



The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of July, 2024 were approved by the Mason Transit Authority Board, by motion, on this 17th day of September, 2024.

Signed by:

Eric Onisko

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Eric Onisko, Chair

DocuSigned by:

John Sheridan

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John Sheridan, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

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Cyndy Brehmeyer, Authority Member

DocuSigned by:

Richard Lee

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Richard Lee, Authority Member

DocuSigned by:

Wes Martin

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Wes Martin, Authority Member

Signed by:

Randy Neatherlin

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Randy Neatherlin, Authority Member

DocuSigned by:

Ryan Spurling

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Ryan Spurling, Authority Member

Kevin Shutt, Authority Member

Signed by:

Sharon Trask

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Sharon Trask, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 9/30/2024

**Mason Transit Authority
Minutes of the Regular Board Meeting
July 16, 2024**

Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



OPENING PROTOCOL

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

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at T-CC: Board members Eric Onisko, Chair; John Sheridan, Vice Chair; Randy Neatherlin, Richard Lee, Wes Martin, Kevin Shutty, Ryan Spurling and Sharon Trask. *Quorum met.*

Authority Voting Board Members Present via Zoom: [None]

Authority Voting Board Members Not Present: Cyndy Brehmeyer.

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

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

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

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

Others Present via Zoom: Lissa McLanahan

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

4. APPROVAL OF AGENDA

Moved that the agenda for the July 16, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Trask/Lee. Motion carried.**

5. CONSENT AGENDA

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

A. June 18, 2024 MTA regular Board meeting minutes.

- B. Payments of June 5, 2024 through June 24, 2024 financial obligations on checks #38750 through #38819, as presented for a total of \$815,018.96.

Trask/Sheridan. Motion carried.

PUBLIC HEARING

The Chair stated that the Board was moving into the Public Hearing relating to the Transit Development Plan ("TDP") at 1:01 pm. The Chair described the purpose of the hearing and described the ground rules for giving public testimony.

There were no members of the public attending the public hearing either in person or virtually.

[Board member Kevin Shutty arrived at 1:02 pm]

[Board member Ryan Spurling arrived at 1:03 pm]

Ms. Asher indicated that the initial draft of the TDP had been brought to the Board for review at the June Board meeting. Some further information has been placed in this final draft TDP and are reflected in the track changes version contained in the Board packet. Ms. Asher described the capital portion of the TDP Plan that is required to be submitted annually. She indicated that the more recent focus has been on replacing vehicles, expanding service and driver recruitment. She also indicated that MTA continues to recruit as more retirements may be coming in the next year.

In preparation of the TDP, she assumed the fare free policy will continue without change.

Board member Neatherlin asked about service in North Mason County. Ms. Asher and Jason Rowe, Operations Manager, discussed the current routes serving that area of the county and the growth of ridership of the Route 4 at 133 riders during March last year to today in the range of 800 to 1,000 riders.

The Board Chair closed the public hearing at 1:11 p.m.

RESUME OPEN SESSION. The Chair stated that the meeting was moving back into open session and announced the time to be 1:11 pm.

6. ACTION ITEMS

Unfinished Business

A. Final Proposed Transit Development Plan (TDP). Following the public hearing, it was **moved** that the Mason Transit Authority Board approve the 2024-2029 Transit

Development Plan for submission to the Washington State Department of Transportation by September 1, 2024. **Neatherlin/Sheridan. Motion carried.**

New Business

A. Request for Approval of Capital Budget Adjustment. Ms. Asher requested an adjustment to the 2024 Capital Budget for the purchase of a cutaway and an alternatively fueled staff vehicle. Last month, Ms. Asher shared that the capital budget adjustment would be made in July. She shared that the vehicle purchases were made when MTA staff learned that if MTA were to wait until 2025, there would be a cost escalation effective in June, 2024. She further indicated that the vehicles would be paid for entirely by State Grant Funds from the Rural Mobility Grant Program and Transit Support Grant program. **Moved** that the Mason Transit Authority Board amend the 2024 Capital Budget by \$211,906 for the purchase of a cutaway bus and a staff vehicle in 2024 instead of 2025. **Sheridan/Martin. Motion carried.**

7. STAFF AND INFORMATION REPORTS:

A. Management Reports.

• General Manager.

- Ms. Asher shared that the sales tax received was over estimated budgeted amounts.
- United Way will be moving out of the space at JP. The space being vacated by United Way may not be filled due to the confidential nature of the current tenant.
- Fuel is slightly under budget and propane fuel is currently \$1.90/gal.

• Finance.

- Ms. Asher indicated that she and Finance Manager, Lissa McClanahan are still working with the SAO. They recently received a large request from the SAO regarding the several different park and ride projects. The SAO is asking for it to be presented differently.
- Ms. Asher is anticipating a 5% increase in property insurance coverage as well as another increase in 2026 in connection with the new Belfair building.

- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, stated that the 12 vehicles approved for surplus are moving out of the yard. Northwest Bus has picked up most and two are going to Centralia College for the mechanic's program. He also stated a park & ride is being paved and an older Gillig is having its engine replaced.

- **Operations.** Jason Rowe, Operations Manager, spoke on the ridership information provided in his report, including that the increased youth ridership on the Route 6, indicating that youth are using the transportation in the summer months and not just during the school year. He also indicated that MTA will be represented at the Bite of Mason on July 19 and Allyn Days this weekend.

8. COMMENTS BY BOARD:

- Board member Trask asked about the number of cameras on a bus. Ms. Asher indicated that the coaches have 9-10 cameras of which some are inside the vehicle and others outside, similarly the smaller (DAR) buses have 6.

9. UPCOMING MEETING

**Mason Transit Authority
Regular Meeting
September 17, 2024 at 1:00 PM**
Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

10. ADJOURNED: 1:38 PM