



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, November 19, 2024 at 1:00 p.m.

Remote Meeting via Zoom

To join by phone: 253-215-8782

Meeting access code 989 3067 4323

Passcode 716212

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

#### 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**  

**Motion:** *Moved that the agenda for the November 19, 2024 MTA regular Board meeting be approved as presented.*
5. **CYBERSECURITY PRESENTATION by Che Bhatia of AON** **Chair**
6. **CONSENT AGENDA – ACTION** **Chair**
  - A. Pg. 03: **October 15, 2024 Regular Board meeting minutes**
  - B. Pg. 06: **Check Approval: Oct. 8, 2024 – Oct. 30, 2024**
  - C. Pg. 13: **Surplus Vehicle–Resolution No. 2024-11**
  - D. Pg. 16: **Amendment to PTD0952-02–Resolution No. 2024-12**

**Motion:** *Move that the October 15, 2024 Regular Board meeting Minutes, Check and Credit Card Approvals, Resolutions Nos. 2024-11 and 2024-12 be approved as presented.*

7. **ACTION ITEMS:**  
**Unfinished Business: [None]**  
**New Business:**
- A. **Pg. 21: Actionable: Proposed Additional Van Grant Recipient (Resolution No. 2024-13)** Amy  
*Motion: Move that the Mason Transit Authority Board adopt Resolution No. 2024-13 authorizing the General Manager to execute the Agreement re Asset#7629.*
8. **DISCUSSION ITEMS:**
- A. **Pg.:** **Second View of 2025 Budget [to follow Monday, November 18, 2024]** Amy  
B. **Pg. 24: Update of 2025 Regular Board Meeting Dates and Locations** Amy  
C. **Pg. 27: Citizen Advisor for 2025** Amy  
D. **Pg. 28: MTA Officers for 2025** Amy
9. **STAFF AND INFORMATIONAL REPORTS**
- A. **Pg. 29: Financial Reports – October, 2024**  
B. **Pg. 34: Management Reports**  
C. **Pg. 38: Operational Statistics**
10. **COMMENTS BY BOARD**
11. **UPCOMING MTA BOARD MEETING:**  
**Mason Transit Authority**  
**Regular Meeting**  
**December 17, 2024 at 1:00 PM**  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton
12. **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.*



**OPENING PROTOCOL**

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

**2. ROLL CALL AND DETERMINATION OF QUORUM**

**Authority Voting Board Members Present at Belfair:** Board members Eric Onisko, Chair; John Sheridan, Vice Chair; Ryan Spurling and Sharon Trask.

**Authority Voting Board Members Present via Zoom:** Randy Neatherlin.

**Authority Voting Board Members Not Present:** Wes Martin, Cyndy Brehmeyer, Richard Lee

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

**Citizen Advisor to the Board Present at Belfair:** John Piety

**MTA Staff present at Belfair:** Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Lissa McClanahan, Finance Manager; 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 Belfair:** 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.

*[Board member Shetty arrived at 1:06 pm establishing quorum.]*

**4. APPROVAL OF AGENDA**

**Moved** that the agenda for the October 15, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Neatherlin/Spurling. Motion carried.**

**5. CONSENT AGENDA**

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

- A. September 17, 2024 MTA regular Board meeting minutes.
- B. Payments of September 5, 2024 through September 24, 2024 financial obligations on checks #39009 through #39109, as presented for a total of \$724,104.46.

**Trask/Shutty. Motion carried.**

## **6. ACTION ITEMS**

**6A. Contract with Public Relations Firm.** Jason Rowe, Operations Manager, described the process in seeking a public relations firm. He also indicated that Berg Marketing has been MTA's public relations firm for the previous two years and before that it was JayRay. **Moved** 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. **Trask/Shutty. Motion carried.**

*[Vice Chair Sheridan arrived at 1:11pm]*

**6B. Approval for Arctic Wolf Renewal.** Amy Asher, General Manager, provided the history regarding MTA's decision to invest additional funds in risk prevention and cybersecurity and that it continues to be more cost effective than purchasing excess cyber insurance coverage. **Moved** 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. **Spurling/Trask. Motion carried.**

## **7. DISCUSSION:**

**A. First Discussion of 2025 Budget.** Ms. Asher opened the discussion with the Board members by noting that she will be bringing more line items at the November meeting as that information is still being gathered. Ms. Asher also indicated that assumptions continued to be on the conservative side through 2025 due to it being an election year and global events. MTA budgeted a 3% sales tax increase in 2024 and plans for a conservative 2% for 2025 after meeting with the MTA Board finance committee. She also factored in a 3% COLA for the non-represented employees, keeping in line with the represented employees of operators and maintenance employees. Ms. Asher also indicated that a new contract will be negotiated for the represented maintenance employees in 2025.

Ms. Asher also cautioned that there could potentially be a grant revenue decrease if Initiative 2117 passes. This funding currently provides \$3M each biennium through transit-supported grants. Funds will be here for this biennium, but not sure what will be happening for the next biennium.

Ms. Asher also described the previously approved Board grant funding for MTA having youth riders ride fare free. She revisited the cost to MTA of collecting fares and that it exceeds the low amounts of fare collected. It is her recommendation that MTA continue to remain fare-free for the additional following reasons: It places less risk to the Drivers to have conflicts with

passengers to collect the fare and the dwell time to collect the fares. Except for Kitsap Transit (due to its size), other neighboring transit agencies are fare free.

Ms. Asher also addressed that the cost for insurance plans for employees increasing in 2025. MTA does not plan to add additional staff in 2025. MTA is budgeted for 45 operators.

**B. First Discussion of 2025 MTA Regular Board Meeting Calendar.** Ms. Asher discussed the April and October regular meetings are customarily held in Belfair or other areas. The Board asked that staff explore other remote meeting locations such as the Timberland Library or other community areas in Hoodspport, such as the Lilliwaup Community Center and Skokomish Indian Tribal Community Center.

The Board agreed to keep the Board meeting time to be 1:00PM in 2025.

## **8. STAFF REPORTS**

- **General Manager.** Ms. Asher shared that a survey was distributed to determine whether employees wanted to resume having one annual meeting in which all employees gathered on a Sunday or have smaller events. Just over ½ of the employees chose a smaller event with Managers. There has been great dialogue between employees/drivers and Managers. This month, great information exchanged with Maintenance and operators.
- **Finance.** Sales Tax is up over last year, and MTA is on track to meet budget goals. Although Ms. Asher wanted to wait until the audit was completed to submit for operating reimbursements, WSDOT wants MTA to submit reimbursement now, which has been done. Fuel costs are coming in lower than budgeted.
- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, shared the Maintenance team is half-way through the propane conversion and decals are being added on back of buses noting use of renewable diesel. Mr. Bolte also discussed the RTA training he attended in Atlanta, GA, where 300 other Fleet Managers attended. It was a great way to learn how other fleets operate. He felt that because MTA's team is so diverse, it is a great advantage. The training was well worth the time. The last cutaway is expected to arrive on October 16.
- **Operations.** Jason Rowe, Operations Manager, shared that ridership continues to increase across the board. He thanked the Board for approving the additional dispatcher. The newly hired dispatcher is bilingual and Mr. Rowe is looking forward to her being a part of the dispatch team. Next week the new driver class will be taking their CDL exams. Lisa Davis and Bryan Pentland are a cohesive team, and this training session has been the quickest yet.

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

## **10. UPCOMING MEETING**

### **Mason Transit Authority**

Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

### **Regular Meeting**

**November 19, 2024 at 1:00 PM**

**Moved** that the meeting be adjourned.

## **11. ADJOURNED:** 1:41 PM

**Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 6B – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** November 19, 2024

**Summary:**

See Attached Check Register and Credit Card Activity Report.

October Fuel Prices: Diesel \$2.56, Unleaded \$3.08, Propane \$1.78

General Manager Travel Expenditures:

- **N/A**

**Check Disbursement Fiscal Impact:**

\$895,058.03

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of October 8, 2024, through October 30, 2024, financial obligations on checks #39110 through #39216 as presented for a total of \$895,058.03.



Mason Transit Authority  
November 19, 2024, Disbursement Approval

The following checks for the period of October 8, 2024, through October 30, 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	39110-39216	\$895,058.03

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 10/08/2024	39153	\$218,102.12
Payroll & DRS – 10/22/2024	39182	\$222,218.29
Employee Benefit Trust – 10/25/2024	39199	\$108,323.69

Signed by: \_\_\_\_\_  
 Submitted by: Lissa McClanahan Date: 11/14/2024  
 Lissa McClanahan, Finance Manager

Signed by: \_\_\_\_\_  
 Approved by: Amy Asher Date: 11/15/2024  
 Amy Asher, General Manager

Mason Transit Authority Check Register  
 November 2024 Board Report

Activity From 10/9/2024 Through 10/30/2024

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction</u>
10/9/2024	39110	Abila	892.43
10/9/2024	39111	Advance Glass	259.07
10/9/2024	39112	AIG Retirement DBA Corebridge Financial	2,309.25
10/9/2024	39113	Ecolube Recovery, LLC	261.79
10/9/2024	39114	Bradley Air Company	871.31
10/9/2024	39115	Blue Star Gas	1,690.62
10/9/2024	39116	City of Shelton	2,215.68
10/9/2024	39117	Comcast	55.22
10/9/2024	39118	Liquid Enviromental Solutions of Washington LLC	2,283.64
10/9/2024	39119	Bruce Titus Ford	8.86
10/9/2024	39120	GORDON TRUCK CENTERS, INC.	295.66
10/9/2024	39121	Health Care Center	175.00
10/9/2024	39122	Hood Canal Communications	1,939.96
10/9/2024	39123	Robert W. Johnson, PLLC	1,600.00
10/9/2024	39124	Kaiser Foundation Health Plan of Washington	138.00
10/9/2024	39125	Kimball Midwest	329.72
10/9/2024	39126	Kirk's Automotive, Inc.	169.00
10/9/2024	39127	Mason County PUD #3	2,155.13
10/9/2024	39128	Purcor	163.08
10/9/2024	39129	MOHAWK MFG. & SUPPLY	705.12
10/9/2024	39130	Mountain Mist Water	194.27
10/9/2024	39131	O'Reilly Auto Parts	210.70
10/9/2024	39132	PetroCard, Inc.	20,648.71
10/9/2024	39133	Builders FirstSource	69.74
10/9/2024	39134	Reliable Electric, Inc.	431.15
10/9/2024	39135	Ricoh USA, Inc	110.14
10/9/2024	39136	RingCentral, Inc.	1,310.74
10/9/2024	39137	Right! Systems, Inc.	6,686.87
10/9/2024	39138	Seattle Automotive Distributing	301.91
10/9/2024	39139	The Shoppers Weekly	55.33
10/9/2024	39140	Signs of Seattle	678.13
10/9/2024	39141	Staples Business Advantage	707.31
10/9/2024	39142	TK Elevator Corporation	784.15
10/9/2024	39143	Total Battery & Automotive Supply	48.79
10/9/2024	39144	Tozier Brothers, Inc.	1.29
10/9/2024	39145	UniFirst	342.38
10/9/2024	39146	U.S. Bank	6,882.14

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

10/9/2024	39147	Verizon Wireless	1,424.86
10/9/2024	39148	Voyager Fleet Systems, Inc.	12.00
10/9/2024	39149	Westbay Auto Parts	470.16
10/9/2024	39150	Whisler Communications	2,079.42
10/9/2024	39151	AWorkSAFE Service, Inc.	595.00
10/9/2024	39152	ZEP Manufacturing Company	917.74
10/8/2024	39153	Mason Transit Authority - ACH Account	218,102.12
10/22/2024	39154	Advance Glass	730.91
10/22/2024	39155	AIG Retirement DBA Corebridge Financial	2,309.25
10/22/2024	39156	Belfair Water District #1	1,274.57
10/22/2024	39157	Berg Marketing Group	3,500.00
10/22/2024	39158	Blue Star Gas	2,992.10
10/22/2024	39159	Cascade Natural Gas	1,924.95
10/22/2024	39160	Dobbs Peterbilt - Tacoma	40.88
10/22/2024	39161	Health Care Center	175.00
10/22/2024	39162	Kitsap Transit	1,583.26
10/22/2024	39163	Mason County Garbage, Inc.	1,126.77
10/22/2024	39164	Mason County PUD #3	3,100.85
10/22/2024	39165	Mountain Mist Water	285.11
10/22/2024	39166	Northwest Bus Sales, Inc.	156,535.00
10/22/2024	39167	O'Reilly Auto Parts	270.87
10/22/2024	39168	Pitney Bowes Purchase Power	171.00
10/22/2024	39169	Peak Industrial Inc.	605.82
10/22/2024	39170	Builders FirstSource	36.20
10/22/2024	39171	Roto-Rooter Services Company	997.52
10/22/2024	39172	State Auditor's Office - WA	208.65
10/22/2024	39173	Seattle Automotive Distributing	38.62
10/22/2024	39174	Mason County Journal	77.55
10/22/2024	39175	The Shoppers Weekly	66.11
10/22/2024	39176	Titus-Will	6,430.48
10/22/2024	39177	Tozier Brothers, Inc.	48.85
10/22/2024	39178	UniFirst	342.38
10/22/2024	39179	Westbay Auto Parts	414.26
10/22/2024	39180	AWorkSAFE Service, Inc.	1,601.24
10/22/2024	39181	Washington State Transit Association	180.00
10/22/2024	39182	Mason Transit Authority - ACH Account	222,218.29
10/25/2024	39183	Aflac	807.84
10/25/2024	39184	AIG Retirement DBA Corebridge Financial	2,310.50
10/25/2024	39185	Brady Trucking Co., Inc.	407.25
10/25/2024	39186	Blue Star Gas	532.92
10/25/2024	39187	Community Transportation Association NW	605.00
10/25/2024	39188	Dobbs Peterbilt - Tacoma	377.49

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

10/25/2024	39189	Gillig, LLC	2,304.54
10/25/2024	39190	Health Care Center	175.00
10/25/2024	39191	District 160	1,607.50
10/25/2024	39192	LegalShield	152.40
10/25/2024	39193	O'Reilly Auto Parts	498.76
10/25/2024	39194	Peak Industrial Inc.	5,081.38
10/25/2024	39195	Builders FirstSource	27.21
10/25/2024	39196	Ricoh USA, Inc	116.09
10/25/2024	39197	Jason Rowe	378.51
10/25/2024	39198	The Shoppers Weekly	408.61
10/25/2024	39199	AWC Employee Benefit Trust	108,323.69
10/25/2024	39200	Westbay Auto Parts	302.15
10/30/2024	39201	Anderson Appraisal Inc.	4,800.00
10/30/2024	39202	Amerisafe	128.15
10/30/2024	39203	Employment Security Department - WA State	418.50
10/30/2024	39204	Mason County PUD #3	1,785.40
10/30/2024	39205	Purcor	137.76
10/30/2024	39206	Moose Breath Graphics L.L.C	85.00
10/30/2024	39207	Mountain Mist Water	178.25
10/30/2024	39208	O'Reilly Auto Parts	144.97
10/30/2024	39209	PetroCard, Inc.	19,707.57
10/30/2024	39210	Builders FirstSource	73.39
10/30/2024	39211	Right! Systems, Inc.	50,395.99
10/30/2024	39212	Seattle Automotive Distributing	341.26
10/30/2024	39213	The Shoppers Weekly	1,261.41
10/30/2024	39214	Staples Business Advantage	54.44
10/30/2024	39215	UniFirst	171.19
10/30/2024	39216	Westbay Auto Parts	87.83

Total 101000 - MC Treasurer Depository	895,058.03
--	------------

Report Total	895,058.03
--------------	------------

Mason Transit Authority Credit Card Activity  
November 2024 Board Report

		October 2024 Activity	
GL Title	Transaction Description		Expenses
Parts Inventory	Bolt Cylinder Head Genuine GMParts		128.19
Parts Inventory	Emergency Exit Labels Amazon		10.85
Parts Inventory	Lights Amazon		72.00
Parts Inventory	Parts Fuse Belt Amazon		10.74
Employee Recognition	EE Holiday Recognition Supply Amazon		15.19
Repair/Maintenance by Other	Repair and Maintenance by Johnsons Machine Shop		189.53
Background Chk	Checkr Background check Comm Center		45.88
Background Chk	Checkr Background check Drivers		94.20
Fuel and Lubricants	Fuel Bus 2415 Fred Myer		184.35
Fuel and Lubricants	Fuel Bus 321 Fred Myer		171.54
Fuel and Lubricants	Fuel Bus 331 Fred Myer		225.00
Facility Repair/Maintenance	15' USB Extension Cable for TCC gym clock Amazon		12.62
Facility Repair/Maintenance	2 outlet power splitterfor New vending machines Amazon		13.06
Facility Repair/Maintenance	4' LED retro Fit Bulbs 1000Bulbs.com		305.05
Facility Repair/Maintenance	Clock Faucet Shears Amazon		87.50
Facility Repair/Maintenance	Fees Sherlock Equipment Belfair		(371.72)
Facility Repair/Maintenance	Filter Beads Amazon		271.49
Facility Repair/Maintenance	Filters Amazon Belfair		150.62
Facility Repair/Maintenance	Rental Fee Sherlock Equipment Belfair		936.95
Facility Repair/Maintenance	Rock Penninsula Top Soil		1,166.45
Operating Supplies	Candy for Trunk or Treat Walmart		89.91
Operating Supplies	Id Badge Card Printing Account InstantCard		250.00
Office Supplies	Finance Check Stock Order Abila Checks & Forms		810.36
Office Supplies	Monthly Tab Stickies Amazon		5.96
Shop Supplies	Batteries Amazon		12.62
Shop Supplies	Shop Sponge Holder Amazon		6.51
Cleaning/Sanitation Supplies	Cleaning Supply Sponges Amazon		16.28
Cleaning/Sanitation Supplies	Janitorial Supplies WCP Solutions		214.60
Cleaning/Sanitation Supplies	WCP Solutions		144.21
Software Expense	AcDelco Software		48.87
IT Equipment	Dispatch headset and training adapter Amazon		75.96
IT Equipment	Scanner for Records CDWG		1,069.70
Safety Supplies	Safety Supplies Amazon		27.23
Small Equipment & Furniture	Shop Vacuum for Drivers Amazon		212.85
Garbage	Mason Garbage - Fee for dump		78.13
Veh License/Registration Fee	Change Address at Shelton Tab Titles		146.26
Dues, Memberships, Subscriptions	Monthly eFax bill eFax		110.23
Dues, Memberships, Subscriptions	Yearly Domain Subscription Network Solutions		59.91
Travel & Meeting Expense MTA	Airport Parking Cheap Parking		153.26
Travel & Meeting Expense MTA	Bag Fee Alaska Airlines		35.00
Travel & Meeting Expense MTA	Chamber Luncheon North Mason Chamber of Belfair		24.00
Travel & Meeting Expense MTA	Gas - Transit Mobility Conference 7-Eleven		22.50
Travel & Meeting Expense MTA	Health & Benefit Fair Refreshments Fred Myer		19.60
Travel & Meeting Expense MTA	Marriot Hotel		809.24
Travel & Meeting Expense MTA	Parking for Procurement Training Laz Parking		17.48
Travel & Meeting Expense MTA	Parking for Procurement Training Laz Parking		17.48
Travel & Meeting Expense MTA	Parking for Procurement Training Laz Parking		17.48
Travel & Meeting Expense MTA	Parking for Procurement Training Laz Parking		80.00
Travel & Meeting Expense MTA	Remaining Balance for Room Transit Mobility Conf Omni Hotels		362.89
Travel & Meeting Expense MTA	WMCA 2024 Fall Education Hilton Hotel		250.62
Training / Seminars	Effective Managing Transit Emergency B Pentland		65.00
Training / Seminars	Fund of Bus Collision Inv B Pentland		90.00
Training / Seminars	Single Audit Training GFOA		50.00
Training / Seminars	Training Bus System Safety B Pentland		115.00
Advertising/Promotion Media	Fueler/Detailer Recruitment JobTarget		349.00



## PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

11/1/2024

Manager's Approval: Eric Orisko

1E5D0DF95359413...

Finance Use  
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
10/11/24	North Mason Chamber	Chamber Luncheon	\$24.00	y	10.00	509021	

**TOTAL**      \$      24.00

Don't forget to attach original receipts

Signature Amy Asher      Date 11/1/2024

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

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

**Agenda Item:** Consent Agenda - Item 6C – *Actionable*

**Subject:** Surplus Vehicle 7629

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

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

**Date:** November 19, 2024

### **Background:**

Vehicle 7629 of the Mason Transit fleet is a 2011 Ford Econoline passenger van with 93,850 miles and has been replaced with a newer, more fuel-efficient vehicle.

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

The General Manager recommends that this vehicle be provided as an additional vehicle to be used in accordance with the van grant program and used to serve the community. More about the recommendation and consideration by the Board follows as a new business item.

**Summary:** Surplus and disposition of vehicle 7629.

### **Fiscal Impact:**

TBD.

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board adopt Resolution No. 2024-11 declaring and approving the surplus and disposal of vehicle 7629.

**RESOLUTION NO. 2024-11**

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

**WHEREAS**, the Mason Transit Authority Board, by Resolution No. 2019-26, has adopted established policies to ensure that the fair, impartial, responsible and practical disposition of surplus property of MTA; and

**WHEREAS**, such policies ensure that the public shall receive the greatest possible value for such items;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that vehicle 7629 of the Mason Transit fleet, a 2011 Ford Econoline passenger van with 93,850 miles is declared as surplus and to be disposed of pursuant to MTA’s Surplus Policy (POL-408).

Adopted this 19<sup>th</sup> day of November, 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:** Consent Agenda - Item 6D – *Actionable*

**Subject:** Approve Amendment to Consolidated Operating Grant Agreement PTD0952-02

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

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

**Date:** November 19, 2024

### Background:

At MTA's May 21, 2024 Board meeting, MTA approved Operating Grant Agreement No. PTD0952 between WSDOT and MTA for the fixed route operating service during the 2023-2025 biennium in connection with the Consolidated Grant Program.

At its June 18, 2024 Board meeting, the Board approved PTD0952-01 between WSDOT and MTA by adding an additional \$934,909 in State Transit Support Formula Funds funded out of the Climate Transit Programs Account with no funds required by MTA.

The attached Agreement No. PTD0952-02 provides for an additional \$2,799,405 in FY25 State Rural Mobility Formula funds, while stating that the Scope of Work remains unchanged. MTA continues to not be required to encumber any funds in connection with this grant.

Legal Counsel has reviewed and approved this amendment to Consolidated Operating Grant Agreement PTD0952-02.

**Summary:** Approve Operating Grant Agreement No. PTD0952-02 between WSDOT and MTA for the fixed route operating service during 2023-2025 biennium.

### Fiscal Impact:

State Rural Mobility Transit Formula Funds	\$3,494,212
State Transit Support (CCA)	934,909
Local Funds	0

### Staff Recommendation:

Approve.

### Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2024-12 and Agreement No. PTD0952-02 as identified therein.

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

### Amendment

Consolidated Grant Program Operating Grant Agreement			
<b>Amendment Number</b>	PTD0952-02	<b>Contractor:</b>	<b>Mason County Public Transportation Benefit Area</b>
<b>Term of Agreement</b>	July 1, 2023 through June 30, 2025		<b>dba Mason Transit Authority</b>
<b>Vendor #</b>	911554133		
<b>UEI</b>	GVJSNKK6EFQ3		
<b>ALN # / ALN Name</b>	N/A		<b>790 E Johns Prairie Rd</b>
<b>Indirect Cost Rate</b>	N/A		<b>Shelton, WA 98584-1265</b>
<b>R &amp; D</b>	No		
<b>Service Area</b>	Mason County	<b>Contact:</b>	Amy Asher
		<b>Email:</b>	aasher@masontransit.org

This is the second AMENDMENT to AGREEMENT PTD0952 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Mason County Public Transportation Benefit Area (hereinafter referred to as "CONTRACTOR"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

### RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0952 to:

- Increase total project cost to \$4,429,121 by:
  - Adding \$2,799,405 in FY25 State Rural Mobility Formula funds
- Scope of Work remains unchanged

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

### AGREEMENT

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

#### Funding by Project

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

**UPIN #** N/A

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

Funds	Current Percentage	Prior Funds	Current Funds	Projected Funds	Total Funds
State Rural Mobility - Transit Formula Funds	79%		\$ 3,494,212		\$ 3,494,212
State Transit Support (CCA)	21%		\$ 934,909		\$ 934,909
<b>Grant Funds</b>	<b>100%</b>		<b>\$ 4,429,121</b>		<b>\$ 4,429,121</b>
Contractor's Funds	0%		\$ -		\$ -
<b>Total</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ 4,429,121</b>		<b>\$ 4,429,121</b>

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

3. A copy of this AMENDMENT to AGREEMENT PTD0952 shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

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

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

**WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION**

**CONTRACTOR**

\_\_\_\_\_  
Authorized Representative  
Public Transportation Division (WSDOT)

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RESOLUTION NO. 2024-12**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AMENDING RESOLUTIONS NOS. 2024-05 AND 2024-06 BY APPROVING  
THE SECOND AMENDMENT TO THE OPERATING GRANTS PTD0952 AND  
PTD0952-01 AGREEMENT BETWEEN MASON TRANSIT AUTHORITY AND  
WSDOT AND AUTHORIZING THE GENERAL MANAGER TO SIGN THAT  
SECOND AMENDMENT TO AGREEMENT PTD0952.**

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

**WHEREAS**, MTA was awarded additional State Transit Support Formula funds out of the Climate Transit Programs Account (CCA) in the amount of \$934,909 in addition to the funds previously awarded in the amount of \$694,807 from the State Rural Mobility Transit Formula funds; and

**WHEREAS**, MTA has been awarded an additional \$2,799,405 in FY25 State Rural Mobility Formula funds to carry out the same scope of work and continuing to not have to encumber any funds in connection with the grant; and

**WHEREAS**, all of the funds received by MTA under this grant are to provide funding for sustaining MTA's fixed route operating services for the general public in Mason County with connections to Kitsap, Thurston and Jefferson counties.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that it approves the second Amendment to Operating Grant Agreement PTD0952-02 between WSDOT and MTA ("Agreement"); and

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

Adopted this 19<sup>th</sup> day of November, 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 7A – *Action*  
**Subject:** Van Grant  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** November 19, 2024

### **Background:**

At its December 19, 2023 Board meeting, staff shared that MTA had received 14 applications from local non-profit organization relating to three vehicles that were surplus for the Surplus Vehicle Grant program. At that meeting two Board members indicated that members of the Board should have input on the application process.

Recently, MTA's Maintenance team purchased a EV 2024 Chevrolet Blazer from grant proceeds to be used as a supervisor and outreach vehicle and which will be a replacement for Asset#7629. Rather than send out another call for applications, Staff proposes that the 4<sup>th</sup> ranked applicant be eligible for this vehicle as this will streamline the van grant process and expenses so that MTA can remove the vehicle from its fleet inventory in 2024.

If Board members would prefer to make the determination based on previous applications, Staff will schedule a Committee meeting and bring it back to the Board for approval at its December meeting.

An additional option is to make a call for new applications as done previously which will be less cost effective when MTA is surplus only one vehicle, as well as carry over the vehicle in MTA's inventory for another year.

**Summary:** Authorize the General Manager to execute an agreement relating to the exchange of vehicle for transit related services.

### **Fiscal Impact:**

TBD

### **Staff Recommendation:**

Approve.

### **Motion for Consideration:**

Move that the Mason Transit Authority Board adopt Resolution No. 2024-13 authorizing the General Manager to execute the Agreement re Asset#7629.

**RESOLUTION NO. 2024-13**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
AUTHORIZING THE GENERAL MANAGER TO SIGN AN AGREEMENT  
RELATING TO THE EXCHANGE OF ASSET#7629 FOR TRANSIT RELATED  
SERVICES FOR A VAN GRANT RECIPIENT TO BE AWARDED AS  
APPROVED BY THE BOARD.**

**WHEREAS**, the Mason Transit Authority (MTA) advertised and requested any interested non-profit organizations throughout Mason County to submit applications to Mason Transit Authority in connection with its Van Grant Program relating to the three vans that were approved for surplus by the MTA Authority Board on October 17, 2023;

**WHEREAS**, MTA reviewed each of the applications received, met with a representative from each non-profit, and staff of MTA scored each application as it was in alignment with MTA's Van Grant Program; and

**WHEREAS**, Asset#7629, a 2011 Ford Econoline passenger van with 93,850 miles, was determined to have exceeded its useful life and replaced with a new vehicle;

**WHEREAS**; based on discussion with staff, the Board approves the following non-profit organization to be the van grant recipient based on its application previously submitted to MTA:

\_\_\_\_\_ Asset ID#7629

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the General Manager of Mason Transit Authority is authorized to sign the individual Agreement Relating to the Exchange of Vehicle for Transit Related Services between MTA and that separately identified organization, namely: \_\_\_\_\_

Adopted this 19<sup>th</sup> day of November, 2024.

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

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

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

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

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

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

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

\_\_\_\_\_  
Ryan Spurling, 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:** Discussion Item 8B – *Discussion*  
**Subject:** Second Discussion of 2025 Regular Board Meeting Calendar  
**Prepared by:** Tracy Becht, Clerk of the Authority Board  
**Approved by:** Amy Asher, General Manager  
**Date:** November 19, 2024

### **Background:**

At the Board’s previous meeting, several options for the location of the April 2025 Board meeting were discussed, namely:

- Timberland Regional Library
- Fire Hall
- Community Center of the Skokomish Tribe
- Lilliwaup Community Center
- Port of Hoodspport

**Timberland Regional Library:** Located at 40 N. Schoolhouse Hill Road, has a meeting room that has a table, chairs and can accommodate 50 people in the room. It also includes a monitor and wi-fi so that a laptop can be connected for purposes of meeting remotely. The meeting room may not have the audio system that we currently enjoy in both the T-CC and Belfair P&R, so holding a virtual meeting with clear sound may be an issue, similar to the issues encountered prior to the upgrades made at the T-CC and Belfair conference rooms. It will be necessary for MTA to reserve the meeting on February 14 as rooms are to be reserved no more than two months in advance. It is free of charge and has guest wi-fi.

**Hoodspport Fire Hall:** Located at 331 North Finch Creek Road. Earlier this year, MTA used the fire hall that has a meeting room that has table, chairs and can accommodate our Board and any members of the public that may attend. It has a drop-down screen and wi-fi so that a laptop can be connected for purposes of meeting remotely. There are speakers and mics at the front of the room. Similar to TRL above, we will not have the same level of sound system that we enjoy at MTA sites. Additionally, the room rental is \$150 as well as a \$200 damage deposit to be returned following the meeting, assuming no damage to the fire hall.

**Skokomish Indian Tribal Community Center:** Located at 19731 North Highway 101, Skokomish. Rental of the Tribal Community Center will need to be approved by the Tribal Council. To date, no cost has been assessed. The Tribal Community Center has wi-fi, screen and connects to laptop. Approval by the Tribal Council will need to be obtained in advance.

**Lilliwaup Community Club:** Located at 28641 US 101, Lilliwaup. Although the facility is a 30'x40' gym with a stage upfront, MTA staff was advised that the rental would not be a good fit as there is no wi-fi or other technology available. It is used more for community gatherings.

**Port of Hoodspout:** The only available space available at the Port office is a small office that could hold a maximum of 10 people.

Staff seeks guidance as to where to make arrangements to hold the April 15, 2025 meeting.

**Summary:** Further guidance from Board members as to locations/month for regular MTA Board meetings in 2025.



# 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	Hoodsport
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, WA 98584  
360-426-9434 or 800-374-3747  
[clerk@masontransit.org](mailto:clerk@masontransit.org)

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

**Agenda Item:** Discussion Item 8C – *Discussion*

**Subject:** Citizen Advisor for 2025

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

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

**Date:** November 19, 2024

### **Background:**

Once again, during 2024 John Piety demonstrated his commitment to Mason Transit Authority and the importance of public transportation. Last year, the Board extended Mr. Piety's term of Citizen Advisor through 2024.

Mr. Piety's continued commitment to MTA is evidenced by consistently attending its public meetings, hearings and committee meetings. To gain a greater understanding of the public transportation industry, he also attended the Public Transportation Conference in August and provided a report to the Board at its September meeting. Staff would like to propose the Board consider extending his term as current Citizen Advisor to continue in 2025.

We are bringing this item to the Board as a discussion item because if the Board wishes to provide other members of the public the opportunity to submit applications, MTA will need to advertise in the Journal and in other locations in early December. Once we have received direction from the Board, staff will bring this item forward to the Board in December.

**Summary:** Seeking guidance from Board as to the Citizen Advisor of the Board in 2025.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Discussion Item 8D – *Discussion*  
**Subject:** Election of MTA Officers for 2025  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** November 19, 2024

**Background:**

The MTA Authority Board customarily elects its Board Chair and Vice Chair at its December of the preceding year. In 2025, MTA will have [one] new Board member.

Staff wanted to bring this reminder forward so that Board members could consider nominations of officers for 2025

**Summary:** Consideration of nominations to be made at December meeting for MTA Authority Board Officers.

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

**Agenda Item:** Staff Report – Item 9A – *Informational*  
**Subject:** Financial Reports – October 2024  
**Prepared by:** Lissa McClanahan, Finance Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** November 19, 2024

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

Included are the updated October 2024 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for August 2024 (received October 31, 2024) was \$697,897, 7% above the 2024 budgeted amount, and 4% more than August 2023.

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

It is expected that YTD revenue and expenses will be 83.3% (10/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 85.3% while we await reimbursements from WSDOT operating grants. Total YTD Operating Expenses are under budget at 66.5%.

- Passenger fares for Worker Driver are currently at 76.1% through the month of October.
- Rental Income is over budget with the projections for the month at 88%.
- Wages and Benefits at 68.5% slightly under budget projections.
- Other Operating Expenses are slightly under budget at 75.4%. 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 59.5% for the month of October.
- Utilities are slightly under the current budget at 69.2%.

### **Fiscal Impact:**

October fiscal impact reflects total revenues of \$785,932 and operating expenses of \$684,205; for a net gain of \$101,726.

# Mason Transit Authority Statement of Financial Activities

% through the year: 83.3%

November 2024 Board Report

Statement of Financial Activities	October	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares- Community Van	\$ -	\$ 496	\$ 1,500		33.1%
PSNS WorkerDriver	7,874	64,717	85,000		76.1%
<b>Total Operating Revenue (Fares)</b>	<b>7,874</b>	<b>65,213</b>	<b>86,500</b>		<b>75.4%</b>
Sales Tax	688,106	6,637,066	7,645,620	(1)	86.8%
Operating Grants	-	3,980,654	5,530,866	(2)	72.0%
Rental Income	13,626	134,068	152,361		88.0%
Investment Income	76,326	720,660	200,000		360.3%
Other Non-operating Revenue	-	92,068	26,050	(3)	353.4%
<b>Total Revenue</b>	<b>785,932</b>	<b>11,629,728</b>	<b>13,641,397</b>		<b>85.3%</b>
<b>Expenses</b>					
Wages and Benefits	552,496	5,667,001	8,268,421		68.5%
Contracted Services	15,903	191,155	380,120		50.3%
Fuel	13,479	385,427	647,500	(4)	59.5%
Vehicle/Facility Repair & Maintenance	39,028	221,356	362,200		61.1%
Insurance	24,465	244,653	293,583		83.3%
Intergovernmental - Audit Fees	209	39,558	40,000		98.9%
Utilities	10,126	145,257	209,800		69.2%
Supplies & Small Equipment	18,136	235,548	406,150	(5)	58.0%
Training & Meetings	4,369	37,131	62,450		59.5%
Other Operating Expenses	5,994	111,623	148,009	(6)	75.4%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>684,205</b>	<b>7,278,708</b>	<b>10,938,233</b>		<b>66.5%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ 101,726</b>	<b>\$ 4,351,020</b>	<b>\$ 2,703,164</b>		

# Mason Transit Authority Cash and Investments

November 2024 Board Report

## Cash Balances

	9/30/2024	10/31/2024	Change
Cash - MC Treasurer	\$ 5,421,200.34	\$ 5,323,771.42	\$ (97,428.92)
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 246,364.26	\$ 244,570.05	(1,794.21)
Petty Cash/Cash Drawers	-	-	-
<b>TOTAL</b>	<b>\$ 23,417,564.60</b>	<b>\$ 23,318,341.47</b>	<b>\$ (99,223.13)</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	\$ 23,318,341.47
Less Encumbrances	17,596,169.54
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>5,722,171.93</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**

November 2024 Board Report  
As of October 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.
<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>	

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

November 2024 Board Report

Sales Tax Collected as of 10/31/2024 for 8/31/2024



	2021	2022	2023	2024 Budget	2024 Actual	2024 Budget Variance	% Change 2023 - 2024 Actual	Capital Reserves
January	464,970	492,351	528,201	611,650	545,346	-11%	3%	(66,304)
February	456,479	513,550	539,128	535,193	559,272	4%	4%	24,079
March	595,307	646,582	616,540	649,878	640,405	-1%	4%	(9,473)
April	585,816	599,278	599,059	611,650	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	723,443	5%	6%	35,337
August	590,886	678,818	670,272	649,878	697,897	7%	4%	48,019
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>5,182,085</u>			
Budget Variance Average - YTD						3%		135,974
							% Change 2023 vs 2024 Actual Average - YTD	3%

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 9B – *Informational*

**Subject:** Management Reports

**Prepared by:** Tracy Becht, Executive Assistant

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

**Date:** November 19, 2024

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 19, 2024

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board November 19, 2024

## GENERAL MANAGER'S REPORT

### **External Activities:**

- Attended Peninsula Regional Transportation Planning Organization meeting and workshop in Blyn. The work session included a presentation from the Olympic Community of Health. They have noticed that transportation is a barrier to receiving proper medical care and want transit at the table. Mason County is part of a different region, so I have reached out to their staff and will be coordinating a meeting.
- Facilitated the 4<sup>th</sup> Quarter Washington State Transit Association Board meeting in Spokane.
- Attended the Washington State Transit Association's Next Leaders Symposium to view presentations by transit employees from around the state.
- Attended Mason EDC Board Meeting.
- Attended the North Mason Chamber Reboot Luncheon. Heard presentation by North Mason Fire District and their Mobile Integrated Health Program. They have plans to replicate the program in south Mason County in 2025.

### **Internal Activities:**

- Continued 2025 Budget work with staff.
- Submitted quarterly grant reports and drawdowns to WSDOT. Reviewed process with Lissa.
- Welcomed new employees in the Dispatch and Maintenance departments.
- Reviewed lease agreement renewals for JP and TCC tenants.
- Held pre-exit conference with State Auditor office for 2022 audit findings. Worked with Lissa to classify the 10 years worth of park and ride invoices according to ownership by County, City, WSDOT, and MTA.
- Attended the first MTA Benefits Fair held since 2019. Haley did an excellent job coordinating the event and has plans for a larger event next year with more vendors.

## TEAM UPDATES

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

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

- Attended RTA Fleet conference.
- Had shop meeting.
- Working on extended training program for technicians.

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

- Working on winter project list for the facilities techs.
- Hired a new fueller/retailer.
- Purchased a 2024 Chevrolet Blazer EV.
- Received our last new cutaway van.
- Working on our last few propane conversions.

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

- **Gym:** Pickleball sessions numbered 491 participants this October.

- **Kitchen:** The total number of kitchen users in October was 47 people. The Shelton Rotary Club Octoberfest curry cooking event numbered 8 people.
- **Conference Room:** The MTA monthly board meeting was conducted in Belfair this month. The MTA Uniform Committee meeting was cancelled this month.

#### OPERATIONS – Jason Rowe

- **Ridership Numbers:** October Ridership is up on all modes!
- **New Driver Recruitment:** We currently have four new drivers doing on the road training. We have another training class scheduled for February 2025.
- **Community Coordination:** We have partnered with Grays Harbor Transit to help with Dialysis transportation for displaced patients in Grays Harbor needing to come to Shelton temporarily for treatment.
- **Outreach :** Here are some of the Outreach highlights from October:
  - MTA participated in Oysterfest 2024. We had an information booth in the event and provided shuttle service in the parking lot, from the Marina, and assisted the school district with ADA transports.
  - Shipyard Commuter Fair where we promoted our Worker Driver Program, the park & rides in Mason County, and our job opening for Fueler/Detailer.
  - NAMI Health, Wellness & Resource Event to help connect, learn and promote wellness in our community. Provided information on MTA services plus our open Detailer/Fueler position and Voter Information.
  - Pathways class at CHOICE. We did a classroom travel training on how to read bus schedules, find stops on the map, and use Trip Planner. The classroom has students with varying degrees of disabilities and learning the bus system is vital to their future employment, activities, shopping, and independence.
  - The Senior Activities Center, Shelton presentation on MTA services, voter transportation, and We Want To Hear From You campaign.
  - CDL classroom presentation about MTA, job as a bus driver and promoted the Fueler/Detailer open job position.
  - Partnered with Mason General Hospital for their annual “Trunk or Treat” event plus flu shot clinic. Approximately 500 families attended this event.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 9C – *Informational*

**Subject:** Operational Statistics

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

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

**Date:** November 19, 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.

October Ridership is up! We saw ridership increases on almost all our Fixed Route and Dial-a-Ride services. We also had increases on our Worker/Driver program, and we had some special events in October that contributed to the great ridership numbers we are seeing for this month.

# Ridership Data

