



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, October 15, 2024 at 1:00 p.m.

Remote Meeting via Zoom

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

Meeting ID: 989 3067 4323

Passcode: 716212

To join by phone: (253) 215-8782

#### In person attendance:

MTA Belfair Park & Ride  
Conference Room  
25250 NE SR 3  
Belfair

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: September 17, 2024 Regular Board meeting minutes
  - B. Pg. 07: Check Approval: 9/5/2024 – 9/24/2024
6. **ACTION ITEMS:**  
**Unfinished Business: [None]**  
**New Business:**
  - A. Pg. 14: Actionable: Berg Marketing (Resolution No. 2024-10) Jason
  - B. Pg. 30: Actionable: Approval for Arctic Wolf Renewal Amy

- 7. **DISCUSSION ITEMS:**
  - A. **Pg. 33: First View of Draft 2025 Budget** Amy
  - B. **Pg. 36: First View Discussion of 2025 Board Meetings** Amy

- 8. **STAFF AND INFORMATIONAL REPORTS**
  - A. **Pg. 38: Financial Reports – September, 2024**
  - B. **Pg. 44: Management Reports**
  - C. **Pg. 48: Operational Statistics**

9. **COMMENTS BY BOARD**

10. **UPCOMING MTA BOARD MEETING:**

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

11. **ADJOURNMENT**

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

**Mason Transit Authority**  
**Minutes of the Regular Board Meeting**  
**September 17, 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; Cyndy Brehmeyer, Richard Lee, Ryan Spurling and Sharon Trask.

**Authority Voting Board Members Present via Zoom:** Wes Martin and Randy Neatherlin.  
*Quorum met.*

**Authority Voting Board Members Not Present:** Kevin Shutty.

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

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

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

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

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

**4. APPROVAL OF AGENDA**

**Moved** that the agenda for the September 17, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Sheridan/Trask. Motion carried.**

**5. CONSENT AGENDA**

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

A. July 16, 2024 MTA regular Board meeting minutes.

- B. **July:** Payments of July 1, 2024 through July 31, 2024 financial obligations on checks #38820 through #38924, as presented for a total of \$3,042,694.83
- B. **August:** Payments of August 1, 2024 through August 31, 2024 financial obligations on checks #38925 through #39008, as presented for a total of \$655,399.23.

**Sheridan/Trask. Motion carried.**

## **6. ACTION ITEMS**

### **New Business**

A. **Additional FTE in Dispatch.** Amy Asher, General Manager, described the need to approve the hiring of a new FTE for Dispatch. Prior to the pandemic, MTA had seven dispatchers. During the pandemic, the number of dispatchers was reduced and additional technology was added whereby the public could arrange their own rides. For the past two years, ridership has been increasing and while the Operations Manager, Jason Rowe, and others have been covering shifts while dispatchers are on leave, absent or vacation, it is happening with more frequency and the overtime is becoming a factor. In 2023 there were 130 overtime hours and in 2024, there have been 150 hours to date. A Board member inquired (a) given the added technology and its impact on scheduling, this was the leveling out effect, and (b) what will the cost be to MTA in the next year. Ms. Asher responded that, yes, this was the leveling out effect; and with salary and benefits, the new FTE will cost MTA approximately \$108,000 in 2025. **Moved** 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. **Trask/Sheridan. Motion carried.**

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

### **1. Management Reports.**

- **General Manager.**

- Ms. Asher shared that she and Paul Bolte, together with Board member Richard Lee and John Piety, Citizen Advisor to the Board attended the Public Transportation Conference & Vendor Expo. She described the learning lessons relating to construction management and alternative fuel (hydrogen) exploration, as well as diversity of resources.

- **Finance.**

- Ms. Asher indicated that Lissa McClanahan, Finance Manager, was unable to attend the Board meeting as she is at the WFOA Annual Conference in Spokane, where she will learn of finance and budgeting processes and meeting her peers. Ms. McClanahan will also be attending another finance-related training in the Tri-Cities. Following

those two trainings, she will then attend a FTA procurement training which will be held in Seattle.

- Managers and Ms. Asher have been meeting with Ms. McClanahan as the budget begins to be assembled.
- Ms. Asher summarized the information contained in the Financial Reports and correcting the cost of \$1.89/gal. for the diesel fuel in August.
- Ms. Asher shared that she is holding off getting reimbursed operations grants while the audit is ongoing. Once the 2022 audit is completed, she will then submit for reimbursement.
- The 2022 audit is still ongoing for the 10 year, \$10M park and ride project as the project documentation was not done correctly and should have been tracked differently. Ms. Asher also indicated that there are issues with a software that ended in 2020 and trying to track down costs covered by that software.
- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, discussed the various summer projects being wrapped up as fall begins, as well as fuel prices, and working on park & ride projects to be finished before winter. He shared a park & ride vandalism issue with sprinkler systems and that they keep getting torn out after MTA replaces them. Sheriff Spurling asked about ownership of the land on the backside of the Pickering Park & Ride as the fencing has been damaged and could present future issues for the landowner. MTA does not own that land.
- **Operations.** Jason Rowe, Operations Manager, shared that MTA has experienced really great exposure through its special events service. He also indicated that the summer ridership was better than expected, especially with youth ridership, as it is an economical way for them to travel. Also, there is now a focus on promoting rides to vote and registering to vote. Already seeing an uptick with the August primaries and expecting more in November. There is a new class of four drivers that has just begun. As a final note, Mr. Rowe spoke of the service improvement survey and that most of the comments have been positive. The Ops team will use the survey as a tool to identify where MTA can provide more service to riders.

#### **8. COMMENTS BY BOARD:**

- Board member Brehmeyer inquired about ridership on the route to McCleary and Mr. Rowe indicated that there is an average of 5-9 riders daily both ways.
- Board member Trask asked if MTA would have a booth at Oyster Fest and that it is always great to MTA's presence at the many events.
- Vice Chair Sheridan expressed that he thought that it was a good sign that only 43.3% of revenue has been spent through September.
- Board member Lee praised driver Dennis Hillman, whom he met outside of the dialysis center. He shared that he learned a lot about MTA's service from Dennis and that it was clear he was a knowledgeable resource. Ms. Asher indicated that she and Mr. Rowe will be meeting with the dialysis staff soon to see how MTA can better serve those that seek dialysis treatment.

**9. UPCOMING MEETING**

**Note Location**



**Mason Transit Authority  
Regular Meeting  
October 15, 2024 at 1:00 PM  
MTA Belfair Park & Ride Conference Room  
25250 NE SR3  
Belfair**

**Moved** that the meeting be adjourned.

**10. ADJOURNED: 1:24 PM**

DRAFT

**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:** October 15, 2024

**Summary:**

See Attached Check Register and Credit Card Activity Report.

General Manager Travel Expenditures:

- **N/A**

**Check Disbursement Fiscal Impact:**

\$724,104.46

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of September 1, 2024, through September 30, 2024, financial obligations on checks #39009 through #39109 as presented for a total of \$724,104.46.



Mason Transit Authority  
 October 15, 2024, Disbursement Approval

The following checks for the period of September 5, 2024, through September 24, 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	39009-39109	\$724,104.46

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 9/11/2024	39062	\$206,667.51
Payroll & DRS – 9/24/2024	39109	\$209,003.79
Employee Benefit Trust – 9/24/2024	39107	\$107,329.75

Signed by: Lissa McClanahan Date: 10/11/2024  
 Submitted by: Lissa McClanahan, Finance Manager

Signed by: Amy Asher Date: 10/11/2024  
 Approved by: Amy Asher, General Manager

Mason Transit Authority Check Register  
 October 2024 Board Report

Activity From 9/5/2024 Through 9/24/2024

<u>Document</u>	<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction</u>
	9/5/2024	39009	AIG Retirement DBA Corebridge Financial	2,159.25
	9/5/2024	39010	World Kinect Energy Services	659.31
	9/5/2024	39011	Blue Star Gas	940.56
	9/5/2024	39012	City of Shelton	1,914.22
	9/5/2024	39013	Cummins Northwest, LLC	166.40
	9/5/2024	39014	Ecolane USA, Inc.	36,885.66
	9/5/2024	39015	GORDON TRUCK CENTERS, INC.	542.32
	9/5/2024	39016	Health Care Center	175.00
	9/5/2024	39017	Hood Canal Communications	1,939.16
	9/5/2024	39018	Mason County PUD #3	4,194.22
	9/5/2024	39019	Mountain Mist Water	223.14
	9/5/2024	39020	Nwestco LLC	11,081.87
	9/5/2024	39021	O'Reilly Auto Parts	135.50
	9/5/2024	39022	Ricoh USA, Inc	94.45
	9/5/2024	39023	Schetky Northwest Sales, Inc.	48.49
	9/5/2024	39024	Seattle Automotive Distributing	94.90
	9/5/2024	39025	Total Battery & Automotive Supply	12.59
	9/5/2024	39026	Tozier Brothers, Inc.	40.14
	9/5/2024	39027	UniFirst	484.71
	9/5/2024	39028	UniteGPS, LLC	1,862.00
	9/5/2024	39029	Veritech Inc	1,015.00
	9/5/2024	39030	Westbay Auto Parts	841.02
	9/10/2024	39031	Abila	892.43
	9/10/2024	39032	Berg Marketing Group	3,500.00
	9/10/2024	39033	Blue Star Gas	688.75
	9/10/2024	39034	Cascade Natural Gas	1,932.14
	9/10/2024	39035	Community Transportation Association	605.00
	9/10/2024	39036	Gillig, LLC	405.59
	9/10/2024	39037	GORDON TRUCK CENTERS, INC.	351.02
	9/10/2024	39038	Health Care Center	175.00
	9/10/2024	39039	Intercity Transit	275.00
	9/10/2024	39040	Robert W. Johnson, PLLC	1,600.00
	9/10/2024	39041	Kitsap Transit	1,823.51
	9/10/2024	39042	KMAS	200.00
	9/10/2024	39043	McClatchy Company LLC	315.00
	9/10/2024	39044	MOHAWK MFG. & SUPPLY	331.79
	9/10/2024	39045	Bryan Pentland	113.00

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

9/10/2024	39046	PetroCard, Inc.	26,289.43
9/10/2024	39047	RingCentral, Inc.	1,307.31
9/10/2024	39048	Romaine Electric	118.57
9/10/2024	39049	Right! Systems, Inc.	4,322.28
9/10/2024	39050	Seattle Automotive Distributing	13.80
9/10/2024	39051	The Shoppers Weekly	30.68
9/10/2024	39052	Spike's Hydraulics	22.52
9/10/2024	39053	Staples Business Advantage	88.54
9/10/2024	39054	Tozier Brothers, Inc.	27.83
9/10/2024	39055	UniteGPS, LLC	1,862.00
9/10/2024	39056	U.S. Bank	10,861.23
9/10/2024	39057	Verizon Wireless	1,349.09
9/10/2024	39058	Voyager Fleet Systems, Inc.	12.00
9/10/2024	39059	Westbay Auto Parts	721.28
9/10/2024	39060	Whisler Communications	2,079.42
9/10/2024	39061	AWorkSAFE Service, Inc.	2,095.88
9/11/2024	39062	Mason Transit Authority - ACH Account	206,667.51
9/17/2024	39063	Advance Glass	689.08
9/17/2024	39064	Aflac	546.28
9/17/2024	39065	AIG Retirement DBA Corebridge Financial	2,309.25
9/17/2024	39066	Belfair Water District #1	210.82
9/17/2024	39067	Black Star	76.02
9/17/2024	39068	Blue Star Gas	33,550.26
9/17/2024	39069	Gillig, LLC	121.09
9/17/2024	39070	Health Care Center	525.00
9/17/2024	39071	District 160	1,607.50
9/17/2024	39072	KnowBe4, Inc.	4,292.74
9/17/2024	39073	LegalShield	126.50
9/17/2024	39074	Mason County Garbage, Inc.	1,048.73
9/17/2024	39075	Mason County PUD #3	3,138.38
9/17/2024	39076	Mountain Mist Water	105.50
9/17/2024	39077	ODP Business Solutions, LLC	26.13
9/17/2024	39078	O'Reilly Auto Parts	133.84
9/17/2024	39079	Port of Shelton	3,200.00
9/17/2024	39080	Seattle Automotive Distributing	26.28
9/17/2024	39081	Mason County Journal	1,628.00
9/17/2024	39082	The Shoppers Weekly	2,651.74
9/17/2024	39083	Tozier Brothers, Inc.	36.51
9/17/2024	39084	UniFirst	929.84
9/17/2024	39085	Westbay Auto Parts	115.16
9/17/2024	39086	Washington State Transit Association	575.00
9/24/2024	39087	World Kinect Energy Services	1,922.42

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

9/24/2024	39088	Belfair Water District #1	4,300.41
9/24/2024	39089	Gillig, LLC	143.20
9/24/2024	39090	Bruce Titus Ford	36.12
9/24/2024	39091	GORDON TRUCK CENTERS, INC.	1,021.65
9/24/2024	39092	Kirk's Automotive, Inc.	332.50
9/24/2024	39093	Kitsap Sun	2,599.75
9/24/2024	39094	Mason County Utilities/Waste Management	994.86
9/24/2024	39095	Purcor	137.76
9/24/2024	39096	Nwestco LLC	767.69
9/24/2024	39097	ODP Business Solutions, LLC	1.86
9/24/2024	39098	O'Reilly Auto Parts	45.96
9/24/2024	39099	Schetky Northwest Sales, Inc.	268.22
9/24/2024	39100	Seattle Automotive Distributing	133.99
9/24/2024	39101	Mason County Journal	89.00
9/24/2024	39102	The Shoppers Weekly	39.37
9/24/2024	39103	SkyBitz Tank Monitoring	17.38
9/24/2024	39104	Total Battery & Automotive Supply	81.52
9/24/2024	39105	Tozier Brothers, Inc.	23.78
9/24/2024	39106	UniFirst	171.19
9/24/2024	39107	AWC Employee Benefit Trust	107,329.75
9/24/2024	39108	Westbay Auto Parts	385.13
9/24/2024	39109	Mason Transit Authority - ACH Account	209,003.79
			<hr/>
			724,104.46

Mason Transit Authority Credit Card Activity  
 October 2024 Board Report

GL Title	September 2024 Activity Transaction Description	Expenses
Parts Inventory	Amazon - V Serpinetin Belt	44.46
Parts Inventory	Amazon -Sensor Nitrogen Oxide	227.52
Diesel Fuel Inventory	Chevron 2410 23785	175.00
Diesel Fuel Inventory	Chevron 2411 25533	175.00
Diesel Fuel Inventory	Chevron 2415 8711	175.00
Contract Services	Sky Bitz tank monitoring	(17.38)
Background Chk	Checker Background Check Drivers	462.72
Facility Repair/Maintenance	Drip Depot Water Line Pear Orchard P&R	24.69
Facility Repair/Maintenance	Eagle Mat -New Entry Mat for Leeds Building at TCC	210.00
Facility Repair/Maintenance	HD Fowler Sprinkler Valve Belfair P&R	124.46
Facility Repair/Maintenance	Home Depot Spring Hinge	37.14
Facility Repair/Maintenance	Sloan Propriorty Toilet parts for TCC repairs	320.04
Facility Repair/Maintenance	Tractor Supply - Casters Floor Scrubber	30.38
Operating Supplies	Amazon - Hand Warmers for drivers	117.30
Shop Supplies	Amazon - Grifton -Cut off wheels	42.57
Shop Supplies	Amazon - Heat Sheilding	39.04
Shop Supplies	Amazon - shelf brackets	94.41
Shop Supplies	Amazon Vigear 18 inch Cable	22.77
Cleaning/Sanitation Supplies	Amazon - brooms	52.81
Cleaning/Sanitation Supplies	Amazon - Commode mat Grey	44.53
Cleaning/Sanitation Supplies	Amazon - PineSol mini brush and pan set	12.57
Cleaning/Sanitation Supplies	Amazon Pinalen Lemon Multipurpose Cleaner	28.29
Cleaning/Sanitation Supplies	Walmart 6.9 gallon bucket with press ringer	111.87
Cleaning/Sanitation Supplies	WCP Solutions - t/p Belfair	151.66
Cleaning/Sanitation Supplies	WCP Solutions Black bags	127.50
Cleaning/Sanitation Supplies	Zep floor Cleaner for TCC	47.84
Cleaning/Sanitation Supplies	ZEP Pine Cement Cleaner for TCC sidewalks	44.55
Safety Training Material & Supply	Amazon -Ultra Fine Tip dry eraser Training Supplies	18.36
IT Equipment	Amazon - scanners for Admin	1,303.17
Small Tools & Equipment	Amazon TPMS programming tool	226.97
Safety Supplies	Amazon - AED Signs for units at TCC	18.01
Safety Supplies	Amazon - first aid supplies	11.50
Safety Supplies	Amazon - Saline Eye wash refills for Drivers Bathroom	25.66
Safety Supplies	WCP Solutions - Nitrile Orange Gloves	267.48
Dues, Memberships, Subscriptions	Efax Monthly Bill	110.23
Dues, Memberships, Subscriptions	Network Solutions Yearly Domain Charges Basic Plan	221.41
Dues, Memberships, Subscriptions	Network Solutions Yearly domain charges MTA.org	18.45
Dues, Memberships, Subscriptions	Yodeck Yearly Subscription	834.04
Travel & Meeting Expense MTA	Alaska Airlines Travel Spokane WSTA Board Mtg	171.20
Travel & Meeting Expense MTA	Best Western Lodging for WFOA Conference Yakima	487.64
Travel & Meeting Expense MTA	Delta Hotels Marriott B Pentland Training	136.80
Travel & Meeting Expense MTA	Fred Myer -Bottled Water for the Boardroom	4.35
Travel & Meeting Expense MTA	Fred Myer MTA Quarterly meeting	51.32
Travel & Meeting Expense MTA	Safeway - MTA Quarterly Meeting	59.88
Training / Seminars	Refund Training Showcase WSTIP	(300.00)
Advertising/Promotion Media	Amazon Trunk or Treat Decor	39.93
Advertising/Promotion Media	Jobtarget Recruitment Dispatch	249.00
	Total Credit Card Charges - September	<u>\$ 6,882.14</u>



## PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

10/1/2024

Manager's Approval: Eric Owisko

Signed by  
1E5D0DF95359413...

Finance Use  
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
9/13/24	Alaska Airlines	Travel to Spokane for Nov. WSTA Board Mtg.	\$171.20	y	10.00	509021	
<b>TOTAL</b>			\$ 171.20				

Don't forget to attach original receipts

Signature

Date 10/1/24

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 Regular Board Meeting**

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

**Subject:** Contract with Public Relations Firm

**Prepared by:** Jason Rowe, Operations Manager

**Approved by:** Amy Asher, General Manager

**Date:** October 15, 2024

### **Background:**

Berg has been providing a valuable public relations service to MTA for the past two years. MTA has found that having a stronger social media presence and press releases has been beneficial to the public that it serves as it becomes more aware of MTA's services. The term of the agreement associated with those services expires at the end of this month.

MTA is now seeking to receive public relations assistance for two additional years and distributed an informal solicitation to three public relations firms. Specifically, MTA named the following services in the informal solicitation:

- Prepare ads for news media;
- Prepare program campaigns;
- Press releases;
- Community events (up to 4);
- Promotion of MTA through social media; and
- MTA website updated/refreshed.

The deadline for submitting proposals was October 10, 2024. Two proposals were received. They were reviewed using a matrix to score the proposals based on the quality of response, project understanding, availability of team, experience and price. It was a very close decision, however Berg Marketing was chosen once again as scoring highest when considering all categories.

The proposal and agreement are attached.

As of posting this Board packet, Legal Counsel received the Agreement for review.

**Summary:** Approve General Manager to sign the agreement with Berg Marketing.

**Fiscal Impact:**

**\$3,500 per month or \$84,000 over 24 months.** This expenditure is covered in the current budget for 2024, as well as a 2025 budgeted line-item Advertising and Promotional Expense.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve Resolution No. 2024-10 authorizing the General Manager to sign and execute the Terms and Conditions Agreement in the amount of \$84,000 for 24 months between Berg Marketing Group and Mason Transit Authority.



# MASON TRANSIT AUTHORITY PROPOSAL

## Office

425 NW Park St.  
Chehalis, WA 98532

## Contact

Office 360 807 4204  
Cell 360 219 5215  
Email [info@bergmg.com](mailto:info@bergmg.com)  
Web [www.bergmg.com](http://www.bergmg.com)



# 01 Cover Letter

Dear Mr. Rowe,

I hope this message finds you well. I am writing to express our enthusiasm for continuing our successful partnership with Mason Transit Authority and to propose an extension of our current contract that will enhance our support and amplify your impact in Mason County.

Berg Marketing Group brings over 25 years of combined expertise in marketing, sales, event planning, graphic design, custom branded merchandise, and video production. Our comprehensive approach and dedication to excellence have enabled us to deliver exceptional results for our clients. We take pride in our ability to comply with state and federally mandated web design standards, ensuring meticulous attention to data and reporting requirements.

In our continued collaboration, we propose to expand our services to include:

- **Social Media Management:** Leveraging targeted strategies to engage with the community and increase visibility of transit services.
- **Public Relations Assistance:** Crafting compelling narratives and managing media relations to strengthen Mason Transit Authority's public image.
- **Graphic Design and Website Updates:** Providing innovative designs and regular website enhancements to ensure an engaging user experience and drive increased ridership.
- **Strategic Recommendations:** Offering tailored advice to optimize your online presence and marketing efforts, fostering greater community involvement.

Our team is passionate about the opportunity to contribute to the growth and success of Mason Transit Authority. We are committed to utilizing our resources and expertise to help you achieve your goals of promoting ridership throughout Mason County.

We look forward to discussing this proposal further and continuing our fruitful relationship. Thank you for considering this extension to our partnership.



Amanda Berg  
Director of Business Development  
BERG Marketing Group, LLC



Ryan Berg  
Creative Director  
BERG Marketing Group, LLC

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**06 Project Approach**

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**07 Proposed Cost**

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**08 Portfolio**

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**09 Portfolio (cont'd)**

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# 03 History

Our story began in 2013 in Centralia WA as a woman owned small business. The decision to go out on Amanda's own was simple, coming from a family of entrepreneurs and locally owned businesses, she was inspired to make a difference. Amanda wanted to take her strengths and experiences and put them to the test. She wanted every business that she helped to become successful.

Shortly after making the decision to go out on Amanda's own, Ryan joined forces as the missing piece to become a full-service Marketing Company. Bringing together Amanda's sales experience in, SEO, advertising, and customer service, along with Ryan's graphic design and video production expertise it was the perfect combination of strengths to become a successful marketing company.

We began our journey working with small businesses to develop, maintain, and grow their brand appearance. It was important for us to become enriched in our community to explore the goals as well as the strengths and weaknesses of these companies. It was fascinating and exhilarating assisting companies to grow from conception stage to large profitable organizations. Finding the formula for each entity was key in this growth. What we have found is that every business and organization is different.

As a company we loved any opportunity to showcase the place we call home. Every organization has a unique story to tell, and it is not only important in how you tell the story, but where their story is told. The fact that we can bridge that gap through different medias is remarkable.



Berg Marketing Group has evolved from offering general marketing services to include brand development, reputation management, graphic design, video production, social media management, marketing mentorship, event marketing & management to include customizable branded apparel and promotional products. With a wide range of products and services, we pride ourselves with a "one stop shop" approach.

Since we began, we have had the pleasure of working with a wide variety of businesses, non-profits, and public service organizations. Knowing that we can utilize our experiences and resources to make a difference in each community is very rewarding, and continually drives us to succeed.



**Amanda Berg**

**Director of  
Business Development**

---

Facilitates brand development across mixed medias. Responsible for networking, sales, and in house productivity. Utilizes resources in the community to connect businesses and organizations to form power partners.



**Ryan Berg**

**Creative Director**

---

Graphic Design Artist responsible for consistent brand imagery across multiple platforms. Proficient in multiple graphic, print layout, video design & editing.

***“The only way to do great work is to love what you do.”***



**Derek Sherman**

**Graphic Designer**

---

Graphic Design Artist with a BFA in graphic design. Has design experience using multiple design programs, print layout, and website development.

# 04 Project Team

# 05 References

01

**Cara Radtke - Centralia Christian School**  
**Director of Finance & Admissions**

Assisted in their branded apparel for staff & students. Set up a purchasing site for their staff and students and managed all their orders. Donated a portion of every sale back to organization.

1315 S. Tower Ave., Centralia, WA 98531 360.736.7657

02

**Deborah Petersen - Riverdance Soapworks LLC**  
**Owner/Operator**

Currently managing social media content, created new commerce website, and PR. 790 E Johns Prairie Road, Shelton, WA 360.427.7811

03

**Danette Rogers - Mason Transit Authority**  
**Past General Manager**

Re-branded Riders guide, bus graphics, re-designed all of the their event center and rider printed graphics.

790 East Johns Praire Rd., Shelton, WA 98584 danettejoane@gmail.com

04

**Darene Follett - Puget Sound Refinery Federal Credit Union**  
**CEO**

Re-branded Credit union, updated all printed graphics, managed social media to their closed membership, corresponded to members through e-newsletters, provided promo products, provided merchandise, marketing mentor, and coordinated events.

12275 Bartholomew Rd., Anacortes, WA 98221 360.293.4862

05

**Chad Johnson - Truss Components of Washington**  
**Owner**

Design Billboards, build website, manage social media efforts, E-newsletters, SEO, and graphic support.

5232 Joppa St. SW, Tumwater, WA 98512 360.753.0057

# Project Approach

## Marketing Audit

Take a deep dive into the social media analytics of the past two years and compare to ridership growth. Develop campaigns to target missing demographics in the area and highlighting MTA's complete service line. Obtain website analytics and present areas improve functionality and usability.



## Market Research

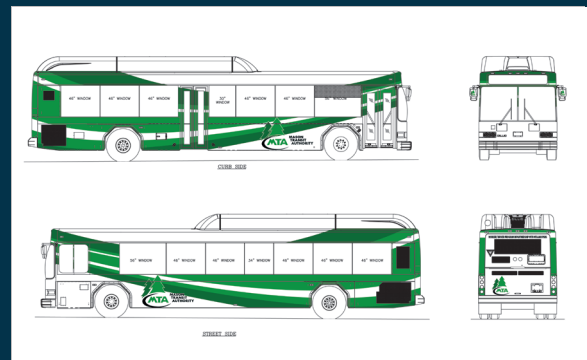
Analyze the data and perform market research in similar size markets to evaluate what messaging works to encourage positive engagement and increase ridership.



## Implementation

Create positive messaging through social media, graphic materials and public relations.

- Highlight positive impacts of mass transit
- Video testimonials on why you ride
- Tag partners
- Highlight transit employees
- Highlight community events
- Importance of safety
- Share ridership information – the growth in transit



## Evaluate

Throughout the entire process evaluate the message and feedback to adjust where needed. Meet regularly via phone, or in person to strategize.



# 07 Proposed Cost

## **Graphics Design & Public Relations Assistance**

Provide graphic support for marketing materials, various programs, and vehicles. Prepare ads and press releases for news media. Design and implement program campaigns to the public through traditional media avenues. Assist in community events..

## **Social Media Management**

Create engaging content for Facebook, Instagram, and Twitter. Post 5 - 7 times per week on each social platform. Respond to comments, messages, and reviews from the public as they are submitted.

## **Website Update/Maintenance**

Assist in updating MTA's website as needed.

## **Total Monthly Cost**

\$3500

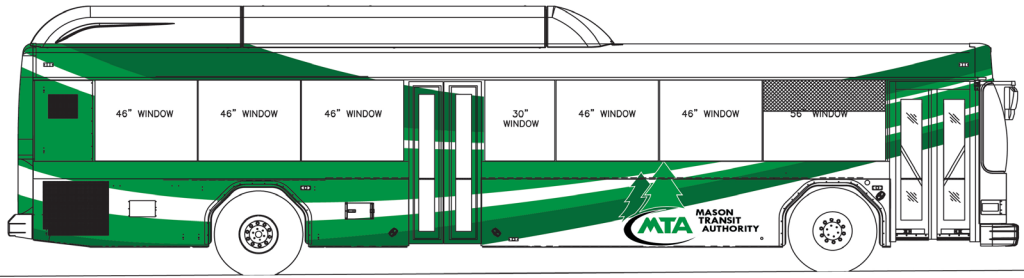
## **Berg Marketing Group, LLC**

UBI: 604-461-6991

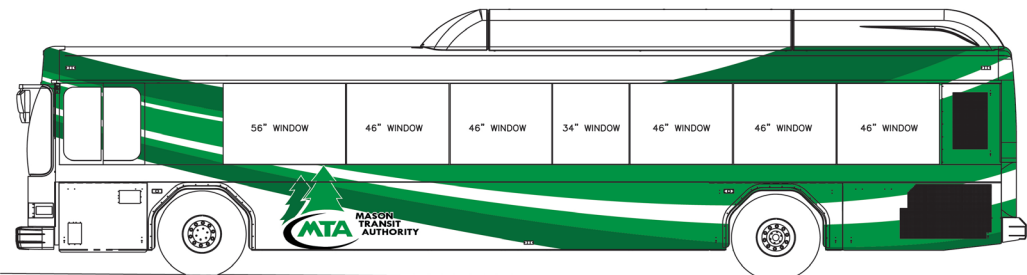
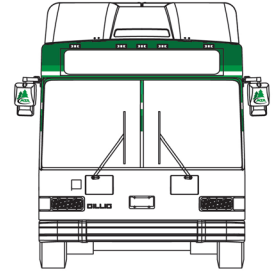
SAM Unique Identity ID: JDMVXL4NHQE6

# 08 Portfolio

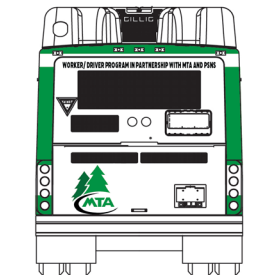
## MTA Full Coach Designs



CURB SIDE



STREET SIDE



## GOAL Physical Therapy

### Focusing on you

PHYSICAL THERAPY TO FIT YOUR SCHEDULE. INDIVIDUALIZED FOR YOU.

- Initial Evaluation
- General PT Sessions
- Virtual PT Sessions
- Virtual Follow Up PT Sessions

### Mobile PT Service

Save time, fuel and energy by allowing us to come to you. We have a variety of pricing options to help you achieve your goals.

### Your Health

Nearly everyone can benefit from physical therapy. From the "ordinary" aches and pains to extreme circumstances such as surgery, or loss of mobility. Physical therapy can help people of all walks of life feel healthier and stronger.

### About

Bri is passionate about helping others achieve their performance and mobility goals throughout all stages of life while living their best life possible. She truly believes that pain, injury, medical conditions, physical hardship, and disability do not have to stop you from living the life you desire. Through her own physical and emotional healing journey due to a medical hardship, GOAL Physical Therapy was created.

Bri has experience in a variety of areas within her field including out-patient ortho, sports rehabilitation, home-health, skilled nursing, and as an out-patient geriatric specialist.

### Expenses

GOAL Physical Therapy allows you to skip the unnecessary steps and hassle of needing a physician's referral without arbitrary restrictions placed on your treatment (like insurance stipulations). By being a cash-based company, clients avoid restrictions and time delays for services which helps in overall lowering medical costs, increasing your functional outcome, and helping you reach your goals.

[www.goalptbri.com](http://www.goalptbri.com)

### Contact us

Physical therapists are trained to treat ANY and ALL musculoskeletal injuries, pain, impairments, and functional limitations. We are skilled in treating movement dysfunction and musculoskeletal injuries.

“ Bri is amazing, she works with any fitness level, and makes you feel like you can reach your goals, and beyond! She also is amazing with people with disabilities! ”

GOAL PHYSICAL THERAPY  
1.360.330.4511  
[www.goalptbri.com](http://www.goalptbri.com)  
[briperdue@goalptbri.com](mailto:briperdue@goalptbri.com)

### GOAL PHYSICAL THERAPY

*Get Out And Live*

WWW.GOALPTBRI.COM

**Bri Perdue, PT, MPT**  
Physical Therapist/ Owner

- 360 330 4511
- [www.goalptbri.com](http://www.goalptbri.com)  
[briperdue@goalptbri.com](mailto:briperdue@goalptbri.com)
- Serving Lewis & Thurston Counties





**Office**

425 NW Park St.  
Chehalis, WA 98532

**Contact**

Office: 360.807.4204  
Cell: 360.219.5215

**Web & Mail**

[info@bergmg.com](mailto:info@bergmg.com)  
[www.bergmg.com](http://www.bergmg.com)



**\* Mason Transit Authority (MTA) agrees to pay \$3500 per month for 24 consecutive months. Payments begin on November 1<sup>st</sup>, 2024, and the last payment will be received on October 31<sup>st</sup>, 2026. \_\_\_\_\_initial**

**\*Invoices will be emailed two weeks prior to the due date, if payment is received after the grace period of 10 days there will be a \$50 fee assessed. \_\_\_\_\_Initial**

**\*Mason Transit Authority will supply necessary content to complete the agreed upon projects.**

**\*Berg Marketing Group (BMG) will offer the following services:**

- Design print and digital ads for publications
- Create and distribute press releases to local broadcasting and publications
- Attend MTA and MTA servicing events
- Provide graphic support for buses
- Provide graphic support for program materials
- Social Media Management – Create engaging content/posting 5-7 times per week
- Website Update/Maintenance – Update MTA’s website to reflect current information and scheduling changes

**\*You reserve the right to request and make unlimited changes to any print designs. Please give us a minimum of 24 hours’ notice.**

**\*Mason Transit Authority owns all rights to any publication designed for MTA by BMG.**

**\*BMG will not sell, share or solicit any proprietary MTA information.**

**\*BMG will complete the agreed upon projects during the length of this contract, pending that all information is supplied in a timely manner.**

**\*BMG will supply progress reports monthly and will meet with MTA weekly over the phone.**

**\*BMG has the permission to post on behalf of Mason Transit Authority.**

**\*Any other services rendered by BMG must be agreed upon by both parties.**

*This agreement is between Berg Marketing Group (BMG) and Mason Transit Authority (MTA) Please sign below to accept all agreed terms. You are signing and agreeing to a payment of \$3500 per month for 24 months.*

_____	_____
Mason Transit Authority	Date
<i>Ryan Berg</i>	10.11.2024
_____	_____
Berg Marketing Group, LLC	Date

**RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
APPROVING THE AGREEMENT BETWEEN MASON TRANSIT AUTHORITY  
AND BERG MARKETING GROUP FOR PUBLIC RELATIONS SERVICES  
AND AUTHORIZING THE GENERAL MANAGER TO SIGN THE SAME.**

**WHEREAS**, the Mason Transit Authority Board desires to continue to seek assistance in the area of public relations with tasks such as campaigns on new and returning services and restoring ridership, along with continuing a stronger social media presence, as well as press releases to help the public become more aware of MTA's services; and

**WHEREAS**, MTA received two (2) proposals on an informal solicitation for proposals for a public relations firm;

**WHEREAS**, of the proposals received by MTA, Berg Marketing Group was selected as being the best to provide the overall services and at the best cost.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** approving the agreement between Berg Marketing Group and MTA ("Agreement"); and

**BE IT FURTHER RESOLVED** that the General Manager is authorized to sign the Agreement in the amount of \$84,000 covering a 24-month period.

Adopted this 15<sup>th</sup> day of October, 2024.

\_\_\_\_\_  
Eric Onisko, Chair

\_\_\_\_\_  
John Sheridan, Vice Chair

\_\_\_\_\_  
Cyndy Brehmeyer, Authority Member

\_\_\_\_\_  
Richard Lee, Authority Member

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

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

\_\_\_\_\_  
Ryan Spurling, Authority Member

\_\_\_\_\_  
Kevin Shutty, Authority Member

\_\_\_\_\_  
Sharon Trask, Authority Member

APPROVED AS TO CONTENT: \_\_\_\_\_  
Amy Asher, General Manager

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

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tracy Becht, Clerk of the Board

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

**Agenda Item:** New Business – Item 6B – *Actionable*  
**Subject:** Right! Systems Inc/Arctic Wolf Renewal of Cybersecurity Protection  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** October 15, 2024

### **Background:**

In October, 2021 the Authority Board approved the purchase of cybersecurity protection licensing and services from Right! Systems Inc. The purpose for purchasing the cybersecurity protection licensing and services was to protect its informational assets so as to mitigate risks of cyberattacks by utilizing a managed detection and response system through Right! Systems Inc. utilizing Arctic Wolf, a leader in cyber security options.

MTA made the decision in 2021 and still believes that investing additional funds in risk prevention is more cost effective than purchasing excess cyber insurance coverage.

MTA staff is seeking approval from the Board for the General Manager to sign the renewal and Solutions Agreement relating to this important this cybersecurity protection as the cost is above the General Manager's approved amount.

**Summary:** Approve the renewal of cybersecurity protection services and licensing and authorizes the General Manager to sign the Arctic Wolf renewal quote.

### **Fiscal Impact:**

\$46,405.15 November 2024 to November 2025. This expense is in the current 2024 budget and will be included in the 2025 budget if approved.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board approve the purchase of cybersecurity protection licensing and services from Right! Systems Inc. in the amount of \$46,405.15 and authorize the General Manager to sign the renewal quote between Arctic Wolf Networks, Inc. and MTA.

## ARCTIC WOLF RENEWAL

### Sales Rep:

Right! Systems, Inc.  
 John Criscione  
 800-571-1717  
[john.criscione@rightsys.com](mailto:john.criscione@rightsys.com)

### Prepared by:

Holly Fox  
 800-571-1717  
[hfox@rightsys.com](mailto:hfox@rightsys.com)

### Sold To:

Mason Transit Authority  
 790 E. Johns Prairie Road  
 Shelton, WA 98584  
 Tyler Hildebrandt  
 (360) 432-5753  
[thildebrandt@masontransit.org](mailto:thildebrandt@masontransit.org)

### Bill To:

Mason Transit Authority  
 790 E. Johns Prairie Road  
 Shelton, WA 98584  
 LeeAnn McNulty  
 (360) 432-5738  
[lmcnulty@masontransit.org](mailto:lmcnulty@masontransit.org)

### Ship To:

Mason Transit Authority  
 790 E. Johns Prairie Road  
 Shelton, WA 98584  
 Tyler Hildebrandt  
 (360) 432-5753  
[thildebrandt@masontransit.org](mailto:thildebrandt@masontransit.org)

### Quote Information:

Quote #: RSIQ075557  
 Version: 1  
 Quote Date: 09/03/2024  
 Expiration Date: 10/25/2024  
 Terms: Net 30 days  
 Ship Via: Electronic

## Products

Line #	Part #	Product Details	Qty	Serial Number	Start Date	End Date	Price	Ext. Price
1	AW-MDR-USER	Arctic Wolf MDR user license	95		11/19/2024	11/18/2025	\$177.78	\$16,889.10
2	AW-MDR-SE	Arctic Wolf MDR server license	15		11/19/2024	11/18/2025	\$177.78	\$2,666.70
3	AW-MDR-2XX-S	Arctic Wolf 200 Series Sensor - 1 Year	2		11/19/2024	11/18/2025	\$2,666.67	\$5,333.34
4	AW-MDR-O365	Arctic Wolf MDR Office 365 user license	42		11/19/2024	11/18/2025	\$20.00	\$840.00
5	AW-MDR-1YR	Arctic Wolf MDR Log Retention - 1 Year	110		11/19/2024	11/18/2025	\$12.80	\$1,408.00
6	AW-MR-USER	Arctic Wolf Managed Risk user license	132		11/19/2024	11/18/2025	\$88.89	\$11,733.48
7	AW-MR-SE	Arctic Wolf Managed Risk server license	15		11/19/2024	11/18/2025	\$88.89	\$1,333.35

## Products

Line #	Part #	Product Details	Qty	Serial Number	Start Date	End Date	Price	Ext. Price
8	AW-PLATFORM	Arctic Wolf Platform	147		11/19/2024	11/18/2025	\$13.33	\$1,959.51
9	AW-PLATFORM-BASE	Arctic Wolf Platform - Base Platform	1		11/19/2024	11/18/2025	\$4,241.67	\$4,241.67

**Subtotal:** \$46,405.15

## Quote Summary

Description	Amount
Products	\$46,405.15

**Total:** \$46,405.15

Right! Systems Inc. Standard Terms and Conditions apply. Terms are N30 OAC. Applicable sales tax and freight are excluded and will be calculated at the time of shipping unless specifically requested. Pricing is valid until the end of each month and pricing may be subject to change. All returns are subject to authorization and will be subject to a 15% restocking fee. A copy of our standard Terms and Conditions may be requested by contacting 1-800-571-1717.

## Mason Transit Authority

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Mason Transit Authority Regular Board Meeting

**Agenda Item:** Discussion – Item 7A  
**Subject:** First Discussion of 2025 Budget  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** October 15, 2024

### Background:

The preparation of the first rough draft of the 2025 Budget maintains a conservative approach to revenue forecasting. Predictions in 2025 remain conservative due to 2024 being an election year and recent global events in 2024.

### Assumptions for 2025 include:

- **Sales Tax at a 2% increase over 2024 estimated returns.** We budgeted a 3% increase for 2024 and we have remained on target for that amount. Feedback from the MTA Finance Committee was to remain conservative at a 1-2% increase.
- **3% COLA for non-represented staff in 2025.** Maintenance staff and Operators will receive a 3% COLA for their 2025 contract period. Maintenance staff will require contract renewal on September 1<sup>st</sup>, 2025.
- **Grant Revenue may decrease in 2025.** MTA received nearly \$3 million in Climate Commitment Act grant funding this biennium. Initiative 2117 is on the November ballot to repeal the Climate Commitment Act. If repealed, it will eliminate 50%, (Approximately \$1.7M) of our current Paratransit Special Needs grant formula funding and entirely eliminate the Transit support grant of \$ \$1.2 million. These funds were used to replace several vehicles in our fleet and to replace the match requirements using MTA local funds on projects.
  - We do expect to receive approximately \$6.5 M in the next biennium (July 2025 to June 2027) if the CCA is repealed.
    - Rural Mobility Formula Funds: \$2.7M
    - Paratransit Special Needs: \$1.5M
    - 2025-27 Consolidated Grant: \$2.3M
- **Remain Fare Free until December 2025.** MTA adopted a Fare Free Pilot Program to suspend all fares except the premium Worker Driver Routes where only those 18 and under ride free until December 31, 2025. This was introduced after the passage of the Move Ahead Washington funding package that funded the Transit Support Grants through the Climate Commitment Act. If repealed, the Board may want to review re-instatement of fares. Staff recommendation is to remain fare free as it costs more to count the fares coming in from out-of-town

travel than it brings in fares. It also reduces conflict points between riders and operators over fares and reduces dwell time as riders are boarding.

- **Health Insurance increases.** Regence increased 7.3%, Kaiser increased 8.2% and Willamette Dental increased 6.9%.
- **No additional increases in staffing in 2025.** We haven't been able to reach our goal of 45 operators during this year and we don't anticipate needing any additional in 2025. We just added a dispatcher position, and we have enough staff in our maintenance department. We may need to approach the board mid-year for additional staff persons for a temporary amount of time if we receive any retirement notices. This allows for some time to cross train and keep positions filled while training takes place.

Attached you will find a draft of the 2025 capital budget items. Operating budget items are still being developed. The finance board subcommittee met on October 2 to review the capital budget and discuss operating assumptions.

The draft budget presented in November will include line-by-line detail for the revenue and expense projections for 2025. Staff are still receiving quotes for services and projects.

**Summary: First view of 2025 Capital Budget and overview of operating budget assumptions.**

**Fiscal Impact:**

None at this time.

**Staff Recommendation:**

None at this time.

DRAFT Mason Transit Authority Proposed 2025 Capital Budget					
Draft 10/15/24					
Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
TCC customer service office remodel	100,000		100,000		Carry forward from 2024. Remove ADA ramp from middle of office and re-design space.
JP Badge Access Door Locks	5,000		5,000		Downstairs admin office space doors.
Bus stop improvements	30,000	30,000			Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Capital Facilities Improvements	50,000		50,000		Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	TBD. Quotes pending.				Park and Ride Resurfacing of lots.
Propane Conversion Kits	TBD		TBD		Paul to do calcs on existing fleet \$7,000 ea.
Fire Proof file cabinets for Grants and HR Files	15,000		15,000		Existing cabinets are past useful life and not locking. Tracy getting estimates.
Printer	10,000		10,000		Printer in Admin. Includes shipping and moving old printer from upstairs.
Maintenance Laptops	7,000		7,000		Replacement laptops for maintenance department.
Operations Tablets with mounts	30,000		30,000		Replace tablets and mounts in fixed route and dial a ride buses as they are at end of useful life. Tablets are mobile data terminals that allow buses to be seen in real time, provide manifests, direction, and allow for passenger counts.
IT Remote Access	5,500		5,500		Cloud solution that will allow IT staff to remote access desktops and laptops and perform required updates. Will no longer need to go to each individual computer to access.
Automated Voice Announcements	TBD		TBD		Need sign replacement in a couple of buses and a new voice announcement system that ties into our GPS system. ADA requirement.
Next Bus Signage at TCC	TBD		TBD		Sign at TCC that will tell riders when the next bus will arrive. Ties into our GPS units on the bus or via Google Feed.
Camera on JP Fleet	TBD		TBD		Waiting on quote from HCC
IT Penetration Test	50,000	10,000	50,000	50,000	Recommendation from IT company that did an assessment on MTA's current vulnerabilities. WSTIP Grant will cover 10-15K. Staff to invite vendor for presentation in November.
Repair/replace TCC Gym floor	130,000		130,000		Carry forward from 2024. 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 Prairie Base Facility Updates	950,000		950,000		Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
<b>Total Misc Capital Projects</b>	<b>1,382,500</b>	<b>40,000</b>	<b>1,352,500</b>	<b>50,000</b>	
May need to carryforward staff car if DES fleet isn't available in 2024.					
Paul to look at current fleet to see if we need replacements scheduled in 2025					
<b>Total Vehicle Replacements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Proposed 2025 Capital Projects</b>	<b>\$ 1,382,500</b>	<b>\$ 40,000</b>	<b>\$ 1,352,500</b>	<b>\$ 50,000</b>	

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

**Agenda Item:** New Discussion – Item 7B – *DISCUSSION*

**Subject:** 2025 MTA Regular Board Meeting Calendar

**Prepared by:** Tracy Becht, Clerk of the Board

**Approved by:** Amy Asher, General Manager

**Date:** October 15, 2024

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

The attached 2025 Mason Transit Authority Regular Board Meeting Calendar is provided for your preliminary review and consideration.

Earlier in 2024, the MTA Board met using the Fire Hall in Hoodspout. The cost to use the Fire Hall was \$150 with a security deposit of \$200 which was not used.

Over the past nine years, MTA has held two remote meetings in Hoodspout at the Fire Hall. Members of the public have not attended either meeting. Does the Board want to hold one of the remote meetings at that location again or utilize the Belfair Park & Ride Building Conference room?

Additionally, other following considerations:

1. Would the Board like to continue to hold the Board meetings at 1:00 PM? It seems to work well with calendars of Board members.
2. Propose cancelling meetings when there is nothing more than the consent agenda and informational items on the agenda. We have a few meetings every year with no action or discussion items to review.
3. We recommend not having a regularly scheduled meeting in August for the following reasons:
  - a. The State Public Transportation Conference is held in August during our regularly scheduled meeting time.
  - b. The number of items for consideration in that month are few and remaining items can be considered at September meeting.
  - c. Vacations.

### **Fiscal Impact:**

None at this time.

### **Staff Recommendation:**

None at this time.



# MASON TRANSIT AUTHORITY BOARD 2025 REGULAR MEETING SCHEDULE

(Adopted by Resolution No. 2024-XX on December XX, 2024)

TIME	DATE	MONTH	LOCATION
1:00 P.M.	21	January	MTA Transit-Community Center, 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	18	February	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	18	March	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	15	April*	MTA Belfair Park & Ride Conference Room, 25250 NE SR 3, Belfair
1:00 P.M.	20	May	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	17	June	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	15	July	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	19	August*	No Meeting.
1:00 P.M.	16	September	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	21	October*	MTA Belfair Park & Ride Conference Room, 25250 NE SR 3, Belfair
1:00 P.M.	18	November	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584
1:00 P.M.	16	December	MTA Transit-Community Center 601 West Franklin Street, Shelton, WA 98584

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

790 East Johns Prairie Road, Shelton, WA98584  
360-426-9434 or 800-374-3747  
[clerk@masontransit.org](mailto:clerk@masontransit.org)

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

**Agenda Item:** Staff Report – Item 8A. – *Informational*  
**Subject:** Financial Reports – September 2024  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** October 15, 2024

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

Included are the updated September 2024 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for July 2024 (received September 30, 2024) was \$723,443, 5% above the 2024 budgeted amount, and 6% more than July 2023.

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

It is expected that YTD revenue and expenses will be 75% (9/12) of the budget through the end of the year. Total YTD Revenue is slightly under budget at 71.7% while we await reimbursements from WSDOT operating grants. Total YTD Operating Expenses are under budget at 60.2%.

- Passenger fares for Worker Driver are currently at 67.5% through the month of September.
- Rental Income is on par with the projections for the month at 79.1%.
- Wages and Benefits at 61.9% slightly under budget projections.
- Other Operating Expenses are on par with budget at 70.4%. Many of these expenditures are dues & subscriptions that are typically paid for at the beginning of the year, and conference registrations.
- Fuel is under budget at 57.2% for the month of September.
- Utilities are slightly under the current budget at 64.4%.

### **Fiscal Impact:**

September fiscal impact reflects total revenues of \$3,834,682 and operating expenses of \$679,116; for a net gain of \$3,155,565.

# Mason Transit Authority Statement of Financial Activities

% through the year: 75.0%

October 2024 Board Report

September Statement of Financial Activities	September	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares- Community Van	\$ -	\$ 496	\$ 1,500		0.0%
PSNS Worker/Driver	6,361	57,339	85,000		67.5%
<b>Total Operating Revenue (Fares)</b>	<b>6,361</b>	<b>57,835</b>	<b>86,500</b>		<b>66.9%</b>
Sales Tax	764,562	5,898,628	7,645,620	(1)	77.2%
Operating Grants	2,968,727	2,968,727	5,530,866	(2)	53.7%
Rental Income	13,633	120,442	152,361		79.1%
Investment Income	81,399	644,334	200,000		322.2%
Other Non-operating Revenue	-	92,067	26,050	(3)	353.4%
<b>Total Revenue</b>	<b>3,834,682</b>	<b>9,782,032</b>	<b>13,641,397</b>		<b>71.7%</b>
<b>Expenses</b>					
Wages and Benefits	530,441	5,114,426	8,268,421		61.9%
Contracted Services	19,094	173,651	380,120		45.7%
Fuel	41,187	370,631	647,500	(4)	57.2%
Vehicle/Facility Repair & Maintenance	15,836	176,743	362,200		48.8%
Insurance	24,465	220,187	293,583		75.0%
Intergovernmental - Audit Fees	-	39,349	40,000		98.4%
Utilities	18,722	135,130	209,800		64.4%
Supplies & Small Equipment	21,404	216,995	406,150	(5)	53.4%
Training & Meetings	1,350	32,762	62,450		52.5%
Other Operating Expenses	6,617	104,158	148,009	(6)	70.4%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>679,116</b>	<b>6,584,031</b>	<b>10,938,233</b>		<b>60.2%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 3,155,565</b>	<b>\$ 3,198,001</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 estimates Q1-3.
(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 \$3.10. Average gasoline price per gallon year to date is \$3.33. Average propane price per gallon year to date is \$1.90.
(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; 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; 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

October 2024 Board Report

## Cash Balances

	8/31/2024	9/30/2024	Change
Cash - MC Treasurer	\$ 2,351,325.10	\$ 5,421,200.34	\$ 3,069,875.24
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 248,461.66	\$ 246,364.26	(2,097.40)
Petty Cash/Cash Drawers	-	-	-
<b>TOTAL</b>	<b>\$ 20,349,786.76</b>	<b>\$ 23,417,564.60</b>	<b>\$ 3,067,777.84</b>

## Cash Encumbrances

2024 MTA Funded Capital Budget Items Remaining \$ 1,430,882.97

Reserves:

General Leave Liability (Vacation/Sick)	365,286.57
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>	9,250,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
<b>Total Encumbered</b>	<b>\$ 17,596,169.54</b>

Total of Cash	\$ 23,417,564.60
Less Encumbrances	17,596,169.54
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>5,821,395.06</b>

Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,596,169.54
<b>Undesignated Cash Reserves</b>	<b>\$ 153,830.46</b>

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

**Mason Transit Authority 2024 Capital Budget**

October 2024 Board Report  
As of September 30, 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.
<b>Total Misc Capital Projects</b>	<b>1,895,000</b>	<b>175,000</b>	<b>1,720,000</b>	<b>-</b>	<b>354,201</b>	<b>354,201</b>	
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			5,110,924	5,110,924	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.
<b>Total Vehicle Replacements</b>	<b>\$ 6,846,233</b>	<b>\$ 7,058,139</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,744,674</b>	<b>\$ 6,744,674</b>	
<b>Proposed 2024 Capital Projects</b>	<b>\$ 8,741,233</b>	<b>\$ 7,233,139</b>	<b>\$ 1,720,000</b>	<b>\$ -</b>	<b>\$ 7,098,874</b>	<b>\$ 7,098,874</b>	

# Mason Transit Authority Sales Tax Receipts

October 2024 Board Report

Sales Tax Collected as of 9/30/2024 for 7/31/2024



	2021	2022	2023	2024 Budget	2024 Actual	2024 Budget Variance	% Change 2023 - 2024 Actual
January	464,970	492,351	528,201	611,650	545,346	-11%	3%
February	456,479	513,550	539,128	535,193	559,272	4%	4%
March	595,307	646,582	616,540	649,878	640,405	-1%	4%
April	585,816	599,278	599,059	611,650	619,533	1%	3%
May	604,875	620,580	656,593	573,422	671,706	17%	2%
June	640,945	677,991	731,134	726,334	724,483	0%	-1%
July	606,512	653,259	679,614	688,106	723,443	5%	6%
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>4,484,188</u>		

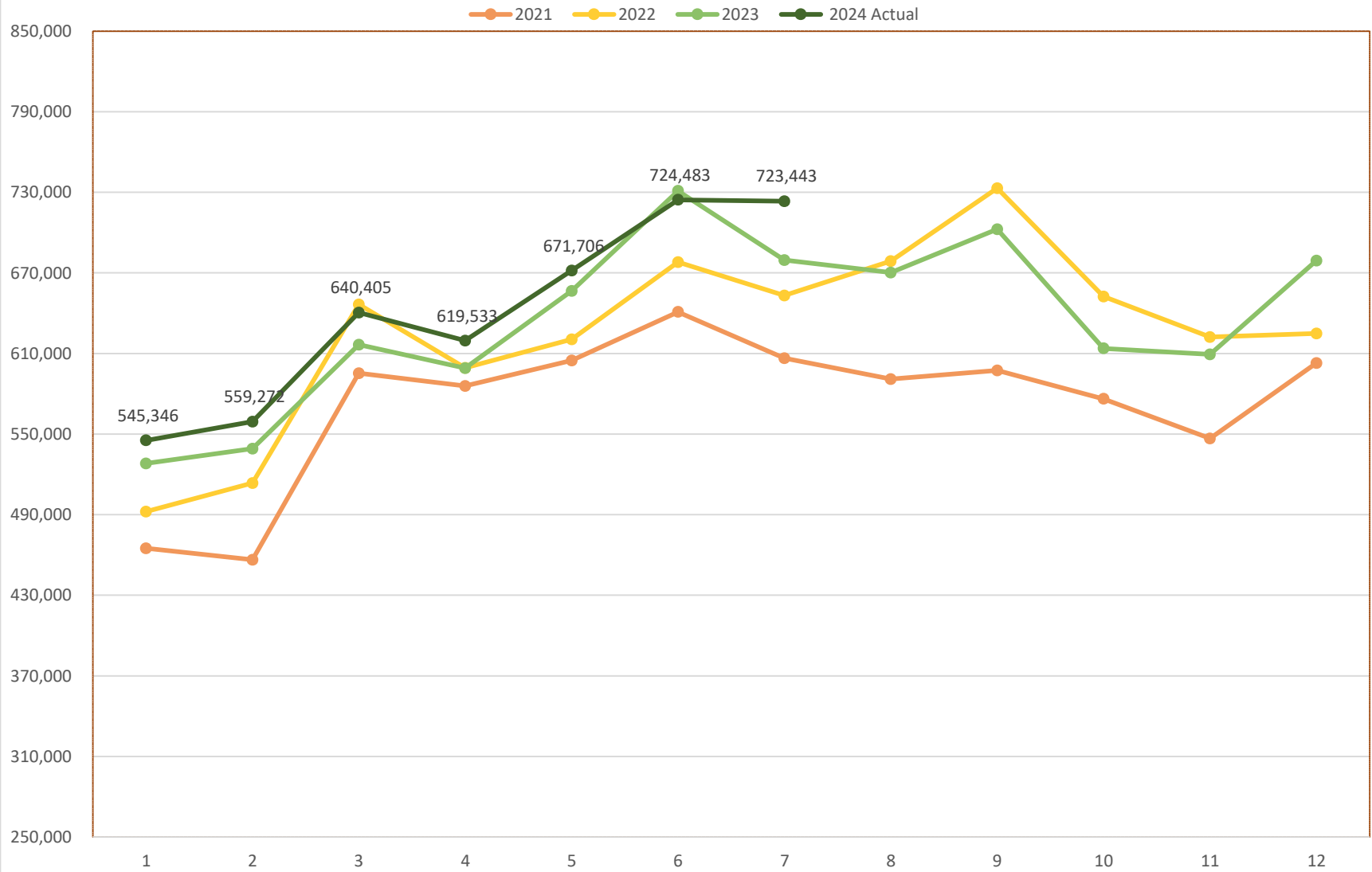
Budget Variance Average - YTD

2%

% Change 2023 vs 2024 Actual Average - YTD

3%

# 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:** October 15, 2024

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 15, 2024

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board October 15, 2024

## GENERAL MANAGER'S REPORT

### **External Activities:**

- Attended Mason Economic Development Council Board meetings.
- Attended Mason Opioid Stakeholder meeting in Belfair.
- Attended the Washington State Transit Association's General Manager's meeting via zoom.
- Attended Peninsula Regional Transportation Planning Organization Technical Advisory Committee meeting. Will be submitting Admin Facility project to Long Range Plan.
- Attended State Finance Leadership Committee meeting and Washington State Transit Insurance Pool Board Meeting in Pasco.
- Attended Mason County Administrators meeting in Shelton.

### **Internal Activities:**

- Hosted Quarterly Lunch with Leadership luncheon at the T-CC. Management staff met with drivers, dispatchers, and maintenance staff to provide agency updates, discuss new policies and exchange ideas.
- In addition to the Lunch with Leadership event, Haley coordinated our first soup potluck of the season.
- Submitted WSDOT operating grant reimbursement requests.
- Met with State Auditor's office to review status of 2022 audit. MTA staff continue to organize the ten years' worth of invoices related to the park and rides by location so that they can be properly accounted for by ownership.
- Met with insurance pool staff and contractor to review facilities for 2026 property insurance renewals.
- Met with appraiser to gather market estimates on leased spaces at T-CC and Johns Prairie. Measured all of Johns Prairie office spaces for accuracy. We will update new leases with accurate measurements during renewals.
- Met with new driver class.
- Met with management staff to review 2025 department budgets.
- Held MTA Board Finance Subcommittee to review 2025 Draft Budget and discuss proposals.
- Submitted Consolidated Operating Grant to State Department of Transportation.
- Met with WSDOT staff to finalize financial audit and submit cost allocation and grant spend down plan.

## TEAM UPDATES

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

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

- Currently hiring to fill an open Fueller Detailer position.
- Attended Staff meetings.
- Attended Maintenance Committee meeting with other state maintenance staff.

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

- Continued work on propane conversions.
- Working with Nwestco on fuel pump repair and maintenance. Coordination with Mason County for fueling as needed.
- Work in Belfair on a water leak at the building.
- Continued work on 2025 budget estimates.
- Working on 2024 inventory.

### T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 365 participants this September.
- **Kitchen:** The kitchen user total in September was 53 people.
- **Conference Room:** The MTA monthly board meeting welcomed 15 members this month. The MTA Fall Soup Cook-off welcomed around 20 employees. The MTA Leadership Lunch welcomed around 17 employees.
- Met with staff on T-CC roof repair.
- Coordinated elevator inspection, jetting of drains, tile replacement in downstairs bathroom, lock replacements and regular T-CC building maintenance.

### OPERATIONS – Jason Rowe

- **Ridership Numbers:** We continue to increase our riders per hour. School ridership is back as well as increased use of the worker driver routes.
- **New Employee spotlight:** We had a new driver's class of 4 that started on September 16, and we have a new Scheduler/Dispatcher starting on October 21. Welcome Yesenia!
- **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 for the November election. We are also working closely with the local dialysis centers to coordinate cross county travel of patients seeking care in Mason County.
- **Special Transportation:** In September we provided Special Transportation for the following events:
  - Parks Department Tour
  - Hama Hama Special
  - North Mason AIOC Student special and site visit.
- **Outreach:** Here are some of the Outreach highlights from September:
  - Travel Training with CHOICE (Challenging High School Opportunities in Continuing Education). Took students on a bus ride and talked about the basics like how to catch a bus, how to get to their destination, rules while riding, etc.
  - Hot Topics & Cool Tips Senior Day at the Belfair HUB. An event focusing on information and services plus fraud tips and prevention for seniors in Mason County. We had an information booth and then did a presentation on MTA services and a tour of our bus.
  - North Mason HS Transitions class presentation and travel training. We went over MTA's website, how to read bus schedules, Trip Planner, DAR, bikes on buses, etc. then we did a bus ride demonstrating how to load, unload and rules on the bus plus we identified bus stops vs bus shelters and visited Bill Hunter Park, Belfair Park & Ride, and the Rt4 stop at NM Bus Barn.
  - Travel Training with Pathways of Shelton. Educated them on our routed bus system, they rode Route 5, and we discussed flag stops, bus stops, and how to contact MTA.
  - Did site visits to all of the assisted living facilities in Mason County (Maple Glen, Alpine, Fir Lane, Shelton Health & Rehab., and Haven in Allyn) and talked about Special Transportation to Voting Centers, MTA Services, and how best to help residents use the public bus system and Dial-A-Ride services.

## 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:** October 15, 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.

School is back in session, and we are seeing ridership increase as a result. September had a low amount of service hours compared to the other months, only 4,391 service hours for the month where our average runs about 4,639. Despite this deficit we had a total of 45,621 riders this month, which works out to be 10.38 RPH (Riders per hour) we have steadily increased this metric since the beginning of 2024.

	January	February	March	April	May	June	July	August	September
Ridership	39587	41452	46846	47495	47571	42916	49416	42733	45621
Service Hours	4841	4518	4767	4797	4937	4342	4578	4580	4391
Riders Per Hour	8.18	9.18	9.83	9.90	9.64	9.88	10.79	9.33	10.39

