



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, September 17, 2024 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/98930674323?pwd=WuMVoQwLTyIPh4tYAKqzefhYVDkaLa.1>

To join by phone: (253) 215-8782

Meeting ID: 989 3067 4323

(Password) 716212

In person attendance:

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

1. **CALL TO ORDER** Chair
2. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
3. **PUBLIC COMMENT – *Limit of three (3) minutes per person*** Chair
Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.
The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.
4. **APPROVAL OF AGENDA – ACTION** Chair
5. **CONSENT AGENDA – ACTION** Chair
 - A. Pg. 03: July 16, 2024 Regular Board meeting minutes
 - B. Pg. 07: Check Approval: July 1-31 and August 1-31
6. **ACTION ITEMS:**
New Business:
 - A. Pg. 21: Actionable: Request for Approval of Additional FTE Amy
7. **STAFF AND INFORMATIONAL REPORTS**
 - A. Pg. 22: Financial Reports – July and August , 2024
 - B. Pg. 32: Management Reports
 - C. Pg. 36: Operational Statistics

- D. Pg. 38: Conference Report from Citizen Advisor John Piety
- E. Pg. 40: Service Survey
- 8. COMMENTS BY BOARD
- 9. UPCOMING MTA BOARD MEETING:
 - Mason Transit Authority**
 - Regular Meeting**
 - October 15, 2024 at 1:00 PM**
 - MTA Belfair Park & Ride Conference Room
 - 25250 NE SR3
 - Belfair
- 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
July 16, 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: Board members Eric Onisko, Chair; John Sheridan, Vice Chair; Randy Neatherlin, Richard Lee, Wes Martin, Kevin Shutty, Ryan Spurling and Sharon Trask. *Quorum met.*

Authority Voting Board Members Present via Zoom: [None]

Authority Voting Board Members Not Present: Cyndy Brehmeyer.

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: Lissa McLanahan

3. PUBLIC COMMENT – No member of the public attended the meeting in person. [None present in the room or on-line.]

4. APPROVAL OF AGENDA

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

5. CONSENT AGENDA

Moved to approve Consent Agenda item A as follows and as presented:

A. June 18, 2024 MTA regular Board meeting minutes.

- B. Payments of June 5, 2024 through June 24, 2024 financial obligations on checks #38750 through #38819, as presented for a total of \$815,018.96.

Trask/Sheridan. Motion carried.

PUBLIC HEARING

The Chair stated that the Board was moving into the Public Hearing relating to the Transit Development Plan (“TDP”) at 1:01 pm. The Chair described the purpose of the hearing and described the ground rules for giving public testimony.

There were no members of the public attending the public hearing either in person or virtually.

*[Board member Kevin Shutty arrived at 1:02 pm]
[Board member Ryan Spurling arrived at 1:03 pm]*

Ms. Asher indicated that the initial draft of the TDP had been brought to the Board for review at the June Board meeting. Some further information has been placed in this final draft TDP and are reflected in the track changes version contained in the Board packet. Ms. Asher described the capital portion of the TDP Plan that is required to be submitted annually. She indicated that the more recent focus has been on replacing vehicles, expanding service and driver recruitment. She also indicated that MTA continues to recruit as more retirements may be coming in the next year.

In preparation of the TDP, she assumed the fare free policy will continue without change.

Board member Neatherlin asked about service in North Mason County. Ms. Asher and Jason Rowe, Operations Manager, discussed the current routes serving that area of the county and the growth of ridership of the Route 4 at 133 riders during March last year to today in the range of 800 to 1,000 riders.

The Board Chair closed the public hearing at 1:11 p.m.

RESUME OPEN SESSION. The Chair stated that the meeting was moving back into open session and announced the time to be 1:11 pm.

6. ACTION ITEMS

Unfinished Business

A. Final Proposed Transit Development Plan (TDP). Following the public hearing, it was **moved** that the Mason Transit Authority Board approve the 2024-2029 Transit

Development Plan for submission to the Washington State Department of Transportation by September 1, 2024. **Neatherlin/Sheridan. Motion carried.**

New Business

A. Request for Approval of Capital Budget Adjustment. Ms. Asher requested an adjustment to the 2024 Capital Budget for the purchase of a cutaway and an alternatively fueled staff vehicle. Last month, Ms. Asher shared that the capital budget adjustment would be made in July. She shared that the vehicle purchases were made when MTA staff learned that if MTA were to wait until 2025, there would be a cost escalation effective in June, 2024. She further indicated that the vehicles would be paid for entirely by State Grant Funds from the Rural Mobility Grant Program and Transit Support Grant program. **Moved** that the Mason Transit Authority Board amend the 2024 Capital Budget by \$211,906 for the purchase of a cutaway bus and a staff vehicle in 2024 instead of 2025. **Sheridan/Martin. Motion carried.**

7. STAFF AND INFORMATION REPORTS:

A. Management Reports.

• General Manager.

- Ms. Asher shared that the sales tax received was over estimated budgeted amounts.
- United Way will be moving out of the space at JP. The space being vacated by United Way may not be filled due to the confidential nature of the current tenant.
- Fuel is slightly under budget and propane fuel is currently \$1.90/gal.

• Finance.

- Ms. Asher indicated that she and Finance Manager, Lissa McClanahan are still working with the SAO. They recently received a large request from the SAO regarding the several different park and ride projects. The SAO is asking for it to be presented differently.
- Ms. Asher is anticipating a 5% increase in property insurance coverage as well as another increase in 2026 in connection with the new Belfair building.

- Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, stated that the 12 vehicles approved for surplus are moving out of the yard. Northwest Bus has picked up most and two are going to Centralia College for the mechanic's program. He also stated a park & ride is being paved and an older Gillig is having its engine replaced.

- Operations.** Jason Rowe, Operations Manager, spoke on the ridership information provided in his report, including that the increased youth ridership on the Route 6, indicating that youth are using the transportation in the summer months and not just during the school year. He also indicated that MTA will be represented at the Bite of Mason on July 19 and Allyn Days this weekend.

8. COMMENTS BY BOARD:

- Board member Trask asked about the number of cameras on a bus. Ms. Asher indicated that the coaches have 9-10 cameras of which some are inside the vehicle and others outside, similarly the smaller (DAR) buses have 6.

9. UPCOMING MEETING

**Mason Transit Authority
Regular Meeting
September 17, 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.

10. ADJOURNED: 1:38 PM

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 5B – *Actionable*
Subject: Check Approval (July)
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: September 17, 2024

Summary for Discussion Purposes:

Disbursements:

- Gillig, LLC
 - Check #38874 - \$2,137,889.02 – New Busses.

July Fuel Prices: Diesel \$3.12, Unleaded \$3.29, Propane \$1.95

General Manager Travel Expenditures:

Check Disbursement Fiscal Impact:

\$3,042,694.83

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of July 1, 2024, through July 31, 2024, financial obligations on checks #38820 through #38924 as presented for a total of \$3,042,694.



Mason Transit Authority
September 17, 2024, Disbursement Approval

The following checks for the period of July 1, 2024, through July 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	38820-38924	\$3,042,694.83

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 7/3/2024	38820	\$213,729.83
Payroll & DRS – 7/16/2024	38897	\$211,220.32
Employee Benefit Trust – 7/26/2024	38921	\$106,306.60
Gillig – 7/17/2024	38874	\$2,137,889.02

Signed by: _____
 Submitted by: Lissa McClanahan Date: 9/16/2024
 Lissa McClanahan, Finance Manager

Approved by: Amy Asher Date: 9/13/24
 Amy Asher, General Manager

Mason Transit Authority Check Register
 September 2024 Board Report

Activity From 7/1/2024 Through 7/31/2024

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transactio</u>
7/3/2024	38820	Mason Transit Authority - ACH Account	213,729.83
7/10/2024	38821	Abila	3,634.04
7/10/2024	38822	World Kinect Energy Services	1,009.59
7/10/2024	38823	Berg Marketing Group	3,500.00
7/10/2024	38824	Blue Star Gas	701.23
7/10/2024	38825	City of Shelton	1,708.80
7/10/2024	38826	Cascade Natural Gas	3,032.26
7/10/2024	38827	Comcast	271.60
7/10/2024	38828	CottageTek Wireless Data Solutions	1,252.18
7/10/2024	38829	Cummins Northwest, LLC	2,580.99
7/10/2024	38830	Dobbs Peterbilt - Rochester	192.30
7/10/2024	38831	Economic Development Council	1,000.00
7/10/2024	38832	FireTek	2,715.49
7/10/2024	38833	Northwest Cascade Inc. DBA FloHawks	224.80
7/10/2024	38834	Gillig, LLC	1,241.50
7/10/2024	38835	GORDON TRUCK CENTERS, INC.	564.87
7/10/2024	38836	Health Care Center	175.00
7/10/2024	38837	Hood Canal Communications	1,939.16
7/10/2024	38838	District 160	3,293.75
7/10/2024	38839	Mason County Garbage, Inc.	663.71
7/10/2024	38840	Mason County PUD #3	4,408.63
7/10/2024	38841	Purcor	137.63
7/10/2024	38842	MOHAWK MFG. & SUPPLY	705.12
7/10/2024	38843	Mountain Mist Water	501.86
7/10/2024	38844	ODP Business Solutions, LLC	282.81
7/10/2024	38845	O'Reilly Auto Parts	200.95
7/10/2024	38846	Builders FirstSource	97.79
7/10/2024	38847	Ricoh USA, Inc	132.25
7/10/2024	38848	RingCentral, Inc.	2,666.57
7/10/2024	38849	Romaine Electric	2,379.04
7/10/2024	38850	Right! Systems, Inc.	4,322.28
7/10/2024	38851	The Shoppers Weekly	1,380.62
7/10/2024	38852	Signs of Seattle	678.13
7/10/2024	38853	Spike's Hydraulics	9.41
7/10/2024	38854	Staples Business Advantage	1,015.04
7/10/2024	38855	TK Elevator Corporation	784.15
7/10/2024	38856	Total Battery & Automotive Supply	141.00

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

7/10/2024	38857	Tozier Brothers, Inc.	346.50
7/10/2024	38858	UniFirst	682.34
7/10/2024	38859	UniteGPS, LLC	4,600.00
7/10/2024	38860	U.S. Bank	8,825.25
7/10/2024	38861	US Transmissions, Inc.	452.10
7/10/2024	38862	Voyager Fleet Systems, Inc.	144.00
7/10/2024	38863		0.00
7/10/2024	38864	Westbay Auto Parts	592.50
7/10/2024	38865	Whisler Communications	4,356.00
7/10/2024	38866	Washington State Transit Association	275.00
7/16/2024	38897	Mason Transit Authority - ACH Account	211,220.32
7/17/2024	38867	AIG Retirement DBA Corebridge Financial	2,259.25
7/17/2024	38868	World Kinect Energy Services	2,067.57
7/17/2024	38869	American Tire Distributors	42.05
7/17/2024	38870	Belfair Water District #1	297.23
7/17/2024	38871	Brady Trucking Co., Inc.	200.45
7/17/2024	38872	Cascade Natural Gas	2,947.17
7/17/2024	38873	Dobbs Peterbilt - Rochester	118.85
7/17/2024	38874	Gillig, LLC	2,137,889.02
7/17/2024	38875	Robert W. Johnson, PLLC	1,600.00
7/17/2024	38876	Kaiser Foundation Health Plan of Washington	276.00
7/17/2024	38877	Mason County Garbage, Inc.	1,047.94
7/17/2024	38878	Mason County PUD #3	1,442.44
7/17/2024	38879	Mountain Mist Water	93.80
7/17/2024	38880	Olympic Lock & Key	65.28
7/17/2024	38881	PetroCard, Inc.	26,051.19
7/17/2024	38882	Builders FirstSource	49.41
7/17/2024	38883	Reliable Electric, Inc.	1,901.06
7/17/2024	38884	Right! Systems, Inc.	543.26
7/17/2024	38885	State Auditor's Office - WA	1,669.20
7/17/2024	38886	Staples Business Advantage	108.39
7/17/2024	38887	Total Battery & Automotive Supply	14.03
7/17/2024	38888	Tozier Brothers, Inc.	43.39
7/17/2024	38889	UniFirst	345.72
7/17/2024	38890	United Way of Mason County	50.00
7/17/2024	38891	UniteGPS, LLC	1,862.00
7/17/2024	38892	Verizon Wireless	1,534.93
<u>7/17/2024</u>	<u>38893</u>	<u>Spoilage</u>	<u>0.00</u>
7/17/2024	38894	Westbay Auto Parts	1,501.19
7/17/2024	38895	AWorkSAFE Service, Inc.	1,591.08
7/17/2024	38896	Washington State Transit Association	1,150.00
7/26/2024	38898	Advance Glass	271.50

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

7/26/2024	38899	Aflac	546.28
7/26/2024	38900	AIG Retirement DBA Corebridge Financial	2,309.25
7/26/2024	38901	Blue Star Gas	802.31
7/26/2024	38902	Cummins Northwest, LLC	25,572.68
7/26/2024	38903	Dept. of Labor & Industries - Right to Know	142.50
7/26/2024	38904	Dobbs Peterbilt - Rochester	167.61
7/26/2024	38905	Gillig, LLC	2,522.60
7/26/2024	38906	GORDON TRUCK CENTERS, INC.	207.84
7/26/2024	38907	Health Care Center	350.00
7/26/2024	38908	Kitsap Transit	1,449.11
7/26/2024	38909	LegalShield	126.50
7/26/2024	38910	Mason County PUD #3	3,333.09
7/26/2024	38911	Purcor	300.84
7/26/2024	38912	ODP Business Solutions, LLC	121.45
7/26/2024	38913	O'Reilly Auto Parts	25.40
7/26/2024	38914	Ricoh USA, Inc	76.99
7/26/2024	38915	State Auditor's Office - WA	1,669.20
7/26/2024	38916	Mason County Journal	186.00
7/26/2024	38917	Staples Business Advantage	100.34
7/26/2024	38918	Tozier Brothers, Inc.	6.95
7/26/2024	38919	UniFirst	172.86
7/26/2024	38920	United Way of Mason County	50.00
7/26/2024	38921	AWC Employee Benefit Trust	106,309.60
7/26/2024	38922	Westbay Auto Parts	971.43
7/31/2024	38331	Hoodsport Fire & EMS	(200.00)
<u>7/31/2024</u>	<u>38923</u>	<u>Spoilage</u>	<u>0.00</u>
7/31/2024	38924	Mason Transit Authority - ACH Account	211,572.21
		Total 101000 - MC Treasurer Depository	<hr/> 3,042,694.83
Report Total			<hr/> <hr/> 3,042,694.83

Mason Transit Authority Credit Card Activity
September 2024 Board Report

July 2024 Activity		
GL Title	Transaction Description	Expenses
Propane Inventory	Chevron Forklift Propane	65.42
Contract Services	Skybitz Tank Monitoring	17.38
Background Chk	Checkr Background Check for driver	136.97
Postage	Shelton Mail and Shipping - Shipping Part to Cummins	26.22
Facility Repair/Maintenance	Amazon Dessicant Dryer	135.71
Facility Repair/Maintenance	Amazon Furnance Filters	150.62
Facility Repair/Maintenance	Amazon Silica beads	(184.55)
Facility Repair/Maintenance	Amazon Silica Beads	39.06
Facility Repair/Maintenance	Amazon Silica Beads	184.55
Facility Repair/Maintenance	Amazon Toilet seat Grommet Assembly for Driver Mens Room	10.33
Facility Repair/Maintenance	Ferguson Toilet Parts	70.06
Facility Repair/Maintenance	Portacool fan parts	335.99
Facility Repair/Maintenance	WCP Solutions - Janitorial supplies	142.27
Operating Supplies	Fred Myer Bottle water & Band aids for Drivers/TCC	20.66
Operating Supplies	Fred Myer Bottle Water for Drivers	10.87
Operating Supplies	Walmart Fans for Belfair Base	88.06
Office Supplies	Amazon Ink Cartridges	347.62
Shop Supplies	Shop Drum Caddy	73.84
Software Expense	Shop Software Alldata	1,629.00
IT Equipment	Amazon Computer speakers	15.15
IT Equipment	Amazon Desktop Webcam	52.67
Small Tools & Equipment	Tractor Supply Hose whip	18.43
Safety Supplies	Amazon Difibillator Pads	168.62
Small Equipment & Furniture	Haworth Retail Office Chairs 1 Ops	502.82
Small Equipment & Furniture	Hawoth Retail Office Chairs 1 Comm Centre	502.82
Veh License/Registration Fee	DOL License Bus 2714	63.50
Dues, Memberships, Subscriptions	Annual Business License & fee 0.16	5.16
Dues, Memberships, Subscriptions	Annual Membership SHRM Amy	264.00
Dues, Memberships, Subscriptions	Efax monthly bill July	110.13
Conference Registration	2024 Fall Educational Days Tracy	350.00
Training / Seminars	CTAA 2 Pass Recert Courses	60.00
Training / Seminars	CTAA18 Pass Recert Courses	540.00
Training / Seminars	Skillpath Managing HR Training - Virtual	439.08
Advertising/Promotion Media	Advertising Senior Newsletter/Website 1 yr	1,669.00



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

8/2/2024

Manager's Approval: Eric Orisko

Signed by:
1E5D0DF95359413...

Finance Use
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
7/23/24	SHRM	Annual Membership Amy	\$264.00	Y			
7/24/24	Washington State Department of R	Annual Business License and .16 fee	\$5.16	y		509020	
TOTAL			\$ 269.16				

Don't forget to attach original receipts

Signature

Date 8/2/24

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 Board Meeting

Agenda Item: Consent Agenda – Item 5B – *Actionable*
Subject: Check Approval (August)
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: September 17, 2024

Summary for Discussion Purposes:

Disbursements:

- Normal Monthly Operating Expenses

August Fuel Prices: Diesel \$2.51, Unleaded \$3.14, Propane \$1.16

General Manager Travel Expenditures:

- **WSTA Board Meeting & Conference held in Tri Cities - \$838.51**

Check Disbursement Fiscal Impact:

\$655,399.23

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of August 1, 2024, through August 31, 2024, financial obligations on checks #38925 through #39008 as presented for a total of \$655,399.23.

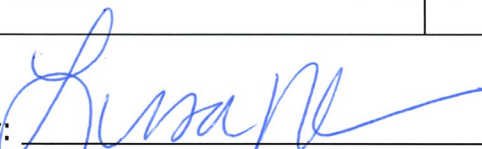


Mason Transit Authority
September 17, 2024, Disbursement Approval


The following checks for the period of August 1, 2024, through August 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	38925-39008	\$655,399.23

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 8/13/2024	38989	\$209,499.00
Payroll & DRS – 8/28/2024	39008	\$215,463.36
Employee Benefit Trust – 8/23/2024	39006	\$106,309.60

Submitted by: 
Lissa McClanahan, Finance Manager

Date: 9.12.2024

Approved by: 
Amy Asher, General Manager

Date: 9/11/2024

Mason Transit Authority Check Register
 September 2024 Board Report

Activity From 8/1/2024 Through 8/31/2024

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transactio</u>
8/6/2024	38925	<i>Spoilage</i>	<i>0.00</i>
8/6/2024	38926	<i>Spoilage</i>	<i>0.00</i>
8/6/2024	38927	<i>Spoilage</i>	<i>0.00</i>
8/6/2024	38928	<i>Spoilage</i>	<i>0.00</i>
8/6/2024	38929	ACE Commercial Tire, LLC	2,430.22
8/6/2024	38930	Advance Glass	597.30
8/6/2024	38931	AIG Retirement DBA Corebridge Financial	2,309.25
8/6/2024	38932	Ecolube Recovery, LLC	267.99
8/6/2024	38933	World Kinect Energy Services	1,381.59
8/6/2024	38934	Blue Star Gas	12,334.59
8/6/2024	38935	City of Shelton	1,692.12
8/6/2024	38936	Comcast	270.11
8/6/2024	38937	Dobbs Peterbilt - Rochester	61.27
8/6/2024	38938	Gillig, LLC	110.28
8/6/2024	38939	Health Care Center	350.00
8/6/2024	38940	Hood Canal Communications	1,939.16
8/6/2024	38941	LastPass US LP	469.15
8/6/2024	38942	Mason County PUD #3	99.70
8/6/2024	38943	Purcor	300.69
8/6/2024	38944	Mountain Mist Water	255.17
8/6/2024	38945	ODP Business Solutions, LLC	262.73
8/6/2024	38946	O'Reilly Auto Parts	18.36
8/6/2024	38947	PetroCard, Inc.	23,361.85
8/6/2024	38948	John Piety	511.44
8/6/2024	38949	Seattle Automotive Distributing	112.67
8/6/2024	38950	The Shoppers Weekly	583.13
8/6/2024	38951	Spike's Hydraulics	838.97
8/6/2024	38952	Staples Business Advantage	717.89
8/6/2024	38953	Tozier Brothers, Inc.	50.78
8/6/2024	38954	UniFirst	345.72
8/6/2024	38955	United Way of Mason County	50.00
8/6/2024	38956	Westbay Auto Parts	63.27
8/6/2024	38957	Whisler Communications	2,079.42
8/6/2024	38958	AWorkSAFE Service, Inc.	95.00
8/15/2024	38959	Abila	892.43
8/15/2024	38960	Aflac	546.28
8/15/2024	38961	World Kinect Energy Services	565.85

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

8/15/2024	38962	Belfair Water District #1	630.89
8/15/2024	38963	Berg Marketing Group	3,500.00
8/15/2024	38964	Brady Trucking Co., Inc.	300.98
8/15/2024	38965	Blue Star Gas	755.19
8/15/2024	38966	Cascade Natural Gas	2,959.07
8/15/2024	38967	Cummins Northwest, LLC	1,672.44
8/15/2024	38968	FireTek	653.04
8/15/2024	38969	District 160	1,607.50
8/15/2024	38970	Robert W. Johnson, PLLC	1,600.00
8/15/2024	38971	Kirk's Automotive, Inc.	807.50
8/15/2024	38972	Kitsap Transit	1,637.28
8/15/2024	38973	Mason County Garbage, Inc.	1,079.11
8/15/2024	38974	Mason County PUD #3	3,153.83
8/15/2024	38975	Noregon Systems, LLC	640.74
8/15/2024	38976	ODP Business Solutions, LLC	69.46
8/15/2024	38977	O'Reilly Auto Parts	397.23
8/15/2024	38978	Pitney Bowes Purchase Power	171.00
8/15/2024	38979	RingCentral, Inc.	1,282.01
8/15/2024	38980	Right! Systems, Inc.	4,322.28
8/15/2024	38981	Seattle Automotive Distributing	23.45
8/15/2024	38982	Staples Business Advantage	89.25
8/15/2024	38983	U.S. Bank	8,393.07
8/15/2024	38984	Verizon Wireless	1,349.09
8/15/2024	38985	Voyager Fleet Systems, Inc.	4.00
8/15/2024	38987	Westbay Auto Parts	511.79
8/15/2024	38988	AWorkSAFE Service, Inc.	1,155.49
8/13/2024	38989	Mason Transit Authority - ACH Account	209,499.00
8/23/2024	38990	AIG Retirement DBA Corebridge Financial	2,309.25
8/23/2024	38991	Bradley Air Company	773.06
8/23/2024	38992	Blue Star Gas	992.82
8/23/2024	38993	Cummins Northwest, LLC	350.78
8/23/2024	38994	LegalShield	126.50
8/23/2024	38995	Mason County PUD #3	75.29
8/23/2024	38996	Purcor	162.93
8/23/2024	38997	Mountain Mist Water	321.34
8/23/2024	38998	O'Reilly Auto Parts	29.79
8/23/2024	38999	PetroCard, Inc.	22,014.01
8/23/2024	39000	Pitney Bowes	196.63
8/23/2024	39001	State Auditor's Office - WA	904.15
8/23/2024	39002	Seattle Automotive Distributing	81.43
8/23/2024	39003	The Shoppers Weekly	666.95
8/23/2024	39004	Tozier Brothers, Inc.	18.09

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

8/23/2024	39005	United Way of Mason County	50.00
8/23/2024	39006	AWC Employee Benefit Trust	106,309.60
8/23/2024	39007	Westbay Auto Parts	324.18
8/28/2024	39008	Mason Transit Authority - ACH Account	215,463.36
		Total 101000 - MC Treasurer Depository	<hr/> 655,399.23
Report Total			<hr/> <hr/> 655,399.23

Mason Transit Authority Credit Card Activity
September 2024 Board Report

August 2024 Activity		
GL Title	Transaction Description	Expenses
Parts Inventory	ABC Parts Compressor	331.61
Parts Inventory	Amazon Led Lights	49.94
Parts Inventory	Amazon Mookerf coax cable and connector	41.46
Facility Repair/Maintenance	Airfilters Delivered Annual Supply HVAC Filter for TCC	1,107.47
Facility Repair/Maintenance	Amazon Alarm horn fuel tanks	140.00
Facility Repair/Maintenance	Amazon Flag Pole Rope	42.79
Facility Repair/Maintenance	Amazon Flags	38.54
Facility Repair/Maintenance	Amazon Manual Flush retrokit for GYM RR Stall #2	32.66
Facility Repair/Maintenance	Amazon Oil Boom absorbment	188.53
Facility Repair/Maintenance	Amazon Silica Beads	39.06
Facility Repair/Maintenance	Lowes Water line Pear P&R	36.05
Facility Repair/Maintenance	Scrubber City Casters	77.75
Facility Repair/Maintenance	Skybiz Tank Monitoring	17.38
Operating Supplies	Fred Myer Bottled Water for Drivers	8.69
Office Supplies	Walmart Binder & Tabs for Abilia Training Manual	27.21
Shop Supplies	Amazon rear view mirror X0046D35S7	36.48
Shop Supplies	Amazon Sartatue Thread Tip Replacement -Repair kit	8.68
Shop Supplies	Amazon Sorbent Pads	100.40
Shop Supplies	Tractor Supply Floor Scruber wheels	65.14
Cleaning/Sanitation Supplies	Amazon Commerical Dishwasher Soap TCC Kitchen	111.05
Cleaning/Sanitation Supplies	Amazon Kleenex	61.50
Cleaning/Sanitation Supplies	Amazon Lint Free Rags	39.19
Cleaning/Sanitation Supplies	Amazon Microfiber Rags for Kitchen	20.68
Cleaning/Sanitation Supplies	Amazon Paper Towels	43.87
Cleaning/Sanitation Supplies	Amazon Pinesol Equivalent for sidewalks	51.09
Cleaning/Sanitation Supplies	Amazon Puffs	11.03
Cleaning/Sanitation Supplies	Amazon reordered as above 1 damaged	22.80
Cleaning/Sanitation Supplies	WCP Solutions Custodial Supplies	115.82
Cleaning/Sanitation Supplies	WCP Solutions Hand Soap	109.14
Cleaning/Sanitation Supplies	WCP Solutions TP	50.55
Cleaning/Sanitation Supplies	WCP Solutions TP	50.56
Safety Training Material & Supply	CTA Pass Driver Training Materials	360.00
Safety Training Material & Supply	HSI CPR/AED/FA Cert Cards(40)	642.93
Safety Training Material & Supply	HSI Online Instructor ReAuthorization	15.00
IT Equipment	Amazon Amy Travel Monitor for laptop	62.75
IT Equipment	Amazon PoE Amplifier for Cameras JP	85.34
Small Equipment & Furniture	Walmart Coffee Pot Keurig K-Duo Essentials	129.59
Dues, Memberships, Subscriptions	Efax Montly Efax bill	110.23
Dues, Memberships, Subscriptions	Network Solutions Yearly Charge for Domain	19.54
Dues, Memberships, Subscriptions	Network Solutions Yearly Charge for Domain	87.05
Dues, Memberships, Subscriptions	SHRM Annual Membership Renewal	264.00
Travel & Meeting Expense MTA	Airport Shuttle Park 2 Parking for WSTA Board Meeting	81.42
Travel & Meeting Expense MTA	Alaska Airlines travel to Tri Cities for WSTA Brd and Conf.	356.20
Travel & Meeting Expense MTA	Eastgate Hotel Lodging for Abila Training	835.31
Travel & Meeting Expense MTA	Hilton Hotel WSTA Conference	534.52
Travel & Meeting Expense MTA	Job Target - Driver Recruitment	349.00
Travel & Meeting Expense MTA	Paypal - Mason EDC - EDC Annual Meeting Ticket	36.02
Travel & Meeting Expense MTA	PayPal - Mason EDC -EDC Annual Meeting Tickets	108.04
Travel & Meeting Expense MTA	Red Lion Hotel Accomodation for John Piety	400.89
Travel & Meeting Expense MTA	Red Lion Hotel Accomodation for Richard Lee	267.26
Travel & Meeting Expense MTA	Silver Cloud Hotel/Transit Procuremt Trg/ inc Prkg \$48 daily	1,321.60
Travel & Meeting Expense MTA	Springhill Suites - WSTA Board & State Conference Hotel	400.89
Training / Seminars	SHRM Work Investigation Training	1,184.00
Training / Seminars	WSTIP Trainer Showcase (Lisa&Bryan)	300.00
Credit Card Fees	Credit Card Interest	164.14

Mason Transit Authority Regular Board Meeting

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

Subject: Additional FTE in Dispatch

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: September 17, 2024

Background:

The 2023 Budget approved by the Board was prepared with the anticipation of remaining an employer of choice in an increasingly competitive labor market and providing support of the MTA Operations team in anticipation of continuing to increase service and ridership.

Pre-Covid, the Dispatch/Scheduling team consisted of seven (7) FTEs. Today there are four (4). The ridership in our Dial-A-Ride program is at its highest in five years and our staff are scheduling and coordinating more rides more frequently. Use of new scheduling technology has helped reduce the need for some of the dispatch/scheduling staff, but there is an increasing need to balance the current and upcoming workloads and provide a longer-term solution than use of supervisory staff to fill in during vacations and long-term absences. This will also reduce the amount of overtime billed to cover the department.

Management is requesting an additional FTE for a Dispatcher/Scheduler in the Operations Department to alleviate the current staffing shortage, provide for better driver communication and coordination and prepare for upcoming service additions and staff leave.

Summary: Approval of one additional FTE in Dispatch.

Fiscal Impact:

The estimated cost for the FTE in salary and benefits would be an estimated \$22,500 increase to the 2024 Annual Budget as approved by the MTA Board on December 19, 2023.

Staff Recommendations:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board amend the 2024 Budget to include the hiring of a new FTE for an additional Dispatcher of the Operations team.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 7A – *Informational*
Subject: Financial Reports – July 2024
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: September 17, 2024

Summary for Informational Purposes:

Included are the updated July 2024 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for May 2024 (received July 31, 2024) was \$671,706, 17% above the 2024 budgeted amount, and 2% more than May 2023.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 58.3% (7/12) of the budget through the end of the year. Total YTD Revenue is under budget at 37.8%. Total YTD Operating Expenses are under budget at 45.8%.

- Passenger fare for (Worker Driver) is currently at 51% through the month of July.
- Rental Income is on par with the projections for the month at 60.9%.
- Wages and Benefits at 46.4% slightly under budget projections.
- Other Operating Expenses are on par with budget at 58.1%. 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 45.2% for the month of July. This percentage may trend higher as the monthly average increases.
- Utilities are slightly under the current budget at 49.2%.

Fiscal Impact:

July fiscal impact reflects total revenues of \$847,076 and operating expenses of \$694,602; for a net gain of \$152,473.

Mason Transit Authority Statement of Financial Activities

% through the year: 58.3%

September 2024 Board Report

July Statement of Financial Activities	July	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 1,500		0.0%
PSNS WorkerDriver	6,380	44,123	85,000		51.9%
Total Operating Revenue (Fares)	6,380	44,123	86,500		51.0%
Sales Tax	688,106	4,450,702	7,645,620	(1)	58.2%
Operating Grants	-	-	5,530,866	(2)	0.0%
Rental Income	13,725	92,838	152,361		60.9%
Investment Income	78,907	481,265	200,000		240.6%
Other Non-operating Revenue	59,958	82,324	26,050	(3)	316.0%
Total Revenue	847,076	5,151,251	13,641,397		37.8%
Expenses					
Wages and Benefits	543,144	3,835,277	8,268,421		46.4%
Contracted Services	16,199	137,787	380,120		36.2%
Fuel	41,094	292,480	647,500	(4)	45.2%
Vehicle/Facility Repair & Maintenance	20,628	147,903	362,200		40.8%
Insurance	24,465	171,257	293,583		58.3%
Intergovernmental - Audit Fees	3,338	38,445	40,000		96.1%
Utilities	12,903	103,123	209,800		49.2%
Supplies & Small Equipment	22,879	175,531	406,150	(5)	43.2%
Training & Meetings	1,830	23,080	62,450		37.0%
Other Operating Expenses	8,122	86,018	148,009	(6)	58.1%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	694,602	5,010,900	10,938,233		45.8%
Net Income (Deficit) from Operations	\$ 152,473	\$ 140,351	\$ 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 - \$4,680; Gain/Loss on Disp. of Asset - \$59,400; Sales Tax Interest Income -\$9,635; 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 \$3.22. Average gasoline price per gallon year to date is \$3.29. Average propane price per gallon year to date is \$1.92.
(5)	Printing- \$3,229; Cleaning/Sanitation/Safety supplies \$13,983; Office Supplies - \$6,443; Shop Supplies - \$4,373; Small Tools & Equipment - \$2,939; IT Equipment - \$9,819; Communications Equipment - \$0; Operating Supplies - \$1,585; Small Equipment & Furniture - \$3,779; Software - \$128,813; Postage - \$569; 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 - \$36,171; Merchant/Credit Card fees - \$1,080; Dues, Memberships, Subscriptions - \$34,837; Unemployment Insurance - \$0; CDL Exams- \$4,914; Rent-CDL Training- \$2,400; Property tax- \$94; Veh. Registration fee- \$1,587; Office Equip Lease -\$393; Small tools repair-\$670; plus Other misc. operating expenses- \$3,722; Investment int - \$150.

Mason Transit Authority Cash and Investments

September 2024 Board Report

Cash Balances

	6/30/2024	7/31/2024	Change
Cash - MC Treasurer	\$ 4,377,478.13	\$ 2,169,277.32	\$ (2,208,200.81)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 254,355.03	\$ 248,142.03	(6,213.00)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 22,381,833.16	\$ 20,167,419.35	\$ (2,214,413.81)

Cash Encumbrances

Reserves:

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 ¹	10,360,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,169,179.63


Total of Cash	\$ 20,167,419.35
Less Encumbrances	17,169,179.63
Undesignated Cash Balance Total (Including Reserves)	2,998,239.72
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,169,179.63
Undesignated Cash Reserves	\$ 580,820.37

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

Mason Transit Authority Sales Tax Receipts

September 2024 Board Report

Sales Tax Collected as of 7/31/2024 for 5/30/2024



	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	619,533	1%	3%	7,883
May	604,875	620,580	656,593	573,422	671,706	17%	2%	98,284
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>3,036,262</u>			
Budget Variance Average - YTD						2%		54,469
% Change 2023 vs 2024 Actual Average - YTD							3%	

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 7A – *Informational*
Subject: Financial Reports – August 2024
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: September 17, 2024

Summary for Informational Purposes:

Included are the updated August 2024 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for June 2024 (received August 31, 2024) was \$724,483, 0% above the 2024 budgeted amount, and 1% less than June 2023.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 66.7% (8/12) of the budget through the end of the year. Total YTD Revenue is under budget at 43.3%. Total YTD Operating Expenses are under budget at 53.9%.

- Passenger fare for (Worker Driver) is currently at 60% through the month of August.
- Rental Income is on par with the projections for the month at 69%.
- Wages and Benefits at 55.4% slightly under budget projections.
- Other Operating Expenses are on par with budget at 62.9%. 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 50.9% for the month of August. This percentage may trend higher as the monthly average increases.
- Utilities are slightly under the current budget at 55.5%.

Fiscal Impact:

August fiscal impact reflects total revenues of \$758,783 and operating expenses of \$888,516; for a net loss of \$129,734.

Mason Transit Authority Statement of Financial Activities

% through the year: 66.7%

September 2024 Board Report

August Statement of Financial Activities	August	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 1,500		0.0%
PSNS WorkerDriver	6,855	50,978	85,000		60.0%
Total Operating Revenue (Fares)	6,855	50,978	86,500		58.9%
Sales Tax	649,878	5,098,729	7,645,620	(1)	66.7%
Operating Grants	-	-	5,530,866	(2)	0.0%
Rental Income	12,220	105,059	152,361		69.0%
Investment Income	81,670	562,935	200,000		281.5%
Other Non-operating Revenue	8,160	92,893	26,050	(3)	356.6%
Total Revenue	758,783	5,910,593	13,641,397		43.3%
Expenses					
Wages and Benefits	748,708	4,583,985	8,268,421		55.4%
Contracted Services	16,397	154,185	380,120		40.6%
Fuel	36,963	329,443	647,500	(4)	50.9%
Vehicle/Facility Repair & Maintenance	13,004	160,907	362,200		44.4%
Insurance	24,465	195,722	293,583		66.7%
Intergovernmental - Audit Fees	904	39,349	40,000		98.4%
Utilities	13,253	116,408	209,800		55.5%
Supplies & Small Equipment	19,921	195,452	406,150	(5)	48.1%
Training & Meetings	7,757	30,837	62,450		49.4%
Other Operating Expenses	7,144	93,162	148,009	(6)	62.9%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	888,516	5,899,449	10,938,233		53.9%
Net Income (Deficit) from Operations	\$ (129,734)	\$ 11,144	\$ 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 - \$5,324; Gain/Loss on Disp. of Asset - \$59,400; Sales Tax Interest Income -\$12,044; Insurance Recoveries - \$3,239; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$0; Other Non Transportation Revenue - \$12,877; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.19. Average gasoline price per gallon year to date is \$3.38. Average propane price per gallon year to date is \$1.59.
(5)	Printing- \$3,323; Cleaning/Sanitation/Safety supplies \$15,718; Office Supplies - \$6,559; Shop Supplies - \$4,772; Small Tools & Equipment - \$3,643; IT Equipment - \$9,967; Communications Equipment - \$0; Operating Supplies - \$1,594; Small Equipment & Furniture - \$3,908; Software - \$145,228; Postage - \$740; 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 - \$40,186; Merchant/Credit Card fees - \$1,416; Dues, Memberships, Subscriptions - \$36,371; Unemployment Insurance - \$0; CDL Exams- \$5,396; Rent-CDL Training- \$2,400; Property tax- \$94; Veh. Registration fee- \$1,587; Office Equip Lease -\$590; Small tools repair-\$670; plus Other misc. operating expenses- \$4,253; Investment int - \$200.

Mason Transit Authority Cash and Investments

September 2024 Board Report

Cash Balances

	7/31/2024	8/31/2024	Change
Cash - MC Treasurer	\$ 2,169,277.32	\$ 2,351,325.10	\$ 182,047.78
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 248,142.03	\$ 248,461.66	319.63
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 20,167,419.35	\$ 20,349,786.76	\$ 182,367.41

Cash Encumbrances

Reserves:

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 ¹	10,360,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,169,179.63

Total of Cash	\$ 20,349,786.76
Less Encumbrances	17,169,179.63
Undesignated Cash Balance Total (Including Reserves)	3,180,607.13
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,169,179.63
Undesignated Cash Reserves	\$ 580,820.37

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

Mason Transit Authority 2024 Capital Budget

September 2024 Board Report
As of August 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		-	-	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	-		65,084	65,084	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	-	354,201	354,201	
11 Cutaways	1,741,945	1,898,851			1,633,750	1,633,750	State Paratransit Special Needs Funded. 6 Cutaways purchased in April 2024. Budget Amended July 2024 for one additional. PTD0344.
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.
1 Staff Vehicle - Alternatively Fueled		55,000					Grant Funded PTD0972. Budget Amended July 2024.
Total Vehicle Replacements	\$ 6,846,233	\$ 7,058,139	\$ -	\$ -	\$ 4,606,982	\$ 4,606,982	
Proposed 2024 Capital Projects	\$ 8,741,233	\$ 7,233,139	\$ 1,720,000	\$ -	\$ 4,961,183	\$ 4,961,183	

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

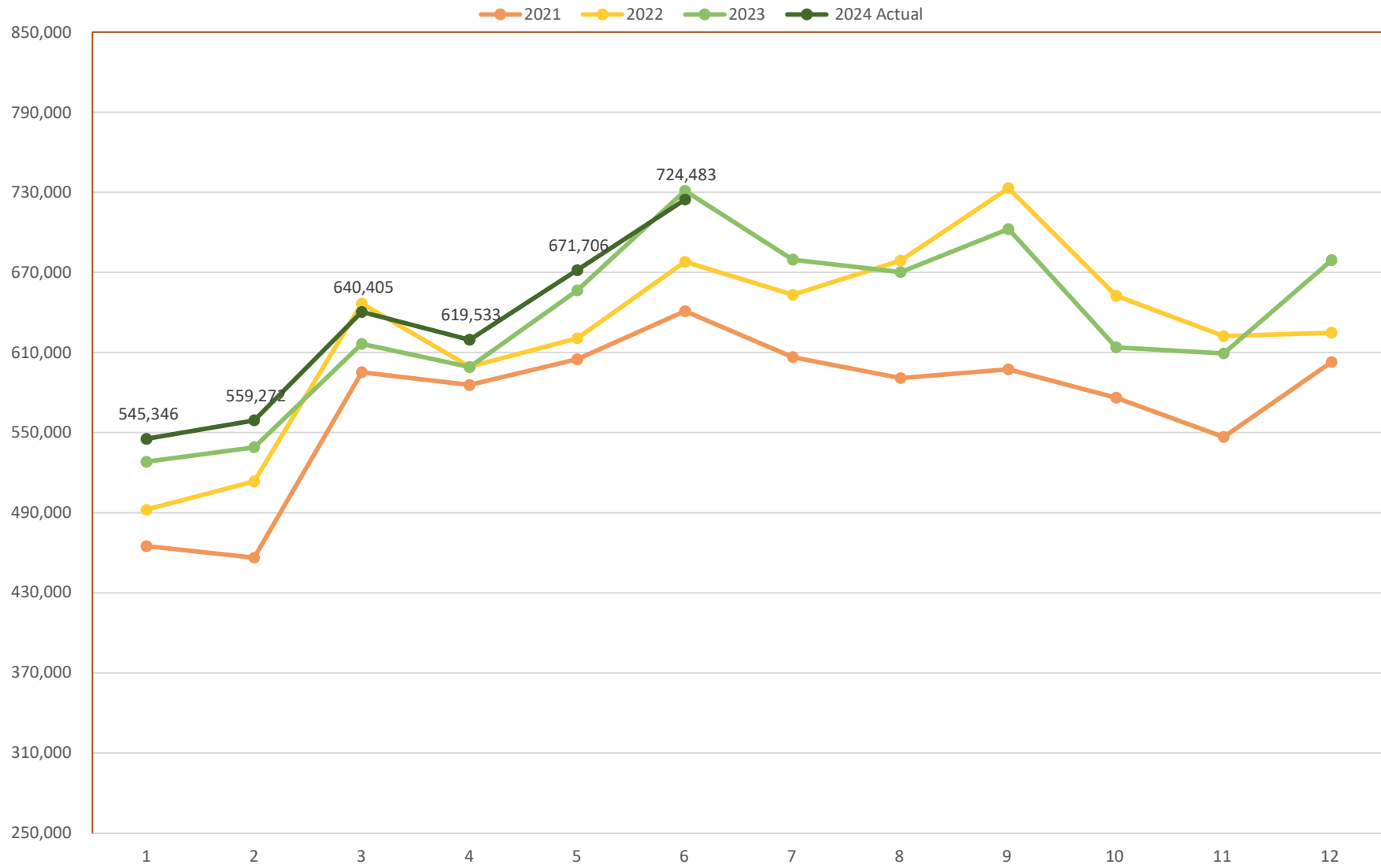
September 2024 Board Report

Sales Tax Collected as of 8/31/2024 for 6/30/2024



	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	619,533	1%	3%	7,883
May	604,875	620,580	656,593	573,422	671,706	17%	2%	98,284
June	640,945	677,991	731,134	726,334	724,483	0%	-1%	(1,851)
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>3,760,745</u>			
Budget Variance Average - YTD						2%		52,618
							% 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: September 17, 2024

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board September 17, 2024

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board September 17, 2024

GENERAL MANAGER'S REPORT

External Activities:

- Attended the Washington State Public Transportation Conference in the Tri-Cities.
- Facilitated the Washington State Transit Association Board Meeting in Tri-Cities.
- Met with City of Shelton staff for Comprehensive Plan review.
- Attended a public transit route planning training in Olympia with area land use planners.
- Met with Squaxin Island Tribe staff for route coordination.
- Attended Mason EDC annual meeting and monthly board meeting.

Internal Activities:

- Provided Insurance Pool annual mileage estimates for 2025 rates.
- Provided WSDOT Annual Service Data.
- Reviewed 2025 Leases.
- Prepared grant applications for WSDOT's next grant round.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended the Washington State Public Transportation conference.

Facilities and Fleet Projects/Purchases/Maintenance

- Finished up procurements and receipt of last of new buses.
- Started the replacement of alarms and JP Base and added to Belfair base.
- Working with facilities on finishing summer projects and going into fall clean-up.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 426 participants in August. The Lifeline Screening event welcomed over 75 patients.
- **Kitchen:** The kitchen user total in August was 59 people.
- **Conference Room:** No meetings this month.

OPERATIONS – Jason Rowe

- **Ridership Numbers:** Summer ridership has been better than expected. We have seen some increased youth ridership on several routes.
- **New Driver Class:** A new driver's class started on September 16.
- **Service Improvement Survey:** We recently did some public outreach via social media and email to see what the riders wanted so that we could take that into consideration as we incrementally add service. We are planning to do one more push for results to try to get one more round of feedback responses in the next couple weeks.
- **Community Coordination:** We are working closely with the Voting Accessibility Advisory Committee to ensure transportation needs are met and advertised to help voters throughout Mason County.

- **Special Transportation:** In July and August, we provided Special Transportation for the following events:
 - Barrels & Brews (Fundraiser for Mason General Hospital Foundation)
 - Hoodstock
 - Allyn Days
 - Grapeview Water and Arts Festival
- **Outreach :** Here are some of the Outreach highlights from July and August:
 - Conducted Travel Training with sight impaired individual needing assistance getting to meetings in Olympia and Bremerton.
 - Expo and Bite of Mason County is a street fair with local services, retailers, and restaurants. We had an information booth at this event sharing MTA services and advertising employment opportunities.
 - Allyn Days Salmon Bake and Geoduck Festival with music and vendors. MTA provided bus shuttle service to two parking locations bringing participants to the event and back plus had an information booth promoting MTA services and job opportunities.
 - Conducted Travel Training with Area Agency on Aging for their four-year plan on increasing awareness of transportation options to seniors in Mason, Thurston and Jefferson Counties.
 - Attended a Grays Harbor CDL hiring event.
 - Attended an Overdose Awareness Resource Fair in Belfair.
 - Attended an Overdose Awareness Resource Fair in Shelton.
 - Conducted a presentation and travel training for North Mason Highschool Transitions class.

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: September 17, 2024

Background:

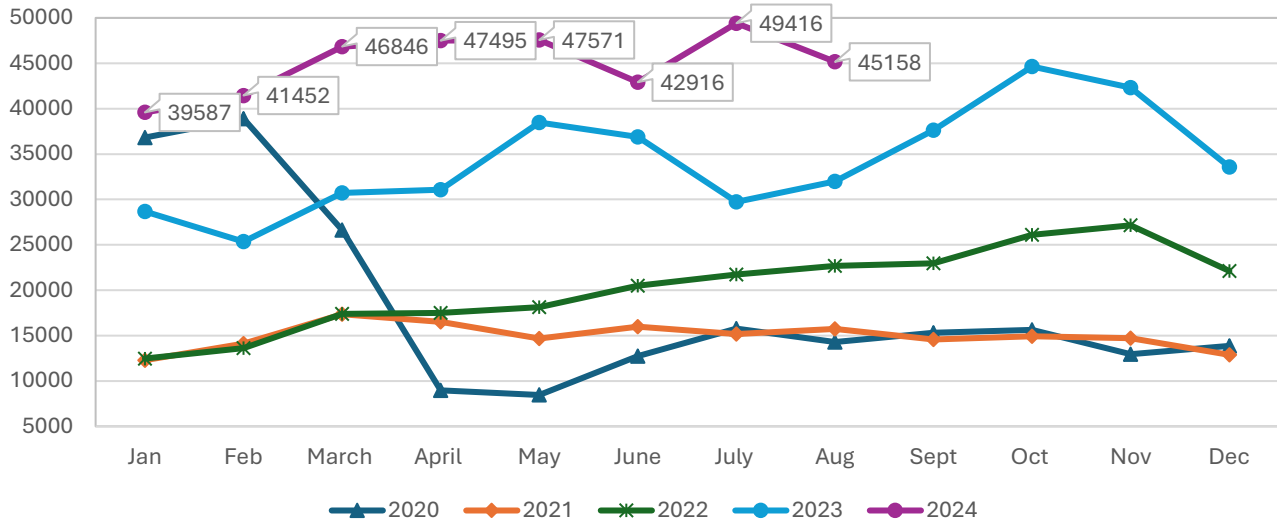
The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2020.

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

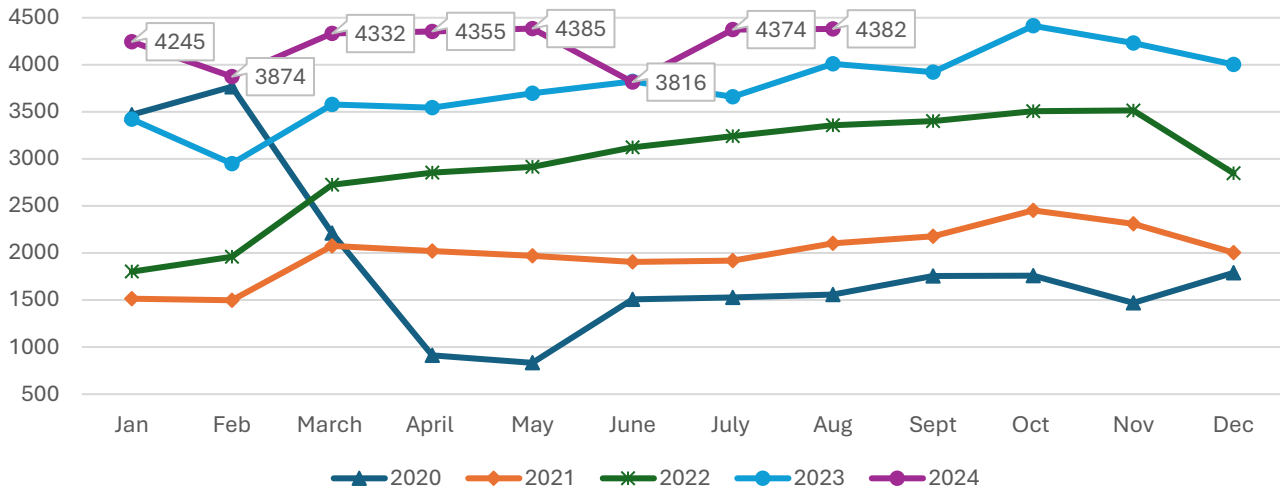
Summer ridership has been better than expected. We have participated in a number of community events which have generated some great public exposure and ridership numbers.

We are also seeing a rise in youth ridership across several different routes.

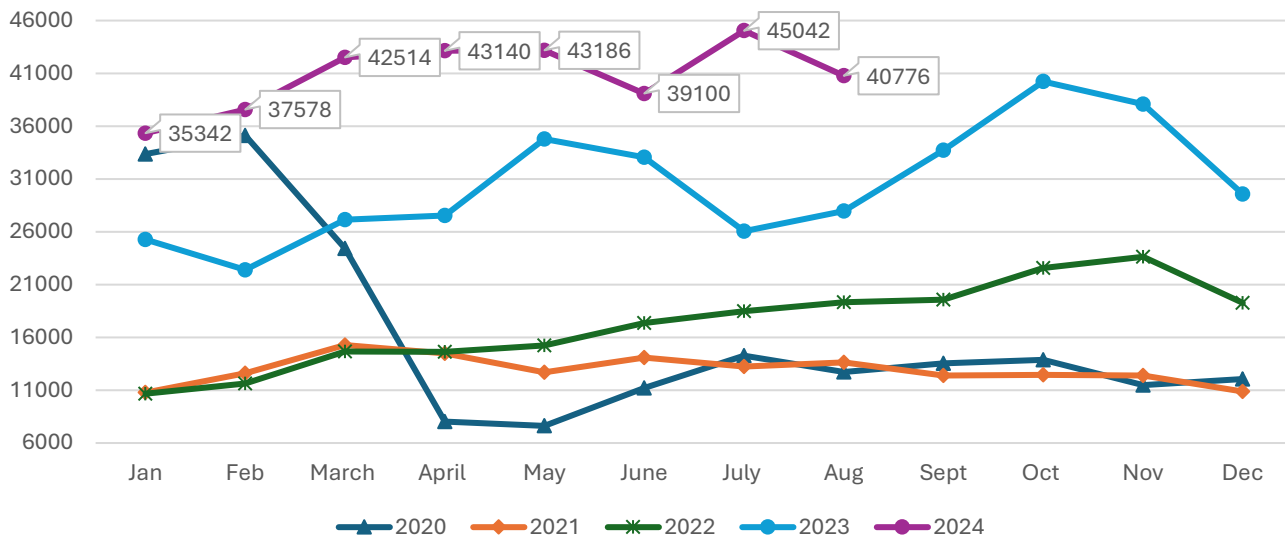
TOTAL RIDERSHIP



DEMAND RESPONSE/DIAL-A-RIDE RIDERSHIP



FIXED ROUTE RIDERSHIP



9/17/2024

To: Mason Transit Authority Board

From: John Piety
Citizen Advisor

Subject: Report from WSTA Conference

This report is a summary of the information I collected at the 48th annual Washington State Public Transportation Conference, “Cultivating Change”. I have detailed notes for review if a Board Member would like more than presented in this outline.

There were five general sessions for the all attendees. These occurred at each meal, except for the first day. Three sessions included panels and two included individual speakers. The titles best describe the topics for the sessions: “Transportation Funding; How and where it is going”, “Where is my Bus; The state of the US Bus Manufacturing Industry.”, “Getting to zero” {discussion of the concerns and ability for public agencies to reach zero-emissions}.

The first speaker was an ex-FBI agent on: “Leadership lessons learned through the FBI”. He discussed the need to develop a good team and have a plan when working a case, a few of which he outlined.

The second speaker was a women who rock climbs, [mountains and vertical cliffs] and flies off them in a squirrel suit. She discussed, when asked to do impossible tasks it is important to make a big problem small by breaking it down into ones that can be solved. She also displayed pictures of her on cliffs that made me sweat just looking at them.

The conference included both tours of facilities in Kennewick and 9 breakout sessions that included about 48 presentations. There also was an area for product review, buses and communications products to name a couple. I did not take any tours, but was able to attend a number of the breakout sessions and did go through the Industry display..

I offer a bit of detail on the breakouts to provide some insight to the tenner of the conference. The following will include the breakout title and a comment on the session.

“Connecting Communities: Helping to Shape Washington's Intercity Bus System”. These folks are exploring how to improve connections across the state to make service more accessible, reliable, and convenient.

“Climate Commitment Act Funding in Action”. One mid-size agency outlines how they make efforts to use this funding to make a underutilized Park and Ride into transit friendly facilities.

“Transit is Why-Learn about WSTA's Public Education Initiative and how you can help amplify the message”. This was an opportunity to help learn how one can support their effort to increase awareness of transit as an essential service.

“Ready or not, Here I come!-Medicaid Coordination in WA State”. A review of how public transit agencies can work with the Center for Medicare/Medicaid Services to provide Medicaid transportation in this state.

“Tribal Transportation Mobility and Decarbonization Strategies”. The presentation described how the Lummi Nation Transit system was developed as it now exists what it takes to keep the system working as it currently provides the service in existence.

“Trained to Proficiency”. The session was designed to provide examples of training required to assist individuals with disabilities in a respectful and courteous way. The goal was to demonstrate the need for proficiency and to operate safely in helping these individuals.

“Improve the customer {and staff} experience with real-time alerts” The founder of Simplify Transit demonstrates how real-time alerts can improve the customers experience and help staff easily and efficiently inform riders.

I want to thank the Transit Board and the General Manager for this opportunity to attend this conference! I especially appreciate the help from Tracy who made sure the logistics of this experience were seamless and excellent.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report – Item 7E – *Informational*

Subject: Service Survey

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: September 17, 2024

Background:

Attached is preliminary feedback to MTA’s service survey from members of the public. MTA will continue to seek more public engagement and provide the Board with final updates at a future Board meeting.

More information relating to the survey is attached.

Service Improvement Survey

MTA recently engaged in public outreach via social media, via email to all of our subscribers, and to citizens at outreach events to see what the riders wanted so that we could take that into consideration as we incrementally add service as new drivers are hired.

So far, we have received 47 responses. Gathering input from the public is the first step in ensuring we are adding services where currently needed as we bring the number of service hours back to pre-covid levels.

We are planning to do one more push for results to try to get one more round of responses in the next couple weeks and close the survey by September 30th.

Here are the survey questions that were used. There is a summary of the responses on the following page.



We are busy hiring and training new drivers and will be incrementally adding service with each successful class. We would like your feedback to help guide the next increase in service that will begin in February 2025.

Name (Optional):

Email (Optional):

How Satisfied are you with the public transportation provided in your area?
 Very Satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

What is the biggest issue you encounter when using Mason Transit?

What improvements would you like to see on Mason Transit's system?

What would encourage you to use Mason Transit more frequently? Improved reliability, Better service coverage (if so, where), faster travel times, other ?

Improved Reliability
Better Service Coverage (if so where? Please specify below)
Faster Travel Times (if so please specify which route(s))
Other (Please specify below)

Please clarify answers from above:

Other comments or suggestions:

The Results so far....

75% of respondents were “Satisfied” with the service, 9% were “Neutral” ,16% were “Very Satisfied” and 0% responded that they were “Dissatisfied” or “Very Dissatisfied” with the public transportation provided in their area.

As a summary of requested services additions received so far:

- Later service requested for the Route 5, 6 and 7. (multiple requests)
- More Zipper Route coverage (specifically run until 5PM)
- More Dial-A-Ride Availability (Multiple requests)
- More Saturday Service (Multiple Requests)
- More Route 1 Service to and From Belfair. (Specifically mid-morning, early afternoon and later evening service) (Multiple requests)
- Earlier morning Route 5
- Service to the Bremerton Airport

Some of the “Other comments or suggestions” received:

- Great transit system!
- You guys do a great job dealing with creepy riders who act inappropriately. Overall, your staff is top notch and provides excellent service. I was pretty stressed when my car died in Union & had to do move back to Shelton & use public transit for 18 mos before i could get a new one. You guys are the reason I wasn’t stranded and made it to work every day. Thanks!!
- I think almost all Mason Transit staff are good at their jobs. I feel safe riding this system.
- Thank you! I rely on you so much and appreciate your service
- Thank you, MTA!
- Overall, the service and the drivers are super great.
- Thanks!
- keep up the good work!
- You guys are awesome!
- just want to express my gratitude. I was pushing for the route to McCleary and you guys really listened and added it . I really appreciate you actually asking your riders what they want and then doing it! that is so great. Thank you.
- You have some really great people and they are very appreciated. Kevin Shauna and Dennis are the absolute best and we really love Kelly Priscilla and Kim in the office. I am very scatterbrained, and they are always there to help me and my service dog. Elphaba insists that we go in and say hello every time we come down now because she’s so enjoys seeing the office ladies.
- I appreciate the service you provide.
- You have the best drivers!