



AGENDA

Mason Transit Authority Board Regular Meeting

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

Remote Meeting via Zoom

To join by phone: (253) 215-8782

Meeting ID: 989 3067 4323

(Password) 716212

In person attendance:

Mason Transit Authority

MTA Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

1. **CALL TO ORDER** Chair
2. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
3. **PUBLIC COMMENT – *Limit of three (3) minutes per person*** Chair
Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.
The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.
4. **APPROVAL OF AGENDA – ACTION** Chair
5. **RECOGNITION OF KEVIN SHUTTY** Chair
6. **ELECTION OF OFFICERS – ACTION** Chair
7. **CONSENT AGENDA – ACTION** Chair
 - A. **Pg. 03: November 19, 2024 Regular Board meeting minutes**
 - B. **Pg. 06: Check Approval: Nov. 6, 2024 – Nov. 27, 2024**
 - C. **Pg. 13: 2025 Regular Board Meeting Calendar – Resolution No. 2024-14** Chair

Motion: *Move that the November 19, 2024 Regular Board meeting Minutes, Check and Credit Card Approvals and Resolution No. 2024-14 be approved as presented.*

8. ACTION ITEMS:

Unfinished Business:

A. Pg. 17: Actionable: 2025 Budget - Resolution No. 2024-15

Amy

Motion: Move that the Mason Transit Authority Board approve Resolution No. 2024-15 adopting the 2025 Budget, Compensation Plan and Capital Budget with projected operating revenues of \$14,006,286 and projected operating expenses of \$11,562,422.

New Business:

B. Pg. 36: Actionable: Youth Fares 18 and Under (Resolution No. 2024-16)

Amy

Motion: Move that the Mason Transit Authority Board approve Resolution No. 2024-16 extending the end date of the previously adopted MTA Fare Structure effective September 1, 2022.

C. Pg. 41: Actionable: Approve Statement of Work by AON (Resolution No. 2024-17)

Amy

Motion: Move that the Mason Transit Authority Board approve Resolution No. 2024-17 approving the payment of fees as outlined therein.

9. STAFF AND INFORMATIONAL REPORTS

A. Pg. 49: Financial Reports – November, 2024

B. Pg. 54: Management Reports

C. Pg. 58: Operational Statistics

10. COMMENTS BY BOARD

11. UPCOMING MTA BOARD MEETING:

**Mason Transit Authority
Regular Meeting
January 21, 2025 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.

Mason Transit Authority
Minutes of the Regular Board Meeting
November 19, 2024
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

1. CALL TO ORDER: 1:01 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, Wes Martin, and Randy Neatherlin (*virtual*).

Authority Voting Board Members Present via Zoom:

Authority Voting Board Members Not Present: Ryan Spurling and Sharon Trask

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

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

MTA Staff present at T-CC: Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Lissa McClanahan, Finance 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 members 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 November 19, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Martin/Brehmeyer. Motion carried.**

5. CYBERSECURITY PRESENTATION

Che Bhatia and Jude Keenan of AON provided an informative presentation on their work of increasing cybersecurity for MTA's technology.

[Board member Shutty arrived in person at 1:06 pm]

6. CONSENT AGENDA

Moved to approve Consent Agenda item A, B, C & D as follows and as presented:

- A. October 15, 2024 MTA regular Board meeting minutes.
- B. Payments of October 8, 2024 through October 30, 2024 financial obligations on checks #39110 through #39216, as presented for a total of \$895,058.03.
- C. Approval of Resolution No. 2024-11 regarding a surplus vehicle.
- D. Approval of Resolution No. 2024-12 regarding Amendment to PTD0952-02.

Moved 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.

Martin/Sheridan. Motion carried.

[Board member Neatherlin entered Boardroom at 1:10 pm]

7. ACTION ITEMS

7A. Proposed Additional Van Grant Recipient. Amy Asher, General Manager, summarized MTA's previous van grant application process and indicated that MTA received 14 applications, which was more response than MTA had received in previous years. As approved in 6C, Asset#7629 has been surplus and staff recommends that it be awarded to the applicant receiving the next highest score. Board member Brehmeyer asked the name of the non-profit organization that would be awarded the vehicle on that basis and Ms. Asher stated that it was Southside School District. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2024-13 authorizing the General Manager to execute the Agreement re Asset#7629. **Sheridan/Martin. Motion carried.**

8. DISCUSSION:

A. Second Discussion of 2025 Budget. Ms. Asher opened the discussion with the Board members by noting that she had met with the Human Resources and Finance Committees. Ms. Asher went over the individual spreadsheets for each MTA department and indicated they are still having discussions. Ms. Asher called out a few items such as: some members of the Administrative and Operations team will be paid hourly in 2025; legal services for the Maintenance contract negotiations in 2025; extra expenses for park and ride repairs; and 17.3% for increased insurance premium, among other items.

B. Second Discussion of 2025 MTA Regular Board Meeting Calendar. Ms. Asher discussed the research results from suggested other locations to hold the April regular meeting in Hoodspoint. After discussing different options, Boardmember Martin indicated he thought the Hoodspoint library would be the best choice and the Board agreed.

C. Citizen Advisor for 2025. Ms. Asher asked for direction by the Board as to how they would like to move forward in 2025 with regard to the Citizen Advisor of the Board. She shared that John Piety has been attending all the Authority Board and Finance Committee meetings and he continues to promote Mason Transit and be actively engaged. **Moved** that the Mason Transit Authority Board extend the term of current Citizen Advisor John Piety through 2025.

Neatherlin/Martin. Motion carried.

D. MTA Officers for 2025. Ms. Asher asked that, in preparation for next month's meeting, Board members consider selection of Board Chair and Vice Chair nominations for 2025.

9. STAFF REPORTS

- **General Manager.** Ms. Asher shared that Haley Dorian, HR Generalist arranged a well-attended Benefits Fair for MTA employees that was held at the T-CC as well as a baking competition for the employees.
- **Finance.** Sales Tax is up 3% from last year. MTA received a reimbursement from WSDOT and that a pre-exit conference is scheduled for the 2022 audit and the formal exit conference will be scheduled at that time.
- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, shared that MTA purchased a 2024 Chevrolet Blazer that will be powered by renewable energy and used for Supervisor and Outreach. He also indicated that the final cutaway is being converted to propane use. Mr. Bolte also indicated that MTA's new fuel/detailer is in training.
- **Operations.** Jason Rowe, Operations Manager, is attending a meeting relating to the interchange, so Ms. Asher provided a brief update that ridership was up in October. Operations department is finalizing details of service changes in February. The new drivers are learning routes and are driving on the road. MTA will be recruiting a new class of drivers in February, 2025. The Dialysis Center, Grays Harbor Transit and MTA have been coordinating services.

10. COMMENTS BY BOARD: Board member Breymeyer stated that the MTA buses look great.

11. UPCOMING MEETING

Mason Transit Authority

Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

Regular Meeting

December 17, 2024 at 1:00 PM

Moved that the meeting be adjourned.

12. ADJOURNED: 2:09 PM

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 7B – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: December 17, 2024

Summary:

See Attached Check Register and Credit Card Activity Report.

November Fuel Prices: Diesel \$3.09, Unleaded \$3.28, Propane \$1.72

General Manager Travel Expenditures:

- **N/A**

Check Disbursement Fiscal Impact:

\$762,998.16

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of November 6, 2024, through November 27, 2024, financial obligations on checks #39217 through #39298 as presented for a total of \$762,998.16.

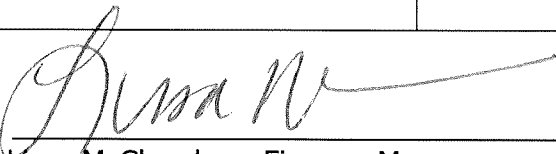


Mason Transit Authority
December 17, 2024, Disbursement Approval

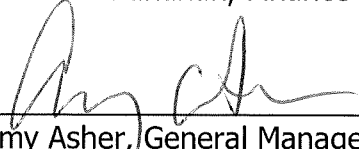
The following checks for the period of November 6, 2024, through November 27, 2024, have been audited and processed for payment by the Finance Administrator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	39217-39298	\$762,998.16

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 11/06/2024	39217	\$222,095.69
Payroll & DRS – 11/19/2024	39267	\$235,580.66
Employee Benefit Trust – 11/27/2024	39293	\$113,213.68

Submitted by: 
Lissa McClanahan, Finance Manager

Date: 12/13/2024

Approved by: 
Amy Asher, General Manager

Date: 12/13/24

Mason Transit Authority Check Register
 December 2024 Board Report

Activity From 11/6/2024 Through 11/27/2024

<u>Document</u>	<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction</u>
	11/6/2024	39217	Mason Transit Authority - ACH Account	222,095.69
	11/8/2024	39218	Abila	892.43
	11/8/2024	39219	ACE Commercial Tire, LLC	3,873.39
	11/8/2024	39220	World Kinect Energy Services	821.91
	11/8/2024	39221	American Tire Distributors	450.48
	11/8/2024	39222	Berg Marketing Group	3,500.00
	11/8/2024	39223	Blue Star Gas	1,486.36
	11/8/2024	39224	City of Shelton	1,769.02
	11/8/2024	39225	Comcast	121.82
	11/8/2024	39226	Dobbs Peterbilt - Tacoma	351.47
	11/8/2024	39227	Health Care Center	175.00
	11/8/2024	39228	Hood Canal Communications	1,939.96
	11/8/2024	39229	Kitsap Transit	1,682.26
	11/8/2024	39230	Mason County PUD #3	116.61
	11/8/2024	39231	Purcor	163.08
	11/8/2024	39232	Northwest Coach Truck Trailer & Marine LLC	18,328.36
	11/8/2024	39233	O'Reilly Auto Parts	262.42
	11/8/2024	39234	Seattle Automotive Distributing	23.45
	11/8/2024	39235	Mason County Journal	145.50
	11/8/2024	39236	SkyBitz Tank Monitoring	34.76
	11/8/2024	39237	Staples Business Advantage	427.30
	11/8/2024	39238	Total Battery & Automotive Supply	12.59
	11/8/2024	39239	UniteGPS, LLC	1,862.00
	11/8/2024	39240	U.S. Bank	9,577.63
	11/8/2024	39241	Westbay Auto Parts	535.70
	11/19/2024	39242	Aflac	807.84
	11/19/2024	39243	AIG Retirement DBA Corebridge Financial	2,234.01
	11/19/2024	39244	Bradley Air Company	773.78
	11/19/2024	39245	American Tire Distributors	2,392.88
	11/19/2024	39246	Belfair Water District #1	210.82
	11/19/2024	39247	Bud Clary	59,749.00
	11/19/2024	39248	Cascade Natural Gas	2,299.34
	11/19/2024	39249	Community Transportation Association	1,475.00
	11/19/2024	39250	Gillig, LLC	2,862.44
	11/19/2024	39251	District 160	1,607.50
	11/19/2024	39252	IVS, Inc. dba AngelTrax	679.47
	11/19/2024	39253	Robert W. Johnson, PLLC	1,600.00

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

11/19/2024	39254	Kaiser Foundation Health Plan of Washington	196.00
11/19/2024	39255	LegalShield	178.30
11/19/2024	39256	Mason County Garbage, Inc.	400.83
11/19/2024	39257	Mason County PUD #3	3,703.54
11/19/2024	39258	ODP Business Solutions, LLC	965.76
11/19/2024	39259	Pitney Bowes	196.63
11/19/2024	39260	State Auditor's Office - WA	2,478.52
11/19/2024	39261	Security Gate and Access LLC	1,605.23
11/19/2024	39262	Staples Business Advantage	639.54
11/19/2024	39263	Voyager Fleet Systems, Inc.	28.00
11/19/2024	39264	Whisler Communications	2,079.42
11/19/2024	39265	Washington State Park and Recreation Commission	150.00
11/19/2024	39266	Washington State Transit Insurance Pool	312.70
11/19/2024	39267	Mason Transit Authority - ACH Account	235,580.66
11/27/2024	39268	Advance Glass	376.49
11/27/2024	39269	AIG Retirement DBA Corebridge Financial	2,234.01
11/27/2024	39270	World Kinect Energy Services	3,564.33
11/27/2024	39271	American Tire Distributors	35.60
11/27/2024	39272	Black Star	434.40
11/27/2024	39273	Blue Star Gas	1,889.87
11/27/2024	39274	FireTek	4,623.15
11/27/2024	39275	GORDON TRUCK CENTERS, INC.	1,046.27
11/27/2024	39276	Health Care Center	175.00
11/27/2024	39277	Mason County Garbage, Inc.	673.29
11/27/2024	39278	Mason County Public Works	2,294.77
11/27/2024	39279	Purcor	163.08
11/27/2024	39280	ODP Business Solutions, LLC	24.52
11/27/2024	39281	Olympic Lock & Key	59.90
11/27/2024	39282	O'Reilly Auto Parts	337.08
11/27/2024	39283	PetroCard, Inc.	23,376.16
11/27/2024	39284	Pitney Bowes Purchase Power	171.00
11/27/2024	39285	Builders FirstSource	19.57
11/27/2024	39286	Ricoh USA, Inc	77.83
11/27/2024	39287	Right! Systems, Inc.	4,322.28
11/27/2024	39288	Seattle Automotive Distributing	80.73
11/27/2024	39289	The Shoppers Weekly	398.08
11/27/2024	39290	Thermo King Northwest, Inc.	242.57
11/27/2024	39291	Tozier Brothers, Inc.	95.03
11/27/2024	39292	UniFirst	308.68
11/27/2024	39293	AWC Employee Benefit Trust	113,213.68
11/27/2024	39294	Verizon Wireless	1,440.03
11/27/2024	39295	Washington Association of Public Records Officers	25.00

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

11/27/2024	39296	<i>Spoil</i>	0.00
11/27/2024	39297	Westbay Auto Parts	5,289.36
11/27/2024	39298	Washington State Transit Association	150.00
		Total 101000 - MC Treasurer Depository	<hr/> 762,998.16
Report Total			<hr/> 762,998.16

Mason Transit Authority Credit Card Activity
December 2024 Board Report

GL Title	November 2024 Activity Transaction Description	Expenses
Parts Inventory	Amazon - Poly V-Belt	34.78
Parts Inventory	Amazon - Wiper Clips	37.58
Employee Recognition	Walmart - EE Holiday Recognition Supplies	75.26
Background Chk	Checkr - Background Check, Fueler/Detailer	92.31
Fuel and Lubricants	Fred Meyer - WSTA HR Meeting Fuel	25.33
Facility Repair/Maintenance	Amazon - Mainteance Supply of Gap Filler	92.67
Shop Supplies	Amazon - Batteries, Blades	24.11
Cleaning/Sanitation Supplies	Amazon - Bathroom Cleaning Supply	17.37
Cleaning/Sanitation Supplies	Amazon - Bulk Cleaning Supply	272.23
Cleaning/Sanitation Supplies	Amazon - Cleaning Supplies	48.78
Cleaning/Sanitation Supplies	Amazon - Squeegees	43.24
Cleaning/Sanitation Supplies	Amazon - Wheel Brushes	18.45
IT Equipment	Amazon - Finance Manager Printer	162.89
IT Equipment	Amazon - Finance Manager Printer Toner	133.46
Small Tools & Equipment	Amazon - Battery Charger	32.53
Small Tools & Equipment	Amazon - Welder Nozzle Kit	26.05
Small Tools & Equipment	Home Depot - Transfer Pump for Coolant	313.85
Small Tools & Equipment	Millner-Haufen Tool - Grinding Disc	195.48
Safety Supplies	AED Land - AED Pads	58.00
Safety Supplies	Amazon - First Aid Kit Supplies	36.84
Small Equipment & Furniture	Home Depot - ATV Feed Spreader	299.29
Small Tools Replacement/Repair	Amazon - Vacuum Cleaner Replacement	310.23
Veh License/Registration Fee	Tags and Titles - Registrations Fees, Blazer	64.00
Veh License/Registration Fee	Tags and Titles - Registrations Fees, Vehicle 2430	64.00
Dues, Memberships, Subscriptions	EFax - Monthly EFax	110.23
Dues, Memberships, Subscriptions	MRSC - Annual Rosters Registration	275.00
Dues, Memberships, Subscriptions	Network Solutions - Yearly Domain Services	88.14
Travel & Meeting Expense MTA	Alamo - Toll Charges, Transit Mobility Conference	8.21
Travel & Meeting Expense MTA	Davenport Grand - WSTA Meeting Lodging	365.86
Travel & Meeting Expense MTA	Fred Meyer - Cupcakes for Celebration	24.99
Travel & Meeting Expense MTA	North Mason Chamber - Luncheon Registration	39.00
Travel & Meeting Expense MTA	Safeway - EE Benefit Fair Refreshments	18.93
Travel & Meeting Expense MTA	Shuttle 2 Park - WSTA Meeting Parking	49.02
Travel & Meeting Expense MTA	Tacoma Meters - WSTA HR Meeting Parking	8.00
Travel & Meeting Expense MTA	Tacoma Meters - WSTA HR Meeting Parking	8.00
Advertising/Promotion Media	JobTarget - Accounting Assistant Recruitment	784.00
Advertising/Promotion Media	Walmart - Candy for Trunk or Treat Event	42.82
	Transaction Total	4,300.93



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

12/2/2024

Manager's Approval: Eric Onisko

1E5D0DF95359413...

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
11/19/24	MRSC	Annual MRSC Rosters Registration	\$275.00	y	10.00	509020	
11/15/24	Davenport Grand	Hotel for 4th Quarter WSTA Meeting	\$365.86	Y	10.00	509021	
11/15/24	North Mason Chamber	Chamber Luncheon	\$39.00	Y	10.00	509023	
11/15/24	Shuttle Park 2	Airport Parking for WSTA Board Meeting	\$49.02	Y	10.00	509021	
TOTAL			\$ 728.88				

Don't forget to attach original receipts

Signature Date 12/2/2024

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 7C – *ACTIONABLE*

Subject: 2025 Regular Board Meeting Calendar

Prepared by: Tracy Becht, Clerk of the Authority Board

Approved by: Amy Asher, General Manager

Date: December 17, 2024

Background:

At the Board's November 19 meeting, several options for the location of the April 2025 Board meeting were discussed and the Board instructed that the April 15, 2025 meeting be held at the Timberland Regional Library in Hoodsport.

The attached 2025 Mason Transit Authority Regular Board Meeting calendar has been updated to reflect the Timberland Regional Library location.

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

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2024-14 establishing the 2025 schedule of regular meetings.



MASON TRANSIT AUTHORITY BOARD 2025 REGULAR MEETING SCHEDULE

(Adopted by Resolution No. 2024-14 on December 17, 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 Regional Library 40 N. Schoolhouse Hill Road, Hoodsport, WA 98548
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

RESOLUTION NO. 2024-14

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ESTABLISHING THE 2024 SCHEDULE OF REGULAR MEETINGS FOR THE
MASON TRANSIT AUTHORITY BOARD.**

WHEREAS, the Mason Transit Authority (MTA) holds regular monthly meetings on the third Tuesday of each month and those meetings are open to the public; and

WHEREAS, the need exists to establish a published schedule of said meetings;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the regular monthly meetings of the 2025 calendar year be held at the times and at the locations as outlined on the attached schedule;

BE IT FURTHER RESOLVED any meeting changes and special meetings will be published as required by law.

Adopted this 17th day of December, 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: Unfinished Business - Item 8A – ***ACTIONABLE***

Subject: Approval of Proposed Final 2025 Budget

Prepared by: Amy Asher, General Manager and Lissa McClanahan, Finance Director

Approved by: Amy Asher, General Manager

Date: November 19, 2024

Background:

The first draft of the 2025 Budget was presented at the October 15 Board meeting and a second draft was provided at the November 19 meeting. This final draft of the proposed 2025 Budget builds upon last month's review and provides the total operating revenue and expenses anticipated for 2025 as well as the proposed Capital Budget. It is written in detail to provide support for each line item in the budget. Please see the budget reference number on the right-hand column of the chart on page 3, which corresponds to the detail following on page 4.

Also included is a draft of the 2025 Proposed Capital Budget on page 14, which was reviewed by the Finance Committee and presented at the November Board meeting. It remains unchanged. Below is a summary of assumptions included in the 2025 Draft Budget.

- Replacement of six cutaway buses.
- Staff met with the HR Committee and reviewed wage and benefit proposals. The Budget assumes a 3% COLA and 1.5% Performance Pay for non-represented positions.
- Sales Tax Revenue for 2025 is estimated at 2% growth over 2024 budgeted revenue.
- Increased Grant Revenue is budgeted for 2025 with increased Paratransit Special Needs State Formula Funds and increases in the Rural Mobility Grant funding.
- Budget assumes a continuation of fare free service.

Summary: Approval of proposed 2025 Budget, Compensation Plan and Capital Budget.

Fiscal Impact:

Estimated net income of \$2,443,864.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority approve Resolution No. 2024-15 adopting the 2025 Budget, Compensation Plan and Capital Budget with projected operating revenues of \$14,006,286 and projected operating expenses of \$11,562,422.



2025 Annual Budget & Compensation Plan

DRAFT Presented to the MTA Board

December 17, 2024

Objective

The purpose of the 2025 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

Goals

1. Maintain a 4-month Operating reserve fund.
2. Establish spending levels that contribute to a 5-year sustainability plan.
3. Ensure fiscal responsibility and stewardship of public funds.
4. Progress towards 80% State of Good Repair for vehicles and 90% for facilities.
5. Maintain facilities for optimal performance.
6. Analyze the future of service operations and fleet requirements.
7. Continued incremental expansion of service.
8. Remain an employer of choice in an increasingly competitive labor market.

2025 Budget Overview

The current economic outlook remains positive. MTA has been successful securing both state and federal grant awards for the 2023-25 Biennium and has received additional state formula funds for our special needs populations. These increased sources of funds provide more than enough revenue to cover increasing employee wages and benefits expenses, as well as planned capital and planning expenses. MTA has both the capacity and resolve to respond to the needs of our community. MTA will remain dedicated to our vision: Driving our Community Forward.

Ridership has steadily increased as we close 2024, due largely to an increase in student ridership. Fixed Route ridership steadily increases with each service change and route additions as we continue to hire, while Dial-A-Ride has reached new ridership highs. Management continues budgeting for increased service levels across all modes as more frequent, convenient service is essential to attract and retain riders.

Overall Economic Outlook

MTA begins 2025 with healthy cash balances and a projection of increased sales tax and operating grant revenues, more so than in prior years thanks to the passage of Move Ahead Washington. MTA is well positioned to grow its service to the community.

Sales tax revenue continues to outpace the budgeted amounts in recent years. MTA is increasing the budget for sales tax revenue based on prior year actuals, while remaining conservative.

The 2025 budget reflects a 5.7% increase to wages and benefits. The FTE budget has increased from 81 to 82 positions with the addition of one dispatch position during 2024. See the FTE table on page 10. A comprehensive wage study was conducted in 2023 to ensure MTA remains a competitive employer of choice and the Transit Driver labor agreement was also negotiated in 2023. The next non-rep compensation study will be conducted in 2026 for the 2027 budget. MTA values the talent and dedication of its staff and is committing resources to ensure that wages are competitive when comparing against similar local positions and similarly sized transit agencies.

2025 Budget Highlights

1. Operating Revenue (Fares) is budgeted for a net 1% decrease as there have been fewer rentals of the Community Van. The premium Worker Driver Program fare revenue decreased in 2024 slightly as shipyard workers work patterns have changed. We expect this to continue in 2025.
2. Non-Operating Revenue reflects a 3% increase for 2025. Sales Tax Revenue reflects a 2% increase over 2024 budgeted amounts. Operating Grant revenue reflects a 5% increase as we have both new grant funds in the biennium and remaining COVID relief funds through the CRRSAA grant program. MTA was awarded continuing operating funds for the Dial-A-Ride Program through the Consolidated Grant program in the 2023-25 Biennium and has applied for the programs 2025-27 award. Investment income is projected to remain the same as the 2024 budgeted amount. Other Income is forecasted to increase with more frequent rental of the T-CC gym and higher rates in our sales of maintenance services.
3. Budgeted expenses are expected to increase by 6%. Increased revenues from Sales Tax and Operating Grants have been reinvested to bring our service levels up, provide competitive wages, prepare for increases in fuel and utility costs, plus anticipated inflation increases. Additionally, funds have been included to analyze the future of MTA service operations and fleet requirements in preparation of federal infrastructure investment, while Pooled Reserves of \$120,000 are included for unanticipated volatility.
4. 82 Full-Time Employees (FTEs) are budgeted for 2025, an increase of 1 FTE in the Dispatch department that was added during 2024.
5. The 2025 capital budget accounts for the grant funded vehicle replacement of six (6) cutaways, IT replacements on our vehicles and at our transit facilities, capital facilities improvements, park and ride maintenance, and bus stop improvements. From MTA local funding, the capital budget accounts for equipment for conversion of cutaway vehicles to propane, a repair to the Transit-Community Center roof and flooring, and maintenance at the Johns Prairie complex. Refer to the Capital Budget on page 14 for more details.

2025 Proposed Operating Budget

The Operating Budget does not include Capital expenditures (see Capital Budget on page 14).

Consolidated 2025 Budget								Change Budget	
Proposed December 2024		2021 Actual	2022 Actual	2023 Actual	2024 Projections	2024 Budget	2025 Budget	YoY	Ref#
Operating Revenue (Fares)									
Passenger Fares	1	36,302	47,526	1,052	663	1,500	800	-47%	
Worker Driver	2	104,205	79,040	74,371	75,999	85,000	85,000	0%	
		140,507	126,566	75,423	76,662	86,500	85,800	-1%	1
Non-Operating Revenue									
Sales Tax	4	6,869,226	7,515,228	7,625,304	7,950,646	7,645,620	7,798,533	2%	2
Operating Grants	5	3,583,255	8,093,520	6,470,410	6,926,098	5,530,866	5,798,609	5%	3
Rental Income	6	139,786	147,942	156,145	161,030	152,361	144,794	-5%	4
Investment Income	7	11,990	140,249	958,748	861,472	150,000	150,000	0%	5
Other income	8	46,152	43,931	45,943	41,953	26,050	28,550	10%	6
		10,650,409	15,940,870	15,256,550	15,941,199	13,504,897	13,920,486	3%	
Operating Reserves Allocation									
Total Revenue		10,790,916	16,067,436	15,331,973	16,017,861	13,591,397	14,006,286	3%	
Expenses									
Wages & Benefits	9	5,261,486	5,717,980	6,118,718	6,851,930	8,217,535	8,722,285	6%	7
Contracted Services	10	288,241	157,694	237,413	204,178	262,620	311,970	19%	8
Fuel and Lubricants	12	310,962	475,205	527,752	497,292	647,500	649,100	0%	9
Vehicle/Facility Repair & Maintenance	13	169,364	360,416	334,509	247,198	462,200	449,275	-3%	10
Insurance Premium	14	194,632	221,159	280,794	294,390	293,583	344,368	17%	11
Intergovernmental - Audit Fees	15			961	47,495	40,000	55,000	38%	12
Facility Rent and Park & Ride	16	39,939	17,037						
Utilities	17	180,504	180,297	198,244	198,811	240,800	242,400	1%	
Supplies	18	135,613	247,388	229,091	292,780	387,650	413,320	7%	13
Training & Meetings	19	59,141	57,322	62,229	83,651	106,450	121,071	14%	14
Other Operating Expenses	20	98,121	72,091	83,933	103,573	105,009	133,633	27%	15
Pooled Reserves				-	120,000	120,000	120,000	0%	16
Total Expense		6,738,003	7,506,589	8,073,644	8,941,298	10,883,347	11,562,422	6%	
Net Income (Loss)									
		4,052,913	8,560,847	7,258,329	7,076,563	2,708,050	2,443,864		
Operating Reserves Allocation									
				-	-				
Net Income (Loss) Net Reserves Allocated		4,052,913	8,560,847	7,258,329	7,076,563	2,708,050	2,443,864		

2025 Budget Notes

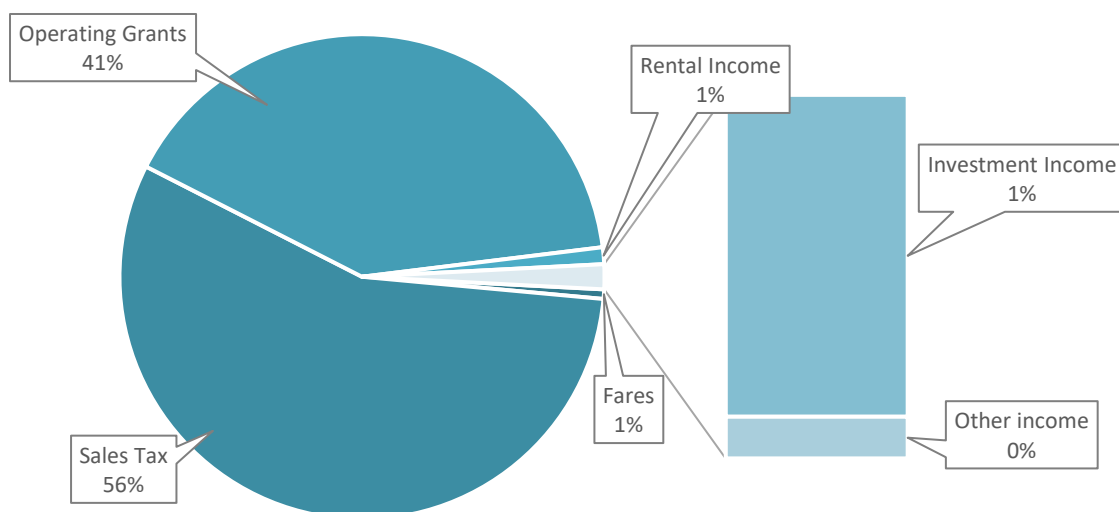
1. Operating Revenue (Fares) is budgeted for a net 1% decrease due to fewer Community Van rentals. MTA continued its fare-free pilot program for all Dial-A-Ride and Fixed Route services and it currently runs until December 31, 2025
The premium Worker Driver Program fare revenue is projected to decrease slightly as shipyard workers work patterns have changed.
2. Sales Tax revenue continues to come in higher than projected despite repeated suggestions of a recession. Sales tax revenue for 2024 is predicted at \$7.9 m. 2025 Sales Tax Revenue is estimated at \$7.7m. This is a 2% increase over 2024 budgeted amounts.
3. Operating grant revenue is based off the 2023-2025 biennium contracted awards, projected 2025-27 awards, and the use of some remaining COVID Relief grant funds. MTA was awarded a two-year consolidated operating grant to sustain Dial-A-Ride service with \$1,856,400 for the biennium. This is less than requested in years past as we have both CRRSAA and ARPA grant funds remaining from COVID Relief programs, and we have received increased formula funds for our Dial a Ride program through the Climate Commitment Act
4. Budgeted Rental Income is based upon current long-term tenant leases. Occupancy will decrease slightly as one tenant at John's Prairie will vacate in early 2025. Event rental income is projected to continue to grow.
5. The Treasury Pool Investment account continued to perform well in 2024. The budgeted amount for 2025 has been estimated conservatively as we expect rates to lower.
6. Other Income is projected to increase in 2025 with the addition of sales of maintenance services to outside agencies such as the Squaxin Tribe as they begin to add more service. WSTIP grant amounts have also increased.
7. Wages and Benefits increased by 6% with an internal promotion of one employee, the increase in overtime wages due to changes in the State overtime employment rules, and increases to benefit rates. Health care premiums for both medical plans increased again: Regence had an increase of 7.3%, and Kaiser increased by 8.2%. Willamette Dental increased 6.9%. No other health care coverages changed for 2025.
8. Contract Services for 2025 increased 19% . The contracted services consisting of additions for the annual expense of Arctic Wolf network cyber security service, IT testing, Drug and Alcohol testing, charges for park and ride camera connectivity, bus technology for all service revenue fleet, and fees associated with camera monitoring on all agency staff vehicles.
9. Fuel is forecasted with a slight increase to account for our increased service in early 2025 and the potential continued volatility in diesel and gasoline prices.
10. Vehicle/Facility Repair & Maintenance is budgeted with a 3% decrease as we have retired our older fleet that required more repair and maintenance.
11. WSTIP Insurance coverage is quoted to increase by 17%. 2025 rates are set per forecasted expanded miles to be driven in 2025. The 2025 WSTIP rate increase also factors in the increased cost to purchase coverage, and the WSTIP Board of Director's commitment to capital funding goals.

12. Standard Intergovernmental Audit fees for 2025 are quoted to be higher as we anticipate more oversight in 2025 and we will be conducting an audit for both 2023 and 2024.
13. Supplies reflects a 7% increase. This includes an increase in shop supplies, cleaning and sanitation supplies and small equipment and furniture. We will have Dispatch moving into a new area at the T-CC and the Administrative staff will move downstairs at John's Prairie. Both departments anticipate the need for furniture.
14. Training and Meetings are being held in-person more frequently and the costs to host them has increased significantly. MTA is committed to developing staff – many of whom are new to their positions. Funds ensure new and existing staff have access to learning opportunities and are provided for in this budget. This budget also includes Board travel for two members to attend the State Transit Conference.
15. Other Operating Expenses include dues, memberships, and subscriptions, leasehold tax, vehicle license and registration fees, CDL medical exams and fees. The increase in Other Operating Expenses is largely due to the increases in fees for subscriptions and dues to member organizations.
16. Pooled Reserves are set aside to filter any excess funds for future operating project use if necessary to handle potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

Operating Revenues

Total operating revenue budgeted is projected to increase from \$13,504,987 in 2024 to \$13,920,486 in 2025. The two major revenue sources making up 97% of our revenue are sales taxes collected in Mason County and grant funding from WSDOT.

Funding Source Breakdown



Sales Tax

Sales tax revenue continues to remain the largest source of funding - projected to be 56% of revenue for 2025. Sales tax revenue has been budgeted over \$7.7m for 2025. Actual receipts for 2022 were \$7.5m and \$7.6 m in 2023. 2024 projections through October actuals are estimated at \$7.9m. 2025 estimates include a 2% increase over the 2024 budget estimates and are budgeted conservatively.

Historical and Projected Sales Tax Revenue

The following table shows actual sales tax revenue for 2021 through August 2024, the remainder of the year is estimated (in gray). The 2025 budgeted amounts reflect our monthly estimates based on historical returns.

	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Budget	2025 Budget
January	464,970	492,351	528,201	545,346	611,650	540,200
February	456,479	513,550	539,128	559,272	535,193	551,376
March	595,307	646,582	616,540	640,405	649,878	630,546
April	585,816	599,278	599,059	619,533	611,650	612,668
May	604,875	620,580	656,593	671,706	573,422	671,509
June	640,945	677,991	731,134	724,483	726,334	747,744
July	606,512	653,259	679,614	723,443	688,106	695,053
August	590,886	678,818	670,272	697,897	649,878	685,499
September	597,424	733,099	702,464	785,217	764,562	718,422
October	546,801	652,444	613,829	698,828	688,106	627,774
November	602,943	622,319	609,293	666,561	611,650	623,134
December	492,351	624,958	679,178	669,388	535,193	694,607
	6,785,309	7,515,229	7,625,304	7,950,646	7,645,620	7,798,533

Grant Revenues

Operating grant revenue is comprised of state and federal funds awarded by WSDOT from the Consolidated Operating Grants Program and the COVID Relief Program, as well as formula funding through WSDOT. Operating grant revenue is forecasted to make up 41% of MTA's 2025 operating revenue.

Fares

Fares consist of two sources: Worker/Driver fares and Community Van fares. 2025 will be the third year of a three-year pilot program offering free fares for out of county travel and for free fares for all youth 18 and under. The Worker/Driver fares make up 99% of total budgeted fares for 2025.

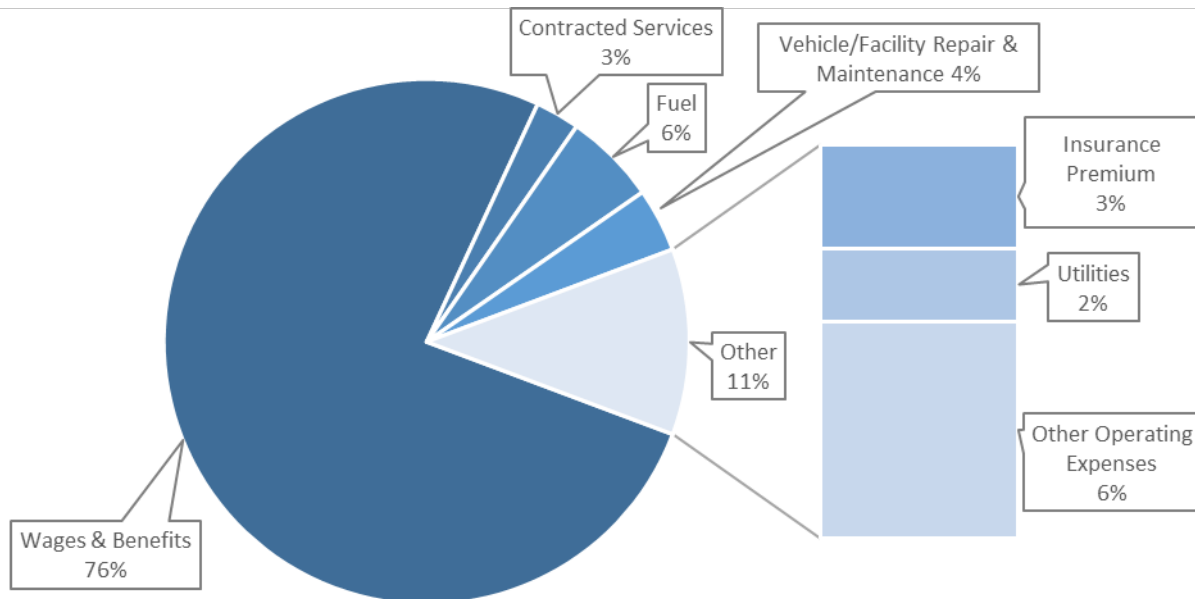
Transit-Community Center Revenues

The T-CC provides revenue through long-term leases and providing event space rentals in the gym, conference room, kitchen, and atrium. The revenues generated from the Transit-Community Center are 84% from active long-term leases, with the remaining 16% attributed to event use throughout the year. Event rental income is anticipated to increase as we see more interest in event booking activity. Tenant rental income is updated to reflect the terms of each rental agreement and the timing of CPI rate increases. MTA conducted an analysis of cost per square foot of its leased space in 2025 to adjust to the changing market.

Operating Expenses

Total operating expenses are budgeted to increase from \$10,883,347 in 2024 to \$11,562,422 in 2025, which is a 6% increase. Wages and Benefits remains our largest operating expense accounting for 76% of total operating expenses. The second highest expense category is Other Expenses including insurance and utilities. \$120,000 has been set aside as Pooled Reserves for potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

Expense Source Breakdown



Wages and Benefits

2025 Wages and Benefits are budgeted 6% higher than 2024. The Budgeted Positions and Full-Time Equivalents Table ^[Page 10] outlines the staff changes between 2024 and 2025.

Contributing factors to the increased wages and benefits are increases in medical benefits and a 3% GWI for non-represented staff.

Details for 2025 non-represented wages and benefits by department can be found below and continuing on the following page.

Benefits

No changes in benefits offered are anticipated for 2025. The cost of medical premiums for the two plans offered in 2025 experienced increases of 7.3% and 8.2%, while the cost of one dental plan rose 6.9%; the cost of all other health care benefits stayed the same for 2025.

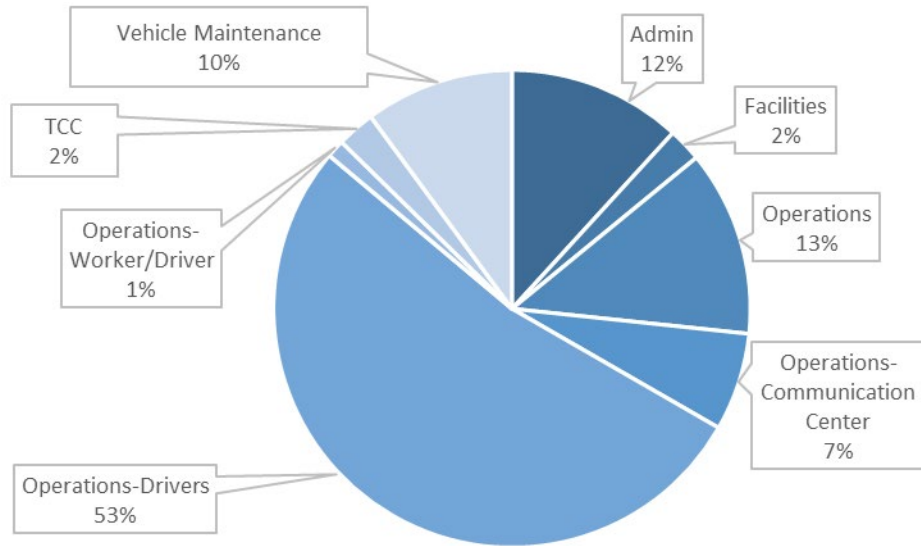
Public Employees' Retirement System (PERS) reflects a slight reduction in rates for 2025.

Wages and Benefits by Department

The following table below breaks out budgeted FTEs, wages, and benefits for each department for 2025.

Department	FTEs	Wages	Benefits	2025 Budget Total	2024 Budget
Admin	7.0	667,486	285,225	952,711	913,958
Admin-Board		5,400	427	5,827	5,824
Facilities	2	121,019	62,873	183,892	171,456
Operations	8	696,744	319,548	1,016,291	981,867
Operations-Communication Center	5	360,870	174,759	535,628	457,375
Operations-Drivers	45	2,769,293	1,491,751	4,261,044	3,989,605
Operations-Worker/Driver	6	81,509	16,961	98,470	93,856
Transit - Community Center	2	147,261	61,303	208,564	199,916
Vehicles/Maintenance	7	552,159	263,442	815,601	793,000
Total	82.0	5,401,740	2,676,289	8,078,029	7,606,858

The following chart shows each department's % of total wages and benefit expense.



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Budgeted Positions and Full-Time Equivalents

The following chart shows the staff position and Full-Time Equivalent (FTE) changes with notes describing each change.

Department	Jan. 1, 2024 Budgeted - Positions	Change	2025 Budgeted - Positions
Administration			
General Manager	1.0	0.0	1.0
Human Resources Manager	1.0	0.0	1.0
Finance Manager	1.0	0.0	1.0
Executive Assistant	1.0	0.0	1.0
Accounting Assistant	1.0	0.0	1.0
Accounting Coordinator (Unfilled)	1.0	0.0	1.0
IT System Administrator	1.0	0.0	1.0
<i>Total Administration</i>	7.0	0.0	7.0
Maintenance/Facilities			
Maintenance Manager	1.0	0.0	1.0
Lead Mechanic	1.0	0.0	1.0
Service Mechanics	2.0	0.0	2.0
Mechanic	1.0	0.0	1.0
Fueler/Detailer	2.0	0.0	2.0
Facilities Technician	2.0	0.0	2.0
<i>Total Maintenance/Facilities</i>	9.0	0.0	9.0
Operations			
Operations Manager	1.0	0.0	1.0
Operations Supervisor	6.0	0.0	6.0
Operations Coordinator	1.0	0.0	1.0
Dispatcher	4.0	1.0	5.0
Drivers	45.0	0.0	45.0
Worker/Drivers	6.0	0.0	6.0
<i>Total Operations</i>	63.0	1.0	64.0
Transit-Community Center			
T-CC Assistant/Custodian	1.0	0.0	1.0
T-CC Building Superintendent	1.0	0.0	1.0
<i>Total Transit-Community Center</i>	2.0	0.0	2.0
TOTAL	81.0	1.0	82.0

FTE Notes

One additional Dispatcher added in 2024. Human Resources Generalist reclassified to Human Resources Manager.

COMPENSATION PHILOSOPHY & PLAN 2025

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

COMPENSATION PLAN

Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI): CPI-U West Region as of August each year. Historically, the maximum GWI increase was set not to exceed 2.25% per year, but this has increased in recent years with the increasing CPI. With the 12-month CPI Average as of August 2024 at 2.2%, the 2025 proposed GWI is 3%.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to the original increase date.

New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

Newly hired employees and those receiving internal promotions to new job classifications will receive a 3% increase upon successful completion of their probation period (minimum of six months).

Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers will receive a minimum of 1% GWI annually. This will be reviewed on a yearly basis for adjustment. The proposed 2025 GWI for worker drivers is 3%.

Annual Performance Evaluations and Performance Compensation

Employees employed with MTA for a minimum of one year as of March 1, 2024 that exceed expectations and perform higher than expected will be eligible for an additional increase above CPI not to exceed 1.5%. Those with a one-year anniversary date after March 1st will be eligible to receive compensation on their anniversary date till December 31, 2025. The performance compensation plan will be re-evaluated for the 2026 calendar year.

Eligibility for a performance increase will be based on annual employee performance evaluations and supported through the annual budget process.

Employee evaluations will take place each March, with potential performance compensation increases effective April 1 each year.

Summary of Performance Scoring Criteria

- An employee must receive all Satisfactory or better marks on the Employee Performance Appraisal (11 categories available) or all Successful or better on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase. If during an employee's current evaluation, they receive two (2) or more Needs Improvement a PIP must be initiated by their manager.
- The manager of the department will recommend a performance increase for an employee if applicable. The General Manager will review evaluations with Department Managers and approve recommended increases prior to the employee evaluation meeting.

Examples of a Successful Employee's Performance

- Meets job expectations and job description.
- Is timely – arrives to work on time; returns from breaks and lunch on time.
- Gets along with co-workers; resolves conflicts.
- Adheres to guiding principles.
- Performs work safely.
- Is accurate in work products produced.

Examples of an Exceeds Expectations Employee's Performance includes above qualities listed plus:

- Solution oriented; brings a solution to the problem.
- Volunteers for extra duty and projects; puts in extra time.
- Seldom misses work unscheduled.
- Willing to learn and take on extra duties.
- Proactive approach; does not need a lot of guidance.
- Sets an example for others; exhibits leadership qualities regardless of position.
- Mentors others.

(The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.)

Personal Days

Managers and the General Manager will continue to receive two (2) personal days per calendar year.

General Manager

As a non-represented, non-contracted employee, the annual salary of the General Manager will follow the same format for other non-represented staff and Managers with a suggested GWI of 3.0% and a potential performance increase of up to 1.5%. Further salary adjustments may be determined by the Mason Transit Authority Board.

The General Manager will have a performance review conducted by MTA's Authority Board during a special executive session following the March regular board meeting. Ahead of this review the General Manager will complete a self-review to be provided to the board and during the executive session meeting the board will hear feedback from the General Manager's direct reports.

Compensation Plan Review

A review of the entire compensation plan may be conducted annually but at a minimum of every three years. A wage study analysis and equity adjustments for non-represented positions was completed by a consulting firm in the fall of 2023 prior to the creation of the 2024 budget to ensure positions remain competitive and to provide for a consistent spread between grades to avoid compression. The board adopted table below remains the same except for the addition of the HR Manager title in Grade 6. The next wage study analysis will occur in 2026 for the 2027 budget year. The adopted salary schedule is presented below with ranges adjusted to reflect the market analysis and to provide for a consistent spread between grades and address wage compression between positions.

Job Classes / Job Titles	Grade	Range 1		Range 2		Range 3		Range 4	
Accounting Assistant T-CC Facilities Tech	1								
	Annual	\$46,183	\$49,878	\$49,878	\$53,868	\$53,868	\$58,178	\$58,178	\$62,832
	Hourly	\$ 22.20	\$ 23.98	\$ 23.98	\$ 25.90	\$ 25.90	\$ 27.97	\$ 27.97	\$ 30.21
Dispatch/Scheduler	2								
	Annual	\$ 50,766	\$ 54,827	\$ 54,827	\$ 59,213	\$ 59,213	\$ 63,950	\$ 63,950	\$ 69,066
	Hourly	\$ 24.41	\$ 26.36	\$ 26.36	\$ 28.47	\$ 28.47	\$ 30.75	\$ 30.75	\$ 33.20
Executive Assistant Technical Support Analyst Operations Coordinator	3								
	Annual	\$ 55,240	\$ 59,659	\$ 59,659	\$ 64,432	\$ 64,432	\$ 69,586	\$ 69,586	\$ 75,153
	Hourly	\$26.56	\$28.68	\$28.68	\$30.98	\$30.98	\$33.46	\$33.46	\$36.13
Lead Mechanic, Ops Supervisor Safety/Train Supv., Accounting Coord., System Administrator, T-CC Building Superintendent	4								
	Annual	\$69,763	\$75,344	\$75,344	\$81,372	\$81,372	\$87,882	\$87,882	\$94,912
	Hourly	\$ 33.54	\$ 36.22	\$ 36.22	\$ 39.12	\$ 39.12	\$ 42.25	\$ 42.25	\$ 45.63
Finance Administrator	5								
	Annual	\$77,603	\$ 83,811	\$ 83,811	\$ 90,516	\$ 90,515.9	\$ 97,757.2	\$ 97,757.2	\$ 105,578
	Hourly	\$ 37.31	\$ 40.29	\$ 40.29	\$ 43.52	\$ 43.52	\$ 47.00	\$ 47.00	\$ 50.76
HR Manager Finance Manager Maintenance Mgr. - Operations Mgr.	6								
	Annual	\$87,465	\$94,462	\$94,462	\$102,019	\$102,019	\$110,181	\$110,181	\$118,995
	Hourly	\$42.05	\$45.41	\$45.41	\$49.05	\$49.05	\$52.97	\$52.97	\$57.21
General Manager	7								
	Annual	\$ 116,662	\$ 125,995	\$ 125,995	\$ 136,075	\$ 136,075	\$ 146,961	\$ 146,961	\$ 158,718
	Hourly	\$56.09	\$60.57	\$60.57	\$65.42	\$65.42	\$70.65	\$70.65	\$76.31

CAPITAL BUDGET

DRAFT Mason Transit Authority Proposed 2025 Capital Budget					
Presented December 17, 2024					
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	150,000	150,000			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	165,000		165,000		Park and Ride Resurfacing. Pear orchard, matlock, belfair
Propane Conversion Kits	35,000		35,000		Paul to do caks 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			Replacement of laptops for buses past useful life
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	150,000	150,000			Need sign replacement in 5 buses and a new voice announcement system that ties into our GPS system. ADA requirement.
Next Bus Signage at TCC	50,000	50,000			Sign at TCC that will tell riders when the next bus will arrive. Ties into our GPS units on the bus.
Camera on JP Fleet and Wifi Access	17,000	17,000			Outdoor wifi and additional camera on JP fleet
IT Penetration Test	50,000	50,000		50,000	Recommendation from IT company that did an assessment on MTA's current vulnerabilities. WSTIP Grant will cover 10-15K
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 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.
Total Misc Capital Projects	1,769,500	459,500	1,310,000	50,000	
Replace 6 cutaway buses	1,023,000	1,023,000			Order replacement vehicles in mid 2025 that may be here by the end of the year or in early 2026.
Total Vehicle Replacements	\$ 1,023,000	\$ 1,023,000	\$ -	\$ -	
Proposed 2025 Capital Projects	\$ 2,792,500	\$ 1,482,500	\$ 1,310,000	\$ 50,000	

Disadvantaged Business Enterprise (DBE) Goal

As a recipient of Federal Transit funds subject to the requirements of 49 CFR Part 26, MTA commits to making good faith efforts through solicitation and notice to bid for any DBE Certified Contractors that would fit the scope of work that MTA may contract for. MTA maintains a DBE goal of 1% purchases financed with FTA assistance.

State of Good Repair

The State of Good repair is a measurement used to determine in what condition an agency's fleet is in. Our current goal is to have our fleet be at 80% state of good repair. Once the vehicles budgeted for above are received, our fleet will be in the following condition: Cutaways-100%, Fixed route-100%, worker driver-100%, medium duty-100%, staff/shop vehicles-70%. The condition of our fleet continues to improve and will continue to do so as we continue budgeting for replacement vehicles.

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RESOLUTION NO. 2024-15

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A BUDGET FOR THE MASON COUNTY PUBLIC
TRANSPORTATION BENEFIT AREA FOR THE CALENDAR YEAR
BEGINNING JANUARY 1, 2025.**

WHEREAS, the Mason County Public Transportation Benefit Area dba Mason Transit Authority (MTA) has prepared a budget for the 2025 calendar year; and

WHEREAS, the governing authority of Mason County Public Transportation Benefit Area has presented draft budgets at its October and November public meetings on the preliminary budget; and

WHEREAS, management has recommended the 2025 Budget, a copy of which is attached hereto and incorporated herein by this reference.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the attached budget for Mason Transit Authority for the year 2025 is hereby adopted.

Adopted this 17th day of December, 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 Shetty, 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: New Business – Item 8B – *Actionable*
Subject: Extension of Youth 18 & Under Zero Fare Program
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: December 17, 2025

Background:

In March 2022, the Washington State legislature passed the Move Ahead Washington transportation bill that granted additional funding to transit agencies provided they offer free fares to youth aged 18 and under. At that time, MTA had the opportunity to receive an estimated \$238,000 in state funds in 2022 and \$643,000 per year over the next 16 years through a Transit Support Grant if a fare policy granting free fares to youth 18 and under was adopted by October 1, 2022. The fare policy granting free fares to youth 18 and under was adopted on August 16, 2022 by Resolution No. 2022-10.

On October 18, 2022, pursuant to Resolution No. 2022-19, the MTA Authority Board approved a pilot program to suspend fares for all services except the premium Worker/Driver routes, where only those aged 18 and under ride free. That pilot program period was effective January 1, 2023 through December 31, 2025 and set forth in the Mason Transit Authority Fare Structure as Exhibit A to Resolution No. 2022-19.

Staff has recently been notified by WSDOT that for MTA to continue to be eligible for eligibility to receive Transit Support Grant, MTA will need to update its fare free policy to extend through the end of the biennium, namely June 30, 2027.

Summary: Extend Zero Fare Pilot Program through June 30, 2027.

Fiscal Impact:

\$643,000 annually.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2024-16 extending the end date of the previously adopted MTA Fare Structure effective September 1, 2022.

RESOLUTION NO. 2024-16

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTIONS NOS. 2022-10 AND 2022-19, TO EXTEND
THE END DATE OF THE ZERO FARE PILOT PROGRAM.**

WHEREAS, by Resolution No. 2022-10, the Mason Transit Authority Board (the "Board") adopted a Youth 18 and Under Zero Fare Pilot Program during the period of September 1, 2022 – December 31, 2025;

WHEREAS, by Resolution No. 2022-19, the Mason Transit Authority Board expanded the Youth 18 and Under Zero Fare Pilot Program to include suspending fares for all services except the premium Worker/Driver routes, where only those aged 18 and under ride free, during the period of January 1, 2023 – December 31, 2025;

WHEREAS, so that MTA may continue to receiving funding through the Transit Support Grant program through the biennium, the Zero Fare Pilot Program will need to extend its end date to June 30, 2027; and

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the Zero Fare Pilot Program end date shall be extended to June 30, 2027.

Adopted this 17th day of December, 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

EXHIBIT A

Mason Transit Authority Fare Structure

Effective January 1, 2023

This fare structure is part of a pilot project introducing free fares to those youth 18 and under on all modes, including the Worker/Driver bus. The pilot is expanded to include free travel for all other passengers on all modes except the Worker Driver bus. It was adopted by the MTA Authority Board with a projected end date of 12/31/2025. As of December 17, 2024, the projected end date is being modified to be June 30, 2027. Any changes to the fare schedule beyond that date must return to the Mason Transit Authority Board for a formal vote.

MTA Fares

Fare Type	Adult (18+)	Youth 18 and under	Seniors (65+)	Reduced Fare
Travel Within Mason County	No Charge	No Charge	No Charge	No Charge
One-Way Travel Outside Mason County*	No Charge	No Charge	No Charge	No Charge
Out of County Monthly Pass	No Charge	No Charge	No Charge	No Charge

Out of County Travel*– Free for all passengers

*Trips originating or terminating in Bremerton (Route 3/23), Triton Cove State Park/Brinnon (Route 8) or Olympia (Route 6/26) are considered out-of-county routes.

Worker/Driver Bus to Puget Sound Naval Shipyard

The Worker/Driver (W/D) Program is a “premium” commuter service for employees working the day shift at the Puget Sound Naval Shipyard (PSNS). It is open to the general public.

Fare Type	Adult (19+)	Youth 18 and Under
Monthly TIP Pass	\$110.00	Free
One Way Trip	\$2.50	Free

Things to Know About MTA Bus Fare & Passes:

- Mason Transit does not offer refunds on bus passes.
- Drivers do not carry change, be sure to have exact change ready when boarding.
- TIP passes are not prorated and are valid from the first day of the month to the last day of the month. To buy a bus pass, go to any of the convenient locations shown below.
- If you have a pass, show your pass each time you board.
- We do not accept ORCA cards for payment of fare.
- We offer Regional Reduced Fare Permits (RRFP), which allows the permit holder to pay a reduced fare. The permit is good on 15 different transit service in the Puget Sound region, including Washington State Ferries. Eligibility is based off age, disability status, or for persons with a Medicare card. An application is required and can be found online at <https://www.masontransit.org/fareinformation/> or requested by contacting our office or in-person at the Transit-Community Center. Applications are to be submitted, and permits are issued, at the Transit-Community Center. A \$3 processing fee is required for the RRFP ID Card to be issued.
- For reduced fare payment, seniors may be asked to show either Photo ID or a Regional Reduced Fare Permit (RRFP).
- Persons with disabilities may be asked to show their RRFP in order to pay a reduced fare.

Pass Sales Locations:

Online at <https://client.pointandpay.net/web/masontransitauthority> or via the Token Transit App on your smartphone.

MTA Administration Office

790 E. Johns Prairie Road Shelton, WA

Monday – Friday; 8:30 am – 4:30 pm

(Accepts *cash, checks & credit card*)

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 8C – *Actionable*
Subject: Approval of AON Statement of Work
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: December 17, 2024

Background:

At the MTA Board’s November 19, 2024 meeting, Che Bhatia and Jude Keenan of AON provided an informative presentation on their work of increasing cybersecurity for MTA’s technology.

AON has provided its Statement of Work (SoW) describing the penetration testing and other work they will be performing as a part of determining any vulnerabilities in MTA’s IT technology. The SoW will be signed by Gotham Digital Science LLC, as Consultant, and Washington State Transit Insurance Pool, insurance provider for MTA. The Pool has established a grant program for agencies to use so that they may begin to implement security measures in an effort to reduce risk, and therefore increased costs to the pool. WSTIP has authorized \$15,000 in grant funds for MTA to use toward this project.

Although MTA is not signing the SoW, the testing will be on MTA’s technology and responsible for payment of any fees and costs associated with travel and other necessary on-site expenses that are beyond the \$15,000 grant funded portion. The total cost of the project is \$52,500, so MTA anticipates spending \$37,500 to complete the work. At this time, the Consultant does not anticipate any on-site work to be done as it can be done remotely. Staff is requesting that approval be made to pay the fees and any associated on-site costs billed to MTA for the testing.

Statement of Work is under review by Legal Counsel.

Summary: Approve payment of AON fees for work performed by Gotham Digital Science LLC.

Fiscal Impact:

\$37,500 and any travel or other necessary expenses.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2024-17 approving the payment of fees as outlined therein.

STATEMENT OF WORK

This Statement of Work (“**Statement of Work**” or “**SOW**”) is entered into by and between Gotham Digital Science LLC having an office at One Liberty Plaza, 165 Broadway, Suite 3201, New York, NY 10006 (“**Consultant**”), and Washington State Transit Insurance Pool having an office at 2629 12th Court SW Olympia, WA 98502 (“**Client**”).

This SOW is made pursuant to the Master Services Agreement dated November 15, 2022 by and between Stroz Friedberg, LLC and Washington State Transit Insurance Pool (the “**Agreement**”), and, accordingly, is subject to and hereby incorporates by reference the terms and conditions set forth therein. Capitalized terms not defined herein have the meaning ascribed to them in the Agreement.

1. Description of Services:

Consultant will perform network penetration testing against the in-scope (below) Client internal and external networks.

Consultant will use the proprietary *Consultant Penetration Testing Methodology (PTM)* manual for use on all network penetration testing projects. This methodology is based on several published methodologies, such as OSSTMM and NIST SP800-115, however it has been extended by the experience of Consultant security engineers across many different penetration test projects performed over many years.

This methodology combines manual and automated assessment techniques, proprietary techniques, and the use of premier proprietary, commercial, and open-source assessment tools in a consistent and repeatable process. The PTM covers the core methodology phases, the Consultant toolset, and also primary steps in establishing multiple foothold entry points, redundant infiltration/exfiltration points, and controlled/repeatable system vulnerability identification and exploitation.

Based on data provided to Consultant by Client, the scope will include the following:

Internal Network Penetration Testing

- 10-days of time-boxed penetration testing of Client’s internal networks utilizing the Consultant proprietary network penetration testing methodology
- Up to 250 internal IPs
- 14 Servers / 100 Workstations / 1 AD Domain
- The following ranges are considered in-scope:
 - 192.168.1.0/24
 - 192.168.2.0/26
 - 192.168.3.0/24
 - 192.168.4.0/27
 - 192.168.4.32/27
 - 192.168.4.64/26
 - 192.168.4.128/26
 - 192.168.5.0/24
 - 192.168.8.0/24
 - 192.168.19.0/24
 - 192.168.21.0/24
 - 192.168.39.0/25
 - 192.168.40.0/24
 - 192.168.41.0/24
 - 192.168.44.0/24
 - 192.168.45.0/24
 - 192.168.46.0/24
 - 192.168.103.0/24

- 192.168.104.0/24
- 192.168.114.0/24
- 192.168.115.0/24
- 192.168.133.0/24
- 192.168.200.0/24
- 192.168.221.0/24
- 192.168.222.0/24
- 192.168.230.0/24
- Unauthenticated testing of internal-facing web portals and applications
- Performed during regular business hours
- Consultant's IPs will be added to Client's internal IDS/IPS whitelists to allow testing to be performed unrestricted
- Consultant will keep the legacy asset (MTA-Traptest) out of scope

External Network Penetration Testing

- 5-days of time-boxed penetration testing of Client's externally-facing networks & domains utilizing the Consultant proprietary network penetration testing methodology
- Up to 3 external IPs & 4 unique domains
- The following ranges and domains are considered in-scope:
 - 216.235.102.57/32
 - 216.235.98.35/32
 - 216.235.109.67/32
 - Masontransit.org
 - Masontransitauthority.com
 - Masontransitauthority.org
 - Masontransitauthority.net
- Pre-testing discovery phase to determine additional Client-owned assets
- Unauthenticated testing of externally-facing web portals and applications
- Performed during regular business hours
- Consultant's IPs will be added to Client's external IDS/IPS/FW whitelists to allow testing to be performed unrestricted

2. Location(s) for Performance of Services:

The services will be performed remotely at Consultant offices.

3. Deliverables:

The following types of deliverables will be provided during this Engagement:

Security Assessment Report

Once the project fieldwork is completed, the primary project deliverable is a comprehensive report ("**Security Assessment Report**") of all identified security issues. This report includes the necessary technical information to reproduce the security findings and implement required changes to correct or mitigate all identified vulnerabilities. Security issues are typically rated on a scale of Critical, High, Medium, Low, and Informational based on the perceived overall security threat. Also included in the report are detailed walkthroughs of any proof-of-concept exploits that were carried out during the assessment, including screenshots illustrating each step. An outline of our typical assessment report includes the following sections:

Testing Overview

- Project Scope Overview and Timeline

- Testing Performed
- Test Targets / Subjects
- Major Findings by Severity Level

Itemized Issue Listing

- Detailed Findings and Recommendations

Walk-Through of Selected Findings / Exploits

- Exploits and Vulnerability Screenshots

Appendix A – Supplemental Report Data (if needed)

4. Project Schedule and Milestones:

Consultant and Client will agree on testing start dates once the Agreement is signed. The following table shows major project milestones and timelines for completion.

Project Milestone and Description	Timing/Duration
Kickoff Meeting Conference call with relevant stakeholders to establish contact information and other project logistics.	1 hour
Project Field Work Internal / External Network Penetration Testing	15 days
Report Delivery Delivery of the Security Assessment Report.	Delivered approximately 1 week from completion of the Project Field Work
Closeout Meeting Meeting/conference-call with relevant stakeholders to review the Security Assessment Report and answer any questions.	1 hour
Status Updates Provided periodically during the engagement to communicate test plans and results.	During Project Field Work. The frequency will be mutually agreed to by Consultant and Client.

5. Project Fees:

Project Description	Fee (USD)
Network Penetration Testing.	\$52,500

The fees above do not include costs associated with travel and other necessary expenses associated with work conducted on-site at Client locations, which will be billed weekly as incurred. Consultant does not anticipate work will be conducted on-site at Client locations for this project.

6. Invoicing

Consultant shall invoice Client for the total cost of the project upon completion of the project. Payment shall be in accordance with the terms of the Agreement.

If Client has retainer funds available, the fees or costs for this engagement will be drawn from those retainer funds. Client will be invoiced as described herein for any amount in excess of the retainer balance.

7. Cancellation and Delays:

Client shall give Consultant at least ten (10) business days' prior notice if all or part of the Engagement services are to be cancelled or postponed by Client once booked and confirmed. In the case of cancellation or postponement by Client of less than ten (10) business days' prior notice, Consultant may invoice on a pro-rated basis for all scheduled days lost to short notice cancellation or postponement, up to the full amount of effort scheduled as at the date of receipt of the notice, plus any unrecoverable project expenses such as cancellation charges incurred relating to booked travel or accommodation. Such invoices will be in addition to invoicing the full project fees and expenses for any rescheduled services. Consultant will only exercise this invoicing option for actual scheduled work lost due to short-notice postponement or cancellation. After the project start date or commencement any project delays occurring due to Client test environments, test accounts, systems, personnel, or other required project resources not being available or useable will result in Consultant billing project days as per normal.

8. Consent for Testing

Client shall obtain all necessary consents of any third parties that may be affected by services performed by Consultant under this Agreement. Consultant is entitled to presume that written consents from any third parties have been obtained by Client unless otherwise informed by Client. Client acknowledges that the services may result in disruptions and/or damage to the Client's or third party's systems and the information and data contained therein, and agrees that Consultant shall have no responsibility or liability for any damages as a result of the services, including with respect to any third-party claim against the Client related to or arising out of the services.

9. Obligations of Client:

Consultant and Client agree to comply with the following rules of engagement:

- The Client Point-of-Contact (CPOC), as identified above, will serve as the main point of contact for all aspects of testing. Consultant will communicate primarily with the CPOC. In addition, Client should communicate primarily with the identified Consultant Project Lead unless otherwise specified.
- The CPOC will ensure that all necessary information required for the engagement is provided to Consultant prior to or during the kickoff meeting. For example, such information could include, but is not limited to, Client IP address/host range information, documentation, URL data, and appropriate project team contact information.
- The CPOC will ensure that all Client stakeholders are informed with regard to any testing occurring, understand all risks associated with such testing, and have provided explicit permission for the testing to be performed by Consultant in writing.
- The CPOC will ensure that application stakeholders, SOC / CERT, and incident response teams are advised of any Security Assessment of systems that is taking place.
- The CPOC will ensure Consultant is clearly informed, prior to assessment, of all critical systems, systems with known issues that may result in service availability issues, and systems that should be assessed at special times so as to minimize the business impact if a problem does occur.
- All sensitive project communication between Consultant and CPOC will be encrypted and kept confidential.
- All test plans, methodologies, raw data, results, and project reports associated with the engagement will not be disclosed to any 3rd parties without the prior consent of both Consultant and Client.
- Client will whitelist Consultant source IPs in any WAF/IPS devices to prevent pervasive blocking.
- Client will provide Consultant with a 24x7 window to perform testing activities.

10. Contacts:

Consultant contact	Client contact
Charles Riggs charles.riggs@aon.com	Tyler Hildebrandt thildebrandt@masontransit.org

IN WITNESS WHEREOF, the undersigned have caused this Statement of Work to be executed, effective as of the last date set forth below. A facsimile copy or photocopy of this fully-executed Statement of Work shall be deemed as binding as if it were the original.

GOTHAM DIGITAL SCIENCE LLC

By: _____

Print Name: _____

Title: _____

Date: _____

Washington State Transit Insurance Pool

By: _____

Print Name: _____

Title: _____

Date: _____

INVOICING INSTRUCTIONS:

Invoice(s) should go to this email address or e-billing site: _____

Invoice(s) should be addressed to this person (if not the above): _____

Billing address for invoices: _____

RESOLUTION NO. 2024-17

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING FEES TO BE PAID IN CONNECTION WITH THE STATEMENT
OF WORK FOR NETWORK PENETRATION TESTING.**

WHEREAS, as a part of Mason Transit Authority’s continued goal to protect its informational assets of its network servers, MTA has received a Statement of Work (SoW) that will be entered into between Washington State Transit Insurance Pool and Gotham Digital Science LLC (the “Consultant”) which outlines the work to be performed by the Consultant; and

WHEREAS, as set forth in the SoW, the fees to perform the penetration is \$52,500 with provision of costs of any on-site work, although it is not anticipated at this time;

WHEREAS, Mason Transit Authority as a member of the Washington State Transit Insurance Pool, is granted \$15,000 to perform these services in an effort to reduce risk to the pool;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the payment to AON of \$37,500 is approved in connection with MTA’s network penetration testing.

Adopted this 17th day of December, 2024.

Eric Onisko, Chair

John Sheridan, Vice Chair

Cyndy Brehmeyer, Authority Member

Richard Lee, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, Authority Member

APPROVED AS TO CONTENT: _____
Amy Asher, General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 9A – *Informational*
Subject: Financial Reports – November 2024
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: December 17, 2024

Summary for Informational Purposes:

Included are the updated November 2024 Financial Reports.

Highlights:

Sales Tax Revenue

Sales tax revenue for September 2024 (received November 30, 2024) was \$701,098, 8% below the 2024 budgeted amount, and no change from September 2023.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 91.7% (11/12) of the budget through the end of the year. Total YTD Revenue is slightly over budget at 95.3% due largely to a higher return on investment income. Total YTD Operating Expenses are under budget at 73.3%.

- Passenger fares for Worker Driver are currently at 83.6% through the month of November.
- Rental Income is over budget with the projections for the month at 96.8%.
- Wages and Benefits at 75.5% under budget projections.
- Other Operating Expenses are under budget at 83.7%. 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 65.1% for the month of November.
- Utilities are under the current budget at 75.5%.

Fiscal Impact:

November fiscal impact reflects total revenues of \$709,177 and operating expenses of \$729,339; for a net loss of \$20,163.

Mason Transit Authority Statement of Financial Activities

% through the year: 91.7%

December 2024 Board Report

Statement of Financial Activities	November	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ 560	\$ 1,500		37.3%
PSNS WorkerDriver	7,140	71,793	85,000		84.5%
Total Operating Revenue (Fares)	7,140	72,353	86,500		83.6%
Sales Tax	611,650	7,182,940	7,645,620	(1)	93.9%
Operating Grants	-	4,700,353	5,530,866	(2)	85.0%
Rental Income	13,408	147,476	152,361		96.8%
Investment Income	74,406	795,066	200,000		397.5%
Other Non-operating Revenue	2,573	99,196	26,050	(3)	380.8%
Total Revenue	709,177	12,997,383	13,641,397		95.3%
Expenses					
Wages and Benefits	577,048	6,244,049	8,268,421		75.5%
Contracted Services	14,297	202,398	380,120		53.2%
Fuel	36,118	421,545	647,500	(4)	65.1%
Vehicle/Facility Repair & Maintenance	35,672	257,788	362,200		71.2%
Insurance	24,465	269,118	293,583		91.7%
Intergovernmental - Audit Fees	809	40,367	40,000		100.9%
Utilities	12,458	158,448	209,800		75.5%
Supplies & Small Equipment	18,940	262,126	406,150	(5)	64.5%
Training & Meetings	797	38,241	62,450		61.2%
Other Operating Expenses	8,735	123,886	148,009	(6)	83.7%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	729,339	8,017,965	10,938,233		73.3%
Net Income (Deficit) from Operations	\$ (20,163)	\$ 4,979,418	\$ 2,703,164		

Mason Transit Authority Cash and Investments

December 2024 Board Report

Cash Balances

	10/31/2024	11/30/2024	Change
Cash - MC Treasurer	\$ 5,323,771.42	\$ 6,083,239.60	\$ 759,468.18
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 244,570.05	\$ 242,519.94	(2,050.11)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 23,318,341.47	\$ 24,075,759.54	\$ 757,418.07

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 ¹	9,250,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
Total Encumbered	\$ 17,596,169.54

Total of Cash	\$ 24,075,759.54
Less Encumbrances	17,596,169.54
Undesignated Cash Balance Total (Including Reserves)	6,479,590.00
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,596,169.54
Undesignated Cash Reserves	\$ 153,830.46

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

Mason Transit Authority 2024 Capital Budget

December 2024 Board Report
As of November 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		4,582	4,582	Tool to scan buses for diagnostics. The equipment we currently have will not read anything newer than 2018 buses.
TCC Gym Roof Repair	100,000		100,000		-	-	Gym roof has been leaking in a couple of places for a few years and staff's spot treatment has not held. Need professional help to solve problem.
Repair/replace TCC Gym floor	130,000		130,000		-	-	Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
MTA Johns Prarie Base Facility Updates	800,000		800,000		-	-	Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Belfair Alarm System	11,000		11,000		-	-	Alarm system at Belfair Building.
Parts Washer	13,000		13,000		10,262	10,262	Parts washer to degrease parts.
Total Misc Capital Projects	1,895,000	175,000	1,720,000	-	358,783	358,783	
11 Cutaways	1,741,945	1,898,851			1,790,285	1,790,285	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			59,749	59,749	Grant Funded PTD0972. Budget Amended July 2024.
Total Vehicle Replacements	\$ 6,846,233	\$ 7,058,139	\$ -	\$ -	\$ 6,960,958	\$ 6,901,209	
Proposed 2024 Capital Projects	\$ 8,741,233	\$ 7,233,139	\$ 1,720,000	\$ -	\$ 7,319,740	\$ 7,259,991	

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

December 2024 Board Report

Sales Tax Collected as of 11/30/2024 for 9/30/2024



	2021	2022	2023	2024 Budget	2024 Actual	2024 Budget Variance	% Change 2023 - 2024 Actual	Capital Reserves
January	464,970	492,351	528,201	611,650	545,346	-11%	3%	(66,304)
February	456,479	513,550	539,128	535,193	559,272	4%	4%	24,079
March	595,307	646,582	616,540	649,878	640,405	-1%	4%	(9,473)
April	585,816	599,278	599,059	611,650	619,533	1%	3%	7,883
May	604,875	620,580	656,593	573,422	671,706	17%	2%	98,284
June	640,945	677,991	731,134	726,334	724,483	0%	-1%	(1,851)
July	606,512	653,259	679,614	688,106	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	701,098	-8%	0%	(63,464)
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>5,883,183</u>			
Budget Variance Average - YTD						2%		72,510
							% 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: December 17, 2024

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 17, 2024

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board December 17, 2024

GENERAL MANAGER'S REPORT

External Activities:

- Attended Washington State Transit Insurance Pool Leadership Training.
- Attended Washington State Transit Insurance Pool Board meeting.
- Attended Mason EDC Holiday event.
- Attended North Mason Chamber Luncheon.

Internal Activities:

- Continued 2025 Budget work with staff. Data entry and compilation of the 2025 Budget for MTA Board adoption.
- Coordination with State Auditor and WSDOT on 2022 Audit.
- Prepare WSDOT grant reimbursement submission.
- Document budget processes for Finance staff.
- Work with Admin staff on Accounting Assistant position. Reviewed and interviewed applicants for open position.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended MTA Board meeting.
- Attended NAFTA TOP 100 fleets webinar.
- Attended NAFTA top fleets kick off meeting.
- Worked with WSP with K9 training program.

Facilities and Fleet Projects/Purchases/Maintenance

- Working on 2025 P&R projects.
- Working on 2025 budgets.
- Working on 2024 surplus parts & tools

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 322 participants this November. The Special Olympics basketball had 179 participants in November.
- **Kitchen:** The total number of kitchen users in November was 12 people.
- **Conference Room:** The MTA monthly Board meeting welcomed 14 members this month. The MTA Uniform Committee meeting welcomed five members this month. The MTA Benefits Fair had around 36 employees visit. The MTA desert bakeoff had around 35 employees attend and participate.

OPERATIONS – Jason Rowe

- **Ridership Numbers:** We are set to exceed 500,000 riders for the year. We are currently at 499,763 YTD. The last time our ridership exceeded this milestone was in 2017 when we still were running our Vanpool and Volunteer Driver programs.
- **Service Changes:** We will be expanding services effective February 10, 2025. These were driven by our public survey responses and will include both earlier and later routed service, more frequent Route 1 service, some commuter route enhancements as well as increased Dial-a-Ride service hours for the entire county.
- **Recognition:** Patsy Martinez has been a driver for MTA for 24 ½ years. She will be retiring at the end of the month, We want to thank her for her service and wish her well in retirement.
- **Outreach:** Here are some of the Outreach highlights from November:
 - Conducted Travel Training for new student at North Mason Transitions High School Adulting In Our Community class. He uses a wheelchair and wanted to learn how to board and deboard the bus, how to signal his stop, and riding etiquette, before riding Route 4 by himself.
 - We participated in Shelton’s Special Services Family Fun Night, put on by the Shelton School District, to provide free information about our community.
 - We participated in the Shelton High School’s Career Expo. This was a Career & College Fair for high school students, grades 9-12. Approximately 1,500 students visited our booths where they had a unique opportunity to connect directly with professionals in their community.
 - We transported and conducted a tour of Riverdance Soap Works and MTA for the Mason County Christian School.

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: December 17, 2024

Background:

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

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

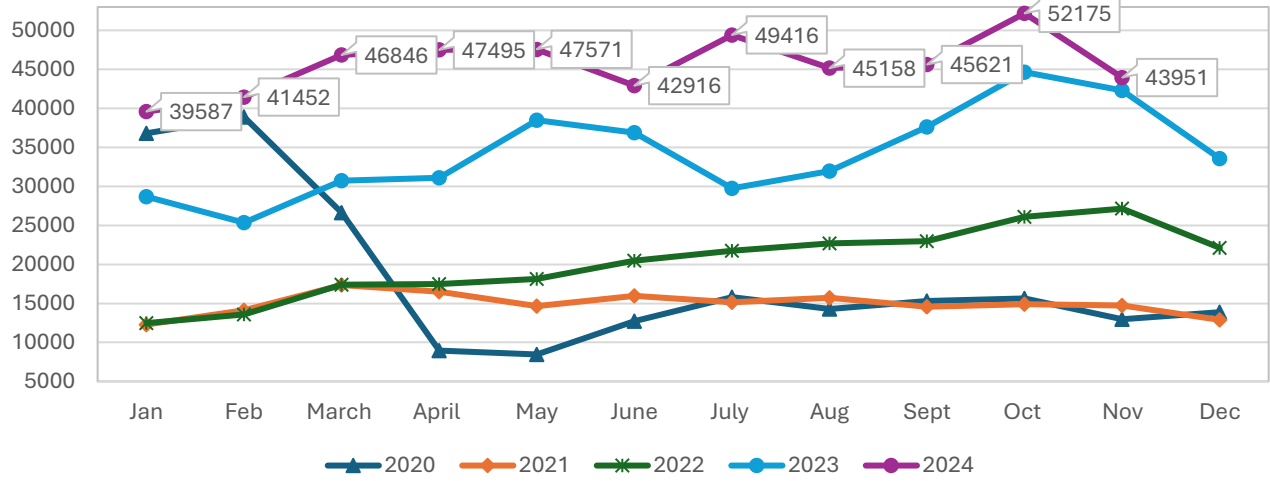
November ridership is a little complex. At first glance we see a dip in the ridership numbers compared to the rest of the year, however when we look at the service hours for November due to the holidays that we were closed, or running a Saturday service rather than Weekdays service, we see our “Riders per hour” metric is still proportional to what we have been seeing in terms of ridership for 2024.

	January	February	March	April	May	June	July	August	September	October	November
Ridership	39587	41452	46846	47495	47571	42916	49416	45158	45621	52175	43951
Service Hours	4841	4518	4767	4797	4937	4342	4578	4580	4391	5038	4322
Rides Per Hour	8.18	9.18	9.83	9.90	9.64	9.88	10.79	9.86	10.39	10.36	10.17

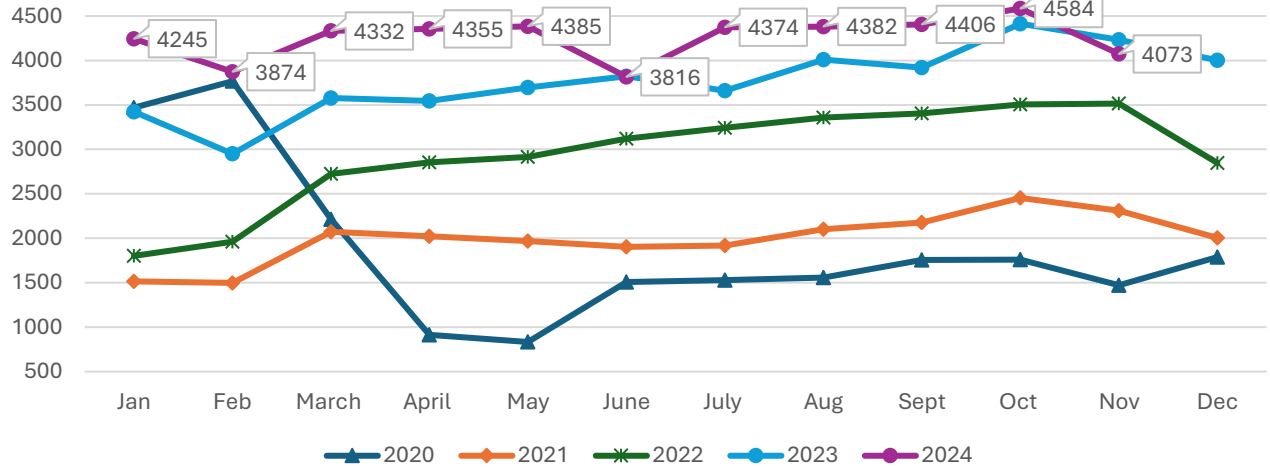
On another note, we are set to exceed 500,000 riders for the year. We are currently at 499,763 YTD. The last time our ridership exceeded this milestone was in 2017 when we still were running our Vanpool and Volunteer Driver programs.

November 2024 Ridership Data

TOTAL RIDERSHIP



DEMAND RESPONSE/DIAL-A-RIDE RIDERSHIP



FIXED ROUTE RIDERSHIP

