



AGENDA

Mason Transit Authority Board Regular Meeting

Tuesday, July 15, 2025 at 1:00 p.m.

Remote Meeting via Zoom

<https://zoom.us/j/99934627000?pwd=hACYkINlgpUdvcQ1wEmrnOLklZFvMb.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 – <i>Limit of three (3) minutes per person</i> | Chair |
| | <i>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.</i> | |
| | <i>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.</i> | |
| 5. | APPROVAL OF AGENDA – ACTION | Chair |
| 6. | RECOGNITION OF MTA’S EMPLOYEE OF THE YEAR | Amy |
| 7. | CONSENT AGENDA – ACTION | Chair |
| | A. Pg. 03: June 17, 2025 Regular Board meeting minutes | |
| | B. Pg. 07: Check Approval: 6/3/2025 – 6/26/2025 | |

PUBLIC HEARING - Transit Development Plan

Opening of Public Hearing

- *Staff presentation on Transportation Development Plan (Amy)*
- *Receiving comments or questions. Limit of three (3) minutes per person*
- *Adjourn public hearing*

8. ACTION ITEMS:

Unfinished Business:

A. Pg. 12: Actionable: Transit Development Plan Amy

New Business:

**B. Pg. 37: Actionable: Update Washington State Paid Sick Leave Policy (POL-309)
(Resolution No. 2025-07) Haley**

**C. Pg. 46: Actionable: Transit Agency Sales Tax Collection Certification
(Resolution No. 2025-08) Amy**

9. DISCUSSION ITEMS:

A. Pg. 50: Out of County Route Request Amy

10. STAFF AND INFORMATIONAL REPORTS

A. Pg. 51: Financial Reports – June, 2025

B. Pg. 55: Management Reports

C. Pg. 59: Operational Statistics

**11. CLOSED SESSION: Discuss collective bargaining strategy
(exempt from OPMA pursuant to RCW 42.30.140(4)). Amy**

12. COMMENTS BY BOARD

13. UPCOMING MTA BOARD MEETING:

**Mason Transit Authority
Regular Meeting
September 16, 2025 at 1:00 PM
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton**

14. ADJOURNMENT

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



OPENING PROTOCOL

- 1. CALL TO ORDER:** 1:00 p.m.
- 2. 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, Richard Lee, Randy Neatherlin, Pat Tarzwell and Sharon Trask.

Authority Voting Board Members Present via Zoom: [None]

Authority Voting Board Members Not Present: Tom Gilmore, Ryan Spurling

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; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, IT Administrator.

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

Others Present via Zoom: Laura Moxham, MTA's Community Transportation Planner of WSDOT.

- 4. PUBLIC COMMENT** – No members of the public were in attendance in person or via Zoom.

5. APPROVAL OF AGENDA

Moved that the agenda for the June 17, 2025 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Tarzwell/Trask. Motion carried.**

6. CONSENT AGENDA

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

- A. March 18, 2025 MTA regular Board meeting minutes.

- B. Payments of March 4, 2025 through May 23, 2025 financial obligations on checks #39594 through #39883, as presented for a total of \$2,383,265.64.

Moved that the Mason Transit Authority Board approve the Consent Agenda items as presented. **Trask/Tarzwel. Motion carried.**

7. ACTION ITEMS:

NEW BUSINESS.

7A. Teleworking Policy (POL-314). Haley Dorian, Human Resources Manager, shared with the Board the need for a Teleworking Policy noting that it had been reviewed by both the HR Committee and Legal Counsel. She described the intention behind the policy, such as a recruitment tool, to make Mason Transit a more attractive employer as well as putting parameters around the teleworking arrangement. Amy Asher, General Manager, indicated that teleworking would be on a case-by-case basis, as well as describing advantages, such as when traveling. There was additional discussion between Board members, Ms. Dorian and Ms. Asher about various circumstances. If someone wanted to work full-time remotely then that person would need to be a contracted person. **Moved** that the Mason Transit Authority Board approve Resolution No. 2025-06 approving the Teleworking Policy (POL-314). **Trask/Martin. Motion carried.**

8. DISCUSSION ITEMS:

8A First View of Transit Development Plan (TDP). Ms. Asher, General Manager, explained that filing the Transit Development Plan is an annual State requirement. Ms. Asher described the purpose of the TDP as a six-year plan and how it satisfies state and federal requirements. Filing of the TDP is due by September 1 and since the Board does not have a regularly scheduled meeting in August, she is bringing it to the Board for first view today and next month a proposed final form of the TDP will be presented to the Board following the public hearing scheduled at the meeting. She described the highlights of MTA's 2025-2030 TDP and who will be receiving a copy of the Board approved version of the TDP. Ms. Asher described why some sections are still under development and the variable influences. Currently, it is anticipated that six cutaways will be purchased this year and ten next year, as well as one bus in 2028. Future facilities are planned as well.

8B Board member Attendance at State Public Transportation Conference. Ms. Asher indicated that MTA's 2025 approved budget provided for two Board members to attend the State conference. It is a great way for Board members to learn more about transit. MTA's Citizen Advisor to the Board expressed interest in attending. No other Board members will be attending.

8C Recent HR Committee Meeting. Ms. Dorian described the two items discussed with the recent HR Committee, the first having been discussed in the earlier action item relating to the Teleworking Policy; the second was relating to the GM performance review process. She described the 2025 process and reasoning behind it, as well as the timetable. A Human Resources Committee meeting will be scheduled in September for attention to and commencement of Ms. Asher's review. Ms. Asher's review will be completed in November and the Board Chair shall do the review.

9. STAFF REPORTS

General Manager. Ms. Asher shared that MTA will be beginning a new recruitment for a Fueler/Detailer. She complimented Tyler Hildebrandt on his work over recent months to build up MTA's IT defenses prior to the IT penetration test. MTA received a few recommendations to further protect MTA's network, but nothing significant. Ms. Asher also shared that MTA received additional WSTIP grant funds, reducing the amount MTA would have paid for the test.

Ms. Asher stated that MTA was successful in their request for a \$2.3M Competitive Consolidated Grant Award for an operating grant to continue the Dial A Ride program. She also received notice today that MTA was awarded \$2.6M for sales tax equalization formula funds that will be reimbursable for grant related activities July 1, 2025 – June 30, 2027. She also shared that she has received updates regarding DOT funding relating to financial decisions nationwide, federal funding impacts and preparing for delay in reimbursements.

Ms. Asher reminded Board members that as elected officials it is a statutory requirement to obtain PRA and OPMA training and follow-up every four years to remain in compliance. She thanked the Board members for staying current on those requirements.

Finance. Lissa McClanahan, Finance Manager, provided an update, including that MTA transferred \$6M to MTA's reserve account. MTA's 2022 Audit has been completed. MTA's 2023 Audit will be begin in the fall. MTA is looking at hiring a CPA to do audit review work.

Human Resources. Ms. Dorian shared with the Board that MTA relaunched its Wellness Policy and the first meeting was at the end of May. A survey was circulated in April and there was a 72% response rate. The current wellness activity is for a healthy recipe contest. July is the next quarterly meeting. Ms. Dorian has been attending a workplace cohort training with an emphasis on being a family-friendly workplace.

Maintenance. Paul Bolte, Facilities and Fleet Maintenance Manager, reported to the Board that he had been in meetings relating to car charging stations up and down Highway 101. He also shared that K-9 training of Washington State Patrol at MTA continues. Mr. Bolte recently attended a Spring Maintenance forum with discussions on supply chain challenges, such as bus shelters and preventing costly damage. Gillig instructors will be at MTA in the final part of the build to work with MTA's mechanics for Gillig specific training.

Operations. Jason Rowe, Operations Manager, shared his report on the continually building ridership numbers. Mr. Rowe and Board Members discussed routes and hours of service. The current class of five are driving solo this week. MTA won second place at the Forest Festival for its decorated bus by MTA's new Outreach Coordinator and others that helped out on the decorating. Mr. Rowe also indicated that an additional commuter route has been added to the Worker Driver program.

10.COMMENTS BY BOARD:

- Board member Neatherlin would like to see routes go later, such as after 8:00 pm. He shared his praise for increase in ridership.

11. UPCOMING MEETING
Mason Transit Authority
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton
Regular Meeting
July 15, 2025 at 1:00 PM

Moved that the meeting be adjourned.

12. ADJOURNED: 2:09 PM

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 7B –*Actionable*
Subject: Check Approval
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: July 15, 2025

Summary:

See Attached Check Register.

Check Disbursement Fiscal Impact:

\$769,025.51

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of June 3, 2025, through June 26, 2025, financial obligations on checks #39884 through #39988 as presented for a total of \$769,025.51.



Mason Transit Authority
July 15, 2025, Disbursement Approval

The following checks for the period of June 3, 2025, through June 26, 2025, in the amount of \$769,025.51, 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.

6/3/2025	39884	AIG Retirement DBA Corebridge Financial	1,563.42
6/3/2025	39885	Comcast	143.99
6/3/2025	39886	Corcoran's Lock and Safe, LLC	5,386.93
6/3/2025	39887	Cummins Northwest, LLC	50.22
6/3/2025	39888	Hood Canal Communications	2,030.36
6/3/2025	39889	Crystal Springs	406.88
6/3/2025	39890	Port of Shelton	1,600.00
6/3/2025	39891	Right! Systems, Inc.	8,903.90
6/3/2025	39892	Staples Business Advantage	155.90
6/3/2025	39893	Haley Dorian	158.96
6/3/2025	39894	Mason Transit Authority - ACH Account	235,838.11
6/9/2025	39895	AIG Retirement DBA Corebridge Financial	1,566.00
6/9/2025	39896	World Kinect Energy Services	616.13
6/9/2025	39897	Blossman Services, Inc.	330.05
6/9/2025	39898	Blue Star Gas	3,080.10
6/9/2025	39899	City of Shelton	1,669.48
6/9/2025	39900	GFOA	95.00
6/9/2025	39901	Gillig, LLC	322.28
6/9/2025	39902	Bruce Titus Ford	213.24
6/9/2025	39903	GORDON TRUCK CENTERS, INC.	815.90
6/9/2025	39904	Health Care Center	175.00
6/9/2025	39905	HiTouch Business Services	760.15
6/9/2025	39906	Robert W. Johnson, PLLC	1,600.00
6/9/2025	39907	Kitsap Transit	1,865.37
6/9/2025	39908	Mason County PUD #3	2,440.05
6/9/2025	39909	Purcor Pest Solutions	151.53
6/9/2025	39910	ODP Business Solutions, LLC	82.46
6/9/2025	39911	O'Reilly Auto Parts	106.60
6/9/2025	39912	PetroCard, Inc.	33,831.21

6/9/2025	39913	Pitney Bowes Purchase Power	171.00
6/9/2025	39914	Ricoh USA, Inc	72.30
6/9/2025	39915	Mason County Journal	868.00
6/9/2025	39916	The Shoppers Weekly	679.37
6/9/2025	39917	Smarsh	19.42
6/9/2025	39918	Staples Business Advantage	160.55
6/9/2025	39919	Titus-Will	60.19
6/9/2025	39920	UniFirst	330.34
6/9/2025	39921	Verizon Wireless	1,470.03
6/9/2025	39923	Westbay Auto Parts	933.30
6/9/2025	39924	Washington State Transit Association	800.00
6/9/2025	39925	YOLA LLC	400.00
6/11/2025	39926	U.S. Bank	12,013.81
6/18/2025	39927	Abila	892.45
6/18/2025	39928	Advance Glass	761.16
6/18/2025	39929	Aflac	891.04
6/18/2025	39930	World Kinect Energy Services	655.19
6/18/2025	39931	Belfair Water District #1	218.82
6/18/2025	39932	Berg Marketing Group	3,500.00
6/18/2025	39933	Black Lake Towing LLC	651.60
6/18/2025	39934	Blue Star Gas	1,360.98
6/18/2025	39935	Cascade Natural Gas	2,484.82
6/18/2025	39936	FireTek	6,468.40
6/18/2025	39937	Gillig, LLC	202.86
6/18/2025	39938	Health Care Center	525.00
6/18/2025	39939	Kaiser Foundation Health Plan of Washington	276.00
6/18/2025	39940	Kirk's Automotive, Inc.	237.50
6/18/2025	39941	FinQuery, LLC	5,913.28
6/18/2025	39942	LegalShield	194.25
6/18/2025	39943	Mason County Garbage, Inc.	1,290.92
6/18/2025	39944	Mason County PUD #3	3,338.60
6/18/2025	39945	Mason County Utilities/Waste Management	0.00
6/18/2025	39946	Mason County Utilities/Waste Management	0.00
6/18/2025	39947	Mason County Utilities/Waste Management	0.00
6/18/2025	39948	Mason County Utilities/Waste Management	0.00
6/18/2025	39949	Mason County Utilities/Waste Management	0.00
6/18/2025	39950	Mason County Utilities/Waste Management	0.00
6/18/2025	39951	Mason County Utilities/Waste Management	0.00
6/18/2025	39952	Mason County Utilities/Waste Management	0.00
6/18/2025	39953	Mason County Utilities/Waste Management	110.54
6/18/2025	39954	Mason County Wood Recyclers	10.00
6/18/2025	39955	O'Reilly Auto Parts	266.41
6/18/2025	39956	Builders FirstSource	17.16
6/18/2025	39957	RingCentral, Inc.	1,281.58
6/18/2025	39958	Right! Systems, Inc.	4,451.95
6/18/2025	39959	Schetky Northwest Sales, Inc.	268.22

6/18/2025	39960	The Shoppers Weekly	56.08
6/18/2025	39961	SkyBitz Tank Monitoring	17.38
6/18/2025	39962	Spike's Hydraulics	59.26
6/18/2025	39963	Staples Business Advantage	204.35
6/18/2025	39964	TEC EQUIPMENT	560.53
6/18/2025	39965	Tozier Brothers, Inc.	35.69
6/18/2025	39966	UniFirst	330.34
6/18/2025	39967	UniteGPS, LLC	2,242.00
6/18/2025	39968	WCP Solutions	508.23
6/18/2025	39969	Westbay Auto Parts	70.42
6/18/2025	39970	Whisler Communications	2,079.42
6/18/2025	39971	AWorkSAFE Service, Inc.	1,051.40
6/18/2025	39972	Washington State Transit Association	150.00
6/17/2025	39973	Mason Transit Authority - ACH Account	235,993.80
6/26/2025	39974	AIG Retirement DBA Corebridge Financial	1,572.36
6/26/2025	39975	Blue Star Gas	1,642.86
6/26/2025	39976	Ecolane USA, Inc.	36,919.66
6/26/2025	39977	Economic Development Council	1,000.00
6/26/2025	39978	District 160	1,787.75
6/26/2025	39979	Kimball Midwest	96.19
6/26/2025	39980	Mason County PUD #3	102.02
6/26/2025	39981	Builders FirstSource	71.16
6/26/2025	39982	The Shoppers Weekly	224.47
6/26/2025	39983	Staples Business Advantage	129.58
6/26/2025	39984	Tozier Brothers, Inc.	13.92
6/26/2025	39985	UniFirst	165.17
6/26/2025	39986	AWC Employee Benefit Trust	120,558.81
6/26/2025	39987	Westbay Auto Parts	267.62
6/26/2025	39988	ZEP Manufacturing Company	908.78
		Total 101000 - MC Treasurer Depository	769,025.51

Signed by:
 Submitted by: Lissa McClanahan
 Lissa McClanahan, Finance Manager

Date: 7/11/2025

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

Date: 7/11/2025

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 8A – *Actionable*
Subject: Final Proposed Transit Development Plan (TDP)
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: July 15, 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.

Previous highlights in MTA's 2025-2030 Transit Development Plan presented to the Board in its initial review were as follows:

- 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.

New highlights added to MTA's 2025-2030 Transit Development Plan since the initial review are as follows:

- Included finalized capital improvement program
- Included six-year operating and capital expense financial plan that includes bus replacements, staff additions to accommodate route expansions, and operations facility replacement at John's Prairie.

Summary: Approval of Transit Development Plan.

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the 2025-2030 Transit Development Plan for submission to the Washington State Department of Transportation by September 1, 2025.

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	14
Plan Consistency	14
Planned Capital Expenses.....	15
Table 4 – Planned Capital Expenses.....	15
Planned Operating Changes.....	16
Table 5 – Planned Operating Changes	16
Multiyear Financial Plan.....	17
Capital Improvements:	17
Table 6 – Capital Improvement Program.....	17
Operating Financial Assumptions through 2030.....	18
Table 7 – Operating Financial Plan	19
Projects of Regional Significance.....	19
Agency History, Organizational Structure, and Outreach Coordination	20
Board of Directors:.....	21
Citizen Adviser to the Board:.....	21
Public Outreach:.....	22

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: June 18, 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 June 18, 2025.

Notice Published in Local Paper: The Shelton Journal published a notice of the hearing on the Transit Development Plan on June 26, 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 June 26, 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).

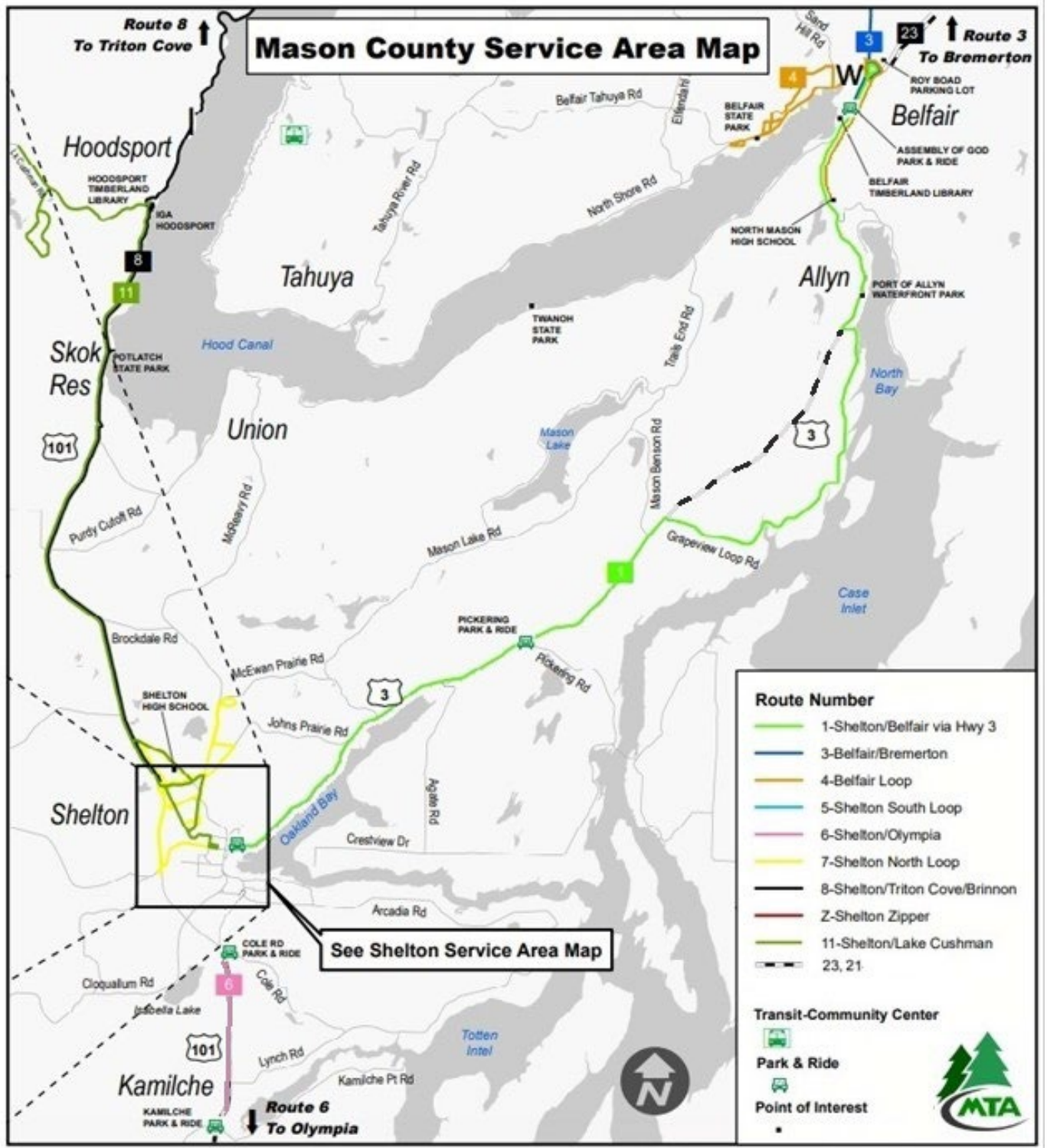
Current hours of operation are 3:25 a.m. to 8:30 p.m., Monday through Friday, and 6:00 a.m. to 7:30 p.m. on Saturday. There is no service on Sunday, and either no service or reduced service on observed holidays, which are listed on MTA's website.

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.

Remainder of Page Intentionally Left Blank

Map 1 – Service Area



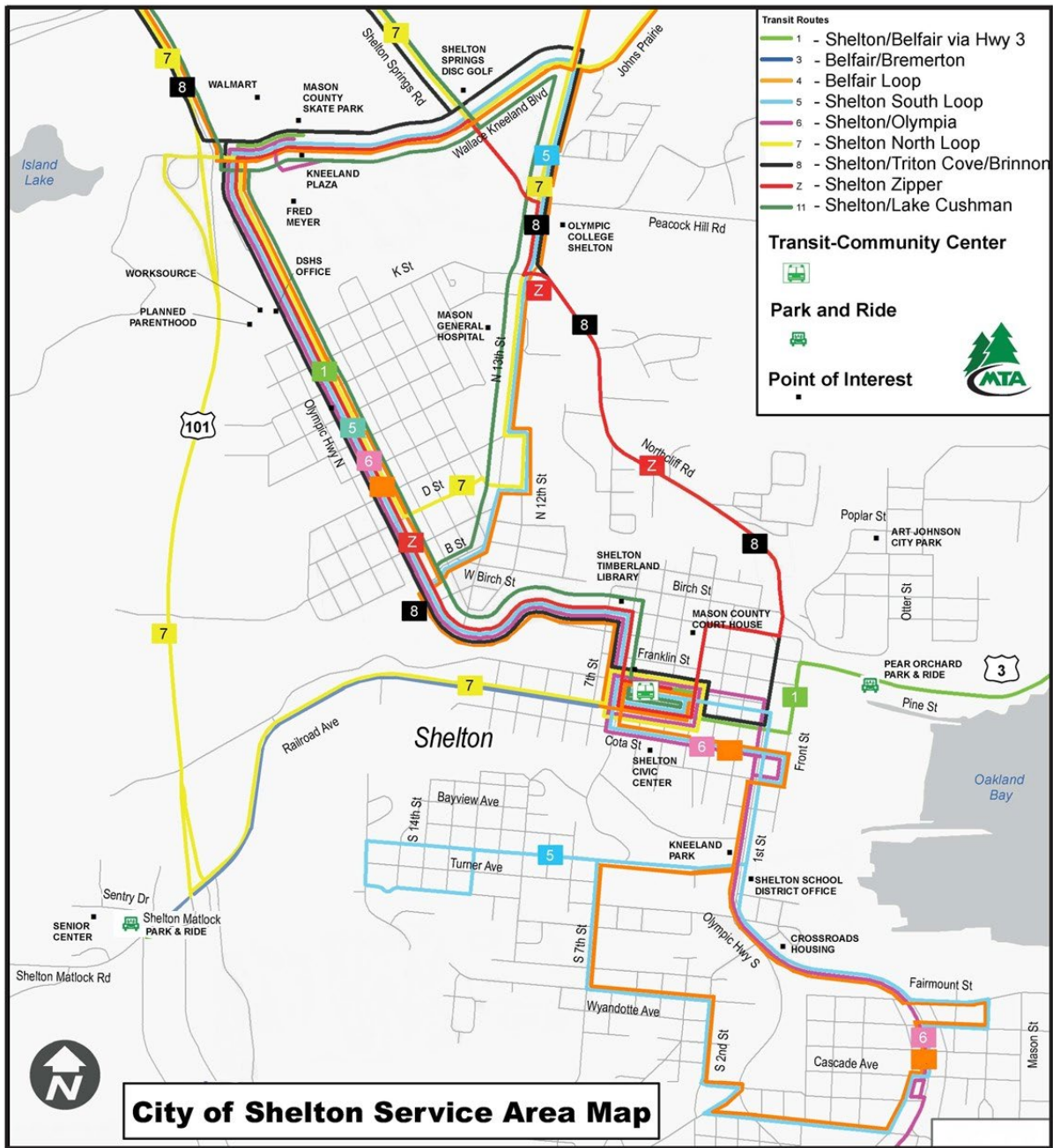


Table 1 – 2025 Fares*

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.

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

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
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

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
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	

Goals, Objectives and Strategies	State Goal Areas					
	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
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 (the “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

Year Received/Expensed	Type	Preservation/Replacement (quantity)	Expansion/Improvement (quantity)
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

Category	Capital Expenditure	2025	2026	2027	2028	2029	2030
Revenue Vehicle	Cutaways	996,000	1,709,800				255,000
Revenue Vehicle	Coaches				700,775	721,798	
Non Revenue Vehicle	Non-Revenue Vehicle			150,000		75,000	
Technology	IT Equipment	254,000	50,000		25,000	50,000	
Equipment	Pressure Washer Replacement	8,000					
Facilities	Belfair Customer Service Remodel						
Facilities	Bus Stop Improvements	150,000	45,000	45,900	46,818	47,754	48,709
Facilities	Pavement Preservation JP Base, Park&Rides				150,000	100,000	
Facilities	Alternative Fueling Infrastructure		45,000		1,200,000		
Facilities	Capital Facility Planning (JP, P&R)	100,000					
Facilities	Administration building upgrade or replacement			8,000,000	4,000,000		
Facilities	Belfair facility shop			1,000,000			
Facilities	Belfair Customer Service Remodel		100,000				
	Total Capital Expenditures	\$ 1,508,000	\$1,949,800	\$ 9,195,900	\$ 6,122,593	\$ 994,553	\$ 303,709

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 and MTA projects using more of its reserves to sustain continued programs. Reserves have been healthy due to the influx of Covid Relief funding, the last of which will be drawn for operating expenses in 2026.
- ❖ 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

	2025 Budgeted	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Balance	23,888,637	26,279,951	29,932,423	20,819,612	13,586,859	9,067,833
Operating Revenues						
Sales Tax	7,798,533	7,954,504	8,113,594	8,275,866	8,441,383	8,610,211
Fare Revenue	85,800	86,658	87,525	88,400	89,284	90,177
State Operating Grants	3,873,018	3,108,386	1,551,793	1,551,793	1,551,793	1,551,793
Federal Operating Grants	1,925,591	4,795,994	1,156,166			-
Other	323,294	329,760	336,355	343,082	349,944	356,943
Total Operating Revenues	14,006,236	16,275,301	11,245,432	10,259,141	10,432,404	10,609,123
Operating Expenses						
Fixed Route	6,937,453	7,429,697	8,227,405	8,597,953	8,795,589	9,199,457
Demand Response (DAR)	4,624,969	4,953,131	5,484,937	5,731,969	5,863,726	6,132,971
Total Operating Expenses	11,562,422	12,382,829	13,712,342	14,329,922	14,659,315	15,332,428
Capital Grant Revenues						
Federal Capital Grant	-	-		560,620	577,439	
State Grant	1,455,500	1,709,800	2,550,000	2,400,000	125,000	255,000
Total Grant Revenue	1,455,500	1,709,800	2,550,000	2,960,620	702,439	255,000
Capital Expenditures						
Revenue Vehicles	996,000	1,709,800	-	700,775	721,798	255,000
Non-Revenue Vehicles	-		150,000		75,000	
Technology	254,000	50,000		25,000	50,000	
Equipment	8,000	-				
Facilities	250,000	190,000	9,045,900	5,396,818	147,754	48,709
Total Capital Costs	1,508,000	1,949,800	9,195,900	6,122,593	994,553	303,709
Ending Balance 12/31	26,279,951	29,932,423	20,819,612	13,586,859	9,067,833	4,295,819

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 MTA's 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
- Pat Tarzwell, 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 building 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: New Business – Item 8B – *Actionable*
Subject: POL-309 Washington Paid Sick Leave Policy
Prepared by: Haley Dorian, Human Resources Manager
Approved by: Amy Asher, General Manager
Date: July 15, 2025

Background:

Recent legislative changes require changes to MTA’s POL-309 Washington Sick Leave Policy to update section 2.1 Qualifying Reasons to use Washington Paid Sick Leave to include: “the need to prepare for or attend judicial or administrative immigration proceedings involving the employee or the employee’s family member”. Since this is a required change to align with current law, staff did not have this policy reviewed by MTA’s Policy Committee.

The change made to the policy is reflected in track changes format, together with the legal citation for reference.

This policy has been reviewed and approved by Legal Counsel.

Summary: Update the Washington Sick Leave Policy (POL-309).

Fiscal Impact:

None anticipated.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2025-07 approving the updated Washington Paid Sick Leave Policy (POL-309).



Title: Washington Paid Sick Leave Policy
Number: 309
Effective: ~~February 18,~~ July 27, 2025
Cancel: ~~January, 2019~~ February 18, 2025
Prepared by: Haley Dorian, HR Manager
Approved by: Authority Board
Resolution No. 2025-~~04~~07

POL-309 WASHINGTON PAID SICK LEAVE POLICY

This policy applies to all Mason Transit Authority (MTA) employees.

1.0 Purpose

- 1.1 Washington Paid Sick Leave (WPSL) is available for all employees to use for qualifying reasons per state law.

2.0 Policy

2.1 Qualifying Reasons to Use Washington Paid Sick Leave

WPSL may be used for the following reasons:

- An employee’s mental or physical illness, injury, health condition and/or preventive care, diagnosis, or treatment, such as a medical, dental, and optical appointment;
- Care of a family member with a mental or physical illness, injury, health condition and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons; or
- To address issues related to domestic violence, sexual assault, or stalking when the employee or the employee’s family member is a victim Qualifying activities include seeking legal or law enforcement assistance or court relief, counseling or treatment by a health care provider, and obtaining support services (e.g., shelter, crisis outreach, safety planning, relocation assistance).
- the need to prepare for or attend judicial or administrative immigration proceedings involving the employee or the employee’s family member.

2.2 Accrual of Washington Paid Sick Leave

All employees accrue WPSL at the rate of one hour for every 40 hours worked (including overtime). All full-time employees accrue WPSL at the rate of one hour for every 40 hours worked but in no case accrue less than two hours per pay period (e.g. a full-time employee working 37 hours per week during a two-week pay period will accrue two hours of WPSL.)

Part time, Seasonal, Worker/Driver and Temporary employees will earn Washington Paid Sick Leave at a rate of .025 per hour for each hour worked.

MTA’s accrual period is from January 1st through December 31st.

See Also: POL-310; FOR 309

Page 1 of 6

Commented [HD1]: <https://lawfilesexternal.wa.gov/biennium/2025-26/Pdf/Bills/Session%20Laws/House/1875-S.SL.pdf?q=20250603163936>

Change to add listed reason effective 7/27/25



Title: Washington Paid Sick Leave Policy
Number: 309
Effective: ~~February 18,~~ July 27, 2025
Cancel: ~~January, 2019~~ February 18, 2025
Prepared by: Haley Dorian, HR Manager
Approved by: Authority Board
Resolution No. 2025-~~04~~07

All employees begin accruing WPSL at the commencement of employment.

At the start of employment, all employees will receive information about the WPSL Policy.

2.3 Eligibility to Use Accrued Washington Paid Sick Leave

All employees are eligible to use accrued WPSL beginning on the 90th day of their employment.

WPSL accrued during a pay period may not be used until the following pay period.

2.4 Reasonable Notice for the Use of Washington Paid Sick Leave

Employees must provide reasonable notice, as described below, to his or her team manager regarding the use of WPSL whenever possible, along with a Paylocity Time-Off Request stating Qualifying Reason (see 2.1). If no advance notice is possible, then the request must be submitted on the day following the employee's return to work. If possible, the request should include the expected return date. Information provided will be kept confidential.

Foreseeable Absences. If the absence is foreseeable, the employee must notify his or her team manager at least 10 days, or as early as possible, before the first day WPSL will be used.

Unforeseeable Absences. If the absence is unforeseeable, the employee must notify his or her team manager as soon as possible.

- If advance notice is possible, the employee must provide such notice no later than one (1) hour before the employee's scheduled start time.
- If advance notice is not possible, the employee or a person on the employee's behalf, must provide such notice, as soon as possible.

2.5 Verification for Absences Exceeding Three Days

An employee may be required to provide verification of a qualifying reason for using WPSL for absences exceeding three (3) consecutive days during which the employee is/was required to work.

If verification is requested, verification must be provided to the manager no less than 10 calendar days of the first day an employee used WPSL. If an employee believes that obtaining verification for use of WPSL would result in an



Title: Washington Paid Sick Leave Policy
Number: 309
Effective: ~~February 18,~~ July 27, 2025
Cancel: ~~January, 2019~~ February 18, 2025
Prepared by: Haley Dorian, HR Manager
Approved by: Authority Board
Resolution No. 2025-~~04~~07

unreasonable burden or expense on the employee, the employee must submit a completed verification form or contact the Administrative Services Manager. MTA will consider the employee's information and respond with alternatives for verification if needed. If the employee is not satisfied with the MTA's alternatives, it may contact the Washington State Department of Labor & Industries. For contact information, see below.

For the employee's own health care or the care for a family member.

Acceptable verification may include:

- A signed statement by a health care provider indicating that the use of WPSL is necessary to take care of the employee or an employee's family member; or
- A written or oral statement from the employee indicating that the use of WPSL is necessary to take care of himself or herself or a family member.

To address issues related to domestic violence, sexual assault, or stalking when the employee or the employee's family member is a victim. Acceptable verification may include:

- A written statement that the employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues.
- A police report indicating that the employee or the employee's family member was a victim of domestic violence;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:

See Also: POL-310; FOR 309

Page 3 of 6



Title: Washington Paid Sick Leave Policy
Number: 309
Effective: ~~February 18,~~ July 27, 2025
 Cancels: ~~January, 2019~~ February 18, 2025
Prepared by: Haley Dorian, HR Manager
Approved by: Authority Board
Resolution No. 2025-~~04~~07

- An advocate for victims of domestic violence, sexual assault, or stalking;
- An attorney;
- A member of the clergy; or
- A medical professional.

For the closure of the employee’s place of business or child’s school/place of care. Acceptable verification includes the notice of closure by a public official that the employee received regarding the employee’s child’s school or place of care.

2.6 Increments of Use for Washington Paid Sick Leave

Employees must use WPSL in increments of one (1) hour.

2.7 Payroll

Employees will be notified of their WPSL accrued, usage, and current balances for each pay period on a direct deposit statement and/or Paylocity’s Time-Off section of the Self-Service Portal.

2.8 Rate of Pay When Using Washington Paid Sick Leave

Use of WPSL hours will be compensated at an employee’s regular rate of pay, excluding withholdings and overtime rates, where applicable. Use of WPSL will not count towards the calculation of overtime.

2.9 Carryover of Washington Paid Sick Leave Hours

At the end of the accrual year, up to 40 hours of accrued, unused WPSL will be carried over to the next accrual year. For regular full-time employees, any accrued, unused WPSL over 40 hours will carry over to the employee’s Mason Transit Authority Sick Leave (MTASL) balance. For example, at the end of the accrual year a regular full-time employee has 48 hours of WPSL, 40 hours will carry over to the WPSL balance and 8 hours will carry over to the employee’s MTASL balance. For all other employees, any accrued, unused WPSL over 40 hours will be forfeited.

2.10 Separation from Employment

If an employee separates from employment, the employee forfeits all accrued, unused WPSL.

See Also: POL-310; FOR 309

Page 4 of 6



Title: Washington Paid Sick Leave Policy
Number: 309
Effective: ~~February 18,~~ July 27, 2025
Cancel: ~~January, 2019~~ February 18, 2025
Prepared by: Haley Dorian, HR Manager
Approved by: Authority Board
Resolution No. 2025-~~04~~07

2.11 Reinstatement of Employment

If an employee separates from employment and is rehired within 12 months of the separation, any accrued, unused WPSL will be reinstated to the employee's WPSL balance. Prior employment at the MTA will be credited toward the 90-day requirement before an employee can begin using accrued, unused WPSL.

2.12 Retaliation Prohibited

Any discrimination or retaliation against an employee for lawfully using WPSL is not allowed. Employees will not be disciplined for the lawful use of WPSL.

If an employee feels that he or she is being discriminated or retaliated against, the employee may contact the General Manager.

If an employee is not satisfied with the company's response, the employee may contact the Washington State Department of Labor & Industries:

Online: www.Lni.wa.gov/WorkplaceRights
Call: 1-866-219-7321, toll-free
Visit: www.Lni.wa.gov/Offices
Email: ESgeneral@Lni.wa.gov

3.0 Definitions

- "Family member" is defined as a child (including biological, adopted, foster, step, in loco parentis, or legal guardian) or parent (including biological, adopted, foster, step, de facto, or legal guardian) to the employee or the employee's spouse/registered domestic partner, a spouse, registered domestic partner, grandparent, grandchild, sibling, or any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.
- "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closures for inclement weather.
- "Absences exceeding three days" means absences exceeding three consecutive days an employee is required to work. For example, assume an employee is required to work on Mondays, Wednesdays, and Fridays, and then the employee uses WPSL for any part of

See Also: POL-310; FOR 309

Page 5 of 6



Title: Washington Paid Sick Leave Policy
Number: 309
Effective: ~~February 18,~~ July 27, 2025
Cancel: ~~January, 2019~~ February 18, 2025
Prepared by: Haley Dorian, HR Manager
Approved by: Authority Board
Resolution No. 2025-~~04~~07

each of those three work days in a row. If the employee uses WPSL again on the following Monday, the employee would have absences exceeding three days.

- "Commencement of employment" means no later than the beginning of the first day on which the employee is authorized or required by the employer to be on duty on the employer's premises or at a prescribed workplace.
- "Verification" means evidence that establishes or confirms that an employee's use of WPSL is for a qualifying reason under RCW 49.46.210(1)(b)-(c).

RESOLUTION NO. 2025-07

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE MASON TRANSIT AUTHORITY WASHINGTON PAID
SICK LEAVE POLICY (POL-309) AND SUPERSEDING AND REPLACING
IN FULL ANY PREVIOUSLY ADOPTED OR APPROVED MASON TRANSIT
AUTHORITY WASHINGTON PAID SICK LEAVE POLICY (POL-309),
INCLUDING RESCINDING RESOLUTION NO. 2025-04.**

WHEREAS, the Washington Paid Sick Leave Policy (POL-309) was last approved by the Mason Transit Authority Board at its February 18, 2025, meeting and at that time it was updated to bring it in alignment with recent legislation and laws of 2024; and

WHEREAS, the policy is now being updated to reflect new legislation relating to a new qualifying reason to use the Washington Paid Sick Leave.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the attached revised Mason Transit Authority Washington Paid Sick Leave Policy (POL-309) is approved and shall supersede and replace in full any previously adopted or approved Mason Transit Authority Washington Paid Sick Leave, including rescinding Resolution No. 2025-04.

Adopted this 15th day of July, 2025.

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, 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: New Business – Item 8C – *Actionable*
Subject: Transit Agency Sales Tax Collection Certification
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: July 15, 2025

Background:

As we enter a new biennium for grant funding, there has been a new condition in accepting state funds as a result of the passage of ESSB 5161. ESSB 5161 requires, in part, that public transportation agencies "...not delay, divert, supplant, or suspend the collection of approved local sales and use taxes for the purpose of public transportation during the 2025-2027 fiscal biennium." MTA would stand to lose approximately \$10M in grant funding for the upcoming biennium if that were to occur.

To protect our funding and for others in the community to understand the financial ramifications to MTA in providing its services, staff wanted to be sure the Board is aware of this requirement. Staff also seeks authorization for the General Manager to sign the certification that is included herein and provide it to WSDOT.

Summary: Approval of Resolution No. 2025-08 authorizing the General Manager to sign the certification relating to grant funding requirements.

Fiscal Impact:

\$10M in grant funding if MTA does not abide by conditions in ESSB 5161.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2025-08 authorizing the General Manager to sign the Transit Agency Sales Tax Collection Certification Form.



Complete section A by marking "yes/no" checkmarks on the certification below.

Organization Name				
Name and Title of Contact Person	Telephone Number	Email Address		
Section A - Sales and use taxes (ESSB 5161)				
My organization will not delay, divert, supplant, or suspend the collection of approved local sales and use taxes for the purpose of public transportation during the 2025-2027 fiscal biennium.		<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;">Yes</td> <td style="padding: 0 10px;">No</td> </tr> </table>	Yes	No
Yes	No			
<p><i>Certification must be completed by someone authorized or delegated to sign contracts on behalf of your organization.</i></p> <p>I hereby certify that, to the best of my knowledge, the provided information is true and accurate.</p>				
<i>Print or type name and title</i>	<i>Signature</i>	<i>Date</i>		

RESOLUTION NO. 2025-08

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE GENERAL MANAGER TO SIGN THE WSDOT TRANSIT
AGENCY SALES TAX COLLECTION CERTIFICATION FORM AGREEING TO
BE IN COMPLIANCE WITH ESSB 5161 REQUIREMENTS.**

WHEREAS, the Mason Transit Authority (“MTA”) Board understands that, as a condition of State grant funding requirements, MTA must be in compliance with ESSB 5161; and

WHEREAS, the MTA Board authorizes MTA’s General Manager to sign the certification stating that MTA will be in compliance with ESSB 5161 requirements;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the General Manager is hereby authorized to sign the Transit Agency Sales Tax Collection Certification Form regarding compliance with ESSB 5161 requirements.

Adopted this 15th day of July, 2025.

John Sheridan, Chair

Wes Martin, Vice Chair

Cyndy Brehmeyer, Authority Member

Tom Gilmore, Authority Member

Richard Lee, 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 9 – *Discussion*
Subject: Out-of-County Route Request
Prepared by: Amy Asher, General Manager
Approved by: Amy Asher, General Manager
Date: July 15, 2025

Background:

MTA Staff to provide an update on out-of-county travel requests, the process required, and estimated costs associated with requests.

We have had a request from the Shelton Promise program through Evergreen State College to provide a more direct route to the college for students traveling from Mason County. We have also had several requests to service the Amazon Fulfillment Center, which is located in Kitsap County about 4 miles out of our service area.

Staff will discuss the Board's interest in having staff work with neighboring jurisdictions to assess the feasibility of developing a pilot program to service these areas. Discussion to include process for reviewing these requests.

Summary: Discussion on out-of-county requests

Fiscal Impact:

Approximately \$10,000 – \$14,000 monthly per route depending on location.

Staff Recommendation:

None at this time.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Report – Item 10A – *Informational*
Subject: Financial Reports – June 2025
Prepared by: Lissa McClanahan, Finance Manager
Approved by: Amy Asher, General Manager
Date: July 15, 2025

Summary for Informational Purposes:

Included are the updated June 2025 Financial Reports.

Highlights:

- June Fuel Prices: Diesel \$3.79, Unleaded \$3.58, Propane \$1.69

Sales Tax Revenue

Sales tax revenue for April 2025 (received June 30, 2025) was \$652,214, 5% *above* the 2025 budgeted amount, and 5% *increase* from April 2024.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses will be 50% (6/12) of the budget at the end of the month. The total YTD Revenue is *over* budget at 51.1%. The total YTD Operating Expenses are *under* budget at 38.7%.

- Operating Grants are *under* budget as we submit for those quarterly.
- Wages and Benefits at *under* budget at 39.7% as staffing changes happen.
- 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 57%, due to yearly memberships at beginning of year.

Fiscal Impact:

June fiscal impact reflects total revenues of \$1,552,130, and operating expenses of \$739,130; for a net *gain* of \$813,000.

Mason Transit Authority Statement of Financial Activities

% through the year: 50.0%

July 2025 Board Report

Statement of Financial Activities	June	2025 YTD Actual	2025 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares- Community Van	\$ -	\$ -	\$ 800		0.0%
PSNS WorkerDriver	7,530	44,411	85,000		52.2%
Total Operating Revenue (Fares)	7,530	44,411	85,800		51.8%
Sales Tax	704,400	3,806,038	7,798,533	1	48.8%
Operating Grants	747,400	2,804,389	5,798,609		48.4%
Rental Income	12,693	73,371	144,794		50.7%
Investment Income	79,626	406,965	150,000		271.3%
Other Non-operating Revenue	482	17,140	28,550	2	60.0%
Total Revenue	1,552,130	7,152,314	14,006,286		51.1%
Expenses					
Wages and Benefits	597,627	3,501,102	8,809,811		39.7%
Contracted Services	13,550	110,148	311,970		35.3%
Fuel	40,154	229,312	649,100		35.3%
Vehicle/Facility Repair & Maintenance	17,217	141,285	449,275		31.4%
Insurance	28,697	202,090	344,368		58.7%
Intergovernmental - Audit Fees	-	5,147	55,000		9.4%
Utilities	13,395	90,343	242,400		37.3%
Supplies & Small Equipment	18,933	135,384	413,320	3	32.8%
Training & Meetings	2,698	18,471	121,071		15.3%
Other Operating Expenses	6,861	76,153	133,633	4	57.0%
Pooled Reserves	-	-	120,000		0.0%
Total Operating Expenses	739,130	4,509,435	11,649,948		38.7%
Net Income (Deficit) from Operations	\$ 813,000	\$ 2,642,879	\$ 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

July 2025 Board Report

Cash Balances

	5/31/2025	6/30/2025	Change
Cash - MC Treasurer	\$ 2,306,735.56	\$ 11,217,967.57	\$ 8,911,232.01
Investments - MC Treasurer	23,750,000.00	23,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 226,531.14	\$ 225,215.11	(1,316.03)
Petty Cash/Cash Drawers	-	-	-
TOTAL	\$ 26,283,266.70	\$ 35,193,182.68	\$ 8,909,915.98

Cash Encumbrances

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

Reserves:

General Leave Liability (Vacation/Sick)	450,171.51
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	\$ 17,507,849.51

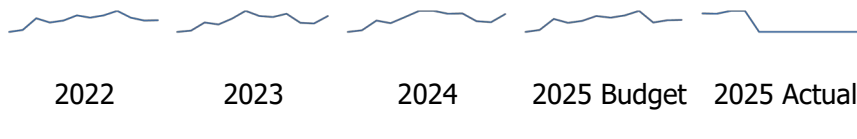
Total of Cash	\$ 35,193,182.68
Less Encumbrances	17,507,849.51
Undesignated Cash Balance Total (Including Reserves)	17,685,333.17
Investments - MC Treasurer (Reserves)	23,750,000.00
Less Encumbrances	17,507,849.51
Undesignated Cash Reserves	\$ 6,242,150.49

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

Mason Transit Authority Sales Tax Receipts

July 2025 Board Report

Sales Tax Collected as of 6/30/2025 for 4/30/2025



	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	652,214	5%	5%	29,494
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)
	7,515,228	7,625,304	7,841,438	7,798,327	2,441,273			
Budget Variance Average - YTD						5%		(5,357,054)
							% Change 2024 vs 2025 Actual Average - YTD	3%

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 10B – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Amy Asher, General Manager

Date: July 15, 2025

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 15, 2025

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board July 15, 2025

GENERAL MANAGER'S REPORT

External Activities:

- Attended Mason Economic Development Council Board meeting.
- Met with Evergreen Community College with regards to the Shelton Promise program.
- Attended Peninsula Joint Operations Committee meeting to coordinate communications responses in the event of an emergency.
- Met with Summit Law staff to review MTA/IAM Maintenance and Facilities contract in preparation for upcoming union negotiations.
- Attended Peninsula Regional Transportation Organization Board meeting.

Internal Activities:

- Staff coordination on internal projects, reignition of the Safety Committee, Union negotiations, budget process for 2026.

TEAM UPDATES

MAINTENANCE/FACILITIES – Paul Bolte

Outreach and meetings:

- Attended PNW Warranty meeting.
- Worked with Firetek on sprinkler testing at JP and Belfair.
- Working with bus vendor on procurement of six cutaway (small) buses.

Facilities and Fleet Projects/Purchases/Maintenance:

- Working on procurement of cutaway buses.
- Working with Facilities Team on park and ride projects; finishing up the Belfair rock project.
- Recruitment for Fueler/Detailer.

T-CC Events/Maintenance

- **Gym:** Pickleball sessions numbered 372 participants this June.
- **Kitchen:** The total number of kitchen users in June was 50 people.
- **Conference Room:** The M.C.P.H. Homelessness Summit welcomed 40 people over the 3-day event. The MTA Healthy Recipe contest had about 30 employees participate/experience the cook-off. Thank you, Haley Dorian, for all your work! The MTA board meeting welcomed 15 members this June.

OPERATIONS – Jason Rowe

- **Ridership:** Ridership for June held steady and while we did have slightly less riders than last month (246 to be exact). If we take into consideration that there were fewer full-service days in June due to the Juneteenth holiday this is exactly what we want to see.
- **New Drivers Class:** All five of our new drivers are now out on their own! We will be getting another class set up for September and recruitment will begin August 11th.
- **Community Partnerships:** A key priority has been to identify and address barriers to access for individuals and communities that may not be fully utilizing our services due to language, location, or awareness gaps. To that end, we have taken several strategic steps to ensure our services are both visible and accessible. For example, we have been participating in several community resource fairs to help bridge this gap and expose MTA's service to those populations that may not be aware of what is available to them.
- **Outreach: Here is a summary of our Outreach events in June:**
 - Provided Special Transportation for the Adaptive Special Needs program out to Panhandle Lake.
 - Provided Special Transportation for Adulting in our Community group to the Bremerton Ferry Terminal.
 - Provided Special Transportation for YMCA hosted hiking excursion.
 - Provided travel training to the "People First of Washington" group.
 - Attended the YMCA Community Resource Education night.
 - Participated in Southside's "Safety Days".
 - Attended the Skokomish Resource fair.

Mason Transit Authority Regular Board Meeting

Agenda Item: Staff Reports Item 10C – *Informational*

Subject: Operational Statistics

Prepared by: Jason Rowe, Operations Manager

Approved by: Amy Asher, General Manager

Date: July 15, 2025

Background:

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2021.

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

June ridership held steady and was very close to what we saw in May. Our new service continues to draw ridership and although we lost the school ridership at the beginning of this month, we can still see that youth ridership present in other areas of our service.

We continue to support special transportation requests which have also helped to supplement our ridership through the summer months.

