b>\$ (59,501.04)</b>

## Cash Encumbrances

Grant Related:

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

Reserves:

Total Grant Match	474,275.87
General Leave Liability (Vacation/Sick)	259,179.63
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 <sup>1</sup>	10,360,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
<b>Total Encumbered</b>	<b>\$ 17,643,455.50</b>

Total of Cash	\$ 22,399,752.48
Less Encumbrances	17,643,455.50
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>4,756,296.98</b>

Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,643,455.50
<b>Undesignated Cash Reserves</b>	<b>\$ 106,544.50</b>

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

**Mason Transit Authority 2024 Capital Budget**

June 2024 Board Report  
As of May 31, 2024


Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Cost to Date	Purpose
Belfair Sewer Connection	17,000		17,000		13,176	13,176	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		5,535	5,535	Migrating away from Mitel system to a cloud based system.
TCC Badge Access Door Locks	10,000		10,000		6,917	6,917	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		108,484	108,484	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		54,155	54,155	Recently replaced one failed system and second system is in need of replacement.
Fuel Communication System	60,000		60,000		44,287	44,287	Veder Root system we have is no longer supported. Fuel Master Card Reader, software and training.
Propane Conversion Kits	112,000		112,000		41,664	41,664	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.
<b>Total Misc Capital Projects</b>	<b>1,895,000</b>	<b>175,000</b>	<b>1,720,000</b>	<b>-</b>	<b>294,652</b>	<b>294,652</b>	
10 Cutaways	1,741,945	1,741,945			1,633,750	1,633,750	State Paratransit Special Needs Funded. 6 Cutaways purchased in April 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.
<b>Total Vehicle Replacements</b>	<b>\$ 6,846,233</b>	<b>\$ 6,846,233</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,606,982</b>	<b>\$ 4,606,982</b>	
<b>Proposed 2024 Capital Projects</b>	<b>\$ 8,741,233</b>	<b>\$ 7,021,233</b>	<b>\$ 1,720,000</b>	<b>\$ -</b>	<b>\$ 4,901,634</b>	<b>\$ 4,901,634</b>	

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

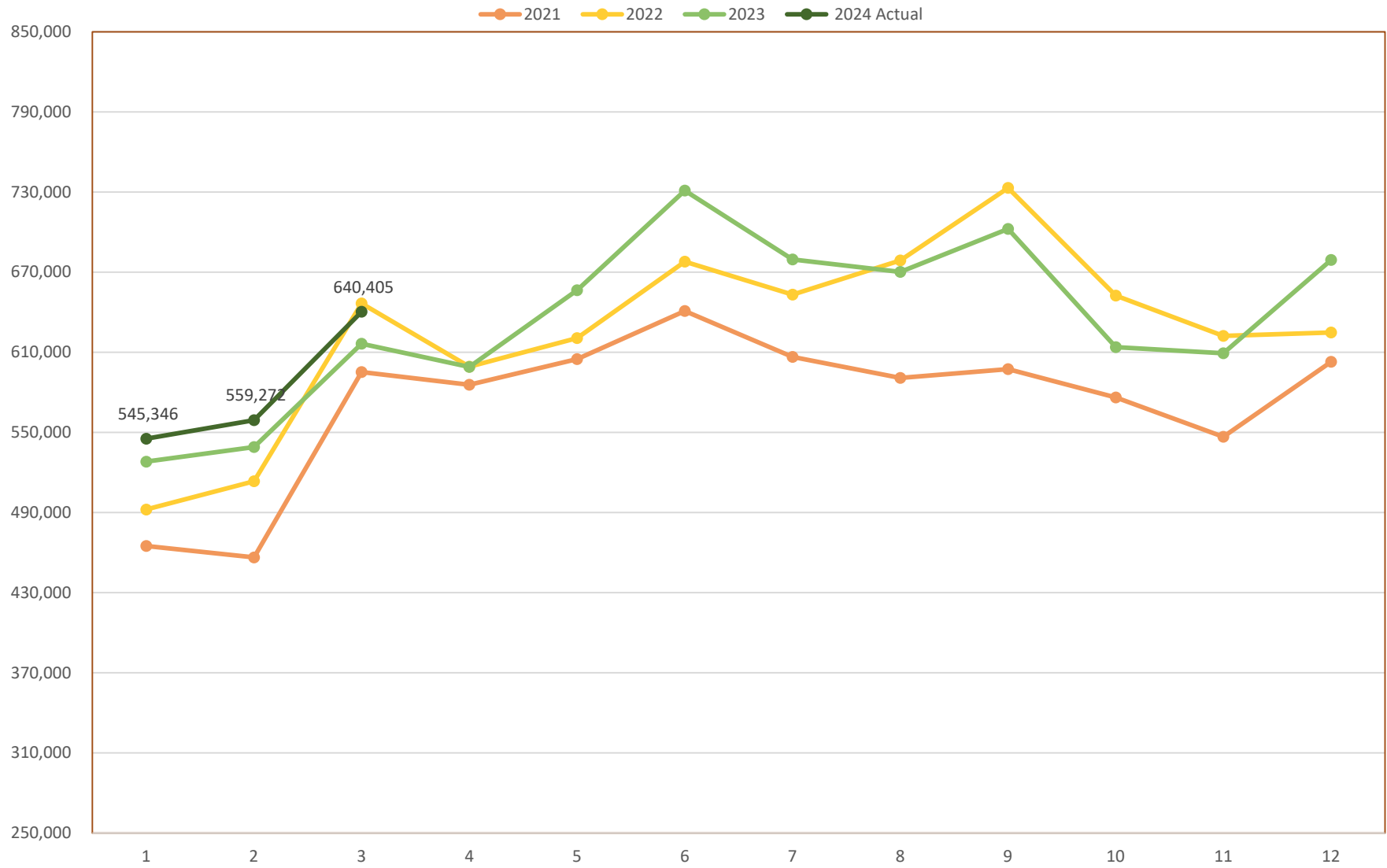
June 2024 Board Report

Sales Tax Collected as of 5/31/2024 for 3/31/2024



	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	559,272	4%	4%	24,079
March	595,307	646,582	616,540	649,878	640,405	-1%	4%	(9,473)
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>1,745,023</u>			
Budget Variance Average - YTD						-3%		(51,698)
							% Change 2023 vs 2024 Actual Average - YTD	4%

# 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:** June 18, 2024

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 18, 2024

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 18, 2024

## GENERAL MANAGER'S REPORT

### **External Activities:**

- Attended Washington State Transit Association Board Meeting in Tacoma.
- Attended Mason EDC Administrators meeting.
- Attended Peninsula Regional Transportation Planning Organization TAC meeting.
- Attended Mason Economic Development Council Board Meeting.

### **Internal Activities:**

- Provided Washington State Transit Insurance Pool a tour of MTA facilities for property insurance assessments.
- Interviewed Finance Assistance candidates.
- Video archive management with Tracy.
- Grant budgeting for Transit Development Plan update.
- We are still working with the State Auditor on our 2022 and 2023 audits. We have found some items that may come up as findings and we are working internally to develop a response and plan for future purchasing processes.
- We hired a full-time Finance Manager, Lissa McClanahan. We are happy to have her on the team! She and Paul are working together on inventory processes and importing data from our old maintenance software system to the new version.
- We also hired a new Finance Assistant, Lane Rogers, that started Friday, June 12<sup>th</sup>. She will be assisting Lissa with accounts payable processes and other finance tasks.

## TEAM UPDATES

### **MAINTENANCE/FACILITIES – Paul Bolte**

#### **Outreach and meetings:**

- Attended in-house Alignment training.
- Traveled to Gillig to do final inspections on bus order.
- Worked with WSP on k9 training at JP base.

#### **Facilities and Fleet Projects/Purchases/Maintenance**

- Working on spring and summer projects.
- Getting new Alarm systems in Belfair and JP base.

#### **T-CC Events/Maintenance**

- **Gym:** Pickleball sessions numbered 430 participants this May.
- **Kitchen:** The kitchen user total in May was 63 people.
- **Conference Room:** The MTA monthly board meeting welcomed 10 members this month.

### **OPERATIONS – Jason Rowe**

- **Ridership Numbers:** We saw a slight increase from last month's ridership numbers. When comparing May 2023 to May 2024 we see an increase of 23%!

- **New Driver Class:** Our new driver class is behind the wheel training and some of them are on their own already!
- **Special Transportation:** This month we did a tour for the Mason County Parks and Trails Advisory Group and a Day of Champions Special for the School District.
- **Outreach:** Some of the highlights for our Outreach this month was that we conducted some travel training for the Mason County Court Therapeutic Department as well as for a resident in North Mason. We are working with Simpson Door Company in McCleary to see if we can utilize our new pilot route to help with some of their employee transportation. We also attended a CDL hiring event in Grays Harbor.

**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:** June 18, 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.

May ridership slightly increased over what we saw in April. This is partly attributed to special transportation requests that helped to supplement our ridership for this month.

Our biggest obstacle moving forward will be to try to offset the loss we are anticipating once school is out for the summer. We have more special transportation events scheduled though the summer that should help the impact of those daily riders.

# Ridership Data May 2024

