



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, June 17, 2025 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/99934627000?pwd=hACYkINlNlUdvcQ1wEmrnOLkIZFvMb.1>

To join by phone: 12532050468

Meeting ID 999 3462 7000

(Password) 507189

In person attendance:

Mason Transit Authority

MTA Transit-Community Center

Conference Room

601 West Franklin Street

Shelton

1. **CALL TO ORDER** Chair
2. **PLEDGE OF ALLEGIANCE** Chair
3. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
4. **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.
5. **APPROVAL OF AGENDA – ACTION** Chair
6. **CONSENT AGENDA – ACTION** Chair
 - A. Pg. 003: **March 18, 2025 Regular Board meeting minutes**
 - B. Pg. 006: **Check Approval: March 4, 2025 – May 23, 2025**
7. **ACTION ITEMS:**
New Business:
 - A. Pg. 021: **Actionable: POL-314 Teleworking Policy (Resolution No. 2025-06)** Amy

8. **DISCUSSION ITEMS:**


- A. **Pg. 037:** First View of Draft Transit Development Plan Amy
- B. **Pg. 060:** Board Member Attendance at 49th Annual Washington State Public Transportation Conference August 18-20 in Tukwila, WA Amy
- C. **Pg. 063:** Update regarding Recent HR Committee Meeting Haley

9. **STAFF AND INFORMATIONAL REPORTS**

- A. **Pg. 064:** Financial Reports through May, 2025
- B. **Pg. 068:** Management Reports
- C. **Pg. 074:** Operational Statistics

10. **COMMENTS BY BOARD**

11. **UPCOMING MTA BOARD MEETING:**

Mason Transit Authority
Regular Meeting and Public Hearing on TDP  ***Please note***
July 15, 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
March 18, 2025
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

- 1. CALL TO ORDER:** 1:00 p.m.
- 2. PLEDGE OF ALLEGIANCE**

3. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: John Sheridan, Chair; Wes Martin, Vice Chair; Board members Cyndy Brehmeyer, Tom Gilmore, Richard Lee, Randy Neatherlin, Ryan Spurling, Pat Tarzwell and Sharon Trask.

Authority Voting Board Members Present via Zoom: [None]

Authority Non-voting Board Member Not Present Virtually: 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, HR Manager; Lissa McClanahan, Finance Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; and Tyler Hildebrandt, IT Administrator.

Others Present at T-CC: Rob Johnson, Legal Counsel; Ken VanBuskirk, citizen.

Others Present via Zoom: Steve Abernathy, citizen.

- 4. PUBLIC COMMENT** – Ken VanBuskirk addressed the Board to bring attention to the dead trees located on private property adjacent to the Bill Hunter Park bus stop.

5. APPROVAL OF AGENDA

Moved that the agenda for the March 18, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented. *Trask/Martin. Motion carried.*

6. CONSENT AGENDA

Approval of Consent Agenda items A and B as follows and as presented:

- A. February 18, 2025 MTA regular Board meeting minutes.
- B. Payments of February 11, 2025 through February 26, 2025 financial obligations on checks #39504 through #39593, as presented for a total of \$582,880.82.
- C. Move that the Mason Transit Authority Board approve Resolution No. 2025-05 regarding surplus equipment.

Moved that the Mason Transit Authority Board approve the Consent Agenda items as presented.
Neatherlin/Spurling. Motion carried.

[There were no Old or New Business Action Items]

7. DISCUSSION: MTA Fleet Transition Plan

Ms. Asher explained the history of MTA's Fleet Transition Plan and its grant award from WSDOT to complete the plan. While some of the required elements have been completed, there has not been sufficient staff availability to complete the plan. There have also been reports of inconsistent reliability among those who have transitioned to alternatively fueled vehicles. In addition, the state of the vehicle funding is in question at both the state and federal levels. Because of these factors, there was discussion regarding pausing that plan at this time. If MTA does pause the Fleet Transition Plan, they will be returning the unused \$80,000 grant to WSDOT. Additional discussions regarding the current fleet status and propane vs. renewable fuel sources. The Board's sentiment was to place the Fleet Transition Plan on pause and return the unused grant funding.

8. STAFF REPORTS

General Manager. Ms. Asher shared that the Administration staff have been moved downstairs at John's Prairie. She also updated the Board indicating that the AWC Healthy Worksite Summit gave resources to help MTA kickstart the Wellness Team. She provided the Board with the 2022 Audit status update and exit interview scheduling. Ms. Asher also updated the Board relating to the presence of WSTA at the State Legislative meetings with budget updates.

Finance. Lissa McClanahan, Finance Manager, provided an update, indicated that all 2024 sales tax has been received and invited any questions.

Human Resources. Haley Dorian, HR Manager, shared with the Board recruitment updates regarding hiring and on-boarding.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, reported to the Board that the Administration Department has been moved downstairs. He also shared that ecology blocks have been placed along the fence line at the JP base to provide additional safety for the building and staff. There have been several vehicle accidents in which the vehicles have gone through the fencing. Spring maintenance at the park and rides continue.

Operations. Jason Rowe, Operations Manager, shared his report on ridership and updates on the new service that began in February. He indicated that the new service is going really well and that Specials have been increasing which has a positive community impact. Additionally, MTA will be using the State Patrol facility in addition to the Port for training use.

9. EXECUTIVE SESSION:

At 1:36 PM, the Board Chair indicated that the meeting was going to be moving into an Executive Session pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. The Board Chair invited all voting members of the Executive Session and Haley Dorian, Human Resources Manager, to remain in the room, while others were excused.

- The Board Chair stated that the public meeting may be called back into session in 20 minutes, which would be 1:56 PM.
- At 1:57 PM, the Board Chair stated that the public meeting may be called back into session in another 5 minutes, which would be 2:02 PM.
- At 2:02 PM, the Board Chair stated that the public meeting may be called back into session in another 5 minutes, which would be 2:07 PM.
- At 2:07 PM, the Board Chair stated that the public meeting may be called back into session in another 5 minutes, which would be 2:12 PM.
- At 2:12 PM, the Board Chair stated that the public meeting may be called back into session in another 5 minutes, which would be 2:17 PM.
- At 2:17 PM, the Board Chair stated that the public meeting may be called back into session in another 5 minutes, which would be 2:22 PM.

10. RESUME OPEN SESSION:

The Board Chair called the meeting back into open session at 2:24 PM and the following action was taken:

It was **moved** that Mason Transit Authority increase Ms. Asher's salary by 1.3% based on her evaluation.

Lee/Martin. Motion Carried.

The Board members shared comments relating to Ms. Asher's performance in the past year.

11. COMMENTS BY BOARD:

- There was discussion of disposing of the tree debris from Bill Hunter Park. MTA picked up what was cut down and left at Bill Hunter Park.
- Praise of appreciation was made for the Clerk of the Authority Board.

12. UPCOMING MEETING

Mason Transit Authority
 Hoodsport Regional Library
 Meeting Room
 40 N. Schoolhouse Hill Road
 Hoodsport
Regular Meeting
April 15, 2025 at 1:00 PM

Moved that the meeting be adjourned.

13. ADJOURNED: 2:40 PM

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: May 20, 2025

Summary:

See Attached Check Register.

Check Disbursement Fiscal Impact:

\$864,563.67

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of March 4, 2025, through March 27, 2025, financial obligations on checks #39594 through #39695 as presented for a total of \$864,563.67.



Mason Transit Authority
May 20, 2025, Disbursement Approval

The following checks for the period of March 4, 2025, through March 27, 2025, in the amount of \$864,563.67, have been audited and processed for payment by the Finance Manager 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.

3/4/2025	39594	AIG Retirement DBA Corebridge Financial	1,551.90
3/4/2025	39595	Amerisafe	1,760.35
3/4/2025	39596	Blue Star Gas	1,550.57
3/4/2025	39597	City of Shelton	1,579.36
3/4/2025	39598	Bruce Titus Ford	122.18
3/4/2025	39599	GORDON TRUCK CENTERS, INC.	443.25
3/4/2025	39600	Mason County PUD #3	2,161.01
3/4/2025	39601	O'Reilly Auto Parts	43.39
3/4/2025	39602	Ricoh USA, Inc	181.08
3/4/2025	39603	Romaine Electric	74.45
3/4/2025	39604	Seattle Automotive Distributing	87.15
3/4/2025	39605	The Shoppers Weekly	817.27
3/4/2025	39606	SkyBitz Tank Monitoring	17.38
3/4/2025	39607	Staples Business Advantage	1,921.32
3/4/2025	39608	Total Battery & Automotive Supply	45.34
3/4/2025	39609	Tozier Brothers, Inc.	33.70
3/4/2025	39610	AWC Employee Benefit Trust	116,661.67
3/4/2025	39611	Westbay Auto Parts	650.17
3/4/2025	39612	Whisler Communications	238.92
3/11/2025	39613	Abila	892.45
3/11/2025	39614	Berg Marketing Group	3,500.00
3/11/2025	39615	Blue Star Gas	1,134.83
3/11/2025	39616	Cummins Northwest, LLC	604.56
3/11/2025	39617	FireTek	20,609.02
3/11/2025	39618	GORDON TRUCK CENTERS, INC.	466.26
3/11/2025	39619	Hood Canal Communications	2,030.20
3/11/2025	39620	Mason County PUD #3	128.95
3/11/2025	39621	Crystal Springs	300.63
3/11/2025	39622	ODP Business Solutions, LLC	1,020.62

3/11/2025	39623	O'Reilly Auto Parts	31.02
3/11/2025	39624	RingCentral, Inc.	1,285.07
3/11/2025	39625	Romaine Electric	2,263.77
3/11/2025	39626	The Shoppers Weekly	60.76
3/11/2025	39627	TK Elevator Corporation	4,221.31
3/11/2025	39628	Titus-Will	628.89
3/11/2025	39629	Tozier Brothers, Inc.	63.76
3/11/2025	39630	Verizon Wireless	169.20
3/11/2025	39631	Westbay Auto Parts	4.34
3/11/2025	39632	Whisler Communications	2,079.42
3/11/2025	39633	AWorkSAFE Service, Inc.	1,319.76
3/11/2025	39634	Washington State Transit Association	175.00
3/12/2025	39635	U.S. Bank	4,107.29
3/12/2025	39636	Mason Transit Authority - ACH Account	221,927.40
3/18/2025	39637	AIG Retirement DBA Corebridge Financial	1,549.40
3/18/2025	39638	Belfair Water District #1	218.82
3/18/2025	39639	Blue Star Gas	1,336.73
3/18/2025	39640	Cascade Natural Gas	2,837.07
3/18/2025	39641	Comcast	128.99
3/18/2025	39642	Family Education and Support	700.00
3/18/2025	39643	GORDON TRUCK CENTERS, INC.	38.30
3/18/2025	39644	Robert W. Johnson, PLLC	1,600.00
3/18/2025	39645	Mason County Garbage, Inc.	1,096.31
3/18/2025	39646	Mason County PUD #3	4,324.42
3/18/2025	39647	Northwest Bus Sales, Inc.	2,850.45
3/18/2025	39648	Olympic Lock & Key	30.49
3/18/2025	39649	PetroCard, Inc.	26,608.12
3/18/2025	39650	Port of Shelton	2,400.00
3/18/2025	39651	Prepaid Legal Services, Inc.	0.00
3/18/2025	39652	Builders FirstSource	44.58
3/18/2025	39653	Ricoh USA, Inc	8,718.22
3/18/2025	39654	Right! Systems, Inc.	4,451.95
3/18/2025	39655	State Auditor's Office - WA	834.60
3/18/2025	39656	Seattle Automotive Distributing	149.22
3/18/2025	39657	Mason County Journal	1,032.60
3/18/2025	39658	Smarsh	19.42
3/18/2025	39659	Spike's Hydraulics	41.31
3/18/2025	39660	UniFirst	165.17
3/18/2025	39661	UniteGPS, LLC	4,104.00
3/18/2025	39662	Verizon Wireless	1,285.83
3/24/2025	39663	Advance Glass	325.80
3/24/2025	39664	Ecolube Recovery, LLC	134.75
3/24/2025	39665	World Kinect Energy Services	43.92
3/24/2025	39666	Blue Star Gas	1,015.04
3/24/2025	39667	GORDON TRUCK CENTERS, INC.	317.91
3/24/2025	39668	Health Care Center	700.00

3/24/2025	39669	Kitsap Transit	1,528.57
3/24/2025	39670	LegalShield	178.30
3/24/2025	39671	Purcor	167.98
3/24/2025	39672	MOHAWK MFG. & SUPPLY	319.34
3/24/2025	39673	ODP Business Solutions, LLC	16,386.44
3/24/2025	39674	O'Reilly Auto Parts	151.58
3/24/2025	39675	Builders FirstSource	54.44
3/24/2025	39676	Spike's Hydraulics	254.97
3/24/2025	39677	Tozier Brothers, Inc.	11.10
3/24/2025	39678	Westbay Auto Parts	327.92
3/25/2025	39679	Mason Transit Authority - ACH Account	231,122.19
3/27/2025	39680	A-1 Roofing Inc.	11,815.65
3/27/2025	39681	Aflac	891.04
3/27/2025	39682	Blossman Gas & Appliance	141.52
3/27/2025	39683	Blue Star Gas	1,456.03
3/27/2025	39684	Flippin Awesom Renovations LLC	5,647.20
3/27/2025	39685	Gillig, LLC	1,637.84
3/27/2025	39686	Health Care Center	175.00
3/27/2025	39687	District 160	1,849.00
3/27/2025	39688	Kimball Midwest	73.63
3/27/2025	39689	Mason County PUD #3	74.15
3/27/2025	39690	O'Reilly Auto Parts	569.10
3/27/2025	39691	Mason County Journal	20.00
3/27/2025	39692	UniFirst	449.28
3/27/2025	39693	AWC Employee Benefit Trust	120,876.28
3/27/2025	39694	Voyager Fleet Systems, Inc.	12.00
3/27/2025	39695	Westbay Auto Parts	<u>304.73</u>
			864,563.67

Signed by: Lissa McClanahan
 Submitted by: Lissa McClanahan, Finance Manager Date: 6/16/2025

Signed by: Amy Asher
 Approved by: Amy Asher, General Manager Date: 6/16/2025

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: May 20, 2025

Summary:

See Attached Check Register.

Check Disbursement Fiscal Impact:

\$745,672.27

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of April 4, 2025, through April 24, 2025, financial obligations on checks #39696 through #39790 as presented for a total of \$745,672.27.



Mason Transit Authority
May 20, 2025, Disbursement Approval

The following checks for the period of April 4, 2025, through April 24, 2025, in the amount of \$745,672.27, have been audited and processed for payment by the Finance Manager 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.

4/4/2025	39696	AIG Retirement DBA Corebridge Financial	1,567.55
4/4/2025	39697	Tracy Becht	145.00
4/4/2025	39698	Blue Star Gas	1,999.93
4/4/2025	39699	Comcast	138.99
4/4/2025	39700	Cummins Northwest, LLC	4.07
4/4/2025	39701	Gillig, LLC	1,620.13
4/4/2025	39702	Hood Canal Communications	2,030.36
4/4/2025	39703	Mason County PUD #3	2,362.16
4/4/2025	39704	Purcor	151.53
4/4/2025	39705	MOHAWK MFG. & SUPPLY	324.00
4/4/2025	39706	ODP Business Solutions, LLC	66.33
4/4/2025	39707	O'Reilly Auto Parts	234.65
4/4/2025	39708	Power Clean Hoods	762.30
4/4/2025	39709	Builders FirstSource	358.71
4/4/2025	39710	Ricoh USA, Inc	130.56
4/4/2025	39711	SkyBitz Tank Monitoring	17.38
4/4/2025	39712	Staples Business Advantage	22.78
4/4/2025	39713	Peak Industrial	993.40
4/4/2025	39714	UniFirst	165.17
4/4/2025	39715	Westbay Auto Parts	1,323.73
4/4/2025	39716	Whisler Communications	1,182.18
4/4/2025	39717	Washington State Transit Association	150.00
4/8/2025	39718	Mason Transit Authority - ACH Account	237,720.86
4/15/2025	39719	Abila	892.45
4/15/2025	39720	Aflac	891.04
4/15/2025	39721	AIG Retirement DBA Corebridge Financial	1,567.87
4/15/2025	39722	World Kinect Energy Services	2,666.94
4/15/2025	39723	Belfair Water District #1	218.82
4/15/2025	39724	Berg Marketing Group	3,500.00

4/15/2025	39725	Blue Star Gas	2,925.46
4/15/2025	39726	CDW Government	25,220.91
4/15/2025	39727	City of Shelton	1,584.57
4/15/2025	39728	Cascade Natural Gas	3,003.28
4/15/2025	39729	FireTek	7,737.34
4/15/2025	39730	Health Care Center	350.00
4/15/2025	39731	Robert W. Johnson, PLLC	1,600.00
4/15/2025	39732	Kaiser Foundation Health Plan of Washington	486.00
4/15/2025	39733	Kimball Midwest	518.86
4/15/2025	39734	Kitsap Transit	1,669.66
4/15/2025	39735	Mason County Garbage, Inc.	1,094.88
4/15/2025	39736	Mason County PUD #3	4,096.45
4/15/2025	39737	MOHAWK MFG. & SUPPLY	319.34
4/15/2025	39738	Crystal Springs	434.36
4/15/2025	39739	ODP Business Solutions, LLC	126.53
4/15/2025	39740	PetroCard, Inc.	29,779.12
4/15/2025	39741	Pitney Bowes Purchase Power	171.00
4/15/2025	39742	Builders FirstSource	19.02
4/15/2025	39743	RingCentral, Inc.	1,306.95
4/15/2025	39744	Right! Systems, Inc.	3,448.27
4/15/2025	39745	The Shoppers Weekly	159.92
4/15/2025	39746	Smarsh	19.42
4/15/2025	39747	Staples Business Advantage	140.97
4/15/2025	39748	Star Rentals, Inc	348.48
4/15/2025	39749	TEC EQUIPMENT	393.50
4/15/2025	39750	TK Elevator Corporation	854.72
4/15/2025	39751	Titus-Will	289.92
4/15/2025	39752	Total Battery & Automotive Supply	12.23
4/15/2025	39753	Tozier Brothers, Inc.	5.71
4/15/2025	39754	UniFirst	330.34
4/15/2025	39755	UniteGPS, LLC	2,242.00
4/15/2025	39756	U.S. Bank	9,875.52
4/15/2025	39757	Voyager Fleet Systems, Inc.	4.00
4/15/2025	39758	Whisler Communications	2,079.42
4/15/2025	39759	Haley Dorian	119.00
4/15/2025	39760	AWorkSAFE Service, Inc.	1,824.48
4/15/2025	39761	Washington State Transit Association	150.00
4/24/2025	39769	Blue Star Gas	1,331.97
4/24/2025	39770	Gillig, LLC	685.17
4/24/2025	39771	HR Direct	106.37
4/24/2025	39772	District 160	1,991.00
4/24/2025	39773	LegalShield	210.20
4/24/2025	39774	Mason County PUD #3	104.02
4/24/2025	39775	Purcor	167.98
4/24/2025	39776	Nwestco LLC	4,895.21
4/24/2025	39777	Romaine Electric	936.52

4/24/2025	39778	State Auditor's Office - WA	2,086.50
4/24/2025	39779	Seattle Automotive Distributing	79.93
4/24/2025	39780	The Shoppers Weekly	324.71
4/24/2025	39781	SkyBitz Tank Monitoring	17.38
4/24/2025	39782	Staples Business Advantage	471.31
4/24/2025	39783	Syn-tech Systems Inc.	7,038.00
4/24/2025	39784	Tozier Brothers, Inc.	184.53
4/24/2025	39785	UniFirst	165.17
4/24/2025	39786	AWC Employee Benefit Trust	119,837.14
4/24/2025	39787	Verizon Wireless	1,440.03
4/24/2025	39788	Westbay Auto Parts	172.03
4/24/2025	39789	Washington State Transit Insurance Pool	124.99
4/24/2025	39790	Mason Transit Authority - ACH Account	235,351.59
Total 101000 - MC Treasurer Depository			745,672.27

Signed by:
Submitted by *Lissa McClanahan* Date: 6/15/2025
AEOBE60757SF44C
Lissa McClanahan, Finance Manager

Signed by:
Approved by: *Amy Asher* Date: 6/15/2025
QC287AF125E4B1C
Amy Asher, General Manager

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 6B – *Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: June 17, 2025

Summary:

See Attached Check Register.

Check Disbursement Fiscal Impact:

\$773,029.70

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of May 5, 2025, through May 23, 2025, financial obligations on checks #39791 through #39883 as presented for a total of \$773,029.70.



Mason Transit Authority
June 17, 2025, Disbursement Approval

The following checks for the period of May 5, 2025, through May 23, 2025, in the amount of \$773,029.70, have been audited and processed for payment by the Finance Manager 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.

5/5/2025	39791	Mason Transit Authority - ACH Account	231,727.67
5/14/2025	39792	Abila	892.45
5/14/2025	39793	Advance Glass	325.80
5/14/2025	39794	ALG Retirement DBA Corebridge Financial	3,131.38
5/14/2025	39795	Berg Marketing Group	3,500.00
5/14/2025	39796	Blue Star Gas	3,104.85
5/14/2025	39797	ChargePoint, Inc.	1,960.20
5/14/2025	39798	City of Shelton	1,587.93
5/14/2025	39799	Cummins Northwest, LLC	24,752.71
5/14/2025	39800	Dept. of Labor & Industries - Boiler	127.20
5/14/2025	39801	Employment Security Department - WA State	5,381.28
5/14/2025	39802	Gillig, LLC	235.97
5/14/2025	39803	GORDON TRUCK CENTERS, INC.	828.68
5/14/2025	39804	HiTouch Business Services	1,425.51
5/14/2025	39805	Hood Canal Communications	2,030.36
5/14/2025	39806	HR Direct	319.11
5/14/2025	39807	Robert W. Johnson, PLLC	1,600.00
5/14/2025	39808	Mason County Garbage, Inc.	417.04
5/14/2025	39809	Mason County PUD #3	2,517.25
5/14/2025	39810	Purcor Pest Solutions	151.53
5/14/2025	39811	MOHAWK MFG. & SUPPLY	130.08
5/14/2025	39812	Crystal Springs	388.03
5/14/2025	39813	NinjaOne, LLC	2,846.19
5/14/2025	39814	ODP Business Solutions, LLC	456.69
5/14/2025	39815	Bryan Pentland	349.00
5/14/2025	39816	PetroCard, Inc.	28,771.37
5/14/2025	39817	Reliable Electric, Inc.	509.59
5/14/2025	39818	RingCentral, Inc.	1,281.58
5/14/2025	39819	Schetky Northwest Sales, Inc.	104.04

5/14/2025	39820	Seattle Automotive Distributing	263.19
5/14/2025	39821	The Shoppers Weekly	3,001.22
5/14/2025	39822	Smarsh	19.42
5/14/2025	39823	Spike's Hydraulics	365.82
5/14/2025	39824	Staples Business Advantage	390.01
5/14/2025	39825	Titus-Will	4,790.94
5/14/2025	39826	Total Battery & Automotive Supply	82.49
5/14/2025	39827	Tozier Brothers, Inc.	274.14
5/14/2025	39828	UniFirst	334.85
5/14/2025	39829	UniteGPS, LLC	2,242.00
5/14/2025	39830	U.S. Bank	5,031.51
5/14/2025	39831	Verizon Wireless	1,515.03
5/14/2025	39832	Voyager Fleet Systems, Inc.	8.00
5/14/2025	39834	Westbay Auto Parts	506.22
5/14/2025	39835	Whisler Communications	394.22
5/14/2025	39836	AWorkSAFE Service, Inc.	1,276.50
5/14/2025	39837	ZEP Manufacturing Company	398.77
5/20/2025	39838	Mason Transit Authority - ACH Account	235,679.37
5/23/2025	39839	Aflac	891.04
5/23/2025	39840	World Kinect Energy Services	2,089.86
5/23/2025	39841	Bradley Air Company	598.54
5/23/2025	39842	American Tire Distributors	3,988.13
5/23/2025	39843	Belfair Water District #1	218.82
5/23/2025	39844	Blue Star Gas	2,369.91
5/23/2025	39845	Cascade Natural Gas	2,602.67
5/23/2025	39846	Comcast	128.99
5/23/2025	39847	Cummins Northwest, LLC	907.03
5/23/2025	39848	Dept. of Labor & Industries - Boiler	63.60
5/23/2025	39849	FireTek	1,136.95
5/23/2025	39850	Liquid Enviromental Solutions of Washington LLC DBA Flohawks	332.70
5/23/2025	39851	Gillig, LLC	808.36
5/23/2025	39852	GORDON TRUCK CENTERS, INC.	1,047.73
5/23/2025	39853	Health Care Center	175.00
5/23/2025	39854	District 160	1,940.50
5/23/2025	39855	International Institute of Municipal Clerks	195.00
5/23/2025	39856	Kimball Midwest	203.31
5/23/2025	39857	Kirk's Automotive, Inc.	1,579.00
5/23/2025	39858	Kitsap Transit	1,634.65
5/23/2025	39859	LegalShield	194.25
5/23/2025	39860	Mason County Garbage, Inc.	673.35
5/23/2025	39861	Mason County PUD #3	3,902.85
5/23/2025	39862	Purcor Pest Solutions	167.98
5/23/2025	39863	MOHAWK MFG. & SUPPLY	1,734.24
5/23/2025	39864	Nwestco LLC	1,495.54
5/23/2025	39865	ODP Business Solutions, LLC	34.29

5/23/2025	39866	O'Reilly Auto Parts	56.99
5/23/2025	39867	Pitney Bowes	196.63
5/23/2025	39868	Builders FirstSource	9.79
5/23/2025	39869	Ricoh USA, Inc	104.93
5/23/2025	39870	Right! Systems, Inc.	3,909.60
5/23/2025	39871	State Auditor's Office - WA	1,877.85
5/23/2025	39872	Seattle Automotive Distributing	337.74
5/23/2025	39873	SkyBitz Tank Monitoring	17.38
5/23/2025	39874	Staples Business Advantage	648.40
5/23/2025	39875	Titus-Will	264.48
5/23/2025	39876	Tozier Brothers, Inc.	9.57
5/23/2025	39877	UniFirst	325.83
5/23/2025	39878	AWC Employee Benefit Trust	124,441.58
5/23/2025	39879	Westbay Auto Parts	560.33
5/23/2025	39880	Whisler Communications	2,159.09
5/23/2025	39881	AWorkSAFE Service, Inc.	350.00
5/23/2025	39882	Washington State Transit Insurance Pool	22,500.00
5/23/2025	39883	The W. W. Williams Company, LLC	6,718.03
Total 101000 - MC Treasurer Depository			773,029.70

Signed by: _____
 Submitted by: Lissa McClanahan Date: 6/15/2025
 Lissa McClanahan, Finance Manager

Signed by: _____
 Approved by: Amy Asher Date: 6/15/2025
 Amy Asher, General Manager



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0.*

PURCHASE LOG

Name: Amy Asher

Department: Administration

Manager's Approval: John Sheridan

CB8EEFBDC8D64AF...

006

272.00+

425.00+

10.00+

166.84+

66.47+

10.00+

950.31*+

Date Submitted

4/7/2025

Finance Use Only

DATE	VENDOR	PURPOSE	AMOUNT	(Y/N)		CODING	FINANCE DEPARTMENT REVIEW
2/28/25	National Custom Pins	MTA Agency Pins (EE policy)	\$ 272.00 ✓	Y	10 ✓	503020 ✓	✓ ✓
3/6/2025	NW Chapter of LERA	Collective Bargaining Conference	\$ 425.00 ✓	Y	10 ✓	509021 ✓	✓ ✓
3/26/25	SHRM Olympia	Monthly Meeting	\$ 10.00 ✓	Y	10 ✓	509021 ✓	✓ ✓
3/12/25	Hilton Garden Inn	Hotel Stay for MRSC Healthy Worksite Summ	\$ 166.84 ✓	Y	10.00 ✓	509021 ✓	✓ ✓
3/26/25	Shuttle Park 2	Parking	66.47 ✓	Y	10	509021	
3/14/25	Olympia Chapter	meeting SHRM	10.00 ✓	Y	10	509021	

Added Added

TOTAL \$ 873.84
+ 76.47

Don't forget to attach original receipts

Signature Amy Asher

950.31 CDS

Date 4/7/25

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.



PURCHASE LOG

Name: Amy Asher

Date Submitted

Department: Administration

5/30/2025

Manager's Approval: _____

Kiana M. Finance manager

Finance Use
Only

DATE	VENDOR	PURPOSE	AMOUNT	RECEIPT (Y/N)	DEPARTMENT	CODING	FINANCE DEPARTMENT REVIEW
5/7/25	Association of Washington Cities	Meeting Materials	\$ 150.00	Y	10	509024	509021 ✓
5/8/2025	Olympia SHRM	Meeting registration	\$ 10.00	Y	10	509023	509021 ✓
5/12/25	Circle K	Gas for car trip to Yakima - AWC LRI	\$ 35.92	Y	10	509021	504015 ✓
5/12/25	Ledgestone Hotel	Lodging AWC LRI Conference	\$ 519.54	Y	10	509021	✓
5/14/25	Parking	Parking for WSTA Board Meeting	\$ 58.96	Y	10	509021	✓
5/14/2025	Parking	Parking for CTAA Conference	\$ 93.86	Y	10	509021	✓
5/29/2025	Amazon	Heater for Office	\$ 39.09	Y	10	504350	✓
TOTAL			\$ 907.37				

Don't forget to attach original receipts

Signature _____

Amy Asher

Date

5/30/25

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

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 7A – *Actionable*
Subject: Teleworking Policy (POL-314)
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: June 17, 2025

Background:

MTA Staff considers teleworking to be a viable, flexible work option such as employees working at home, on the road or in a satellite location for a portion of their work week. Teleworking allows for flexibility in an evolving business landscape to meet possible retention and recruitment needs for MTA.

MTA Staff, the Human Resources Committee and Legal Counsel met to discuss the merits of this policy and how MTA benefits from this the approval of this policy.

MTA HR Committee members and legal counsel reviewed and recommended approval of the policy.

Summary: Approval of MTA Teleworking Policy (POL-314).

Fiscal Impact:

None anticipated.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2025-06 approving the Teleworking Policy (POL-314).



Title:	Teleworking Policy
Number:	314
Effective:	June 18, 2025
Cancels:	N/A
Prepared by:	Haley Dorian, HR Manager
Approved by:	Authority Board Resolution No. 2025-06

POL-314 TELEWORKING POLICY

This policy applies to non-represented employees whose job duties and responsibilities are suitable for a teleworking arrangement. Subject to determination by Human Resources and approval by General Manager.

1. PURPOSE

Mason Transit Authority ("MTA") considers teleworking to be a viable, flexible work option. Teleworking is work performed remotely; by employees at home, on the road, or in a satellite location for a portion ~~all or part~~ of their workweek. This policy will outline the administrative guidelines for teleworking.

2. POLICY

2.1 Intermittent/Situational Work Arrangement

This type of teleworking is approved on a case-by-case basis and allows the employee to attend to sporadic household appointment needs, training, uninterrupted time for projects, no commute in inclement weather, or other situations where employees can perform work remotely for a short period of time. This type of teleworking does not require a Telework Agreement Form; however, approval must be documented in writing, email confirmation is acceptable. Situational teleworking is not an appropriate substitute for sick leave and may not be used for the employee's own or a family member's, illness, injury, or other circumstance that interferes with the employee's ability to perform their work.

2.2 Regular Telework Arrangement

This type of telework arrangement is for predictable telework that is anticipated to be sustainable on an ongoing basis and meets the operational and customer service needs of Mason Transit. This type of teleworking requires a Telework Agreement Form that will be reviewed and addressed at minimum on an annual basis. Department Managers should consider telework requests and should do so objectively and fairly on an individual basis and across the workgroup. MTA maintains the sole discretion to continue, end, or otherwise modify teleworking options. MTA policies, rules, and procedures will apply at the telework site, including those governing communicating with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety.



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Nothing in the MTA Teleworking Policy waives or changes standards of work performance or behavior in the workplace. Failure to follow policy rules and procedures may result in termination of the telework arrangement and/or disciplinary action in accordance with the MTA Policy. Teleworking is not an entitlement and in no way changes the terms and conditions of employment with MTA. Employees who wish to telework will be required to enter into and adhere to a telework agreement. A telework agreement does not constitute a promise of employment for a specified time or otherwise alter the at-will nature of employment with MTA. Telework employees ("Teleworkers") can still be terminated at any time and for any lawful reason or no reason at all ("at-will" status).

3. ELIGIBILITY AND SUITABILITY

Eligible positions will be determined by the employee's department manager and the administrative department manager and will be based upon the functional role and business needs. The employee must have job duties that are not required to be performed at MTA facilities. The employee must have demonstrated satisfactory work performance and work habits suitable for teleworking. Teleworking agreements will be approved by the department manager, subject to further review by the MTA General Manager, finding that in doing so, will not have a significant adverse impact on service delivery, customer service, or the overall functions of the employee and/or work unit.

4. CONDITIONS OF TELEWORKING

If an employee is approved to telework, the following conditions will apply for the duration of the teleworking period.

4.1 Telework Agreement

If it is deemed that teleworking is suitable for the employee and the work to be performed, the employee will agree to the terms of a telework agreement prior to commencing telework.

- 4.1.1 **Terms:** The telework agreement (Appendix A) will include the specific terms and conditions of the telework arrangement, in addition to the provisions outlined in this policy. The telework agreement may be modified at any time by MTA, based on the employee's work performance, how the alternative schedule affects overall



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productivity, changes in the requirements of the job, or other business reasons.

4.1.2 **Duration:** Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for a few days or intermittently.

4.1.3 **Termination of Agreement:** Every effort will be made to provide five calendar days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a teleworking arrangement. There may be instances, however, when no notice is possible.

4.2 Wages and Benefits

All employee benefits available to the Teleworker will remain in effect in accordance with their applicable MTA policy, procedures, and statutory requirements.

4.3 General Performance Expectations

4.3.1 **Teleworker:** Teleworkers must maintain the same or an improved work productivity and work quality while teleworking. If productivity or work quality begins to decline, the telework agreement will be reevaluated to determine if changes can be made or if the agreement needs to be terminated. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that the employee will not abuse this opportunity by allowing their productivity or work quality to decline.

4.3.2 **Department Manager:** The department manager must ensure that the Teleworker's duties are covered without compromising the quality of service. It is the responsibility of the department manager to coordinate with other staff available for on site support if needed.

4.4 Timekeeping

4.4.1 **Non-exempt Status:** Teleworkers who are not exempt from the overtime requirements of the Fair Labor Standards Act ("FLSA") will be required to accurately record all hours worked and account for all scheduled hours within the workweek. Hours worked in excess of



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40 hours within the workweek require the advance approval of the Teleworker's department manager. Failure to comply with this requirement may result in the immediate termination of the teleworking agreement or other disciplinary measures up to and including termination.

- 4.4.2 **Exempt Status:** Teleworkers who are exempt from the FLSA provisions are not bound by an 8- hour day or a 40-hour workweek and are expected to complete work assignments as required, regardless of the hours worked. This may require working in excess of 40 hours in the workweek without additional compensation.
- 4.4.3 **Leave Requests:** Time off will be requested and used in the same manner as when working at the Teleworker's regular work location and in accordance with the applicable MTA policies, and procedures.

4.5 Availability and Responsiveness

An employee who is working remotely must be available and responsive during regularly scheduled work hours. Regardless of an agreed-upon telework schedule, if an employee's in-person presence is needed, the employee must remain willing and able to come to the worksite to perform job duties. Department Managers should give at least 24 hours advance notice whenever possible. A request to come to the worksite during regularly scheduled work hours is not considered a schedule change. Reporting to the office from a telework location is commute time and is non-compensable. For this reason, and due to tax implications, Mason Transit will not approve telework arrangements where the employee's telework location would be permanently outside the State of Washington. The teleworker must work from Washington State except for short durations approved by their manager. Mason Transit will make a reasonable effort to provide advance notice of any changes to an established Regular Telework schedule, but advance notice will not always be possible.

Teleworkers are expected to:

- 4.5.1 Remain accessible during their agreed upon telework schedule.
- 4.5.2 Have a method of receiving and responding to communications, such as email, instant-messaging, and/or voicemail, during all agreed-upon hours of teleworking.



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- 4.5.3 Check in with and as instructed by their department manager to discuss work assignments, status, and open issues.
- 4.5.4 Be available for video/teleconferences, as needed.
- 4.5.5 Be available to physically attend work meetings as requested or required by MTA.
- 4.5.6 Take rest and meal breaks while teleworking in full compliance with all applicable policies and compensation plan requirements.

4.6 Communication

Teleworking may require more frequent interaction and communication between the Teleworker and their department manager since neither can rely on seeing each other in the workplace. Initially, frequent contact should occur to verify that the Teleworker is actively working as well as to resolve any problems that may arise. After both parties are accustomed to the teleworking arrangement, the department manager and Teleworker may communicate at a consistent level with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.

4.7 Work Progress Report

- 4.7.1 **Non-exempt Employees:** The Teleworker will provide a status report of their work to their department manager. The frequency of the progress report will be determined by the department manager but not less than once a week. The method of delivery will be determined by the department manager. In the event that the Teleworker does not provide the requested progress report and/or the department manager cannot verify the quality and quantity of work, the teleworking agreement may be discontinued.
- 4.7.2 **Exempt Employees:** The Teleworker is expected to maintain the same level of work progress reporting to their department manager, regardless of work location.

4.8 Equipment

- 4.8.1 **Need:** MTA is under no obligation to provide equipment or support at the Teleworker's remote work location. On a case-by-case basis, MTA will determine the appropriate equipment needs (including hardware, software, modems, phone, and data lines and other office equipment)



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for each teleworking arrangement, under standard practices, policies, and procedures, regardless of location. If standard policies and procedures do not address every need, the department manager and the Teleworker will explore potential options. MTA may not be able to provide the equipment needed that presents and unbudgeted or duplicative costs. The Teleworker will only use approved MTA computers and/or laptops and properly licensed software. MTA reserves the right to make determinations as to appropriate equipment, subject to change at any time. All equipment issued to the Teleworker will be inventoried.

4.8.2 Maintenance and Repairs: MTA will repair and maintain, at MTA facilities, any equipment loaned by MTA to support the teleworking agreement. The Teleworker agrees to always use surge protectors with any MTA computer used at the remote worksite. The Teleworker will be responsible for:

- 1) Any intentional damage to the equipment.
- 2) Damage resulting from gross negligence by the Teleworker or any member or guest of the telecommuter's household as determined by MTA.
- 3) Damage resulting from a power surge if no power protector is used.
- 4) Maintaining all electronic devices that send or store data in conformity with MTA policies.
- 5) Immediately reporting any damage to their department manager.
- 6) When Teleworkers use their own equipment, they are solely responsible for its maintenance and repair.

4.8.3 Use: If equipment and/or software is provided by MTA at the remote worksite, such equipment and software will be used exclusively by the Teleworker for the purposes of conducting MTA business. This policy supersedes the Section 10, Acceptable Use for IT Equipment in MTA IT Acceptable Use Policy and IT Remote Access Policy. Teleworkers must return the equipment in the same condition in which it was originally received, minus normal wear and tear.



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4.9 Child and Elder Care

Generally, teleworking is not designed to be a replacement for appropriate child or elder care. Although an individual Teleworker's schedule may be modified to accommodate care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective Teleworkers are encouraged to discuss the expectations of Teleworkers with family members prior to entering into an agreement.

4.10 Incidental Costs

All incidental costs associated with teleworking, such as utility and internet costs, are the responsibility of the Teleworker.

4.11 Office Supplies

MTA will supply the Teleworker with appropriate office supplies and reimbursement for business-related expenses that are reasonably incurred in accordance with job responsibilities and in compliance with MTA policies on the same basis as when working at an MTA facility. The Teleworker will not be reimbursed for supplies normally available in the office. The Teleworker must have prior approval from their department manager for the purchase of any supplies that cannot be obtained through normal supply channels. Without prior approval, such purchases will not be reimbursed. The Teleworker is responsible for requesting and stocking all supplies necessary to perform their duties.

4.12 Workspace

Teleworkers must have an appropriate off-site work area that considers ergonomics, equipment, adequate workspace, noise, and interruption factors. The teleworker's off-site workspace should provide an adequate work area, lighting, telephone service, internet capability, power, and temperature control. Additional requirements may vary depending on the nature of the work and the equipment needed to perform the work. MTA will not be responsible for costs associated with the setup of the Teleworker's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. Teleworkers are not to have members of the public, vendors, customers, or other visitors at the teleworking site.

See Also: Section 6 herein
Page 7 of 10



Title: Teleworking Policy
Number: 314
Effective: June 18, 2025
Cancels: N/A
Prepared by: Haley Dorian, HR Manager
Approved by: Authority Board
Resolution No. [2025-06](#)

4.13 Security

In accordance with the MTA IT Acceptable Use and IT Remote Access Policies, Teleworkers will ensure the protection of proprietary MTA and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

4.14 Public Records

Records that may be created at, sent to, or sent from the alternative work site may be subject to disclosure in response to a public records request in accordance with the MTA Public Records Request Policy. The Teleworker must maintain all records on the alternative worksite computer consistent with the MTA Records Management Policy. Any questions regarding this issue should first be directed to the MTA Public Records Officer.

4.15 Safety and Liability

4.15.1 Safety: Teleworkers are expected to maintain their home workspace in a safe manner, free from safety hazards and perform their duties safety. The teleworker's home is considered an extension of the MTA workspace. The designated work location must meet Occupational Safety and Health Administration (OSHA) safety rules for the workplace, including smoke detectors, working fire extinguishers, unobstructed exits, removal of hazards that could cause falls, adequate electrical circuitry; and appropriate furniture. It is the employee's responsibility to follow common safety practices and provide a safe work area for themselves and others who enter it.

4.15.2 Injuries: The Teleworker will be covered by workers' compensation for job-related injuries that occurred in the designated workspace, including the Teleworker's home, during the defined work period. In the case of an injury occurring during the defined work period, the Teleworker will immediately report the injury to the department manager and complete an "Employee Report of Injury" for reports of injury. Workers' compensation will not apply, and MTA will not be responsible for any injury at the remote work site that is not sustained

See Also: Section 6 herein
Page 8 of 10



Title:	Teleworking Policy
Number:	314
Effective:	June 18, 2025
Cancels:	N/A
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while performing job duties for MTA. MTA is not responsible for injury to any persons other than the Teleworker at the remote work site. The Teleworker agrees that their homeowners' or renters' insurance will be maintained and is the sole source of liability coverage for any injury that is not work related or that occurs to any person other than the Teleworker.

4.15.3 **Hold Harmless:** Teleworkers remain liable and will agree to hold MTA harmless for injuries to third parties, invitees, and/or members of the Teleworker's family on the Teleworker's premises. MTA is not liable, and the Teleworker agrees to hold MTA harmless, for damage to the Teleworker's real or personal property.

4.15.4 **Damage or Theft:** If MTA equipment is stolen or damaged while at the Teleworker's remote work site, the Teleworker or the Teleworker's homeowners'/renters' insurance will be responsible for the loss.

4.15.5 **Access:** In case of injury, theft, loss, or liability related to teleworking, the Teleworker agrees that MTA, including its employees, officials, agents, and/or representatives may investigate and/or inspect the remote work site.

4.16 Taxes and Other Legal Implications

The Teleworker must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee approved to telework.

4.17 Existing Teleworking Arrangements

As of the effective date of this policy, employees with existing informal telework arrangements will need to comply with the provisions of this policy within 15 calendar days of the policy effective date.

5. ADMINISTRATIVE AND REGULATORY CHANGES

5.1 To facilitate the regular business routine of the MTA, the board designates the MTA General Manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.

See Also: Section 6 herein
Page 9 of 10



Title:	Teleworking Policy
Number:	314
Effective:	June 18, 2025
Cancels:	N/A
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5.2 In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate to facilitate the regular business routine of MTA. The board will be notified of all policy changes.

6. REFERENCES

- 6.1 Appendix A: Telework Agreement
- 6.2 MTA IT Acceptable Use and IT Remote Access
- 6.3 MTA Public Records Request Policy
- 6.4 MTA Records Management Policy



APPENDIX A: TELEWORKING AGREEMENT

Teleworking Policy-314

SECTION 1: TELEWORKER INFORMATION	
Employee Name:	
Employee Title:	Overtime Eligible (FLSA): <input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Physical Address of Alternate Workplace:	
City, Zip Code:	
Is this a <input type="checkbox"/> home office <input type="checkbox"/> Other, describe. _____	
Desired Start Date:	Projected End Date:

SECTION 2: JOB DUTIES
What job duties specifically will you be performing? If there are duties outside of your regular job duties, please explain.

SECTION 3: EMPLOYEE SCHEDULE				
Indicate below your desired teleworking schedule. You will need to document all hours worked and paid/unpaid leave taken on your timesheet.				
Day	Location	All Day	Partial Day	Variable
Monday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4: EMPLOYEE ACKNOWLEDGMENT

- I acknowledge that I received a copy of the MTA Teleworking Policy.
- I acknowledge that I have read and will comply with the MTA *Teleworking Policy*.

Employee Signature:

Date

SECTION 5: DEPARTMENT MANAGER REVIEW

Eligibility

Has the employee met the eligibility criteria and requirements of the MTA *Teleworking Policy*?

- Yes, complete sections 5 and 6.
- No, skip to section 6.

Performance

How will the employees' performance be assessed?

Schedule and Duration

- Employee is non-exempt and (*check applicable boxes*):
 - Schedule approved as submitted.
 - Schedule modified and approved as submitted. Explain modifications.
 - Reasonable fluctuation of hours is permissible, subject to the position FLSA overtime status limitations.
 - These hours may not vary without prior approval.
- Employee is exempt.

Equipment Issued

Asset Number/Serial Number

Item Description

Asset Number/Serial Number	Item Description

System Access Granted

- No change in drive/folder access
- VPN Access
- Other, explain:

SECTION 6: DEPARTMENT MANAGER DECISION

- The teleworking agreement is approved, as amended.
- The employee has met the eligibility criteria; however, the conditions of the teleworking agreement were not agreed upon.

Department Manager Name _____

Department Manager Signature _____ Date _____

EMPLOYEE (If agreement is approved).

I acknowledge that I have read and agreed to the conditions of MTA Teleworking Agreement as outlined here.

Employee Signature: _____ Date _____

Please return the completed form to the Human Resources Department.

Orig: Personnel File
cc: Employee
Department Manager

RESOLUTION NO. 2025-06

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE MASON TRANSIT AUTHORITY TELEWORKING POLICY
(POL-314) AND WILL SUPERSEDE AND REPLACE IN FULL ANY
PREVIOUSLY ADOPTED OR APPROVED MASON TRANSIT AUTHORITY
TELEWORKING POLICY.**

WHEREAS, the Mason Transit Authority Board finds that teleworking to be a viable, flexible work option under certain conditions; and

WHEREAS, the Human Resources Committee and Legal Counsel have met with staff to discuss the need for and conditions relating to a teleworking option and agreed with the proposal of such a work option;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the attached Mason Transit Authority Teleworking Policy (POL-314) is approved and shall supersede and replace in full any previously adopted or approved.

Adopted this 17th day of June, 2025.

John Sheridan, Vice Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Richard Lee, Authority Member

Tom Gilmore, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Pat Tarzwell, 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: Item 8A – *Discussion*
Subject: First View of Transit Development Plan (TDP)
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: June 17, 2025

Background:

Public transit agencies are required to prepare a transit development plan annually and hold a public hearing on the plan as required under Washington State RCW Section 35.58.2795. MTA's 2025-2030 Transit Development Plan is a six-year plan that describes how MTA intends to meet state and local long-range priorities for public transportation, includes a description of capital improvements and significant operating changes planned for the system, and a financial plan for carrying out operating and capital projects. The Federal Transit Administration also requires agencies to outline a multi-year financial plan displaying operating and capital revenues and expenses that indicate adequate revenue to maintain and operate the system. This annual plan is submitted to the Washington State Department of Transportation by September 1 annually with copies distributed to the Transportation Improvement Board, the City of Shelton, Mason County and the Peninsula Regional Transportation Planning Organization.

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

Highlights in MTA's 2025-2030 Transit Development Plan include:

- Fleet replacement of cutaway vehicles in 2025 and 2026
- Ordering one coach for replacement in 2028
- Capital facilities improvements at JP and Belfair Facilities
- Comprehensive Service Analysis in 2026 to evaluate changing community needs and address community growth, especially in the Belfair UGA.
- Challenges in predicting long-term funding stability as State ballot initiatives and changing Federal Administrations impact funds MTA depends on for both Capital and Operating.

Summary: First View of Transit Development Plan.

Fiscal Impact:

[None.]

Staff Recommendation:

None at this time.

2025-2030

TRANSIT DEVELOPMENT PLAN

and

2024 Annual Report



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



Date of Public Hearing: July 15, 2025

[Adopted: July 15, 2025]

First DRAFT presented 6/17/2025

Second DRAFT presented 7/15/2025

Prepared by Mason Transit Authority Staff

Page | 1

Table of Contents

Plan Adoption, Public Hearing and Distribution.....	3
Plan Adoption.....	3
Public Participation Process	3
Plan Distribution	3
Description of Service Area, Operations and Facilities	4
Service Area.....	4
Operations.....	4
Map 1 – Service Area	6
Table 1 – 2025 Fares*	7
Facilities	8
Park and Ride Lots	8
State and Agency Goals, Objectives, and Strategies	9
Table 2: 2025 – 2030 Goals, Objectives, and Strategies, and Alignment with State Goals.....	10
Local Performance Measures and Targets.....	13
Table 3: 2025 – 2030 Performance Measurements and Targets	13
Plan Consistency	14
Planned Capital Expenses.....	14
Table 4 – Planned Capital Expenses.....	15
Planned Operating Changes.....	16
Table 5 – Planned Operating Changes	16
Multiyear Financial Plan.....	16
Capital Improvements:	16
Table 6 – Capital Improvement Program (Under Development).....	17
Operating Financial Assumptions through 2030.....	17
Projects of Regional Significance.....	18
Agency History, Organizational Structure, and Outreach Coordination	18
Board of Directors:.....	19
Citizen Adviser to the Board:.....	20
Public Outreach:.....	20

Plan Adoption, Public Hearing and Distribution

Plan Adoption

Mason Transit Authority (MTA) Board of Directors adopted the 2025 Transit Development Plan on July 15, 2025.

Public Participation Process

Public Comment Period: _____, 2025–July 15, 2025

Comments Submitted to: MTA@masontransit.org
Mason Transit Authority
Amy Asher, General Manager
790 E Johns Prairie Rd
Shelton, WA 98584

Public Hearing: Mason Transit Authority held one public hearing on the Transit Development Plan on July 15, 2025 at 1:00 pm at the Transit-Community Center, 601 W Franklin Ave, Shelton WA 98584. The public hearing was held in conjunction with the Board’s regularly scheduled meeting.

Notice Posted to Website: MTA posted a notice of the hearing on the Transit Development Plan to its website at www.masontransit.org on July ___, 2025.

Notice Published in Local Paper: The Shelton Journal published a notice of the hearing on the Transit Development Plan on July ___, 2025.

Requests for Paper or Digital Copies: MTA allowed the public to request a paper or digital copy of the Transit Development Plan on and after July ___, 2025 by emailing MTA@masontransit.org. or by calling (360) 426-9434.

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

Plan Distribution

On July ___, 2025, Mason Transit Authority distributed the adopted Transit Development Plan to:

- PTDPlans@wsdot.wa.gov
- The agency’s assigned WSDOT Community Liaison.

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

Description of Service Area, Operations and Facilities

Service Area

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

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

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

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

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

Operations

MTA has been slowly and sustainably increasing service as new drivers are hired. MTA's days of operation are Monday – Saturday.

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

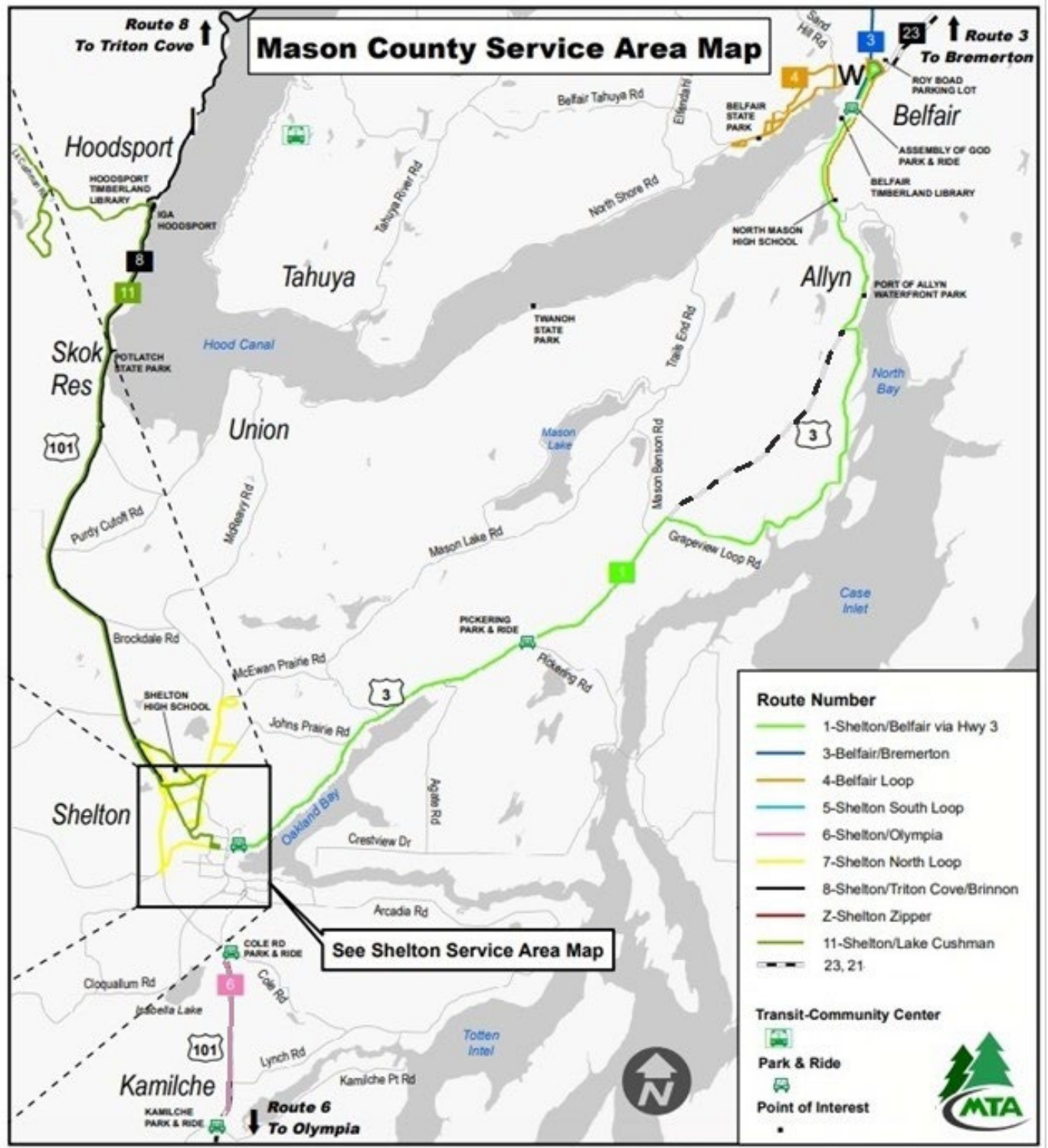
Current hours of operation are 3:25 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 7:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays, which are listed on MTA's website.

MTA operates twelve (12) Fixed Routes on weekdays and seven (7) routes on Saturdays that allow deviated service to persons traveling off designated routes. Dial-A-Ride service operates in rural areas where there is no fixed route service or where deviations are not possible. It also operates in populated areas of Mason County for people who have difficulty using the routed service. All Dial-A-Ride service is open to the general public. Riders using Dial-A-Ride can make a trip request from two (2) weeks prior to the preferred pick-up time but may request a ride at any time if there is availability. All vehicles in MTA scheduled service are equipped with bike racks and are accessible to persons with disabilities.

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

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Map 1 – Service Area



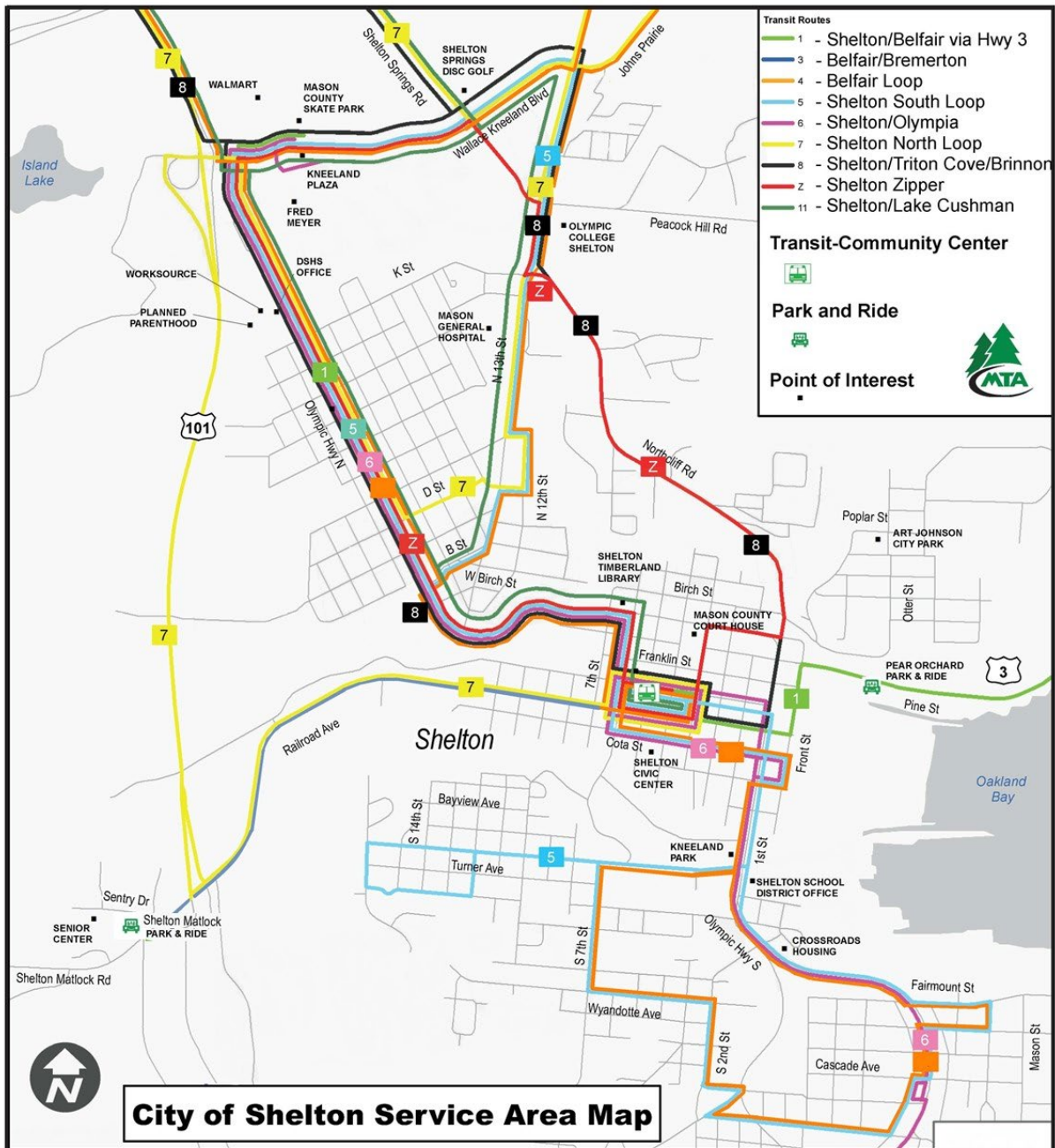


Table 1 – 2025 Fares*

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

*Fares in the table are reported as of the date of publication. By its adoption of Resolution No. 2022-19, the Mason Transit Authority Board (the “Board”) approved a pilot program to suspend fares for all services except the premium Worker/Driver Routes, where only those aged 18 and under ride free, during the period of January 1, 2023 through December 31, 2025. By Resolution No. 2024-16, the Board amended Resolutions Nos. 2022-10 (relating to youth 18 and under) and 2022-19, to extend the end date of the Zero Fare Pilot Program to June 30, 2027.

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

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

Facilities

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

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

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

Park and Ride Lots

MTA supports a network of park and ride facilities that are located throughout Mason County. Approximately 330 parking spaces are provided at five facilities owned and operated by Washington State Department of Transportation, Mason County, Mason Transit, and the City of Shelton. While MTA manages and

provides routine light maintenance to these locations, the agency does not own the properties, except for Belfair.



MTA's Belfair Park and Ride, 2022.

State and Agency Goals, Objectives, and Strategies

From 2025-2030, Mason Transit Authority will focus on the six agency goals in Table 2 below. The table shows how MTA's local priorities align with state goals established in the Washington State Transportation Plan.

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

The state’s six policy goals are:

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

Table 2: 2025 – 2030 Goals, Objectives, and Strategies, and Alignment with State Goals

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

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

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

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

Local Performance Measures and Targets

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

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

Table 3: 2025 – 2030 Performance Measurements and Targets

Performance Measure	Target
Technology Amenities	Provide apps and icons on the MTA website for customers to schedule
Passenger Amenities	Install lighting in all shelters. Finalize bus stop improvement plan and install fixed stops in City of Shelton.
Collisions	Collisions per 100,000 revenue miles less than or equal to 1.
Alternative Fuels	Convert 10% of fleet to a green, environmentally friendly alternative by 2025. (Achieved 2025 with entire fleet of diesel vehicles running R99 Fuel, and half of cutaways running on renewable propane).
Transit Productivity	Benchmark of 8 passengers per service hour; 39,000 rides per month. (Achieved in 2024).
Vehicle State of Good Repair	Maintain 80% of the rolling stock within a state of good repair.
Service Hours	To maintain levels of service hours at 1,300 per week at a minimum.

Plan Consistency

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

Within Mason County, the Mason County and City of Shelton Comprehensive Plans are used to coordinate consistency. MTA participates in the planning process and submits information to the Plan as required. Staff remain engaged with planning staff and local committees to maintain coordination. Both Mason County and the City of Shelton are in the process of updating their comprehensive plans in 2025.

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

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

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

Planned Capital Expenses

The following table reflects planned capital expenses for 2025-2030. Details of expenses are outlined in the Multi-Year Financial Plan section. For a variety of reasons, MTA has placed on hold its zero-emission fleet transition plan .

An effort to eliminate flag stops within the city limits of Shelton began in 2021 and continues in 2025. Future bus stop improvements will be further refined as we

continue planning with the City to determine appropriate stop amenities according to ridership demand and adjacent road and pedestrian networks.

Table 4 – Planned Capital Expenses

Year Received/Expensed	Type	Preservation/Replacement (quantity)	Expansion/Improvement (quantity)
Vehicles			
2025	Light-Duty Alt. Fueled Cutaways	6	
2026	Light-Duty Alt. Fueled Cutaways	10	
2028	35' Alt Fueled Coach (order 2026)	1	
2029	35' Alt Fueled Coach (order 2027 after study)		1
2030	AWD ADA Minivans	3	
Equipment			
2025	Charging Station		1
2026	Pressure Washer	1	
2026	IT Equipment	1	
2028	Security Updates	1	1
Facilities and Infrastructure			
2025	TCC Customer Service Remodel	1	
2025	Pavement Preservation	1	
2025	Bus Stop Creation/Improvements	15	15
2025	Administration Building Upgrade or Replacement Planning/Design	1	
2025	Pavement Preservation	2	
2025	Bus Stop Creation/Improvements	15	15
2026	Bus Stop Improvements	3	
2027	Propane Station in Belfair		1
2027	Safety Updates in Belfair Building		1
2027	Administration Building Upgrade or Replacement Construction	1	1
2027	Alternative Fueling Station (Type TBD)	1	
2027	Bus Stop Improvements	3	
2028	Satellite Maintenance Shop		1
2028	Bus Stop Creation/Improvements	3	
2029	Pavement Preservation	1	
2029	Pavement Preservation	1	
2030	Bus Stop Improvements	5	

Planned Operating Changes

Table 5 outlines Mason Transit’s planned operating changes for 2025-2030.

Table 5 – Planned Operating Changes

Year	Type	Reduction	Expansion/Improvement
2025	Explore pilot routes that were put on hold during COVID and implement priorities identified in the most recent Comprehensive Service Analysis.		X
2025	Adjust routes to serve new developments.		X
2025	Continue Mobility Management/Travel Training.		X
2026	Conduct Transit Service Analysis to determine new service needs.		X
2026	Increase Operator FTE's to accommodate operational expansion in 2026/27		X
2026	Adjust service based on analysis.		X
2027	Continue to add and adjust service as community needs are identified.		X
2028	Continue to add and adjust service as community needs are identified.		X
2029	Continue to add and adjust service as community needs are identified.		X
2030	Continue to add and adjust service as community needs are identified.		X

Multiyear Financial Plan

Capital Improvements:

- ❖ Future vehicle replacements are expected to be funded at 80% federal or state grants with a 20% match from local sales tax funding. Vehicle costs include the

estimated contract price increases as outlined in the State Department of Enterprise Services contract. Cutaway vehicle costs beyond 2026 include a 4% per year annual increase to estimate year of expenditure amounts. The one coach replacement will see a 7% increase over our recent 2024 purchases with the new state contract.

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

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

Table 6 – Capital Improvement Program (Under Development)

Operating Financial Assumptions through 2030

- ❖ Local Sales Tax – Sales tax revenues in 2024 were up 3% over 2023. Revenues for 2025 to date are up 3% to date. Years 2025 – 2030 are conservatively projected at a 2% growth rate year over year.
- ❖ Competitive Operating and Capital Grants, State Formula Funding, and utilization of Sales Tax Equalization dollars (Rural Mobility Formula Funds) for 2025-2030 will be used in conjunction with local sales tax dollars to fund continuing and expanding operations and capital projects. The Climate Commitment Act led to an additional grant program, Transit Support Grants, and to a 50% increase in Paratransit Special Needs formula funding. An initiative to repeal this funding was on the November 2024 ballot and would have greatly reduced MTA's funding from these programs. Federal funding sources are now unpredictable as a new administration has placed conditions on transportation funding that is in conflict with state laws. Planning for long range transportation operating and capital projects is difficult at best under these circumstances.
- ❖ Fare Revenue – Fare revenue forecasts have been adjusted to recent ridership trends in the Worker-Driver Program. MTA is partnering with PSNS on a campaign to encourage the use of the Worker Driver program for shipyard workers. Given the recent fare free pilot project for MTA's other services, the assumption is a zero fare for 2025-2030.
- ❖ Salaries and Benefits – The salary and benefit budget was set to account for capacity for contract negotiations with both Drivers and Maintenance

bargaining units. In 2025 MTA continues to strive to expand the number of drivers in 2027 to accommodate a growth in service.

Table 7 – Operating Financial Plan (Under development)

Projects of Regional Significance

Mason Transit Authority completed its project of regional significance in 2022 with the construction of a series of park and rides throughout Mason County. The next significant work for MTA will begin with movement toward low and no emission vehicles in its fleet as it continues to convert to use of renewable propane and diesel. MTA will be developing a Fleet Transition Plan that will evaluate the current available zero emission and clean fuel technology, estimate MTA’s carbon reduction over time, create a resiliency plan, identify infrastructure requirements, utility and fueling needs, coordination with other entities, funding strategies and partnerships, and workforce training needs to determine if incorporating zero emission vehicles into the fleet is a long term viable option. MTA is also planning on the re-development of the MTA John’s Prairie Base. Re-development will include accommodations for expanded alternatively fueled fleet, administrative building that is ADA compliant and allows for room to accommodate MTAs future growth.

Agency History, Organizational Structure, and Outreach Coordination

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

of Mason County, if road access is available, with connections to adjacent counties.

The proposition imposing a sales and use tax of two-tenths of one percent (0.2%) to fund public transportation was also passed in 1991, creating a prepaid fare system service. In the aftermath of Initiative 695 and the elimination of Motor Vehicle Excise Tax that was available to transits, the voters were asked to approve an additional four-tenths of one percent increase (0.4%) in 1999. The first attempt failed but was successful when County residents responded with an approval of the additional sales tax increase on September 18, 2001. This raised the taxing base to six-tenths of one percent (0.6%) or \$.06 on every \$10 of retail sales, effective January 1, 2002. MTA then began to charge a fare, but only for routes going out-of-county.

Board of Directors:

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

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

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

- John Sheridan, Port of Allyn (Chair)
- Wes Martin, Grapeview School District (Vice Chair)
- Randy Neatherlin, Mason County Commissioner
- Kevin Shutty, Mason County Commissioner
- Sharon Trask, Mason County Commissioner

- Ryan Spurling, Mason County Sheriff
- Tom Gilmore, City of Shelton Council
- Cyndy Brehmeyer, Mary M. Knight School District
- Richard Lee, Pioneer School District No. 402
- Zachary Collins, Bargaining Unit Representative (non-voting)

Citizen Adviser to the Board:

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

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

- John Piety

Public Outreach:

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

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

The public outreach program includes:

- Developing an awareness of MTA services with non-riders through presentations, media and community events.
- Engaging riders and the general public by soliciting feedback through active seeking of information by face-to-face interaction and surveys.
- Seeking opportunities to increase ridership amongst riders of choice.
- Visiting businesses to discover ways to assist their employees with transportation, either by using fixed-route or Dial-a-Ride.
- Promoting positive public image in the community and build relationships throughout.

- Public Hearings for service changes, Transit Development Plan (TDP), fare changes, and other topics that impact citizens.

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

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

Email: mta@masontransit.org

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

TTY/TTD: 711 or 800-833-6388

Website: www.masontransit.org

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

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

Mason Transit Authority Regular Board Meeting

Agenda Item: Item 8B – *Discussion*
Subject: Board Attendance at Public Transportation Conference
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: June 17, 2025

Summary for Discussion Purposes:

Background:

The 2025 Adopted MTA Budget includes funds for two Board members to attend the Washington State Public Transportation Conference. This year the Conference will be held August 16-20, 2025 in SeaTac, Washington. Prior to the conference, there is a State Rodeo that showcases the skills and expertise of transit drivers. MTA does not currently have any drivers entered for the Rodeo. Joseph Hutchinson, Operations Supervisor, will be MTA's Wall of Fame Honoree. For your consideration, attached is the agenda-at-a-glance. Staff has made two reservations for Board attendance and is seeking those volunteers today so that we can complete the process.

Below are titles for about half of the topics that will be presented at the Public Transportation Conference:

- #BeCyberSmart! How SAO's free cyber checkup program can help your organization improve its cyber health.
- 2026 FIFA Men's World Cup: The world is coming to Seattle. How do we keep them moving?
- Advanced Construction
- Challenges and Opportunities for Community Transportation Providers and Tribal Transits
- Connecting Communities: Continuing to shape Washington's intercity bus network
- Customer Experience: Elevating the Customer Voice
- I Was Only Trying to Help: How to maintain organizational integrity and reduce liability in a caring organization – a hands-on workshop
- In-House Drug and Alcohol Testing
- Innovative Partnerships in Transit: Addressing unmet needs through collaboration
- Let the People Speak!: Telling community stories through narrative and data
- Making it Stick: A crash course in change management
- National Rural Transit Assistance Program and WSDOT Volunteer Driver Program Guidebook update

- Plainly Speaking...: How to reach your community with plain language
- Rural and Tribal Showcase: Sharing rural and tribal success stories
- State Worker Vanpool: Reflections and next steps a year in
- The Backbone of Transit: Empowering and valuing our administrative staff for organization success
- The Value of Employee Safety Reporting
- Transit Oriented Housing Law: A huge opportunity for Washington's public transit systems
- Transit Stops on the Route to Zero
- Tribal relations in Washington State: A primer on tribal culture, sovereignty, and resilience
- Understanding Human Behavior in Accidents and its Role in Investigations
- Utility Planning for Zero Emission Vehicle Transitions
- Washington State Public Transportation Plan Update

Staff have placed temporary registrations and hotel rooms on hold for two members to attend. If anyone on the Board is interested, we need to confirm final registrations.

49th Washington State Public Transportation Conference, Vendor Expo & State Rodeo

Agenda At-A-Glance

Friday 8.15	Monday 8.18		Tuesday 8.19	Wednesday 8.2
7:00am - 5:00pm State Rodeo Course Setup Cmte. Members Only	8:00am - 5:00pm Welcome & Registration Open	9:00am - 5:00pm 1 Day Leadership Training	8:00am - 5:00pm Welcome & Registration Desk Open	8:00am - 6:00pm Welcome & Registration Desk Open
7:00pm - 8:00pm Rodeo Operator Competitors	9:00am - 11:45am WSTA IS Committee Meeting - lunch provided	\$200 Only 30 seats open <i>Lunch provided</i>	8:00am - 9:30am 2nd General Session & Breakfast	8:00am - 9:30am 4th General Session and Breakfast
Saturday 8.16	No Lunch Provided	12:30 - 1:45 <i>Break for General Session</i>	9:30am - 2:30pm Vendor Expo Opens	9:30am - 11:00am Breakout Series 6 & Tour Set 2 - 90min
7:00am - 2:00pm State Rodeo Operator & Maintenance Practice	12:30pm - 1:30pm 1st General Session		9:30am - 10:30am Breakout Series 3 - 60min	11:00am - 11:30am Networking Break
Sunday 8.17	1:30pm - 1:45pm Transition Break		10:30am - 11:30am Break with Vendors	11:20am - 12:20pm Breakout Series 7 - 60min
7:00am - Noon State Rodeo Operator & Maintenance Competition	1:45pm - 2:45pm Breakout Series 1 - 60min		11:30am - 1:00pm 3rd General Session & Lunch	12:30 - 1:45pm 5th General Session & Lunch
Noon - 2:00pm State Rodeo BBQ Luncheon <i>Competitors, Cmt. Members, Volunteers, Family and Support only</i>	2:45pm - 3:00pm Transition Break		1:00pm - 2:30pm Break with Vendors	2:00pm - 3:30pm Breakout Series 8 - 90min
5:00pm - 6:30pm State Rodeo Banquet Reception	3:00pm - 4:30pm Breakout Series 2 - 90min		2:30pm - 3:30pm Breakout Series 4 - 60min	3:30pm - 4:00pm Networking Break
6:30pm - 8:30pm State Rodeo Awards Banquet	3:00pm - 4:30pm Tour Set 1 - 90/120min	Session Ends	3:30pm - 4:00pm Networking Break	4:00pm - 5:00pm Breakout Series 9 - 60min
All events associated with the State Rodeo are not part of your Conference Registration, including the Rodeo Banquet - tickets sold separately	4:30pm - 6:00pm Welcome Reception w/ Vendors	<i>Sign up for the 1 day leadership when registering. It does cost an additional \$200 and there are limited seats available - 1st come 1st serve</i>	4:00pm - 5:00pm Breakout Series 5 - 60min	5:30pm - 6:30pm No-host Pre-Awards Reception
8:30pm - 11:00pm Sponsored Nightcap	6:00pm - 9:30pm Sponsors & VIP Dinner by Invitation only		8:30pm - 11:00pm Sponsored Nightcap	6:30pm - 8:30pm 6th General Session & WSDOT Wall of Fame Banquet

Mason Transit Authority Regular Board Meeting

Agenda Item: Item 8C – *Discussion*
Subject: Recent HR Committee Meeting
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: June 17, 2025

Summary for Discussion Purposes:

The Human Resources Committee, including Sheriff Spurling, Rick Lee, and Rob Johnson, met with staff on June 9th to discuss two agenda items: The current General Manager performance review process and a draft Teleworking Policy.

With regards to the GM performance review process the following was discussed and agreed upon: Beginning with the 2025 review period, the HR Manager will schedule an HR Committee meeting in September. This meeting will include the Board Chair, who will now lead the GM's performance review. The review period will be for the calendar year, and the review will occur in November to ensure Board Members who have worked with the GM are performing the review. The HR Manager will provide the GM job description along with their self-assessment and direct reports survey data to the Board Chair. Current review forms will be edited to reflect the appraisal grading scale, to ensure consistency. The Board Chair will fill out the performance appraisal forms and present it, along with any salary recommendations, to the Board for feedback. Any final recommendations will be made by motion during the November board meeting, so that it may be included in the adopted budget. Feedback gathered from the full Board on the performance of the GM will be shared during a one-on-one meeting with the GM.

The committee also reviewed the draft Teleworking Policy. Staff presented the need for an established policy to set some parameters and expectations for use with staff. They also shared the need for the policy as a recruiting and retention tool. The Committee were in agreement of the policy, which has been reviewed by legal counsel. The committee appreciated that the policy was detailed yet gave the agency ample flexibility.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 9A – *Informational*
Subject: Financial Reports – May 2025
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: June 17, 2025

Summary for Informational Purposes:

Included are the updated May 2025 Financial Reports.

Highlights:

- Transferred \$6 million into MTA's Investment account
- May Fuel Prices: Diesel \$3.69, Unleaded \$3.83, Propane \$1.55

Sales Tax Revenue

Sales tax revenue for March 2025 (received May 30, 2025) was \$657,816, 2% *below* the 2025 budgeted amount, and 3% *increase* from March 2024.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 41.7% (5/12) of the budget at the end of the month. The total YTD Revenue is *under* budget at 40.4%. The total YTD Operating Expenses are *under* budget at 32.3%.

- Operating Grants are *under* budget as we submit for those quarterly.
- Wages and Benefits at *under* budget at 26.2% as we are getting fully staffed.
- Insurance is over budget as our 2023 assessment was adjusted to reflect more miles driven than originally estimated.
- Other Operating Expenses are *over* budget at 51.7%, due to yearly memberships at beginning of year.

Fiscal Impact:

May fiscal impact reflects total revenues of \$631,929, and operating expenses of \$757,660; for a net *loss* of \$125,731.

Mason Transit Authority Statement of Financial Activities

% through the year: 41.7%

June 2025 Board Report

Statement of Financial Activities	May	2025 YTD Actual	2025 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 800		0.0%
PSNS WorkerDriver	6,417	36,881	85,000		43.4%
Total Operating Revenue (Fares)	6,417	36,881	85,800		43.0%
Sales Tax	546,069	3,164,485	7,798,533	1	40.6%
Operating Grants	-	2,056,989	5,798,609		35.5%
Rental Income	12,478	60,678	144,794		41.9%
Investment Income	64,108	327,339	150,000		218.2%
Other Non-operating Revenue	2,857	15,068	28,550	2	52.8%
Total Revenue	631,929	5,661,440	14,006,286		40.4%
Expenses					
Wages and Benefits	596,163	2,903,420	8,809,811		33.0%
Contracted Services	12,979	95,547	311,970		30.6%
Fuel	40,756	189,352	649,100		29.2%
Vehicle/Facility Repair & Maintenance	23,659	123,408	449,275		27.5%
Insurance	28,697	173,392	344,368		50.4%
Intergovernmental - Audit Fees	1,878	5,147	55,000		9.4%
Utilities	14,789	76,948	242,400		31.7%
Supplies & Small Equipment	24,305	115,146	413,320	3	27.9%
Training & Meetings	5,916	15,773	121,071		13.0%
Other Operating Expenses	8,518	69,117	133,633	4	51.7%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	757,660	3,767,250	11,649,948		32.3%
Net Income (Deficit) from Operations	\$ (125,731)	\$ 1,894,190	\$ 2,356,338		

NOTES

Monthly sales tax amounts are based upon budgeted amounts and not actuals received.

Includes: Sale of Maintenance Services; Gain/Loss on Disp. of Asset; Sales Tax Interest Income; Insurance Recoveries; WSTIP Network Safety Grant; WSTIP Risk Management Grant; Other Non Transportation Revenue - ; plus other misc. non-operating revenue.

Printing; Cleaning/Sanitation/Safety supplies; Office Supplies; Shop Supplies; Small Tools & Equipment; IT Equipment; Communications Equipment; Operating Supplies; Small Equipment & Furniture; Software; Postage - ; plus other misc supplies and small equipment.

Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions; CDL Medical Exams; Rent-CDL Training; Vehicle Registration fees; Office Equip Lease; Small tools repair; plus Other misc. operating expenses.

Mason Transit Authority Cash and Investments

June 2025 Board Report

Cash Balances

	4/30/2025	5/31/2025	Change
Cash - MC Treasurer	\$ 8,338,568.49	\$ 2,306,735.56	\$ (6,031,832.93)
Investments - MC Treasurer	17,750,000.00	23,750,000.00	6,000,000.00
Payroll - ACH Umpqua Bank	\$ 229,897.89	\$ 226,531.14	(3,366.75)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 26,318,466.38	\$ 26,283,266.70	\$ (35,199.68)

Cash Encumbrances

2025 MTA Funded Capital Budget Items Remaining \$ 1,257,678.00

Reserves:

General Leave Liability (Vacation/Sick)	436,383.01
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	\$ 17,494,061.01

Total of Cash	\$ 26,283,266.70
Less Encumbrances	17,494,061.01
Undesignated Cash Balance Total (Including Reserves)	8,789,205.69
Investments - MC Treasurer (Reserves)	23,750,000.00
Less Encumbrances	17,494,061.01
Undesignated Cash Reserves	\$ 6,255,938.99

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

Mason Transit Authority 2025 Capital Budget

Adopted 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	5,044	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 calcs on existing fleet \$7,000 ea.
Fire Proof file cabinets for Grants and HR Files	15,000		15,000	16,386	Existing cabinets are past useful life and not locking. Tracy getting estimates.
Printer	10,000		10,000	8,392	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		22,500	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	52,322	
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	\$ 52,322	

Mason Transit Authority Sales Tax Receipts

June 2025 Board Report

Sales Tax Collected as of 5/31/2025 for 3/31/2025

	2022	2023	2024	2025 Budget	2025 Actual	2025 Budget Variance	% Change 2024 - 2025 Actual	Capital Reserves
January	492,351	528,201	545,346	511,762	571,369	12%	5%	59,607
February	513,550	539,128	559,272	533,760	559,874	5%	0%	26,114
March	646,582	616,540	640,405	671,807	657,816	-2%	3%	(13,991)
April	599,278	599,059	619,533	622,720	-			(622,720)
May	620,580	656,593	671,706	644,825	-			(644,825)
June	677,991	731,134	724,483	704,400	-			(704,400)
July	653,259	679,614	723,443	687,165	-			(687,165)
August	678,818	670,272	697,897	714,017	-			(714,017)
September	733,099	702,464	701,098	771,045	-			(771,045)
October	652,444	613,829	634,367	624,734	-			(624,734)
November	622,319	609,293	628,216	654,660	-			(654,660)
December	624,958	679,178	695,672	657,432	-			(657,432)
	<u>7,515,228</u>	<u>7,625,304</u>	<u>7,841,438</u>	<u>7,798,327</u>	<u>1,789,059</u>			
Budget Variance Average - YTD						5%		(6,009,268)
							% Change 2024 vs 2025 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: June 17, 2025

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 17, 2025

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board June 17, 2025

GENERAL MANAGER'S REPORT

External Activities April-June:

- Attended EDC/Mason Chamber Legislative Forum.
- Attended Association of Washington Cities Labor Relations Institute in Yakima.
- Attended Mason Economic Development Council Board meetings.
- Attended Peninsula Regional Transportation Organization (PRTPO) Board meeting.
- Attended State Transit Insurance Pool meetings. Executive Director, Tracey Christensen, will be retiring in September.
- Attended Washington State Transit Association, Olympia Society of Human Resources Management, and Bus Coalition state and national Legislative meetings.
- Attended Collective Bargaining Conference in Tacoma.
- Attended Community Transportation Association of America Expo in San Diego, CA.

Internal Activities:

- Held the FY 2022 Audit Exit Conference with SAO. Thank you to Board Chair Sheridan and Commissioner Tarzwell for attending.
- Met with WSDOT staff regarding formation of a Joint Operations Group for emergency response in the Olympic region.
- Met with AON to review final report on our Penetration Testing. We had an excellent review with only a few minor updates to perform. We had no critical vulnerabilities and the test was successful. MTA received additional grant funding from WSTIP as other agencies had unused funds. The total grant award was \$30,000.
- WSDOT Grant reviews and National Transit Database submissions.
- Received FY 2025-27 Consolidated Grant award in the amount of \$2,312,331 to sustain our Mason County Dial A Ride Service. Contract will be presented to the Board once received from WSDOT.
- Staff meetings with HR, Finance, IT, Maintenance, and Operations.
- Coordination with HR on wellness committee formation.
- Welcomed new Fueller Detailer to MTA.
- Conducted annual Employee Reviews.
- Soliciting Annual Report Review consulting services to assist Finance Manager in Audit Reporting.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended Tribal Electrification regional gathering at the Squaxin Island conference center.
- Worked with Washington State Patrol on use of our building for training.
- Attended Spring Maintenance Forum in Spokane.
- Attended N/W warranty webinar on supply chain problems.

Facilities and Fleet Projects/Purchases/Maintenance:

- Working with facilities on summer projects. Working on purchase of six cutaways with Northwest Bus for late 2025 delivery.
- Working with Amy on what our needs will be in the next six years.
- Working with Gillig on in person training for the Technicians.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 460 participants this May. A private event for a graduation ceremony welcomed around 275 guests.
- **Kitchen:** The total number of kitchen users in May was 55 people.
- **Conference Room:** The City of Shelton retreat meeting welcomed 30 people.

OPERATIONS – Jason Rowe

- **Ridership:** MTA's service changes have been in effect for two full months and we have seen a dramatic increase in ridership directly corresponding to the service that we added.
- **Social Media Marketing:** We have started doing featured routes as well as featured employee posts to showcase our incredible staff. These posts have had a huge response from the public and have been great exposure to MTA and its services.
- **New Drivers Class:** We currently have a class of five new drivers nearing the end of their training, with their current focus on route training. Soon they will be ready to drive solo.
- **2025 Forest Festival:** MTA participated in the Forest Festival parade and won 2nd place for our decorated bus! Shout out to Anja, our operations coordinator, and all the great drivers that gave their time to help decorate.
- **Community Partnerships:** We have been working with Shelton School District (CTE) department and providing its participants with transportation to their job shadow/internship programs. We are also working closely with the Shelton YMCA on some hiking events as well as participating in their monthly resource fairs to help expose MTA's services to the community.
- **Outreach: Here is a summary of our Outreach events for March through May:**
 - Provided Special Transportation to The Sacred Waters Retreat Center in Union.
 - Provided Special Transportation for Mason County Christian School field trip to Shelton Cinemas.
 - Provided Special Transportation for YMCA hosted hiking excursion.
 - Provided Special Transportation for and outing for The Haven in Allyn.
 - Provided Special Transportation for The Bordeaux School going to the Salmon Hatchery.
 - Provided Special Transportation for "The Bus Buddies" To the Bremerton Ferry Terminal.
 - Hosted the Quinalt Preschool for a field trip tour of MTA Facilities.
 - Attended the YMCA Resource Fair, educating individuals on MTA's services.
 - Participated in the Thurston/Mason County Resource Fair.
 - Participated in the Mason County tourism workshop.
 - Provided Special Transportation for "The Bus Buddies" To Jefferson County
 - Provided Special Transportation for Mason County Kitten Rescue
 - Provided Special Transportation for Mason County Christian School to Blondes Restaurant.
 - Provided Special Transportation for The Goldsborough Creek Fun Run
 - Participated in the Forest Festival Parade (MTA won second place for our decorated bus)
 - Provided Special Transportation for YMCA hiking excursion to Bayshore Preserve.
 - Provided Special Transportation for Mason County Christian school to the Salmon Center.
 - Provided Special Transportation for "Special Olympics" at Pugh Stadium.
 - We attended the Mason County Opioid Abuse Support Meeting.
 - We attended resource fairs for YMCA and the Hope Plaza Resource Fair.
 - Provided travel training to the "People First of Washington" group.

FINANCE– Lissa McClanahan

- Held the FY2022 Audit Exit Conference with SAO. Thank you to Board Chair Sheridan and Commissioner Tarzwell for attending.
- WSDOT Grant reviews.
- Staff meetings with HR, Finance, Maintenance, and Operations.
- Meetings with consulting services for review in 2023 Audit Reporting, prior to submission.
- Attended 2nd Quarter Brunch with Leadership staff meeting.
- Prepare and filed Department of Revenue Excise tax reports.
- Prepare and filed Department of Revenue Leasehold tax reports.
- Attended GASB 101 Webinar.

HUMAN RESOURCES – Haley Dorian

- Relaunch of Wellness Program. An employee wellness survey was conducted in late April, and we held the first Committee Meeting on 5/28/25. Wellness ‘Healthy Recipe Contest’ event is slated for this month.
- Attended Association of Washington Cities Labor Relations Institute in Yakima.
- Attended 2 of 3 Family-Friendly Workplace Cohort trainings in Aberdeen. The last one is scheduled for 6/24.
- Held 2nd quarter ‘Brunch with Leadership’ staff meeting in April.
- Assisted in Finance Department coverage for short duration.
- New and ongoing staff leave management.
- Recruitment and onboarding of new Fueler/Detailer.
- Attended Washington State Transit Association HR Committee Meeting and Olympia Society of Human Resources Management meeting.
- Conducted HR Board Committee meeting on June 9.
- Policy Update(s): Clean-up of position titles listed on POL-401 Credit Card Policy. Drafted new POL-314 Teleworking. Working on the development of an additional policy and review of the current MTA handbook.

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: June 17, 2025

Background:

The attached ridership data displays Total Ridership (including Specials), Demand Response “Dial-a-Ride” and Fixed Route ridership monthly since 2021.

To be easily identifiable, 2025 passenger trips are labeled with the actual number.

March ridership numbers were great; this was the first full month including our expanded services. We saw direct impacts from the service we added including Routes 5, 6, 7, 10 and both routes 21 and 23.

April and May continued this trend, and we see continued growth with these same routes as more passengers are utilizing them.

In addition to the service that was added, we have increased the number of special transportation requests we are running, as a result of the efforts of our new Outreach Coordinator which is also helping to supplement our ridership.

